

This is a web-optimized version of this form.

Download the original, full version:

www.usa-federal-forms.com/download.html

Convert any form into fillable, savable:

www.fillable.com

Learn how to use fillable, savable forms:

Demos: www.fillable.com/demos.html

Examples: www.fillable.com/examples.html

Browse/search 10's of 1000's of U.S. federal forms converted into fillable, savable:

www.usa-federal-forms.com

18 MAY 2006



Communications and Information

PUBLICATIONS AND FORMS MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASIBILITY: There are no releasibility restrictions on this publication.

OPR: SAF/AAX

Certified by: SAF/AA (Mr. William A. Davidson)
Pages: 90

Supersedes AFI 33-360, Volume 1, 30 January 2004;
AFI 33-360, Volume 2, 11 September 2003

This publication implements Air Force Policy Directive (AFPD) 33-3, *Information Management*. It provides guidance and procedures on creating, managing, and disseminating directive and non-directive publications and forms throughout the Air Force (AF). It applies to individuals at all levels who prepare, manage, review, certify, approve, disseminate and/or use official Air Force publications and forms, including Air National Guard (ANG) units and Air Force Reserve Command (AFRC). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil/>. 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 Air Force.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. This version consolidates and supersedes AFI 33-360 volumes 1 and 2, incorporating guidance and procedures for publishing and maintaining electronic and physical publications and forms. Major changes include: revises publication categories for all Air Force levels (Policy Memorandum, Guidance Memorandum, field-level Instructions, field-level Supplements, Operating Instructions, and field-level Manuals), and eliminates the field-level Policy Directive publication category; eliminates Holdover Supplements; eliminates the “IMT” designator for new forms—existing “IMTs” will be re-named as the forms are updated, so the designator will continue to appear for some time; consolidates AF IMT 673, *Request to Issue Publication*, AF IMT 1382, *Request for Review of Publications and/or Forms*, and DD Form 67, *Form Processing Action Request*, for internal Air Force publications/forms actions (still must use the DD 67 on any DOD forms