

FREQUENTLY ASKED QUESTIONS

PUBLICATIONS

Bulletin Boards

Is there an Air Force instruction that provides guidance on bulletin boards; that is, bulletin boards required in certain offices, types of information to be posted, manner in which to post it?

Although some years ago there was such a regulation that stated what could and could not be posted to bulletin boards, today there is not an AFI that provides such guidance. A couple of areas to check are to ensure the information is current and not out-of-date and that it is posted neatly and in an orderly fashion

Format

Need clarification regarding left-justifying instructions (Operating Instructions, Supplements). We noticed some AETC instructions are left justified and some are not. We have left-justified previous instructions. Is this correct?

The format--left-justified or indented--of the publications shown on the websites varies because of tagging. If a publication has been tagged by the Central Tagging Office (CTO), it will show indentions. In time, all MAJCOM and base-level publications will be tagged by the CTO and show indentions. We are in the process of developing a tagging plan that will be distributed to all AETC base publications managers that will provide procedures, etc.

Does AETC use the Adobe software when creating instructions?

AETC uses the Adobe software to create pdfs that are proportionally spaced--left and right justified.

Indices

How often are publications and IMTs monitors required to publish an Index 2 and an Index 2?

In AETC, publications and IMTs monitors are required to publish an Index 2 and an Index 9 at least annually and send an electronic copy of the index to HQ AETC/SCMY.

NOTE: You may publish an index as often as required to keep it up-to-date for your customers. At HQ AETC, we publish our indices on a monthly basis.

(See AFI 33-360 V1/AETC Sup 1, paragraph 2.3.2, for guidance on how often to publish an Index 2; see AFI 33-360 V2/AETC Sup 1, paragraph 1.7.20, for guidance on how often to publish an Index 9.)

Interim Changes

When processing an IC, are we required to post it to the web page for a period of time (>30 days) and then incorporate the IC into the publication or can we incorporate it as soon as it is received and post the updated publication to the web page?

AFI 33-360 V1, paragraph 3.54.3, states: “*Within 30-calendar days, the publishing manager revises the basic publication by integrating the IC, changing the date on the title page to reflect the date of the IC, updating the supersession line, and, in some cases, the signature block.*” The "within 30-calendar days" (from the time of receipt until 30 calendar days) provides you the wiggle room to incorporate the IC as soon as it is received and post the updated publication to your website.

Operating Instructions (OI)

What is the governing directive for OIs?

AFI 33-360 V1 is the governing directive for operating instructions. OIs are considered standard publications.

What are the proper numbering procedures for OIs?

Select the appropriate series and assign a control number. Start control numbers with the Arabic number 1 for each series.

Are OIs required to have an attachment for references, abbreviations, acronyms, and terms?

Because OIs are standard publications, the same rules apply. This includes attachments for references, abbreviations, acronyms, etc.

Is it necessary to spell out an acronym the first time it used; for example, IAW, SSgt, SNCO, NLT, AFMAN, etc.?

Yes, spell out an acronym the first time it is used.

Are record sets maintained for OIs?

Yes, the guidance leaves no doubt as to proper procedures for maintaining OIs. AFI 33-360 V1, Attachment 2, states: Include the background material of each standard publication in the record set. **Record sets of indices, bulletins, staff digests, and OIs** (other than HQ USAF OIs) will be maintained and disposed of according to AFMAN 37-139 (will convert to AFMAN 33-322, Volume 4). Maintain a folder, arranged numerically by subject series, as follows, for each current publication. AFI 33-360

V1/AETC Supplement 1, paragraph 2.2.8.2, states: Maintain record sets for OIs according to Attachment 2 of the basic instruction, as applicable.

Are AF Forms 673, Request to Issue Publication, used for coordinating OIs?

AFI 33-360 Volume 1/AETC Supplement 1, paragraph 2.2.8.2, states:.... Use the AF Form 673 to coordinate OIs.

Policy Memorandums

Based on guidance provided in AFI 33-360 V1 and AETC Supplement 1, are we required to convert field-level (wing, squadron, etc.,) policy memos to a publication within 120 days?

The policy referenced in AFI 33-360 V1 and AETC Supplement 1 applies to all levels--HQ and the field. Convert field level policy memorandums to publications.

Supplements

Is it a requirement to obtain prior approval of a supplement with the OPR of the basic publication?

No. An AF/ILC policy decision based on research and inputs from MAJCOMs and field units no longer requires each organization publishing a supplement to obtain prior approval from the OPR of the basic publication. *NOTE:* AF/ILC will delete the language at paragraph 3.45.8.5 of AFI 33-360 V1 in the upcoming IC.

Visual Aids (VA)

Does a Staff Directory have to be an officially numbered VA?

A Staff Directory is no longer required to be managed as a VA. It is acceptable to post the staff directory electronically to the base web site and manage and update it as required.

Are VAs coordinated the same as publications?

VAs are categorized as standard publications; coordinate VAs as any other of your publications.

Waivers

AFI 33-360 V1 does not state procedures for processing a waiver. Is there a specific information management tool (IMT) for this process?

There is not an IMT prescribed for requesting a waiver. Waivers are requested by memorandum. The organization requesting the waiver sends the memorandum to OPR. The OPR files the waiver request with the record set.

Information Management Tools (IMT)

General Information on IMTs

As defined in AFI 33-360 V2, an IMT is what was formerly referred to as a form. The new nomenclature reflects the expanded capability brought on by new technology.

AETC operates under a centralized IMT program and all IMTs developed by subordinate activities are classed as headquarters IMTs. When a single office is the only organization that uses an IMT, the OPR's office symbol is immediately placed after the IMT date.

All certificates in this command are controlled as numbered IMTs.

What are the procedures for developing an IMT?

NOTE: The following procedures apply to organizations that do not have an IMT Analyst/Designer on staff. All IMTs must go through the wing/base-level forms/IMT monitor, and then to HQ AETC/SCMY, Forms Analysts/Designers, for control and assignment of the appropriate organizational number. All IMTs will be wing/base-level IMTs; there are no subordinate unit IMTs.

Distinguishing between Prescribed IMTs and Office IMTs

Prescribed IMTs require a prescribing directive; office IMTs do not. As previously stated, AETC operates under a centralized IMT program and all IMTs developed by subordinate activities are classed as headquarters IMTs. To clarify, AETC's policy is to manage all IMTs--prescribed and office. For example, if an organization on Little Rock AFB has an IMT that is used only within a specific "division," it will still be designated as a LRAFB IMT. Other branches within that division may use the IMT without it being prescribed. When an IMT is used by a single office, in this case a division, the OPR's office symbol is immediately placed after the version of the IMT. This designates it as an office IMT. When developing an IMT, consider asking the OPR the following:

Is the creation of this IMT necessary to accomplish the mission?

Is there an Air Force or AETC IMT that can be used instead?

Will this IMT be used to collect or use Privacy Act information?

Will the IMT need to be fillable on the user's computer?

What is the intended use of the IMT; that is, who will fill out the IMT?

NOTE: If personnel outside the originating division are completing the IMT, such as in different divisions, it is not an office IMT; it is a prescribed IMT.

Is the IMT viewer authorized for the SIPRNET?

Yes, the IMT viewer is authorized for the SIPRNET.

NOTE: For specifics, visit <http://www.e-publishing.af.mil/contentmgmt/conupdate.asp>. Once there, look for "CoN Update for Content Management System Phase 1 - Approval for SIPRNET." It is the fourth main bullet from the bottom of the page.

