

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



**AF INSTRUCTION 37-160, VOLUME 1
AIR EDUCATION AND TRAINING COMMAND
Supplement 1
31 OCTOBER 1995**

Information Management

**THE AIR FORCE PUBLICATIONS AND
FORMS MANAGEMENT
PROGRAMS--DEVELOPING AND
PROCESSING PUBLICATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AETC Publishing WWW site at: <http://www.aetc.af.mil/im> . If you lack access, contact your Base Publishing Manager.

OPR: HQ AETC/IMPP (J. Ramos, Jr.)
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“HOLDOVER”

“The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected.”

| AFI 37-160, Volume 1, 29 April 1994, is supplemented as follows:

SUMMARY OF REVISIONS

A bar (|) in the left margin indicates revisions.

1.6.1. Publications managers are designated as follows:

1.6.1.1. The Chief, Publications and Forms Management Branch (HQ AETC/IMPP), is designated as the Command Publications Manager.

1.6.1.2. Chiefs of base information management (IM) and persons responsible for IM functions at other organizations reporting directly to this headquarters will send the name and phone number of their designated publications manager to HQ AETC/IMPP, 244 F Street East, Suite 1, Randolph AFB TX 78150-4328. Submit changes as they occur.

1.7. Proponents will follow the requirements of AFI 37-130, volume 5, *Guide for Proponents of Air Force Publications*, as well as the requirements of this volume.

1.8. HQ AETC project officers are authorized to sign as the approval authority on AF Form 399, **Request for Action on Implementation of Higher Headquarters Publication**.

1.11. HQ AETC/IMPP edits departmental publications written by AETC personnel. Project officers follow the guidelines of AFI 37-160, volumes 1 and 5, relative to writing these publications and process them as directed by the Air Staff OPR.

2.2.1. (Added) **AETC Publications.** AETC regulations, supplements, etc., will remain in effect during the transitional period of renaming these publications until they are superseded or rescinded.

2.3. AETC publications consist of the same types as departmental publications listed in paragraph 2.2 of the basic instruction, except AETC does not publish doctrine documents. Organizations reporting directly to this headquarters issue publications that affect more than one organization or the general population at the highest level. For example, subordinate activities, such as 19 AF, 2 AF, Keesler AFB, Randolph AFB, etc., may issue publications unique to their operations. However, if the publication deals with command policy or procedures, such as the flying training program or technical training program, then a command publication must be published and paragraph 3.1.4.1 (Added) applies. (**NOTE:** Subordinate activities are not authorized to approve command publications, but they may be tasked, down through channels, to write publications by the HQ AETC staff agency having functional responsibility over subject matter.)

2.9. Do not use this exclusion as authority to produce and issue any material that properly belongs in a publication. Coordinate proposed guides, handouts, and similar documents with the publications manager to ensure the material is published in the proper medium.

2.10.2. HQ AETC directorates and special offices and equivalent levels at local activities may issue policy directives as required; however, do not publish a policy directive when a higher headquarters policy directive already addresses the policy. Apply the instructions in the basic paragraph when preparing policy directives. (**NOTE:** AETC policy directives [AETCPD] must have the approval of the AETC Commander; local level policy directives must have the approval of the highest level of authority, such as the wing commander.)

2.10.7.1. HOIs are not published in this command.

2.10.7.2. Operating instructions (OI) may be designated with the office symbol (example, DP OI 37-1), abbreviated organizational level (example, DOI 37-1), or title of organizational level (Personnel OI 37-1). Assign a series subject and number and control number as prescribed in AFI 37-160, volume 6, *Numbering Publications*. OPRs determine the title (subject) of their OIs based on overall content of the OI. OPRs may format OIs in the same way as a departmental instruction (this instruction is a good example) or in a way that is practical to their particular operation. OIs will be signed by the chief of the organizational element, such as division, branch, etc. Figure 2.1 (Added) gives two examples of OI title page headings you may want to follow. Record sets and indexes of OIs are not required.

Figure 2.1. (Added) OI Sample Title Page Headings.

INFORMATION MANAGEMENT DIRECTORATE
DOI 37-1**(Address if Desired)****1 June 1995***Information Management***COORDINATING OFFICE CORRESPONDENCE**

12TH MISSION SUPPORT SQUADRON
12 MSSQ OI 36-1**(Address if Desired)****1 June 1995****Personnel****SQUADRON AIRMAN OF THE MONTH**

2.11.6.1. For a proposed permanent visual aid (VA), send a rough sketch or ideas and a completed AF Form 673, **Request to Issue Publication**, to the publications manager, explaining the purpose and listing proposed distribution. Make requests at least 60 days before desired distribution date. The OPR, in coordination with the publications manager, will arrange for the artwork. The publications manager will arrange for publication and distribution. AETC does not prescribe VAs in its publications.

2.11.7. The following policies apply to issuing bulletins in this command:

2.11.7.1. Recruiting groups and squadrons and similar separate activities may issue an activity bulletin comparable to a base bulletin to disseminate information to subordinate activities. Waiver to publish bulletins in other functional areas will not be granted.

2.11.7.2. Bulletins are published as often as necessary to disseminate official information.

2.11.7.3. IMs periodically announce bulletin publishing policies in the base bulletin.

2.11.7.4. To publish information in the bulletin, send one copy of the notice by memorandum to the IM or send notices (except personal items listed in paragraphs 2.11.7.7 and 2.11.7.8 below) by e-mail. (The local IM will establish the deadline for submitting information.) Do not develop or use local forms for this purpose.

2.11.7.5. Begin notices or items for publication with a descriptive short title and ensure they are clearly and concisely written.

2.11.7.6. On official notices, include the responsible official's name, grade, office symbol, and telephone number in the last line of the notice. Normally, official notices are published in only one issue of the bulletin. The publications manager may authorize exceptions. In this case, the responsible staff official cites the directive and paragraph requiring more than one announcement or otherwise substantiates the requirement for repeat announcements.

2.11.7.7. At local option, bulletins may contain unofficial notices (announcements and other information of interest to assigned personnel), advertisements (lost and found, for sale, or wanted items), and illustrations to advertise base programs. Unofficial notices, however, are published on a space-available basis.

(**NOTE:** Personal advertisements such as lost and found, for sale, wanted, etc., may not be sent by e-mail.)

2.11.7.8. Private housing sales or rentals may be advertised in base bulletins. However, before such advertisements are placed in bulletins, they must first be listed or coordinated with the housing referral office (HRO) and approved by the HRO as nondiscriminatory. Publication of any type of commercial enterprise is prohibited. (**NOTE:** These advertisements may not be sent by e-mail.)

2.11.7.9. Only active or retired military personnel, DoD and other federal government employees, and their immediate family members may place for sale or wanted items in bulletins.

2.11.7.10. Bulletin notices expire in 90 days unless sooner rescinded or superseded.

2.11.7.11. The IM has the authority to refuse to publish any item considered inappropriate, controversial, or contrary to Air Force or command policy.

2.11.8. Staff digests are not published in this command.

2.22.1. OPRs determine which command publications apply to the ANG. Those publications are sent to NGB/CF in accordance with paragraph 2.22.9 of the basic instruction.

2.42. OPRs will obtain documented approval from the publications manager before issuing new policies or procedures in a memorandum or message in place of a publication. This does not include memorandums or messages reiterating policy already established in departmental, AETC, or local directives.

2.45.1. (Added) How to Rescind an AETC Publication. HQ AETC OPRs will use the procedures in the basic paragraph to rescind AETC publications, except: Send requests for rescission to HQ AETC/IMPP after coordinating with affected staff offices. HQ AETC/IMPP will obtain coordination from the forms and reports control functions. (**NOTE:** Rescinded publications are announced according to paragraphs 4.10.1 and 4.10.2 of this supplement.)

3.1.4.1. (Added) Authority to approve command specialized and standard publications, including changes, at HQ AETC is delegated to the director of executive services, assistant director of executive services, directors, deputy directors, chiefs of special staff, and deputy chiefs of special staff. Authority to approve AETCPDs is delegated solely to AETC Commander. (**NOTE:** OPRs contemplating changing policy must staff such revisions or changes, including message changes, through the AETC Commander for approval.)

3.1.4.2. (Added) Authority to certify command specialized and standard publications is delegated to the approving official (paragraph 3.1.4.1) or a level of authority (at least division level) between the OPR (project officer) and the approving official.

3.1.4.3. (Added) Commanders of field activities are authorized to establish approval and certifying levels locally.

3.1.4.4. (Added) The approval/certifying authority for command and local specialized and standard publications signs:

3.1.4.4.1. AF Form 673.

3.1.4.4.2. DD Form 67, **Form Processing Action Request.**

3.2.2. OPRs will make sure their publications conform to the requirements and standards of AFI 37-160, volume 5, as well as this volume.

3.2.4. In AETC, the transferring OPR will promptly notify the publications manager by memorandum when he or she transfers responsibility of a publication to another OPR. The memorandum must be signed by the same level of authority that certified the publication and, if the receiving OPR is outside the directorate of the transferring OPR, the memorandum must be endorsed to show acceptance by the receiving directorate (certifying official).

3.2.5. In AETC, the publications management function maintains records sets of standard publications.

3.9.4. (Added) Restrict the commander's authority to determine locally the need, frequency, agenda, and participants of meetings.

3.13.1. For correct wording of the Privacy Act warning statement, OPRs consult the Plans and Resources Division (HQ AETC/IMX) for command publications and the base records management office for field activity publications. For supplements to publications without a Privacy Act warning statement, place the Privacy Act warning statement in a separate, unnumbered paragraph following the headline.

3.13.2. OPRs coordinate their publications with HQ AETC/IMX for AETC publications and the base records management office for field activity publications.

3.30. Standard publications issued in this command are distributed by use of functional (F), special (X), limited (L), or a combination of F and X (paragraphs 3.30.1 and 3.30.2, basic instruction). Do not develop local distribution symbols.

3.30.1. Send the functional statement to the publications and forms management branch (HQ AETC/IMPP) for AETC publications.

3.30.2. Contact the command publishing distribution center (HQ AETC/IMPN) for AETC publications.

3.31. Contact HQ AETC/IMPP (forms section) as soon as the need for a new or revised form is known.

3.32. Coordinate command publications that prescribe reports with the information reports requirements manager (HQ AETC/IMX). IMX determines whether the report should be assigned a reports control symbol (RCS).

3.36. A "*SUMMARY OF REVISIONS*" is required for AETC directives, instructions, and manuals. A summary of revisions is optional on other AETC standard publications, such as pamphlets and handbooks, except supplements, which will not carry a summary of revisions.

3.39. An OPR who sends a computer printout of a publication to the publications management office for processing must prepare it according to the basic paragraph. Additionally, number each page in pencil at the bottom right corner.

3.40.2. Refer to and place figures, tables, and attachments in numerical sequence.

3.45. In AETC, OPRs coordinate the initial and each revision of a publication with all offices that have a technical interest in its contents. (Exception: The requirement to obtain complete coordination on revisions may be waived on a case-by-case basis.)

3.50. For final processing of AETC draft publications, send the following to the publications management office: (See paragraph 2.11.6.1 for VAs.)

3.50.1. Original completed and signed AF Form 673 with a copy of each additional AF Form 673.

3.50.2. One copy of the draft (double spaced), a copy of illustrations (or rough sketches), and camera-ready sample forms.

- 3.50.3. Background file, including documents relating to development, coordination, and issuance.
 - 3.50.4. Original copyright releases, if required. (Paragraph 3.7 of the basic instruction explains how to obtain a copyright release.)
 - 3.50.5. AF Form 130, **Application for Approval of Report**, if a report is prescribed.
 - 3.50.6. A copy of the basic directive for supplements to decentralized publications.
 - 3.50.7. Diskette of proposed publication. (See basic paragraph 3.50 for specifications pertaining to the diskette, except the format should be submitted on Microsoft Word for Windows®, version 6.0 if available, and graphics PowerPoint for Windows®, version 4.0 if available.)
- 3.59. Chiefs of supply may issue ILCs to local supplements to AFM 67-1. These ILCs may remain in effect until the next annual review of the affected supplement. Distribution of the ILCs will be limited to supply functions with one copy to the base publications manager. ILCs will not be indexed, nor will stocks be maintained by the PDO.

3.60.1. (Added) Authorized Methods To Change Publications Within AETC:

3.60.1.1. Page-Insert Change. Prepare page-insert changes according to AFI 37-160, volume 5, paragraphs 3.27 and 3.29, as supplemented.

3.60.1.2. Write-in Change. Prepare write-in changes according to AFI 37-160, volume 5, paragraph 3.31. Field activities may use their base or activity bulletins to make minor write-in changes to their publications. HQ AETC staff agencies may place minor write-in changes to their publications in the AETC Publishing Bulletin. HQ AETC staff offices send desired changes to HQ AETC/IMPP.

3.60.1.3. Paragraph Change. Prepare paragraph changes according to AFI 37-160, volume 5, paragraph 3.30, as supplemented.

3.60.1.4. Message Change. The following instructions apply pertaining to EMCs and IMCs in AETC:

3.60.1.4.1. Before preparing an EMC or IMC, contact HQ AETC/IMPP (editorial section) for the possibility of issuing a formal change. All message changes must be processed through HQ AETC/IMPP before release.

3.60.1.4.2. OPRs must number, coordinate, and format messages according to paragraphs 3.57.1 through 3.57.5 of the basic except for those instructions that only apply to Air Force EMCs and IMCs. Refer to AFI 37-160, volume 1, figure 3.5, which is a sample format of an IMC or EMC.

3.60.1.4.3. Upon receipt of an EMC or IMC, the publications distribution office (PDO) reproduces the message in quantities to match the original distribution of the basic and distributes these copies to all holders of the basic publication. Any OPR receiving an IMC or EMC that does not have IMPN as an addressee will ensure that a copy is provided to the local PDO for immediate disposition. Direct questions regarding the status of an IMC or EMC to the local OPR.

3.60.1.4.4. Recruiting Service will send its IMCs to HQ AETC/IMPP for review and processing. After this action is complete, Recruiting Service may transmit an advance copy of approved IMCs to its units by PROMIS.

3.60.1.4.5. AETC IMCs and EMCs are announced in the AETC Publishing Bulletin.

3.60.1.4.6. Coordinate IMCs by AF Form 673 with all staff offices having a technical interest. The AF Form 673 is signed by the same level of authority as the basic publication. Submit the AF Form 673 with the original and two copies of the message form to HQ AETC/IMPP for final coordination.

3.60.1.4.7. Address AETC IMCs to address indicating group (AIG) 10734/MSIP/MSIPD (list counterpart FASs after MSIP/MSIPD). INFO: AUL MAXWELL AFB AUL//LSD//, HQ AFIA KIRTLAND AFB NM//IMP, and all other organizations listed under X distribution of the publication being changed. ZEN as applicable.

3.61. AETC OPRs may require republication approval of subordinate activity supplements. State such a requirement in the basic directive, preferably in the purpose statement.

3.63. IMs will establish a system to suspense and track holdover supplements to ensure they are updated as quickly as possible.

3.67. Separate page inserts are not used in this command. Supplements may be issued by chapter for those publications having a large number of chapters (for example, AFM 67-1). On the title page, below the heading of these supplements, include the subject of the series, volume, and chapter.

3.69.1. In this command, coordinate specialized publications that prescribe forms with the forms manager.

3.69.2. In this command, coordinate specialized publications that prescribe reports with the reports control manager.

3.70. AETC base-level OPRs (through the base IM) and HQ AETC OPRs send requests to prescribe specialized publications systems to HQ AETC/IMP for approval. Send a copy of the prescribing publication with each request.

3.71.11. In AETC, the OPR maintains the official record set for each specialized publication it issues.

4.2. HQ AETC/IMPP provides editorial services only to command specialized and standard publications and 2 AF and 19 AF standard publications.

4.3. HQ AETC/IMPP provides writing service only to command specialized and standard publications and 2 AF and 19 AF standard publications. At AETC field activities, this service may or may not be available. To obtain writing service, HQ AETC OPRs submit one copy of the draft and an unsigned, uncoordinated AF Form 673 to HQ AETC/IMPP, which must be returned with the final coordinated AF Form 673.

4.5.1. Command, 2 AF, and 19 AF publications are produced in the format prescribed for departmental publications except as stated in paragraph 4.5.5 (Added) below. Field activities establish formats for their publications in their supplement to this instruction.

4.5.4. OPRs will include written justification on AF Form 673, block 16 (continue on back of form if necessary or submit the justification on a separate sheet of paper attached to the AF Form 673).

4.5.5. (Added) Use the following page text dimensions: Pages will have .75-inch top, bottom, and left and right margins. The first page of command publications is full (broad) measure. Subsequent pages will be in two-column format with each column being 3.25 inches with a .5-inch gutter, with the same margins. Exception: All pages of command supplements will be in double column where practical.

4.8.11. (Added) If desired, the camera copy of the printed publication. (NOTE: Destroy the camera copy when the record set is transferred to the inactive file.)

4.8.12. (Added) At HQ AETC, one copy of the requirements extract listing (PCN SR011-RE0501) and DPSDO-SA 5604/1-B, **Printing/Reprographics Request**.

4.10.1. (Added) HQ AETC OPRs may rescind an AETC publication by AF Form 1382, **Request for Review of Publication and/or Forms**, during the annual review of the publication, or by memorandum between annual reviews (paragraph 2.45.1(Added), this supplement). HQ AETC/IMPP announces the rescission in the AETC Publishing Bulletin and adds it to the list of obsolete publications in the index.

4.10.2. (Added) Field activities announce rescinded publications in the base or activity bulletin.

4.14. In AETC, the procedures in the basic paragraph will be used for the review of all standard publications; however, base IMs may authorize review of local publications every 2 years.

4.15. This procedure is used for AETC publications. HQ AETC/IMPP verifies the status of publications with OPRs on all reprint requests.

Attachment 3. (NOTE) Project officers as well as editors should follow this checklist closely to ensure publications meet Air Force standards and are published in a timely manner.

Attachment 3 Para A3.25. Refer to paragraph 3.1.4.1 (Added) for the proper signature element.

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