



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>.

OPR: 10 CS/SCSP (Mrs. Sharron Conrad)
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Certified by: 10 CS/SCS (Ms. Debra Porter)
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AFI 33-360,V1, 6 May 2002, is supplemented as follows:

SUMMARY OF REVISIONS

Only the date of the supplement changed due to the revised basic.

1.7. The **only** official web sites for publications and forms are the Air Force Electronic web site (<http://www.e-publishing.af.mil>) and the Academy web site (<http://www.usafa.af.mil/scs/afapbf.htm>). AF publishes a CD ROM quarterly which 10 CS loads to the tower that is located on the Academy web site.

1.7.2. Most USAFA publications and forms are electronic and are located on the Academy Web site or Air Force Electronic web site. AFMAN 23-110 series will remain on the Academy web site.

1.9. Approving officials for USAFA publications are listed below. These individuals will complete block 20, sign block 21, and date AF Form 673, **Request to Issue Publication**, for publications for which their organization is the OPR. Approval officials may not be delegated. **NOTE:** Approval official's signature block is typed in block 20, but he or she does not sign block 21 until all coordination has been received; recommendations, comments, and nonconcurrences have been resolved; and the draft publication is ready for submission to Publications Management (10 CS/SCSP). The signature block of the approval authority for USAFA instructions appear on the last page of the publication, before the attachments. **For supplements that have attachments, the signature block is located at the bottom of the last attachment.**

1.9.1. (Added) Vice Superintendent (HQ USAFA/CV); Commander, 34th Training Wing (34 TRW/CC); Dean of the Faculty (HQ USAFA/DF); Staff Chaplain (HQ USAFA/HC); Command Historian (HQ USAFA/HO); Inspector General (HQ USAFA/IG); Staff Judge Advocate (HQ USAFA/JA); and Commander, Preparatory School (HQ USAFA/PL).

1.9.2. (Added) Commander, 10th Air Base Wing (10 ABW/CC); Commander, 10th Support Group (10 ABW/SPTG); Chief, Civilian Equal Employment Opportunity; Chief, Command Center (10 ABW/CP);

Chief, Financial Management (10 ABW/FM); Senior Chaplain (10 ABW/HC); Staff Judge Advocate (10 ABW/JA); Chief, Logistics Division (10 ABW/LG); Chief, Military Equal Opportunity (10 ABW/ME); (10 ABW/PD); Commander, 10th Civil Engineer Squadron (10 CES/CC); Commander, 10th Communications Squadron (10 CS/CC); Commander, 10th Medical Group (10 MDG/CC); Commander, 10th Mission Support Squadron (10 MSS/CC); Chief, Civilian Personnel Flight (10 MSS/DPC); Commander, Military Personnel Flight (10 MSS/DPM); Chief, Security Forces (10 SPF/SF); Commander, 10th Support Group Services Division (10 SVS/SV); and Directors.

1.9.3. (Added) For publications issued below USAFA level, approving officials for publications (AF Form 673, blocks 20-22) are as follows:

1.9.3.1. (Added) AF Cadet Wing (AFCW) Publications: Commandant of Cadets, Vice Commandant, group and squadron commanders, and directors.

1.9.3.2. (Added) Group and Squadron Instructions: Commander.

1.9.3.3. (Added) USAF Academy Hospital (10 MDG) Publications: Hospital Commander or Hospital Administrator.

1.9.3.4. (Added) Operating Instructions: As determined by the issuing organization.

1.11. For instructions or supplements shared by two organizations, the organization responsible for writing the publication will be the OPR and will also provide the certifying official. The other organization will be the approval authority and the signature block for the publication (i.e., HQ USAFA/AH and HQ USAFA/PA). **This should only be done as a last resort.**

1.12.1. Each unit listed below will designate, in writing, a publications manager who will administer the publications management program. Send the name and duty phone number of the designee to 10 CS/SCSP not later than 30 workdays following designation. 10 CS/SCSP will provide the publications manager with a "handout" on their responsibilities and may also meet with the individual.

1.12.1.1. (Added) 34th Training Wing (34 TRG).

1.12.1.2. (Added) Preparatory School (HQ USAFA/PL).

1.12.1.3. (Added) 10th Civil Engineer Squadron (10 CES).

1.12.1.4. (Added) 10th Communications Squadron (10 CS).

1.12.1.5. (Added) 10th Medical Group (10 MDG).

NOTE: Each unit listed above will send publications via E-mail to the Publication Manager (10 CS/SCSP) **prior to publishing.**

1.12.2. See paragraph **1.12.1.**, this supplement.

1.13.1. A Publication Project Officer Handout for the development and coordination of USAFA publications is located at the Academy web site (<http://www.usafa.af.mil/scs/afapbf.htm> under HQ United States Air Force Academy publications).

1.13.10. Coordinate all HQ USAFA instructions, supplements, manuals, and pamphlets. **MANDATORY COORDINATION** is as follows:

1.13.10.1. (Added) Inspector General (HQ USAFA/IG).

1.13.10.2. (Added) Staff Judge Advocate (HQ USAFA/JA or 10 ABW/JA). **This also applies to AFCW directives.** However, Unit publications managers will coordinate only if the publication is subject to the privacy act.

1.13.10.3. (Added) Safety (HQ USAFA/SE).

1.13.10.4. (Added) Records Management (10 CS/SCBDR).

1.13.10.5. (Added) Academy Freedom of Information and Privacy Act Monitor (10 CS/SCBD). **This also applies to AFCW directives and Unit publications.**

1.13.10.6. (Added) 10th Air Base Wing Vice Commander (10 ABW/CV), **only** if the organization falls under 10 ABW. **Send the complete package and all** coordination.

1.13.10.7. (Added) Additional coordination (if applicable):

1.13.10.7.1. (Added) All other USAFA activities impacted or involved.

1.13.10.7.2. (Added) Civilian Personnel (10 MSS/DPC) on all **USAFA, AFCW, group, and squadron directives** affecting civilian employees. 10 MSS/DPC will determine the need for Union Local 1876 (AFGE) coordination.

1.13.10.7.3. (Added) Forms Management (10 CS/SCSPF) on all USAFA publications and supplements that mention **ANY forms** not just prescribed; i.e., AF, DoD, and USAFA. This is in accordance with AFI 33-360, V2, paragraph 1.7.9. **This also applies to the Units listed in paragraph 1.12.1. When filling in Section III of the AF Form 673, for prescribed forms check the applicable box and for adopted only list them** (Para 3.13. and 3.24., of basic).

1.13.10.7.4. (Added) Higher headquarters counterpart if AF publication requires. If required, the request is usually located in the Purpose Statement, of the basic.

1.13.10.7.5. (Added) Note: 10 CS/SCSP will obtain Vice Superintendent (USAFA/CV) coordination after the draft publication is submitted to 10 CS/SCSP. The Vice Superintendent will determine if the Superintendent should coordinate.

1.13.10.7.6. (Added) When an AF publication has been revised and there is a USAFA supplement, an AF Form 399, **Request for Action of Implementation of Higher Headquarters Publication**, is sent to the applicable OPR. If the OPR determines the holdover supplement aligns properly with the basic and no changes are needed, then the OPR must submit to 10 CS/SCSP an AF Form 673, and state in the remarks block the supplement is not affected by the revised basic. The certifying and approval official must sign AF Form 673. The only changes permitted are the date of the supplement, supersession line, OPR, certifying official, and the signature block. Mandatory coordination is waived only under these conditions. **ANY content changes will require mandatory coordination.**

1.13.10.7.6.1. (Added) However, when an OPR identifies a minor discrepancy in a recently revised USAFAI or supplement, and the discrepancy that needs to be amended does not have a major impact on other organizations then the change may be made and mandatory coordination is waived. Be sure and make note of this in the Remarks Section on the AF Form 673. Certifying and approval officials are still required.

1.13.11. Upon revision, coordinate USAFA publications with organizations having a technical or functional interest in the revision. Mandatory coordination is still required.

1.13.13. Notify 10 CS/SCSP, in writing, signed by the current OPR, when transferring responsibility for a USAFA publication to another organization. Coordinate the memorandum with the organization's OPR that the publication is being transferred to, prior to submission to 10 CS/SCSP.

1.13.14. 10 CS/SCSP maintains record sets for all USAFA publications. The Units listed in paragraph **1.12.1.**, this supplement, will maintain record sets. For AFIs, the OPR will maintain the record sets.

1.14.1. Publishing Bulletins are now identified as Product Announcements and are located on the Air Force Electronic web site. Information on USAFA publications and forms is published, as needed, on this site.

1.15.8. 10 CS/SCSP will provide doc files to the OPRs. RTF files are no longer required.

1.15.11. 10 CS/SCSP sends the doc file of the final version to the AF Contractor for processing.

1.15.12. The responsibility of the AF Contractor and Air Force Publishing.

1.15.13. When and if this service is available, the responsibility will be with the AF Contractor.

1.15.14. See paragraph **3.45.8.4.** of the basic for further clarification.

2.2. AFCW publications and Unit publications must contain the antecedent AFPD in the Purpose Statement.

2.2.3. Manpower (HQ USAFA/XPM) manages the missions directives for the Academy.

2.2.4. Also applies to AFCW and Unit instructions. Manuals and operating instructions (OI) do not contain the Compliance Statement.

2.2.8.1. The USAF Academy issues instructions and supplements rather than HOIs.

2.3.8. (Added) USAFA VA 33-1, *USAF Academy Directory*. This visual aid provides a list of key personnel, their titles, office symbols, and phone numbers. It is not meant to be a replacement of the base phone directory. It is available on the Academy intraweb.

2.3.8.1. (Added) Publishing. Forms Management (10 CS/SCSPF) will publish the USAF Academy Directory in March and September. Changes are made based upon submissions to the update letter that is sent to each 2-digit organization.

2.3.8.2. (Added) Restrictions.

2.3.8.2.1. (Added) USAFA VA 33-1 is limited to four 8 ½ x 11 pages.

2.3.8.2.2. (Added) Fax and pager numbers and E-mail addresses will not be listed.

2.3.8.2.3. (Added) Only the 2-digit may list their secretary.

2.3.8.2.4. (Added) Listings will be limited to those that talk to the majority of the base, not to a small select group.

2.3.8.3. (Added) Design VAs in MS Word software and submit the doc file to 10 CS/SCSP if the VA is to be electronic. Footnotes on permanent VAs will include the VA number, date, OPR, and distribution symbol. If available electronically, the distribution will be F. Contact 10 CS/SCSP for assignment of VA number, if developing a new VA. Submit AF Form 673 and have the approval official sign. Additional coordination is not required unless the VA has more than one OPR.

2.3.9.1. The USAF Academy Bulletin (USAF AI 33-302) is the only authorized bulletin.

- 2.3.9.2. Now identified as Product Announcements and are located on the Air Force Electronic web site.
- 3.2. Send an information copy of the memorandum to 10 CS/SCSP. The new policy must be incorporated into a USAFA publication, coordinated, and submitted to 10 CS/SCSP within **120 days**.
- 3.4.7.3. Mandatory coordination with 10 CS/SCBD will determine applicability.
- 3.4.7.4. See paragraph **3.4.7.3.**, this supplement.
- 3.4.7.5. See paragraph **3.4.7.3.**, this supplement.
- 3.4.9. See paragraph **3.4.7.3.**, this supplement.
- 3.4.10.2. At the Academy, coordinate all publications, at all levels, affected by the Privacy Act of 1974 with the Academy Freedom of Information and Privacy Act Monitor (10 CS/SCBD), and with Staff Judge Advocate (HQ USAFA/JA or 10 ABW/JA).
- 3.4.17. Mandatory coordination with 10 CS/SCBDR will determine applicability.
- 3.11. 10 CS/SCSP will verify series and assign the control number.
- 3.13. See paragraphs **1.9. - 1.11.** and paragraphs **1.13.10. – 1.13.10.7.5. (Added)**, this supplement.
- 3.13.1. (Added) As a minimum, Unit publications managers will complete items 35 and 36 on AF Form 673. Other items may be completed at the publications manager's discretion.
- 3.14. Maintain all E-mails and facsimiles with the coordination package.
- 3.17. USAF Academy OPRs for **AFIs** should contact 10 CS/SCSP for assistance with this process.
- 3.20. 10 CS/SCSP will assign a date **after** it has been coordinated with HQ USAFA/CV. The approval authority **must** be in command at the time the date is assigned. If the approval authority is no longer in command, then AF Form 673 will need to be signed by the current commander or director and resubmitted.
- 3.21.2. Contact Forms Management (10 CS/SCSPF) for assistance.
- 3.23.1. HQ USAFA/CV requires 10 CS/SCSP to edit publications prior to submitting for his or her coordination.
- 3.23.1.2. Do not build a table of contents. The software that the AF Contractor uses will automatically build a table of contents, if the publication is 20 or more pages.
- 3.23.1.6. The **OPR** for USAFA publications is responsible for sending a copy of their publication to **their counterpart at HQ USAF**.
- 3.24. All USAFA Forms must be prescribed in an USAFA instruction or a supplement. Do not prescribe or adopt office (USAFA O-xxx) forms in a USAFA publication. However, if office forms need to be mentioned in a USAFA instruction, do not list the number, list just the title in **bold**.
- 3.24.1. (Added) AFCW Forms may be addressed in USAFA instructions and supplements when it is imperative to the mission.
- 3.24.3. Send DD Form 67 to 10 CS/SCSPF.
- 3.24.4. Prescribed and adopted forms will be listed in the last paragraph of the publication. **For supplements**, the adopted forms will only be listed if not already identified in the basic.

3.25.1. Send request to 10 CS/SCSP for coordination prior to requesting printing from Defense Printing (PSH).

3.41. OPRs are responsible for marking the revised material in USAFA publications.

3.45.5.1. This procedure is no longer used.

3.45.7.3. Use this supplement as an example.

3.45.7.4. See paragraph **3.45.7.3**.

3.45.8. This paragraph and through paragraphs 3.45.8.3 are the responsibility of the AF Contractor.

3.45.8.4. The majority of USAFA publications and forms are maintained on the Air Force Electronic web site.

3.49. 1. To rescind a USAFA publication, the OPR submits a memorandum to 10 CS/SCSP. Or 10 CS/SCSP may send AF Form 1382 to the OPR to be marked accordingly, signed, and returned to 10 CS/SCSP.

3.49.2. If the publication prescribes a USAFA command form, coordinate the memorandum with 10 CS/SCSPF.

3.50.1. Contact 10 CS/SCSP for guidance on issuing an IC.

3.51. This applies to supplements (See A4.5, of basic).

3.66. 10 CS/SCSP initiates reviews annually in the anniversary month of each USAFA publication to determine status. This applies to Unit publications managers (paragraph 1.2.11, this supplement). For USAFA publications, the proposed draft submission date for publications that require revision is entered into a data base which will generate a reminder letter and an overdue letter.

A2.1. These instructions also apply to units specified in paragraph 1.2.11, this supplement.

A4.1. (Added) For USAFA publications, prepare a clean 8-1/2- by 11-inch double-spaced draft using MS Word. When submitting to 10 CS/SCSP for final processing, include the original AF Forms 673 and a copy of the file on disk or E-mail. Format the text in 12-point Times New Roman, justified margins. Preferred format for graphics is PowerPoint for Windows. For revisions of existing USAFA publications, contact 10 CS/SCSP to obtain a copy on disk. See Handout for Project Officers at (<http://www.usafa.af.mil/scs/afapbf.htm> under HQ United States Air Force Academy publications for additional format instructions.

A4.1.1. (Added) Columns must be aligned by using tabs. **DO NOT** use the space bar.

A4.5. See paragraph **3.51.**, this supplement.

A4.7. See front page of this supplement.

A4.23. USAFA forms are not depicted in USAFA publications.

A4.26. Whoever signs block 21 of AF Form 673 will be the signature element. The signature block is positioned on the fifth line below last line of last paragraph of the document preceding the attachment for USAFA instructions. **For supplements that contain attachments, the signature block is located at the bottom of the page of the last attachment.**

A4.28.1. Do not number. The AF Contractor's software will accomplish this.

A4.28.16. Includes the listing of adopted forms.

A4.31. Section A4G is for AFIs only. Contact 10 CS/SCSP.

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