

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE ACADEMY
INSTRUCTION 33-302**

18 MARCH 2002

Communications and Information

ACADEMY BULLETIN



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://afpubs.hq.af.mil>.

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This instruction implements AFD 37-1, *Air Force Information Management* (will convert to AFD 33-3, *Information Management*), and tells people how to publish in and comply with the Academy Bulletin. It applies to everyone assigned or attached to organizations at the USAF Academy and to military family members. Using the name of any specific manufacturer, commercial product, commodity, or service in the Academy Bulletin does not imply endorsement by the Air Force.

SUMMARY OF REVISIONS

Added only “critical” telephone numbers are listed in the header section, and email addresses will not be listed (paragraph 1.1.); deleted the Academy website URL for the Academy Bulletin and added that the Academy Bulletin is published via Dist O, if items are submitted (paragraph 2.).

1. Types of Items Published in the Academy Bulletin. Air Force or Academy military and civilian job-related announcements, temporary instructions, and so forth, the reader needs to comply with or be aware of. Announcements and events to include various social functions (such as luncheons, club meetings, and chapel groups); “Services” happenings; commissary and exchange services; private organization meetings; etc. Do not include items for personal or commercial sale, personal lost and found items, and so forth.

1.1. Only “critical” telephone numbers are listed in the header section. Email addresses will not be listed.

2. Publishing the Bulletin. Publications Management (10 CS/SCSP) will publish the Academy Bulletin on Wednesday via Dist O, if items are submitted.

2.1. If paper copies are needed, each organization is responsible for printing, distributing, and posting copies within their organization.

3. Submitting Items for the Academy Bulletin:

3.1. Send items to be published via email. Contact the Publications Office, 3-2708, for the name of the individual to send the email to. Items submitted usually will be published as received. However, the Publications Office reserves the right to edit items as needed. 10 CS/SCSP will not automatically publish items periodically (e.g., monthly or quarterly). Rather, submit items each time you want them published. Include the following information:

3.1.1. The name, office symbol, and duty phone of a point of contact for the item.

3.1.2. The date you want the item published.

3.1.3. A title specific to the item's content; avoid using vague titles such as "ATTENTION ALL PERSONNEL." Otherwise, the Publications Office will title accordingly.

3.2. Coordinate the following items before submitting to 10 CS/SCSP:

3.2.1. Announcing office symbol changes with the Base Information Transfer Center (10 CS/SCBDB).

3.2.2. Soliciting funds for charities or financial assistance with the Staff Judge Advocate (10ABW/JA).

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