



Communications and Information

PUBLICATIONS MANAGEMENT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 439 CS/SCB (MSgt Jacqueline M. Davis)

Certified by: 439 SPTG/CC
(Lt Col James P. Joyce)

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AFI 33-360, Volume 1, 31 July 1998, is supplemented as follows:

SUMMARY OF REVISIONS

This revision aligns our supplement with current instructions within AFI 33-360, Volume 1; it establishes procedures for submitting draft publications (paragraph 3.1); establishes e-mail coordination procedures (paragraph 3.14); and eliminates the use of 439 AW Form 12, **Publications and Forms Annual Review**, which is obsolete (paragraph 3.66). A (*) indicates revisions from the previous edition.

1.9.5. On Westover ARB, the approving authority for all publications is the Installation Commander. The certifying authority for publications is the OPR's Group Commander or, if the organization is assigned to the Wing, one level below the command function.

1.11. The certifying official (appropriate Group Commander) signs block 18 of AF Form 673, **Request to Issue Publication**; the approving official (Installation Commander) signs block 21.

1.14.1. On this installation, new or revised publications and forms are announced in the Weekly Bulletin.

*3.1. (AFRC) OPRs submit new or revised publications to 439 CS/SCBR electronically. If the publication is a revision, the OPR must use an electronic method to identify the changes. The draft must be able to be read using Microsoft Word.

*3.14. Draft publications will be sent out for coordination electronically. A suspense of two weeks will be imposed to review the draft publication. If recipients of the draft have any concerns with the publication, they must contact the OPR within the suspense period to resolve any issues. Non-receipt of reply to the electronic coordination e-mail will indicate concurrence.

*3.66. Publications on this installation are reviewed annually.

MARTIN M. MAZICK, Colonel, USAFR
Commander