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Communications and Information

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This manual implements the policy in Air Force Policy Directive (AFPD) 33-3, *Information Management*, and executes the guidance in AFI 33-360, *Publications and Forms Management*. It provides guidance for accessing and disseminating Air Force publishing products. It also provides information on ordering social protocol stationery as well as specialty products. It applies to all Air Force personnel who prepare and use publications and forms, including Air National Guard (ANG) units and Air Force Reserve Command (AFRC). It must be used in conjunction with AFI 33-360. 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 AFPD 33-3 and AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.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.

See **Attachment 1** for a glossary of references and supporting information.

SUMMARY OF CHANGES

This interim change adds the mandate for the use of the most current version of Designer/Viewer software; eliminates the use of spreadsheets for submitting forms metadata, includes the requirement for OPRs to submit .pdfs for supplements to DOD Issuances, includes information regarding new inventory stocked/issued at the AFPDC, adds a requirement for submitting specialty products, includes guidance on general purpose forms, changes the title of Section E, and deletes Attachment 3. A bar (|) indicates a revision from the previous edition.

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