



Information Management

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

"HOLDOVER"

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

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

1.6.1.2. (AETCS1) Air University (AU) schools and 42d Air Base Wing (42 ABW) organizations appoint a primary and alternate publications monitor and notify Publications Management (42 CS/SCSPP) by memorandum. Submit changes as they occur.

2.11.7.1. (AETCS1) Publications Management (42 CS/SCSPP) publishes the base bulletin on Tuesday and Thursday of each week. When a holiday falls on Tuesday or Thursday, the bulletin is published on Monday or Wednesday.

2.11.7.3. (AETCS1) Cut-off time for submitting bulletin articles is 1200 on Monday and Wednesday.

2.11.7.4. (AETCS1) To publish an article in the base bulletin, send the following information by memorandum, e-mail, or fax to 42 CS/SCSPP, bldg 804:

- Type of request (Official/Unofficial)
- Date of request
- Date to be printed
- Subject
- Item for publication
- Organization/office symbol
- Name/Grade/Title of Requester/Duty phone

2.11.7.5. (AETCS1) Ensures items are properly coordinated, signed, and of minimum length to convey the information before submitting for publication.

2.11.7.6. (AETCS1) Official items are temporary announcements, notices, and instructions that directly aid mission accomplishments.

2.11.7.7. (AETCS1) Unofficial items are of general interest and published on a space-available basis. Personal advertisements such as lost and found, for sale, wanted, etc. are not advertised in the base bulletin.

2.11.7.10. (AETCS1) Official items are published at least once during each 90-day period. Publication of an item more than once is determined by 42 CS/SCSPP based on the time sensitivity of the items and the space available.

2.11.7.11. (AETCS1) Articles as attachments to the bulletin are not accepted unless there are unusual circumstances. The staff agency chief or equivalent must fully justify such a request.

2.11.7.12. (Added) (AETCS1) All personnel and units assigned, attached, or tenants on Maxwell Air Force Base and Gunter Annex have priority for having items published in the bulletin. Service to other than Air Force and Department of Defense personnel is on a space-available, first-come, first-served basis.

3.50. (AETCS1) When developing or revising an AU or MAFB publication, send the following to 42 CS/SCSPP:

3.50.1. (AETCS1) An original, completed, and uncoordinated (no dates or signatures) AF Form 673. Publications are edited and formatted before coordinating with offices having a technical interest.

3.50.6. (AETCS1) On supplements only, send a copy of the title page and each paragraph (highlighted) that's being supplemented from the basic directive.

3.61. (AETCS1) When developing or revising a supplement, contact your AETC counterpart to determine if or when a supplement will be issued to prevent less restrictive or contradictory publications.

4.3. (AETCS1) Writing services are not provided for AU and Maxwell AFB publications.

4.12. AU schools and 42 ABW organizations send a copy of their indexes to 42 CS/SCSPP, Bldg 804.

4.14. (AETCS1) Publications are reviewed biennially on the publication's anniversary month. (Those dated Jan,

Mar, May, Jul, Sep, and Nov, are reviewed in odd years; those dated Feb, Apr, Jun, Aug, Oct, and Dec are reviewed in even years.) If AF 1382 is not returned during this review, your publication's status is considered obsolete.

AARON M. ALBERS, Capt, USAF
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