

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE  
INSTRUCTION 90-160**



**14 APRIL 2022**

*Incorporating Change 1,*

**21 JUNE 2023**

***Special Management***

**PUBLICATIONS AND FORMS  
MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**ACCESSIBILITY:** Publications and forms are available for downloading or ordering on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil)

**RELEASABILITY:** There are no releasability restrictions on this publication.

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Certified by: SAF/AAI  
(Dr. Keith L Hardiman)

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This publication implements Department of the Air Force Policy Directive (DAFPD) 90-1, *Policy, Publications, and DoD Issuance Management*, and is consistent with AFD 33-3, *Information Management*. It provides guidance on the Department of the Air Force (DAF) publications and forms process. This instruction applies to all civilian employees and uniformed members of the Regular Air Force, United States Space Force (USSF), Air Force Reserve and Air National Guard (ANG), and those with a contractual obligation to abide by the terms of DAF issuances, except where noted otherwise. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with (IAW) the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This DAFI may be supplemented at any level, but all supplements that directly implement this publication must be routed to the Air Force Departmental Publishing Office (AFDPO) (SAF/AAIP) for coordination prior to certification and approval. The authorities to waive wing, unit, and delta level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See DAF Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate tier waiver approval

authority. For non-tiered compliance items in this publication, submit requests to AFDPO Policy Branch (SAF/AAIPX) ([SAF.AA.AFDPO-PPX.Workflow@us.af.mil](mailto:SAF.AA.AFDPO-PPX.Workflow@us.af.mil)). Include a copy of any waivers or exceptions issued regarding the publications and forms management requirements found in this publication when submitting products to AFDPO for publishing.

### *SUMMARY OF CHANGES*

This interim change modifies the waiver authority for non-tiered compliance requirements in the opening paragraph of Department of the Air Force Instruction (DAFI) 90-160. A margin bar (|) indicates newly revised material.

## Chapter 1

### OVERVIEW

**1.1. Overview.** This publication establishes guidance for publications and forms management DAF-wide. To the maximum extent practicable, DAF units at all levels must ensure publications and forms are complete, accurate, current, and accessible to DAF users. **(T-1)**

1.1.1. Departmental level publications are used to issue DAF policies, guidance, and procedures; and serve to inform and to assign responsibilities. By order of the Secretary of the Air Force, DAF publications (those listed in DAFMAN 90-161 and processed IAW this publication) issue policy and/or guidance. Unless otherwise identified in DAFMAN 90-161, all publication types require a DAF Form 673, Department of the Air Force Publication/Form Action Request to publish.

1.1.2. Forms provide an expanded capability to standardize and manage the collection, storage, retrieval, and display of data. Official forms are processed and disseminated IAW this publication. See DAFMAN 90-161 for complete details.

### **1.2. Applicability of Publications and Forms.**

1.2.1. Publications are generally intended to provide guidance to Regular Air Force, USSF, Air Force Reserve, and Air National Guard members. However, many DAF publications also apply to DAF civilians, contractors, dependents, military retirees, other military services, members of the public, or foreign nationals. Examples of this applicability include, but are not limited to, programs for which the DAF is designated by Department of Defense (DoD) as the executive agent for programs and responsibilities beyond those of just the DAF, such as foreign nations or other military services; DAF programs that are accessible to, and utilized by, dependents or retirees; and DAF programs that utilize contractors. In these cases, authority for application to individuals who are not DAF military or civilian employees must be clearly stated. See DAFMAN 90-161 for further guidance on these applicability statements.

1.2.2. Exceptions. Support agreements, memoranda of agreement or understanding, and other legally binding documents may extend applicability at the operating location level (bases, installations, joint bases, remote sites). See DAFMAN 90-161, for variations of publications and implementation.

### **1.3. Validity of Publications and Forms.**

1.3.1. Official publications and forms remain in effect until superseded, rescinded, rewritten, or expired as in the case with policy and guidance memorandums.

1.3.2. Certifying and approving officials for DAF publications and forms must be either military members or civilian employees (including direct-hire foreign nationals, but not including contractors or indirect-hire foreign nationals). **(T-1)**

1.3.3. When an approving official vacates his or her position, publications showing the individual's signature element remain in effect.

1.3.4. When a unit reorganizes, OPRs should revise publications to reflect the new organization designation as soon as possible. While a rewrite or new publication action is being processed, OPRs may process an administrative change notifying readers of the change.

#### 1.4. Accessibility of Publications and Forms.

1.4.1. Ultimately, publishing operations are designed to provide customers access to electronic and physical publications and forms. The e-Publishing website ([www.e-publishing.af.mil](http://www.e-publishing.af.mil)) serves as the official repository for departmental, command, and field publications and forms that are issued at the wing or delta/garrison and above (excluding ANG wings). The e-Publishing website is open to the public, so only the unclassified titles of classified and restricted access products are provided, along with directions for accessing restricted websites, and/or instructions on how to obtain copies from the OPR.

1.4.2. The Warehouse Management System (WMS) BackOffice Air Force Information Management Publishing Tool (AFIMPT) is a web application that provides tracking and delivery of new or revised wing or delta/garrison and above (excluding ANG wings) publications and forms to AFDPO. The application is sometimes referred to individually by its parts “WMS, BackOffice, AFIMPT”, however the parts are interlinked and managed as a single web application. The application provides OPRs, action officers (AO), publication change managers (PCM), publications and forms managers (PFM), and AFDPO the ability to change product details, upload draft versions and supporting documents, submit for publishing, track submission, and disseminate the new or revised electronic publications and forms to customers. The web application does not include a workflow for coordination, certification, or approval of drafts. The link to AFIMPT is <https://wmsweb.afncr.af.mil/afimpt/>.

1.4.3. Local PFMs or OPRs will make publications and forms not supported by AFDPO available on local sites or through physical distribution. **(T-3)**

**1.5. Waivers.** When unable to comply with directive guidance and procedures, the unit may request a waiver.

1.5.1. The fundamental aim of a waiver is to enhance mission effectiveness at all levels, while preserving resources and safeguarding health and welfare. A waiver is a method for commanders or civilian directors (as defined in AFI 38-101, *Manpower and Organization*) to communicate a risk management decision for a specified time period or circumstance in which:

1.5.1.1. The cost of compliance (e.g., training, funds, equipment, facilities, guidance, or manpower) creates unacceptable risk to a higher priority task,

1.5.1.2. The expected cost of compliance outweighs the benefit; or

1.5.1.3. Personnel cannot comply with the requirement due to a lack of resources (e.g., training, funds, equipment, facilities, guidance, or manpower).

1.5.2. When a waiver authority approves a waiver, that authority is communicating that both the waiver authority and the requesting commander/director accept the risk(s) created by non-compliance.

1.5.3. Waiver Approval Authorities.

1.5.3.1. The appropriate waiver approval authority for each compliance statement is designated using tier levels as described in DAFMAN 90-161. Waiver authority will reside at the lowest acceptable levels. **(T-1) Note:** not all publications are tiered (e.g., policy directives, non-directive publications). Waivers can be retroactive, unless prohibited by law, executive order or DoD policy. See DAFMAN 90-161 for additional guidance on tiering.

1.5.3.2. Unless explicitly restricted in the publication, commanders/directors may waive non-tiered compliance items, but must send a copy of the approved waiver to the OPR of the higher headquarters publication being waived within 30 days of approval. **(T-1)**

1.5.3.3. See DAFMAN 90-161 for guidance on the waiver process.

**1.6. Unauthorized Changes to Publications.** Rewrites or changes that are not processed IAW guidance in this publication create confusion and conflicting guidance that could jeopardize mission accomplishment and safety. When an activity receives a revised publication or notice of a change issued by guidance other than those prescribed in this publication, that activity should immediately notify the OPR for the publication and the appropriate publications and forms manager (PFM) by e-mail or memorandum. The PFM should immediately contact the OPR to establish a corrective course of action. The OPR shall ensure the unauthorized change is reprocessed in accordance with the guidance contained in this publication and any suspense date provided by the PFM.

**1.7. Draft publications.** Publications are considered drafts until they have been certified, approved, and processed IAW this publication. Mark draft documents to clearly indicate material is for informational or review purposes only and is not for implementation or compliance (see DAFMAN 90-161 for guidance on marking drafts).

**1.8. Classified and Controlled Unclassified Information (CUI).**

1.8.1. Handle classified and CUI publications and forms, and classified and CUI information that is part of the publications and forms process, according to Department of Defense Instruction 5200.48\_Department of the Air Force Instruction 16-1403, *Controlled Unclassified Information (CUI)*.

1.8.2. Some examples of CUI include the following: law enforcement sensitive, Department of Defense (DoD) unclassified controlled nuclear information, and LIMITED DISTRIBUTION.

**1.9. Inherently Governmental Functions.** Only duly appointed DAF personnel (military members and civilian employees, including direct-hire foreign national employees, but not including contractors or indirect-hire foreign national employees) are authorized to make decisions on behalf of the DAF when it comes to accepting or rejecting comments and, certifying and approving DAF publications and forms. Contractor personnel may fill roles (e.g., AO, PFM) providing administrative support, coordination of comments, advice and counsel. The coordination response (concur, non-concur, etc.), acceptance or denial of coordination recommendations, and changes to publications and forms, must be made by a duly appointed DAF personnel. **(T-1)**

## Chapter 2

### ROLES AND RESPONSIBILITIES

#### 2.1. Chief Information Officer, Department of the Air Force (SAF/CN, formerly SAF/CIO A6).

2.1.1. Serves as the DAF focal point on all matters relating to information management policy IAW Department of Defense Directive (DoDD) 8000.01, *Management of the DoD Information Enterprise (DoD IE)*, HAFMD 1-26, *Chief, Information Dominance and Chief Information Officer*, and AFPD 33-3.

2.1.2. SAF/CN is responsible for generating policy governing DAF information management and information technology

2.1.3. Through the Compliance Policy Division (SAF/CNZA), SAF/CN provides coordination on departmental publications and forms to assess compliance with:

2.1.3.1. Report controls, ensuring OPRs follow guidance on creating, maintaining, and disposing of reports according to information collections guidance in AFI 33-324, *The Air Force Information Collections and Reports Management Program*.

2.1.3.2. Privacy Act guidance in AFI 33-332, *Air Force Privacy and Civil Liberties Program*.

2.1.3.3. Freedom of Information Act guidance in DoDM 5400.07\_AFMAN 33-302, *Freedom of Information Act Program*.

2.1.3.4. Federal Register rules and notices guidance in AFI 33-320, *Federal Register* when DAF publications affect the public.

2.1.3.5. Records management guidance in AFI 33-322.

**2.2. The Administrative Assistant to the Secretary of the Air Force (SAF/AA).** Implements information management policy and establishes publications and forms management guidance and procedures, through the Information Directorate (SAF/AAI). Reviews and coordinates on all DAF, USAF, and USSF level policy publications (e.g., policy directives, policy memorandums) prior to SecAF approval to ensure consistency with existing DAF policy and HAFMDs. SAF/AA may direct additional coordination as appropriate.

2.2.1. Office of the Director, Secretary of the Air Force Administrative Assistant, Information Management (SAF/AAI).

2.2.1.1. Oversees the DAF publications and forms program. Provides detailed guidance and procedures for the HAF, commands, and units.

2.2.1.2. Supports the portal-based Form Application Development Program, and is responsible for building applications to automate forms-based processes in partnership with functional communities.

2.2.1.3. Coordinates with operating commands to identify systems support (user, operator, and maintenance), initial and sustained training requirements, and training programs (including costs) for planning purposes.

2.2.2. The Air Force Departmental Publishing Office (SAF/AAIP also known as AFDPO).

2.2.2.1. Under the leadership of the Director, Secretary of the Air Force Administrative Assistant, Information Management (SAF/AAI), AFDPO implements DAF publications and forms management guidance and serves as the headquarters publications and forms manager.

2.2.2.2. See DAFMAN 90-161 for further roles and responsibilities of AFDPO.

### **2.3. The Office of The Judge Advocate General (AF/JA).**

2.3.1. Provides formal coordination and mandatory legal review for all departmental publications and actions that establish or change departmental publications (interim changes, rewrites, policy and guidance memoranda) as discussed in the subparagraphs below.

2.3.2. AF/JA will coordinate and recommend separate Air Force General Counsel (SAF/GC) review of departmental publications requiring SAF/GC review, as necessary.

2.3.3. AF/JA shall provide final legal review after all mandatory and applicable formal coordination has occurred, and comments adjudicated.

**2.4. The Department of the Air Force General Counsel (SAF/GC).** SAF/GC, through its Fiscal, Ethics, and Administrative Law Division (SAF/GCA), provides mandatory legal review and coordination for all publications requiring SecAF coordination or approval.

**2.5. Commanders/Directors at All Levels.** The commander/director will:

2.5.1. Utilize the publications and forms management program to provide official policy, guidance, and detailed procedures.

2.5.2. Implement higher level policy and guidance, providing DAF policy, guidance, and detailed procedures within their functional area of responsibility.

2.5.3. Appoint PCM(s) (optional below HAF level). See DAFMAN 90-161 for PCM roles and responsibilities.

2.5.3.1. HAF: Each two-letter/Level 2 office will assign at least one PCM. Each office may assign multiple PCMs based on breadth of functional area and number of publications. Provide copy of appointment letter to the AFIMPT workflow box at [SAF.AA.AFDPO.AFIMPT@us.af.mil](mailto:SAF.AA.AFDPO.AFIMPT@us.af.mil) and provide a copy to the AFDPO Policy Management workflow box at [SAF.AA.AFDPO-PPX.Workflow@us.af.mil](mailto:SAF.AA.AFDPO-PPX.Workflow@us.af.mil).

2.5.3.2. Organizations below the HAF (MAJCOM, FLDCOM, FOA, DRU, NAF, etc.) will determine if a PCM is needed, and if so, will appoint appropriate number of PCMs. If assigned, provide a copy of any appointment to the supporting PFM office.

2.5.4. Appoint an organizational account representative (OAR) to manage controlled publications and forms. An OAR is required whenever the organization's mission requires the use of controlled publications and forms (such as classified publications, controlled unclassified information (CUI) publications and storage safeguard or accountable forms). The commander signs the AF Form 1846, *Request for and Record of Organizational Account* to approve appointments of the OAR and an alternate. The OAR can be designated at the lowest level necessary to accomplish the mission. (See DAFMAN 90-161 for establishing a publishing organizational account)

## 2.6. MAJCOM/FLDCOM/FOA/DRU A6.

2.6.1. The MAJCOM and FLDCOM publications managers are centralized under ACC, in the Cyberspace Capabilities Center (CCC). The CCC provides support for all MAJCOM and FLDCOM publications and forms development. The workflow e-mail address for the CCC is [Hq.ccc.majcompubsforms@us.af.mil](mailto:Hq.ccc.majcompubsforms@us.af.mil). Support for FLDCOM publications under the CCC is only intended as a stopgap measure until the USSF can stand up their own similar center. **Note:** Excludes ANG, given it is not a MAJCOM.

**2.7. Wing or Delta/Garrison Communications Squadron (or equivalent).** The commander/director will:

2.7.1. Appoint an individual(s) (e.g., Knowledge Operations Management Air Force specialty code, military or civilian equivalent) as the wing or delta/garrison PFM to administer the base's official publications and forms program IAW this publication. Ensure a copy of the appointment letter is provided to the AFIMPT workflow box [SAF.AA.AFDPO.AFIMPT@us.af.mil](mailto:SAF.AA.AFDPO.AFIMPT@us.af.mil) with a courtesy copy to the AFDPO Policy Management workflow box [SAF.AA.AFDPO-PPX.Workflow@us.af.mil](mailto:SAF.AA.AFDPO-PPX.Workflow@us.af.mil) and all subordinate publishing functions.

2.7.1.1. Depending on the structure of the organization, the PFM may be a separate position.

2.7.1.2. Smaller activities may not have the resources to support a full-time PFM (e.g., some FOAs). Such activities should be supported by higher headquarters publications and forms management, thus eliminating the need for a local PFM. Additionally, if a tenant on a base, the activity should enter into a support agreement with the local PFM, whenever possible. See AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures* for further details on support agreements.

2.7.2. If the PFM function is contracted out or filled by an indirect-hire foreign national, have the terms of that contract or employment agreement reviewed for legal and operational security soundness.

2.7.2.1. PFMs can access publications generated within their activities and in other activities, so all legal and operational security concerns need to be addressed before this function is performed by a contractor or indirect-hire foreign national.

2.7.2.2. Contractor and indirect-hire foreign nationals may not determine coordination responses (concur, non-concur, etc.), approve or deny changes to official policy or guidance, or take any action that is deemed an inherently governmental function.

2.7.3. In conjunction with the PFM(s), determine who maintains the official record sets for the organization's publications and forms.

2.7.4. Provide coordination on publications and forms issued at their level to assess compliance with areas identified in DAFMAN 90-161. Authority to coordinate may be delegated to specific local offices.

## 2.8. Coordinators.

2.8.1. While AOs and PCMs provide the administrative support for publications and forms (e.g., draft, manage, task, track), coordinators provide a review from the perspective of the



specific functional area of expertise (see Table A3.1. in DAFMAN 90-161). Coordinators are responsible for reviewing and providing timely coordination on publications and forms.

2.8.2. Coordinators agree to the contents within a publication or form when providing coordination. Additionally, coordinators are agreeing to the releasability of the publication, as stated by the OPR in the publication. Coordinators are to provide feedback to the OPR if the content or purpose of a publication or form are in conflict with existing policy or guidance.

**2.9. Certifying Officials.** Certify for the approving official, 1) the need for the publication or form within the numbered publication subject series and 2) its consistency with policy and assigned responsibilities in an antecedent policy directive and/or implemented higher headquarters publication. This role is based on assigned responsibilities for functional areas as delegated in HAFMDs and policy directives. See DAFMAN 90-161.

**2.10. Approving Officials.** Approve the release of publications for compliance and enforcement and are solely responsible for ensuring the publications are necessary, contain current information, and conform to existing laws, policy and guidance. Before signing the DAF Form 673, approving officials below the HAF level will ensure the publication is not less restrictive than higher headquarters publications, unless permitted. If needed, the proposed publication may be more restrictive, where appropriate. See DAFMAN 90-161.

## Chapter 3

### PUBLICATION TYPES

**3.1. Types of Publications.** Publications are separated into two categories: directive and non-directive.

3.1.1. Directive publications. These publications are necessary to meet the requirements of law, safety, security, or other areas where common direction and standardization benefit the DAF. DAF personnel are expected to comply with directive publications unless waived by proper authority. Failure to comply with directive publications may subject military members to punishment under the Uniform Code of Military Justice (UCMJ) and may subject military or civilian personnel to adverse administrative actions. Examples of directive publications are policy directives, instructions, and manuals. All directive publications must contain the following statement in the publication header: “COMPLIANCE WITH THIS PUBLICATION IS MANDATORY.” All directive publications are hosted on the e-Publishing website, with the exception of restricted publications and publications generated below the installation level or by ANG units. See DAFMAN 90-161 for a complete description of all directive publication types and to see other avenues for hosting restricted or below wing or delta/garrison level publications.

3.1.1.1. Directive publications may prescribe forms.

3.1.1.2. Directive publications contain compliance statements, which are statements that impose a legal, presidential (executive), congressional, governmental, Department of Defense, or DAF requirement on an individual or entity. A compliance statement creates an obligation on the responsible party to perform some certain action. Compliance statements should clearly state that compliance is required and who is responsible to comply in order to place the responsible party on proper notice. For example, using the words “shall,” “will,” or “must” are effective ways to communicate that compliance is required. If a statement in a directive publication is permissive (i.e., “should,” “may,” “can”), it is not a compliance statement.

3.1.1.3. When unable to comply with a directive statement, the responsible party may request a waiver. See [paragraph 1.5](#).

3.1.2. Non-directive publications. These publications are informational and suggest guidance that can be modified to fit the circumstances. Complying with publications in this category is expected but not mandatory. Department of the Air Force personnel use these publications as reference aids or “how-to” guides. See Table A11.2 within DAFMAN 90-161 for a list of non-directive publication types.

3.1.2.1. Non-directive publications do not contain the “COMPLIANCE WITH THIS PUBLICATION IS MANDATORY” statement in the publication header.

3.1.2.2. Nondirective publications are not given tier levels, since they do not contain compliance statements.

3.1.2.3. Nondirective publications cannot prescribe forms.

3.1.2.4. Nondirective publications follow the standard publication format as provided in DAFMAN 90-161 or PFM approved special or unique formats.

ANTHONY P. REARDON  
Administrative Assistant

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

DoDD 8000.01, *Management of the Department of Defense Information Enterprise (DoD IE)*, 17 March 2016

DoDI 5200.48\_DAFI 16-1403, *Controlled Unclassified Information (CUI)*, 5 October 2021

DoDM 5400.07\_AFMAN 33-302, *Freedom of Information Act*, 27 April 2018

HAFMD 1-26, *Chief, Information Dominance and Chief Information Officer*, 5 February 2015

AFPD 33-3, *Information Management*, 8 September 2011

DAFPD 90-1, *Policy, Publications and DoD Issuances Management*, 7 March 2018

AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*, 18 October 2013

AFI 33-320, *Federal Register*, 30 July 2019

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 33-324, *The Air Force Information Collections and Reports Management Program*, 22 July 2019

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 10 March 2020

AFI 38-101, *Manpower and Organization*, 29 August 2019

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

HOI 90-1, *Headquarters Air Force Mission Directives and Department of Defense Issuances Program*, 10 January 2018

#### *Prescribed Forms*

None

#### *Adopted Forms*

DAF Form 673, *Air Force Publication/Form Action Request*

DAF Form 847, *Recommendation for Change of Publication*

AF 1846, *Request for and Record of Organizational Account*

#### *Abbreviations and Acronyms*

**AFDPO**—Air Force Departmental Publishing Office

**AFI**—Air Force instruction

**AFIMPT**—Air Force Information Management Publishing Tool

**AFMAN**—Air Force manual

**AFPD**—Air Force policy directive  
**ANG**—Air National Guard  
**AO**—action officer  
**BO**—Back Office  
**CCC**—Cyberspace Capabilities Center  
**CUI**—controlled unclassified information  
**DAF**—Department of the Air Force  
**DAFI**—Department of the Air Force instruction  
**DAFMAN**—Department of the Air Force manual  
**DAFPD**—Department of the Air Force policy directive  
**DoD**—Department of Defense  
**DoDD**—Department of Defense directive  
**DoDI**—Department of Defense instruction  
**DoDM**—Department of Defense manual  
**DRU**—direct reporting unit  
**e-Publishing**—the e-Publishing website ([www.e-publishing.af.mil](http://www.e-publishing.af.mil))  
**FLDCOM**—field command  
**FOA**—field operating agency  
**HAF**—Headquarters Air Force  
**HAFMD**—Headquarters Air Force mission directive  
**IAW**—in accordance with  
**MAJCOM**—major command  
**NAF**—numbered Air Force  
**OAR**—Organizational Account Representative  
**OPR**—office of primary responsibility  
**PCM**—publication change manager  
**PFM**—publications and forms manager  
**POC**—point of contact  
**SAF**—Secretariat offices within the HAF  
**SecAF**—Secretary of the Air Force  
**UCMJ**—Uniform Code of Military Justice  
**USSF**—United States Space Force

WMS—Warehouse Management System

### *Office Symbols*

SAF/AA—Administrative Assistance to the Secretary of the Air Force

SAF/AAI—Information Management Directorate

SAF/AAIP—Air Force Departmental Publishing Office (AFDPO)

SAF/AAIPX—AFDPO Policy Management

SAF/CN—Chief Information Officer

SAF/CNZA—Compliance Policy Division

SAF/GC—Department of the Air Force General Counsel

SAF/GCA—Deputy General Counsel Fiscal, Ethics and Administrative Law

AF/JA—The Office of The Judge Advocate General

### *Terms*

**Action Officer (formerly point of contact (POC))**—The individual designated by the OPR to meet publications and forms responsibilities. AO and OPR are often used interchangeably, but the organization of primary responsibility retains ultimate responsibility and accountability.

**Administrative Change**—Change that does not affect the subject matter content, authority, purpose, application, and/or implementation of the publication (e.g., changing the AO name, office symbol(s), fixing misspellings, etc.).

**Antecedent Publication**—Preceding publication being implemented

**Approving Official**—Approves the release of publications for compliance and enforcement and is solely responsible for ensuring the publications and forms are necessary, information is current, and in conformance with existing laws, policy, guidance, and Department of the Air Force (DAF) mission.

**Compliance Statement**—A compliance statement is a clear and definite expression by an organization, in writing, confirming its expectation of compliance to relevant laws, policy, and guidance required by activities and personnel within the scope and applicability of the directive publication. Compliance statements must be tiered and consist of two elements: 1) Compliance language such as “will,” “shall,” or “must” or a directive; and 2) an identified, responsible party.

**Controlled Unclassified Information**—Unclassified information that requires safeguarding or dissemination controls, pursuant to and consistent with applicable law, regulations, and government-wide policies.

**Days**—Unless otherwise stated, all references to days are to calendar days.

**Directive Publication**—Publications to which adherence is mandatory. These publications implement mandatory guidance for publication users and deviation is not permitted without a waiver. All directive publications must contain the following statement: “COMPLIANCE WITH THIS PUBLICATION IS MANDATORY.”

**e-Publishing**—Central website for accessing, viewing, downloading, or ordering physical and electronic products processed by AFDPO. Information on product development and links to other agency publications are also provided on the e-Publishing website ([www.e-publishing.af.mil](http://www.e-publishing.af.mil)).

**Expired Publication or Form**—A publication or form that is no longer effective, has been removed from circulation, is obsolete, or whose expiration date (for example, a guidance memorandum or policy memorandum) has elapsed.

**Field**—Organizational entity below the HAF, MAJCOM, or FLDCOM level; examples include, FOA, DRU, NAF, wing or delta/garrison, etc.

**Field Command**—A major subdivision of the USSF that is assigned a key part of the USSF mission. A field command is directly subordinate to the Space Staff Headquarters Air Force. All USSF field commands report to the CSO.

**Field Publication/Form**—Publication or form that is applicable within the issuing field unit only.

**Form**—A fixed arrangement of captioned spaces designed for entering and extracting prescribed information. A tool used for the collection, recording, and/or extraction of information whereby a predetermined set of data fields have been established and defined to meet a definitive DAF purpose or objective.

**Guidance and Procedures**—Specific instructions that implement policy and/or establish a process to complete a task, project, or execute a program.

**Headquarters Air Force**—The senior headquarters of the Department of the Air Force, comprised of three major entities: the Secretariat (including the SecAF and the Secretary's principal staff), the Air Staff, headed by the Chief of Staff, and the Space Staff, headed by the Chief of Space Operations.

**Major Command**—A major subdivision of the USAF that is assigned a key part of the USAF mission. A major command is directly subordinate to Headquarters Air Force. All USAF major commands report to the CSAF.

**Non-directive Publication**—Publications that are informational but to which adherence is not mandatory. These publications suggest guidance for the user, which can be modified to fit the circumstances without a waiver. Non-directive publications include pamphlets; doctrine; tactics, techniques and procedures (TTPs) documents; handbooks and visual aids.

**Office of Primary Responsibility**—The originating office for a publication or form; the author of the publication or form is an individual within the OPR. OPRs are solely responsible for the accuracy, currency, and integrity of their publications and forms.

**Policy**—A statement of important, high-level direction that guides decisions and actions throughout the DAF. Policy translates the ideas, goals, or principles contained in the mission, vision, and strategic plan into actionable directives.

**Publication**—An officially produced, published, and distributed document issued for compliance, implementation, and/or information. Publications are either directive (e.g., instructions, manuals) or non-directive (e.g., handbooks, pamphlets).

**Publications and Forms Manager**—One who supervises and manages the local publications and forms programs. The primary focal point for publication and distribution issues.

**Record Set**—Collection of official records related to an individual publication or form. The record set includes but is not limited to the DAF Form 673, the comment resolution matrix, and the approved draft.

**Records Disposition Schedule**—A document providing mandatory instructions for what to do with records (and non-record materials) no longer needed for current government business. It includes provision of authority for the final disposition of recurring or nonrecurring records; also called records control schedule, records retention schedule, disposition schedule, or schedule.

**Records Management**—Managerial activities involved with respect to records creation and receipt, records maintenance and use, and records disposition.

**Repository**—The AFDPO repository is the central server on which the aggregation of e-Publishing product files are maintained. The products are filed and maintained in a directory structure that is arranged by publishing organization.

**Restricted Publication**—Publications containing classified information or controlled unclassified information.

**Revised Publication**—A publication that supersedes or changes a previous edition, related publications, or portions of related publications in a given category.

**Risk**—The probability and severity of loss or adverse impact from exposure to various hazards.

**Risk Management**—The process to identify, assess, and control risks and make decisions that balance risk cost with mission benefits.

**Standardization**—Established norms. An instruction set and the process by which an organization achieves the closest practicable cooperation among stakeholder agencies for the most efficient use of resources, and agrees to adopt on the broadest possible basis the use of common or compatible procedures, criteria, components, doctrine, and/or tactics.

**Unit**—A military organization constituted by directives issued by the DAF, USAF, or USSF.