COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This publication implements Department of the Air Force Policy Directive (DAFPD) 90-1, *Policy, Publications, and DoD Issuance Management* and Department of the Air Force Instruction (DAFI) 90-160, *Publications and Forms Management,* and is consistent with Air Force Policy Directive (AFPD) 33-3, *Information Management*. It provides guidance and procedures on creating, managing, and disseminating all directive and non-directive publications and forms throughout the Department of the Air Force (DAF). It applies to the entire DAF, including DAF civilian employees and uniformed members of the United States Air Force (USAF), the United States Space Force (USSF or Space Force), the Air Force Reserve (AFR), the Air National Guard (ANG), and the Civil Air Patrol (CAP) when conducting missions as the official Air Force Auxiliary, as well as 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 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 publication may be supplemented at any level, but all supplements that directly implement this publication must be routed to the OPR of this publication via the Headquarters of the Department of the Air Force (HAF) task management tool or e-mail to **saf.aa.afdpo-ppx.workflow@us.af.mil** 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 **Table A10.1** 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**). 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. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the DAF.

SUMMARY OF CHANGES

This publication has been rewritten and needs to be completely reviewed. Major changes include adding Space Force-equivalent language where appropriate; clarifying when a sister service senior coordinator is required on DAF Form 673, *Department of the Air Force Publication/Form Action Request*; clarifying the coordination routing for Headquarters Air Force Mission Directives (HAFMDs); adding a provision regarding exceptions to guidance; and adding three terms to the list of terms in **Attachment 1**.

Chapter 1

**PUBLICATION BASICS, WRITING CONSIDERATIONS AND COMPLIANCE
CONSIDERATIONS COORDINATION WITH THE RESERVE, GUARD AND CIVIL
AIR PATROL**

1.1. Publication Basics. Note: All references to the HAF include the Secretariat, the Air Staff
and the Office of the Chief of Space Operations ("Space Staff"). For ease of recognition, the Air
Force Departmental Publishing Office (SAF/AAIP) will be referred to as "AFDPO" throughout
this manual.

1.1.1. Interoperability Between DAF Service Publications. The DAF, comprised of the USAF
and the USSF, will prepare all publications in accordance with (IAW) this publication. This
includes, but is not limited to, policy directives, instructions, manuals, mission directives and
operating instructions. With few exceptions, publications should use the term "United States
Air Force," "United States Space Force," or the appropriate abbreviation to refer to the
services. Publications applying to both services will be referred to as "Department of the Air
Force" followed by the type of publication. These publications will use the prefix "DAF."
Example: "Department of the Air Force Instruction (DAFI)." **Note:** If a publication applies
to any member(s) of the sister service, including guard or reserve members, the publication
must be designated as a "DAFI." This manual does not provide guidance on drafting mission
directives and operating instructions. Additional guidance for drafting mission directives and
operating instructions can be found in Headquarters Operating Instruction (HOI) 90-1,
Headquarters Air Force Mission Directives and Department of Defense Issuances Program
(HAFMDs); HOI 90-2, *Headquarters Air Force Operating Instruction (HOI) Program*
(HOIs); or AFI 38-101, *Manpower and Organization* (Air Force Mission Directives (AFMDs)
and Space Force Mission Directives (SPFMDs)). To the maximum extent practicable, units at
all levels should ensure publications and forms are complete, accurate, current, accessible and
maintained. Publications will not contradict Department of Defense (DoD) policy or guidance,
executive orders or laws. **(T-0) Note:** Federal law requires most federal agency publications
to be publicly posted. The DAF makes publications publicly accessible as established in this
publication on the public e-Publishing website. Policy letters, endorsement letters, guides, and
bulletins are not recognized as part of the DAF publishing program. Any new guidance or
information issued in a policy letter, endorsement letter, guide, or bulletin requiring
implementation and/or compliance should be established in a publication type described in this
publication and processed accordingly.

1.1.1.1. Policy Publications.

1.1.1.1.1. The USAF two-letter/USSF Level 2 (2ltr/L2) of the HAF issuing
organization for a DAFPD will certify the policy directive and the 2ltr/L2 of the sister
service will be identified as the Senior Coordinator along with the certifier in the front
matter of the publication. See example in **Figure 1.1**.

Figure 1.1. Example of Certified By/Senior Coordinator Block for DAFPDs.

Certified by: SAF/AA
(Anthony P. Reardon)
USSF: SF/S2
(John A. Smith, Senior Coordinator)

1.1.1.1.2. All existing USAF policy directives (PDs) are deemed DAF policy directives (DAFPDs) in accordance with DAFPD 90-1, and applicable to both USAF and USSF, unless one service is specifically excluded. Failure to rename USAF policy directives as DAF policy directives does not negate their applicability to the USSF. DAFPDs will be renamed in e-Publishing upon reissuance. PDs specific only to the USAF are referred to as Air Force Policy Directives (AFPDs) and PDs specific only to the USSF are referred to as Space Force Policy Directives (SPFPDs). **Note:** If and when USSF service-specific guidance is published, USSF guidance will prevail in application to the USSF.

1.1.1.2. Non-Policy Publications.

1.1.1.2.1. The functional 2ltr/L2 of the service who is the approving official for guidance publications (e.g., instructions and manuals) is the authority for sister service inclusion or exclusion. The publication action officer (AO) (formerly point of contact (POC)) will include both services when staffing all publications for coordination and will ensure coordination is received from the 2ltr/L2 of the sister service. The publication must state in its opening paragraph that it excludes the service. Example: "This publication does not apply to the United States Air Force." (See **Table 4.4** for examples of applicability statements.)

1.1.1.2.2. All existing USAF publications and forms are applicable to all DAF entities including the USAF and the USSF, unless specifically excluded. Applicability of current publications to the Air Force Reserve, the Air National Guard, and the Civil Air Patrol when conducting missions as the official Air Force Auxiliary, are not affected. Existing references to legacy Air Force Space Command units or organizations (e.g., 14th Air Force) should be considered references to the equivalent or successor units or organizations of the USSF. If no equivalent is apparent, the USSF Chief of Space Operations (CSO) will designate the unit or organization. **Note:** If and when USSF service-specific guidance is published, USSF guidance will prevail in application to the USSF.

1.1.1.3. New and revised documents will be designated using the proper prefix, e.g., DAFPD, AFPD or SPFPD, as appropriate.

1.1.1.4. Publications will specifically refer to the OPR's service and its components. Publications will also specifically refer to the sister service and relevant components, as applicable. Example: A publication issued by the DAF will reference both USAF and USSF organizations and their components with responsibilities related to the content within the respective publication. Any inaccurate legacy language (e.g., 14th Air Force) in a publication applicable to the USSF will be interpreted as referring to the USSF equivalent or its successor USSF organization. If no equivalent exists, USSF CSO will

designate the unit, organization, or position to which the provision will apply. (See **paragraph 4.5.4.10**.)

1.1.1.4.1. If a publication will *exclude* a service:

1.1.1.4.1.1. The service chief of the service who is the OPR for the publication is the authority for service exclusion and has the discretion to delegate this authority no lower than the service director of staff, for policy directives. (**Note:** If it is determined that a PD excludes a service, then all directive guidance flowing from that PD also excludes that respective service.) The OPR of the publication must notify the service chief of the excluded service that the service will be excluded from the publication, upon initiation of the publication process. The publication must state in its opening paragraph that it excludes the service. Example: "This publication does not apply to the United States Space Force." (See **paragraph 4.5.5.2.2**.)

1.1.1.4.1.2. The functional 2ltr/L2 of the service who is the OPR for the publication is the authority for service exclusion for guidance publications, e.g., instructions, manuals. The publication OPR will include both services when staffing all publications for coordination (see **paragraph 5.1.1**) and will ensure coordination is received from the 2ltr/L2 of the excluded service. The publication must state in its opening paragraph that it excludes the service. Example: "This publication does not apply to the United States Air Force." (See **paragraph 4.5.5.2.2**.) Publications that include service exclusions do not require re-coordination during publication updates with the excluded service unless one of the conditions below are met:

1.1.1.4.1.2.1. The service chief of the service, or delegate authority, who is the OPR for a publication determines whether the update increases the scope of the publication where the originally excluded service may now be included in its application.

1.1.1.4.1.2.2. If the excluded service adds service capabilities (e.g., new service missions), the excluded service chief, or delegated authority, must inform the service OPR of the enhancements to determine if existing publications now apply to the excluded service.

1.1.1.4.1.2.3. The service chief of the service to be excluded will have 15 duty days to concur or nonconcur with the exclusion. The service to be excluded may request a reasonable extension to respond beyond the set deadline. Failure to respond within that time will constitute concurrence with the exclusion. The excluded service will explain the nonconcurrence to the OPR of the publication and OPR's service chief.

1.1.1.4.2. Request for inclusion or exclusion. A service may request to be included or excluded from a publication.

1.1.1.4.2.1. Inclusion. The requesting service will submit its inclusion request to the OPR of the publication (with approval from its service chief, delegable to the director of staff for policy directives or to the HAF functional 2ltr/L2 for guidance publications). The request must include proposed draft changes to the existing publication. **Note:** If a service wants to reject inclusion, policy directives require

approval from the service chief (delegable to the service director of staff) and guidance publications must require approval from the HAF functional 2ltr.

1.1.1.4.2.2. Exclusion. The requesting service will submit an exclusion request to the OPR of the publication (with approval from its service chief for policy directives, delegable to the service director of staff), or to the HAF functional 2ltr for guidance publications.

1.1.1.4.2.2.1. The request must include proposed draft changes to the existing publication and either an explanation for how the requesting service intends to implement the underlying publication requirements, if applicable, or why the service should be excluded from applicability.

1.1.1.4.2.2.2. If DAF, DoD or other authority requires service-specific guidance, the service requesting exclusion will include a draft publication or guidance memorandum (as an interim step) that addresses the requirement with the exclusion request.

1.1.1.4.2.3. After coordination with the Office of The Judge Advocate General (AF/JA) regarding the inclusion/exclusion issue, the publication's approving official will accept or reject the request for inclusion or exclusion.

1.1.1.5. Resolution Process.

1.1.1.5.1. If the publication approving official accepts a nonconcurrence or a request for inclusion or exclusion, the publication OPR will update the publication accordingly. The OPRs for each service will then notify the respective service chief. For inclusions or exclusions, the publication OPR will update the publication in accordance with the processes and timelines within this DAFMAN.

1.1.1.5.2. If the publication approving official rejects the nonconcurrence or request for inclusion or exclusion, the publication OPR will contact the appropriate functional 2ltr/L2 of the sister service to resolve the nonconcur via informal or formal exchanges, e-mail, phone, meetings or working groups. If the OPRs are unable to resolve the nonconcur, they will elevate the issue up their respective chains of command to the service chiefs (if necessary) for resolution, maintaining documentation throughout. If they achieve a resolution, the publication OPR is notified, via the chain of command, and will implement the agreement.

1.1.1.5.3. If the service chiefs are unable to reach a resolution, the Secretary of the Air Force (SecAF), or delegee, will make the final decision. Only the SecAF or delegate may reverse the final decision. The publication OPR will implement the final decision in accordance with the process in this DAFMAN. **(T-1)**

1.1.1.6. With the exception of **paragraph 1.1.1.5.3**, the service chiefs may delegate any or all publication processing decision-making authority within this DAFMAN in writing via a delegation memorandum included with a publication package. (See **paragraph 5.7.6.1.2**.) Maintain the delegation memorandum with the respective publication record set. **(T-1)** See **paragraph 7.2** for more information on publication record sets.

1.1.1.7. Unless the USSF is explicitly excluded from a publication or provision, all references to USAF terminology, units, grades and positions will also apply to the

equivalent in the USSF, as appropriate. For example, references to Airmen will also apply to Guardians. References to Major Commands (MAJCOMs) or Numbered Air Forces (NAFs) will also apply to Field Commands (FLDCOMs). References to wings will also apply to deltas. Air Staff roles and responsibilities (e.g., Air Force Deputy Chief of Staff, Manpower and Personnel (AF/A1), etc.)) may also apply to the equivalent Office of the CSO (Space Staff) position or office (e.g., Deputy Chief of Space Operations for Personnel (SF/S1), etc.), as deemed appropriate.

1.1.2. Publication Types. An OPR should select a publication type based on whether the content will be directive or non-directive; policy or guidance; a stand-alone publication or a supplement; etc. Publications are placed into the following overall categories:

1.1.2.1. Directive Publications. Directive publications are publications to which adherence is mandatory. These publications implement mandatory guidance for publication users, and deviation is not permitted without a waiver. Directive publications include policy directives, policy memorandums, instructions, manuals, instructional checklists and addenda, guidance memorandums, operating instructions, and other special publications. **Note:** Only DAF/USAF/USSF policy publications (e.g., PDs) implement higher-level policy and guidance (e.g., DoD issuances). DAF/USAF/USSF guidance publications (e.g., instructions and manuals) implement DAF/USAF/USSF policy. See **Table A11.1** for detailed information pertaining to all directive publication types.

1.1.2.1.1. Policy directives and instructions will be written plain language that is easy to understand. Refer to **paragraph 1.2.4** and **Table 1.1** for more information.

1.1.2.1.2. Manuals may be written with more specific and technical language and are intended for Airmen or Guardians with specialized knowledge and/or training in the subject matter. Highly technical manuals are to be written with an intention of reducing unnecessary burdens on Airmen and Guardians, ensuring the publication clearly articulates necessary procedures and the policy they implement.

1.1.2.2. Non-Directive Publications. Non-directive publications are 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. See **Table A11.2** for detailed information pertaining to all non-directive publication types.

1.1.2.3. Special Publications. Special publications exist to fulfill unique publishing requirements for a narrowly defined audience. They can be directive or non-directive. These publications must identify in the opening paragraph their linkage with a parent publication listed in an Air Force specialty code (AFSC) series (e.g., Career Field Education and Training Plans, see DAFI 36-2670, *Total Force Development*). **(T-1)** Special publications do not change or supersede any directive publication, form, or report that a directive publication prescribes.

1.1.2.3.1. Obtain approval from AFDPO to create a departmental-level special publications system if the regular publications processing system is unsuitable for a special publication. **(T-1)** Describe the proposed system, including the type of publications to be issued, publication specifications, coordination, certification,

approval requirements, approximate cost, and proposed distribution. Explain why regular publications are not suitable. Reference the directive publication driving the need for the special publications system.

1.1.2.3.2. Special publications will issue guidance which will include required formal coordinators, certifying and approving officials specifically for the respective special publication system. If no specific information regarding formal coordination, certification or approval is annotated, the special publication system will adhere to the formal coordination guidance within this publication.

1.1.2.3.3. Any form that the special publications system requires must be prescribed in the publication establishing the special system. Once approval has been received, work with AFDPO or local publications and forms manager (PFM) to establish the publishing process.

1.1.2.4. Visual Aids (VAs). VAs are posters or graphic illustrations. They are non-directive. OPRs issue them for display on walls, bulletin boards, desks, base facilities, and other areas. OPRs should combine and issue VAs at the highest levels, when possible. There are two kinds:

1.1.2.4.1. Permanent VAs. These explain or instruct. An example is a chart portraying military insignia. Permanent VAs are attributable to guidance or information in a directive publication; there is no need to list VAs in the related publication, but OPRs must indicate the related publication number on the VA; e.g., "AFVA11-240 (Per DAFI 13-213)" or "AMCVA90-301 (Per AFI 90-301)." **(T-2)**

1.1.2.4.2. Temporary VAs. These inform or motivate, such as a poster promoting safe driving. As a rule, limit display to 180 calendar days or less. Show an expiration date in small type at the bottom of the VA; e.g., "Expires 30 May 2023." If the VA shows the date of an event, eliminate the expiration date. AFDPO does not support the development or dissemination of temporary VAs; OPRs develop temporary VAs independently, in conjunction with the local graphics office, the Defense Logistics Agency (DLA) document services, etc. Temporary VAs do not require prescribing publications, numbers, indexing, coordination, or maintenance of a record set, and are not listed on the e-Publishing website. Commands and field units may issue VAs that are applicable to their subordinate units.

1.1.3. Variations of Publications and Implementation.

1.1.3.1. Supplements. A supplement is a document that directly adds to already-existing guidance in a higher headquarters publication. A supplement does not implement higher headquarters guidance; rather, it adds greater detail applicable only to the unit creating the supplement. For information on processing supplements, refer to **paragraph 4.7**.

1.1.3.2. Installation and Base Publications. Installation and base commanders have the authority to issue installation and base publications (e.g., Scott Air Force Base Instruction, etc.). Installations and bases cannot publish policy directives. **(T-1)** They can, however, publish instructions, manuals, supplements to higher-level instructions and manuals (unless restricted within the opening paragraph of the higher headquarters publication) and other types of publications. See **Table A11.1** and **Table A11.2** for a complete list of the types of publications that can be issued at the installation and base level. Installation and

base publications apply to all assigned or attached units unless limited by waivers granted under host-tenant agreements. (See AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures.*) They also apply to geographically separated units (off-base and remote site) if the subject matter covers the support and services given them by the issuing installation. With the exception of ANG wings and subunits (who have their own sites, specific to their organizations), installation publications are posted to the e-Publishing website.

1.1.3.3. Joint Base Publications. A joint base (a United States (US) military installation utilized by multiple military services) may issue publications that contain procedures for supporting and supported components on the joint base. Joint base guidance is specific to the respective base; not to the DAF enterprise. DAF OPRs for joint base publications must ensure the authority for the publication is defined in a memorandum of agreement between the joint base components. **(T-1)**

1.1.3.3.1. When the DAF is the Supporting Component: The DAF/USAF/USSF publication number, command approval, and accessibility and releasability statements precede those of the other component. Place an Interservice Publication Distribution List, with DAF information first, in the header of the document. The DAF OPR develops and processes the publication according to this publication. The DAF OPR sends a draft to the supported component for coordination. The supported component provides a component-specific publication number and printing and shipping instructions (if applicable). The DAF OPR works with the supported component to resolve any issues identified during coordination. The DAF OPR completes coordination, then certification and approval. The DAF OPR shows all coordination, including those obtained from the supported component, on the DAF Form 673, *Department of the Air Force Publication/Form Action Request.* The DAF OPR then sends one copy of the draft to the supporting PFM. The supporting PFM will then forward it to AFDPO for processing and posting onto the e-Publishing website. The DAF OPR provides the supported component's OPR with a link to the publication on the e-Publishing website.

1.1.3.3.2. When the DAF is the Supported Component: The supporting component's OPR develops and formats the publication according to its publishing procedures and sends the draft to the DAF functional OPR for formal coordination. At this point, the DAF OPR obtains a publication number from their local PFM and provides it along with any comments to the supporting component's OPR. The DAF OPR works with the supporting component to resolve any differences identified during coordination. The supporting component's publishing activity notifies the DAF OPR when the publication is released and provides a link to the published version. The DAF OPR must send the link to the supporting PFM, who will forward to AFDPO for release on the e-Publishing website. **(T-1)**

1.1.3.3.3. DAF OPRs for joint base publications, whether the DAF is the supporting component or not, must meet the responsibilities and requirements for OPRs established in this publication. **(T-1)**

1.1.3.4. Interservice Publications. Interservice publications are publications between the DAF and another DoD component, such as the DLA, or another military service, such as

the Department of the Army. An interservice publication should be created when the DAF and the other identified component must carry out a common mission or function using standardized procedures. Each interservice publication identifies a lead agency, which is the agency that controls or directs the course of a task, event, or process. The other agency is still obligated to follow the interservice publication but is not in control of the relevant task, event, or process. These publications may be of any directive or non-directive type listed in **Table A11.1** and **Table A11.2**.

1.1.3.4.1. When the DAF is the lead agent: The DAF/USAF/USSF publication number, command approval, and accessibility and releasability statements precede those of the other military departments or agencies. The publication header has multiple publication designations and numbers that represent all services involved; list the DAF information first. The DAF OPR develops and processes the publication according to this publication.

1.1.3.4.1.1. The OPR sends a draft of the interservice publication, along with a memorandum, to each concerned military department or agency OPR for final approval. In the memorandum, the OPR should specifically request verification of the publication number, approving authority, distribution list, printing requirements, and shipping instructions (if applicable).

1.1.3.4.1.2. The OPR then completes formal HAF coordination. The OPR shows all coordination, including those obtained from other military departments, on the DAF Form 673, and sends one electronic copy of the draft along with a signed DAF Form 673 to AFDPO for processing.

1.1.3.4.2. When the DAF is not the lead agent:

1.1.3.4.2.1. The lead agent's OPR develops and formats the publication according to the lead agent's publishing procedures and sends the draft to the DAF functional OPR for preliminary coordination.

1.1.3.4.2.2. The DAF OPR ensures that the appropriate DAF applicability, records management, waiver authority, and legal statements are included in the draft (see **paragraph 4.5.5**) and obtains the publication number from AFDPO. The DAF OPR will also ensure that tiering labels are applied to DAF-specific portions of the publication text during the drafting phase. (See **paragraph 4.6.5** for tiering guidance.)

1.1.3.4.2.3. After the preliminary coordination has been returned to and reviewed by the lead agent, the updated draft is then returned to the DAF OPR for final formal HAF coordination.

1.1.3.4.2.4. The DAF OPR obtains and shows all coordination on the DAF Form 673; has the certifying and approving authorities sign it; and sends the approved draft, by memorandum, to the lead agent for processing. The DAF OPR works with the lead agent to resolve any differences identified during coordination. The lead agent's publishing activity sends a memorandum to the DAF OPR requesting verification of publication number and approving authority, accessibility and releasability statements, printing requirements, and shipping instructions. This information should be supplied within 30 days of the request. The lead agent's

publishing activity should notify the DAF OPR when the publication is released and provide a link to the published electronic version.

1.1.3.4.2.5. The DAF OPR sends the link, the completed DAF Form 673, and the approved draft to AFDPO for release on the e-Publishing website.

1.1.3.4.3. DAF OPRs for interservice publications, whether the DAF is the lead agent or not, must meet the responsibilities and requirements for OPRs established in this publication.

1.1.3.4.4. Revisions and ICs for interservice publications for which the DAF is the lead agent require coordination with the sister service. **(T-1)** **Note:** Rescission of interservice publications must be coordinated with the other service, just as when publishing them.

1.1.3.4.5. AFDPO assigns control numbers for departmental interservice publications; the publishing manager assigns control numbers for MAJCOM/FLDCOM interservice publications.

1.1.3.5. Command or Field Supplements. For purposes of this publication, command includes MAJCOM and FLDCOM.

1.1.3.5.1. Command or field supplements extend or add material to DAF/USAF/USSF higher headquarters publications. For example, a MAJCOM or FLDCOM may supplement a higher headquarters DAF publication and then a subordinate wing, unit, or delta may supplement the MAJCOM or FLDCOM supplement. Furthermore, a subordinate wing, unit, or delta may supplement the higher headquarters publication directly, if no MAJCOM or FLDCOM supplement exists. MAJCOM or FLDCOM units may supplement higher headquarters publications unless otherwise directed by the OPR. **Exception:** The following publication types cannot be supplemented by command or field supplements at all: PDs; Policy Memorandums (PMs); Guidance Memorandums (GMs) at any level; Mission Directives (MDs) at any level; and Operating Instructions (OIs) at any level. Commands and fields also may not directly supplement DoD issuances. Command or field supplements may be accomplished in two different ways:

1.1.3.5.1.1. Integrated Supplement. The added command or field material is integrated into the higher level publication and published; numbering (e.g., paragraphs, tables, etc.) from the parent is retained.

1.1.3.5.1.2. Standalone Supplement. Only the added command or field material is published. The supplement retains the numbering (e.g., paragraphs, tables, etc.) from the parent publication.

1.1.3.5.2. AFDPO will integrate supplements (including ANG supplements issued above ANG unit or subunit level) unless specifically requested to publish as a standalone supplement (not integrated) by the OPR. Supplements issued below the wing, base, or delta or level and by ANG wings or subunits are not integrated into the basic publication by AFDPO (known as a standalone supplement).

1.1.3.5.3. If there is no higher headquarters or departmental instruction or manual available to supplement, command or field units may issue a standalone command or field instruction or manual. (See **paragraph 1.1.3.1**.)

1.1.3.6. Implementing Policy and Guidance.

1.1.3.6.1. Public laws, statutes, executive orders, and other regulatory guidance from other agencies that affect the DAF will usually be first implemented by a DoD issuance. The DAF either must or may further implement the DoD issuance with DAF publications. However, in the event that a public law, statute, executive order, or other external agency regulation affects the DAF but has not been implemented by the DoD, the DAF may draft a publication directly implementing that law, statute, executive order, or regulatory guidance. No supplements will be drafted to public law, statutes, executive orders, or non-DoD regulatory guidance.

1.1.3.6.2. A DoD issuance may only be implemented by a departmental-level policy publication, and further implemented by departmental-level guidance in the following manner:

1.1.3.6.2.1. Policy Directive (PD), which implements the relevant higher level policy and guidance (e.g., DoD issuance). PDs are orders of the SecAF and contain directive policy statements that guide DAF implementation of DoD issuances or other authorities that are binding on the DAF. PDs may only be implemented with an instruction or a manual. No other type of publication listed in **Table A11.1** may implement policy contained in a PD. A PD may not be supplemented.

1.1.3.6.2.2. Departmental Instruction (DAFI, AFI or Space Force instruction (SPFI)) which implements the relevant PD. Departmental instructions are orders of the SecAF and are certified and approved at the Headquarters of the Department of the Air Force (Secretariat, Air Staff or Space Staff) level. Instructions instruct readers on "what to do," i.e., direct action, ensure compliance to standard actions DAF (USAF/USSF)-wide. Guidance in an instruction may be implemented with another instruction or with a manual or with non-directive guidance. No other type of directive publication listed in **Table A11.1** may implement guidance contained in a departmental instruction. A departmental instruction may be supplemented.

1.1.3.6.2.3. Departmental Manual (DAFMAN, AFMAN or SPFMAN), which either further implements the instruction or which directly implements the PD. Departmental manuals are orders of the SecAF and instruct readers on "how to," providing detailed procedural and technical guidance for performing standard tasks or supporting education and training programs. Manuals that are intended for use by Airmen or Guardians who have graduated from special schools (such as flight training, intelligence or maintenance schools) may include more specialized and technical language. A manual may be supplemented.

1.1.3.6.3. If a public law, statute, executive order, or other DoD or non-DoD guidance does not exist, the DAF may develop internal policy and guidance using the method outlined in **paragraph 1.1.3.6.2.1** through **paragraph 1.1.3.6.2.3**.

1.1.3.6.4. If no departmental-level guidance exists in the form of an instruction or manual, a command or field unit may publish its own instruction or manual to directly

implement a PD or DAF supplement to a DoD issuance. DAF unit commanders and directors (or equivalents) must either rescind or revise unit instructions if departmental-level guidance is subsequently created.

1.1.3.6.5. If departmental-level guidance exists in the form of an instruction or manual, a command or field unit may either publish its own instruction or manual to further implement the departmental-level guidance or it may create a supplement to the departmental-level guidance. (See **paragraph 4.7** for further guidance on supplements.)

1.1.4. Publication Actions. An OPR should select a publication action based on the best possible means to affect the desired publication.

1.1.4.1. New

1.1.4.2. Rewrite

1.1.4.3. Interim Change (IC) **Note:** At the departmental level, ICs are only allowed for publications that have completed the SecAF's Air Force Publications Reduction Initiative (AFPRI).

1.1.4.4. Administrative Change (AC)

1.1.4.5. Policy Memorandum (PM)/Guidance Memorandum (GM)

1.1.4.6. Certify Current **Note:** At the departmental level, only allowed for publications that have completed the AFPRI and that address the applicability/nonapplicability to USSF.

1.1.4.7. Rescind

1.1.4.8. Transfer

1.1.5. Supplementing vs. Implementing. Most publications serve to "implement" higher-level policy or guidance using narrower or more detailed instructions. "Supplements" serve to add to already-implemented guidance providing details that are applicable to lower-level units. In most cases, publications below the HAF and MAJCOM/FLDCOM supplement what already exists.

1.2. Considerations in Writing Departmental and Lower Level Publications. Publications should:

1.2.1. Contain current guidance.

1.2.2. Be written in plain language that is easy to understand (required for policy directives and instructions; recommended for all other publication types). Refer to **paragraph 1.2.4** and **Table 1.1** for more information.

1.2.3. Be written clearly and concisely.

1.2.4. Be written in plain language. When drafting new publications or revising existing ones, authors should reference the United States Government Printing Office (GPO) Style Manual (**https://www.govinfo.gov/gpo-style-manual**), Public Law (PL) 111-274, *The Plain Writing Act of 2010,* and AFMAN 33-326, *Preparing Official Communications*, for guidance on writing style, grammar, formatting, etc. They should also consider the guidance in Department

of the Air Force Handbook (DAFH) 33-337, *The Tongue and Quill,* and the Federal Plain Language Guidelines available at **https://www.plainlanguage.gov**, as appropriate. Specialized language may be required depending on the intended audience, but language and content organization should be as clear as possible. Key concepts of plain language to keep in mind are noted in **Table 1.1**.

Table 1.1. Plain Language Concepts.

Item #	Concept	Explanation of Concept
1	Be Clear	Use plain language whenever possible; avoid jargon.
		Avoid overuse of acronyms. Use acronyms found in widely read publications such as newspapers, magazines, the dictionary (e.g., DNA, POW, MIA). In more technical or specialized publications intended for use only by Airmen (e.g., AFMANs) or Guardians (e.g., SPFMANs) who have graduated from specialized schools (e.g., flight training, intelligence) use good judgement on acronym use to ensure the audience understands the material. If used, make certain they are established (spelled out) upon first use.
		Use the active voice.
		Format the document so that it's easy to read and understand.
		Use tables and figures if that's the best way to show information.
2	Be Concise	Omit unnecessary words, such as "is responsible for" (replace with "will" or "must") or "in order to" (replace with "to").
		Write sentences with 20 words or fewer and that contain a single thought, action, etc.
		Use seven sentences or fewer per paragraph.
3	Be Specific	Include only information that the reader must know.
		Use words with precise meaning.
		Include details that are directly relevant to the main point.
4	When Emphasis is Needed	Use ***bold and italics*** to make important concepts stand out. Limit emphasis to important information, otherwise the impact will be diluted. The use of capital letters is not a good emphasis technique, as it makes it harder to read and is considered shouting. It is better to use bold and italics for important issues.
5	Compliance Language	The word "must" is the clearest way to convey to readers that they are required to do something. "Shall" is an obsolete word that can indicate an obligation *or* prediction. US courts are eliminating "shall" in favor of "must" in their Rules of Procedure, therefore Plain Language Guidelines recommend the same. Avoid the

Item #	Concept	Explanation of Concept
		archaic and ambiguous word "shall" in favor of the word "will" or "must" to convey requirements in this manual.

1.2.5. Use the fewest page numbers possible.

1.2.6. Be written for applicability to the total force.

1.2.7. Limit use of acronyms.

1.2.8. Eliminate jargon and slang.

1.2.9. Place waiver approval authority at the lowest appropriate level. All tier 3 level requirements in publications are waivable at the wing/delta commander or equivalent level. Reference **Table A10.1**. **Note:** Approved waivers can be retroactive, unless prohibited by law or higher authority.

1.2.10. Ensure tier waiver approval numbers are in the core content of publications, including attachments, to ensure users are aware of the publication's requirements.

1.2.11. Not issue command doctrine documents, nor supplement basic or operational doctrine.

1.2.12. Not overly restrict delegation of authority. If a publication does not, or related laws or directives do not, state that a commander or director must personally take certain actions, then the commander or director may delegate the authority to take the action. The publication OPR should only impose restrictions when there is a legal, financial, or other reason for the commander or director (or other official) to act personally. Use phrases such as "the commander must personally," or "the commander may not delegate this authority," to restrict delegations of authority.

1.2.13. Not impose overly burdensome taskings or requirements on activities and installations. Such taskings may create hardships at geographically separated units and remote locations with a small staff. If there are units that are excepted from certain requirements, such as requirements to create committees or boards, state those exceptions in the publication.

1.2.14. Not specify performing the function as an additional duty, unless legal requirements or other DoD issuances require such restrictions. Commanders and directors (or equivalents) should be allowed to manage essential functions and assign additional duties.

1.2.15. Not require that a military member of a certain minimum grade or within a range of grades perform a duty, unless legal requirements or other DoD issuances require such restrictions. Commanders and directors (or equivalents) should be allowed to assign duties to their choice of personnel, and decide how personnel are used to accomplish their duties.

1.2.16. Not specify additional workload or financial obligations which would require manpower or financial resources that have not been approved by higher headquarters.

1.2.17. Not contain inappropriate material or references to inappropriate material, such as (but not limited to): gratuitous or inappropriate language; partisan statements or references to partisan materials; statements expressing opinions regarding members of the executive, congress, the judiciary or candidates to congress or the judiciary; statements expressing opinions for or against legislation or appropriations or references to articles expressing such opinions; or statements of support to non-government entities or references to articles expressing such opinions.

1.3. Enforcement of Publication Compliance. Directive publications must be complied with by DAF personnel and others identified in the publication's applicability statement. Non-compliance with directive publications may result in punitive action, enforced under the Uniform Code of Military Justice (UCMJ). Non-compliance with directive publications may also result in non-punitive administrative action.

1.3.1. Punitive Language Statement. A punitive language statement allows for disciplinary action to be taken under Article 92(1), UCMJ—failure to obey lawful general order or regulation. Article 92(1) carries a greater maximum punishment at court-martial than Articles 92(2) and 92(3). However, the greater authorized punishment has the collateral consequence of potentially triggering reporting requirements to the Federal Bureau of Investigation (FBI) in accordance with DoD Instruction (DoDI) 5505.11, *Fingerprint Reporting Requirements*, in certain circumstances. The fingerprint reporting requirements are triggered by a determination that there is probable cause an offense under Article 92(1) was committed when investigated by law enforcement, or when charges are preferred as the result of a commander directed investigation. This consequence should be considered in determining whether failure to comply with certain requirements or directives warrants a punitive language statement. Where requirement or directive does not contain a punitive language statement, it may nevertheless give rise to a military duty. Accordingly, disciplinary action for failure to comply may still be taken under Article 92(3)—dereliction of duty.

1.3.1.1. For those reasons, punitive language statements should be used sparingly, and should be reserved only for the most significant and serious matters, where failure to comply will have a significant impact on the mission. Therefore, a punitive language statement for a compliance/directive policy requirement in a publication must reasonably be in furtherance of, or connected to, military needs. **(T-0)**

1.3.1.2. When drafting a publication that will contain punitive language (including PMs and GMs), publication OPRs must include a punitive language statement in the opening paragraph of the publication. (See **paragraph 4.5.5.6**) **(T-1)** This places publication readers on immediate notice that punitive language exists within the publication text.

1.3.1.3. Punitive language statements should be written with language to the effect of: "Failure to obey this [paragraph or section] constitutes a violation of Article 92(1), UCMJ—failure to obey lawful order or regulation. Article 92(1) of the UCMJ does not apply to members of the ANG while in Title 32 status (that is, activated for state duty under state command), but ANG members may be subject to an equivalent article under a state military justice code." These statements must clearly identify the sentences, paragraphs, or sections to which they apply. **(T-1)**

1.3.1.4. Article 92(1) of the UCMJ does not apply to members of the ANG while in Title 32 status (that is, activated for state duty under state command), but ANG members may be subject to an equivalent article under a state military justice code.

1.3.2. Administrative Action.   Administrative actions such as letters of counseling, admonition, or reprimand may be issued to military members or civilian employees for failure to comply with directive publications. Administrative actions are not punishment and may be used to correct acts or omissions regardless of whether the same acts or omissions may also be punishable under Article 92, UCMJ. Administrative actions should be considered prior to imposition of punitive measures.

1.4. Hierarchy of Publications.

1.4.1. DoD issuances (e.g., directives and instructions) direct actions and assign responsibilities to the SecAF (also known as: Head of DoD component, Secretary of the military department, or Secretary of the Air Force).

1.4.2. The SecAF issues HAFMDs and PDs to delegate authority for implementation in the DAF to the HAF 2ltr and L2 officials.

1.4.3. The HAF 2ltrs/L2s issue instructions ("*what to do*") and manuals ("*how to*") to provide detailed guidance and procedures and to further assign responsibilities to 3- or 4-letter/Level 3 (L3) or Level 4 (L4) offices, MAJCOMs, FLDCOMs, and DAF component commands (USAF/USSF). Subordinate publications would cite the publication that directly disseminates their responsibilities, not the highest-level directives.

1.4.4. Guidance in departmental-level publications (instructions and manuals) takes precedence over guidance in command and field level publications. The only exception is if the departmental-level OPR agrees to the exception or deviation identified in the lower-level publication. The agreement to the exception or deviation must be cited in the lower-level publication.

1.4.5. Guidance in higher headquarters (HHQ) publications takes precedence over guidance in lower-level publications. The only exception is if the HHQ OPR agrees to the exception or deviation identified in the lower-level publication. The agreement to the exception or deviation must be cited in the lower-level publication.

Figure 1.2. Publications Hierarchy Flow Chart.
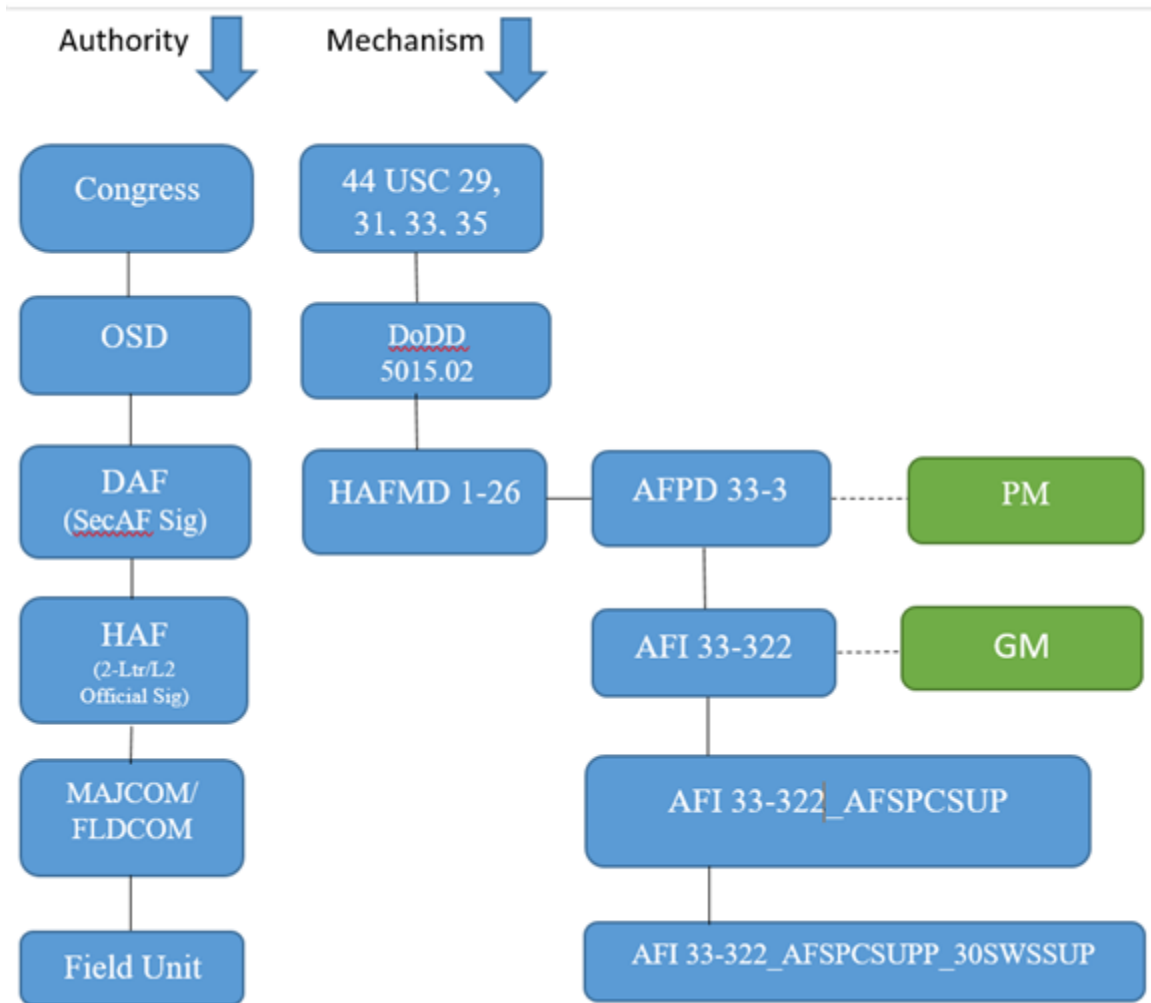
1.4.6. When a publication is found to be less restrictive or conflict with a higher level publication, consider submitting a DAF Form 847 to the higher level publication's OPR(s) following the appropriate chain of command.

1.4.7. When notified of a conflict, the affected publications' AOs should work together to determine appropriate guidance changes to rectify or de-conflict the guidance and reissue a corrective publication. Courses of action for OPRs to de-conflict include issuing a waiver, GM, IC, rewrite, and/or rescission of the publication(s).

1.4.8. With regard to MAJCOMs or FLDCOMs, lead commands may issue guidance that is applicable across traditional organizational lines for weapon systems or mission areas. When acting as a lead command, a MAJCOM or FLDCOM may issue supplemental guidance that is applicable across traditional organizational lines for its respective weapon systems or mission areas. Example: LC-AETCMAN11-2xxx; LC-ACCI11-2xx. The responsibilities and authorities of the lead command must be clearly defined in a DAFPD or other secretarial document (mission directive, memorandum, etc.). Lead commands must coordinate proposed guidance with the HAF functional OPR and AF/JA at a minimum. **(T-1)** Further coordination at the HAF is at the discretion of the HAF functional OPR. **Note:** A lead command does not

have the authority to upward task superior authorities, such as those residing at the HAF, unless the tasked office consents to the tasking. All lead command instructions will include a statement in the opening paragraph identifying those specific HAF-level offices that have accepted the roles and responsibilities assigned to them therein. **Note:** Specific details regarding lead command/lead agent designation and responsibilities for weapon systems, and non-weapon systems can be found in DAFPD 10-9, *Lead Command/Lead Agent Designation and Responsibilities for United States Air Force Weapon Systems, Non-Weapon Systems, and Activities,* and AFPD 10-21, *Rapid Global Mobility*.

1.5. General Compliance Considerations.

1.5.1. IAW DoDI 8910.01, *DoD Implementation of the Paperwork Reduction Act;* DoD Manual (DoDM) 8910.01 Volume 1, *DoD Information Collections Manual: Procedures For DoD Internal Information Collections;* and DoDM 8910.01 Volume 2, *DoD Information Collections Manual: Procedures For DoD Public Information Collections,* OPRs ensure all DAF publications that authorize collecting information internal or external to the DAF comply with the guidance provided in AFI 33-324, *The Air Force Information Collections and Reports Management Program.* **(T-0)**

1.5.2. The DAF will limit the publication and printing of hard copy documents. **(T-0)** IAW Title 44 United States Code (USC) Section 3501, Purposes, also referred to as the "Paperwork Reduction Act of 1995"; Executive Order (EO) 13589, Promoting Efficient Spending; Office of Management and Budget (OMB) Memorandum M-19-21, Transition to Electronic Records; and OMB Memorandum M-23-07, Update to Transition to Electronic Records, the DAF will limit the publication and printing of hard copy documents. **(T-0)** The DAF will also redesign processes creating hard copy documents and have processes creating electronic documents instead. **(T-0)** These actions will be done whenever doing so is possible, permitted by law, and consistent with applicable records retention requirements.

1.5.3. 5 USC § 552, *Public Information; Agency Rules, Opinions, Orders Records, and Proceedings* (subsequently referred to as the Freedom of Information Act (FOIA)). Federal statute, as well as DoD and DAF policy, require prompt and accurate disclosure of information to the public. A FOIA specialist must review DAF publications prior to publication to ensure compliance with FOIA requirements. **(T-1)** Refer to DoDM5400.07_AFMAN 33-302, *Freedom of Information Act Program*, for additional guidance and procedures.

1.5.4. 5 USC § 552a, *Records Maintained on Individuals*, subsequently referred to as the "Privacy Act of 1974" and AFI 33-332*, Air Force Privacy and Civil Liberties Program*. OPRs ensure each DAF publication and form contains a Privacy Act warning statement when necessary. **(T-1)** The warning is necessary when the publication or form requires the DAF to collect, maintain, use and disseminate personal information in a system of records that is retrieved by personal identifier. Reference AFI 33-332 for further guidance and sample Privacy Act statements. Privacy Act system notices are available online at: **http://dpclo.defense.gov/Privacy/SORNs.aspx**.

1.5.5. Federal Register (DAFPD 90-1 and HOI 90-1). The DAF notifies the public of publications that affect the public or require public compliance. Make notification in the Federal Register as prescribed by AFI 33-320, *Federal Register*.

1.5.6. Copyrighted material. Refer to AFI 51-303, *Intellectual Property*, for use of copyrighted information in DAF publications. **Note:** Permission for use should cite any restrictions on releasability. Refer to **paragraph 4.5.5.4** for a model copyright statement and **paragraph 3.7.1** for instructions on processing publications with and without restricted releasability.

    1.5.6.1. To show the presence of copyrighted material in a draft, the OPR will document on the DAF Form 673 ("Additional Information" block) that the draft contains copyrighted material. **(T-1)**

    1.5.6.2. At the bottom of the title page, centered below all other information, place the following statement in bold capital letters: **THIS PUBLICATION CONTAINS COPYRIGHTED MATERIAL**.

    1.5.6.3. The OPR will footnote copyrighted information in the text and cite the author of the work, the title, the publisher, and the year of publication. **(T-1)** This applies regardless of whether permission from the copyright holder is necessary or required.

1.5.7. Trade Names and Trademarks. When using a trade name or mark of a non-federal or non-government entity, include a disclaimer that its use does not imply DAF endorsement. **(T-1)** See **paragraph 4.5.5.12** for the text of such a disclaimer. A trade name is the name of the commercial enterprise, such as the Microsoft® Company. Check the company's website to determine if the name requires a "Registered" symbol (®). Distinguish each use of a trademark by inserting a trademark symbol (™) after the mark. Refer to AFI 51-303 for further guidance.

1.5.8. Compliance with 29 USC § 794d, *Electronic and information technology*, subsequently referred to as "Section 508 of the Rehabilitation Act of 1973" or "the Rehabilitation Act." Section 508 of the Rehabilitation Act requires that when US federal government agencies develop, procure or maintain information and communication technology, that it is accessible to persons with disabilities. Official unclassified DAF publications are available on the e-Publishing website. Guidance on ensuring Section 508 compliance is provided in AFI 33-393, *Electronic and Information Technology Accessible to Individuals with Disabilities, Section 508*.

1.5.9. Compliance with PL 111-274, *The Plain Writing Act of 2010*, and DoDI 5025.13, *DoD Plain Language Program*). The Plain Writing Act of 2010 was enacted, "to improve the effectiveness and accountability of federal agencies to the public by promoting clear government communication that the public can understand and use." To that end, it requires federal agencies to use plain writing in all new or substantially revised issuances. **(T-0)** When drafting DAF publications, to the extent appropriate, follow the Federal Plain Language Guidelines available at **https://www.plainlanguage.gov/howto/guidelines/bigdoc/TOC/**. See also DAFH 33-337, Part I, Communications Basics, for a complete discussion of plain writing.

1.6. Coordinating Departmental Publications with the Chief of Air Force Reserve (AF/RE) for Air Force Reserve (AFR) Units and Personnel.

1.6.1. OPRs send all new or rewritten departmental publications to AF/RE prior to publishing.

1.6.2. Electronic coordination may be obtained by submitting the draft publication to AF/RE workflow e-mail inbox (**AF.RE.Workflow@us.af.mil**).

1.6.2.1. The primary AO within AF/RE must obtain coordination from other interested staff offices within AF/RE. If the publication OPR doesn't receive a response or request for extension, when the suspense date arrives the OPR may annotate the coordination response as "Concur – No Response." The suspense date may not be less than 15 business days from the tasking date.

1.6.2.2. The OPR of the publication includes a statement of applicability in the opening paragraph of the draft. AF/RE either concurs with the OPR's chosen statement of applicability or supplies a new statement. Publications should be written to support the total force functioning of all types of DAF employees and members, including the Air Force Reserve.

1.6.2.3. When the AF/RE takes exception to specific portions of a publication—for example, due to dissimilarities with the way the AFR operates—AFR officials provide details to the OPR. The details are specified in appropriate comments during coordination. The OPR does not publish the document until all exceptions and critical comments are resolved. OPRs require justification from AF/RE when exceptions are taken. Guidance on sending unresolved issues to the appropriate Secretariat or Air Staff office for resolution is provided in AFI 10-301, *Managing Operational Utilization Requirements of the Air Reserve Component Forces*.

1.6.3. Statements of applicability are as follows:

1.6.3.1. When the entire publication applies, include the following statement: "This publication applies to the Air Force Reserve (AFR)."

1.6.3.2. When only specific portions apply, include a statement such as "[Chapter X] [para-graph X.X] (include specific number(s)) of this publication apply to the Air Force Reserve (AFR)."

1.6.3.3. When only specific portions do not apply include a statement such as, "This publication applies to the Air Force Reserve (AFR), with the exception of [list the portions that do not apply]."

1.6.3.4. If the entire publication does not apply, include the following statement: "This publication does not apply to the Air Force Reserve (AFR)."

1.6.4. OPRs must re-coordinate with AF/RE if changes to the publication are made during coordination that may affect the applicability to the AFR.

1.6.5. AF/RE should submit an DAF Form 847 to the OPR of the publication if changes to the applicable publication occur after release that affect the applicability status of the publication. AFR units should coordinate requests for changes through the applicable AF/RE directorate for submission to the OPR.

1.6.6. When AF/RE requests a change to the applicability statement within a publication, the publication OPR should make a concerted effort to comply with the request. Guidance on sending unresolved issues to the appropriate Secretariat or Air Staff office for resolution is provided in AFI 10-301.

1.7. Coordinating MAJCOM and FLDCOM Publications with Air Force Reserve Command (AFRC) for AFR Units and Personnel.

1.7.1. OPRs send all new and rewritten MAJCOM and FLDCOM (as applicable) publications that are applicable to an AFR unit to that unit for review prior to publishing.

1.7.2. Electronic coordination may be obtained by submitting the draft publication to the headquarters (HQ) AFRC tasker workflow organizational account (**AFRC.CCX2@us.af.mil**). The Command Capability Center for the Air Force Reserve Command (AFRC/CCX) will in turn task the applicable HQ staff office. Like all other coordinating offices, except for AF/JA, if the publication OPR does not receive a response or request for extension prior to the suspense date (15 business days), the OPR may annotate the coordination response as "Concur – No Response" and move on. The OPR of the publication must include a statement of applicability in the opening paragraph of the draft. AFRC either concurs with the OPR's chosen statement of applicability (selected from statements provided in **paragraph 1.6.3.1** through **paragraph 1.6.3.4**) or supplies a new statement. **Note:** As the DAF moves closer to total force functioning, publications should be written to support the functioning of all types of DAF employees and members, including reserve forces. However, when the AFRC takes exception to specific portions of a publication due to dissimilarities with the way AFRC operates, they provide appropriate comments during coordination and the OPR does not publish the document until all exceptions/critical comments are resolved. AFRC provides adequate justification for critical comments. Guidance on sending unresolved issues to the appropriate Secretariat or Air Staff office for resolution is provided in AFI 10-301.

1.7.3. OPRs must re-coordinate with AFRC if changes to the publication are made during coordination that may affect the applicability to reserve units. **(T-2)**

1.7.4. AFRC should submit a DAF Form 847 to the OPR of the publication if changes to the applicable publication occur after release that affect the applicability status of the publication. AFR units should coordinate requests for changes through the applicable AFRC directorate for submission to the OPR.

1.7.5. When AFRC requests a change to the applicability statement within a publication, OPRs should make a concerted effort to comply with the request. Guidance on addressing unresolved issues is provided in AFI 10-301.

1.8. Accessibility of Publications and Forms. 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**) serves as the official repository for departmental, command, and field publications and forms that are issued at the wing or delta and above (excluding ANG wings). Publications and forms issued below the wing are accessible on local sites. 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.

1.9. Coordinating Publications Issued Below the MAJCOM and FLDCOM Level with the AFR. OPRs must coordinate with the local AFR unit when the publication is applicable to the local or inherited AFR unit. **(T-2)**

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Overview. The roles and responsibilities listed below are to be executed at all levels within the DAF, unless otherwise stated.   Some organizations may have resource limitations. Such organizations should be supported by higher headquarters publications and forms management. If a tenant on a base, the organization should enter into a support agreement, whenever possible. Additionally, one person can be assigned to more than one function, unless otherwise stated.

2.2. Air Force Departmental Publishing Office (AFDPO). The AFDPO, under the leadership of the Director, Secretary of the Air Force Administrative Assistant, Information Management (SAF/AAI), implements DAF publications and forms management guidance and serves as the headquarters publications and forms manager. AFDPO will:

2.2.1. Oversee the entire publishing operation; establish DAF publications guidance; maintain the official e-Publishing website and the Air Force Information Management Publishing Tool (AFIMPT); and manage the overall operation of the e-Publishing customer service desk. The AFIMPT may be accessed at **https://wmsweb.afncr.af.mil/afimpt/**.

2.2.2. Serve as the DAF e-Publishing lead; the e-Publishing system manager; the e-Publishing service provider; and physical products distribution focal point for the HAF, MAJCOMs, FLDCOMs, field operating agencies (FOAs), and direct reporting units (DRUs).

2.2.3. Serve as PFM for the HAF. Provide PFM support to the HAF.

2.2.4. Operate and maintain electronic and physical repositories, AFIMPT, and on-line ordering system in support of the HAF, MAJCOMs, FLDCOMs, FOAs, and DRUs, including base-, wing-, and delta-level publications and forms except ANG wings or sub-units.

2.2.5. Provide processing (formatting and tagging) and posting support for publications and forms issued at wing, base, or delta level and above (excluding ANG wings).

2.2.6. Post product announcements to the e-Publishing website to alert OPRs and the command or field PFMs of the availability of new, revised, or rescinded publishing products.

2.2.7. Provide regulations and guidance for DAF publications and forms management to include HAFMDs.

2.2.8. Serve as the program manager for implementation of DoD issuances and HAFMDs.

2.2.9. Provide printing procurement support for HAF departmental publishing products.

2.2.10. Provide forms designer training (available to users DAF-wide) and HAF publication AO training.

2.2.11. Oversee AFDPO information technology (IT) systems compliance according to federal, DoD and DAF policy and guidance.

2.2.12. Serve as the approval authority for non-tiered waiver requests from the HAF level for this publication (waiver requests for supplements to this publication are submitted to the OPR of the supplement).

2.2.13. Serve as mandatory formal coordinators for DAF-level publications (unless otherwise stated, e.g., departmental-level GMs and PMs) and new forms, ensuring readability, proper implementation, proper formatting and tiering.

2.3. Commanders and Directors (or Equivalents) will:

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

2.3.2. Appoint publications change managers (PCMs) (optional below HAF level, however, if PCMs are assigned below HAF level, they must abide by these roles and responsibilities).

2.3.3. 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 DAF 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.

2.4. Publications Change Manager (PCM). The PCM is the organization's lead for publications change management and acts as the primary liaison with appropriate publications management groups and activities (at HAF, command, wing, delta, etc.) for process improvement activities. **Note:** PCM appointments are only required at the HAF.   PCMs are appointed via appointment letter submitted to **SAF.AA.AFDPO.AFIMPT@us.af.mil**. Changes in PCMs are documented in AFIMPT. PCMs will:

2.4.1. Liaise with publications and forms AO (see **paragraph 2.8**) in ensuring publications implement DoD issuances promptly and appropriately, considering responsibilities assigned in HAFMDs and/or PDs.

2.4.2. Assist the publications and forms AO (see **paragraph 2.8**) on determining necessary publication changes, courses of action (e.g., rewrite, rescind), risk assessment (Priority 1. Extremely high; Priority 2. High; Priority 3. Medium; and Priority 4. Low), impact, tiering, coordination and staffing.

2.4.3. Have sufficient experience, expertise, and authority to 1) assess and manage risk regarding content and mission-related change issues with the organization's publications and 2) to execute the responsibilities assigned.

2.4.4. Liaise with the organization's risk management process manager (if not the same person), as assigned per AFI 90-802, *Risk Management*, or interrelated risk management publications for acquisition and sustainment life cycle management, anti-terrorism, integrated defense risk management process and installation emergency management.

2.4.5. Serve as the organization's focal point for all content and mission-related publication change issues.

2.4.6. Represent the organization on publications program streamlining and enhancement efforts as needed.

2.4.7. Work with internal OPRs and AOs of publications and forms to determine the coordination requirements for each new or proposed change of a publication or form that the

organization issues. This is done using the requirements in this publication and standard DAF risk management processes identified in appropriate risk management publication. Additional guidance on formal coordination can be found in **Attachment 3** of this manual.

2.4.8. Serve as focal point for publications-related inquiries that pertain to the Federal Plain Language Guidelines. (See **paragraph 1.2.4** and **Table 1.1**.)

2.4.9. Assign and update in AFIMPT the names of the AO(s) for unit publication(s).

2.5. Organization Account Representative (OAR). OARs are required for organizations with controlled and accountable publications and forms. The OAR will:

2.5.1. Obtain controlled forms and publications for the organization.

2.5.2. Notify the organization's system administration personnel that the organization's address should be included in the base local area network to provide the organization access to electronic products.

2.5.3. Maintain accountability for controlled products.

2.5.4. Ensure accountable receipts for either classified documents or accountable forms are signed and returned to AFDPO (**SAF.AA.AFDPO.PPL@us.af.mil**). **Note:** Accounts will be suspended if document receipts are not returned by the suspense date indicated on the document receipt.

2.5.5. Establish and maintain a centralized method of control for all accountable forms to include the quantity received, complete serial numbers and the date issued, used, or destroyed.

2.5.6. Destroy the records after removal from the active file IAW the DAF Records Disposition Schedule (RDS).

2.5.7. Record destruction of accountable forms on an AF Form 310, *Document Receipt and Destruction Certificate*. Destroy accountable forms in the specific time period after the last serial numbered form in the series has been issued per the AF RDS.

2.5.8. Establish and maintain local procedures for disposing of excess stock.

2.5.9. Review product announcements for the organization.

2.5.10. Maintain information about the organizational account (DAF Form 1846) for alternate and replacement personnel.

2.5.11. Store accountable blank forms as directed by MAJCOM, FLDCOM or FOA PFMs.

2.6. Publications and Forms Manager (PFM). PFMs at all levels are those designated as having overall responsibility for oversight of publications and forms processing and management within their organization. If a PCM is assigned, the PFM will work with the PCM to facilitate changes to publications and forms. PFMs at all levels should be designated in an appointment letter, which will list the functions they perform or will refer to this paragraph in this DAFMAN. Listed below are the functions that PFMs perform. **Exception:** Contractors and indirect-hire foreign nationals are limited to actions that are not inherently governmental. (See **paragraph 5.3** and **paragraph 5.5**.) PFMs will:

2.6.1. Oversee publications and forms processing and management within their organization.

2.6.2. Work with the PCM to facilitate changes to publications and forms and provide publications and forms process assistance, as it pertains to their organizational level of responsibility.

2.6.3. Assign and track control numbers for MAJCOM/FLDCOM and lower level publications and forms. **Note:** AFDPO publishing branch assigns control numbers for departmental-level publications and forms.

2.6.4. Review applicable publications and forms to ensure compliance with this publication and other applicable guidance before publishing.

2.6.5. Ensure implementation of the guidance and procedures in this publication.

2.6.6. Develop local supplemental publications and forms management guidance and procedures as appropriate.

2.6.7. Process publications and forms actions.

2.6.8. Track and conduct follow-up on publications and forms after submitting for processing and/or posting.

2.6.9. Notify OPRs when a publication or form is officially published via AFIMPT.

2.6.10. Review and coordinate on subordinate unit supplements to this publication upon request or as appropriate.

2.6.11. Initiate and track periodic and special reviews of publications and forms.

2.6.12. Respond to questions from PCMs, OPRs, AOs and subordinate units about publications and forms management process. Managers at each level respond to questions generated within their organization.

2.6.13. In conjunction with the senior communications, information, and knowledge manager and the OPR, determine who maintains the official record sets for the organization's publishing products.

2.6.14. Ensure AOs under their purview receive training on forms design software. Assist AOs and others to schedule training on forms development. Contact AFDPO (SAF/AAIP) to schedule training as appropriate.

2.6.14.1. AFDPO provides virtual forms development training and in-person at their operating location when feasible. Organizations are responsible for funding attendees' travel, per diem, and any other associated costs. Contact AFDPO for training options.

2.6.14.2. PFMs at all levels assist with scheduling forms development training, tracking attendance, and responding to questions from within their unit.

2.6.15. Manage, in collaboration with the PCM, all matters pertaining to forms management, including proper analysis, design, form software licensing, and numbering forms according to standards established by AFDPO or the appropriate MAJCOM, FLDCOM or FOA.

2.6.16. Send publication and form-related information to AFDPO for inventory control and placement in the product announcement and the product index (PI).

2.6.17. Obtain feedback from users and evaluate the program to ensure objectives are achieved. Initiate corrective actions as necessary.

2.6.18. Assist PCMs and AOs in identifying appropriate coordinators for the creation or revision of organizations' publications and forms.

2.6.19. Alert OPRs when PFMs become aware of changes in higher headquarters publications that local publications implement.

2.7. Office of Primary Responsibility (OPR). Approving officials determine the office (OPR) that retains official files, liaises with subject matter experts, builds drafts, and ensures content accuracy, currency, and integrity prior to staffing it for approval and publishing. OPRs will:

2.7.1. Serve as the "owner" of the document that prescribes policy, guidance and procedures within their functional area.

2.7.2. Designate an individual within the office to serve as the AO for each publication and form. That individual will meet all OPR responsibilities, although the organization retains ultimate responsibility. **Note:** If the AO is a contractor employee, indirect foreign hire or cooperative employee, final decisions concerning DAF/USAF/USSF regulations and guidance must be made by an appropriate civilian or military employee within the OPR.

2.8. Action Officer (AO). The AO collaborates with the appropriate PCM and publications and forms management office before developing (including tiering), coordinating (including adjudication of comments as necessary), applying levels of classification and accessibility, staffing, and maintaining organizational publications and forms. The AO also adheres to publishing guidance and requirements contained in this publication. AOs will:

2.8.1. Ensure the unit privacy monitor reviews the publication prior to releasing for formal coordination.

2.8.2. Collaborate with the PCM to identify offices with interest in the publication and then coordinate the publication with those offices (see **Table A3.1** and **Table A3.2**.).

2.8.2.1. Adjudicate all comments before the publication or form is submitted for final processing and publishing. The AO provides the resolution statements for all comments submitted during coordination.

2.8.2.2. State on the DAF Form 673 (block 20) that no re-coordination is necessary if no significant changes to the draft have been made and no coordination is more than one year old. Such an annotation will allow certifying and approval officials to sign the form without re-coordination. The DAF Form 673, the AF Form 1768, *Staff Summary Sheet*, or the electronic Staff Summary Sheet (eSSS) contains details of when and with whom coordination is made.

2.8.3. Recommend a level of accessibility for the publication based on the guidance in DoDI5200.48_DAFI16-1403, *Controlled Unclassified Information (CUI)*; that is, whether to post the publication on the e-Publishing website (a public site) or to restrict access. Classified and CUI publications are not automatically scheduled for printing; discuss production alternatives with the PFM if a printed product is required. For departmental, command and field-generated CUI and classified publications, only unclassified titles are included in the PI and/or in the publications listing on the e-Publishing website.

2.8.4. Keep existing publications and prescribed forms current. The AO also submits publications action requests to the PFM on the DAF Form 673 after obtaining appropriate coordination, certification and approval.

2.8.5. Inform the designated PFM when transferring responsibility for a publication or form to another organization.

2.8.6. Maintain official record sets for publications and forms.

2.8.7. Ensure the proposed publication does not conflict with or unnecessarily duplicate higher headquarters policies or procedures.

2.8.8. Respond to questions related to the publication or form and evaluates proposed changes to the publication or form.

2.8.9. Receive, evaluate, and staff waiver requests, elevating within the organization for review and approval as necessary.

2.8.10. Involve stakeholders and coordinating offices early in the process, along with the OPR, to help facilitate efficient formal coordination.

2.8.11. Ensure appropriate tier waiver authority is identified in publications and self-assessment communicators.

2.8.12. Access AFIMPT (**https://wmsweb.afncr.af.mil/afimpt/**) and ensure contact information is current. The AO is equivalent to the POC term used within AFIMPT. If contact information is not current, the AO contacts the PCM to make the correction.

2.8.13. Ensure, prior to submission for final legal review, the DAF Form 673 is completed with all required coordination documented or marked "N/A" as applicable.

2.9. The Secretary of the Air Force Administrative Assistant, Operations (SAF/AAO) will:

2.9.1. Order specialty and unique products such as place cards, invitation cards, note pads, "club" stationery, etc. for HAF organizations via the Department of the Air Force Order Portal (hereafter referred to as "Order Portal") online ordering at **https://www.orderportal.army.mil**.

2.9.2. Maintain an approved DAF Form 1846 on file with AFDPO listing all products to be ordered.

2.9.3. Order special SecAF letterhead, as required.

2.9.4. Supply the required artwork, specifications and quantities of all new and reprinted specialty products.

2.10. The Office of The Judge Advocate General (AF/JA) will:

2.10.1. Provide 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).

2.10.2. Coordinate and recommend separate General Counsel of the Department of the Air Force (SAF/GC) review of departmental publications requiring SAF/GC review, as necessary.

2.10.3. Provide final legal review after all mandatory and applicable formal coordination has occurred, and comments adjudicated. **Note:** For HAFMDs only, SAF/GC and SAF/AA are the final coordinators after AF/JA review and prior to certification and approval, in accordance with HOI 90-1.

2.11. The Chief of Air Force Reserve (AF/RE) will:

2.11.1. Review draft publications for applicability to the AFR.

2.11.2. Either concur with the OPR's chosen statement of applicability or supply a new statement.

2.11.3. Obtain coordination from other interested staff offices within AF/RE for draft publications.

2.12. The Director, Air National Guard (NGB/CF), acting as the 2ltr for the National Guard Bureau (NGB) will:

2.12.1. Review draft publications for applicability to the NGB.

2.12.2. Either concur with the OPR's chosen statement of applicability or supply a new statement.

2.12.3. Review and approve ANG publications without additional NGB review (except interservice publications). Refer to **paragraph 3.4.1.1.1**.

Chapter 3

PROCESS OVERVIEW

3.1. Initial Steps for Publication Creation or Revision. When seeking to create a new publication, update an existing publication, or rescind a publication, the publication OPR should first take the following actions:

3.1.1. Determine whether the guidance contained within is directive or non-directive, as defined in **paragraph 1.1.2.1**., **paragraph 1.1.2.2**., **Table A11.1,** and **Table A11.2** of this manual. Do not place directive guidance from a rescinded publication into a non-directive publication.

3.1.2. Determine the appropriate place for any new guidance being created or for any guidance that will be coming out of a publication being rescinded. Guidance may need to go into a new publication or may be more appropriate for an existing publication. Research in e-Publishing to determine if an already-existing publication contains a similar subject and whether that publication would be an appropriate place for the guidance. Inadequate research could result in issuing more than one publication or form on the same subject matter, conflicting publications, or the publication of a nonessential or incomplete publication.

3.1.3. Review record sets of previously published guidance to determine which subject matter experts (SMEs) and coordinators should be involved and to identify other issues that were previously encountered. The record set should be in the official files held by the publication OPR or the program manager. See **Attachment 5** for processing guides.

3.1.4. Contact the organization's PCM to determine the required coordinators, notify the PCM of the proposed publication or form action, and identify the impact or risk of not completing the proposed publication or form action.

3.1.5. Notify the supporting PFM of the proposed publication or form action.

3.1.6. Carefully review this DAFMAN for guidance on selecting the right publication or form type, formatting standards, coordination requirements, and guidance on maintaining the publication or form.

3.1.7. Contact supporting PFM or AFDPO to obtain assistance with formatting and processing. Templates are available on the AFIMPT website to assist with formatting.

3.1.8. Identify the specific guidance and responsibilities that need to be implemented by reviewing higher authority policy, directives or guidance. If the proposed action is rescission of a publication, identify the specific guidance and responsibilities contained within the current publication and determine whether this guidance needs to go into another publication or whether the guidance itself should be rescinded, based on changes to higher authority policy, directives or guidance.

3.2. Publication Drafting Process. The draft process entails building a new or modifying an existing publication or form and obtaining SME inputs. See **Chapter 4** for general guidance and detailed procedures for drafting publications. During the drafting process, prior to formal coordination, the publication OPR should do the following:

3.2.1. Obtain inputs from all SMEs.

3.2.2. Ensure all relevant information is provided for new drafts. Provide only necessary updates for revised publications.

3.2.3. Ensure any changes made in other relevant publications are incorporated. These include, but are not limited to, changes in organizational symbols, office realignments, program names, etc.

3.2.4. Regularly review publications for administrative changes (such as change in organization symbols, office realignment, OPR, etc.). Carefully review this publication for guidance on selecting the right publication or form type, formatting standards, coordination requirements, and maintaining the publication or form.

3.3. Staffing. HAF PCMs and OPRs use the current tasking system (such as Enterprise Task Management Software Solution (ETMS2)), to staff publications and forms for coordination, certification and approval packages IAW HOI 33-3, *Correspondence Preparation, Control, and Tracking*. The HOI identifies ETMS2, or current tasking system, as the official tasking and tracking tool for all task and staff packages within the HAF, and the integrated SharePoint®™ or current method of workflow system has been designated as the document repository for this tool. Use of ETMS2 is optional for collaborative actions/reviews (AO, SME, etc., levels) prior to submitting for formal coordination. **Note:** ETMS2 is not an official record set for publications. The following entries should be identified within the ETMS2 tasker:

3.3.1. Select the appropriate priority level in the drop-down menu for the "Priority" field.

3.3.2. Select the "AF Publications" or "AF Forms" entry in the drop-down menu for the "Category" field.

3.3.3. Select appropriate action being taken (Coord, Sign, Approve) in the drop-down menu for the "Action" field. See HOI 33-3.

3.4. Formal Coordination. Publication OPRs will coordinate with all appropriate offices to ensure accuracy, currency, enforceability, and legality of the policy or guidance. Legal coordination is obtained separately after all other formal coordination is received. Use **Table A3.1** and **Table A3.2** to determine coordinators. Refer to **Chapter 5** for detailed guidance.

3.4.1. Coordinating Departmental, Command, and Field Publications with the Air National Guard (ANG).

3.4.1.1. OPRs send all new or rewritten departmental publications to the ANG workflow prior to publishing. See **paragraph 3.4.1.1.2**.

3.4.1.1.1. The Chief of the National Guard Bureau authorized the NGB/CF (considered the ANG 2ltr) to review and approve ANG publications without additional National Guard Bureau (NGB) review (AFI 10-301). **Exception:** The Chief of the National Guard Bureau will review and approve all interservice publications that are applicable to the NGB; however, the process for DAF OPRs remains the same.

3.4.1.1.2. All publications are submitted to ANG workflow: **NGB.CF.ANG.Workflow.Org@us.af.mil** (non-secure internet protocol router—NIPRNET), **USAF.jbanafw.ngb-cc.mbx.taskers@mail.smil.mil** (secure internet protocol router—SIPRNET), or ANG Workflow (NGB) in ETMS2, or current tasking system; ANG Workflow will ensure DAF and interservice publications are disseminated to the appropriate reviewers within ANG/NGB. Like all other

coordinating offices, except AF/JA, if the publication OPR does not receive a response or request for extension prior to the suspense date (15 business days), the OPR may annotate the coordination response as "Concur – No Response" and move on.

3.4.1.2. The DAF OPR of the publication includes a statement of applicability in the opening paragraph of the draft. NGB/CF either concurs with the OPR's chosen statement of applicability or supplies a new statement. Publications should be written to support the total force functioning of all types of DAF members, including ANG forces. When the NGB/CF takes exception to specific portions of a publication—for example, due to dissimilarities with the way the ANG operates—the NGB/CF provides details to the OPR. The details are specified in applicability or exception statements for the OPR to include in the opening paragraph. OPRs require justification from the NGB/CF when exceptions are taken. Examples of opening paragraph statements are: "This publication applies to the Air National Guard (ANG)," "This publication does not apply to the Air National Guard (ANG)," or "This publication applies to the Air National Guard (ANG) only upon mobilization."

3.4.1.3. When an existing ANG and an applicable departmental, MAJCOM or FLDCOM publication conflict, the ANG publication governs until the OPR and appropriate ANG official resolve the conflict. Resolve conflicts at the MAJCOM- or FLDCOM-level by including either an ANG-specific chapter or publishing a replacement ANG publication.

3.4.1.4. ANG may publish a separate publication if there are numerous exceptions, additions, or inclusions to a proposed publication. ANG publishes supplements identified as ANG supplements to both departmental, MAJCOM and FLDCOM (as appropriate) publications, using the same numerical designation as the parent publication.

3.4.2. Coordinating Departmental, MAJCOM and FLDCOM (as appropriate) Publications with the Civil Air Patrol (CAP). The CAP is the volunteer civilian auxiliary of the USAF. As the Air Force Auxiliary, CAP performs DAF missions as approved through DAFPD 10-27, *Civil Air Patrol*, and DAFI 10-2701, *Organization and Function of the Civil Air Patrol*. Publications should be written to support the total force functioning that includes the DAF Auxiliary, as appropriate. Approval of policies and procedures affecting the CAP or DAF Auxiliary follows the normal chain of command.

3.5. Certification. The certifying authority is at the issuing level (e.g., MAJCOM publications are certified at the MAJCOM). Certifies the need for the publication, to include currency of information, applicability to the DAF, and propriety of content. Refer to **Chapter 5** for detailed guidance.

3.6. Approval. The approving authority is a senior leader at the issuing level responsible for policies, guidance and procedures pertaining to their functional area, specialty series, or assigned command. SecAF approves all DAF, USAF, and USSF policy publications (PDs, PMs, and supplements to DoD Directives). Refer to **Chapter 5** for detailed guidance.

3.7. Publishing.

3.7.1. Most publications and forms are hosted on the e-Publishing website (departmental, command, and field publications and forms that are issued at the wing, base, delta and above). The e-Publishing website does not, however, host publications from ANG wings and subunits. The e-Publishing website is available to the public, so only the unclassified titles of classified

and controlled unclassified products are provided, along with directions for accessing restricted websites, and instructions on how to obtain copies from the OPR. The standard publication that is found on e-Publishing website is developed as a standalone PDF file or eBook.

3.7.1.1. The e-Publishing website is an unrestricted, publicly accessible website and is only approved for unclassified, unrestricted content. For restricted publications, only the unclassified, unrestricted details are available (e.g., title, OPR information, etc.). Instructions on accessing restricted products is noted on e-Publishing, under each restricted publication and form.

3.7.1.2. Publications and forms issued by organizations at and above the wing, base, or delta level (excluding ANG wings and subunits) are listed on the website. AFDPO requires submissions IAW with this publication.

3.7.2. With the exception of ANG wings and subunits, documents ready for publishing are submitted to AFIMPT to deliver products to AFDPO for review and publishing to the e-Publishing website. To obtain information and/or access to AFIMPT, send an e-mail to the PFM or the AFIMPT workflow at **SAF.AA.AFDPO.AFIMPT@us.af.mil**. (See **paragraph 3.4.1** for information on ANG publications.)

3.7.3. Detailed instructions for submitting products for processing are provided in the AFIMPT training guide located in the "View HELP" menu of the application. Prior to submitting publishing actions, publication AOs should review the training guide in its entirety for a complete understanding of the process for submitting products to the PFM for posting to the e-Publishing website. The publishing manager will review the complete product package once it has been uploaded in AFIMPT. Feedback will be provided to the OPR to make corrections to the product package and resubmit as necessary.

3.7.4. AFIMPT can be accessed at **https://wmsweb.afncr.af.mil/afimpt/**. Select the appropriate certificate and view the menu items on the left side of the welcome page.

3.7.5. Publication Effective Date. The publication date is the effective date; publications are not considered effective until they are released to users. With proper justification publications at any level may be assigned an effective date that falls in the future, but under no circumstances may publications be backdated.

3.8. Required Format for Submitting Publications to the E-Publishing Website. AFDPO requires certain format specifications to process various publications for posting to the e-Publishing website. Guidelines must be followed to accommodate the formatting software tool.

3.8.1. Publications must be presented left flush and in the standardized template format unless the publication is processed in camera-ready format. See **paragraph 3.8.4** for those publications that need to be submitted in camera-ready format.

3.8.2. The file names must adhere to the established naming convention with no spaces (e.g., DAFMAN90-161). **Note:** It is the AO's responsibility to identify and place figures, tables, and graphics in the integrated file where they are to be printed.

3.8.3. The OPR must submit separate graphic files for each figure or graphic used in the publication. AFDPO accepts files in the following formats: Tagged image file (.tif) format, joint photographic experts group (.jpeg or .jpg), graphic interchange format (.gif) and portable network graphic (.png) format. AFDPO has discretion to require the publication OPR to

submit certain products in specific formats or file types, as necessary for the successful publishing of a certain product.

3.8.4. Policy memorandums (PMs), guidance memorandums (GMs) and supplements to DoD issuances are required to be submitted in camera-ready Microsoft Word® format (.docx). AFDPO will apply the date to the final draft to reflect the date of publishing. A special publication series may also be required to be submitted in camera-ready format, depending on the stipulations.

3.9. Submitting Classified Products for Publication. OPRs and AOs with classified products must submit the product to AFDPO's SIPR workflow account in ETMS2, or current tasking system, for formal coordination. **(T-1)** The OPR/AO will simultaneously send an e-mail to the SAF/AA AFDPO workflow at **SAF.AA.AFDPO.Workflow@us.af.mil** (NIPRNET). The e-mail must include the product information such as product number, title, classification, OPR, AO name, e-mail address and DSN. **Note:** Do not submit classified information via an unclassified network. **(T-1)** AFDPO will review the product and provide further instructions to the OPR. **(T-2)**

Chapter 4

DEVELOPING PUBLICATION CONTENT AND NUMBERING

4.1. Overview. This chapter describes the structure and content requirements for specific sections within a publication. Unique requirements for ICs and ACs are found in **Chapter 7** and requirements for VAs, supplements, PMs and GMs are found at the end of this chapter. OPRs can find general publication templates on the AFIMPT website or their local PFM may have unit specific templates to assist in building the publication.

4.2. Creating a New Publication.

4.2.1. A new publication may be required when existing publications cannot be modified to incorporate new subject matter content (policy, guidance or procedures). In such cases, contact the local PFM for advice concerning choosing a publication type, creating a title, or coordinating the draft publication. The PFM provides templates and a publication number, and receives approved draft and DAF Form 673 for publishing. **Attachment 5** to this publication provides step-by-step processing guidance. **Note:** The steps for rewriting an existing publication can be found in **paragraph 7.6**.

4.2.2. Required steps for new publications:

4.2.2.1. Draft and collaborate with PCM and any SMEs deemed necessary. (See **Chapter 3.**)

4.2.2.2. Formal coordination on DAF Form 673. **(T-1)** (**Note:** Coordination can be transcribed by the AO.)

4.2.2.3. Legal coordination. **(T-1)**

4.2.2.4. Certifying official's endorsement on DAF Form 673. **(T-1)**

4.2.2.5. Approving official's endorsement on DAF Form 673. **(T-1)**

4.2.2.6. Submit to the PFM for final processing.

4.3. Determining Publication Series Number and Publication Number.

4.3.1. The publication series number is related to an AFSC. The AO will choose a publication specialty code from the series descriptions at **Attachment 2**. PFMs can assist the AO in making this determination. A publication series number may be used in multiple publications.

4.3.2. The publication number follows the publication series number and a dash (e.g., for DAFMAN 90-161, 90 is the series number and 161 is the publication number). The AO requests the publication number from the PFM. A publication number is unique to a single publication.

4.3.3. All instructions and manuals must list an implemented (parent/antecedent) publication in the opening paragraph. Instructions implement PDs; manuals may implement instructions or PDs. AOs identify the antecedent publication when requesting a publication number from the PFM. Consult the Issuances, Delegations of Authority, and Responsibilities (IDAR) database (**https://usaf.dps.mil/teams/12957/idar/sitepages/home.aspx**).

4.3.4. If the publication is a rewrite, it typically bears the same series and control number as the superseded publication. **Exception:** Publications being realigned under different PDs, or consolidated, may have new series and control numbers.

4.3.5. If consolidating two or more publications, either use one of the publication numbers and supersede both, or request a new control number and supersede both. **Note:** The publications AO should "own" all of the publications or have written concurrence on the consolidation from the owning organization(s). Ensure the statement of concurrence clearly indicates the organization that owns the consolidated publication. Also ensure that any implementing or supplementing publications are updated (via IC or rewrite) to show the new publication number if the series or number of the parent publication changes.

4.3.6. When publications owned by different OPRs are combined, the AO will enter a statement of concurrence clearly designating the owner of the consolidated publication on the DAF Form 673. The AO of the new publication may base the publication number on one of the combined publications or request a new one from the PFM. Also, any publications which are implementing or supplementing the new publication may be updated by IC or revision to reflect the new publication number, as appropriate.

4.3.7. Numbering Departmental Publications. Once the series has been identified, AFDPO creates and assigns a unique publication control number. If the publication is to be a physical (printed) product and has a separate cover, the OPR places the series number and title on the cover as well as on the first page of the publication.

4.3.7.1. DAF supplements to DoD issuances are identified by both the DoD issuance number and a DAF publication number, in that order. DAF supplements to DoD Directives (DoDDs) are assigned a PD number, DAF supplements to DoDIs are assigned an instruction number, DAF supplements to DoD regulations or manuals are assigned a manual number (e.g., DoDD3000.07_AFPD10-42, *Irregular Warfare*; DoDM4525.8_AFMAN36-306, *DoD Official Mail Manual*). AFDPO assigns the control number; supplements are posted on the e-Publishing website under the appropriate subject series (e.g., DoDD3000.07_AFPD10-42 would be listed on the e-Publishing website under the 10 series). **Note:** The term "DAF supplements" includes USAF and USSF supplements and "DAF publication number" includes USAF and USSF publication numbers.

4.3.7.2. PMs and GMs not revising an existing policy or guidance publication (first instance of a new publication) are numbered using the year the PM or GM is published, the subject series number, and the number of the future publication (e.g., AFGM2021-33-599). A PM or GM revising an existing publication is numbered using the existing publication's control number first, followed by the appropriate acronym, year, and number (e.g., the first Air Force Policy Memorandum (AFPM) revising AFPD33-3 would be numbered AFPD33-3_AFPM2021-01, the second would be numbered AFPD33-3_AFPM2021-02, etc.). Publications and forms managers initiate actions to remove expired or superseded PMs and GMs from circulation. PMs and GMs may be reissued for a period up to one year if the policy and/or guidance has not been incorporated into an official publication within the original timeframe allowed. OPRs reissue using a DAF Form 673, obtaining legal review and signatures of the certifying and approving officials for the subsequent reissue. **(T-1)** The PM or GM number does not change when reissued,

the reissued date is inserted below the original published date and the effective period text within the memorandum is changed if appropriate (if less than one year).

4.3.7.3. When possible, publications that further implement or augment the content of another publication should have consecutive control numbers (e.g., DAFI 90-160 is further implemented by DAFMAN 90-161).

4.3.7.4. Air Force Tactics, Techniques, and Procedures (TTP) numbering is coordinated and jointly assigned with the Curtis E. LeMay Center for Doctrine Development and Education (LeMay Center) and the issuer.

4.3.7.5. Space Force TTP numbering is coordinated and jointly assigned with Space Delta 10 and the issuer.

4.3.8. Command or Field (MAJCOM, FLDCOM, FOA, DRU, base, wing, or delta.) Once the series has been identified, the PFM assigns the publication a control number. Command and field publications are numbered consecutively under the subject series using at least a 3-digit control number. **(T-1)** (Some publications may have a 4-digit control number.)

4.3.8.1. OPRs must ensure supplements, and GMs creating new supplements, bear the higher headquarters designator and number, adding the command or field acronym to the end and "SUP" (e.g., DAFI90-160_AMCSUP, DAFI90-160_AMCSUP_89AWSUP, DAFI90-160_89AWSUP (if no Air Mobility Command (AMC) supplement), DAFI90-160_ACCSUP_ACCGM2021-01). **(T-1)** PFMs will approve all numbers. **(T-3)** AFDPO posts supplements on the e-Publishing website under the appropriate subject series.

4.3.8.2. GMs issuing new guidance that creates a new publication (not supplement) are numbered consecutively under the appropriate subject series (e.g., ACCGM2021-33-01, AFMCGM2021-33-01, etc.). A GM that amends an existing publication carries the amended or supplemented publication's number followed by the appropriate acronym and number (e.g., the first GM that issues guidance amending DAFI90-160_ACCSUP would be numbered DAFI90-160_ACCSUP_ACCGM2021-01, the second to amend DAFI90-160_ACCSUP would be numbered DAFI90-160_ACCSUP_ACCGM2021-02, etc.). The GM number does not change when reissued, the reissued date is inserted below the original published date and the effective period text within the memorandum is changed if appropriate (if less than one year).

4.3.9. Interim Changes. The PFM ensures the OPR numbers ICs consecutively (IC-1, IC-2, IC-3, IC-4, IC-5). **(T-3)** ICs may be spread out over several years; the assigned number should be consecutive, regardless of the year in which the IC is being accomplished.

4.3.10. Classified and CUI publications and forms. Guidance on marking information within classified and CUI publications and forms is provided in DoDI5200.48_DAFI16-1403.

4.4. Research and Develop the Policy or Guidance. The OPR's AO should review higher authority policies, directives, and publications to identify specific directions and responsibilities that need to be implemented. The AO should collaborate with SMEs, as needed. The publication OPR should ensure the publication being implemented gives implementation authority to the OPR's organization. This could be found in a referenced mission directive. **Note:** Before beginning to draft guidance publications be sure to review the policy and update as needed prior to updating the guidance to ensure proper alignment of policy to guidance.

4.5. Publication Formatting.

4.5.1. Each draft is marked "DRAFT—NOT FOR IMPLEMENTATION OR COMPLIANCE" across the top of each page (placed into the header). Drafts are for development and coordination only, not for implementation or compliance. Drafts may be circulated beyond publication coordination and approval to inform potential users of pending changes to policy or guidance, but compliance with a draft publication cannot be mandated or expected. **Note:** Do not use watermarks, as this reduces the readability of the draft.

4.5.2. The content of publications is to be arranged in the following order: publication header; opening paragraph; summary of changes (if applicable—see **paragraph 4.5.6**); table of contents (if applicable—see **paragraph 4.5.8**); "overview" or "background"; detailed responsibilities; core content; approver's signature block; attachments. **(T-3)** Attachments are a part of the publication and must be published with the publication.

4.5.3. Formatting Guidelines: See **Table 4.1**.

4.5.3.1. Create drafts using Microsoft Word® in 12-point Times New Roman font, with one-inch top, bottom, left, and right margins. Also create drafts of tables, figures and attachments, using Microsoft Word® 12-point Times New Roman font unless a smaller or larger font is better for readability or fit into the graphic. Include page numbers on draft publications.

4.5.3.2. Paragraph numbers must end with a period when they appear ahead of the paragraph's text. All other uses of paragraph numbers follow grammar rules (e.g., no periods at the end of paragraph numbers except when used in a uniform resource locator (URL) or in an outline format).

4.5.3.3. Do not bold subordinate paragraph numbers or titles.

4.5.3.4. Each subordinate paragraph must have at least one companion paragraph. That is, if there is one subordinate paragraph, then there must be at least a second subordinate paragraph at the same level. **Exception:** This rule does not apply to integrated supplements.

4.5.3.5. Do not create paragraph numbers beyond seven levels (i.e., do not create paragraphs beyond 1.1.1.1.1.1.1).

4.5.3.6. Tables not created using Microsoft Word® must be identified as figures.

4.5.3.7. Each attachment must contain a title.

Table 4.1. Elements of a Publication.

Division	Identification
Volumes	Number consecutively using Arabic numerals; e.g., Volume 1, Volume 2, etc.
Parts	Number consecutively using Arabic numerals; e.g., Part 1, Part 2, etc.
Chapters	Number consecutively using Arabic numerals; e.g., Chapter 1, Chapter 2, etc.

Division	Identification
Sections	Without chapters: Use capital letters in alphabetical order (e.g., Section A, Section B, etc.). Paragraph numbering is sequential and does not restart with the next section. With chapters: Use capital letters in alphabetical order preceded by the chapter numeral (e.g., Section 1A, Section 1B, Section 2A, Section 2B, etc.).
Paragraphs	Without chapters: Number consecutively using Arabic numerals; e.g., 1, 2, etc. With chapters: Number consecutively using a two-part Arabic numeral representing the chapter and sequence of the paragraph within the chapter, e.g., 1.1, 1.2 for the first chapter; 2.1, 2.2 for the second chapter, etc.
Subparagraphs	Number consecutively using Arabic numerals, separated by periods, progressing from the main paragraph number. Without chapters: Main paragraph 1. would use 1.1. for the first subparagraph level, 1.1.1. for the next level, etc. **Note:** Paragraph numbering may not exceed seven levels, (i.e., 1.1.1.1.1.1.1.) With chapters: Main paragraph 1.1. would use 1.1.1. for the first subparagraph level, 1.1.1.1. for the next level, etc. **Note:** Paragraph numbering may not exceed seven levels, (i.e., 1.1.1.1.1.1.1.)
Figures	Without chapters: Number consecutively using Arabic numerals; e.g., Figure 1, Figure 2, Figure 3, etc., consecutively in publications without chapters. With chapters: Number consecutively using a two-part Arabic numeral representing the chapter and sequence of the figure within the chapter; e.g., Chapter 1 would have Figure 1.1, Figure 1.2, etc. Within attachments: Number consecutively using a two-part alpha-numeric representing the attachment and sequence of the figure within the attachment; e.g., Attachment 2 would have Figure A2.1, Figure A2.2, etc.,
Tables	Follow the procedures specified for figures.
Attachments	Number consecutively using Arabic numerals; Attachment 1, Attachment 2, Attachment 3, etc. Paragraphs in attachments will take the first number from the number of the attachment, e.g., Attachment 3 would have paragraph A3.1, A3.2, A3.3, etc. **Note:** If attachments have sections, identify them as sections A1A, A1B, A1C, or A2A, A2B, A2C, etc.
Exception:	Supplements should follow the numbering of the parent publication.

4.5.3.8. If doing a rewrite, the previous final draft is a good starting point (found in the official record set in the office file plan or inventory of records, within the AFIMPT application, or from the PFM).

4.5.3.9. When the draft is complete, consider turning on line numbers in the draft prior to staffing. This makes sorting and merging several coordination comment review matrixes easier. In Word® select Layout, Line Numbers, and Continuous.

4.5.4. Publication's Front Page Header. (Required for policy directives, instructions and manuals.) The following information must be included in the order given as part of the publication header (see the first page of this document as an example). Publications not processed by AFDPO are formatted by the OPR to look like an AFDPO-formatted publication (camera-ready, i.e., fully formatted and ready for printing or posting – use this publication as a template). For publications which are processed by AFDPO (both physical and electronic), the front page header must be flush left, no tabs, and single spaced. OPRs are required to use the information detailed below to create publications. **(T-1)**

4.5.4.1. BY ORDER OF THE [SECRETARY OF THE AIR FORCE] [COMMANDER] or [CHIEF, NATIONAL GUARD BUREAU].

4.5.4.2. Seal or Shield. All departmental publications will display the DAF/USAF/USSF seal in the upper left corner under the "By Order of the" language described in **paragraph 4.5.4.1**. Command, DRU, FOA, field and unit publications will only display the DAF/USAF/USSF seal when the publication is an integrated supplement to a departmental publication. Otherwise, a command, DRU or FOA publication will contain the unique command, DRU or FOA shield. A subordinate field or unit publication may either contain the MAJCOM or FLDCOM shield or, with MAJCOM or FLDCOM approval, may contain the field- or unit-specific shield. If AFDPO is publishing the document, the OPR does not need to include the seal or shield on the draft publication.

4.5.4.3. Publication type and number (e.g., DAFI 90-160, DAFI90-160_AMCSUP).

4.5.4.3.1. Publications applying to both the USAF and the USSF will be referred to as "Department of the Air Force" followed by the type of publication. These publications will use the prefix "DAF." Example: Department of the Air Force Instruction (DAFI). **Note:** This does not apply to all publications, e.g., mission directives (HAFMDs, AFMDs, SPFMDs). There is no publication type called DAFMD.

4.5.4.3.2. Publications applying solely to the USAF will be referred to as "Air Force" followed by the type of publication. These publications will use the prefix "AF." Example: Air Force Instruction (AFI).

4.5.4.3.3. Publications applying solely to the USSF will be referred to as "Space Force" followed by the type of publication. These publications will use the prefix "SPF." Example: Space Force Instruction (SPFI). **Note:** The prefix "SF" is not used because of confusion with Security Forces and DoD Standard Forms.

4.5.4.4. Placeholder for date (e.g., "(Date)"). The final publishing activity (AFDPO, local publications and forms manager, or OPR) dates the publication the same day it is posted to the website or made available for distribution.

4.5.4.5. The AFSC series title *in italics*, see **Attachment 2**.

4.5.4.6. Publication title in all capital letters.

4.5.4.6.1. Publication titles should be consistent with the subject matter of the publication and should be concise. Consider that individuals often locate publications by searching for key words in e-Publishing, which match to a publication's title.

4.5.4.6.2. Do not use terms such as "policy," "instruction," "guidance," "handbook," "pamphlet," "catalog," "guide," or "book," etc., in the title of the publication. Additionally, do not identify "Department of the Air Force," "Air Force," or "Space Force" in the title; that will be clear from the type of publication (DAFPD, AFI, SPFMAN, etc.).

4.5.4.6.3. If supplementing a higher headquarters publication at the HAF, command, or in the field, maintain the title of the original publication, minus any organizational level identifiers.

4.5.4.6.4. If supplementing a DoD publication, then select a publication title different from the title of the DoD issuance.

4.5.4.6.5. A classified publication or form (Classified (C), Secret (S), or Top Secret (TS)) that contains an unclassified title must contain "U" preceding the title. **(T-0)** A classified publication or form that contains a classified title will use "(U) Classified Title" in place of the title at the unclassified level. **(T-0)** The phrase "(U) Classified Title" is an unclassified substitute for the classified title of the draft publication.

4.5.4.7. Compliance header: "COMPLIANCE WITH THIS PUBLICATION IS MANDATORY" if a directive publication. **Note:** Do not include this statement in non-directive publications.

4.5.4.8. Accessibility statement to identify where the publication is located for distribution. See **Table 4.2** for examples of accessibility statements.

Table 4.2. Examples of Accessibility Statements.

Item #	Accessibility Statement Examples
1	"ACCESSIBILITY: This publication is available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil."
2	"ACCESSIBILITY: This publication is only available directly from the OPR."
3	"ACCESSIBILITY: This publication is available for downloading on the SIPRNET at www.#######.af.smil.mil."

4.5.4.9. Releasability statement, which should specify any limitations on distribution. See **Table 4.3** for examples of releasability statements.

Table 4.3. Examples of Releasability Statements.

Item #	Releasability Statement Examples
1	"RELEASABILITY: There are no releasability restrictions on this publication"

Item #	Releasability Statement Examples
2	"RELEASABILITY: Access to this publication (or form) is restricted: This publication may be released to NATO members only"
3	"RELEASABILITY: Access to this publication (or form) is restricted: This publication may not be released to foreign nationals"
4	"RELEASABILITY: Access to this publication (or form) is restricted: This publication is classified (or insert CUI type) and requests for access must be approved by the publication OPR"

4.5.4.10. "OPR: (Organization/office symbol) or (service/organization/office symbol)". Do not include other information, such as names, in this section.

4.5.4.11. "Certified By: (insert the organization or office symbol)".

4.5.4.12. "Supersedes: (insert the publication number(s) and date(s) of any publications being superseded)". This line is only applicable when a rewrite action is being processed. Example, "Supersedes: AFMAN 33-361, 1 December 2015" (no period). The month should be spelled out and not abbreviated. If there are several publication numbers being superseded, then each publication number should be separated by a semicolon. If no publication is being superseded, this line should be omitted.

4.5.4.13. "Pages: (insert page count)".

4.5.5. Opening Paragraph. The publication starts with a concise opening paragraph that cites the antecedent publication(s), explains what the publication covers, to whom it applies, and other required sections as detailed below. Do not include policy or guidance statements in the opening paragraph. **(T-3)**   **Exception:** An opening paragraph is not required for policy memoranda and guidance memoranda. For non-directive publications a complete opening paragraph may not require all the components in the subparagraphs that follow. OPRs should include only the elements necessary for the publication type. For directive publications, however, a complete opening paragraph includes the following:

4.5.5.1. Antecedent Publication Statement. The first sentence of the opening paragraph should identify the antecedent publication(s) being implemented. Ensure the antecedent publication is identified in full, including the correct designator, number, and italicized title. If implementing a DoD issuance, show the type implemented after "DoD" (e.g., DoD Directive (DoDD) or DoD Instruction (DoDI)). It should only identify the antecedent publication that is being implemented and should not contain references to other publications. Furthermore, it should only reference the immediate publication being implemented. For example, an AFI that is implementing an AFPD should list the AFPD as the antecedent publication, not DoD issuances that have already been implemented through the AFPD or law that has been implemented through a DoD issuance.

4.5.5.2. Applicability Statement. OPRs of DAF, USAF, and USSF publications will specifically identify the services and relevant components to which the publication applies when publications are reviewed, updated, newly written or rewritten.

4.5.5.2.1. Identify any unique applicability conditions (signed memorandum of agreement, memorandum of understanding, support agreement, etc.). **(T-1)**

4.5.5.2.2. State if a service is excluded from the publication. **(T-1)**

4.5.5.2.3. Identify applicability to the Regular Air Force, United States Space Force, Air National Guard or Air Force Reserve and the Civil Air Patrol, if included in the publication. **(T-1)**

4.5.5.2.4. If the publication contains requirements that are applicable to non-DAF entities (e.g., retirees, dependents, contractors, members of other service branches, foreign nationals, or other non-DAF entities), the applicability statement should so state. **Note:** The OPR will consult with legal authorities when drafting language that either expressly or implicitly applies to non-DAF entities.

4.5.5.2.5. See **Table 4.4** for examples of applicability statements.

Table 4.4. Examples of Applicability Statements.

Item #	Applicability Statement Examples
1	"This publication applies to the Regular Air Force, the Air Force Reserve, and the Air National Guard. This publication does not apply to the United States Space Force."
2	"This publication applies to the United States Space Force, Regular Air Force, the Air Force Reserve, and the Air National Guard."
3	"This publication applies to all civilian employees and uniformed members of the Regular Air Force, the Air Force Reserve, and the Air National Guard. This publication does not apply to the United States Space Force."
4	"This publication applies to all civilian employees and uniformed members of the Regular Air Force, the Air Force Reserve, the Air National Guard, the United States Space Force, the Civil Air Patrol when conducting missions as the official Air Force Auxiliary, and those with a contractual obligation to abide by the terms of DAF publications."
5	"This publication applies to all civilian employees and uniformed members of the Regular Air Force, the Air Force Reserve, the Air National Guard, and those who are contractually obligated to comply with Department of the Air Force publications. This publication does not apply to the United States Space Force."
6	"This publication applies to all civilian employees and uniformed members of the Regular Air Force, the Air Force Reserve, the Air National Guard, the Civil Air Patrol when conducting missions as the official Air Force Auxiliary, and those who are contractually obligated to comply with Department of the Air Force publications. This publication does not apply to the United States Space Force."
7	"This publication applies to all civilian employees and uniformed members of the United States Space Force and those with a contractual obligation to abide by the terms of DAF issuances, except where otherwise noted. This publication does not apply to the United States Air Force with the exception of Air Force Reserve and Air National Guard units performing space operations."
Notes:	

Item #	Applicability Statement Examples
1. Do *not* mention any future reserve or guard of the Space Force. Those organizations have not yet been established and have no basis for reference. 2. More specific AFR and ANG applicability statements may apply, and additional guidance can be found in **paragraph 1.6.3** and **paragraph 3.4.1** of this manual. If applicability to the AFR or ANG is specific to certain sections or chapters, include such language after the general applicability statement.	

4.5.5.3. Privacy Act Statement. Include a Privacy Act advisory statement in each publication that requires collecting or keeping personal information in a system of records. Also include a statement when publications direct collection from the individual of any part or form of the social security number (SSN). Example: "This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by [insert the legal authority such as the federal statute, EO and regulation]. The applicable System of Record Notice(s) (SORN) [insert number, and title] is (are) available at: **http://dpclo.defense.gov/Privacy/SORNs.aspx**." The Privacy Act statement must include the link to the System of Record Notice website. **(T-1)** For more information on the Privacy Act, see AFI 33-332.

4.5.5.4. Copyright Statement. If applicable, indicate that the publication contains copyrighted information, or is subject to other statutory requirements outlined in **paragraph 1.5.6**. **(T-1)** Example: "This publication contains copyrighted material."

4.5.5.5. Paperwork Reduction Act Statement. If the publication is subject to 44 USC § 3501, *Purposes*, et seq. (commonly known as the Paperwork Reduction Act of 1995), state "This publication is subject to the Paperwork Reduction Act of 1995." A Paperwork Reduction Act statement is required when information is being collected from the public (not military members or federal employees). **(T-0)** If information collection subject to the Paperwork Reduction Act is prescribed by this publication, it requires Office of Management and Budget (OMB) approval. **(T-0)** See AFI 33-324 for more information on the Paperwork Reduction Act of 1995."

4.5.5.6. Punitive Language Statements. If applicable, the AO will indicate, in the opening paragraph, if failure to comply with the publication is punishable as a violation of Article 92 of the UCMJ. **(T-1)** (See **paragraph 1.3.1**.) Example: "Failure to obey this [paragraph or section] constitutes a violation of Article 92(1), UCMJ—failure to obey lawful order or regulation. Article 92(1) of the UCMJ does not apply to members of the ANG while in Title 32 status (that is, activated for state duty under state command), but ANG members may be subject to an equivalent article under a state military justice code." The servicing legal office should be participating early in the writing of a punitive statement.

4.5.5.7. If the publication is subject to any other statutory requirements, the AO will state so in the opening paragraph. **(T-1)**

4.5.5.8. Records Management Statement. Include the standard records management statement: "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 the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System," or any updated statement provided by the AF Records Management office located in the Air Force Chief Information Office Compliance Division (SAF/CNZA). The OPR should inquire with SAF/CNZA for any updated records management statement.

4.5.5.9. Recommending Changes Statement. Include a statement for recommending changes, including any necessary routing instructions. For example, "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."

4.5.5.10. Allow Implementing or Supplementing Publications Statement.

4.5.5.10.1. Include a statement in the opening paragraph as to whether the publication may or may not be supplemented. Also include whether subordinate units need to send implementing or supplementing publications to the higher headquarters OPR for review and coordination before publishing.

4.5.5.10.2. PDs may not be supplemented. Include a statement to that effect in the opening paragraph. Example: "This DAFPD may not be supplemented."

4.5.5.10.3. OPRs are highly encouraged to review lower-level supplements and implementing publications for conflicting material, less restrictive guidance, and for possible incorporation into the higher headquarters publication. See **Table 4.5** for examples of implementing and supplementing statements.

Table 4.5. Examples of Implementing or Supplementing Publications Statements.

Item #	Implementing or Supplementing Statement Examples
1	"This AFPD may not be supplemented."
2	"This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval."
3	"This publication may not be supplemented or further implemented or extended."

4.5.5.11. Waiver Authority Statement. Include a statement in the opening paragraph regarding waiver authority. **(T-1)** Example: "The authorities to waive wing, unit, or delta level requirements in this publication are identified with a tier ("T-0, T-1, T-2, T-3") number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items." A reference to an internal paragraph that contains the authority and directions is also permitted. See **Table A10.1** for a description of the authorities associated with the tier numbers.

4.5.5.12. Trade Names and Trademarks Statement. When a publication contains trade names or trademarks, include the following disclaimer as the last sentence in the publication's opening paragraph: "The use of the name or mark of any specific

manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of the Air Force." **(T-3)** Refer to **paragraph 1.5.7** for additional guidance.

4.5.5.13. Lead Commands. All lead command instructions will include a statement in the opening paragraph identifying those specific HAF-level offices that have accepted the roles and responsibilities assigned to them therein.

4.5.6. Summary of Changes. A Summary of Changes is required for all ICs and rewritten publications. **(T-1)**   The Summary of Changes will summarize changes made to the publication, such as content changes (including figures and tables), office symbol changes, and changes to published forms. The Summary of Changes should be concise and brief. It should not include a list of all changes made and should not exceed a few sentences in length. ACs and new publications, including GMs and AFPMs, will not have a Summary of Changes. This heading will be in bold, italics and all capital letters (e.g., "*SUMMARY OF CHANGES*").

4.5.6.1. Consider starting with: "This document has been revised and should be completely reviewed. Changes include [insert summary of primary changes made]."

4.5.6.2. Include the following statement as the last sentence in the Summary of Changes when making an IC (Rule 1 or Rule 2) or an IC to a supplement to a DoD issuance: "A margin bar (|) indicates newly revised material." **Note:** Only use an asterisk (*) to indicate newly revised material for drafts tagged and formatted by AFDPO software. Do not apply an asterisk to drafts for waivered publication formatting (AF supplements to DoD issuances and camera-ready documents). For waivered publication formatting, margin bars must be manually applied using a left border when formatting the draft.

4.5.7. Forewords. While not mandatory, non-directive publications may include a foreword to allow a proponent to provide a personal message to the user. Limit the foreword to one unnumbered page preceding the title (first) page. Signatures are not required on forewords.

4.5.8. Table of Contents. AFDPO will generate a table of contents for electronic publications that are processed by AFDPO and posted on the e-Publishing website for publications that are 20 pages or more. OPRs for these publications will not include a table of contents in the draft of the publication.

4.5.8.1. Generally, a table of contents is not created for publications under 20 pages long.

4.5.8.2. OPRs will add a table of contents for publications that are 20 pages or more and not processed by AFDPO. Additionally, OPRs will add a table of contents for publications that are classified, not electronically posted, or issued below the wing, base, delta level or ANG wing or subunit level. **(T-1)**

4.5.8.3. When a table of contents is required, it is created based only on the main paragraph headings (i.e, the first-level paragraph: X.X for publications with chapters; X for publications without chapters).

4.5.9. Publication Body.

4.5.9.1. Paragraph Numbering. Supplements to DoD issuances follow the numbering format of the supplemented DoD issuance. All other publications are numbered IAW the numbering guidance provided in this DAFMAN.

4.5.9.2. Main paragraph numbers and headings will be bold and will include upper case first letters of significant words. (Example: "**7.5**. **Certification of Publication as Current.**").

4.5.9.3. Bullets.

4.5.9.3.1. Directive Publications. Bullets are not authorized in directive type publications including ICs. OPRs must ensure when updating an old publication with bulleted information, the bulleted items are replaced with numbered paragraphs (2.14.1.1, 2.14.1.2, etc.). **(T-1)**

4.5.9.3.2. Non-directive Publications. When part of a numbered paragraph, bullets may be used for simple lists in non-directive type publications (Air Force pamphlet (AFPAM), Air Force handbook (AFH), VA). Sub-bullets are not allowed.

4.5.9.4. Overview or Background Section. Provide a concise overview and/or background information.

4.5.9.5. Policy Section (PDs only). Required for PDs. Policy, promulgated by SecAF, exists to establish DAF implementation of DoD issuances or federal laws and statutes. Identify DAF level policy that is consistent with laws, regulations, and leadership's direction. The policy section states the principles and/or goals and may define performance standards and other means by which the DAF can evaluate success in implementing the policy.

4.5.9.5.1. Policy statements should be as concise as possible; however, they should be written in sufficient detail to ensure the policies are clearly articulated.

4.5.9.5.2. Do not include responsibilities in the policy section of a PD. **(T-1)** Do not include procedures in any part of a PD. One typical result of improperly bedding responsibilities and procedures in the policy section of a PD is that critical, overarching responsibilities are not clearly assigned in the roles and responsibilities section, which can lead to failure to perform them.

4.5.9.5.2.1. Procedures and detailed guidance are to be provided in instructions and manuals. PDs contain policy, whereas instructions direct "what to do" and manuals provide "how to" guidance.

4.5.9.5.2.2. Instructions and manuals will not contain policy. Policy is reserved for PDs.

4.5.9.6. Roles and Responsibilities Section. (Required for all publication types except PMs and GMs; optional for PMs and GMs).

4.5.9.6.1. Identify the key officials (top officials first, then down the chain) who carry out the guidance and list the overarching duties and obligations of each.

4.5.9.6.2. Responsibilities should be assigned to a position (commander, director, chief, etc.), not to the individual filling the position.

4.5.9.6.3. In assigning responsibilities, be specific but succinct. Do not include procedures. **(T-3)**

4.5.9.6.4. The roles and responsibilities section is not tiered, as it is a concise list of responsibilities. State what the official must do, not how the official should do it.

4.5.9.6.5. By clearly aligning the responsibility with the official, the intent of the publication can be better accomplished. **Note:** If just the office or organization is identified, the head of that office or organization is the responsible party.

4.5.9.6.6. PDs. The SecAF assigns responsibilities, as applicable, to HAF 2ltr/L2 officials, MAJCOM and FLDCOM commanders, and/or DAF component (USAF/USSF) commanders and directors (or equivalents). Assigning responsibilities below these component levels within a PD is discouraged given it may unnecessarily hamper the key officials in their efforts to efficiently manage their activities and responsibilities, and circumvent their authority.

4.5.9.7. Core Content (Required). Do not use "Core Content" as a section title – use a title describing the content provided.   Write guidance and detailed procedures using command/active voice without jargon and using plain language.

4.5.9.7.1. Directive guidance must go into a directive publication and cannot be placed in a non-directive publication or on a website. **(T-1)**

4.5.9.7.2. Using Abbreviations and Acronyms. Once an acronym is established (spelled out upon first use in the text), use the acronym unless spelling it out again enhances clarity (e.g., establishing acronyms the first time they are used in templates, at the beginning of each chapter, or in section/paragraph headings). Include all acronyms used in the publication, in the *Abbreviations and Acronyms* section of **Attachment 1**. **Exception:** For supplements to DoD issuances, include any additional acronyms used in the DAF-added content in the Glossary.

4.5.9.7.2.1. Even if previously established, write out acronyms in chapter headings and main paragraph headings followed by the acronym in parentheses. These headings will construct the table of contents and should not contain undescribed acronyms.

4.5.9.7.2.2. It is acceptable to use acronyms found in widely-read publications like newspapers and magazines.

4.5.9.7.2.3. It is acceptable to use widely-understood acronyms found in the dictionary, e.g., DNA, POW, MIA and UFO without establishing (spelling out). Include the acronym with its definition in the *Abbreviations and Acronyms* section of **Attachment 1**.

4.5.9.7.2.4. It is acceptable to use more acronyms in technical manuals and publications intended for use only by Airmen and Guardians who have graduated from specialized training schools. Use good judgement to ensure the intended audience understands what is meant.

4.5.9.7.2.5. As a general rule, abbreviations and acronyms used four times or less in the publication should be spelled out and the abbreviation or acronym deleted unless use of the acronym enhances clarity. If the abbreviation or acronym is deleted, then delete from the *Abbreviations and Acronyms* section of **Attachment 1**.

4.5.9.7.2.6. Consider the audience and seek to be understood. Use common sense.

4.5.9.7.3. Using Office Symbols. Spell out office symbols in full the first time they are used, followed by the office symbol in parentheses. For all subsequent uses after an office symbol is introduced, refer only to the office symbol unless spelling out again enhances clarity. Include all office symbols used in the text, in the *Office Symbol* list in **Attachment 1**. List the office symbols in alphabetical order, followed by the full title.

4.5.9.7.4. Bolding. The following elements of a publication should be in bold font. (**Note:** Do not bold URLs to external sources.)

4.5.9.7.4.1. "*SUMMARY OF CHANGES.*"

4.5.9.7.4.2. Table of Contents - Chapter numbers and titles.

4.5.9.7.4.3. Section titles.

4.5.9.7.4.4. Chapter numbers (e.g., "**Chapter 1**").

4.5.9.7.4.5. Chapter titles. **Note:** Chapter titles will also be in all capital letters.

4.5.9.7.4.6. Numbers and titles of top-level paragraphs including ending punctuation. A top-level paragraph is a main paragraph, often followed by subparagraphs (e.g., "**1.1 Overview.**") Top-level paragraphs are used to build the Table of Contents. See **Table 4.1** for top-level paragraph guidance on publications without chapters.

4.5.9.7.4.7. Table numbers and titles including ending punctuation.

4.5.9.7.4.8. Figure numbers and titles including ending punctuation.

4.5.9.7.4.9. Notes, exceptions and warnings including the colon.

4.5.9.7.4.10. Copyright notices. (See **paragraph 1.5.6.2**.)

4.5.9.7.4.11. Internal references.

4.5.9.7.4.12. Tier waiver authority numbers.

4.5.9.7.4.13. Attachment numbers and titles. **Note:** Attachment titles will also be in all capital letters.

4.5.9.7.4.14. The following elements of **Attachment 1**:

4.5.9.7.4.14.1. The category titles (e.g., "*References*," "*Prescribed Forms*," "*Adopted Forms*," "*Abbreviations and Acronyms*," "*Office Symbols*" and "*Terms*.")

4.5.9.7.4.14.2. The list of abbreviations and acronyms, but not the definitions.

4.5.9.7.4.14.3. The list of office symbols, but not the spelled-out offices.

4.5.9.7.4.14.4. The list of terms, but not the definitions.

4.5.9.7.4.15. Indications of supplemental (department/service-added) content to a DoD issuance (e.g., "**(Added)(DAF), (Added)(USAF)**")**.**

4.5.9.7.5. The OPR may structure the core content to increase understanding and usability by the target audience. See **Table 4.1** for approved publication elements (chapters, volumes, sections, etc.)

4.5.9.7.6. All relevant guidance should be included in one publication to assist the reader. The publication should not refer the reader to other publications to obtain clear guidance. However, the reader may be referred to other publications if they desire more information. When providing cites to external publications, refer readers to DAF/USAF/USSF publications, when possible, rather than DoD publications or federal laws.

4.5.9.7.7. Avoid including language that improperly extends the applicability of the publication to retirees, dependents, other service branches, foreign nationals, or other non-DAF entities. (See **paragraph 4.5.5.2**.)

4.5.10. Approving Official's Authentication. The approving official's authentication (signature block) is the last entry before the attachments. There are to be no wet signatures on the publication; the approving official will sign the DAF Form 673 only. **(T-1)** If the authority to sign the DAF Form 673 is delegated, the authentication on the actual publication remains that of the approver (2ltr/L2) who delegated the authority.

4.5.11. Attachments. OPRs must ensure publication attachments meet the following format requirements.

4.5.11.1. **Attachment 1, GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION.** (Required for policy directives, instructions and manuals; not required for supplements to DoD issuances, PMs, GMs, etc.) OPRs include an **Attachment 1** that lists the references, forms, abbreviations and acronyms, office symbols, and terms used within the publication. **(T-1)** Do not use paragraph numbering for this attachment. Use the following section titles:

4.5.11.1.1. *References.* Format: Designator (abbreviation), number, title (italicized), and published date (e.g., DAFI 13-213, *Airfield Driving*, 4 February 2020). **Note:** Cite original publication date—not IC or certified current date. References should be listed in order of hierarchy: Laws, statutes and executive orders first; DoD issuances next; then DAF, AF and Space Force (SPF) publications; then other federal agency publications; and lastly, other miscellaneous (e.g., professional references). See **Table A4.1** for assistance in creating the *References* section. **Note:** Do not include website locators (such as URLs) in the list of references at **Attachment 1**.

4.5.11.1.2. *Prescribed Forms*. List forms for which the publication is the prescribing publication. **(T-3)** Format: Designator (abbreviation), number, title (italicized). (See **paragraph 8.7**.) **Note:** If there are no prescribed forms, this section should still be included with the word "None" underneath.

4.5.11.1.3. *Adopted Forms*. List forms that are being adopted for use by this publication. Format: Designator (abbreviation), number, title (italicized). **Note:** If there are no adopted forms, this section should still be included with the word "None" underneath.

4.5.11.1.4. *Abbreviations and Acronyms.* List abbreviations and acronyms used within the publication alphabetically. Abbreviations and acronyms are spelled out upon first use within the text and then incorporated into **Attachment 1**.

4.5.11.1.4.1. Abbreviations and acronyms must be consistent between the publication text and the **Attachment 1** meaning.

4.5.11.1.4.2. One acronym may not be used for more than one meaning within the same publication. Choose one meaning per acronym and spell out the other(s) throughout.

4.5.11.1.5. *Office Symbols*: List office symbols used within the publication alphabetically. Office symbols are spelled out upon first use or single use within the text and then incorporated into **Attachment 1**.

4.5.11.1.6. *Terms.* Define terms used within the publication. All terms should be defined in **Attachment 1** to allow the user to find the definition without having to review the entire publication or a parent publication. Terms must be consistent between the publication text and the **Attachment 1** definition. A source for the term definition may be cited, but is not required.

4.5.11.1.6.1. OPRs should avoid defining terms in the main body (also referred to as the core content) of the publication.

4.5.11.1.6.2. Do not define terms in **Attachment 1** that are not used in the main body of the publication.

4.5.11.1.6.3. Terms that have been identified in parent publications should also be defined in the Terms section of implementing publications. Definitions should have the same meaning in both parent and antecedent publications.

4.5.11.1.6.4. List terms alphabetically.

4.5.11.2. Additional Attachments. Include additional attachments as necessary. Use Arabic numerals in sequence: **Attachment 2**, **Attachment 3**, **Attachment 4**, etc. Paragraphs in attachments take the first number from the number of the attachment; e.g., **Attachment 3** would have paragraph **A3.1**, **A3.2**, **A3.3**, etc. **Note:** If attachments have sections, identify them as sections A1A, A1B, A1C, or A2A, A2B, A2C, etc.

4.6. Additional Guidelines.

4.6.1. Citing References. OPRs must ensure all citations within DAF/USAF/USSF publications meet the following requirements and those outlined in **Attachment 4**.

4.6.1.1. Limit the use of references and ensure all references are directly applicable and listed in **Attachment 1**. **(T-1)** Do not use indefinite references such as "in current directives," "contained in existing instructions," and "as prescribed in pertinent publications." **(T-1)** Official DAF policy and/or guidance are issued in the publications described in **Table A11.1** and **Table A11.2**. Therefore, do not reference a draft publication or unofficial policy or guidance found on websites. **(T-1)**

4.6.1.2. When EOs, PLs, or other statutes have already been implemented by a DoD issuance, use the DoD issuance as the reference citation; e.g., use "DoDD 5400.07" rather than "Title 5 United States Code Section 552." **(T-1) Note:** "DoD issuances" include

DoDDs, DoDIs, other DoD publications, and their changes. However, when a departmental publication, for example, directly implements a specific statute, the departmental publication must be cited accordingly. **(T-1)** Referring to the lowest level publication available is important because when a lower-level entity implements policy or guidance, it establishes its own internal requirements. If, for example, an Airman or Guardian refers to a DoD issuance when there is a USAF or USSF implementing publication, the Airman or Guardian could miss force-specific requirements. This guidance also applies to the Implemented Publications statement that makes up the first sentence of the opening paragraph. See **Figure 1.2**., Hierarchy Flow Chart. Use codified citations (United States Code) when available, and if the provision is not codified, use the Public Law citation; e.g., use "Public Law 98-191", or "Title 41 United States Code Sections 401-420." **(T-1)** Verify proper statutory authority with the servicing legal office during coordination of the publication. **(T-3)**

4.6.1.3. When citing a DoD issuance, ensure you also cite any implementing DAF/USAF/USSF publications. Consider using IDAR database (**https://usaf.dps.mil/teams/12957/idar/sitepages/home.aspx**) to determine which departmental publications implement a given DoD issuance. If no departmental publication exists, cite the DoD issuance number and include the full reference in **Attachment 1** (designator, number, title, and date). **(T-1)** Citing references at the appropriate level reduces confusion and conflicts. For example, if a PD implements a DoDD, then the PD is cited and there is no need to cite the DoDD. The PD may provide more restrictive policy than the DoDD, therefore citing the higher-level document could cause confusion and conflicts. The same applies for DoDIs and DAFIs/AFIs/SPFIs.

4.6.1.4. To refer to another DAF/USAF/USSF publication and/or form, cite the designator, number, and include the title in italics at first use (e.g., AFI 33-322, *Records Management and Information Governance Program* ; DAF Form 673, *Department of the Air Force Publication/Form Action Request*). **(T-1)** For all subsequent uses, refer only to the designator and number (e.g., AFI 33-322 or DAF 673). **(T-1)** This guidance also applies to references to laws, statutes, executive orders, DoD issuances and other publications.

4.6.1.5. To refer to an organization or an office within an organization, use the below guidelines for publications and forms.

4.6.1.5.1. Use the establishment term for the office symbol when referring to the entire organizational entity (for example, "AF heraldry" not "HAF heraldry" and "AMC airlift" not "HQ AMC airlift."). **(T-1)**

4.6.1.5.2. Use the HQ prefix only when referring to the entire HQ unit (staff) (HQ AMC (Air Mobility Command), HQ USAFE (United States Air Forces in Europe), HQ 3AF, etc.). **(T-1)**

4.6.1.5.3. When referring to a specific office within a HQ unit, use the establishment term and office symbol separated by a virgule (SAF/AA, SAF/GC, etc.). **(T-1)**

4.6.1.5.4. Office and Organization Titles. Write out office and organization titles the first time they are used, and follow the establishment term and office symbol in parentheses. For example, "The Deputy Under Secretary of the Air Force for Management (SAF/MG)." For all subsequent uses, refer only to the office symbol

unless spelling out again enhances clarity. Include the list of office symbols in **Attachment 1**. (See **paragraph 4.5.11.1.5**.)

4.6.2. Notes.

4.6.2.1. OPRs may use notes within a paragraph to explain or highlight information. The word "**Note**" should be in bold followed by a colon (e.g., **Note:** [insert additional text]). Notes associated with tables, figures, or illustrations should be placed immediately below the graphic or, in the case of a table, in the last row of the table. (References in the body of a table to notes should be superscript numbers.) The use of "**Note**" designators should be limited and should be placed at the end of the paragraph, where possible.

4.6.2.2. Use footnotes or endnotes to credit a lengthy legal cite, a copyright owner, the source of quoted materials, or provide a lengthy explanation or expansion on text within a paragraph. Endnotes should be placed before any attachments to the publication.

4.6.3. Exceptions. OPRs may identify exceptions within a paragraph to identify a case in which the cited rule does not apply. Publications will state the rule before identifying exceptions. The word "**Exception**" should be in bold followed by a colon (e.g., **Exception:** [insert additional text]). Exceptions associated with tables, figures, or illustrations should be placed immediately below the graphic or, in the case of a table, in the last row of the table. The use of "**Exception**" designators should be limited and should be placed at the end of the paragraph, where possible.

4.6.4. Using Figures and Tables. Embedded figures and tables are to be inserted where they appear in the final version. Provide a separate source graphic file for each figure not created in Microsoft Word®. Place the number and title of each figure or table directly above the item in the publication (minimum 8-point font size). Limit the use of unnecessary color and graphics to help minimize printing costs and the size of transmitted and posted files. Work with the PFM to ensure the graphics are submitted properly.

4.6.4.1. Figures (Illustrations).

4.6.4.1.1. Use illustrations only when they relate to DAF business and are in the public interest, relate directly to the subject matter, are in good taste, and are the smallest size necessary. Limit the use of color, especially for publications that are to be printed, to control the cost. OPRs must justify the use of color on printed materials using a DAF Form 673. **(T-1)**

4.6.4.1.2. OPRs will embed figures, tables not created in Microsoft Word®, and illustrations where they are to appear in the final version. **(T-3)** Place the caption above the graphic. **(T-3)** Provide a separate source graphic file for each figure, table, or illustration not created in Microsoft Word® (e.g., .tif, .gif, .jpg, etc.), when submitting the publication for processing and/or posting. **(T-1)** Work with the PFM to ensure the graphics are submitted properly.

4.6.4.2. Tables. Use tables to clarify procedures, present data, and/or to explain a choice of actions or set of conditions. A standard table is data arranged in columns. The listed items are organized by some criterion such as alphabetical or numerical order. The format requirements for standard tables are not rigid; many variations are possible, depending on the kind of material intended to be put in the table. Regardless of the variation used,

columns and rows should be labeled (titles, numbers, letters, etc.) to facilitate referencing material in the table. Tables found in **Attachment 2** and **Attachment 3** of this publication are examples of standard tables.

4.6.5. Compliance Statement and Tier Waiver Authority Number (Identifier) Guidance. **Note:** Refer to **Table A10.1** for a description of the tier waiver authority numbers.

4.6.5.1. Compliance statement criteria: (If a sentence does not meet the first two criteria, then it is not a compliance statement and should not be tiered.)

4.6.5.1.1. Contains compliance language such as "will," "must" or a directive. **Note:** "Shall" is no longer favored as compliance language. See **Table 1.1**, item 5.

4.6.5.1.2. Identifies a responsible party who must comply with the directive.

4.6.5.1.2.1. Do not use personal pronouns (such as you, your, we, our), as such pronouns fail to identify who is directed to comply with the requirement. Also, text that is directed at the reader (which is the result of using the pronouns you and your) projects an informality that is inappropriate for all official publications.

4.6.5.1.2.2. If an organization is the responsible party, then the commander or director (or equivalent) is responsible for executing or delegating.

4.6.5.1.3. Directives are clear, understandable, measurable, and executable.

4.6.5.1.4. Identifies the appropriate waiver authority (tier number). Insert the tier waiver authority number in parentheses and bold text, immediately following each compliance statement. Example: "**(T-0)**" without punctuation after the tier waiver number.

4.6.5.2. General Tier Waiver Authority Guidance.

4.6.5.2.1. Tiering will reside at the lowest acceptable level.

4.6.5.2.2. Tier 0 compliance statements (waiver authority external to the DAF) must be tiered regardless of the level of unit to which action is directed.

4.6.5.2.3. Compliance statements that direct action at or below the wing/delta, DRU or FOA level must be tiered regardless of who the waiver authority is with few exceptions noted in **paragraph 4.6.5.3**.

4.6.5.2.4. AOs may tier compliance statements embedded in tables and figures.

4.6.5.2.5. AOs may tier compliance statements in attachments.

4.6.5.2.6. Blanket/global tier waiver numbers are not allowed.

4.6.5.2.7. Removing terms like "will" or "must" may not remove the directive nature of the statement, in which case it should still be tiered.

4.6.5.2.8. While "may" and "can" are not directive, "may not" and "cannot" are directive, and require tiering.

4.6.5.3. Exceptions:

4.6.5.3.1. PDs/PMs/MDs/OIs are not tiered.

4.6.5.3.2. Publications issued and/or approved below the T-3 level (wing/delta/DRU/FOA/CC) are not tiered.

4.6.5.3.3. If the OPR desires that the squadron commander be the tier waiver authority for non-tiered compliance items, they may state so in the opening paragraph and then not tier those compliance items.

4.6.5.3.4. Statements of a general nature, such as, "Aircrews will exercise extreme caution when flying" are not tiered.

4.6.5.3.5. Informational statements, descriptive statements and permissive statements ("may," "can," "should," etc.), are not tiered.

4.6.5.3.6. Table and figure headings that do not contain compliance statements are not tiered.

4.6.5.3.7. Compliance items directed at HAF/NAF/MAJCOM/FLDCOM staff guidance do not require tiering.

4.7. Supplements. A supplement is a document that directly adds to already-existing guidance in a higher headquarters publication. A supplement does not implement higher headquarters guidance; rather, it adds greater detail applicable only to the unit creating the supplement. The DAF may not create a supplement to any external law, statute, executive order, or non-DoD agency guidance or regulation. The DAF must first create a PD to establish policy. **Note:** Same-level supplements to sister service publications are not authorized. Lower levels create supplements to appropriate higher-level publications. For example, both USAF and USSF commands can supplement a DAFI, but only the USSF FLDCOM can supplement an SPFI.

4.7.1. Supplements to DoD Issuances. **Note:** While departmental-level supplements are usually to DoD issuances, at times there may be other DoD publications that may be supplemented, e.g., Defense Explosives Safety Regulations (DESRs). If so, the type of guidance publication, e.g., instruction (guidance) or manual (detailed procedures), will be determined based on the content.

4.7.1.1. A DoD issuance may only be supplemented by a departmental-level publication. Supplements to DoD issuances are departmental-level publications that contain the full text of a DoD issuance and DAF/USAF/USSF added material. The OPR will use bold font to indicate all service-added paragraphs or other material (e.g., "**(Added)(DAF)**"). The OPR decides whether to supplement a DoD issuance (usually when there is not much information to add or it is determined to be easier for the user to find everything in one place) or to issue a stand-alone publication. Supplements receive an appropriate DAF/USAF/USSF publication number in addition to the number of the issuance (e.g., DoDM5400.07_AFMAN 33-302). See HOI 90-1 for additional guidance on DAF implementation of DoD issuances.

4.7.1.2. The DAF/USAF/USSF may supplement a DoD issuance in one of the following three ways:

4.7.1.2.1. DoD Directives (DoDDs) can be supplemented by Department of the Air Force Policy Directives (DAFPDs), Air Force Policy Directives (AFPDs) or Space Force Policy Directives (SPFPDs). **Note:** A departmental supplement to a DoDD is policy.

4.7.1.2.2. DoD Instructions (DoDIs) can be supplemented by Department of the Air Force Instructions (DAFIs), Air Force Instructions (AFIs) or Space Force Instructions (SPFIs). **Note:** Supplements to DoDIs implement DAF/USAF/USSF policy. (A supplement to a DoDI carries the same weight as a DAFI/AFI/SPFI.)

4.7.1.2.3. DoD Manuals (DoDMs) can be supplemented by Department of the Air Force Manuals (DAFMANs), Air Force Manuals (AFMANs) or Space Force Manuals (SPFMANs). **Note:** Supplements to DoDMs implement DAF/USAF/USSF policy or DAFIs/AFIs/SPFIs.

4.7.1.3. To create an integrated supplement, the DAF/USAF/USSF OPR contacts the Office of the Secretary of Defense (OSD) OPR to obtain an editable version of the DoD publication. The DAF/USAF/USSF OPR then manually inserts the added paragraphs and/or material into a Microsoft Word® or portable document format (PDF) version of the published DoDD, DoDI, or DoDM.

4.7.1.4. The first added page(s) of a DAF/USAF/USSF supplement includes a publication header (**paragraph 4.5.4**), opening paragraph (**paragraph 4.5.5**), and summary of changes (if applicable) (**paragraph 4.5.6**.).

4.7.1.5. OPRs insert "**(Added)(DAF)**," "**(Added)(USAF)**," or "**(Added)(USSF)**" between each new paragraph number and the content (e.g., "4.1.1. **(Added)(USAF)**") when supplementing a DoD issuance. Paragraph numbering follows the existing schema used in the DoD issuance. **(T-3)** Do not insert DAF/USAF/USSF content into or between sentences of the parent DoD issuance text. The OPR will use standalone new paragraphs that begin with "**(Added)(DAF)**," "**(Added)(USAF)**," or "**(Added)(USSF)**".

4.7.1.6. Insert the DAF/USAF/USSF approving authority's authentication after the OSD official's authentication.

4.7.1.7. For standalone supplements, the OPRs submit only the DAF/USAF/USSF added material.

4.7.1.8. The OPR provides a fully formatted (camera-ready) document for publishing. **(T-3)**

4.7.1.9. Supplements to DoD issuances that implement policy, guidance and procedures established in DoD issuances carry the same weight as directive, departmental publications listed in **Table A11.1**.

4.7.1.10. OPRs ensure that added material does not contradict the DoD issuance. OPRs also ensure that added material remains current through changes to the DoD issuance by conducting a special review when the supplemented or implemented publication changes. **(T-0)**

4.7.2. Command and Field Supplements to DAF/USAF/USSF Supplements to DoD Issuances.

4.7.2.1. To create an integrated supplement, the OPR of the command or field supplement contacts the OPR of the DAF/USAF/USSF supplement to obtain an editable version of the publication. The OPR then manually inserts the added material into a Microsoft Word® or PDF version of the published DAF/USAF/USSF supplement to the DoDD, DoDI, or

DoDM. **Exception**: DAF/USAF/USSF supplements to DoDDs will not be further supplemented.

4.7.2.2. OPRs insert "**(Added)**" and the command or field acronym between each new number and the content (e.g., "4.1.1. **(Added)(AMC)**") when supplementing a DAF/USAF/USSF supplement to a DoD issuance. **(T-1)** Paragraph numbering follows the existing schema used in the DoD issuance. **(T-3)**

4.7.2.3. Insert the command or field approving authority's authentication after the OSD official's or DAF/USAF/USSF official's authentication. **(T-1)**

4.7.2.4. For standalone supplements, the OPRs submit only the added material. **(T-1)**

4.7.2.5. The OPR provides a fully formatted document for publishing. **(T-3)**

4.7.2.6. When the supplemented publication changes, the subordinate publication's OPR will conduct a special review to determine currency. **(T-2)**

4.7.3. Command and Field Supplements to DAF/USAF/USSF Publications (Examples: DAFIs, AFIs, SPFMANs, etc.).

4.7.3.1. OPRs submit only the material to be added to the higher headquarters publication, including the paragraph numbers, whether creating a standalone or integrated supplement. **(T-1)** OPRs must identify if AFDPO is to publish as an integrated or standalone supplement. **(T-1)**

4.7.3.2. OPRs insert "**(Added)**" between each new paragraph, figure, table, attachment number, etc., and the content (e.g., "4.1.1. **(Added)**"). **(T-1)** The AFDPO formatting software adds and bolds the appropriate command or field acronym for publishing (e.g., "**(Added-AMC)**").

4.7.3.3. OPRs do not use the "**(Added)**" tag when the paragraph, figure, table, attachment, etc., number already exists in the basic publication. **(T-1)** Repeat the number of the entity being supplemented; when the correct acronym is inserted during processing, the whole phrase "4.1.1. (AMC)" is considered a unique identifier even though the numerical digits exactly match the paragraph number being supplemented. Numbering has to agree with the format in the basic publication; e.g., publications with chapters: **Figure 2.1.**, **Table 3.1**, etc.; without chapters: **Figure 1.**, **Table 1**, etc. **(T-1)**

4.7.3.4. Rules for command and field supplements to DAF publications:

4.7.3.4.1. A PD may not be supplemented.

4.7.3.4.2. A PM may not be supplemented.

4.7.3.4.3. A mission directive (MD) may not be supplemented.

4.7.3.4.4. An instruction may be supplemented by a lower-level instruction (e.g., MAJCOM level instruction) or a GM, unless it specifically states it may not be supplemented.

4.7.3.4.5. A manual may be supplemented by a lower-level manual (e.g., FLDCOM level manual) or a GM, unless it specifically states it may not be supplemented.

4.7.3.4.6. A GM may not be supplemented. However, a GM may be used to supplement an instruction or manual.

4.7.3.4.7. An operating instruction may not be supplemented.

4.7.3.5. When the supplemented publication changes, the subordinate publication's OPR will conduct a special review to determine currency. **(T-2)**

4.8. Policy Memorandum (PM) and Guidance Memorandum (GM).

4.8.1. Templates. OPRs may obtain editable templates of PMs or GMs within AFIMPT (under the Template tab) or from their local PFM. The general formatting guidelines for an official memorandum in AFMAN 33-326 and HOI 33-3 apply as appropriate for the level of memorandum being issued. **Note:** The SecAF is the approving official for PMs.

4.8.1.1. Subject Line. The publication OPRs will ensure PMs and GMs indicate in the subject line whether they are a policy memorandum or guidance memorandum. **(T-3)**

4.8.1.2. Control Number. OPRs request PM and GM control numbers from PFMs and place them above the date slot.

4.8.1.3. Published Date. The actual date on the PM or GM is inserted at the time of publication by the publishing authority.

4.8.2. The First Paragraph.

4.8.2.1. OPRs ensure all GMs issued from the HAF start with "By Order of the Secretary of the Air Force." Command and field GMs are by order of the issuing commander or director that signs the GM (e.g., "By Order of the Commander, Air Combat Command"). **(T-3)**

4.8.2.2. When modifying an existing publication, start with "By Order of the [Secretary of the Air Force] [issuing organization's commander or director], this [Policy] [Guidance] Memorandum immediately implements changes to [specify the publication and include a short description of the policy or guidance being changed]. Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other [insert organization level being issued from (e.g., USAF, Air Combat Command (ACC), 319th Air Reserve Wing (ARW), etc.)] publications, the information herein prevails IAW DAFI 90-160."

4.8.2.3. When no publication exists, start with: "By Order of the [Secretary of the Air Force] [issuing organization's commander or director], this [Policy] [Guidance] Memorandum is the first instance of a to-be published [insert issuing org name here] publication that [insert subject area and brief rationale]. Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other [insert organization level being issued from (e.g., USAF, ACC, 319 ARW, etc.)] publications, the information herein prevails IAW DAFI 90-160."

4.8.2.4. When supplementing a HHQ publication and no supplement exists, start with "By Order of the [Secretary of the Air Force] [issuing organization's commander or director], this Guidance Memorandum is the first instance of a to-be published [insert issuing org name here (e.g., ACC, ANGRC, etc.)] supplement to [insert number and title of HHQ publication being supplemented]). Compliance with this memorandum is mandatory. To

the extent its directions are inconsistent with other [insert organization level being issued from (e.g., USAF, ACC, 319 ARW, etc.)] publications, the information herein prevails IAW DAFI 90-160."

4.8.3. New Policy and Guidance Publications. If issuing new policy or guidance publication, include a releasability statement, applicability statement, the standard records management statement and any other applicable standard statements described in **paragraph 4.5**.

4.8.4. The Last Paragraph. OPRs ensure PMs and all GMs (HAF, command, and field level) end with one of the following statements: **(T-1)**

4.8.4.1. "This memorandum becomes void after one year has elapsed from the date of this memorandum, or upon publication of an IC or rewrite of the affected publication, whichever is earlier."

4.8.4.2. "This memorandum becomes void after one year has elapsed from the date of this memorandum, or upon publishing of a new publication permanently establishing this guidance [insert the new publication number and title if known], whichever is earlier."

4.8.5. Signature Line. Do not have the approver sign the memorandum; insert only an authentication (signature block) just like any other publication. **(T-3)** The completed DAF Form 673 serves as the approval to publish.

4.8.6. Reissuing PMs and GMs. PMs and GMs may be reissued for an additional period of up to one year if the policy and/or guidance has not been incorporated into an official publication within the timeframe allowed. To reissue or extend PMs and GMs, OPRs will obtain legal review (at least 30 days prior to the PM/GM expiring) and will document completion on the DAF Form 673. Certifiers and approving officials must also sign the DAF Form 673. **(T-1)** The OPR forwards the PM or GM and completed DAF Form 673 to AFDPO for dating and posting. (See **paragraph 4.3.7.2**.)

4.9. Visual Aids (VAs). OPRs ensure VAs meet the following requirements. VAs have unique formats. However, they are numbered like instructions and manuals (series & control number), and identify the attributed directive publication, a releasability statement (no need for an accessibility statement), and a supersession line on permanent VAs. This information should be placed at the bottom right of the VA if space allows. In some cases, placement of this information is impossible due to the small size of some VAs. OPRs should try to design VAs to include this information unless doing so is impracticable.

4.10. Standalone Command or Field Publications.

4.10.1. If a wing, base, or delta decides to issue standalone publications (those that are not integrated into HHQ publications (supplements) or formatted by AFDPO (types listed in **Table A11.1** and **Table A11.2**)), then the wing, base, or delta OPR must provide a properly formatted, camera-ready version to AFDPO for posting. **(T-3)** AFDPO does not format (tag) the publication because it does not require integration into a higher or lower level publication. AFDPO applies the effective date and posts the publication to the e-Publishing website.

4.10.2. OPRs at the wing, base, or delta become responsible for providing any future updates to their standalone publications in the same fully-formatted, integrated, and camera-ready condition. OPRs integrate ICs and attach any AC or GM to their publications before submitting them for publishing. **(T-3)**

Chapter 5

PUBLICATION STAFFING, COORDINATION, CERTIFICATION AND APPROVAL

5.1. Formal Coordination. Formal coordination is the process of a publication OPR obtaining publication endorsements from offices with functional interest, technical expertise, oversight responsibilities, or statutory and regulatory review requirements. Formal coordination and legal review are completed prior to obtaining certifying and approving officials' signatures on the DAF Form 673. Once approved, the completed DAF Form 673, final publication draft, associated files containing internal figures or graphics (if applicable) and prescribed forms (if applicable) will be submitted for publishing through AFIMPT. **(T-3)** See **Figure A5.1** for Action Officer's Guide to Publishing. If coordination is no more than one year old and no significant changes to the draft contents have been made, OPRs must state on the DAF Form 673 that no re-coordination is necessary before the certifying official signs the form. **(T-1)**

5.1.1. All departmental-level publications, including those that completed publication through the SecAF Air Force Publications Reduction Initiative (AFPRI) and are now being rewritten/updated, will follow complete formal coordination process and a follow-on legal review prior to certification, approval and submission for publishing.

5.1.2. Remaining publications under the AFPRI that have not completed publication are still required to adhere to the AFPRI process: formal coordination, separate Publication Review Team (PRT) (SAF/AAIPR) coordination and a follow-on legal review. After formal coordination has been completed, task publications for PRT review to "SAF/AAIP PRT" in ETMS2. An AFPRI publication is any publication that has not been reviewed by the PRT and published since February 2018.

5.1.3. Determining Coordination. PCMs, in collaboration with AOs, are responsible for determining a list of entities to coordinate on their publications. This responsibility is delegated by commanders or directors (or equivalents) to PCMs upon their appointment, but it may be helpful to consult with commanders or directors (or equivalents) prior to initiating formal coordination. Refer to **Table A3.1** for a list of mandatory coordinators and **Table A3.2** to see recommended coordinating offices for certain subject areas. However, this list is not all-inclusive. A publication should be coordinated with all offices having functional interest, technical expertise, oversight responsibilities, or statutory and regulatory review requirements, even if they do not appear in **Table A3.2**. Failure to coordinate with an affected office may require a subsequent update to the publication.

5.1.4. Effecting Coordination. OPRs submit draft publications and prescribed forms (e.g., DAF Form 673, eSSS, etc.) to 2ltr/L2 organizations identified IAW **paragraph 5.1** unless otherwise stated in **Table A3.1** and **Table A3.2**. **Note:** The AO ensures the unit privacy monitor reviews the publication prior to releasing for formal coordination.

5.1.4.1. 2ltr/L2 offices are responsible for ensuring the appropriate offices within the organization review and coordinate on publications and associated forms and for providing a consolidated response. The consolidated response does not necessarily have to carry a 2ltr/L2 endorsement; the 2ltr/L2 may designate a lower-level office within the organization to provide the response and endorse the coordination request (e.g., eSSS, e-mail, ETMS2, DAF Form 673, AF Form 1768).

5.1.4.2. The publication AO will include both services when staffing publications for coordination unless the publication is implementing a service-specific policy directive. For example, if an AO is drafting an instruction implementing an SPFPD, the implementing guidance would only be applicable to USSF and therefore would not require USAF formal coordination.   If the implementing guidance is applicable to the sister service, the implemented PD should be updated to be a DAFPD. The publication must state in its opening paragraph whether the sister service is included or excluded. Example: "This publication does not apply to the United States Air Force." (See **Table 4.4** for examples of applicability statements.)

5.1.4.3. The transcribing of endorsements from e-mails, eSSS, ETMS2 tasks, memoranda, and other methods suffice for coordination responses. However, endorsers wishing to "sign" the DAF Form 673 electronically may do so using the "//SIGNED//" annotation in front of the signature information in the Coordinators column (IAW AFI 33-322). Organizations will be provided 15 business days to provide coordination. **(T-3)** If an organization needs more time for coordination, it should submit a request for extension to the OPR on or prior to the suspense date. Otherwise, the package proceeds normally.

5.1.5. Coordination Collection. OPRs are permitted to collect coordination for publications and forms using e-mail, approved systems, or Staff Summary Sheet (SSS). Ensure Section I and blocks 21a and 22a of the DAF Form 673 are filled in prior to submitting the tasker for formal coordination.   The endorsements received back from the staffing package for coordination are transcribed to a master DAF Form 673 prior to certification and approval. Include the Microsoft Word® draft, with text flush left, a comment resolution matrix (CRM) and a completed DAF Form 673 in the staffing package for formal and legal coordination. OPRs must ensure a consolidated DAF Form 673 accompanies the final draft submitted for publication. **(T-1)** The OPR must not release final drafts for publishing without resolving all nonconcurs (see **paragraph 5.4.4**) and obtaining full coordination.   Original documents containing the endorsement must be maintained with the publications record set; see **Chapter 7** for further guidance on records management. The transcribed endorsement does not include the digital or wet signature.

5.1.6. Coordinating Classified and CUI Publications.   Coordination standards and requirements for coordinating classified and CUI publications and forms are the same as those for unclassified publications and forms. Contact coordinating offices for instructions on routing sensitive, CUI and classified publications. **Note:** Do not submit classified information via an unclassified network. **(T-0)**   Refer to **paragraph 3.9** and **paragraph 4.3.10** for additional guidance.

5.1.7. Coordinating PMs and GMs. PMs and GMs communicate policy or guidance that must be immediately available to Airmen and Guardians. Therefore, they do not require full coordination prior to publication. DAF-level PMs and GMs only require legal review and signature of certifying and approving officials on the DAF Form 673.   GMs at the wing/base/FOA/DRU level require local legal review. **(T-1)** (SAF/AA coordinates on PMs only.) OPRs must provide a full justification for issuing a PM or GM on the DAF Form 673 or staff package, explaining the time-sensitive nature of the policy or guidance. **(T-1)**

5.1.8. Legal Review.

5.1.8.1. AF/JA provides formal coordination and mandatory legal review and coordination for all HAF-issued publications listed in **Table A11.1** and **Table A11.2**, as well as interservice publications, DAF/USAF/USSF supplements to DoD issuances, and HAF-issued publication change actions, unless otherwise stated in guidance for special publications systems. **(T-1)** Route all formal coordination and mandatory legal review and coordination under this paragraph and its subparagraphs through AF/JA. Do not route for mandatory final legal review until after all mandatory and applicable formal coordination has occurred, the coordination is documented on a DAF Form 673, and all outstanding comments are adjudicated.

5.1.8.1.1. AF/JA will coordinate and recommend separate SAF/GC review of publications not otherwise requiring SAF/GC review, as necessary.

5.1.8.1.2. AF/JA will provide final legal review and coordination after formal coordination has occurred and all comments have been adjudicated.

5.1.8.1.3. AF/JA will provide formal coordination of all publications and actions that change departmental publications.

5.1.8.1.4. Informal coordination and collaboration with AF/JA 3- and 4-letter offices is encouraged and may be requested by routing to AF/JA in the ETMS2 (or current tasking system) for subtasking to the appropriate AF/JA 3- or 4-letter office.

5.1.8.2. For publications issued below the HAF level, the servicing legal office will provide formal coordination and mandatory legal review/coordination.

5.2. Suspense. OPRs establish a reasonable suspense that reflects the complexity and size of the publication being coordinated. Coordinators will be given 15 business days to provide coordination. **(T-3)**

5.2.1. If coordinating offices are unable to meet a suspense date, they should request an extension from the OPR prior to the given suspense date. A request for extension needs to include rationale and estimated completion date. The publication OPR makes a good faith effort to allow reasonable time for the office to respond based on the rationale provided. (See **paragraph 5.4.3** for additional guidance on missed suspense.)

5.2.2. When determining guard and reserve applicability to departmental, MAJCOM and FLDCOM (as applicable) publications, the normal coordination suspense time of 15 business days applies. For publications issued below the MAJCOM and FLDCOM levels, OPRs should allow those wings, units, subunits, and deltas at least 30 calendar days to provide a response.

5.3. Comment Resolution Matrix (CRM). OPRs will provide coordinators with a CRM for providing feedback. **(T-3)** It is highly encouraged to use Microsoft Word® format for CRMs. CRMs must include columns for the following elements: Item number, Source (office symbol, first and last name, rank/grade, telephone number and e-mail address), Type of comment (administrative, substantive, or critical), Page number, Paragraph number, Line number, Comment, Rationale and Decision. **(T-1)** See **Figure A12.1** for a sample CRM. Regardless of the type of coordination comment, coordinators designate a POC to work with the OPR towards resolution. The POC designated by the reviewer may not be a contractor or an indirect-hire foreign national. Coordinators' comments must specify whether the comment is administrative, substantive, or critical. **(T-1)** **Note:** "Major" is not an approved comment type.

5.3.1. **Administrative** comments address typographical, grammatical, and formatting errors.

5.3.2. **Substantive** comments address content that appears to be unnecessary, incorrect, misleading, confusing, or inconsistent. A substantive comment is usually not sufficient justification for a nonconcur, however, several substantive comments, when taken together, may be grounds for a nonconcurrence. Coordinators nonconcurring with just substantive comments must clearly indicate which comments are the basis for the nonconcur.

5.3.3. **Critical** comments are warranted for major deficiencies and preclude the final approval and publication of the document (i.e., result in a nonconcur). Critical comments are those that effect legal sufficiency or identify violations of the law or contradictions of policy, unnecessary risks to safety, life, limb, or DAF materiel; waste or abuse of DAF appropriations; imposition of an unreasonable burden on DAF resources; and similar issues. Identification of a critical comment results in an automatic nonconcur by the coordinator.

5.4. Types of Coordination Responses. Section II of the DAF Form 673 provides a drop-down menu in which the coordinator chooses the one best overall coordination response pertaining to the entire publication.

5.4.1. Concur. A coordinator concurs with the content as written. In providing concurrence, coordinators agree to the contents within a publication or form from a functional perspective. Additionally, coordinators are agreeing to the releasability of the publication, as stated by the OPR in the publication. **Note:** A coordinator may not concur with the publication if a critical comment has been made.

5.4.2. Concur With Comment. A coordinator concurs with the content as written but has provided administrative or substantive comments. **Note:** A coordinator may not concur with comment if a critical comment has been made.

5.4.3. Concur—No Response. A coordinator has not requested an extension or responded to a request for coordination within the allotted coordination suspense period. **Exceptions:** Not a valid response for legal review. The OPR will not proceed further until a legal review is obtained. **(T-3) Note:** Not a valid response for PRT review of AFPRI publications.

5.4.3.1. The OPR provides a reasonable suspense and makes a good faith effort to determine why the coordinator has not responded. The efforts on the part of the OPR should include requesting assistance from the organization's PCM or publications management office or contacting the coordinator SME for the publication, if known. The number of contacts needed depends upon the urgency of the publication action.

5.4.3.2. The OPR will continue with the approval process and enters "Concur-No Response" next to the coordinator on the list of coordinating officials. The OPR provides an explanation in the staff package as to why it is appropriate for the signature authority to release the publication without the coordinator's response. **(T-3)**

5.4.4. Nonconcur. Comments may be a combination of substantive and critical. They should be labeled and grouped accordingly so critical comments are easily distinguished. Coordinators must specify which comments (other than critical) are grounds for the nonconcurrence. **(T-1)** A substantive comment is usually not sufficient justification for a nonconcur; however, several substantive comments, when taken together, may be grounds for

nonconcurrence. Coordinators nonconcurring with substantive comments alone must clearly indicate which comments are the basis for the nonconcur.

5.4.5. No Comment. A coordinator responds to a request for coordination but does not concur, nonconcur, or comment. This response signifies the coordinator has reviewed the issuance and does not have an equity interest in it.

5.5. Resolving Comments. The resolution process is the responsibility of the publication's OPR, including the manner in which conducted. **(T-1)** Coordinators designate an AO to work with the OPR towards resolution. The designated AO may not be a contractor or an indirect-hire foreign national. The process may consist of informal or formal exchanges by phone, e-mail, and/or memorandum; meetings and working groups. OPRs are not required to resubmit or follow-up with the coordinator to resolve administrative and/or substantive comments when the overall coordination response is "Concur With Comment." OPRs must include a record of the resolution of comments within the record set for the publication or form. **(T-1)** The OPR should make a copy of resolved comments available for viewing on collaborative websites. Resolving nonconcurs:

5.5.1. OPRs resolve all nonconcurs before submitting the publication or form for final processing and publishing. Critical comments and substantive comments that result in a nonconcurrence must be resolved between the concerned parties before a publication is approved and published.

5.5.2. In most cases, if unable to resolve comments, the OPR elevates the issues within the OPR's chain of command for resolution. **(T-3)** (However, see **paragraph 5.5.2.1** for departmental publications and **paragraph 5.5.2.2** for command or field level publications). **Note:** The OPR stays involved in the process even if elevated to a higher authority. **(T-1)** If the OPR is unable to resolve a nonconcurrence after going through the chain of command and involving the certifying official, the impasse is addressed in a memorandum or other written documentation to the approving official requesting the DAF Form 673 be signed. Both sides of the comments are clearly and succinctly addressed in the document along with a recommendation for the approving official. The documentation becomes part of the permanent record set of the publication.

5.5.2.1. Departmental-level publications.

5.5.2.1.1. When certifying and approving officials are within the same HAF 2ltr/L2 organization, the approving official makes final decisions on resolution during impasses. Follow procedures in **paragraph 5.5.2**.

5.5.2.1.2. When certifying and approving officials are not within the same HAF 2ltr/L2 organization, the certifying official that has been given policy oversight by the SecAF in the antecedent PD makes final decisions to resolve impasses.

5.5.2.2. Command or field level publications. The approving official makes final decisions on resolution during impasses. **Note:** When impasses involve a command or field supplement and the HHQ guidance being supplemented, the approving official for the HHQ publication is the resolving authority.

5.5.3. Documenting the resolution of a nonconcurrence can happen in one of two ways:

5.5.3.1. The coordinating office's written withdrawal of the nonconcurrence, endorsed at the same or higher level as the original coordination, or as delegated in the original coordination response; or

5.5.3.2. The comments leading to the nonconcurrence are accepted in full and incorporated into the publication. In this case, no withdrawal of the nonconcurrence is necessary. However, a new entry on the DAF Form 673 for the nonconcurring office should be inserted that identifies resolution of the critical comments that led to the nonconcur.

5.6. Certification.

5.6.1. Once the required coordination is complete, the OPR obtains certification. The OPR uses the appropriate staffing method (SSS, ETMS2, etc.) to obtain the certifying official's manual or digital signature on the DAF Form 673. The digital signature on the DAF Form 673 cannot be customized or otherwise altered in any way. **(T-1)**

5.6.2. Certification is the act of endorsing the need for the publication within the numbered publication subject series. Certification also vouches for the currency of information, applicability to the DAF (USAF/USSF), and propriety of content. Also, if the publication implements policy or another issuance, certification verifies the publication is consistent with DAF policy and assigned responsibilities in the HAFMD and antecedent higher headquarters publication(s). The authority of the certifying official derives from his or her assigned responsibilities for functional areas, as delegated in HAFMDs and PDs.

5.6.3. Identifying the Certifying Official. The certifying official is the lowest level DAF official with responsibility for the scope of the publication (e.g., MAJCOM publications are certified at the MAJCOM). **Note:** The certifier of a PD approves the implementing departmental-level guidance publications (DAFIs, AFMANs, etc.)

5.6.3.1. Departmental-level publications and forms.

5.6.3.1.1. Policy Publications (PDs, PMs, and supplements to DoD Directives).

5.6.3.1.1.1. The certifying official is the HAF 2ltr or L2 official that owns a specific numbered publication series (refer to **Attachment 2**).

5.6.3.1.1.2. For example, the Department of the Air Force Office of the Inspector General (SAF/IG) is the lead for DAF inspections as delegated in HAFMD 1-20, *Office of the Inspector General*, and develops Inspector General (IG) policy in a 90-series DAFPD. The SAF/IG certifies the DAFPD and the SecAF approves the DAFPD. All departmental publications that implement the DAFPD will then be either certified or approved by the SAF/IG.

5.6.3.1.2. Guidance Publications and Forms (e.g., AFI, DAFMAN, SPFPAM, AFH, DAF Supp to DoDI or DoDM, etc.)

5.6.3.1.2.1. The certifying official is the HAF three-letter or Level 3 (3ltr/L3) within the publication approver's organization. This designation holds if the same organization has the responsibility for development and enforcement of the guidance in the publication.

5.6.3.1.2.2. If responsibility for the development and enforcement of the guidance publication is within an antecedent implemented PD of an outside organization

(different HAF 2ltr or L2), the HAF 2ltr or L2 of that outside organization is the certifying official. The HAF 2ltr or L2 issuing the guidance then approves the publication.

5.6.3.1.2.3. Example of policy oversight certifier. The AF/AB is the certifier of DAFPD XX-X, *Hypothetical Management*, and has oversight of hypothetical management functions. In DAFPD XX-X, AF/AB is given responsibility to develop the DAF hypothetical management program. AF/XY then develops DAFI XX-XXX to provide detailed guidance to implement the hypothetical management policy in DAFPD XX-X. Since AF/XY supplies those details, AF/XY approves the publication, only after the AF/AB reviews and certifies that it is consistent with DAF policy in DAFPD XX-X.

5.6.3.2. Command and Field Level Publications and Forms (e.g., ACCI, AFMCSUP, AFDWPAM, SCOTTAFBVA, AFMC158, etc.):

5.6.3.2.1. The certifying official should be one level above the OPR and one level below the approving authority.

5.6.3.2.2. If the official one level above the OPR is the approving official, then the director or head of the OPR may certify or the approving official may sign as both the certifying and approving official.

5.7. Approval.

5.7.1. Once the certification is completed, the OPR obtains approval.

5.7.2. Approval is the act of approving the release of publications for compliance and enforcement that are necessary, attesting to currency of information, and consistency with existing laws, policy, guidance and DAF mission.

5.7.3. If a lower level publication implementing a higher level publication is less restrictive than a higher publication implementing the same guidance, coordinate with servicing legal office on that specific issue prior to publication.

5.7.4. If authority has been delegated to sign the DAF Form 673, the delegation letter must be on file with the appropriate PFM or a copy attached to the final package. **(T-1)**

5.7.5. The OPR uses the appropriate staffing method (e.g., ETMS2, eSSS, e-mail) to obtain the approving official's manual or digital signature on the DAF Form 673. The digital signature on the DAF Form 673 may not be customized or otherwise altered in any way. **(T-1)**

5.7.6. Identifying the Approving Official.

5.7.6.1. Departmental-level publications and forms.

5.7.6.1.1. Policy publications. The SecAF approves all departmental policy publications, as follows: PDs, PMs, and supplements to DoDDs.

5.7.6.1.2. Guidance publications and Forms (e.g., DAFIs, SPFIs, SPFMANs, AFPAMs, AFHs, etc.). The head of each HAF 2ltr or L2 office (the principal) approves these publications and forms. The HAF 2ltr or L2 deputy or assistant of the principal may sign on his or her behalf unless restricted by the principal. The principal may further delegate authority to approve on his or her behalf, but must document the

delegation in writing and provide a copy to AFDPO. See editable delegation letter in AFIMPT template section of the website at **https://wmsweb.afncr.af.mil/afimpt/**."

5.7.6.2. MAJCOM/FLDCOM publications and forms. Heads of MAJCOM/FLDCOM 2ltr/L2 offices, or in their absence, acting heads of 2ltr/L2 offices, or their deputy heads, approve these publications and forms. Approval authority may be removed to the MAJCOM/FLDCOM commander through a MAJCOM/FLDCOM supplement to this DAFMAN.

5.7.6.3. Publications and forms below the HAF and MAJCOM/FLDCOM level. Commanders and directors (or equivalents) (or acting directors, deputy commanders and directors, if the commander or director is unable to provide approval) who are responsible for guidance and procedures pertaining to activities under their command or direction must approve these publications and forms. **(T-1)**

5.7.7. The approving official may also serve as the certifying official.

Chapter 6

DELIVERING FINAL PUBLICATIONS

6.1. Posting Unclassified Publications and Forms on the E-Publishing Website.

6.1.1. With the exception of ANG wings or subunits, command or field PFMs will submit appropriate publications and forms for publication on the e-Publishing website to the AFDPO Publishing Branch (SAF/AAIPP) through AFIMPT. **(T-1)** At the time of the publication request, OPRs must note priority processing and include justification.

6.1.2. ANG units submit fully formatted publications and forms to the local wing PFM. **(T-3)** AFDPO does not process, post or format ANG field publications or forms. However, AFDPO will process ANG products as issued by the NGB.

6.1.3. AFDPO processes the product, posts it to the e-Publishing website, then notifies the PFM, OPR and AO using AFIMPT. AFDPO's goal is to post products to the e-Publishing website within 20 business days of submission to AFDPO. **Note:** OPRs are encouraged to notify affected staff offices when a publication is released, revised, or rescinded and posted on the e-Publishing website. The OPR notice should include a statement alerting recipients that related publications and/or processes may be affected.

6.1.4. PMs and GMs (HAF, command, and field level) are posted to the e-Publishing website under the appropriate subject series. If a PM or a GM (HAF, command, or field level) amends an existing publication, the PFM posts the PM or GM "on top" of the publication so that publication users can view the PM or GM at the beginning of the document. The existing publication will not be altered in any way.

6.2. Posting and Printing Classified or Controlled Unclassified Publications or Forms.

6.2.1. Classified. Because a classified departmental publishing site is not yet available, HAF OPRs and command or field publishing activities may post electronic classified publications on the local headquarters SIPRNET sites, if appropriate.

6.2.2. Controlled Unclassified Information. CUI electronic publications may be made available for downloading on AFDPO's Warehouse Management System (WMS) or other approved locally managed website. The WMS website can restrict access to common access card (CAC) holders or further restrict by CAC holders identified on an OPR-provided access list. The OPR should contact a local security professional to help make accessibility and releasability determinations.

6.2.3. Product Index (PI). OPRs must ensure publications posted on SIPRNET sites, other publishing sites, or made available only from the OPR, are listed under an unclassified title in the PI on the e-Publishing website. **(T-1)**

6.2.4. As with unclassified publications, AFDPO does not automatically schedule classified or controlled unclassified publications or forms for printing. Printing requests to AFDPO include justification and funding.

6.3. Corrective Actions. AFDPO may correct processing errors and other administrative type errors to all posted publications and forms. A DAF Form 673 is not required for this action. OPRs and/or local PFMs may notify AFDPO of the need to initiate a corrective action. AFDPO must:

6.3.1. Notify the publication or form OPR of the proposed action, if they did not initiate the action. The notification is maintained in the official record set.

6.3.2. Annotate the publication with "Corrective Actions applied on [insert date]" on the front page of the publication.

6.3.3. Consider inserting a summary of corrective actions taken in new section titled "Summary of Corrective Actions" if the changes are extensive. Insert after the opening paragraph and before any summary of changes.

6.3.4. Units below the wing, or delta level that post their own publications to local websites may take corrective actions as described above.

6.4. Posting Publications and Forms Issued Below Wing-, or Delta-Level or ANG Wings and Subunits.

6.4.1. PFMs will distribute local publications and forms using approved websites or other approved methods. **(T-3)**

6.4.2. PFMs will maintain a PI of all applicable organizational publications and forms. **(T-3)**

6.5. Establishing a Functional Publications Library (FPL).

6.5.1. Commanders and directors (or equivalents) are specifically authorized to establish and maintain FPLs, containing departmental and command or field-level publications. The library contains a copy of this publication and a PI listing of included publications.

6.5.2. FPLs provide a link to electronic publications and forms available on the e-Publishing website. Classified and CUI publications and forms may be posted directly to an FPL or printed.

6.5.3. Commanders and directors (or equivalents) may establish FPLs by providing written notification to the servicing PFM. Notification should identify the activity responsible for the library, its location, and appoint a primary and alternate library custodian. Officials establishing FPLs will ensure custodians are properly trained on publications management. **(T-3)** Custodians will ensure FPL contents are both current and essential. **(T-3)**

6.5.4. Availability of FPL Publications. Publications kept in an FPL may be loaned to authorized persons for official use, pursuant to DoDM5400.07_AFMAN 33-302. Loaning publications is optional and depends on local needs. Do not allow the general public to view, copy, or borrow any publication from an FPL (DoDM5400.07_AFMAN 33-302). Since FPLs are not open to the public, CUI publications may be filed with other publications.

6.5.5. Obtaining Publications. The OPR should request paper-based publications from the DLA document services at unit expense. The e-Publishing website provides a link to the DLA document services website for easy access to this bulk printing service.

6.5.6. Maintaining an FPL. FPL custodians will review product announcements and the PI on the e-Publishing website, and regularly review and inventory the contents of the FPL to ensure publications contained in the library are current and essential. **(T-3)** Dispose of custodial records according to guidance in AFI 33-322.

6.6. Processing Electronic Publications and Forms for Publishing. All personnel are responsible for safeguarding information and only processing unclassified and unrestricted information on the unclassified network.

6.6.1. OPRs will send final publication and form packages (new, rewrite, IC, AC, PM, or GM) to their publications and forms manager (PFM) for publishing. **(T-3)** OPRs must obtain certification and approval prior to submitting in AFIMPT for publishing. OPRs must ensure finalized publishing packages include: a completed DAF Form 673 or, if certifying current only, DAF Form 399, *Department of the Air Force Publication/Form Status Request*, a Microsoft Word® version (or PDF if appropriate) of the approved draft, and any associated files for internal figures (.tif, .gif, or .jpg formats). **(T-1)**

6.6.2. The PFM will use AFIMPT to deliver products to AFDPO for processing to the e-Publishing website. **(T-1)** The link to AFIMPT is **https://wmsweb.afncr.af.mil/afimpt/** and is also located on the e-Publishing website under the "Tools" tab. AFDPO and/or PFMs notify OPRs when their publications and forms are posted and effective.

6.6.3. Warehouse Management System (WMS). WMS is maintained by AFDPO and provides a restricted access website for unclassified and controlled unclassified electronic publications and forms issued by organizations at and above the wing, base, or delta level (excluding ANG wings and subunits). OPRs may allow CAC users to access CUI publications and forms from this site as appropriate. OPRs may further restrict access to individuals using an access control list. Discuss options with the PFM and identify any restrictions on the submission package to AFDPO. See **Attachment 8** for instructions on establishing a new General Online Ordering Account for the WMS and **Attachment 9** for instructions on establishing an Online Ordering General Account using the order portal-generated AF Form 1846 request instructions. Also, see **Attachment 13** for instructions on establishing and changing a publication organizational account (POA).

6.6.4. Classified and Restricted Products. OPRs will submit a completed DAF Form 673 for their classified or controlled unclassified publication or form to their appropriate PFM. **(T-1)** Details from the form are used to list the publication or form in the PI on the e-Publishing website.

6.6.5. Distribution of Restricted and Controlled Products. Only unclassified information for restricted products can be posted to the e-Publishing website. Controlled Unclassified Information (CUI) and other restricted products can only be obtained in electronic format via the Warehouse Management System (WMS) which is restricted to those with a common access card (CAC) and only when logged into a ".mil" server.

6.6.6. Obtaining Unclassified/Unrestricted Physical Products. AFDPO will issue DAF products to DoD branches of service and other government agencies only. Non-government agencies must go through their respective channels to obtain DoD, General Services Administration (GSA) (Standard Forms), and other non-USAF products. Once an order is submitted, users will receive three acknowledgements; 1) when the order is placed, 2) once it is processed and, the last, 3) when it ships. Customers can view the status of orders online. AFDPO imposes a monthly maximum issue on each physical product stocked at the Army Media Distribution Division (MDD). The maximum issue is based on the average monthly usage of each product. If the customer needs a one-time issue which exceeds the maximum issue, the customer will be able to submit an order for the required quantity via online ordering.

The customer must then fax or e-mail a justification with the commander's/director's signature to AFDPO within one week of placing the order. **(T-3)** If a justification is not submitted the order will be cancelled or the quantity will be changed. The customer will be notified via e-mail of the status of the order. If more than the maximum issue is needed on a recurring basis (non-controlled/unrestricted products only), the customer will send a request through the MAJCOM or FLDCOM PFM or the OPR for the product, as appropriate. Once AFDPO receives the approved request from either the MAJCOM or FLDCOM PFM, or the OPR for the product, AFDPO will waive the over maximum issue limit for the account for that particular product. The customer will be allowed to order the approved amount monthly without being required to complete the review process; however, additional amounts exceeding the recurring approval amount will require a justification letter. Include the account number, the product number of the product being ordered, and the quantity needed each month, in the request.

6.7. Processing Publications and Forms for Printing.

6.7.1. OPRs must provide written justification to create or continue use of printed products. **(T-1)** The Paperwork Reduction Act, EO 13589, OMB Memorandum M-19-21, and OMB Memorandum M-23-07 encourage the DAF to limit the publication and printing of hard copy documents. Convert existing products processes and provide information in electronic format whenever practicable, permitted by law and consistent with applicable records retention requirements.

6.7.2. The OPR will submit a completed GPO Form 952, *Digital Publishing Information*; DAF Form 673; a clean printout; and any additional artwork to the local PFM. **(T-1)** Request PFM support when filling out forms and/or identifying graphics requirements, as necessary.

6.7.3. Printing in two or more colors increases costs. All PFMs ensure that multicolor printing projects are necessary, that minimum color printing is used, and that the extra cost is justified. **Note:** Avoid using excessive printing requirements (e.g., coated paper, embossing, die-cutting, foil stamping, etc.). The OPR must justify use of multicolor printing and/or additional printing requirements in "Additional Information" on the DAF Form 673. **(T-1)**

6.7.4. If the OPR deems it is necessary, unrestricted physical products may be sold publicly. The OPR must complete GPO Form 3868, *Notification of Intent to Publish*, and provide to the local PFM, who will process it through SAF/AAIPP. **(T-2)** Sales to the public are handled by the Department of Commerce, National Technical Information Services, 5285 Port Royal Road, Springfield, VA 22161-0001.

6.7.5. Unclassified physical products may be ordered from the Order Portal at **https://www.orderportal.army.mil** or directly from the DLA document services office. The WMS is available for users to download electronic/CUI products. Contact the PFM for bulk printing of electronic products. **Note:** Funding for printing publishing products may be centralized within the local publishing function.

6.7.6. The OPR may request distribution to a limited number of recipients. That limited distribution is done when the action (IC, rewrite, etc.) is processed. At that time, the OPR identifies the distribution numbers and recipients in the "Additional Information" block on the DAF Form 673. Large distribution requests are submitted as a separate action using Order Portal. The OPR should contact AFDPO for guidance on managing a distribution list using Order Portal.

Chapter 7

PUBLICATION MANAGEMENT, UPDATES AND RESCISSIONS

7.1. Creation of Records. Records that document the business of the DAF are created when DAF members follow the processes and procedures prescribed in DAF/USAF/USSF publications.

7.1.1. OPRs must ensure the AF RDS accurately reflects disposition of all records created and collected due to compliance with the publications they author. **(T-1)**

7.1.2. If discrepancies exist in the AF RDS, OPRs should follow instructions in AFI 33-322 to update the AF RDS.

7.1.3. As part of formal coordination, the local records manager will check the processes prescribed in the publication against the AF RDS. **(T-3)** If the AF RDS requires modification, coordination may be delayed.

7.1.4. Per AFI 33-322, OMB Memorandum M-19-21, and OMB Memorandum M-23-07, electronic records are the media of choice for use, storage and maintenance for all records. Alert the Department of the Air Force Records Office at SAF/CN (the Department of the Air Force Chief Information Officer) of the publication's prescribing the creation of analog (paper, non-electronic) records.

7.2. The Publication Record Set. As OPRs develop or revise publications or forms, they must ensure the records that facilitated the approval of the official DAF/USAF/USSF policy or guidance are retained. **(T-1)** Electronic storage of records is the preferred method. OPRs will maintain an accurate set of records that reflects the actions taken as mandated in AFI 33-322. **(T-1)**

7.2.1. The record set for a publication is maintained in a separate file from the record set for the prescribed form(s). Additionally, if preferable, record sets for previous versions of a publication may be disposed. Table **33**-**38**. Rule 01.00 in the AF RDS provides additional details on the disposition of a record set for a publication which has DAF-wide or major/field command applicability; the record set is a permanent record to be accessioned to the National Archives and Records Administration (NARA).

7.2.2. Personnel responsible for maintaining records sets should follow the directive guidance in AFI 33-322 for making, maintaining, and disposing of records.

7.2.2.1. Publication OPRs at the HAF are responsible for maintaining the official record sets. **(T-1)** OPR status may be delegated to the respective MAJCOM, FLDCOM, DRU or FOA. **Note**: ETMS2 is not an official record set for publications.

7.2.2.2. OPRs for departmental publications that are authored by commands or other field units maintain the record set for that publication IAW local guidance from their PFM.

7.2.2.3. Command or field PFM, in conjunction with the senior communications, information, and knowledge operations manager, will determine who maintains record sets locally. **(T-3)**

7.2.3. Records owners maintain a file arranged numerically by subject series for each publication and form. That file will include the following:

7.2.3.1. Records for PMs and GMs that are converted into permanent publications become part of the record set for the permanent publication. Records for PMs and GMs that are not converted into permanent publications are still maintained in the same way as record sets for other publications. **(T-1)**

7.2.3.2. The original DAF Form 673. AFDPO maintains a working copy of the DAF Form 673 for publications developed at the HAF (includes both the Air Staff and the Secretariat) for their own records; OPRs for departmental publications and forms generated at the HAF are responsible for maintaining the official record sets. Command or field OPRs developing departmental publications must maintain and/or retire the original DAF Form 673 in the record set IAW local guidance from the PFM. **(T-1)** When a publication and form(s) are circulated for coordination and/or action on the same DAF Form 673 or AF Form 1768 (SSS), keep the original in the publication record set and a copy of that record in the form record set. **(T-1)**

7.2.3.3. Publications. A copy of the published version of the publication with all revisions (ICs, ACs, PMs and GMs). **(T-1) Note:** Rescinded, superseded, or obsolete versions are placed in inactive files and disposed of IAW the AF RDS and AFI 33-322.

7.2.3.4. Forms. A copy of each published version of the form. **(T-1)**

7.2.3.5. All documents that show coordination, comments, and other actions for the publication, such as changes (ICs, ACs, form revisions, and rewrites), exemptions, waivers, suggestions, etc. **(T-1)**

7.2.3.6. Copies of form-related waivers granted and system form approvals (see **paragraph 8.8.5**). **(T-1)**

7.2.3.7. A copy of each DAF Form 673 and/or DAF Form 399 used during periodic and special reviews for the publication or form. **(T-1)**

7.2.3.8. Any additional forms required to process the publication. For example, if making changes to a DoD form, include any forms required when developing a printed product (such as DD Form 67, *Form Processing Action Request)*. **(T-1)**

7.3. Creating, Revising, Rescinding and Transferring Publications. See **Attachment 5** for processing guides. The MAJCOM and FLDCOM publications managers are centralized under ACC, in the Cyber Capabilities Center. They provide support for all MAJCOM and FLDCOM publications and forms development. Their e-mail address is **cyss.majcompubs@us.af.mil**. Support for FLDCOM publications under the Cyber Capabilities Center 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.

7.4. Publication Currency and Review.

7.4.1. OPR-Initiated. OPRs are responsible for ensuring the accuracy and currency of their publications and should take actions to revise or rescind publications as necessary. OPRs may review their publications at any time and update them to reflect changes in laws, policy, guidance, or procedures. They may also certify their publications current at any time. OPRs are responsible for initiating actions to keep their publications current.

7.4.2. Periodic Required Review (every four years). The PFM will initiate a "REVIEW" task six months prior to the four-year anniversary month of the publication's effective date or last

certified current date, whichever is later. **(T-1)** This allows the OPR enough time to review and then complete actions to update, rescind, or certify current prior to the four-year mark. OPRs are required to review their publications and associated prescribed forms and provide the status of each in AFIMPT. **(T-3)**

7.4.3. Special Review. Changes to mission, implemented publications, laws, regulations, policies, or reorganizations are some instances that may trigger initiation of a special review. PFMs will, upon request or once made aware of need for review, initiate a review task to the publication OPR and track the review. **(T-1)**

7.4.4. Periodic and Special Review Task. OPRs are given at least 30 days to assess their publications and forms and respond with a status back to the PFM on a DAF Form 399. For departmental publications and forms, the completed DAF Form 399 must be uploaded within the AFIMPT for approval by the organizational PCM and final processing.

7.4.4.1. Status responses include "Certify Current," "Requires Revision," "Requires Transfer," or "Is Obsolete." OPRs may also identify if a physical publication or form may be converted to electronic format. **Note:** DAF is mandated to reduce printing costs and reduce or convert physical and printed media as much as possible.

7.4.4.2. If reporting a status of "Certify Current" for the publication and prescribed forms, the OPR completes the steps identified in **paragraph 7.5**. **Note:** For departmental publications, "Certified Current" is only allowed for publications that have completed the AFPRI.

7.4.4.3. If reporting a status other than "Certify Current" (e.g., "Requires Revision," "Requires Transfer," "Is Obsolete," or "Other"):

7.4.4.3.1. The OPR completes the review action by reporting the status of the subject publication and forms using DAF Form 399 for publications not hosted on e-Publishing. The OPR may sign as the approving authority for this action on the form.

7.4.4.3.2. The OPR completes the review action by reporting the status of the subject publication and form(s). A signed DAF Form 399 is not required.

7.4.4.3.3. The AO will start and complete the action reported during the review ("Requires Revision" (IC, rewrite), "Requires Transfer," or "Is Obsolete") within 180 days. **(T-3)**

7.4.4.4. If no response is provided to the task, the PFM will initiate a rescind action. The PFM may staff a DAF Form 673 to the certifying and approving officials to rescind the publication and all associated prescribed forms.

7.4.5. Personnel-Identified Changes or Conflicting Material. Any DAF member or employee may report errors, suggest revisions, or recommend corrective action by submitting a DAF Form 847 to the OPR, or through the appropriate functional chain of command for higher headquarters publications. Refer to **Attachment 6** for instructions on completing the DAF Form 847.

7.4.5.1. Contesting Publications. An office may contest language in a publication after it has been published by using the appropriate form (e.g., DAF Form 847). If this occurs, the office should first attempt to resolve the issue directly with the OPR. If resolution cannot be made directly with the OPR, the contesting office must involve the servicing legal office

to determine whether there are any potential legal implications. Alternatively, the contesting office may elevate the issue within its chain of command. If necessary, the chain of command will then elevate it further to the approving official of the contested publication for resolution.

7.4.5.2. Contesting DoD Issuances. If the contested language is dictated in a DoD issuance, the DAF OPR cannot waive the DoD requirement. The office contesting the DoD guidance needs to work with the DAF OPR for the DoD issuance (see IDAR database for OPR listing - **https://usaf.dps.mil/teams/12957/idar/sitepages/home.aspx**) to obtain a waiver or change the DoD guidance. Send a courtesy copy of all e-mail correspondence between the DAF OPR and the DoD OPR to the SAF/AA AFDPO-PPX workflow box (**SAF.AA.AFDPO-PPX.Workflow@us.af.mil**). **(T-3)**

7.4.5.3. When a unit issues a publication that conflicts with one of its own publications, the activity noting the discrepancy must submit a DAF Form 847 through the appropriate functional chain of command to both OPRs highlighting the conflict and requesting a resolution. **(T-1)** OPRs are responsible for working with each other to de-conflict and issue the correct publication(s). **(T-3)**

7.5. Certification of Publication as Current.

7.5.1. If during a periodic or special review the OPR determines there are no required changes to the publication, the OPR may indicate such status on the DAF Form 399 and submit it to the appropriate PFM. The publication OPR and approving authority (approving official or delegate) must sign the form; no coordination is required. **(T-1) Note:** Publications need to meet content requirements as identified in **Chapter 4** of this publication to be considered current.

7.5.2. AFDPO (or local PFM for publications hosted locally) marks the publication "Certified Current on" plus the effective date, directly below the existing published date on the publication. This action establishes the new periodic review date for the next four-year cycle.

7.5.3. OPRs may certify their publications current while accomplishing an IC if appropriate. Ensure the "Certify Current" block is checked on the DAF Form 673 and the staffing package for the IC identifies that the action also certifies the publication current. **Note:** For departmental publications, "Certified Current" is only allowed for publications that have completed the AFPRI.

7.6. Publication Rewrite. The publication OPR will ensure the following required steps are accomplished for a publication rewrite:

7.6.1. Draft and collaborate with PCM and/or any SMEs deemed necessary.

7.6.2. Formal coordination annotated on DAF Form 673. **(T-1) Note:** Coordination actions and signatures may be transcribed onto a consolidated DAF Form 673 by the OPR.

7.6.3. Legal coordination. **(T-1)**

7.6.4. Certifying Official's endorsement on DAF Form 673. **(T-1)**

7.6.5. Approving Official's endorsement on DAF Form 673. **(T-1)**

7.6.6. Submit to publications manager for final processing. **(T-1)**

7.7. Interim Change (IC).

7.7.1. Action taken to change just a portion of the publication when a full rewrite is not warranted.

7.7.2. Rule 1. (Maximum 10 pages allowed for integrating). Provide just the elements that are changing (full paragraphs, chapters, attachments, tables, and/or figures) and the PFM will replace information in the publication with the new material marked with an asterisk (*);

7.7.3. Rule 2. (Unlimited pages). Provide the entire publication (full text) with the changed elements (paragraphs, chapters, attachments, tables, and/or figures) marked with an asterisk (*); and

7.7.4. Include a Summary of Changes for both Rule 1 and Rule 2. See **paragraph 4.5.6**.

7.7.5. If the publication being changed was not formatted by AFDPO (supplement to DoD issuance, camera-ready and format waivered publications, etc.) the OPR must use Rule 2 and integrate the new material into the existing publication providing a camera-ready version (in a Microsoft Word® document) to their PFM for processing. **(T-1) Note:** Only use an asterisk (*) to indicate newly revised material for drafts tagged and formatted by AFDPO software. Do not apply an asterisk to drafts for waivered publication formatting (supplements to DoD issuances and camera-ready documents). For waivered publication formatting, margin bars must be manually applied using a left border when formatting the draft.

7.7.6. ICs cannot be issued to change PMs, GMs or HAFMDs. These publications must be re-issued in their entirety if changes are needed.

7.7.7. ICs must supersede or incorporate the text from any active GMs or PMs. **(T-1)**

7.7.8. Formatting ICs.

7.7.8.1. Rule 1 ICs are drafted as a separate Microsoft Word® document with a short header, Summary of Changes, including the statement in **paragraph 4.5.6.2**, and just those elements (paragraphs, tables, figures, sections, chapters and attachments) that are changed content in the published version. See **Figure 7.1** for a visual sample.

7.7.8.1.1. Changes are made in complete paragraphs, (i.e., the entire paragraph is submitted to replace the existing paragraph, even if only one word or one sentence changed). A change may not cause existing content to be renumbered. Add new paragraphs or sub-paragraphs (or figures, chapters, etc.) as needed to insert additional material but the insertion of new material needs to be done without causing the existing content to be renumbered. Changed material is identified with a margin bar when the integrated publication is tagged and formatted by AFDPO prior to generating the final print-ready PDF. **Note:** Asterisks (*) are only applied to drafts submitted by the AO prepared for tagging and formatting by AFDPO software.

7.7.8.1.2. Figures and Tables. Completely delete or provide a revised figure or table to replace the current figure or table. New figures and tables can be added as long as there is a reference to them in a paragraph in the publication.

7.7.8.1.3. **Attachment 1**. Provide an entire **Attachment 1**, even if only one word or item is changed. Mark all changed elements with an asterisk (*). **Note:** Only

Attachment 1 requires changed elements to be marked with an asterisk for a Rule 1 IC."

7.7.8.1.4. **Attachment 2** and after content. Changed paragraphs for attachments are to be added below regular paragraph numbering in the IC as shown in **Figure 7.1**. Attachments completely deleted or replaced are to be placed after **Attachment 1**. New attachments can be added as long as there is a reference to them in the main body of the publication.

7.7.8.2. Rule 2 ICs are full text documents. The AO downloads the ".AFDPO" file from AFIMPT for publications formatted by AFDPO, or from their PFM for publications which are not formatted by AFDPO. The AO then adds a Summary of Changes, including the statement in **paragraph 4.5.6.2**, and then makes the changes to the draft document marking changed elements with an asterisk (*) for processing using the AFDPO tagging and formatting software. See **Figure 7.2** for a visual sample.

7.7.8.3. Submit the ICs in Microsoft Word®, 12-point Times New Roman font.

7.7.8.4. Under either rule, a deleted paragraph, table, figure, section, chapter or attachment requires a placeholder in parentheses that cites the element number and "(DELETED)", (e.g., "2.3.7. (DELETED"; "**Attachment 5** (DELETED)", etc.). **Note:** References to deleted content are removed and the document renumbered during a rewrite.

7.7.8.5. Do not use the term "(Added)" in an IC. The "(Added)" tag is reserved for supplements. All changed content, including added content, is formatted with a margin bar for ICs, and no further differentiation is needed.

7.7.9. The publication OPR will ensure the following required steps are accomplished for an IC:

7.7.9.1. Draft and collaborate with the PCM and any SMEs deemed necessary. **(T-1)**

7.7.9.2. Formal coordination annotated on DAF Form 673. **(T-1) Note:** Coordination actions and signatures may be transcribed onto a consolidated DAF Form 673 by the OPR.

7.7.9.3. Legal coordination. **(T-1)**

7.7.9.4. Certifying official's endorsement on DAF Form 673. **(T-1)**

7.7.9.5. Approving official's endorsement on DAF Form 673. **(T-1)**

7.7.9.6. Submit to PFM for final processing. **(T-1)**

Figure 7.1. Sample Interim Change (Rule 1).

IC-1 to AFI XX-XXXX, *Unaccompanied Housing Management*

(SPACE HOLDER FOR DATE)

SUMMARY OF CHANGES

This interim change revises AFI 32-6005 by (1) defining the approval authority for waivers (2) changing the minimum dormitory utilization rate from 90 to 95 percent, (3) updating the Air Force Specialty Code identifier for personnel assigned to Airmen Dormitory Leader duties

from Reporting Identifier (RI) 9D000, *Dormitory Manager*, to Special Duty Identifier (SDI) 8H000, *Airmen Dormitory Leader*, per the Air Force Enlisted Classification Directory, and (4) adding policy associated with sex offender disclosure requirements. A margin bar (|) indicates newly revised material.

Opening Paragraph. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority, or alternately, to the publication OPR for non-tiered requirements in this publication.

1.2.3.8. Strives to maintain an optimum utilization rate of 95 percent for all priorities in dormitories, UOQ and UNCOQ, and a minimum utilization rate of 95 percent for Priority 1 and 2 personnel and designated UOQs and UNCOQs for Priority 3 and 4 personnel.

1.2.3.25. Establishes disclosure processes for persons assigned to or applying for unaccompanied housing who are sex offenders. Commanders must ensure all current residents comply with the requirements for disclosure and determine appropriate actions based on results of disclosure.

1.2.7.6. Conducts training for UH managers IAW approved, established SDI 8H000 Job Qualification Standards (JQS).

4.2.2.7. (DELETED)

4.7.2. Occupancy of adequate UH by Priority 1 and 2 personnel is below 95 percent utilization.

A2.1. [New or revised content].

A5.3. [New or revised content].

Figure 7.2. Sample Interim Change (Rule 2).

SUMMARY OF CHANGES

*This interim change revises AFMAN 32-3001 by (1) adding core mission capabilities; (2) removing requirement for Hazardous Material certification; (3) providing further guidance in the flight's role in the annual budget process; (4) changing response reporting timelines; (5) giving flights more information on managing demolition munitions accounts; (6) updating EOD facility design considerations; and (7) correcting various grammar or spelling errors and paragraph renumbering. A margin bar (|) indicates newly revised material.

Chapter 1

ROLES AND RESPONSIBILITIES

1.1. Headquarters United States Air Force (HQ USAF).

*1.1.1. AF Director of Civil Engineers (AF/A4C).

*1.1.1.1. Serves as the AF representative on the Department of Defense (DoD) EOD Program Board in accordance with DoD Directive (DoDD) 5160.62E, Executive Agent for Military Explosive Ordnance Disposal Technology and Training.

*1.1.1.2. Represents AF EOD program equities across DoD, Joint Staff, AF and other interagency organizations.

*1.1.1.3. (DELETED)

*Table 1.1. (DELETED)

*1.1.2. AF Civil Engineer Readiness Division Chief (AF/A4CX).

7.8. Administrative Change (AC) (Permanent & Attached).

7.8.1. ACs are those that do not affect the subject matter content, authority, purpose, application, and/or implementation of the publication. Since these types of changes are non-substantive, no coordination is required. While there is no limit to the number of ACs to a publication, all changes are consolidated into one document.

7.8.2. ACs include: Office symbol changes (OPR, certifying official's office symbol, and office symbols mentioned in the text) due to a transfer of responsibility for a function or a publication, or as a result of a reorganization or e-mail address and web link updates. Other changes may be made on a waiver basis; submit waiver requests to the PFM.

7.8.3. Only OPRs or PCMs may initiate an AC to their publication. The approving official for ACs are 3ltr/L3 officials at or above the OPR. SAF/AA will approve ACs to PDs and supplements to DoDDs.

7.8.4. ACs are not integrated into the basic publication, but appear as the first page(s) when the publication is opened from the e-Publishing site. The AC notification is removed when the publication is next updated (IC or rewrite). OPRs must include ACs in an IC or a rewrite to incorporate changes into the actual publication. **(T-1)**

7.8.5. The AC needs to notify the reader what changes are effective (e.g., "References to the Air Force Director of Personnel (AF/DP) should be changed to AF/A1 throughout the publication.")

7.8.6. Submit the AC to the approving official in Microsoft Word®, 12-point Times New Roman font. See **Figure 7.3** for an example of an AC.

7.8.7. AFDPO assigns a date to that AC when it is posted with the publication and placed at the end of the description of changes.

7.8.8. ACs are listed chronologically in one document. It is the OPR's responsibility to keep an updated list of ACs; OPRs submit a complete list of all changes to the approving official each time a new AC is added. The date assigned to each previous AC is incorporated into the document submitted by the OPR (e.g., "References to "AF/DP" should be changed to "AF/A1" throughout the publication. 1 December 2021.")

7.8.9. Unless explicitly stated, the addition of an AC does not cancel existing ACs. If explicitly stated (e.g., references to AF/DP should be changed to AF/A1; this supersedes the

AC dated 31 March 2021), "Canceled" will be inserted by the OPR next to the date of the superseded AC. Once an IC is made to a publication or the publication is rewritten, all ACs posted for that publication are removed from the e-Publishing website.

7.8.10. The publication OPR will ensure the following required steps are accomplished for an AC:

7.8.10.1. In drafting the AC, collaborate with the PCM and any SMEs deemed necessary.

7.8.10.2. No coordination required on an AC.

7.8.10.3. No certifying official's endorsement required on DAF Form 673.

7.8.10.4. The publication OPR will obtain the 3ltr/L3 official's approving endorsement on DAF Form 673. **(T-1)**

7.8.10.5. The publication OPR will submit the AC to the PFM for final processing. **(T-1)**

Figure 7.3. Sample Administrative Change.

Administrative Changes to DAFI 90-160, *Publications and Forms Management*

OPR: SAF/AAIPX

References throughout to "AF/ABX" are hereby changed to "AF/ABB". 31 December 2021.

Reference in Table 1.0, Publications and Forms Manager Responsibilities, Item 15, to "ang.pubs@me.army.ngb.mil" are hereby changed to "ang.pubs@me.ngb.army.mil". 31 December 2021.

7.9. Policy Memorandum (PM) and Guidance Memorandum (GM).

7.9.1. PMs and GMs are used to issue or change policy or guidance when there is not enough time to process a new publication or take an action to permanently change an existing publication. The memorandum has a reduced coordination and approval process to expedite delivery, but this reduces opportunity for organizations to evaluate impact. For this reason, the use of PMs and GMs needs to be strictly controlled to only those instances where immediate release is appropriate due to a risk of life, safety, property, or mission. **Note:** Only one GM at each level is allowed to be active at a time for a publication. OPRs will consolidate guidance into a single GM when additional direction needs to be provided and a GM is already active. **(T-1)** **Note:** Attachments to PMs and GMs will follow the format (e.g., paragraph and subparagraph numbering), and required elements (e.g., overview/background, roles and responsibilities, etc.) as permanent publications.

7.9.1.1. PMs are only written at the HAF level and are approved by the SecAF. OPRs develop the policy document to reflect changes to an existing PD or to create a new PD. PMs do not receive tier waiver authority designators, since these are akin to PDs containing policy, which do not contain tier waiver authority designators.

7.9.1.2. GMs may be issued at any level. GMs are guidance documents and are approved by appropriate approving officials at the organizational level at which the GM is issued. (Air Force guidance memorandums (AFGMs) are issued by HAF; Air Force Materiel Command (AFMC) GMs are issued by AFMC; etc.). OPRs develop the guidance document to reflect changes to an existing instruction or manual (AFI, AFMC instruction, etc.) or creation of a new instruction or manual. OPRs will apply tier waiver authority designators to GMs. **(T-1)**

7.9.2. Punitive Language in PMs, GMs, and command or field GMs. Publication OPRs must clearly identify the punitive nature of the guidance for all PMs, and GMs, as applicable. **(T-1)** (See **paragraph 1.3.1** for guidance on placing punitive language into a publication.)

7.9.3. PMs and GMs are valid for one year from the issue date.

7.9.3.1. OPRs may extend the effective period of a memorandum and reissue before the expiration date by re-coordinating the memorandum as necessary and obtaining certification and approval on a new DAF Form 673.

7.9.3.2. OPRs may also perpetuate the policy or guidance from the memorandum by incorporating it permanently into a publication through a rewrite or IC.

7.9.3.3. If neither of the actions outlined in **paragraph 7.9.3.1**. or **paragraph 7.9.3.2**, above, are implemented, then after one year, the PM or GM will expire. That is, after one year, the policy or guidance within the document is no longer valid. AFDPO removes expired PMs and GMs from the e-Publishing website and notifies the OPR and PFM of the action. **(T-1)**

7.9.4. Editable templates of PMs and GMs are available on AFIMPT or from the PFM.

7.9.5. The publication OPR will ensure the following required steps for a PM or GM:

7.9.5.1. Draft and collaborate with the PCM and any SMEs deemed necessary. **(T-1)**

7.9.5.2. Legal Coordination. **(T-1)**

7.9.5.3. SAF/AA coordination for all PMs since they are policy documents. SAF/AA coordination is not required for GMs.

7.9.5.4. Certifying official's endorsement on DAF Form 673. **(T-1)**

7.9.5.5. Approving official's endorsement on DAF Form 673. **(T-1)**

7.9.5.6. Submit to PFM for final processing.

7.10. Transfer of Publication Responsibility.

7.10.1. Responsibility for a publication should be transferred when the current approving authority believes his/her office no longer has responsibility for the policy or guidance contained in the publication. In such cases, the approving authority must identify and obtain the concurrence of the proposed new approving authority for the publication prior to any other action (rewrite, IC, etc.). **(T-1)**

7.10.2. Using the standard staffing method, e.g., ETMS2, the current OPR will staff a package to the proposed new approving official requesting acceptance or rejection of transfer. **(T-2)** If accepted, the transfer is reflected using the DAF Form 673.

7.10.3. The SecAF must approve transfer of SecAF assigned responsibilities in HAFMDs or PDs. The SecAF must approve change of certifying authority for a PD. **Note:** Transfer of policy documents are accomplished via electronic staff summary sheet (eSSS) or memorandum from the SecAF.

7.10.4. Refer to HOI 90-1 for detailed guidance on how to transfer responsibility for DoD issuances.

7.10.5. In addition to carrying out all reorganization and realignment responsibilities described in AFI 10-501, *Program Action Directives, Program Guidance Letters, Programming Plans, and Programming Messages,* gaining OPRs for transferred publications will revise the publication to change the publication number (if transferring to a different subject series), certifying and approving official information, and any other affected content. The record set for the publication being transferred is also moved to the gaining OPR or PFM; accommodations for this action are written into transfer agreements (program action directives, program guidance letters, etc.).

7.10.6. The losing publication OPR will ensure the following required steps are accomplished for a publication transfer:

> 7.10.6.1. Draft package and collaborate with any SMEs deemed necessary. **(T-1)**
>
> 7.10.6.2. Coordinate with gaining office. **(T-1)**
>
> 7.10.6.3. Losing approving official signs as the certifying official on DAF Form 673. **(T-1)**
>
> 7.10.6.4. Gaining approving official signs as the approving official on DAF Form 673. **(T-1)**
>
> 7.10.6.5. Submit to PFM for final processing. **(T-1)**

7.10.7. Change OPR only. Changing the office that authors the publications or forms (OPR) is finalized by the certifying or approving official of the publication or form and reported to local PFMs. The affected publication or form is updated as soon as possible to reflect the change. Use AF Form 1768, memorandum, or DAF Form 673. Coordination outside of the organization is not required.

7.11. Obsolete Publications. A publication becomes obsolete when rescinded, superseded or expired (e.g., PMs, GMs and outdated supplements that have otherwise not been extended).

7.11.1. AFDPO will remove obsolete publications and forms from the active PI on the e-Publishing website (or PFMs for publications and forms below wing level that are on local sites). Links to obsolete publications are removed and AFDPO releases a product announcement to notify users of the obsolete status. OPRs should notify affected staff offices when a publication is rendered obsolete. The OPR notice should include a statement alerting recipients that related publications and/or processes may be affected.

7.11.2. Supplements and other implementing publications may be rendered obsolete if the implemented higher headquarters publication changes and the newer version also states that all supplements and/or implementing publications are obsolete.

7.11.3. Obsolete products (rescinded, superseded and expired) are listed in the e-Publishing website under the obsolete PI with reference to action taken and if applicable, link to superseding product.

7.11.4. ANG notifies subscribers of obsolete publications.

7.11.5. Rescinded Publications. OPR action to remove the publication from circulation without being replaced by another publication. Consider this option first. To rescind a publication, OPRs must complete coordination and obtain certification and approval using the DAF Form 673. **(T-1)**

7.11.5.1. The OPR submits the properly completed and signed DAF Form 673 to the PFM. The AO provides disposition instructions on the DAF Form 673, following guidance in AFI 33-322 for classified publications.

7.11.5.2. If the rescinded publication prescribes a form or other data collection tool, the OPR includes this information on the DAF Form 673 and sends a copy of the request for rescission to the information reports management and control office. **Note:** When a publication is rescinded, any prescribed forms or other data collection tools are rendered obsolete unless first moved to another directive publication. Additionally, any implementing and/or supplementing publications need to be reviewed for currency.

7.11.5.3. For policy issuances, such as a PD or a supplement to a DoDD, only the SecAF may approve the rescission.

7.11.5.4. For guidance publications, including instructions, manuals, and GMs, as well as supplements to guidance issuances such as DoDIs and DoDMs, the approving official is the issuing HAF 2ltr or USSF L2. If the publication implements a DoD issuance, the OPR identifies on the DAF Form 673 that the requirements of the DoD issuance are no longer valid or are met in a separate, active publication (list publications, if applicable) and obtains SAF/AAIPX coordination in addition to other coordination.

7.11.5.5. PFM Rescission. If no response is provided to a periodic or special review task, the PFM may initiate a rescind action. The PFM staffs a DAF Form 673 to the certifying and approving officials only to rescind the publication and all associated prescribed forms. If approved, the products are removed from circulation and the associated DAF Form 673 is sent to the OPR for closeout of the record set.

7.11.5.6. Publications, or portions of publications, rescinded or made optional by HAF due to a requirement no longer being applicable (in the rescinded publication or in any other DAF/USAF/USSF publication) will not be replaced by comparable instructions at lower levels of command. The intent is to be less directive for Airmen and Guardians, not to decentralize direction.

7.11.5.7. If only specific sections of the publication need to be retained, use a GM to quickly relocate mandatory, directive guidance to another publication. See **paragraph 4.8**, for guidance. Rescind the publication after the GM is issued. GMs provide the following benefits:

7.11.5.7.1. GMs have an expedited coordination process (legal review, certifying and approving officials' signatures).

7.11.5.7.2. GMs give the HAF 2ltr or L2 one year to update or consolidate the guidance in another publication with the guidance, unless extended.

7.11.5.8. In DAF records management, rescission of the DAF publication or form does not mean records management responsibilities cease. All records created as a result of

processes prescribed in the publication or form need to be properly maintained and legally disposed of IAW AFI 33-322.

7.11.6. Superseded Publications.

7.11.6.1. Action by which a new or revised publication is issued to replace the older version. Action to publish a new or revised publication includes the supersession action. The new publication and the DAF Form 673 (section I, block 8) identify the publication as "superseded."

7.11.6.2. Taking this action at the same time a revision is published allows the PFM to remove the superseded publication(s) without doing a separate rescind action.

7.11.7. Expired Publications.

7.11.7.1. PMs and GMs expire one year after the date of publication.

7.11.7.2. Outdated supplements to DoD issuances that have not been otherwise extended are considered expired and obsolete.

7.11.7.3. Expired PMs, GMs, supplements, and other expired implementing publications will be removed from the e-Publishing website. They are considered obsolete. Forms prescribed by these publications and related VAs also become obsolete. Because no DAF Form 673 is used in the removal, use the AFIMPT expiration notification as justification for cancellation and closeout of the record set. Products hosted locally should refer to the sections in this publication as justification.

Chapter 8

DEVELOPING AND MANAGING FORMS

8.1. General Form Guidance. This section establishes DAF guidance, assigns responsibilities, and provides specific procedures for the management of DAF/USAF/USSF forms. It applies to all media of forms, whether paper or electronic. It covers the complete life cycle management of forms from creation, distribution, use, review, and revision to cancellation. PFMs, OPRs, and AOs will reduce or eliminate wherever possible the use of SSNs within DAF/USAF/USSF forms. **(T-1)** Guidance on the use of SSNs is provided in AFI 33-332.

8.1.1. Definition of a Form. Per DoDI 7750.07, *DoD Forms Management Program*, a form is a fixed arrangement of captioned spaces designed for entering and extracting prescribed information. DAF forms are tools used for the collection, recording, and/or extraction of information in which a predetermined set of data fields have been established and defined to meet a definitive DAF purpose or objective. Official DAF form types are listed in **Table 8.1** of this publication.

8.1.2. OPRs and PFMs must remove the designator "IMT" (Information Management Tool) from all forms and publications as soon as possible; it may continue to appear until all publications and forms containing that reference are updated. **(T-1)**

8.1.3. Units must adopt and use forms generated at higher-headquarters (that are within their chain of command) whenever possible. **(T-1)**

8.2. Types of Forms. The type of form is determined by the scope of its intended use and is indicated by the form designation (e.g., DAF Form 673). If the scope of users expands or contracts, the form should be redesignated and reprocessed as necessary. See **Table 8.1**.

8.2.1. Prescribed Forms. OPRs must manage a form as a prescribed form if it solicits information covered by the Paperwork Reduction Act of 1995, collects information from the public, requires OMB approval (see AFI 33-324), or collects information covered by the Privacy Act. **(T-0)**

8.2.2. Non-Prescribed Forms. Non-prescribed forms include DoD forms (DD forms), government standard forms, optional forms, GSA forms, and General Accounting Office forms. Users should be instructed when use of non-DAF forms is necessary. AFDPO may assist OPRs with other types of forms, but does not monitor forms posted on non-DAF websites. OPRs supply instructions on non-prescribed forms as necessary; an accompanying memorandum is acceptable.

8.2.3. Items Not Managed as Forms (per guidance in DoDI 7750.07).

8.2.3.1. Forms used exclusively for cryptological activities.

8.2.3.2. Forms used only once as part of a survey.

8.2.3.3. Formatted documents that are largely narrative in nature where the space needed by respondents to furnish the desired information varies substantially, such as a comment matrix, worksheet, classroom evaluations, or permission slip. **Exception:** Manage these types of documents as prescribed forms if they solicit information covered by the Privacy

Act or the Paperwork Reduction Act of 1995; collect information from the public; or require OMB approval (see AFI 33-324).

8.2.3.4. Formatted documents without spaces for entering information, such as instruction sheets and bulletins, notices, contract clause sheets, placards, some tags and labels, pattern letters, guide letters, and form letters.

8.2.3.5. Tools used for the collection, recording, and/or extraction of information in which a predetermined set of data fields have been established and defined to meet a definitive DAF purpose or objective that are not prescribed in an official publication or otherwise defined in this publication, such as login screens or meeting sign-in sheets.

Table 8.1. Types and Descriptions of Forms.

Prescribed Forms.		
Type	Description	Issued by
Departmental e.g., DAF Form 673	A form used DAF-wide or by more than one MAJCOM, FLDCOM, FOA, DRU, base, wing, or delta. Prescribed by a departmental publication (e.g., DAFI, SPFMAN, etc.).	HAF (Secretariat, Air Staff and Space Staff)
Command or Field e.g., AFMC Form 181, *Project Order*	Forms issued by a MAJCOM, FLDCOM, FOA, DRU, base, delta, or unit, for use within the organization and subordinate organizations. Prescribed by a field-generated publication.	Command or Field unit
Headquarters unit (MAJCOM, FLDCOM, base, delta, unit, etc.) e.g., SPF Form, AF Form, ACC Form, AVIANOAB Form	Forms that are issued for use within an organization. Prescribed by an operating instruction.	USAF, USSF, Command or Field unit
Non-Prescribed Forms. OPRs supply instructions on non-prescribed forms as necessary; an accompanying memorandum is acceptable. **Exception:** OPRs must manage a form as a prescribed form if it solicits information covered by the Paperwork Reduction Act of 1995, collects information from the public, requires OMB approval (see AFI 33-324), or collects information covered by the Privacy Act. **(T-0)**		
Type	Description	Issued by
Office	Forms (checklists, worksheets, etc.) for use only within the originating directorate, division, branch, section or office. OPRs disseminate office forms.	All levels

One-time	Forms that satisfy a one-time requirement are not reused or reprinted, and are obsolete when the expiration date is met. The OPR distributes the forms directly to activities required to complete the project. Place "One-time" in parentheses following the form number and show the expiration date next to it (e.g., (One-time) Expires 31 December 2021). Do not exceed the one-year expiration date. OPRs disseminate one-time forms.	All levels
Test	Test forms are established to be used for a limited period of time so they may be evaluated before becoming permanent. Life of a test form may not exceed 1 year. The OPR must convert these forms to permanent forms by no later than the expiration date. If not converted to permanent forms, they automatically become obsolete on the expiration date. State "Test" in parentheses following the form number and show the expiration date next to it (e.g., (Test) Expires 20 January 2021). OPRs disseminate test forms.	All levels
Morale, Welfare, and Recreation (MWR)	Forms used in the operation of the MWR for internally imposed requirements. Give forms management support to MWR activities on a case-by-case basis. The MWR activity pays any printing costs.	MWR offices
Note: Some actions may require use of non-DAF/AF/SPF forms, such as DoD forms (DD forms), government standard forms, optional forms, General Services Administration forms (GSA forms), General Accounting Office forms, etc. Users should be instructed when use of non-DAF/AF/SPF forms is necessary. AFDPO may assist OPRs with other types of forms, but does not monitor forms posted on non-DAF websites.		

8.3. Departmental Form Development. When a requirement exists to collect information, OPRs will develop draft forms and provide to AFDPO. **(T-1)** The OPR must ensure the new form does not duplicate an existing DAF/USAF/USSF or DoD form. **(T-1)** Forms must be prescribed in directive type guidance publications. **(T-1)** All departmental forms will be designed by AFDPO using the mandated USAF forms designer software. **Note:** If a new or revised publication prescribes a form, allow time to design, reproduce (if not electronic), and disseminate (if not electronic) the new or revised form. OPRs must coordinate the proposed form with functional offices. **(T-1)** Once the final version of the form is approved by the OPR, AFDPO will post to the e-Publishing website. **(T-1)** When posting a new publication which prescribes new forms, both the publication and form(s) must be posted simultaneously. **(T-1)** AFDPO issues and maintains a control log for each departmental form number assignment.

8.3.1. A form applying to both the USAF and the USSF will be referred to as "Department of the Air Force Form." These forms will use the prefix "DAF." Example: DAF Form XXX.

8.3.2. A form applying solely to the USAF will be referred to as "Air Force Form." These forms will use the prefix "AF." Example: AF Form XXX.

8.3.3. A form applying solely to the USSF will be referred to as "Space Force Form." These publications will use the prefix "SPF." Example: SPF Form XXX." **Note:** The prefix "SF" is not used because of confusion with Security Forces and DoD Standard Forms.

8.4. Field Form Development.

8.4.1. Field activities must design the form, complete the metadata, and unlock their forms before submitting to AFDPO. **(T-3)** OPRs submit forms via AFIMPT for posting on the e-Publishing website. **(T-2) Exception:** Forms for ANG wings are published and managed on their local sites.

8.4.2. OPRs ensure the unlocked file follows the file naming convention (e.g., ACC201_unlocked.xfdl). **(T-3)** Detailed instructions are also provided in the AFIMPT training guide located in HELP menu of the application.

8.4.3. Prior to submitting forms for posting to the e-Publishing website, save the form as an unlocked form. To save as unlocked:

8.4.3.1. Go to "File" – "Save As."

8.4.3.2. When the dialog box comes up, go to "File name" and add "_unlocked" to the file name then select "Save" (e.g., AFI_unlocked.xfdl).

8.4.3.3. When the dialogue box comes up, select "Finish." If the file was previously saved, check "overwrite existing file" and then select "Finish."

8.4.4. Field Activities must upload the unlocked form to AFIMPT and forward to AFDPO for final processing and posting to the website. **(T-2) Note:** AFDPO does not process forms below wing or delta level.

8.5. Official Form Repository. The e-Publishing website is the official source for obtaining prescribed and adopted forms generated by DAF OPRs, both electronic and physical, except for ANG wing and subunit prescribed forms and those generated below the wing, base, or delta level. CUI forms may be hosted on the WMS website. Because a classified departmental publishing site is not yet available, HAF OPRs and command or field publishing activities may post electronic

classified forms on the local SIPRNET site. OPRs must ensure all classified forms posted on a headquarters SIPRNET site are listed under an unclassified title in the PI on the e-Publishing website. **(T-1)**

8.5.1. "Stocked and Issued" forms are distributed directly by the OPR. The office symbol and mailing address of the OPR are listed after the form title in the PI; users submit requests directly to the OPR. The OPR must inform AFDPO when a reprint is necessary.

8.5.2. "Stocked and Used" forms are distributed by the OPR only within the primary organization, and used only by that activity. The OPR must inform AFDPO when a reprint is necessary.

8.5.3. ANG field forms are submitted to the local wing PFMs, and are not sent to AFDPO for processing or posting.

8.6. Creating a Form. Forms are primarily created as electronic forms and should not duplicate existing HHQ forms. PFMs and form developers will use the USAF centrally procured Adobe LiveCycle Designer® software to develop forms. **(T-1)** The DAF forms design standards are identified in **Attachment 7.**

8.6.1. OPRs request a form control number from their supporting PFM. Form numbers are assigned sequentially.

8.6.2. OPRs create a prototype. Identify all necessary data fields and create a prototype form using desktop software (Microsoft Excel®, Microsoft Word®, etc.). This prototype form may be used during coordination. The final version is designed in conjunction with the supporting PFM using Adobe Enterprise Manager® software.

8.6.3. Signatures on Forms.

8.6.3.1. OPRs determine which method of signature collection (written or electronic) will be used on their forms. Signatures, in any form, on DAF, USAF, and USSF forms will not contain any personalized logos, slogans, or images, etc. **(T-1)**

8.6.3.2. The electronic signature method for permanent and temporary records, as defined in AFI 33-322, should be utilized to the greatest extent possible, unless a law requires a written (wet) signature. OPRs should specify when a form requires a wet signature.

8.6.3.3. Each data collection and the form used are unique. The OPR that prescribes the use of the form will determine how critical it is to have a written (wet) or electronic signature on the collection form and documents those signature requirements in the prescribing publication. **(T-1)** OPRs should consult legal counsel for legal sufficiency advice and records management professionals for compliance with AFI 33-322.

8.6.3.4. The standard form that is found on e-Publishing website is developed as a standalone PDF form file or eBook that is downloaded, e-mailed, used from the desktop, and then filed. If the intent is to extract and centrally store the responses from the completed form electronically in a system of record or other approved information system, the following should be considered:

8.6.3.4.1. The integrity of the digital signature may be at risk if not filled out, stored and distributed properly. To maintain digital signature integrity, all digitally-signed documents must be digitally stored in a system such as the Automated Records

Management System (ARMS). OPRs should make this clear to users in the prescribing publication and on the form itself. Digitally storing digitally-signed documents means storing digitally created files, not scanned files, in order to preserve the original metadata of the digitally-signed document in a system.

8.6.3.4.2. If the electronic chain is broken at any point (e.g., a form with a digital signature is hard copied and scanned into a system), the digital signature metadata that electronically accompanies the form will be lost and the digital signature may be invalid. This may impact the legal sufficiency of the signature, but may not impact the validity of the collection form. If legal sufficiency is required, a written (wet) signature over the printed digital signature is also acceptable. OPRs should consult legal professionals to help determine the criticality of the signature based on the program or collection.

8.6.4. Forms Created as Part of Information Systems. Forms and data collections that are created as part of an information system must be developed to meet the requirements outlined in this instruction, electronic and digital signature integrity, and AFI 17-101, *Risk Management Framework (RMF) for Air Force Information Technology (IT)*.

8.6.5. Form Date. The PFM assigns the date to match the day the form is made available for use on e-Publishing website, local site, or within an information system.

8.6.6. If the electronic version of a form differs from the prescribed official image, the form OPR and/or SAF/AAIPX has the right to reject it.

8.6.7. OPRs will ensure that any new or revised forms, as of the date of this publication, identify the prescribing publication on the actual form. **(T-1)**

8.7. Prescribing a Form. A new form and the prescribing publication are published and distributed simultaneously. This is not the case for revised forms.

8.7.1. The prescribing publication:

8.7.1.1. Instructs organizations and individuals to use the form.

8.7.1.2. Cites the form designation, number, and italicized title, (e.g., DAF Form 673, *Department of the Air Force Publication/Form Action Request*) the first time the form is mentioned. For subsequent uses, only cite the designation and number (e.g., DAF Form 673), unless the title would clarify the text.

8.7.1.3. States the purpose of the form, how to complete it (if necessary), and how to submit it.

8.7.1.4. Explains where to submit supply requests if the form is printed.

8.7.1.5. Lists prescribed forms by form designation, number, and italicized title in **Attachment 1** under "***Prescribed Forms***" after the list of "***References***," and on the DAF Form 673. **Note:** The first IC or rewrite of a publication moves the forms list from the last paragraph of the IC or rewrite tool (such as a GM) to **Attachment 1**. If a supplement is revised prior to the parent publication relocating the list, it is acceptable to have a list of forms in both locations, so long as the form is not listed twice.

8.7.2. Do not include a copy of the prescribed form(s) within the publication. This helps ensure version control, and may eliminate a need to update the publication each time a form is

revised. If it is necessary to show the form in the publication, identify as a figure and show sample entries only.

8.7.3. The prescribing publication does not need to be revised when a form is revised unless instructions related to the revised form need to be updated.

8.7.4. OPRs must ensure that if a form at any level collects personal information or data, the form must be prescribed in an official publication and managed IAW the Privacy Act. **(T-3)** Guidance on Privacy Act requirements is provided in AFI 33-332.

8.8. Adopting a Form. Publications may direct the use of an official form that is prescribed from an applicable higher-level DAF/USAF/USSF or other government publication. Adopted forms already exist and are available from the e-Publishing website, the Army Publishing Directorate, **https://armypubs.army.mil/**, or, if adopting a form created by a different government agency, the appropriate agency's website. Refer users to the prescribing publication for instructions on completing and processing the form, adding additional instructions, if necessary. To determine the prescribing publication of a DAF/USAF/USSF form, click on the "information" icon in the form entry on the e-Publishing website.

8.8.1. Cite the form designator, number, and italicized title, the first time the form is mentioned within the publication (e.g., DAF Form 673, *Department of the Air Force Publication/Form Action Request*). For subsequent uses, only cite the designation and number (e.g., DAF Form 673), unless the title would clarify the text.

8.8.2. List adopted forms by form designator, number, and italicized title in **Attachment 1** under "*Adopted Forms*" after the list of "*Prescribed Forms*" (e.g., DAF Form 673). **Note:** The first IC or rewrite of a publication moves the forms list from the last paragraph to **Attachment 1**. If a supplement is revised prior to the parent publication relocating the list, it is acceptable to have a list of forms in both locations—the parent publication and the IC or rewrite—however, do not list a form twice.

8.8.3. An adopted form created by another government agency will be subject to that agency's guidance. The form OPR will work with the forms manager of the agency responsible for the form to ensure that the DAF guidance and process aligns with that agency's guidance and process. **(T-3)**

8.8.4. Using an adopted form for a purpose not intended by the OPR, or altering the appearance of an adopted form, requires written permission from the form's OPR.

8.8.5. The OPR should overprint (pre-fill blocks with standard information) an electronic or physical form when the number of man-hours saved in filling in the form justifies the extra cost of overprinting the fill-in data. The form OPR should not alter lines or captions, or add blocks and captions to an existing form as this action is a revision of the original form design. This guidance applies to both physical and electronic forms. The form OPR should insert a statement at the bottom of overprinted forms indicating the activity responsible for the overprinted material (e.g., 919th Medical Squadron (919 MDS) Modified Overprint.)

8.8.6. Functional areas implementing information systems that incorporate existing forms obtain a written waiver to deviate from the form in any way from the OPR of the publication that prescribes the form. If approved, the system maintainer must ensure any electronic duplication of the form replicates to the highest degree possible the contents (wording), format

(layout), and sequence (arrangement) of the official form (should be a mirror-like image). **(T-2)** The accuracy of the electronic form is the responsibility of the system maintainer duplicating the official form. Forms management offices should be involved in electronic transaction projects to ensure forms are properly created.

8.9. Legal and Security Requirements and Considerations.

8.9.1. Privacy Act Statement. OPRs must ensure a Privacy Act statement (PAS) is included in forms that collect personal data from individuals for inclusion in a Privacy Act system of records (a collection of records retrieved by an individual's name or personal identifier), and forms that request the individual to enter or verify a SSN. **(T-0)** The PAS allows the individual completing the form to make an informed decision about whether to furnish the information. The Privacy Act Officer (PAO) or Privacy Act monitor (PAM) assists with developing the PAS. **Attachment 7** details how to display the PAS.

8.9.1.1. Forms Subject to Computer Matching. Computer matching is the electronic comparison of records from two or more automated systems between federal agencies and state and local governments for verifying benefit eligibility or for debt collection purposes. Records involved include those from personnel and payroll systems and federal benefit programs. If the information on the form is subject to computer matching, incorporate an appropriate warning into the PAS. **(T-0)**

8.9.1.2. Form managers will process for publishing forms that collect personal identifiable information (to include SSNs) only if the PAO or PAM provides coordination and approval on the DAF Form 673. **(T-1)** The publishing package includes the PAO- or PAM-accepted SSN justification letter, IAW AFI 33-332. **Note:** The use of SSNs within DAF forms should be reduced or eliminated wherever possible. Guidance on the use of SSNs is provided in AFI 33-332.

8.9.2. Forms Used as Postal Mailers. PFMs must ensure forms used as mailers meet United States Postal Service requirements. **(T-0)** Refer to DoDM4525.8_AFMAN36-306, *DoD Official Mail Manual*, for requirements.

8.9.3. Section 508 of the Rehabilitation Act of 1973 (29 USC § 794d). Section 508 of the Rehabilitation Act of 1973 requires that when federal government agencies develop, procure, or maintain information and communication technology, that it is accessible to persons with disabilities. PFMs must ensure all forms are Section 508 compliant, as established in AFI 33-393. **(T-0)** AFDPO must ensure all products posted on the e-Publishing website are Section 508 compliant. **(T-0)** Local PFMs are responsible for ensuring products not posted to the e-Publishing website are Section 508 compliant. **(T-0)**

8.9.4. Paperwork Reduction Act of 1995. PFMs must ensure that forms used to collect information internal or external to the DAF comply with the guidance provided in AFI 33-324. **(T-0)**

8.9.5. Guidelines for Classified, Accountable, Safeguarded, and CUI forms. Anyone requesting the creation of these forms must ensure the forms have the required markings (see DoDI5200.48_DAFI16-1403). **(T-0)** AFDPO identifies these forms in the numerical listing on the e-Publishing website.

8.9.5.1. Classified Forms. OPRs must avoid creating forms that disclose classified information or contain classified titles. **(T-0)** When a form title is classified, OPRs should create an unclassified title for reference purposes. When designing a classified blank form, OPRs should show the overall classification of the information at the top and bottom of the form design. If the form becomes classified when filled in, OPRs should leave sufficient space for the overall classification marking by adding the notation "When Filled In" outside the margins at the top and bottom of each page of the form. OPRs should allow space for entering associated markings, classification authority, and downgrading or declassification instructions if deemed necessary by the requester.

8.9.5.2. Accountable Forms.

8.9.5.2.1. Accountable forms are forms that the DAF stringently controls and which cannot be released to unauthorized personnel since the misuse of accountable forms could jeopardize DoD security or could result in fraudulent financial gain or claims against the government. The unit receiving a request for accountable forms will inform the requester of this guidance. PFMs must ensure all accountable forms are controlled, safeguarded and properly accounted for. **(T-1)** Forms managers should contact AFDPO for further guidance on handling accountable forms (**SAF.AA.AFDPO-PPP@us.af.mil**).

8.9.5.2.2. Customers should order accountable forms via online ordering. Users must have an approved organizational account (DAF Form 1846) on file with AFDPO authorizing issuance of specific accountable forms prior to submitting orders. When the OAR receives a shipment of accountable forms from the Army MDD, thoroughly check each form for proper serial number and compare the shipment with entries on the document receipt, which accompanies the shipment. If the inventory is correct, sign the original receipt and forward it to AFDPO within 30 days. If there is any discrepancy, immediately report this to AFDPO, by annotating the receipt with the serial numbers and the quantity received; sign the bottom and return it. If there is a loss of accountable forms for which the OAR is accountable, promptly start investigative procedures and report the circumstances through command channels to the OPR. The OPR is listed in the prescribing directive and must read the directive to see if it gives any special instructions on how to report the loss. If the signed document receipt is not forwarded to AFDPO within 30 days, the organizational account will be disabled and the OPR will be unable to submit orders until the receipt is submitted and received.

8.9.5.3. Storing Safeguarded Forms. Safeguarded forms are not releasable outside DoD because they could be put to unauthorized or fraudulent use (e.g., AF 688A, *Security Force Investigator Credential*). There is no need to account for each individual form, but forms managers should store blank forms in a secure area. Forms managers should contact AFDPO for further guidance on storing safeguarded forms (**SAF.AA.AFDPO-PPP@us.af.mil**).

8.9.5.4. CUI Forms. Personnel must mark and protect these forms. **(T-0)**

8.10. Coordination of Forms. OPRs must coordinate all new forms, revised forms, and those marked for cancellation. **(T-3)**

8.10.1. Drafts of new forms will circulate with the prescribing publication for coordination. **(T-1)**   If the form only requires revision or is marked for cancellation, the form may be circulated independently of the prescribing publication. (See **paragraph A3.2.**, **Table A3.1** and **Table A3.2** for list of coordinating offices.) If the changes to the form require an update to the process within the prescribing publication, the revised form must accompany the revised prescribing publication for formal coordination, certification and approval.

8.10.1.1. OPRs will list all prescribed forms on the DAF Form 673, and fill out blocks accordingly. **(T-1)** If prescribing multiple forms, make use of the "Additional Information" block to indicate classification, control status, and printing requirements for each.

8.10.1.2. OPRs justify the need for the form, the data fields collected, and specify any printing and/or distribution requirements during coordination. **(T-1)**

8.10.1.3. OPRs fill out form-specific information during regular periodic reviews or special out-of-cycle reviews. **(T-1)**

8.10.2. Use of the DD Form 67 is only required when action is taken on a non-DAF/USAF/USSF form for which the DAF/USAF/USSF serves as the OPR. Forms managers should submit a DAF Form 673 for new, revised, or obsolete (marked for cancellation) forms. The completed DAF Form 673 and the DD Form 67 are submitted to the local PFM for processing. The PFM for the HAF is within AFDPO.

8.10.2.1. The OPR must submit a completed DD Form 67 to request an action on a DoD form for which the DAF serves as the OPR. **(T-0)** DD Form 67 is prescribed by DoDM 7750.08, *DoD Forms Management Program Procedures*; OPRs refer to that publication and consult the PFM for instructions on completing DD Form 67. **(T-0)**

8.10.2.2. The certification and approval officials for a form are the same as those for the prescribing a publication.

8.11. Amending a Form. Amending a form is done by one of two ways: Revision or Corrective Action.

8.11.1. Revision. Forms are normally reviewed, revised, and/or updated when the prescribing publication is being reviewed and/or updated. If needed, however, OPRs may revise the form independently from its prescribing publication. Revised forms must meet any current and new design standards and are re-dated when published. The form OPR will ensure the following required steps are accomplished:

8.11.1.1. Draft form prototype and collaborate with PCM and/or SMEs.

8.11.1.2. Formal coordination (legal coordination is obtained separately after all other formal coordination is received). **(T-1)** (See **paragraph A3.2**.)

8.11.1.3. Certifying official's endorsement on DAF Form 673. **(T-1)**

8.11.1.4. Approving official's endorsement on DAF Form 673. **(T-1)**

8.11.1.5. Submit to PFM for final processing. **(T-1)**

8.11.2. Corrective Actions. OPRs may work directly with forms designers to make corrective actions to published forms. Corrective actions for forms are purely technical fixes (e.g., alignment of fields, order of tabs, enabling for digital signatures, critical spelling error, etc.)

Changes to the purpose of the form are not within the scope of a corrective action. Forms updated in this manner are re-dated and require a supersession line. OPRs should submit requests for corrective actions to forms designers using AFIMPT.

8.11.3. The OPR must ensure that any alterations to the form are also reflected in the prescribing publication's guidance. **(T-3)**

8.11.3.1. OPRs are encouraged to notify affected staff offices when a form is amended and posted to the e-Publishing website.

8.11.3.2. OPRs must review all prescribed forms when they conduct special and periodic reviews of the prescribing publication. **(T-3)** Forms identified as current during reviews will not be re-dated. The DAF Form 399 or DAF Form 673 used for reviews becomes part of the record set.

8.12. Superseding or Rescinding a Form. A form becomes obsolete when another form supersedes it, when the OPR rescinds it, or when the prescribing publication is rescinded. Links to obsolete forms are removed from the e-Publishing website and AFDPO releases a product announcement to notify subscribers of the cancellation. Obsolete forms are listed in the obsolete PI of the e-Publishing website. ANG notifies their subscribers of cancellations. OPRs are encouraged to notify affected staff offices when a form is rescinded. The OPR notice should include a statement alerting recipients that related publications and/or processes may be affected. Coordination to rescind a form is the same as when it is being developed or amended.

8.12.1. If canceling the prescribing publication, the prescribed form(s) are automatically canceled at the same time. It is not necessary to submit more than one DAF Form 673. OPRs should list each form in the block labeled "Prescribed Forms" and check "obsolete" or clarify in the "Additional Information" block that the cancellation applies to both the publication and the form(s). If the form needs to be retained, the OPR links the form to a different prescribing publication by revision or GM before rescission.

8.12.2. If rescinding a form but maintaining the prescribing publication, the OPR completes coordination (**Attachment 3**), obtains certification and approval, submits a completed DAF Form 673 to the PFM, and sends a copy of the request for rescission to the information reports management and control office. If the form is classified, reference DoDI5200.48_DAFI16-1403 for actions required to rescind.

8.12.3. OPRs are responsible for ensuring that any references made to obsolete forms, either prescribed or adopted, are removed from active publications as soon as possible.

Chapter 9

WAIVER PROCESS AND LIMITATIONS

9.1. Purpose of a Waiver. The fundamental aim of a waiver is to enhance mission effectiveness at all levels, while preserving resources and safeguarding health and welfare. When unable to comply with directive guidance and procedures, the unit may request a waiver.

9.1.1. Exception to Guidance (ETG) Requests. An ETG request is when an individual seeks a waiver of a compliance statement, but made only on their behalf, or on behalf of an individual.

9.1.2. The commander may grant an ETG as a waiver of a compliance statement for/on behalf of an individual at the same level that he/she could have granted a "waiver" for his/her unit or organization under this chapter. For example, if the waiver level of a directive publication provision is tiered as a T-1 waiver, only the MAJCOM/FLDCOM commander (or equivalent) may grant an individual ETG request. If the ETG is at the T-1 approval level, coordination with the publication approving official is recommended, but not required. See **Table A10.1** for specific Tier Waiver Authority levels.

9.1.3. There is no specific form to use for an individual ETG of a T-1, T-2, or T-3 compliance statement requirement, but the DAF Form 679 can also be used to document an individual ETG request.

9.1.4. ETG requests taken under this publication should only be taken if the directive guidance does not provide its own ETG approval process.

9.2. Requesting a Waiver. Commanders and directors (or equivalent) (as defined in AFI 38-101), on behalf of their organizations, must submit written waiver requests seeking relief from compliance for the respective organizations they command or direct, through the command chain up to one of the below. **Note:** Waivers can be retroactive, unless prohibited by law or higher authority.

9.2.1. The appropriate tier waiver approval authority (T-0, T-1, T-2, T-3), if identified. **(T-1)** See **Table A10.1**.

9.2.2. If the waiver is for a non-tiered item, the specific office or official with waiver authority as identified or directed in the publication's opening paragraph. **Note:** For publications dated after 1 January 2018, unless explicitly restricted in the publication, commanders or directors (or equivalents) may waive non-tiered requirements, but must send a copy of the approved waiver to the OPR of the higher headquarters publication being waived (see **paragraph 9.5**) within 30 days of approval. **(T-1)** Sending an e-mail to the waived publication OPR that includes a completed DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*, or equivalent will suffice. **(T-1)**

9.2.3. HAF 2ltrs/L2s submit waiver requests to the HAF 2ltr/L2 approving official of the publication containing the compliance statement requesting to be waived (unless it is tiered as T-0). **Note:** With regard to this publication, HAF organizations must submit tiered waiver requests to the Secretary of the Air Force Administrative Assistant (SAF/AA) through the Air Force Departmental Publishing Office (AFDPO) for approval.

9.3. Waiver Request Submission. Waiver requests will be submitted using the DAF Form 679 or via e-mail or memorandum if the form is unavailable. **(T-1)** The request includes the following:

9.3.1. Reference and text of the specific requirement for which the commander or director is requesting a waiver. **(T-1)**

9.3.2. Rationale for the waiver: Explain which of the following reasons apply, and describe why. **(T-1)** See **Table A10.1**. For example: A "T-1" tiering label has been given to a compliance item because non-compliance creates a strong risk of death, injury, mission failure, etc. A request for waiver should explain why granting the waiver would not result in these adverse consequences.

9.3.2.1. Cost of compliance creates unacceptable risk; or

9.3.2.2. Expected cost of compliance outweighs the benefit; or

9.3.2.3. Cannot comply due to lack of resources.

9.3.3. Time period or circumstance the waiver is needed. **(T-1)**

9.3.4. Risk mitigation measures to be implemented, if available, by the requesting commander during the waiver period. **(T-1)**

9.3.5. Impact if waiver is disapproved. **(T-1)**

9.4. Approval or Denial. Approval or denial of waiver requests should be returned within 30 days of submission by the requesting commander; denials should include a brief explanation. Shorter suspenses for contingencies will be considered on a case-by-case basis. The effective period for a waiver starts when it is approved, not when it is submitted.

9.4.1. The approval authority may disapprove or approve the waiver in its entirety, or modify the waiver request.

9.4.2. Commanders and directors (or equivalents) exercising their authority to waive a DAF requirement must document their decision in a written or electronic record copy. **(T-2)**

9.5. Waiver Period.

9.5.1. Tier 1, 2, and 3 waivers may be approved for a period not to exceed the requested waiver period or 90 calendar days after the approving commander's tour length, whichever is shorter. Because waivers are the expression of a specific commander accepting risk, tier 1, 2, and 3 waivers automatically expire 90 days after the change of command of the approving commander unless the new commander renews the waiver approval.

9.5.2. Waivers issued for non-tiered compliance items are limited based on the approver's determination. The waiver period is identified in the approval message, but will not exceed 90 days after the approving commander's tour length.

9.5.3. Waivers may be established in publications, but the publishing action package and official record set must include the signed waiver approval. The waiver approval must be renewed by the new commander no later than 90 days after a change of command. **(T-1)** If the waiver approval is not renewed, the waiver is invalid and the OPR must revise or rescind the publication. **(T-1)**

9.6. Processing Approved Waivers.

9.6.1. The approved waiver is part of the approver's and requestor's official records and must be appropriately filed. **(T-1)** Guidance on official records is provided in AFI 33-322.

9.6.2. A copy of approved waivers must be sent to the OPR of the higher headquarters publication being waived within 30 days of approval, for situational awareness and process improvement considerations. **(T-1)** Sending an e-mail to the waived publication OPR that includes a completed DAF Form 679, or equivalent will suffice. **(T-1)**

9.6.3. During the waiver period, the requesting commander or director will:

9.6.3.1. Implement approved risk controls to reduce, mitigate or eliminate the risk created by non-compliance. **(T-2)**

9.6.3.2. Actively work toward compliance by reducing the cost of compliance and remedying resource shortfalls (if applicable). **(T-2)**

9.6.3.3. Re-evaluate risk throughout the waiver period and adjust risk controls as necessary. **(T-3)**

9.6.3.4. Keep, at a minimum, the previous commander's or director's waivers on file. **(T-2)**

Chapter 10

PRINTING SUPPORT, PROCUREMENT, SOCIAL PROTOCOL STATIONERY AND PRODUCT STORAGE

10.1. Printing Support. AFDPO provides printing support for publishing products (e.g., retirement certificates). With the exception of ANG wings, the procurement and distribution process includes printing procurement, receipt, storage, retrieval, and dissemination of physical publishing products.

10.2. Requesting Printing Support. With the exception of ANG wings, publication OPRs requesting printing funding approval must coordinate with the AFDPO Logistics Branch (SAF/AAIPL), who may be reached by e-mail at **SAF.AA.AFDPO.PPL@us.af.mil**, for funding approval prior to submitting the publishing product for final processing. **(T-2)** OPRs must identify their printing requirement and provide a justification for printing on the DAF Form 673. **(T-2)** When a publishing product requires printing, the OPR must submit a GPO Form 952 (**https://www.gpo.gov**); a compact disc which contains any necessary artwork; and a separate document which contains the printing specifications, to AFDPO. **(T-2)** OPRs should contact their local graphics office for assistance with completing the GPO Form 952 and the compact disc.

10.3. Physical Product Storage and Distribution from the Army MDD.

10.3.1. With the exception of ANG wings, field PFMs who require AFDPO support for storage and distribution of their physical products must send a request to AFDPO, at **SAF.AA.AFDPO.PPL@us.af.mil** prior to sending the product to the Army MDD. **(T-1)** At a minimum, requests should contain the OPR's name, contact number, and office symbol, as well as the product type and number, product title, date, requested delivery date and quantity to be stored. Upon approval of the request, AFDPO will provide the requester with a product identification and specific labeling requirements. AFDPO will also send a monthly inventory to the applicable MAJCOM or FLDCOM PFM for MAJCOM and FLDCOM products stocked in the Army MDD. The PFM will thoroughly review this inventory listing for stock needing replenishment and ensure the currency of products in stock.

10.3.2. If a PFM determines that stock of a product needs to be replenished, the PFM will take the necessary measures to reorder stock and forward to the Army MDD. Prior to sending new or reprinted products to the Army MDD, the PFM must forward a copy of the printing documentation or a memorandum specifying the product type and number, product title, product date, OPR, due-in date, due-in quantity, unit of issue, unit of issue quantity (if applicable) and printing specifications to AFDPO at **SAF.AA.AFDPO.PPL@us.af.mil**. **(T-1)** If the product is a revision, the PFM must provide disposition instructions for the existing stock (e.g., previous edition is obsolete, to be salvaged, is to be used until exhausted, etc.). **Note:** Only PFMs may request permission from AFDPO to forward stock directly to the Army MDD.

10.4. Social Protocol Stationery.

10.4.1. Social protocol stationery is used for an official social function when a general officer acts as host on behalf of the DAF at a DAF-sponsored function; or when a general officer participates in an official social function as an official representative of the DAF. General officer note paper may also be used for correspondence that is duty related, but of a more personal or private nature.

10.4.2. Protocol officers and executives may order stationery items via the Order Portal online ordering website. The OAR may order or they may establish a separate organizational account representative to order protocol stationery. To establish a separate account, the requester must send an DAF Form 1846 to AFDPO. Requester must check the block marked "safeguard" for all social protocol stationery items. The general officer then signs the DAF Form 1846. Social protocol stationery cannot be ordered for a visiting general officer or a retired general officer. In the case of a visiting general officer, the general officer's executive or protocol officer must order and forward the stationery to the required location.

10.4.3. Assigned general officers may use stationery items at any DAF component while on extended active duty, at the Air National Guard, and at the Air Force Reserve in a ready reserve status. Retired general officers cannot use stationery items. General officer selectees may order stationery items once notified of their effective date of promotion; however, brigadier general selectees may not use stationery items until officially promoted. Senior Executive Service stationery items are available solely for use by members of the Senior Executive Service. Senior Executive Service selectees may order stationery items once notified of their effective date of promotion; however, they may not use stationery items until officially promoted.

10.4.4. Field activities will not supplement this section and will not consolidate or order command requirements for the forms. **(T-3)**   Stationery items are not available from commercial sources. Stationery items that the DAF/USAF/USSF issues may not be sold. Organizations will not order stationery merely to have it available for use by transient general officers. **(T-3)**

10.4.5. Specialty and unique products are products such as place cards, invitation cards, note pads, "club" stationery, etc. These items are used only by Headquarters of the Department of the Air Force organizations. **Note:** SAF/AAO orders these products for the offices above via the Order Portal online ordering. All specialty and unique products are listed by form number on the e-Publishing website. Units must provide an approved DAF Form 1846 to SAF/AAO to enable SAF/AAO to order these products. SAF/AAO must have an approved DAF Form 1846 on file with AFDPO listing all products to be ordered. Special SecAF letterhead products are ordered by SAF/AAO and printed by AFDPO. SAF/AAO must supply the required artwork, specifications, and quantities of all new and reprinted specialty products. The local DLA office prints and fully funds all non-departmental, MAJCOM or FLDCOM, and base letterhead.

10.5. Product Storage. Store blank safeguard forms in locked cabinets, security filing cabinets, secure rooms, or similar manner to ensure they are not accessible to unauthorized personnel. **(T-1)** Store accountable forms in a locked cabinet in a locked room. **(T-1)** Do not store in containers with classified material. **(T-1)** Guidance on the disposition of outdated controlled stock is provided in DoDM5200.01V3_DAFMAN16-1404V3, *Information Security Program: Protection of Classified Information*. Accountable forms must be destroyed and rendered unusable. **(T-1)**

ANTHONY P. REARDON
Administrative Assistant

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

5 USC § 552, *Public information; agency rules, opinions, orders, records, and proceedings* (Freedom of Information Act)

5 USC § 552a, *Records maintained on individuals* (Privacy Act of 1974)

29 USC § 794d, *Electronic and information technology* (The Rehabilitation Act of 1973, Section 508)

44 USC § 3501, *Purposes*, et seq. (Paperwork Reduction Act of 1995)

EO 13589, *Promoting Efficient Spending*

PL 111-274, *Plain Writing Act of 2010*

GSA Handbook, *Standard and Optional Forms Procedural Handbook*, July 2009

Office of Management and Budget (OMB) Memorandum M-19-21, *Transition to Electronic Records,* 28 June 2019

Office of Management and Budget (OMB) Memorandum M-23-07, *Update to Transition to Electronic Records*, 23 December 2022

Defense Federal Acquisition Regulation Supplement, Subpart 201.3

DoDI 5025.13, *DoD Plain Language Program,* 23 January 2020

DoDI 5105.04, *Department of Defense Federal Advisory Committee Management Program*, 6 August 2007

DoDI 5105.18, *DoD Intergovernmental and Intragovernmental Committee Management Program*, 10 July 2009

DoDI 5200.48_DAFI16-1403, *Controlled Unclassified Information (CUI),* 5 October 2021

DoDI 5505.11, *Fingerprint Reporting Requirements,* 31 October 2019

DoDI 7750.07, *DoD Forms Management Program*, 19 April 2022

DoDI 8320.02, *Sharing Data, Information, and Information Technology (IT) Services in the Department of Defense*, 5 August 2013

DoDI 8910.01, *DoD Implementation of the Paperwork Reduction Act*, 5 December 2022

DoDD 3000.07_AFPD10-42, *Irregular Warfare,* 18 October 2018

DoDD 3100.10, *Space Policy*, 30 August 2022

DoDD 5400.07, *DoD Freedom of Information Act (FOIA) Program,* 5 April 2019

DoDM4525.8_AFMAN36-306, *DoD Official Mail Manual*, 17 August 2020

DoDM5200.01V3_DAFMAN16-1404V3, *Information Security Program: Protection of Classified Information,* 12 April 2022

DoDM 5400.07_AFMAN33-302, *Freedom of Information Act Program*, 27 April 2018

DoDM 7750.08, *DoD Forms Management Program Procedures*, 25 February 2020

DoDM 8910.01 Volume 1, *DoD Information Collections Manual: Procedures for DoD Internal Information Collections*, 30 June 2014

DoDM 8910.01 Volume 2, *DoD Information Collections Manual: Procedures for DoD Public Information Collections*, 30 June 2014

HAFMD 1-20, *Office of the Inspector General*, 5 January 2021

DAFPD 10-9, *Lead Command/Lead Agent Designation and Responsibilities for United States Air Force Weapon Systems, Non-Weapon Systems, and Activities,* 25 May 2021

AFPD 10-21, *Rapid Global Mobility,* 26 August 2019

DAFPD 10-27, *Civil Air Patrol*, 15 December 2022

AFPD 11-4, *Aviation Service*, 12 April 2019

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

DAFPD 36-81, *Total Force Human Resource Management Governance*, 23 October 2020

DAFPD 90-1, *Policy, Publications, and DoD Issuance Management*, 24 March 2023

AFI 10-1201, *Space Test Program (STP) Management*, 15 November 2010

AFI 10-1301, *Air Force Doctrine Development*, 16 May 2019

DAFI 10-2701, *Organization and Function of the Civil Air Patrol*, 17 June 2021

AFI 10-301, *Managing Operational Utilization Requirements of the Air Reserve Component Forces*, 20 December 2017

AFI 10-501, *Program Action Directives, Program Guidance Letters, Programming Plans, and Programming Messages*, 5 April 2019

AFI 11-215, *Flight Manuals Program*, 25 March 2019

DAFI 13-213, *Airfield Driving*, 4 February 2020

AFI 17-101, *Risk Management Framework (RMF) for Air Force Information Technology (IT)*, 6 February 2020

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 33-393, *Electronic and Information Technology Accessible to Individuals with Disabilities, Section 508,* 3 July 2019

DAFI 36-2670, *Total Force Development,* 25 June 2020

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

DAFI 51-202, *Nonjudicial Punishment*, 4 January 2022

AFI 51-303, *Intellectual Property*, 22 June 2018

DAFI 90-160, *Publications and Forms Management*, 14 April 2022

AFI 90-301, *Inspector General Complaints Resolution*, 28 December 2018

DAFI 90-302, *The Inspection System of the Department of the Air Force*, 15 March 2023

AFI 90-802, *Risk Management,* 1 April 2019

AFMAN 33-326, *Preparing Official Communications*, 31 July 2019

AFMAN 33-396, *Knowledge Management*, 12 August 2019

DAFH 33-337, *The Tongue and Quill*, 27 May 2015

HOI 33-3, *Correspondence Preparation, Control, and Tracking*, 23 August 2022

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

HOI 90-2, *Headquarters Air Force Operating Instruction (HOI) Program*, 23 June 2022

Prescribed Forms

DAF Form 399, *Department of the Air Force Publication/Form Status Request*

DAF Form 673, *Department of the Air Force Publication/Form Action Request*

DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*

DAF Form 847, *Recommendation for Change of Publication*

DAF Form 1846, *Request for and Record of Organizational Account*

AF Form 1900, *General's Invitation* (Preprinted Format)

AF Form 1901, *Lieutenant General's Invitation* (Preprinted Format)

AF Form 1902, *Major General's Invitation* (Preprinted Format)

AF Form 1903, *Brigadier General's Invitation* (Preprinted Format)

AF Form 1904, *General's Place Card*

AF Form 1905, *Lieutenant General's Place Card*

AF Form 1906, *Major General's Place Card*

AF Form 1907, *Brigadier General's Place Card*

AF Form 1908, *General's Note Paper*

AF Form 1909, *Lieutenant General's Note Paper*

AF Form 1910, *Major General's Note Paper*

AF Form 1911, *Brigadier General's Note Paper*

AF Form 1912, *General Officer Note Paper Second Sheet*

AF Form 1913, *Envelopes for Invitations*

AF Form 1914, *Envelopes for Note Paper*

AF Form 1937, *General's Invitation* (Blank Format)

AF Form 1938, *Lieutenant General's Invitation* (Blank Format)

AF Form 1939, *Major General's Invitation* (Blank Format)

AF Form 1940, *Brigadier General's Invitation* (Blank Format)

AF Form 2519, *All Purpose Checklist*

AF Form 3126, *General Purpose* (8 ½ x 11 inches)

AF Form 3130, *General Purpose* (11 x 8 ½ inches)

AF Form 3131, *General Purpose* (11 x 8 ½ inches)

AF Form 3132, *General Purpose* (11 x 8 ½ inches)

AF Form 3136, *General Purpose* (11 x 8 ½ inches)

AF Form 3153, *General Purpose Calendar* (11 x 8 ½ inches)

AF Form 3990, *SES Note Paper*

AF Form 3991, *SES Invitation*

Adopted Forms

AF Form 310, *Document Receipt and Destruction Certificate*

AF Form 688A, *Security Force Investigator Credentials*

AF Form 1768, *Staff Summary Sheet*

DD Form 67, *Form Processing Action Request*

GPO Form 952, *Digital Publishing Information*

GPO Form 3868, *Notification of Intent to Publish*

AFMC Form 181, *Project Order*

Abbreviations and Acronyms

2ltr—Two-letter

3ltr—Three-letter

4ltr—Four-letter

AC—Administrative change

ACC—Air Combat Command

AETC—Air Education and Training Command

AF—Air Force

AFDPO—Air Force Departmental Publishing Office

AFH—Air Force Handbook

AFI—Air Force Instruction

AFIMPT—Air Force Information Management Publishing Tool

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFMD—Air Force Mission Directive

AFPAM—Air Force Pamphlet

AFPRI—SecAF's Air Force Publication Reduction Initiative

AFGM—Air Force Guidance Memorandum

AFOSH—Air Force Occupational and Environmental Safety, Fire Protection, and Health Standards

AFPD—Air Force Policy Directive

AFPM—Air Force Policy Memorandum

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

AMC—Air Mobility Command

ANG—Air National Guard

AO—Action Officer (formerly point of contact (POC))

ARMS—Automated Records Management System

ARW—Air Reserve Wing

C—Classified—CAC—Common Access Card

CAP—Civil Air Patrol

CBRN—Chemical, Biological, Radiological, Nuclear

COMAFFOR—Commander Air Force Forces

CRM—Comment Resolution Matrix

CSAF—Chief of Staff of the Air Force

CSO—Chief of Space Operations

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

DD—Department of Defense (as used on forms)

DESR—Defense Explosives Safety Regulation

DLA—Defense Logistics Agency

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

DoDM—Department of Defense Manual

DRU—Direct Reporting Unit

DTM—Department of Defense Directive-Type Memorandum

EO—Executive Order

eSSS—Electronic Staff Summary Sheet

ETG—Exception to Guidance

ETMS2—Enterprise Task Management Software Solution

FAR—Federal Acquisition Regulation

FBI—Federal Bureau of Investigation

FLDCOM—Field Command

FOA—Field Operating Agency

FOIA—Freedom of Information Act

FPL—Functional Publications Library

GM—Guidance Memorandum

GPO—Government Printing Office

GSA—General Services Administration

HAF—Headquarters of the Department of the Air Force (includes the Secretariat, Air Staff and Space Staff)

HAFMD—Headquarters Air Force Mission Directive

HHQ—Higher Headquarters

HOI—Headquarters Operating Instruction

HRM—Human Resource Management

HSB—HRM Strategic Board

HSC—HRM Strategic Council

IAW—In Accordance With

IC—Interim Change

IDAR—Issuances, Delegations of Authority, and Responsibilities Database

IG—Inspector General

IMT—Information Management Tool

ISR—Intelligence, Surveillance and Reconnaissance

IT—Information Technology

L2—Level 2 (USSF)

L3—Level 3 (USSF)

L4—Level 4 (USSF)

LeMay Center—Curtis E. LeMay Center for Doctrine Development and Education

MAJCOM—Major Command

MCM—Manual for Courts-Martial

MD—Mission Directive

MDD—Medial Distribution Division (Army)

MDS—Medical Squadron

MWR—Morale, Welfare, and Recreation

NAF—Numbered Air Force

NARA—National Archives and Records Administration

NATO—North Atlantic Treaty Organization

NGB—National Guard Bureau

NIPRNET—Non-Secure Internet Protocol Router

OAR—Organizational Account Representative

OI—Operating Instruction

OMB—Office of Management and Budget

OPR—Office of Primary Responsibility

OSD—Office of the Secretary of Defense

OSI—Office of Special Investigations

OSHA—Occupational Safety and Health Administration

PAM—Privacy Act Monitor

PAO—Privacy Act Officer

PAS—Privacy Act Statement

PCM—Publications Change Manager

PD—Policy Directive

PDF—Portable Document File

PFM—Publications and Forms Manager

PI—Product Index

PL—Public Law

PM—Policy Memorandum

POC—Point of Contact

PRT—Publication Review Team

POA—Publication Organizational Account

RCS—Reports Control Symbol

RDS—Records Disposition Schedule

S—Secret—SAF—Secretariat Offices within the HAF (Headquarters of the Department of the Air Force)

SecAF—Secretary of the Air Force

SIPRNET—Secure Internet Protocol Router

SME—Subject Matter Expert

SORN—System of Records Notice

SPFCMAN—Space Force Command Manual

SPFI—Space Force Instruction

SPFMAN—Space Force Manual

SPFMD—Space Force Mission Directive

SPFPD—Space Force Policy Directive

SSN—Social Security Number

SSS—Staff Summary Sheet (AF Form 1768)

T&E—Test & Evaluation

TF—Total Force

TS—Top Secret

TTP—Tactics, Techniques, and Procedures

UCMJ—Uniform Code of Military Justice

URL—Uniform Resource Locator

US—United States

USAF—United States Air Force

USAFE—United States Air Forces in Europe

USC—United States Code

USSF—United States Space Force

VA—Visual Aid

WMS—Warehouse Management System

Office Symbols

AF/A1—Air Force Deputy Chief of Staff, Manpower and Personnel

AF/A2/6—Air Force Deputy Chief of Staff, Air Force Intelligence, Surveillance and Reconnaissance

AF/A3—Air Force Deputy Chief of Staff, Operations

AF/A4—Air Force Deputy Chief of Staff, Logistics, Engineering and Force Protection

AF/A5/7—Air Force Deputy Chief of Staff, Strategic Plans, Installations and Mission Support

AF/A8—Air Force Strategic Plans and Programs

AF/A10—Air Force Deputy Chief of Staff, Strategic Deterrence and Nuclear Integration

AF/DP—Air Force Director of Personnel

AF/DS—Air Force Director of Staff

AF/HC—Air Force Chief of Chaplains

AF/HO—Air Force History Office

AF/JA—The Office of The Judge Advocate General

AF/RE—Chief of Air Force Reserve

AF/SE—Air Force Chief of Safety

AF/SG—Air Force Surgeon General

AF/ST—Air Force Chief Scientist

AF/TE—Director of Test and Evaluation

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

AFRC/CCX—Air Force Reserve Command, Command Capability Center

ANGRC/CC—Air National Guard Readiness Center Commander

DC3—Defense Cyber Crimes Center

NGB/CF—Director, Air National Guard, acting as the 2ltr for the National Guard Bureau

OSI—Office of Special Investigations

SAF/AA—Secretary of the Air Force Administrative Assistant

SAF/AAI—Secretary of the Air Force Administrative Assistant, Information Management

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

SAF/AAIPL—AFDPO Logistics Branch

SAF/AAIPP—AFDPO Publishing Branch

SAF/AAIPR—AFDPO Publication Review Team

SAF/AAIPX—AFDPO Policy Management Branch

SAF/AAO—Air Force Administrative Assistant, Operations

SAF/AG—Air Force Auditor General

SAF/AQ—Assistant Secretary of the Air Force for Acquisition, Technology, and Logistics

SAF/CN—Air Force Chief Information Officer

SAF/CNZA—Department of the Air Force Office of Chief Information Officer Compliance Division (which has the Department of the Air Force Records Office)

SAF/CO—Air Force Chief Data Office

SAF/DS—Office of the Secretariat Director of Staff

SAF/FM—Assistant Secretary of the Air Force (Financial Management and Comptroller)

SAF/GC—The General Counsel of the Department of the Air Force

SAF/IA—Deputy Under Secretary of the Air Force, Internal Affairs

SAF/IE—Air Force, Installations, Environment and Energy

SAF/IG—Secretary of the Air Force Inspector General

SAF/IGI—Secretary of the Air Force Inspector General, Inspections

SAF/IGQ—Secretary of the Air Force Inspector General, Complaints Resolution

SAF/IGS—Secretary of the Air Force Inspector General, Senior Official Inquiries

SAF/IGX—Secretary of the Air Force Inspector General, Special Investigations

SAF/GC—Air Force General Counsel

SAF/LL—Air Force Legislative Liaison

SAF/MG—Deputy Under Secretary of the Air Force, Management

SAF/MR—Assistant Secretary of the Air Force, Manpower and Reserve Affairs

SAF/PA—Air Force Public Affairs

SAF/SA—Director, Studies & Analysis

SAF/SB—Air Force Small Business

SAF/SQ—The Office of the Assistant Secretary of the Air Force for Space Acquisition and Integration

SF/CHCO—Space Force Deputy Chief of Staff for Personnel, also known as Chief Human Capital Officer

SF/COO—Space Force Deputy Chief of Staff for Operations, Cyber and Nuclear, also known as Chief Operations Officer

SF/CSRO—Space Force Deputy Chief of Staff for Strategy, Plans, Program, and Requirements, also known as Chief Strategy and Resourcing Officer

SF/CTIO—Space Force Deputy Chief of Staff for Technology and Innovation, also known as Chief Technology and Innovation Officer

SF/DS—Space Force Director of Staff

SF/S1—Space Force Deputy Chief of Space Operations for Personnel

SF/S2—Space Force Deputy Chief of Space Operations for Intelligence

TF-HRM—Total Force Human Resource Management

Terms

Accountable Forms—Forms that the Department of the Air Force stringently controls and which cannot be released to unauthorized personnel since the misuse of accountable forms could jeopardize DoD security or could result in fraudulent financial gain or claims against the government. The unit receiving a request for accountable forms will inform the requester of this guidance.

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.)

Administrative Comments—Comments made during the coordination process to address typographical, grammatical, and formatting errors.

Adopted Form—A form that is used in or required by a publication other than the publication that prescribes the form.

Air Force Information Management Publishing Tool (AFIMPT)—Documents ready for publishing (except for ANG wings) are submitted to AFIMPT to deliver products to AFDPO for review and publishing to the e-Publishing website. AFIMPT also contains editable templates of publications. AFIMPT may be accessed at **https://wmsweb.afncr.af.mil/afimpt/**.

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.

Authentication—Required element to verify approval of the publication; the approving official applies his/her signature block to authenticate the publication. The signature block at the end of the core content of a publication includes the official's name, rank and title (not signature) and serves to identify the approving official for that publication.

Camera-Ready—A term used to identify that a document is fully formatted and ready for printing or posting. I.e., the document is formatted by the OPR to look like an AFDPO formatted publication. (Use this publication as a template).

Certifying Official—The official who certifies the need for the publication within the numbered publication subject series. This official also certifies the publication's consistency with departmental policy and with the assigned responsibilities in antecedent PD and/or implemented HHQ publication.

Compliance Statement—A compliance statement is a clear and definite expression by an organization, in writing, confirming the 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. **Note:** "Shall" is no longer favored as compliance language. See **Table 1.1**, item 5.

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

Corrective Action—Correction of a processing or administrative type error to a posted form or publication. This action does not require a DAF Form 673 and is performed by the PFM.

Critical Comment—A comment made during the coordination process that addresses area(s) of such major deficiency as to preclude final approval. Critical comments result in a "nonconcur" and must be resolved by the OPR prior to publication.

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

Delta—A USSF level of command between FLDCOMs and squadrons. There are three types of deltas. Space deltas are solely mission deltas whereas space base deltas and space launch deltas are installation deltas.

Department of the Air Force (DAF)—One of three military departments in the DoD organized under the Secretary of the Air Force. It operates under the authority, direction, and control of the Secretary of Defense. The Department is composed of air, space, and cyberspace forces, both combat and support, not otherwise assigned. The Department's Military Services are the U.S. Air Force (USAF) and U.S. Space Force (USSF). With regard to publications and forms control numbers, "DAF" is used to reflect applicability to both the USAF and USSF at all levels, e.g., DAFI 90-160 or DAF Form 673.

Departmental Publication or Form—Publication or form that is issued at the HAF level—the highest level in the DAF (USAF/USSF). It is usually applicable department- and/or service-wide.

Directive Publications—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." See **Table A11.1** for detailed descriptions of all directive publications.

DLA Document Services—A "Fee-for-Service" organization that provides document automation products, bulk printing, and distribution services.

DoD Issuance—One of the following four types of issuances published by the Department of Defense Executive Services Directorate: DoDD, DoDI, DoDM, and DoD publication.

eBook—A digital version of a printed book that can be read on electronic devices such as e-readers, tablets, smartphones, or computers. It typically contains the same content as a printed book, including text, images, and sometimes even multimedia elements like audio or video.

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**).

Establishment—An organizational entity consisting of a headquarters unit and its subordinate units. The name of the establishment is in the name of the headquarters unit. For example, Air Mobility Command (AMC) is an establishment; HQ AMC is its headquarters. Subordinate units are assigned to the establishment and not to the headquarters unit. A group with subordinate squadrons is generally the lowest-level establishment. Lower-level establishments are assigned to higher-level ones; for example: groups to wings, wings to numbered Air Forces (NAFs), NAFs to MAJCOMs, MAJCOMs to HAF. This arrangement (units reporting to establishments, subordinate establishments to superior ones) sets up the chain of command, through which all control and accountability flow. Source: AFI 38-101.

Expired Publication or Form—A publication or form that is no longer effective; or whose expiration date (such as a GM or AFPM) has elapsed; or is obsolete and is removed from circulation.

Field—Organizational entity below the HAF level. Examples include: FOA, DRU, NAF, wing, delta, 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 Office of the Chief of Space Operations (Space Staff), which is part of the Headquarters of the Department of the Air Force. All USSF field commands report to the CSO.

Field Publication or 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 in which a predetermined set of data fields have been established and defined to meet a definitive DAF/USAF/USSF purpose or objective.

Functional Publications Library—A unit or staff office library that contains only publications needed for the mission in a specific functional area.

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

Headquarters of the Department of the Air Force (HAF)—The HAF is the executive part of the Department of the Air Force, consisting of the Office of the Secretary of the Air Force (known as the Secretariat), the Air Staff, and the Office of the Chief of Space Operations (known as the Space Staff).

HAF Publication—Publication or form that is applicable to only the HAF staff.

Implementing Publication—A publication that creates processes and sets standards to accomplish a goal, often by adding organization-specific material to a publication issued by a higher headquarters.

Index—The procedure where a DoD component responsible for conducting criminal investigations submits identifying information concerning subjects, victims, or incidentals of investigations to the FBI for inclusion in the FBI's criminal index/database of records.

Information Management Tool (IMT)—See Form. Previously, IMTs and forms were used synonymously; the IMT designator is being phased out to simplify publishing terms. The IMT designator may continue to appear until all publications and forms bearing that reference are updated.

Inherited AFR Unit—An AFR unit that reports to a different AFR unit due to the mission but is not technically a part of that unit's organization.

Joint Base or Installation—A US military base or installation utilized by multiple military services. One service hosts one or more other services as tenants on the base or installation. In most cases, joint bases and installations have interservice support agreements to govern how the host provides services to the tenants.

Lead Agent—The organization that controls or directs the course of a task, event, or process.

Major Command (MAJCOM)—A major subdivision of the USAF that is assigned a key part of the USAF mission. A MAJCOM is directly subordinate to Headquarters of the Department of the Air Force. All USAF major commands report to the Chief of Staff of the Air Force (CSAF).

Metadata—A collection of information about a product that is loaded on the e-Publishing website.

Mirror-Like Image—A replica of an official image created by computer software that is the best exactness of the official image that the software allows. Some variants may be fonts, margins, and size of entry field.

New Publication—A publication never before issued in a given category.

Non-Directive Publications—Non-directive publications are 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. See **Table A11.2** for detailed information pertaining to all non-directive publication types.

Obsolete Publication or Form—A publication or form becomes obsolete when rescinded, superseded or expired.

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

On-Line Ordering—DAF's one-stop shopping mall for all publications, forms, and other physical products that are ordered electronically via the e-Publishing website.

Owned—A publication is owned by the OPR.

Point of Contact (POC)—Formerly, the individual designated by the OPR to meet all OPR responsibilities, now called the Action Officer (AO). POC and AO (formerly OPR) are often used interchangeably, but the head of the office of primary responsibility retains ultimate responsibility.

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

Prescribed Form—A form designed to support the implementation of requirements in a directive publication. Use and purpose of a prescribed form must be contained in the publication it supports (also known as the prescribing publication).

Product Announcement—An electronically-generated message from AFDPO used to inform users of product changes in the DAF e-Publishing Program.

Product Index (formerly Master Catalog)—A comprehensive central database index of all DAF/USAF/USSF publishing products.

Product Number (Publication or Form)—Identification string that includes the applicability level of the product, product type, subject series (Pubs only), and control number. For example, DAFI 90-160 is applicable departmentally (DAF), type is an instruction (I), subject series is Special Management (90), and has been assigned control number 160. DAF Form 673 is applicable departmentally (DAF) type is a form (Form), and has the control number 673.

Product Title (Publication or Form)—Identifies the title of the publication or form.

Product Type—Term used to identify the level the product (publication or form) is issued and an abbreviated product name. For example, "DAFI" identifies a product issued at the departmental level (DAF) and the product is an instruction (I); "ACCI" identifies a product issued at the MAJCOM ACC level (ACC) and the product is an instruction (I); "AETCSUP" identifies a product issued at the MAJCOM Air Education and Training Command level (AETC) and the product is a supplement (SUP); AF Form" identifies a product issued at the departmental level (AF) and the product is a form (Form).

Program Manager—The individual responsible for the control, direction, or coordination of a group of things, tasks, or processes to be followed.

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 Change Manager (PCM)—One who serves as the organization's focal point for all content and mission-related publication change issues.

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

Publishing Process—The publishing process includes developing, formatting, posting and storing electronic products; printing procurement for multi-color and unique physical products; the design of DAF/USAF/USSF approved forms; and processing, storing, and disseminating physical products.

Publishing Product—The collective name given to publications and forms.

Punitive Language—Language in publications enforceable under Article 92(1) or 92(2) of the UCMJ. Article 92 has three subsections. Article 92(1) addresses a violation of, or failure to obey, any lawful general order or regulation. Article 92(2) addresses certain other lawful orders of which the individual accused has actual knowledge. Article 92(3) punishes failure to obey an order or regulation. The publication must clarify those sections that are punitive, and clearly identify all requirements for compliance. Civilian personnel who violate punitive publications may also be subject to disciplinary action.

Punitive Publication—A publication is punitive when it contains a punitive language statement in the opening paragraph or when it contains provisions that are otherwise punishable under the UCMJ. (See **paragraph 4.5.5.6**.)

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 (RDS)—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. The set of all DAF records disposition schedules legally approved by the National Archives and Records Administration (NARA) is known as the DAF Records Disposition Schedule (RDS). The DAF RDS is maintained in the Air Force Records Information Management System (AFRIMS).

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 filed and maintained. The files are maintained in a directory structure that is arranged by publishing organization.

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 Assessment—The process of detecting hazards and their causes, and systematically assessing the associated risks.

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

Safeguarded Forms—These forms are not releasable outside DoD because they could be put to unauthorized or fraudulent use. Safeguarded forms are maintained in a locked storage facility and issued only to authorized requestors.

Senior Coordinator, USAF/USSF—The head of the respective service HAF 2ltr or L2 organization (the principal) providing coordination on a DAF policy publication on behalf of the service.

Service Provider—The organization that furnishes, supplies, or equips an activity or commodity required by a consumer.

Sister Service—Refers to the two services under the DAF. USAF is the sister service to USSF, and USSF is the sister service to USAF.

Standards—Established norms; criteria described in a desired end result.

Substantive Comments—Comments made during the coordination process that address possibly unnecessary, incorrect, misleading, confusing, or inconsistent portions of the publication or form.

Supported Component—In a joint base or installation environment, a supported component is any unit belonging to a military service other than the service of the supporting component.

Supporting Component—In a joint base or installation environment, the supporting component is the military unit with overall primary responsibility for the operation of the base or installation.

Tactics, Techniques, and Procedures (TTPs)—TTPs are departmental-level publications subordinate to basic and operational doctrine, reviewed by LeMay Center, require coordination as outlined in **Table A11.2**, are listed in the PI, and posted on the e-Publishing website.

Title 32 Status—The status of ANG members who are activated under Title 32 USC for state duty under state command, as opposed to ANG members who are in Title 10 status—activated under Title 10 USC for federal duty under the command of the US military.

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

Attachment 2

DEPARTMENT OF THE AIR FORCE SPECIALTY CODE-RELATED SERIES NUMBER, TITLE, CERTIFIER AND DESCRIPTION

Table A2.1. Numbered Series.

Series Number and Title	Certifier	Description
1—Air and Space Force Culture	CSAF or CSO	Publications in this series highlight DAF culture and establish DAF policy and guidance concerning the professionalism and standards expected of all Airmen and Guardians. This series is reserved for the SecAF, the Chief of Staff of the Air Force and the CSO use only.
10—Operations	Open	Publications in this series provide policy and procedures on operations, and include these subjects:

Cross-functional programs governing operational readiness and security; operations and mobilization planning; basing actions; capability requirements; space; support to civil authorities; civilian and foreign use of AF airfields; information operations; antiterrorism; emergency management and/or contingency planning actions and programs; chemical, biological, radiological, nuclear, and high-yield explosives programs; electronic warfare; mission directives; operational reporting; and Air Reserve component forces. Functional-specific guidance with an existing series should develop guidance within that series if it does not task or affect other functional communities. |
| 11—Flying Operations | AF/A3 | This series provides policy and guidance for flying hour programs, aircraft rules and procedures, life support, and aviation service. It contains lead and mission design series-specific publications for training, standardization and evaluation, and general flight rules; and includes weather for aircrews, participation in aerial events and demonstrations, instrument procedures, aeronautical ratings and badges, and parachute operations. |

Series Number and Title	Certifier	Description
13—Nuclear, Space, Missile, or Command and Control Operations	AF/A3, AF/A10, SF/COO or SAF/SQ	These publications provide policies and procedures for nuclear operations, missile operations, space operations, theater air control systems, and airfield and airspace operations. Subject areas include: Nuclear operations include activities related to the operation and/or deployment of nuclear weapons or nuclear weapons systems. It contains lead and nuclear mission set-specific publications for training, certification, and general operations rules and procedures. Missile operations include activities related to the operation and/or launch of intercontinental ballistic missiles. It contains publications for training, standardization and evaluation, and general operations rules and procedures. Space operations encompasses operating and managing systems involved in space surveillance, space lift, ballistic space warning, and satellite command and control. Deployable and non-deployable ground-based radar and non-radar equipped theater air control systems elements. Management of air traffic control facilities, airfield management, special use airspace, and weapons training ranges. Responsibilities for tactical air control parties and forward air controllers, air and space operations centers, air support operations centers, air control squadrons, anti-hijacking procedures, overdue aircraft, and base-level aviation support services.

Series Number and Title	Certifier	Description
14—Intelligence	AF/A2 or SF/S2	This series provides policies and procedures on the intelligence, surveillance and reconnaissance (ISR) activities and includes these subject areas. Intelligence oversight; management and administration of sensitive compartmented information security; acquisition of weapons and systems and national security systems, information architecture including networks across all domains (terrestrial, airborne and space); intelligence support to force protection; the National Intelligence Program and the Military Intelligence Program; international intelligence engagements; allocation, control or use of ISR manpower resources; manned and remotely operated ISR collection platforms across all domains of the Battlespace; ISR for and from space and cyberspace; ISR processing, exploitation and dissemination resources; intelligence support to targeting.
15—Weather	AF/A3	This series provides policies and procedures on atmospheric and space environmental support provided to USAF, USSF, United States Army, national programs, the reserve and guard activities of the USAF and United States Army, unified and specified commands, and other military and government agencies. Subject areas include: Ground and upper air weather observations, analyses, and forecasts. Weather radar observations, meteorological techniques, and climatology. Weather modification. Solar, ionospheric, and geomagnetic observations, analyses, and forecasts. **Note:** Publications addressing weather specifically for aircrews go in the 11 series.

16—Operations Support	Open	This series provides policy and procedural guidance on various operations support issues. Subject areas include:
		International Affairs--Politico-military and security assistance. Addresses the following:
		Politico-military affairs.
		Security assistance management.
		Joint security assistance training.
		Technology and information transfer. Disclosure policy and related activities.
		Attaché affairs.
		Officer exchange programs.
		Professional military education and United States Air Force Academy positions offered to foreign countries.
		Programming. Addresses such subjects as:
		Priority assignments for material resources.
		Program management and movement of USAF units.
		Aerospace vehicles.
		Worldwide programming, assignment, transfer, distribution, accounting, and termination.
		Special access programs. Addresses security administration of special access programs.
		Arms control. Explains how to implement and comply with arms control agreements.
		Information protection programs (transitioning from 31-series).
		Classifying, declassifying, and safeguarding classified information.

Series Number and Title	Certifier	Description
		Personnel security investigations, clearances, and program requirements. Industrial security. Modeling and simulation management.
17—Cyberspace Operations	AF/A2/6, SAF/CN, AF/A3 or SF/COO	This series provides policies and procedures governing DAF cyberspace security and cyberspace operations and in support of combatant commanders and to execute, enhance, and support service core missions.
20—Logistics	AF/A4 or SAF/AQ	This series provides policies and procedures on supply, transportation, maintenance, and logistics plans organizations. Subject areas include: Provide baseline for logisticians at all subordinate echelons. Identify crucial logistics goals and develop roadmaps to achieve them. Link the planning and programming efforts necessary to address the logistics support issues and advocates for them through the biennial planning, programming, budgeting, and execution. Outline vision for improving support. **Note:** Publications on logistical policies and planning criteria, for specific subjects such as transportation, supply, and maintenance should go in the series covering that subject.

Series Number and Title	Certifier	Description
21—Maintenance	AF/A4, SAF/CN or SAF/AQ	This series provides policies and procedures on aircraft maintenance, avionics, munitions activities, and space maintenance. Subject areas include: Supervisory and technical responsibilities for nuclear, explosive, toxic, chemical-biological, and incendiary devices. Munitions, including bombs, warheads, mines, guided missiles and rockets, reentry vehicles, solid propellants, and ammunition. Training in aerial bombing, gunnery, rocketry, and missilery. Advising on installations defense, disaster preparedness, and tactical employment of aerospace munitions.
23—Materiel Management	AF/A4 or SAF/AQ	Publications in this series provide policy and procedures on supply operations. Subject areas include: Requisitioning and issuing supplies and fuels. Managing the inventory, to include fuels. Accounting for property. Controlling stock. Redistributing or disposing of personal property the USAF no longer needs. This includes excess local equipment and excess Security Assistance Program equipment and supplies returned to the USAF for sale.

Series Number and Title	Certifier	Description
24—Transportation	AF/A4	Transportation publications provide policy and procedures on all aspects of USAF transportation. Subject areas include: Transportation facilities. Motor vehicle management activities. Packing, crating, and marking of freight to meet shipping requirements. Movement and/or receiving of materiel, personnel, and personal property. Spending transportation funds. Use of transportation equipment. Evaluation and analysis of transportation systems. Use of modern documentation and data automation techniques. Movements by air and surface military and commercial carriers. In-transit losses. Shortages and damage to materiel and personal property. Transportation accidents. Logistic phasing. Contractual transportation. Responsibilities for motor vehicles.

Series Number and Title	Certifier	Description
25—Logistics Staff	AF/A4 or SAF/AQ	These publications provide all aspects of logistics planning in support of combat and contingency operations, including policies and procedures on: Ensuring consistency among DAF, joint staff, and DoD planning documents for the various logistics disciplines such as: Aircraft and munitions maintenance. Space logistics. Supply. Transportation. Communication-electronic equipment. Maintenance. Fuels and energy management. Management responsibility for the Defense Regional Interservice Support program. Functional management for the 251X0/25XX career field. Oversight of international logistics matters (such as defense planning questionnaire, and war reserve stocks of allies) pertaining to the North Atlantic Treaty Organization (NATO), the middle east, southwest Asia, and the western hemisphere. **Note:** Publications cover logistical policies and planning criteria for specific subjects as transportation, supply, and maintenance, should go in the series covering the subject.

Series Number and Title	Certifier	Description
31—Security	AF/A4	These publications provide policy and procedures on the force protection of USAF warfighting resources. Subject areas include: Multi-disciplined force protection. Nuclear and non-nuclear security. Security Forces activities: integrated defense. Security Forces activities: combat arms. Security Forces activities: law and order, traffic administration, cooperation with civilian law enforcement. Anti-terrorism. Crime prevention. Resources protection: arms, ammunition, and explosives. Confinement and corrections. Military working dog program. Enemy prisoners of war and detainees. Carrying of firearms and use of non-lethal and deadly force.

Series Number and Title	Certifier	Description
32—Civil Engineering	AF/A4 or SAF/IE	These publications provide policy and procedures on all aspects of DAF civil engineering, including management of real property assets. Subjects include: Contracting, design, construction, repair, and renovation. Acquisition and transfer. Management and maintenance. Fire protection management. Management of explosive ordnance disposal program. Management of readiness and emergency management activities. Government-owned, leased or privatized housing used by the DAF. Implementation of national policy goals for environmental restoration, compliance, pollution prevention, planning, and cultural and natural resource protection.
33—Communications and Information (Transitioning to 17-Series)	SAF/CN	These publications provide policy and procedures on all aspects of communications and information management, including command, control, communications, and computer systems that the Joint Chiefs of Staff and the DAF use to support DoD goals, managing information as a DoD asset from its creation through its disposition.

Series Number and Title	Certifier	Description
34—Services	SAF/MR	This series provides policy and procedures on Services programs and activities that govern: Child development and youth programs. Appropriated fund food service activities. Sports, fitness, and recreation. Library and entertainment programs. Lodging operations. Clubs, bowling centers, and golf courses. Control of alcoholic beverages. Outdoor recreation programs. Skills development programs. Aero club operations. Slot machine and other revenue generating activities. Mortuary affairs programs (including military honors). The Services civilian personnel program for nonappropriated fund personnel: Use of nonappropriated funds to support morale, welfare, recreation and services programs under the purview of the Air Force Services Center. General DAF Services programs such as patron eligibility, safety, customer affairs, commercial sponsorship, nonappropriated funds facility programming, marketing, publicity, private organization management, and vending programs for the blind on DAF property.
35—Public Affairs	SAF/PA	This series provides policy and procedures on public affairs programs by the USAF and USSF at all levels, and includes: Public affairs management; communication programs to enhance internal and public understanding and support of the USAF and USSF mission.

Series Number and Title	Certifier	Description
36—Personnel	SAF/MR	This series provides policy and procedures on all aspects of civilian and military human capital management (including procuring, promoting, training, and funding). It also covers policy on the Civil Air Patrol and the following topics: Staffing and internal placement. Labor relations. Equal employment opportunity. Discrimination complaints. Merit promotion. Leave, health benefits, and retirements. Accessions. Use and classification. Training and education. Promotion and evaluation. Retirements and separations.
38—Manpower and Organization	SAF/MR	This series provides policy and procedures on all aspects of staffing, and includes subjects such as: Programming USAF/USSF manpower. Determining manpower requirements. Organization and naming units. Determining work force mix. Determining inherently governmental or commercial activity. Productivity.

Series Number and Title	Certifier	Description
40—Medical Command	AF/SG or SAF/MR	This series provides policy and procedures on all aspects of health and well-being among DAF personnel. Subjects include: Fitness standards, nutritional allowances, and education. Family advocacy program. Health promotions. Smoking and alcohol rehabilitation programs. Use of animals and human subjects in research and development. Clinical investigations. Control of radioactive materials.

Series Number and Title	Certifier	Description
41—Health Services	AF/SG	Publications in this series provide policy and procedures on medical support services. Subjects include: Moving patients by air. Handling patients at casualty staging, patient in-transit, and military treatment facilities. Caring of patients aboard aircraft. Operating military treatment facilities, including medical centers, hospitals, and clinics. Caring for eligible personnel. Identifying beneficiaries. Working with other services or agencies. Furthering medical training and education. Managing and operating the nutritional medicine service. Managing supplies and logistics systems that are specific to medical operations and for which medical service personnel are responsible. Publications treating logistics functions that are not exclusively medical should go in the series covering the specific subject (e.g., supply logistics goes in series 23; civil engineering logistics goes in series 32).

Series Number and Title	Certifier	Description
44—Medical	AF/SG	This series provides policy and procedures on medical professional services. Subjects include: Providing patient care in specialized fields (such as psychiatry and neurology, cardiology, gastroenterology, pediatrics, dermatology, and physical medicine). Performing, developing, and interpreting x-ray, fluoroscopic, and related examinations or treatments. Operating a medical laboratory service. Managing clinical dietetics (including setting standards of nutritional care and educating patients on dietary restrictions). Managing the education and research functions of the nutritional medicine service. Reviewing care of beneficiaries. Conducting research.
46—Nursing	AF/SG	This series provides policy and procedures on all aspects of nursing services and programs. Subjects include: Administrating nursing services. Using nursing staff. Setting standards for nursing practice. Providing and evaluating nursing care in all patient care settings. Establishing criteria for training and education programs for nursing service personnel and for selecting applicants. Educating patients. Managing research activities associated with nursing care and nursing personnel.

Series Number and Title	Certifier	Description
47—Dental	AF/SG	This series provides policy and procedures on dental services and programs. Subjects include: Administration of dental clinics and dental prosthetic laboratories. Dental investigation service. Prevention of dental diseases.
48—Aerospace Medicine	AF/SG	This series provides policy and procedures on all aspects of aerospace medicine. Subjects include: Medical investigations of aircraft accidents. Aircrew and aerospace effectiveness programs (including aeromedical testing, training, and indoctrinating rated and flying personnel). Activities of the School of Aerospace Medicine. Hygiene and sanitation. Occupational health and hazards. Control of communicable diseases. Sanitary control of food and water.

Series Number and Title	Certifier	Description
51—Law	AF/JA or SAF/GC	Publications in this series provide policy and procedures on various legal subjects impacting the DAF: Acquisition. Gifts to the DAF and individual DAF members. Office of Special Counsel matters. Political activities. Intellectual property. Procurement fraud and remedies. Military justice. Civil litigation. Compliance with the law of war. Military legal affairs. Civil law for organizations and individuals. International law. Delivery of personnel to US civilian authorities for trial.
52—Chaplain	AF/HC	This series provides policy and procedures on the Chaplain Corps, and includes these subjects: Authority, mission, organization, and readiness capability. Religious programs (including religious services, rites, and education). Facilities, funds, and materiel. Professional records and reports of Chaplain Corps activities.

Series Number and Title	Certifier	Description
60—Standardization	SAF/AQ	This series provides policy and procedures for achieving capabilities, efficiencies, and economics in DAF and defense operations through materiel standardization. Subjects include: Use of standardization documents in acquisition and sustainment. Development, adoption, and maintenance of standardization documents. Government and non-government, international commercial, and international military materiel standardization documents and organizations.
61—Scientific, Research, and Development	SAF/AQ	Publications in this series provide policy and procedures on all programs collectively termed the science and technology program. Subjects include: Management of research, development, and advanced technology. Management of DAF (USAF/USSF) laboratories. Small business innovation research and small business technology transfer program.
62—Developmental Engineering	SAF/AQ	This series provides policy and procedures on specific aspects of developmental engineering and on engineering programs to improve end items to include airworthiness.

Series Number and Title	Certifier	Description
63—Acquisition	SAF/AQ	This series provides policy and procedures on all aspects of the DAF implementation of Defense Acquisition System, including these subjects: Initiating, assigning, and managing acquisition programs. Modifying existing systems. Providing integrated functional support throughout the life cycle of systems including engineering, intelligence, test, and logistics. Acquiring services. Planning and activating depot source of repair. Managing systems throughout the life cycle.
64—Contracting	SAF/AQ	This series provides policy and procedures governing the contracting for supplies and services the DAF needs to accomplish its mission. Include policies to ensure that the DAF contracting system meets customer needs, obtains reasonable prices, and meets all statutory and outside regulatory requirements. Exclude policies that must be published in a supplement to the Federal Acquisition Regulation (FAR). For guidance on contracting regulations, see FAR Subpart 1.3 and Defense Federal Acquisition Regulation Subpart 201.3.
65—Financial Management	SAF/FM	This series provides policy and procedures on all aspects of financial management, including these subjects: Accounting and finance. Budget, cost, and economic analysis. Internal controls. Auditing, and audit follow-up.

Series Number and Title	Certifier	Description
71—Special Investigations	SAF/IG	This series provides policy and procedures on all aspects of the Air Force Office of Special Investigations, including criminal investigations, counterintelligence, and special investigative service.
84—History	AF/HO	This series provides policy and procedures on the handling of historical information. Includes these subjects: Collecting, preserving, organizing, retrieving, interpreting, and using historical information. Providing research and reference services for commanders and directors (or equivalents), staff, and others. Collecting and preserving historical data during peacetime, wartime, contingency operations, and readiness exercises. Researching and writing of special studies, monographs, books, and periodic histories with supporting documentation. Conducting oral history interviews. Managing micrographic and computerized data retrieval systems. Managing permanent historical repositories and archives. Acquiring, managing, and caring for all DAF historical property, museums and heritage activities.

Series Number and Title	Certifier	Description
90—Special Management	Open	This series provides policy and procedure on subjects that do not more appropriately fall under one of the other AFSC-based functional series. Subjects include, but are not limited to: Organizational strategic planning. Policy formulation. Risk management. Performance measurement. The Inspector General. Liaison with the congress. Small business programs. Studies and analysis. Lessons learned.

Series Number and Title	Certifier	Description
91—Safety	AF/SE	This series provides guidance across all safety disciplines, including flight, occupational, weapon, and human factors and includes these subjects: Monitoring, analyzing, and evaluating all phases of nuclear weapon design, operations, maintenance, modifications, and logistical movements. Preventing nuclear accidents or incidents. Overseeing ground-based nuclear reactor systems. Reviewing procedures for nuclear power systems and the space or missile use of radioactive sources. Setting safety rules for all operations with nuclear weapons and nuclear weapon systems. Identifying and eliminating hazardous practices and conditions. Investigating and reporting mishaps. Creating reporting forms and procedures. Analyzing and evaluating mishap reports. Recommending measures to prevent mishaps. Providing safety education. Maintaining records of statistical mishap prevention data. Ensuring aviation, weapon/explosive, occupational, and human factors safety.

Series Number and Title	Certifier	Description
99—Test and Evaluation	AF/TE	This series provides policy and procedures on test and evaluation (T&E) for the Department of the Air Force. Subjects include: Planning, conducting, and reporting all types of T&E. Managing T&E (including handling resources and investment in the T&E infrastructure). Coordinating T&E with research and development. Supporting the acquisition process. Testing MAJCOM and FLDCOM requirements definition. Description of T&E roles & responsibilities for MAJCOMs, FLDCOMs, DRUs, and FOAs.
Note: "Open" identifies a series for which no set owner of the numbered series is identified.		

Attachment 3

FORMAL COORDINATION

A3.1. Publications Formal Coordination. Commanders and directors (or equivalents), through their PCMs (at HAF), are responsible for determining the appropriate offices and organizations from which coordination should be obtained for a draft publication or form, prior to certification and/or approval. **Table A3.1** and **Table A3.2** should be used as a starting point in determining coordination. **Table A3.2** is not all-inclusive, but provides recommended coordinating offices for the subject areas and conditions identified in Column C. Publications should be coordinated with all offices and units having functional interest, technical expertise, oversight responsibilities, and statutory and regulatory review requirements, even if they do not appear in the table. OPRs give the offices listed at Items 1-10 an opportunity to review and provide coordination. Base, wing, and delta level units coordinate with local offices.

A3.2. Forms Formal Coordination. Ideally, forms should be packaged with the prescribing publication and coordinated at the same time. List the prescribed forms on the same DAF Form 673 as the prescribing publication and provide narrative that identifies the form changes in the SSS. If the form is being changed out of cycle with the prescribing publication, use **Table A3.1** and **Table A3.2** to determine the appropriate offices for coordination. SAF/CN (command and field equivalents – Item 3 in **Table A3.1**) is the only required coordinator for forms; however, OPRs should consider coordinating with offices listed in **Table A3.1** and **Table A3.2** and any office making approved use of the form in an information system.

A3.3. Coordinators' Addresses. AFDPO maintains a list of current e-mail addresses for coordinating offices at **https://usaf.dps.mil/teams/dafi33-360/lists/coordinators/allitems.aspx**.

Table A3.1. Mandatory Formal Coordinators.

Item #	Must Coordinate Departmental Pubs and Forms with:	Must Coordinate Command or Field Pubs and Forms with:	To review the publication or form for:
1	AF/JA (Pubs only)	Servicing legal office	Legal implications
2	SAF/GC (PDs and HAFMDs)	N/A (HAF level publications)	Legal implications
3	SAF/CN	Local A6, Chief Information Officer, Comm Squadron, records management, privacy official	DoD and statutory communications and information management requirements, including FOIA (DoDM5400.07_AFMAN 33-302), Privacy Act (AFI 33-332), Federal Register (AFI 33-320), records management (AFI 33-322), and information collection requirements (AFI 33-324) (See Note 2)

Item #	Must Coordinate Departmental Pubs and Forms with:	Must Coordinate Command or Field Pubs and Forms with:	To review the publication or form for:
4	AF/RE (Pubs Only)	Commands-AFRC; below commands-local reserve unit (if assigned)	Applicability to the AF Reserve
5	NGB/CF (Pubs Only)	Commands-ANGRC; below commands- local ANG unit (if assigned)	Applicability to ANG and/or NGB
6	SAF/AA

(Only mandatory for Policy Directives (PDs). Will receive AFDPO coordination at the same time) | *N/A | Consistency with existing DAF policy and HAFMDs for all PDs, supplements to DoD issuances, and PMs only.

Not for guidance publications (e.g., instructions, manuals.)

SAF/AA may direct additional coordination as appropriate. |
| 7 | AFDPO (Pubs only) (Task directly to AFDPO unless the publication is a PD—then task to SAF/AA) | *N/A | Compliance with guidance within this publication on policy directives, instructions and manuals, including supplements to DoD issuances. |
| 8 | SAF/MR (Only mandatory for 34-, 36- and 38-series Human Resource Management (HRM) publications.) | *N/A | Policy and guidance for: military and civilian personnel; United States Air Force Academy; medical readiness and health care programs and benefits; family readiness and support; quality of life, services and MWR; manpower management programs and techniques; equal opportunity and diversity integration; sexual assault prevention and response; reserve component affairs; or mobilization planning contingency and crisis management
Manpower and organization programs; allocates or controls manpower resources; or evaluates manpower use |

Item #	Must Coordinate Departmental Pubs and Forms with:	Must Coordinate Command or Field Pubs and Forms with:	To review the publication or form for:
			Medical services for military and civilians Civilian or military personnel programs or social action programs (such as equal opportunity) Safety programs, to include flight, weapons, system safety; the Air Force Occupational and Environmental Safety, Fire Protection, and Health Standards (AFOSH); or Occupation Health and Safety Administration (OSHA) standards Training and education programs, to include educational research, evaluation, curriculum development and review Applicability to CAP units or members Morale, welfare, recreation, and services
9	DAF Sister Service (Pubs only)	N/A*	Applicability to, or exclusion from, the sister service (USSF or USAF)
10	Sister Service Senior Coordinator (DAFPDs only)	N/A	Only required for policy publications (PDs, PMs and supplements to DoD Directives) For publications having a USAF OPR, the sister service senior coordinator will be from the USSF For publications having a USSF OPR, the sister service senior coordinator will be from the USAF

*Note 1: "N/A" indicates that this type of publication would not be issued at the lower level.

Note 2: The AO ensures the unit privacy monitor reviews the publication prior to releasing for formal coordination

Table A3.2. Discretionary Formal Coordinators.

	Consider Coordinating Departmental Pubs and Forms with:	Consider Coordinating Command or Field Pubs and Forms with local:	If the publication or form:
1	AF/A1 or SF/S1	Manpower and personnel	Affects manpower and organization programs; allocates or controls manpower resources; or evaluates manpower use Manages, provides, or otherwise affects medical services for military and civilians

	Consider Coordinating Departmental Pubs and Forms with:	Consider Coordinating Command or Field Pubs and Forms with local:	If the publication or form:
			Manages civilian or military personnel programs or manages social action programs (such as equal opportunity) Manages or otherwise affects training and education programs, to include educational research, evaluation, curriculum development and review Impacts or otherwise applies to morale, welfare, recreation, and services Has manpower, personnel, and/or labor implications (requires negotiations and/or bargaining with the union) Impacts Services programs designed to deliver capabilities to both space base deltas and deployed units Impacts nonappropriated funded Services programs Impacts postal service guidance Impacts or otherwise applies to additional duties
2	AF/A2/6	Intel	Concerns plans, design, development, testing, acquisition maintenance, and disposal of weapon systems, automated information systems, software equipment, facilities, or services Develops or analyzes strategic, defensive, and tactical operations, to include operational readiness, planning, standardization, system development, evaluation, training, or command and control Impacts security programs, including safeguarding classified information, handling classified information, classification and declassification, personnel security, integrated defense, installation security, weapons system security, or security forces matters Affects or impacts intelligence, surveillance and reconnaissance (ISR) policies or procedures
3	AF/A3	Operations	Involves or affects aircrew members, as defined in AFPD 11-4, *Aviation Service* Develops or analyzes strategic, defensive, and tactical operations, to include operational readiness,

	Consider Coordinating Departmental Pubs and Forms with:	**Consider Coordinating Command or Field Pubs and Forms with local:**	**If the publication or form:**
			planning, standardization, system development, evaluation, training, or command and control Affects or involves international affairs related to training issues, including disclosure of information to foreign governments Manages or otherwise affects aircrew flying training and/or aircrew education Affects or impacts counter-chemical, biological, radiological, nuclear (CBRN), countering weapons of mass destruction, or CBRN survivability policies and procedures
4	AF/A4	Logistics, Engineering and Force Protection	Concerns plans, design, development, testing, acquisition, maintenance, logistics support, sustainment, and disposal of weapon systems, automated information systems, software equipment, facilities, or services Concerns managing real estate, facilities, and civil engineering or public works programs; provides facility services Concerns strategic munitions, including bombs, warheads, guided missiles and rockets, reentry vehicles and solid propellants Manages safety programs, to include flight, weapons, systems safety; the Air Force Occupational and Environmental Safety, Fire Protection, and Health Standards (AFOSH); or Occupation Health and Safety Administration (OSHA) standards Impacts security programs, including integrated defense, installation security, weapons system security, or security forces matters Impacts or otherwise applies to morale, welfare, recreation, and services Creates documentation requirements on organizations that use core automated maintenance system Involves activities with potential environmental impacts, or involves the production, acquisition, or handling of hazardous materials

	Consider Coordinating Departmental Pubs and Forms with:	**Consider Coordinating Command or Field Pubs and Forms with local:**	**If the publication or form:**
			Impacts programs and policies regarding military munitions, remediation of property under the Military Munitions Response Program, demilitarization of military munitions, range clearances, explosive safety submissions, and first and emergency responder duties for responses to all-hazards including improvised explosive devices and weapons of mass destruction.
5	AF/A5/7	Air Force Futures	Develops DAF strategy and multi-domain operating concepts integrating through centralized design, and validating (and prioritizing) operational capabilities-based requirements to achieve national defense objectives and deliver timely and effective capability to the warfighter. Bridges the gap between Strategy and Planning by providing a future force design relevant to the threat, strategy, and need to develop new ways of operating as a joint force.
6	AF/A8	Planning, Programming, Strategy and Operations	Involves the DAF long-range resource allocation plan Could impact program objective memorandum development or other programming activities Could impact or affect DAF strategic planning or service-level operational programming
7	AF/A10	Strategic Deterrence and Nuclear Integration	Strategy, policy, doctrine, vulnerabilities, force structure and analysis documents affecting strategic deterrence and assurance Requirements, acquisition, programming, and budgeting processes for nuclear and global strike capabilities Strategic munitions, including bombs, warheads, guided missiles and rockets, reentry vehicles, and solid propellants Nuclear enterprise capabilities and personnel requirements including key nuclear billets, 13N officer career field management, and USAF personnel reliability program

	Consider Coordinating Departmental Pubs and Forms with:	**Consider Coordinating Command or Field Pubs and Forms with local:**	**If the publication or form:**
			Nuclear command and control and nuclear command and control communications policy and guidance affecting nuclear command and control communications systems, doctrine, procedures, personnel, equipment, and facilities Nuclear enterprise assessment and reporting data (e.g., metrics, trend analysis and performance) Counter-CBRN, countering weapons of mass destruction, or CBRN (survivability policies and procedures) Existing and future arms control treaties DoD foreign clearance program policies and procedures
8	AF/HC	Chaplain	Manages or affects religious services, to include related morale and welfare programs
9	AF/SE	Safety	Involves safety programs, to include aviation, occupational, weapons, space, systems, and human factors safety; the Air Force Occupational and Environmental Safety, Fire Protection, and Health Standards (AFOSH); or Occupation Health and Safety Administration (OSHA) standards Involves the risk management process in the cyberspace domain Involves activities with potential environmental impacts, or involves the production, acquisition, or handling of hazardous materials.
10	AF/SG	Surgeon General	Manages, provides, or otherwise affects medical services or medical training for military and civilians
11	AF/ST	Chief Scientist	Involves scientific research, or requires scientific input and/or evaluation
12	LeMay	Publication OPR conducts review	Requires terminology review
13	SAF/AA	N/A*	Impacts security programs, including safeguarding classified information, handling classified information, classification and declassification, personnel security, industrial security, insider

	Consider Coordinating Departmental Pubs and Forms with:	Consider Coordinating Command or Field Pubs and Forms with local:	If the publication or form:
			threat, or special access program management. Establishes a committee, council, board, advisory group, or similar body (as defined in DoDI 5105.04, *Department of Defense Federal Advisory Committee Management Program*, and DoDI 5105.18, *DoD Intergovernmental and Intragovernmental Committee Management Program*)
14	SAF/AG	Auditor	Establishes audit objectives, policies, plans, or standards
15	SAF/AQ	Acquisition, contracting	Concerns plans, requirements, design, development, testing, acquisition, engineering, maintenance, fielding, product support, and disposal of weapon systems, automated information systems, business systems, software equipment, facilities or services Manage safety programs, to include flight, weapons, systems safety; the Air Force Occupational and Environmental Safety, Fire Protection, and Health Standards (AFOSH); or Occupation Health and Safety Administration (OSHA) standards Impacts cyber security design considerations Involves activities with potential environmental impacts, or involves the production, acquisition, or handling of hazardous materials Involves science, technology, basic research, applied research, or advanced technology development Impacts people, organizations, processes, procedures, and systems that are used to plan, develop, test, acquire, dispose of, conduct, execute, and support nuclear operations and forces Involves starting new acquisition programs, modifying existing systems, and managing systems throughout the life cycle Impacts contracting guidance including any changes or references to FAR, Defense FAR, and AF FAR

	Consider Coordinating Departmental Pubs and Forms with:	**Consider Coordinating Command or Field Pubs and Forms with local:**	**If the publication or form:**
			Involves industry, industrial preparedness or industrial facilities Involves acquisition workforce management Creates documentation requirements on organizations that use core automated maintenance system Per HAFMD 1-10 and HAFMD 1-17, publication changes impacting space acquisition, integration, and contracting require SAF/AQ coordination with SAF/SQ
16	SAF/CN	SAF/CN, Comm Squadron	Concerns plans, design, development, testing, acquisition, maintenance, and disposal of weapon systems, automated information systems, software equipment, facilities, or services Develops or analyzes strategic, defensive, and tactical operations, to include operational readiness, planning, standardization, system development, evaluation, training, or command and control Involves video teleconferencing
17	SAF/CO	Data management, governance, collection, analysis, protection, use, and dissemination	Involves data management functions, to include using, protecting, disseminating, and generating data Involves development and visibility of data and services, shared vocabularies and associated metadata, and registration in appropriate registries, catalogs, and repositories Involves activities to promote data visibility, accessibility, understandability, linkage, trustworthiness, interoperability, security, standards and specifications Involves activities to fund engineering, implementation, and operation of capability demonstrations, projects, programs, initiatives, and other efforts that enable secured sharing of data, information, and services

	Consider Coordinating Departmental Pubs and Forms with:	**Consider Coordinating Command or Field Pubs and Forms with local:**	**If the publication or form:**
			Impacts enterprise IT infrastructure and architecture design Involves data science career field management
18	SAF/FM	Comptroller	Financial implications to include budget; cost estimating and analysis; inflation and escalation; economic analysis, business case analysis, and other comparative analyses; cost and planning factors; nonappropriated funds; systems acquisition and sustainment; or acquisition workforce management Adherence to regulatory and statutory language specific to budgeting and expenditure of funds, and is in one of the following publications series: 10--Operations; 14--Intelligence; 16--Operations Support; 20--Logistics; 21--Maintenance; 23--Materiel Management; 24--Transportation; 25--Logistics Staff; 31--Security; 32--Civil Engineering; 33--Communications and Information; 34--Services; 36--Personnel; 38--Manpower and Organization; 41--Health Services; 44--Medical; 52--Chaplain; 61--Scientific Research & Development; 63--Acquisition; 64--Contracting; 90--Special Management; or 99--Test and Evaluation.
19	SAF/GC	Legal	(SAF/GC will review select instructions on a case-by-case basis as requested by the Headquarters of

Consider Coordinating Departmental Pubs and Forms with:	Consider Coordinating Command or Field Pubs and Forms with local:	If the publication or form:
		the Department of the Air Force 2ltr Approving Official, AF/JA, or SAF/GC.)
		Concerns plans, design, development, testing, acquisition maintenance, and disposal of weapon systems, automated information systems, software equipment, facilities, or services
		Concerns managing real estate, facilities, and civil engineering or public works programs; provides facility services
		Impacts the management of budgets, accounting and finance, internal review, and related financial management programs; develops and provides direction for accounting and finance systems and services; develops, presents and/or implements budgets
		Affects procedures or policies for the development or dissemination of information for external or internal audiences
		Manages civilian or military personnel programs or manages social action programs (such as equal opportunity)
		Concerns safety programs, to include flight, weapons, system safety; the Air Force Occupational and Environmental Safety, Fire Protection, and Health Standards (AFOSH); or Occupation Health and Safety Administration (OSHA) standards
		Impacts security programs, including safeguarding classified information, handling classified information, classification and declassification, personnel security, integrated defense, installation security, weapons system security, or security forces matters
		Affects or involves international affairs, including disclosure of information to foreign governments
		Applies to CAP units or members
		Establishes a committee, council, board, advisory group, or similar body (as defined in DoDI 5105.04, *Department of Defense Federal Advisory Committee Management Program*, and DoDI

	Consider Coordinating Departmental Pubs and Forms with:	**Consider Coordinating Command or Field Pubs and Forms with local:**	**If the publication or form:**
			5105.18, *DoD Intergovernmental and Intragovernmental Committee Management Program*) Involves activities with potential environmental impacts, or involves the production, acquisition, or handling of hazardous materials Affects relations with congress or creates a requirement for legislative analysis Involves legal policies or procedures
20	SAF/IA	International Affairs, Foreign Policy Advisor Program, Public Affairs	Affects or involves international affairs, including disclosure of information to foreign governments
21	SAF/IE	N/A*	Concerns managing real estate, facilities, and civil engineering or public works programs; provides facility services Impacts integrated defense, installation security, weapons system security, or security forces matters when AF/A4 is not authorized to coordinate Manage safety programs, to include flight, weapons, system safety; the Air Force Occupational and Environmental Safety, Fire Protection, and Health Standards (AFOSH); or Occupation Health and Safety Administration (OSHA) standards Involves activities with potential environmental impacts, or involves the production, acquisition, or handling of hazardous materials Concerns energy security or energy assurance; operational energy, process energy, facility energy, infrastructure energy; or energy policy Could impact or affect DAF strategic planning with regard to facilities and basing Could impact or affects DAF efforts in community partnerships, encroachment management, and environmental impact analysis

	Consider Coordinating Departmental Pubs and Forms with:	**Consider Coordinating Command or Field Pubs and Forms with local:**	**If the publication or form:**
22	SAF/IG	Inspector General Activities ---------------- Local OSI office	Affects policy, plans, oversight, and/or standards impacting the following IG activity areas: a. Complaints Resolution (SAF/IGQ) b. Senior Official Inquiries (SAF/IGS) c. DAF Inspections (SAF/IGI); to include notification, scheduling, and access to units via Gatekeeper program. d. Special Investigations (SAF/IGX) e. The Office of Special Investigations (OSI) f. The Defense Cyber Crimes Center (DC3) --------------- Involves OSI or affects criminal or counterintelligence activities
23	SAF/LL	Public Affairs	Affects relations with congress or creates a requirement for legislative analysis
24	SAF/PA	Public Affairs	Involves or affects relations with the general public Affects procedures or policies for the development or dissemination of information for external or internal audiences Affects procedures or policies for the dissemination of official information to external or internal audiences Involves or affects relations with the media and/or general public Involves visual information matters such as combat camera support, base level support (e.g., photography, broadcast, and graphics presentations); or authorizes visual information hardware or acquiring and using visual information products
25	SAF/SA	Studies & Analysis; Operations Analysis; A9; S9	Could impact or affect DAF strategic planning or support to strategic analysis Analyzes strategic, defensive, and tactical operations Includes or impacts resources, recapitalization, modernization, investments and divestment analyses, operational assessments, risk assessment

	Consider Coordinating Departmental Pubs and Forms with:	**Consider Coordinating Command or Field Pubs and Forms with local:**	**If the publication or form:**
			frameworks, digital computer models and simulations, studies management or lessons learned
			DAF, and DoD decision support analysis and assessment
			Subjects pertaining to data management/ governance, data analytics, data science, data exploitation, information management, and knowledge management. (For the SAF/SA role as DAF Chief Analytics Officer in leading Data Analytics, sometimes otherwise referred to in the DAF as 'Advanced Analytics' in the AF, and, until assignment of a specific USSF L2 org, the entire DAF)
			Has future force structure implications
26	SAF/SQ	Space Acquisition, Integration, and Contracting	Concerns Space Test Program Management (AFI 10-1202)
			Concerns all policy and related publications listed for SAF/AQ that impact acquisition, integration, and contracting for DAF space systems and programs
			Per HAFMD 1-10 and HAFMD 1-17, publication changes impacting space acquisition, integration, and contracting require SAF/AQ coordination with SAF/SQ
27	Space Force Deputy Chief of Staff for Personnel (SF/CHCO), also known as Chief Human Capital Officer	N/A*	Concerns developing and administering policies for identification and adjustment of USSF manpower and personnel requirements
			Concerns USSF military and civilian accessions, recruiting, assignments, benefits, career development, joint talent development, compensation, development (education, training, and experience), military leave, performance management, mentoring, recognition, retention, separation, retirement, workforce shaping, and diversity and inclusion
28	Space Force Deputy Chief of	Intel	Impacts USSF ISR policies or procedures

	Consider Coordinating Departmental Pubs and Forms with:	Consider Coordinating Command or Field Pubs and Forms with local:	If the publication or form:
	Space Operations for Intelligence (SF/S2)		Concerns USSF special security or controlled access programs Concerns training, education, and professional development of ISR Guardians Impacts how USSF ISR resources are allocated
29	Space Force Deputy Chief of Staff for Operations, Cyber, and Nuclear (SF/COO), also known as Chief Operations Officer	N/A*	Concerns maintaining awareness and understanding of the USSF missions, systems, activities, and events, threats, and conditions that affect them Concerns performance assessment of all USSF elements from missions and systems to personnel and processes Concerns USSF operational requirements, capabilities and training necessary to support national security objectives and military strategy Concerns the nuclear deterrence mission of the USSF Concerns policy formulation, planning, evaluation, oversight and leadership of USSF intelligence, surveillance, and reconnaissance operations capabilities Concerns space operations and encompasses operating and managing systems involved in space surveillance, space lift, ballistic space warning, and satellite command and control.
30	Deputy Chief of Space Operations for Strategy, Plans, Programs, and Requirements (SF/CSRO)	N/A*	Concerns carrying out and executing USSF strategic planning, long-range resource allocation, developing, directing, and conducting USSF programming activities Concerns delivering integrated space strategies, policies, strategic plans, and requirements to provide organized, trained, and equipped USSF forces for employment by Joint Force commanders Concerns space policy and program domains, or provides guidance, direction, or oversight for matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets for DAF space capabilities

	Consider Coordinating Departmental Pubs and Forms with:	Consider Coordinating Command or Field Pubs and Forms with local:	If the publication or form:
			Concerns space matters and in coordinating activities across the DAF space enterprise Concerns disseminating, implementing, or executing DAF space policy or guidance, implementation, or issue integration Concerns short- and long-range strategy, concepts, and planning for DAF space capabilities Concerns developing, disseminating, implementing, and executing national security space policy and guidance. Concerns DAF compliance with DoD guidance on Space Policy, as delegated to SecAF pursuant to DoDD 3100.10, *Space Policy*
31	Space Force Deputy Chief of Staff for Technology and Innovation (SF/CTIO), also known as Chief Technology and Innovation Officer	N/A*	Concerns USSF science and technology; research, development, test and evaluation; innovation and digital modernization; IT infrastructure and security; data management and analysis Concerns USSF data management
32	SAF/SB	Local small business office and local contracting office (as related to contracting actions for small business)	Affects or impacts DAF small business programs, small business goals, accomplishments, plans and/or progress for achieving the small business goals
33	AF/TE	N/A*	Concerns plans, design, development, and developmental, live fire, or operational testing and evaluation of weapon systems, automated information systems, software equipment, facilities, or services

	Consider Coordinating Departmental Pubs and Forms with:	**Consider Coordinating Command or Field Pubs and Forms with local:**	**If the publication or form:**
			Concerns management of facilities involved in test and evaluation, particularly the Major Range and Test Facility Base
34	SAF/MG	N/A*	As the Office of Business Transformation and Deputy Chief Management Officer, SAF/MG has equity in all things related to performance management and business systems:
			Concerns defense business IT systems portfolio management, governance, certification and implementation
			Pertains to business process reengineering or continuous process improvement and innovation policy, training and certification, and support requests
			Impacts business strategy and business performance management practices of the DAF to include performance metrics and overall efficiency and effectiveness of the enterprise.
			Impacts program action directive and program guidance letter policies, plans and governance
			Concerns policy and tracking of implementation of centrally-directed audit recommendations
35	Total Force Human Resource Management (TF-HRM) Governance. HRM Strategic Board (HSB) and HRM Strategic Council (HSC) review.	N/A*	34-Services, 36-Personnel, and 38-Manpower and Organization publications
			New and revised TF-HRM domain DAF, USAF and USSF publications, policy directives (PDs), mission directives (AFMDs and SPFMDs), policy memorandums and guidance memorandums will be reviewed by the HRM Strategic Board during formal coordination (See DAFPD 36-81, *Total Force Human Resource Management Governance*)

*Note 1: "N/A" indicates that this type of publication would not be issued at the lower level.

Consider Coordinating Departmental Pubs and Forms with:	**Consider Coordinating Command or Field Pubs and Forms with local:**	**If the publication or form:**
Note 2: The AO ensures the unit privacy monitor reviews the publication prior to releasing for formal coordination		

Attachment 4

SAMPLE FORMATS AND CITATIONS USED IN PUBLICATIONS

Table A4.1. Sample Citation Formats.

Reference Citation	Format Used First Time in Text	Format Used Subsequently in Text
Air Force Handbook	Air Force Handbook 36-2618, *The Enlisted Force Structure*	AFH 36-2618
Air Force Instruction	Air Force Instruction 51-105, *Legal Information Services*	AFI 51-105
Air Force Manual	Air Force Manual 15-111, *Surface Weather Observations*	AFMAN 15-111
Air Force Policy Directive	Air Force Policy Directive 44-1, *Medical Operations*	AFPD 44-1
Civilian Federal Circuit Court Case	*United States v. Milian-Rodriguez*, 759 F.2d 1558 (11th Cir. 1985)	*Milian-Rodruguez* at p. 1565
Civilian Supreme Court Case	*Crist v. Bretz*, 437 US 28 (1978)	*Bretz* at p. 445
Code of Federal Regulations (**Note:** Unless the publication affects the general public, use the service or agency publication which has been codified in the CFR, e.g., instead of Title 32 CFR 40, use DoD 5500.07 or AFI 36-703).	Title 32, Code of Federal Regulations, Part 40, *Standards of Conduct*, current edition	32 CFR Part 40
DAF Instruction	Department of the Air Force Instruction 20-117, *Repair Network Management*	DAFI 20-117
DAF Manual	Department of the Air Force Manual 14-401, *Intelligence Analysis and Targeting Tradecraft/Data Standards*	DAFMAN 14-401
DAF Policy Directive	Department of the Air Force Policy Directive 10-7, *Information Operations (IO)*	DAFPD 10-7
DAF Policy Memorandum	Department of the Air Force Policy Memorandum 2021-36-03, *Adverse Information for Total Force Selection Boards*	DAFPM 2021-36-03
DoD Directive	DoD Directive 5100.01, *Functions of the Department of Defense and its Major Components*	DoDD 5100.01
DoD Directive Type Memorandum	Directive-Type Memorandum 13-001, *Management of Bulk Petroleum Stock Levels*	DTM-13-001

Reference Citation	Format Used First Time in Text	Format Used Subsequently in Text
DoD FAR Supplement (Defense FAR Supplement)	Defense Federal Acquisition Regulation Supplement, current edition	DFARS
DoD Instruction	DoD Instruction 5100.73, *Major DoD Headquarters Activities*	DoDI 5100.73
DoD Manual	DoDM 7750.08, *DoD Forms Management Program Procedures*	DoDM 7750.08
Executive Order	Executive Order 12564, *Drug-Free Federal Workplace*	EO 12564
Federal Acquisition Circular	Federal Acquisition Circular 85-49, *Free Enterprising With Incentive*	FAC 85-49
Federal Acquisition Regulation	Federal Acquisition Regulation, current edition	FAR
	Federal Acquisition Regulation, Part 10, *Supply and Demand*, current edition	FAR, Part 10
Headquarters Air Force Mission Directive	Headquarters Air Force Mission Directive 1-8, *Auditor General*	HAFMD 1-8
Headquarters Operating Instruction	Headquarters Operating Instruction 36-16, *Telework Readiness Program*	HOI 36-16
Intelligence Community Directive	Intelligence Community Directive 101, *Intelligence Community Policy System*	ICD 101
Joint Federal Travel Regulation	Joint Federal Travel Regulation, Volume 1, *Uniformed Service Members*, current edition	JFTR, Volume 1
Joint Military Publications	Army Regulation 12-15; Secretary of the Navy Instruction 4950.4B; Air Force Instruction 16-105, *Joint Security Cooperation Education and Training,* 3 January 2011	AR 12-5/SECNAVINST 4950.4B/AFI 16-105
Manual for Courts-Martial	Manual for Courts-Martial, United States, 1984	MCM, 1984
	Manual for Courts-Martial, United States, Paragraph 44, 1989	44 MCM, 1989
Memoranda	Secretary of Defense Memorandum, *Regulatory Relief Task Force*	Secretary of Defense Memorandum (should include information on locating the memo)
	Assistant Secretary of Defense (Health Affairs) Memorandum, *Health Care for Employees*	ASD(HA) Memorandum
Memoranda of Understanding	Memorandum of Understanding Between the Department of Defense and the Department of Education, 16 August 1982	MOU – DoD/DOE (should include information on locating the memo)

Reference Citation	Format Used First Time in Text	Format Used Subsequently in Text
Military Court-Martial	*United States v. Larson*, 66 M.J. 212 (C.A.A.F. 2008); or *United States v. Doane*, 54 M.J. 978 (A.F.C.C.A. 2001)	*Larson* at p. 215; or *Doane* at p. 980
Military Handbook	Military Handbook 453, *Emergency Traffic Control*	MIL-HNBK-453
Military Specification	Military Specification 876, *Repair Levels for Electronic Modules*	MIL-E-876
Military Standard	Military Standard 672A, *Aviation Calibrations*	MIL-STD-672A
National Security Decision Directive	National Security Decision Directive 18, *International Trade and Transfer*	NSDD 18
Office of Management and Budget Bulletin	Office of Management and Budget Bulletin No. 81-17, *Debt Collection*	OMB Bulletin 81-17
Office of Management and Budget Circular	Office of Management and Budget Circular No. A-73, *Audit of Federal Operations and Programs*	OMB Circular A-73
Public Law	Public Law 92-463, *Federal Advisory Committee Act*	PL 92-463 (include paragraph or section if possible)
Space Force Command Manual	Space Force Command Manual 91-710, Volume 6, *Range Safety User Requirements Manual*	SPFCMAN 91-710V6
Space Force Instruction	Space Force Instruction 10-204, *United States Space Force Service Exercise Program and Support to Joint and National Exercise Program*	SPFI 10-204
Space Force Manual	Space Force Manual XX-XXX, *Title Unknown*	SPFMAN XX-XXX
Space Force Policy Directive	Space Force Policy Directive XX-X, *Title Unknown*	SPFPD XX-X
United States Code	Title 10 United States Code Section 8013, *Secretary of the Air Force*	10 USC § 8013

Reference Citation	Format Used First Time in Text	Format Used Subsequently in Text
Notes:		

Notes:

1. Use the format for a first use of a reference when referencing a different section of a multi-title or multi-volume compilation. For example, after referencing Title 10 United States Code Section 8013, a reference to another section of Title 10 would read, "Title 10 United States Code Section 7013. Use the abbreviated reference only when referring to the same section of the multi-title or multi-volume compilation.

2. Use the format for a first use of a reference when referencing a citation in an attachment that follows the *References* section of Attachment 1. The reference citation in the list of references does not serve as a first use of it in the text, as Attachment 1 is not substantive text as it is intended in this table.

3. When formatting the *References* section in Attachment 1, follow the guidance in **paragraph 4.5.11.1.1**. Use the abbreviated designator, title (in italics) and published date in DD Month YYYY format. For example, "DAFI 13-504, *Nuclear mission Professional Development,* 23 November 2021."

4. When citing a reference that has volumes, spell out the full word "Volume 3" upon first use, and abbreviate ("V3") for subsequent uses.

Attachment 5

PROCESSING GUIDES

Figure A5.1. Action Officer's Guide to Publishing.

Action Officer's Guide to Publishing

Step 1: Research, Draft and Collaborate.
— Contact the issuing organization's (Approving Official's) PFM for a review of the proposed draft's format, structure, and advice on action being taken, as needed.
— Contact the publications change manager (PCM) (if assigned) to assist with identifying the extent of changes required, the coordination priority level, and develop a list of required coordinators.
— Utilize SMEs/working groups to research and obtain input; pre-formal (e.g., 3-4ltr/L3-4) coordination. Allow organizations with listed roles and responsibilities within the draft publication (e.g., SAF/DS, AF/DS, SF/DS) to review and provide input.
— Proofread and edit until a fully developed draft has been prepared.
— **Note:** Before rescinding a publication, ensure any mandatory, directive guidance is moved to another publication such as a Department of the Air Force Guidance or Policy Memorandum.

Step 2: Formal Coordination.
— Use approved collaborative tools (e.g., ETMS2) to staff the publication/form package to the required offices for coordination.
— For DAF publications, create a ETMS2 Task. Set the priority level in ETMS2 and use the standardized naming conventions: "Formal Coordination for Rewrite of DAFI XX-XXX," "Formal Coordination for Rescind of DAFI XX-XXX," or "Formal Coordination for New Publication – DAFI XX-XXX"
— If updating the title or publication type, the ETMS2 task should reference the new type/title of the publication.
— Include a summary of changes, (if applicable, see **paragraph 4.5.6.**) and rationale for necessary changes.
— Upload the draft publication/form, a blank comment resolution matrix, DAF Form 673, and the current version of the publication (if applicable).
— Task mandatory and applicable coordinators in ETMS2 to review and coordinate on the publication.
— Recommend AO update start and completion dates in AFIMPT.

Step 3: Legal Review.
— The consolidated DAF Form 673 should reflect all of the transcribed coordination from the formal coordinators. For DAF publications/forms, AF/JA will route to SAF/GC as deemed appropriate.

Step 4: Certification.

— The certifying official is at the issuing organization level and certifies the need for the publication/form and that it is consistent with implemented policies and/or guidance.
— Staffing package must include the DAF Form 673. Package should reflect whether all comments were resolved or if nonconcurs are still outstanding.
— Once the DAF Form 673 is signed by the certifying official, upload the updated DAF Form 673 and route for approval.
— Recommend AO update start and completion dates in AFIMPT.

Step 5: Approval.
— The approving authority is at the issuing level and is responsible for implementing policies and providing guidance and procedures pertaining to his/her functional area, specialty series, or command.
— For publications requiring SecAF approval (e.g., PDs), follow routing procedures within HOI 33-3, *Correspondence, Preparation, Control and Tracking*.
— Once the DAF Form 673 is signed by the approving authority, upload the form in the supporting documents and route for publishing.
— Recommend AO update start and completion dates in AFIMPT.

Step 6: Publishing.
— Send to PFM for publishing. For departmental-level publications/forms send to AFDPO (SAF/AAIPP) for publishing.
— Use AFIMPT to submit publications and forms packages to be posted to the e-Publishing website.
— Final package includes the completed and signed DAF Form 673, final draft (in the correct format), figure files, and OPR and AO information.
— The AO will close the ETMS2 task when the publication is posted on the e-Publishing website.

Table A5.1. Action and Activity Cross Reference Matrix.

	Coordination[3]	OPR Sign	Certifying Official sign	Approving Official sign	Physically Changes or Creates Publication or Form	Action item attached to Publication - no physical changes made to pub
Publications Action						
New	X		X	X	X	
Rewrite	X		X	X	X	
IC	X		X	X	X	
AC		X		X		X
PM or GM[1]	X[2]		X	X		X
Periodic review[4]		X				

	Coordination[3]	OPR Sign	Certifying Official sign	Approving Official sign	Physically Changes or Creates Publication or Form	Action item attached to Publication - no physical changes made to pub
Certify current		X		X	X	
Rescind	X		X	X		
Transfer	X		X	X		
Forms Action						
New	X		X	X		
Revise	X		X	X		
Periodic review		X				
Certify current[4]		X		X		
Rescind	X		X	X		
Transfer	X		X	X		

Notes:

1. Must be followed up with new, rewrite, or IC action within one year of publishing.

2. Requires only legal review for all; add SAF/AA review for PMs only.

3. OPR, AO, and PCM collaborate to determine coordinators.

4. Certify Current response requires completed DAF Form 399 or DAF Form 673.

Table A5.2. Milestones and Timeline.

Milestones and Timeline:	
a. Milestone: Preliminary Drafting and Editing Document Content by AO/POC (*Goal is 60 business days which includes research, draft, proofread, and editing.*)	# Days 60
b. Milestone: Formal Coordination (*Goal is 20 business days which includes 15 business days for coordination and 5 business days to adjudicate comments.*)	# Days 20
c. Milestone: Legal Review (*Goal is 20 business days; for departmental products, AF/JA will determine if SAF/GC review is needed. **Note:** SAF/GC is a required coordinator on HAFMDs.*)	# Days 20
d. Milestone: Certify (*Goal is 10 business days and includes staffing the final package to the certifying official for signature*).	# Days 10

Milestones and Timeline:	
e. Milestone: Approve *(Goal is 10 business days and includes staffing the final package to the approving official for signature).*	# Days 10
f. Milestone: Publish the Action *(Goal is under 20 business days and includes uploading final documents in AFIMPT and submitting to AFDPO or Publications Management Office or for publishing).*	# Days 15

Attachment 6

**RECOMMENDING IMPROVEMENTS TO DAF/USAF/USSF PUBLICATIONS
(OTHER THAN FLIGHT MANUALS)**

A6.1. General. This attachment does not apply to flight manual publications as specified in AFI 11-215, *Flight Manuals Program.*

A6.2. Recommending Improvements. All personnel must submit recommended changes and improvements to DAF/USAF/USSF publications on DAF Form 847. Submit emergency reports for conditions that require immediate correction to prevent fatality, serious injury to personnel, extensive damage to property or a reduction in operational posture. Submit routine reports for conditions that have negative effects on operational efficiency, to correct content errors or to recommend improved procedures or processes. Do not use the DAF Form 847 to call attention to word omissions, typographical, printing or quality errors usually corrected during scheduled reviews unless they cause misinterpretation. See **Table A6.1** for detailed instructions on completing the DAF Form 847.

A6.3. Processing DAF Form 847.

A6.3.1. OPRs must submit and process all NAF, base, wing, unit, or delta level initiated DAF Forms 847 through MAJCOM or FLDCOM channels, as appropriate. FOAs and DRUs submit DAF Forms 847 through their parent HAF functional. Submitting organizations below MAJCOM/ FLDCOM level should forward recommendations to the MAJCOM/FLDCOM functional OPR for the publication. For example, if the publication deals with a 36-XXX series instruction, the MAJCOM/FLDCOM functional would be MAJCOM/FLDCOM/A1. The submitting MAJCOM/FLDCOM forwards approved recommendations to the appropriate OPR. The final authority for accepting the recommendation is the publication OPR as listed on the front page of the publication. However, the acceptance of the recommendation does not officially change the publication. The OPR initiates and completes an IC, GM, or rewrite to change the publication guidance.

A6.3.2. The submitting MAJCOM/FLDCOM forwards information copies of DAF Forms 847 to all other MAJCOMs/FLDCOMs that utilize the publication. Using MAJCOMs/FLDCOMs forward comments on DAF Forms 847 suggestions to the OPR for the publication.

A6.3.3. Authority for disapproving a DAF Form 847 rests with the submitting unit, MAJCOM/ FLDCOM and the OPR for the publication. All disapproved recommendations are returned down the chain with justification annotated on the DAF Form 847 stating the reason for the disapproval.

A6.3.4. The OPR for the publication notifies the submitting MAJCOM/FLDCOM as to the final disposition of the recommendation.

A6.3.5. Ensure the originator is informed of the disposition of each DAF Form 847 at each level of the approval process.

Table A6.1. Block Details for DAF Form 847.

Section 1 – Publication	Blocks 1 – 16
Block 1	Date the form is being submitted.

Block 2	Publication number.
Block 3	Publication name.
Block 4	Indicate if this is an emergency incident-related DAF Form 847.
Block 5	Indicate if this is a safety incident-related DAF Form 847.
Block 6	Date of the basic publication.
Block 7	Date of the latest IC, if applicable.
Block 8	Page number of the text or figure on which the recommendation is based.
Block 9	The major or sub paragraph title or number or figure number of the recommended change.
Block 10	N/A. (Flight manuals only. See AFI 11-215).
Block 11	List the organizational OPR (located on the first page of the publication).
Block 12	Annotate this block if any supporting documents are attached. If supporting documents are attached they must be clearly legible and indicate what is incorrect or missing.
Block 13	N/A. (Flight manuals only. See AFI 11-215).
Block 14	List the areas of text (or figure) where changes are proposed.
Block 15	List what the text (or figure) should read.
Block 16	Annotate "EMERGENCY RECOMMENDATION" if applicable, as the first entry. Fully explain and justify the rationale as to why the text or figure should be changed.
Section 2 – Originator/Submitter's Information	Block 17 – 24
Block 17	List the organization of the originator.
Block 18	DSN of the originator.
Block 19	Commercial phone number of originator.
Block 20	Full mailing address of originator.
Block 21	Email address of the originator.
Block 22	Choose the originator's organizational level from the drop-down menu.
Block 23	Name and grade of originator.
Block 24	Originator's signature.
Sections 3-8 - Functional Coordination	Use sections 3 through 8 as appropriate starting at the originator's organization level.

	Coordinate upward through the functional chain of command to the publication OPR. **Note:** Each level should be signed by the commander or director.
Section 3 - Squadron coordination	Assign preferred tracking number. (The level initiating the request assigns the tracking number – command or field PFM, within the senior communications, information, and knowledge operations management office.) Annotate the appropriate level of concurrence. Agree with the intent, but not the wording, mark "CONCUR WITH REMARKS" and annotate the recommended wording in the remarks section. If "NONCONCUR" is the selected action, the form is returned to the originator. Route form to next organizational level for review with informational copy to originator.
Section 4 - Group coordination	Annotate the appropriate level of concurrence. Agree with the intent, but not the wording, mark "CONCUR WITH REMARKS" and annotate the recommended wording in the remarks section. If "NONCONCUR" is the selected action, the form is returned to the originator. Route form to next organizational level for review with informational copy to originator.
Section 5 - Wing/Delta/Equivalent coordination	Annotate the appropriate level of concurrence. Agree with the intent, but not the wording, mark "CONCUR WITH REMARKS" and annotate the recommended wording in the remarks section. If "NONCONCUR" is the selected action, the form is returned to the originator. Route form to next organizational level for review with informational copy to originator.
Section 6 - Numbered Air Force coordination	Annotate the appropriate level of concurrence. Agree with the intent, but not the wording, mark "CONCUR WITH

	REMARKS" and annotate the recommended wording in the remarks section. If "NONCONCUR" is the selected action, the form is returned to the originator. Route form to next organizational level for review with informational copy to originator.
Section 7 - MAJCOM/FLDCOM/DRU/FOA coordination	Annotate the appropriate level of concurrence. Agree with the intent, but not the wording, mark "CONCUR WITH REMARKS" and annotate the recommended wording in the remarks section. If "NONCONCUR" is the selected action, the form is returned to the originator. Route form to next organizational level for review with informational copy to originator.
Section 8 - HAF coordination	Annotate the appropriate level of concurrence. Agree with the intent, but not the wording, mark "CONCUR WITH REMARKS" and annotate the recommended wording in the remarks section. If "NONCONCUR" is the selected action, the form is returned to the originator. Route form to the publication OPR with informational copy to originator.
Section 9 – Publication OPR	Blocks 25 - 31 The final level of review is reserved for the publication OPR. The OPR reviews the change request and determines appropriate action. The completion of this form does not constitute a formal change to the publication. The OPR initiates an IC, GM, or rewrite of the publication to make any changes. The OPR returns the completed form to the originator and retains a copy in the publication record set.
Block 25	Office symbol of publication OPR.
Block 26	Select "Approve" or "Disapprove."
Block 27	Insert remarks, if applicable.
Block 28	Name, grade and title of approving official.

Block 29	Approving official's signature.
Block 30	Date of final action.

Attachment 7

DESIGN OF FORMS

A7.1. Design Guidelines. The effectiveness of a form in capturing data and distributing information is dependent on the design of the form. Forms should be designed so they are easy to fill in, have a functional layout and a logical sequence to the information they collect, and have an overall superior visual appearance. To assist in the design of forms, reference the guidelines in GSA Handbook, *Standard and Optional Forms Procedural Handbook.* **https://www.gsa.gov/forms-library/standard-and-optional-forms-procedural-handbook**. This attachment establishes specific guidelines for the design, analysis, and typography of DAF/USAF/USSF forms. These guidelines apply to all forms (e.g., AF Forms, MAJCOM and FLDCOM forms, wing and delta forms, etc.). Use the following design guidelines in preparing forms. A waiver may be granted when a special requirement or the functional use of the form precludes the use of these standards.

A7.2. Form Size.

A7.2.1. If printed, forms (except postcard forms) should be designed to 8.5 x 11 inches.

A7.2.2. Postcard forms should measure a minimum of 3.5 x 5 inches and a maximum of 4.25 x 6 inches.

A7.2.3. Two-page forms are not required to be printed front and back unless required by the OPR.

A7.3. Form Borders and Margins.

A7.3.1. Except for certificates, tags, and labels, the entire body of a form should be enclosed in a lined border.

A7.3.2. Use a 1.5 point or 1/48 inch solid border for all four sides.

A7.3.3. Unless the form has special requirements, use .5-inch page margins.

A7.3.4. Use 1 point or 1/72 inch solid lines for dividing primary sections.

A7.3.5. Use hairline type for lines within sections.

A7.4. Form Layout.

A7.4.1. Forms should be designed in box style with fillable fields having upper-left captions.

A7.4.2. Lay out and number items in sequential order of fill-in. Numbers should be in the upper-left corner immediately before the box caption.

A7.4.3. Group common items together on the form. Sections may be used. If several data elements pertain to the same area, individual, etc., use a section. The section title should be set flush-left margin.

A7.4.4. IAW GSA Handbook, the National Archives and Records Administration requires a separate field or block from the signature field for the signer's printed or typed name.

A7.4.5. All mailers or self-mailers should conform to current United States Postal Service regulations (e.g., forms requiring window envelopes, labels).

A7.5. Form Font Styles.

A7.5.1. Text fonts are Arial for captions and Times New Roman 10-point for fillers. (See **Table A7.1** for caption font size.)

A7.5.2. Use comparable italic (optional) for words, phrases, or instructions in parentheses.

Table A7.1. Font Styles for Forms.

ITEM #	FORM PART	FONT SIZE	LETTER CASING
1	Form Title	10 point	Uppercase
2	Agency Disclosure Statement	8 point	Upper and lowercase
3	PAS with words AUTHORITY, PRINCIPAL PURPOSE, ROUTINE USES, DISCLOSURE and SORN	8 point	Upper and lowercase
4	Section Titles	8 point bold	Uppercase
5	Captions	8 point	Uppercase
6	Form Number and Edition Date	10 point bold	Uppercase
7	Supersession Notice	8 point	Uppercase

A7.6. Form Title, Number, and Date.

A7.6.1. Form Title. If possible, place the title at the top center or top left of the form, inside the border. Ensure the title is brief, specific, and meaningful. Eliminate any unnecessary words, such as "form" or "label." If the form does not have a standard margin, place the title, form number, and edition date in the most logical place.

A7.6.2. Form Number and Date on the First Page.

A7.6.2.1. Place the form number and edition date at the bottom left margin, outside the border.

A7.6.2.2. Show the form designation in full capital letters to indicate the scope of use for the form (e.g., "AF," "ACC," "AFMC," or "375 WG").

A7.6.2.3. Place the word "Form" following the form designation, followed by the form number (e.g., DAF Form 673). Form numbers are assigned sequentially as new forms are created.

A7.6.2.4. Display the edition date, which consists of the year, month and day the edition of the form is published (e.g., "20150715.") Place it in the lower left corner immediately following the form number. A placeholder date of YYYMMDD will be used for coordination. AFDPO (for forms hosted on the e-Publishing website) or PFM (for forms hosted locally below the base/wing/delta level) places the official edition date when published.

A7.6.3. Form Number and Date on the Second Page. If the form is to be printed front and back and stocked in paper, put the word "(*Reverse*)" after the edition date on the second page (e.g., "AF Form XXXX, 20150715 (*Reverse*)"). If form is in electronic media only, use "Page ___ of ___" on the bottom right corner of the form.

A7.6.4. Prescribing Publication. Identify the prescribing publication on new and revised forms. Recommend that it be placed below the form control number in the footer or in the form's title block.

A7.7. Releasability Statement. Insert a releasability statement on the bottom of the form **only if releasability is restricted** (either when blank or when filled out). Examples of releasability statements include "RELEASABILITY: Access to this form is restricted: this form may be released to NATO members only"; "RELEASABILITY: Access to this form is restricted: this publication may not be released to foreign nationals"; "RELEASABILITY: Access to this form is restricted: this form is classified/CUI; requests for accessibility must be approved by the OPR," etc. The statement is prefaced with the phrase "RELEASABILITY: Access to this form is restricted."

A7.8. Supersession Notice. Center the supersession notice at the bottom of the form outside the border. Standard supersession notices used on forms include, but are not limited to:

A7.8.1. PREVIOUS EDITIONS ARE OBSOLETE.

A7.8.2. PREVIOUS EDITIONS WILL BE USED.

A7.8.3. REPLACES AF FORM 1234, WHICH IS OBSOLETE.

A7.9. Non-Standard Software or System Designation. If the AFDPO designated software is not used, the name and the producer and/or vendor of the software used to create the electronic form should be shown in the lower right corner on the first page of the printed or displayed form (e.g., ARMS COPY). Form users need a way to identify electronic versions of forms from printed versions or camera copies, as well as to identify the quality and accuracy of the software.

A7.10. Report Control Number and Expiration Date. The OMB Control Number and its expiration date must be displayed on forms that are used to collect information from the public. **(T-0)** Forms that are used as instruments of collection for internal information should be designed with a block for entering the Reports Control Symbol (RCS) Number.

A7.10.1. Forms that are used to collect internal information should be designed to display the RCS in the top right corner of the form, inside the border. If there is more than one report control number, the OMB Control Number and its expiration date should be in the top right corner of the form in a separate block. The block for entering the RCS number should be placed immediately below the OMB control number block.

A7.10.2. The OMB Control Number and expiration date are considered part of the approved form and must be displayed as part of the official form. **(T-0)** The RCS number is not listed on the approved form, but the block for entering the RCS number must be included. The RCS number (obtained from DD Form 67) may be overprinted before the form is distributed.

A7.10.3. An agency disclosure notice must be displayed on all forms that require an OMB Control Number. **(T-0)** The notice will be displayed across the top of the form, immediately below the form title and the OMB Control Number. **(T-0)** Refer to **Table A7.2** for the agency disclosure notice used by the DoD.

Table A7.2. DoD Agency Disclosure Notice.

> "PLEASE DO NOT RETURN YOUR FORM TO THE ORGANIZATION LISTED BELOW. RETURN COMPLETED FORM TO …
>
> The public reporting burden for this collection of information is estimated to average XX minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division (XXXX-XXXX). Respondents should be aware that notwithstanding any other provision of law, no person will be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number."

A7.11. PAS. If a PAS is required, it should be displayed in one of the following ways.

A7.11.1. On the face of the form immediately below the title. If the form has an agency disclosure notice, place the PAS immediately below it.

A7.11.2. On the back of the form with the notation, "Please read the Privacy Act Statement on back before completing the form," located immediately below the title of the form.

A7.11.3. Attached to the form as a tear-off sheet with the following notation immediately below the title of the form, "This form is subject to the Privacy Act of 1974. See separated Privacy Act Statement."

A7.11.4. On a separate sheet to be distributed with the appropriate form(s). A PAS displayed on a separate sheet is normally a lengthy or blanket PAS that is applicable to one or more forms used for the same purpose.

A7.12. Instructions. Placement of instructions should be consistent on the entire form.

A7.12.1. If the instructions are brief, they may be included in individual captioned boxes, in parentheses after the caption title.

A7.12.2. Instructions may be added using the Field Help or Tool Tips provided by electronic forms software to assist users to fill out forms quickly and accurately.

A7.12.3. If the instructions are lengthy, they may be divided into columns and placed where applicable on the form, or, when justified, they may be issued on a separate page. Very lengthy and detailed instructions should be included in the prescribing publication with appropriate cross references made on the form.

A7.13. Abbreviations and Acronyms. Spell out abbreviations and acronyms the first time they are used and follow with the abbreviation or acronym in parentheses. After that, use only the abbreviation or acronym unless spelling out again enhances clarity. Exceptions may be given; for example, for "Social Security Number," use "SSN."

A7.14. Using Illustrations or Graphics on a Form. The use of decorative illustrations or graphics, including official logos, is prohibited. The illustration or graphic may be used only if it serves a functional purpose.

A7.15. Fillable Fields.

A7.15.1. Field Names. If a form has an associated database, the data elements provided by the OPR should be used.

A7.15.2. Formatting Field Names. The number of characters in a field should be fixed IAW established data standards (DoDI 8320.02, *Sharing Data, Information, and Information Technology (IT) Services in the Department of Defense*) or as provided by the OPR. Data fields should be consistent across all forms. Examples follow.

A7.15.2.1. The date field should be formatted as the 4-digit year, 2-digit month, and 2-digit day, "YYYYMMDD," and an 8-character fixed field length.

A7.15.2.2. The Social Security Number field (if approved) should be a numeric fixed field, nine characters in length, formatted as "NNN-NN-NNNN." If using the DoD Identification number, format as a numeric field 10 characters in length - "NNNNNNNNNN." **(T-0)**

A7.15.2.3. Addresses may be created as separate items for each component (e.g., street, city, state, ZIP code). Data entry will be database-friendly.

A7.15.3. Signature Fields. The National Archives and Records Administration requires a separate block or field for the signer's typed name. **(T-0)**

A7.16. Testing Electronic Forms. The form designer, AFDPO, and OPR should test completed form designs before forms are released to ensure they are functioning correctly.

A7.17. Accessibility. To accommodate all users, including those with disabilities, forms should be designed to be simple and usable, with meaningful captions and clear and concise instructions.

A7.18. Locking Final Forms. Final electronic forms are locked by the final publishing activity (AFDPO for forms hosted on the e-Publishing website; PFM for forms hosted locally below the base/wing/delta level) so that the information collected is in the format and sequence specified by the OPR who is the recipient of information. **(T-0)**

Attachment 8

ONLINE ORDERING GENERAL ACCOUNT REQUEST INSTRUCTIONS

A8.1. Physical products only:

A8.1.1. Log into Order Portal at: **https://www.orderportal.army.mil/**

A8.1.2. Click "OK" from the Order Portal disclaimer page.

A8.1.3. Click on the "Confirm Address" tab.

A8.1.4. Click on the "Account Information" tab.

A8.1.5. Click "Update Email" and "Update Account" to make necessary changes. Then click "OK."

A8.2. Electronic controlled unclassified Information ("CUI"):

A8.2.1. Log into WMS at: **https://wmsweb.afncr.af.mil/wms/**

A8.2.2. Choose your e-mail certificate when prompted to choose a CAC certificate.

A8.2.3. Click on the "Accounts" tab.

A8.2.4. Click on "My Personal Information."

A8.2.5. Verify that the personal information is correct. If so, click "Save." If not, make necessary changes and click "Save."

Attachment 9

**ESTABLISHING AN ONLINE ORDERING GENERAL ACCOUNT USING THE
ORDER PORTAL-GENERATED AF FORM 1846 REQUEST INSTRUCTIONS**

A9.1. Steps for Establishing an Account:

A9.1.1. All users that will be associated to an organizational account must complete the steps in **Attachment 8**.

A9.1.2. Update general account information prior to submitting AF Form 1846 request for the first time.

A9.1.3. Click on the "Confirm Address" tab.

A9.1.4. Click on the "My Accounts Information" tab.

A9.1.5. Click and download the AF Form 1846.

A9.1.6. Fill out AF Form 1846 request form (see help for instructions).

A9.1.7. Click "Save."

A9.1.8. Print AF Form 1846. Route for proper signatures. Fax or e-mail (digitally signed form only) to the AFDPO. Fax to: Commercial 202-404-2387 or DSN 754-2387. E-mail to: **SAF.AA.AFDPO.PPL@us.af.mil**.

A9.2. Users may check the status of their order by doing the following:

A9.2.1. Click on the "Order History" tab.

A9.2.2. Click on the "Order Status" tab on the top of the screen.

A9.2.3. Click on the "Back/Canceled Orders" link at the top of the screen for additional information (if the order number is known).

Attachment 10

TIER WAIVER AUTHORITIES

Table A10.1. Tier Waiver Authorities.

Identifier	May be used in publications at	Use this When	Rationale	Waiver Approval Authority is
T-0	Any level	The DAF cannot approve a waiver to the specific requirement because the directive/requirement is driven by a higher authority that is outside of the DAF (US Law, Executive Order, DoD Directive, etc.).	Determined by respective non-DAF authority (e.g., Congress, White House, OSD, JS). Examples: a. AFI 51-202, *Nonjudicial Punishment*, paragraph. 3.9.1. If a new commander takes responsibility for the case after the member was offered nonjudicial punishment proceedings, but before findings are made and punishment, if any, has been imposed, inform the member of the identity of the new commander and provide three duty days to accept nonjudicial punishment proceedings or to demand trial by court-martial. **(T-0)** b. DAFI 90-302, *The Inspection System of the Department of*	External to DAF. Requests for waivers are processed through command channels to HAF publication OPR/HAF functional for submission consideration to non-DAF authority.

Identifier	May be used in publications at	Use this When	Rationale	Waiver Approval Authority is
			the Air Force, paragraph A8.11. "Installation IGs will conduct Wounded, Ill, and Injured facility inspections, as per National Defense Authorization Act for Fiscal Year 2008, Joint Explanatory, Report 110-477, Section 1662, Access of recovering service members to adequate outpatient residential facilities and IAW Attachment 8 of this instruction. **(T-0)**"	
T-1	Departmental level only (instructions and manuals)	Conformity is essential across the DAF, however, MAJCOM/FLDCOM (or equivalent) commanders may approve waivers after consulting with the department- or service-level 2ltr/L2 that issued the direction (Publication Approving Official).	Non-compliance puts Air and Space Professionals, commanders and directors (or equivalents), or the DAF strongly at risk of mission or program failure, death, injury, legal jeopardy or fraud, waste or abuse. Examples: a. DAFI 90-302, paragraph 8.5.1. "Frequency. Wing/delta IGs will complete inspections and finalize reports by 30 October each year. **(T-1)**"	The MAJCOM/CC or FLDCOM/CC (may delegate no lower than the appropriate MAJCOM/FLDCOM Director) with coordination of the publication's Approving Official. For requests from ANG units, the NGB/CF (delegable no lower than ANGRC/CC), with coordination of the publication's

Identifier	May be used in publications at	Use this When	Rationale	Waiver Approval Authority is
			b. AFI 33-332, *Air Force Privacy and Civil Liberties Program*, paragraph 5.2.10. Periodic Reviews of PIAs (Privacy Impact Assessments). ISO (Information System Owner) and PM (Program Manager) will review PIAs annually. **(T-1)**	Approving Official. - For requests from Service Level DRU, the appropriate DRU commander, with coordination of the publication's Approving Official. - For requests from Department or Service Level FOAs, the appropriate FOA/CC (processed through the FOA's parent Department or Service 2ltr/L2), with coordination of the publication's Approving Official. Coordination rules in **Chapter 7** apply, with the exception that the publication's Approving Official makes final decisions on resolution during impasses.
T-2	Departmental MAJCOM/FLDCOM, and ANG levels only (instructions, manuals, MAJCOM/	Conformity is needed across the DAF, however, MAJCOMs/FLDCOMs may issue waivers to deviate from standard practices.	Non-compliance may degrade mission or program effectiveness or efficiency and has potential to create	The MAJCOM/CC, FLDCOM/CC or equivalent (delegable no lower than the first general

Identifier	May be used in publications at	Use this When	Rationale	Waiver Approval Authority is
	FLDCOM/ANG Supplements, MAJCOM/ FLDCOM/ANG instructions, manuals)		moderate risk of mission or program failure, injury, legal jeopardy or fraud, waste or abuse. Examples: a. DAFI 90-302, paragraph 2.5.1.1. "Geographically separated units will maintain a robust Unit Self-Assessment Program (in support of their parent organization's inspection or self-assessment program, as directed). **(T-2)**" b. AFMAN 33-396, *Knowledge Management*, paragraph 4.2.1.1. Focal Point for Enterprise Information Services and Collaborative Technologies. For any supported unit, the Knowledge Management Center will be the point of contact for Enterprise Information Services, AF Portal, and commercial collaborative products that are not tied to a specific	officer in the chain of command moving upward from the unit seeking relief from the requirement). For requests from ANG units, the NGB/CF (delegable no lower than ANGRC/CC or appropriate NGB Directors). For requests from Department- or Service-level DRUs, the appropriate DRU/CC. For requests from Department- or Service-level FOAs, the first general officer in the chain of command.

Identifier	May be used in publications at	Use this When	Rationale	Waiver Approval Authority is
			functional community. **(T-2)**	
T-3	Departmental, MAJCOM/FLDCOM (or equivalent), FOA, and NAF levels (instructions, manuals, MAJCOM/FLDCOM/ ANG/FOA/DRU/Base/ Wing/Delta Supplements, MAJCOM/FLDCOM/ ANG/FOA/DRU/base/ wing/delta instructions, manuals)	Conformity is wanted across the DAF, however, commanders and directors (or equivalents) may issue waivers to deviate from standard practices.	Non-compliance may limit mission or program effectiveness or efficiency and has a relatively remote potential to create risk of mission or program failure, injury, legal jeopardy or fraud, waste or abuse. Examples: a. DAFI 90-302, paragraph 2.5.2.1. "At a minimum, IGs will conduct one unit inspection per unit per Unit Effectiveness Inspection cycle. **(T-3)**" b. AFMAN 33-396, Apply Continuous Process Improvement principles. The Knowledge Management Center will have foundational training in Continuous Process Improvement methodologies, such as AFSO 21 and DoD Continuous Process Improvement/Lean Six Sigma (LSS). **(T-3)**	Wing or Delta CC, Equivalent or higher echelon if applicable (delegable no lower than squadron/CC or equivalent).

Identifier	May be used in publications at	Use this When	Rationale	Waiver Approval Authority is
Notes:				

Notes:

1. For waivers applicable USSF-wide, the CSO (or written designee) is the approval authority.
2. For purposes of waiver approval authority for units assigned to a combatant command, the Commander Air Force Forces (COMAFFOR) is considered a MAJCOM or FLDCOM/CC equivalent.
3. Waivers can be retroactive, unless prohibited by law or higher authority.
4. Tiering is for identifying subordinate-level commanders' authority to approve waivers; do not use a tier number that reflects the same level as the organization that issued the publication. For example, it is redundant to identify a T-3 (wing or delta/CC) in a wing or delta publication, given that the default approval authority for the waiver is the wing or delta/CC since that commander approved the publication.

Attachment 11

DIRECTIVE AND NON-DIRECTIVE PUBLICATIONS

Table A11.1. Directive Publications.

Item	Publication Type	Applicability	Issuing Level	Description
1	Department of the Air Force Policy Directive (DAFPD)	Department of the Air Force	Departmental	PDs are orders of the SecAF and contain directive policy statements that guide implementation of DoD issuances or other authorities outside but binding on the DAF/USAF/USSF that require DAF/USAF/USSF action. They also initiate, govern, delegate authorities and responsibilities, and/or regulate actions within specified areas of responsibility by DAF/USAF/USSF activities. PDs are written clearly and concisely and in a manner that an average Air and Space professional can understand.
2	Policy Memorandum (PM)	Departmental	HAF	PMs are orders of the SecAF and contain directive policy statements to initiate, govern, and/or regulate actions within specified areas of responsibility by DAF activities when there is insufficient time to process a new PD or to rewrite or IC an existing PD. PMs expire one year after their effective date, when superseded by a new PD, or upon next PD IC or rewrite action, whichever is earlier. OPRs must process and distribute a new or revised PD incorporating the material before the PM expires. AFDPO will remove expired PMs from the e-

Item	Publication Type	Applicability	Issuing Level	Description
				Publishing website and notify the OPR.
				For existing PMs, only one PM can be active at a time for a publication. Meaning, OPRs consolidate guidance into a single PM when additional direction is to be provided and an PM is already active.
				When initiating policy with a PM, if USAF and USSF intend and agree to issue separate policy directives applicable only to their respective service, they may issue separate PMs.
3	Mission Directive (MD)	Departmental	HAF	Mission directives (MDs) (AFMDs and SPFMDs) prescribe the mission, area of responsibility, organization, and relationships of MAJCOMs, FLDCOMs, FOAs, and DRUs with their respective units. Follow guidelines in AFI 38-101.
				AF/A1 assigns AFMD or SPFMD numbers IAW AFI 38-101.
		HAF	HAF	HAFMDs prescribe the mission, organization, responsibilities, and relationships of HAF 2ltr offices. HAFMDs follow unique formatting, coordinating, and staffing processes, which are established in HOI 90-1.
				HAFMD numbers are assigned by AFDPO.
		Intra-organization	MAJCOM, FLDCOM, FOA, DRU and below	Organizations may publish MDs that are subordinate to an MD, prescribing the mission, organization, responsibilities, and relationships within a specific command. For example: AFMCMD 401, AFRCMD 11-

Item	Publication Type	Applicability	Issuing Level	Description
				020. The format of these MDs is the same as HAFMDs. Organization-specific MD numbers are assigned by the PFM.
4	Instructions	Departmental	HAF	DAFIs, AFIs and SPFIs are orders of the SecAF and are certified and approved at the HAF (Secretariat, Air Staff or Space Staff) level. DAFIs, AFIs, and SPFIs generally instruct readers on "what to do," i.e., direct action and/or ensure compliance to standard actions across the DAF, the USAF, or the USSF. DAFIs, AFIs and SPFIs are written clearly and concisely and in a manner that an average Air and Space Professional can understand. DAFIs, AFIs, and SPFIs may be supplemented at any level below the HAF unless otherwise stated in the publication.
		Issuing Organization	MAJCOM, FLDCOM, ANG, FOA, DRU and below	Instructions that issue organization- or establishment-specific guidance that is consistent and compliant with departmental or higher headquarters guidance found in DAFIs, AFIs, SPFIs, DAFMANs, AFMANs, SPFMANs, supplements to DoDIs, and/or MAJCOM/FLDCOM supplements. Unless otherwise authorized in the HHQ publication, subordinate units must issue a supplement to extend the scope of guidance in a HHQ publication. Once departmental or higher headquarters guidance is published, units must review

Item	Publication Type	Applicability	Issuing Level	Description
				and revise or rescind applicable instructions and supplements to ensure compliance with new higher headquarters guidance.
5	Manuals	Departmental	HAF	DAFMANS, AFMANs and SPFMANs are orders of the SecAF and generally instruct readers on "how to" and may be either: 1) an extension of a DAFI, AFI, or SPFI, providing detailed procedure and additional technical guidance for performing standard tasks, or supporting education and training programs, or 2) an alternative to a DAFI, AFI, or SPFI, if appropriate. DAFMANs, AFMANs, and SPFMANs intended for use only by Air and Space Professionals who have graduated from special schools (such as flight training, intelligence or maintenance schools) may include more specialized and technical language. The writer should use good judgement on the use of acronyms and technical language to ensure audience comprehension.
		Issuing Organization	MAJCOM, FLDCOM, FOA, DRU and below	Command or field manuals are usually extensions of command or field instructions, providing additional guidance for performing standard tasks, or supporting education and training programs. Command and field manuals do not implement higher-headquarters manuals; units must use supplements to implement higher-headquarters publications where practicable. Command and field manuals do not necessarily have to fall under

Item	Publication Type	Applicability	Issuing Level	Description
				a command or field instruction; a command or field manual may stand in place of an instruction, if appropriate.
6	Instructional Checklist and Addendum	Departmental	HAF	Instructional checklists and addenda are separate supporting documents referenced in the basic instruction and/or manual. They provide detailed procedural guidance and/or steps necessary to accomplish a task or operation. These products are not intended for data collection or inspection checklists; use a form when data is needed to be collected and retained.
		Issuing Organization	MAJCOM, FLDCOM, FOA, DRU and below	Same as departmental, but issued at the command or field level to support command or field publications.
7	Guidance Memorandum (GM)	Departmental	HAF	GMs are issued as interim guidance when there is insufficient time to process and distribute a new or revised guidance publication (DAFI, DAFMAN, or DAF supplement to a DoD issuance) or when a publication rewrite or IC is not appropriate. As such, GMs have an expedited coordination process. (See **paragraph 5.1.7**). GMs expire one year after their effective date, when superseded by a new guidance publication, or upon publication IC or rewrite action, whichever is earlier. OPRs must process and distribute a new or revised guidance publication incorporating the material before the GM expires. See **paragraph 4.8.** AFDPO will remove expired GMs from the e-

Item	Publication Type	Applicability	Issuing Level	Description
				Publishing website and notify the OPR.
				Only one GM at each level is allowed to be active at a time for a publication. OPRs will consolidate guidance into a single GM when additional direction needs to be provided and a GM is already active. See **paragraph 4.8.**
				When initiating guidance with a GM, if USAF and USSF intend and agree to issue separate guidance applicable only to their respective service, they may issue separate GMs.
				GMs may prescribe forms; however, OPRs need to also complete requirements in **Chapter 8** of this publication if the action includes a form revision or issues a new form.
		Issuing Organization	MAJCOM, FLDCOM, FOA, DRU and below	Same as departmental, but are issued by the command or field level to change their publications only. OPRs cannot issue a command or field GM that changes a HHQ publication. They may issue a GM that establishes or changes the command or field supplement, instruction, or manual. Command or field level GMs may also be used to implement higher headquarters GMs, or when implementing a newly revised higher headquarters publication (except PDs).
8	Operating	Headquarters	Headquarters	Headquarters OIs (HOIs) assign responsibilities, direct actions,

Item	Publication Type	Applicability	Issuing Level	Description
	Instruction (OI)			and prescribe procedures within a headquarters staff (e.g., HAF, MAJCOM, FLDCOM, NAF, group). HOIs are not applicable to subordinate units (e.g., FOA, DRU, wing, group, squadron, delta, etc.)
				Service specific staff HAF level OIs are not intended for the entire HAF but are specific to an individual service's staff (e.g., Space Staff Operating Instruction (SPFSOI).
				OIs follow the same publication process: i.e., same template, formal coordination (at minimum, mandatory formal coordinators), certification and approval.
				Additional requirements for processing HOIs generated at HAF are found in HOI 90-2, *Headquarters Air Force Operating Instruction (HOI) Program.* HAF OIs are posted on the e-Publishing website.
				Exception: HOIs issued below the HAF level (MAJCOM/FLDCOM and below) are made available locally (websites, shared drives, etc.)

Item	Publication Type	Applicability	Issuing Level	Description
		Issuing Unit	Units below headquarters	OIs assign responsibilities, direct actions, and prescribe detailed procedures at the lowest level within a single subordinate function (e.g., a group OI applies to the group staff; a section OI applies to the section staff; etc.) For example: a group OI is only applicable to that group. If applicability to subordinate squadrons is needed, process a group instruction or manual. **Exception:** OIs are made accessible locally (websites, shared drives, etc.)

Item	Publication Type	Applicability	Issuing Level	Description
9	Special Publication System	Departmental, Command and Field	HAF	Special publications exist to fulfill unique publishing requirements for a narrowly defined audience. These publications must identify in the opening paragraph their linkage with a parent publication listed in an AFSC series. This system does not change or supersede any directive publication, form, or report that a directive publication prescribes. See **paragraph 1.1.2.3.** Obtain approval to create a departmental-level system from AFDPO. Describe the proposed system, including the type of publications to be issued, publication specifications, coordination, certification, approval requirements, approximate cost, and proposed distribution. Explain why regular publications are not suitable. Reference the directive publication driving the need for the special publications system. Any form that the special publications system requires must be prescribed in the publication establishing the special system. Once approval has been received, work with AFDPO or local PFM to establish the publishing process.

Table A11.2. Non-directive Publications.

Item	Publication Type	Applicability	Issued By	Description
1	Pamphlet	Departmental, Command and	All Levels	Pamphlets are informational and may recommend procedures, identify best practices, and/or

Item	Publication Type	Applicability	Issued By	Description
		Field		suggest "how to" implement DAF/USAF/USSF guidance. Pamphlets may provide information regarding reports, but may *not* prescribe reports. They may reference forms and provide information on completing them, but may not prescribe them. Commands and field units may issue pamphlets that are applicable to their subordinate units.
2	Basic and Operational Doctrine and Tactics, Techniques and Procedures (TTPs) Documents	Departmental, Command and Field	LeMay Center, designated organizations for TTPs	Doctrine is a collection of statements of officially sanctioned beliefs and warfighting principles that describe and guide the proper use of airpower in military action. Follow directions in AFI 10-1301, *Air Force Doctrine Development,* for development, format, and numbering of doctrine. AF/JA formal coordination is not required for TTPs. The LeMay Center may request a post coordination statutory/regulatory review with AF/JA
3	Handbooks	Departmental, Command and Field	All Levels	Handbooks are reference books of a particular subject or a compilation of factual data and instructional material not subject to frequent revision. Commands and field units may issue handbooks that are applicable to their subordinate units.
4	Visual Aid (VA)	Departmental, Command and Field	All Levels	VAs are posters or graphic illustrations. OPRs issue them for display on walls, bulletin boards, desks, base facilities, and other places. OPRs should combine and issue VAs at the highest levels, when possible. There are two kinds: **Permanent VAs.** These explain or instruct. An example is a chart portraying military insignia.

Item	Publication Type	Applicability	Issued By	Description
				Permanent VAs are attributable to guidance or information in a directive publication; there is no need to list VAs in the related publication, but OPRs must indicate the related publication number on the VA; e.g., "AFVA11-240 (Per AFI 11-218)" or "AMCVA90-301 (Per AFI 90-301)." See **paragraph 1.1.2.4.2**, **Temporary VAs.** These inform or motivate, such as a poster promoting safe driving. As a rule, limit display to 180-calendar days or less. Show an expiration date in small type at the bottom of the VA; e.g., "Expires 30 May 2009." If the VA shows the date of an event, eliminate the expiration date. AFDPO does not support the development or dissemination of temporary VAs; OPRs develop temporary VAs independently, in conjunction with the local graphics office, the DLA document services, etc. Temporary VAs do not require prescribing publications, numbers, indexing, coordination, or maintenance of a record set, and are not listed on the e-Publishing website. Commands and field units may issue VAs that are applicable to their subordinate units.

Item	Publication Type	Applicability	Issued By	Description
5	Special Publication System	Departmental, Command and Field	HAF	Special publications exist to fulfill unique publishing requirements for a narrowly defined audience. These publications must identify in the opening paragraph their linkage with a parent publication listed in an AFSC series. See **paragraph 1.1.2.3.** This system does not change or supersede any directive publication, form, or report that a directive publication prescribes. Obtain approval to create a departmental-level system from AFDPO. See **paragraph 1.1.2.3.** Describe the proposed system, including the type of publications to be issued, publication specifications, coordination, certification, approval requirements, approximate cost, and proposed distribution. Explain why regular publications are not suitable. Reference the directive publication driving the need for the special publications system. Any form that the special publications system requires has to be prescribed in the publication establishing the special system. Once approval has been received, work with AFDPO or local PFM to establish the publishing process.

Attachment 12

SAMPLE COMMENT RESOLUTION MATRIX (CRM)

Figure A12.1. Sample Comment Resolution Matrix (CRM).

[CLASSIFIED] [UNCLASSIFIED] [SPFPD] [AFI] [DAFMAN] ETC								
Item	Source	Type (*C/S/A)	Page	Para	Line #	Comment	Rationale	Resolution (**A/R/P)

* Comment Types:

CRITICAL -- Critical comments address content containing violations of law or policy contradictions; content with the potential to create unnecessary risks to safety, life, limb, or DAF materiel or waste or abuse of DAF appropriations; content that imposes an unreasonable burden on DAF resources; or content raising similar issues. Critical comments result in a nonconcur.

SUBSTANTIVE -- Substantive comments address content that is unnecessary, incorrect, misleading, confusing, or inconsistent. A substantive comment is usually not sufficient justification for a nonconcur; however, several substantive comments, when taken together, may be grounds for a nonconcurrence. Coordinators nonconcurring with substantive comments alone must clearly indicate which comments are the basis for the nonconcur.

ADMINISTRATIVE -- Administrative comments address typographical, grammatical, or formatting errors.

** Resolution Actions:

Accept/Reject/Accept with Modification (A/R/M) are to be used by the document sponsor for comment resolution/adjudication. This format will allow the document sponsor to accept, reject, or partially accept/reject or modify each comment.

Attachment 13

ESTABLISHING AND CHANGING A PUBLICATION ORGANIZATIONAL ACCOUNT (POA)

A13.1. First Step to Establishing a POA. Prepare the DAF Form 1846 and retain a copy with the organization's records. **(T-2)** The requestor must have a ".mil", ".gov", or ".edu" e-mail extension to be approved for a user account.

A13.2. Second Step to Establishing a POA. The organizational account representative (OAR) will complete and send the approved DAF Form 1846 to the organization's publishing office for signature of the PFM and then forward to AFDPO.

A13.3. Third Step to Establishing a POA. Submit the completed DAF Form 1846 to AFDPO via e-mail or fax to DSN 754-2387; Commercial: 202-404-2387. **(T-2)** Once AFDPO has processed the request, the account information will be sent to the OAR at the organizational e-mail address provided on the DAF Form 1846.

A13.4. Changing a POA. Changes to a POA require the submission of a revised DAF Form 1846. **(T-2)** The OAR marks the revision block on the top of the form to indicate that the form is revised and fills in the account number block when submitting any changes.

A13.5. Changing an OAR. When the OAR changes, a revised DAF Form 1846 must be submitted to AFDPO. If the OAR is the only change, the only information required on the revised form is the new OAR's information and signature and the approving official's name and signature. **(T-2)**

A13.6. Adding or Deleting Items from the Organizational Account. When an OAR needs to add or delete an item from the organizational account or cancel the account, an DAF Form 1846 must be submitted. The requested changes must be clearly identified on the form. Additions and deletions require the OAR and approving official's names and signatures. **(T-1)**

A13.7. Contractors' Requests to Receive POAs. Requests by contractors to receive a POA must be submitted to and approved by contracting officers only. **(T-1)** Contractors must have a ".mil" e-mail extension on the e-mail address to establish a POA.

A13.7.1. The contracting officer will ensure the DAF Form 1846 includes the contract number, expiration date, and the list of physical products the contractor is authorized to use. **(T-1)**

A13.7.2. Contractors should not establish or request an organizational account for one-time issues or for unrestricted or unclassified physical products. Contractors with a ".mil" e-mail address must establish general user accounts for unrestricted or unclassified physical products. Contractors with a need for a one-time issue of physical products will obtain the needed items through the contracting officers. **(T-1)** The contracting officer will submit orders for one-time issuances of unclassified physical products via the Order Portal at **https://www.orderportal.army.mil**. **(T-1)**