

55 OG/OGV

30 DEC 19

## 847 Process

### 1. Program Definition

### 2. OGV Responsibilities

### 3. Squadron CCV Responsibilities

### 4. Geographical Separated Units (GSU) Procedures

#### Attachment 1: 55 OG AF 847 Routing Process Checklist (Squadron)

#### Attachment 2: 55 OG AF 847 Routing Process Checklist (OGV)

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**1. Program Definition:** The purpose of the AF 847 Program is to provide recommendations for change of publications. The program allows for submitting, tracking, and follow up for publication changes submitted from 55 OG units. This is accomplished by filling out the Air Force Form 847 and submitting it through a squadron's CCV office that then sends it to OGV for approval and up-channeling to 12 AF and ACC. OGV then tracks the AF 847 until approved or disapproved at the higher levels. This process will last until it has made it to the publication in question.

### 2. OGV Responsibilities:

2.1. Establish and maintain *AF 847 Program* guidance for squadrons to follow. Current guidance is a combination of this addendum and the continuity folder located on the shared drive in Attachment 1.

2.2. Create, route and track all AF 847s submitted by any unit within the 55th Operations Group. The entire process is outlined in Attachment 1, however at a minimum OGV will accomplish the following:

2.2.1. Ensure the quality of the submitted AF 847 request.

2.2.2. Assign a control number based on AFI guidance. See Attachment 2.

2.2.3. Enter the AF 847 into a control log. This control log is maintained on Intelink. See Attachment 1. At a minimum this log will consist of:

2.2.3.1. The unit who submitted the Form 847.

2.2.3.2. The date of submission.

2.2.3.3. The status of the AF 847 with respect to which approving office has it.

2.2.4. Route all AF 847s to OPR, NAF or MAJCOM, as required.

2.2.5. Forward a copy of the final action to the applicable squadron.

2.3. Program managers will maintain access to the ACC 847 tracking website on both the NIPR and SIPR side IAW AFI11-215\_ACCSUP\_I 9.2.1.5

2.4. Ensure all AF 847s are included in the SEB.

2.5. Generate and push out FCIF if required for the AF 847.

### **3. Squadron CCVs Responsibilities:**

3.1. Will assist members within unit to submit an 847 request to OGV. Detailed instructions can be seen in Attachment 2. However, at a minimum the squadron CCVs will:

3.1.1. Ensure only valid 847s are submitted IAW with AFI11-215 guidance.

3.1.2. Utilize AF Form 847 located on Intelink. Use Sample 847 as a reference.

3.1.3. Send AF 847 requests to the 55 OGV channel (55OG.OGV@us.af.mil) with subject line: "847 Title" (i.e. 847 Cooling System Operations correction).

3.2. Will act as liaison between the originator of the AF 847 request and OGV. Will ensure that originator is informed of the status of their AF 847.

3.3. Must have access to OGV Intelink to view 847 Tracker:  
([https://intelshare.intelink.gov/sites/55ogv/Pubs/847\\_Program/default.aspx](https://intelshare.intelink.gov/sites/55ogv/Pubs/847_Program/default.aspx))

3.4. Program managers should have access to ACC 847 Tracker.

3.5. May create a tracking system using OGV control numbers, but it is not required.

3.6. Promote the AF 847 program within squadron.

**4. GSU:** GSUs can also submit AF 847s through OGV. OGV can SAV the 82 RS and 95 RS *AF 847 Program* as outlined in the OG Supplement.

**Attachment 1**  
**55 OG AF 847 Routing Process Checklist (Squadron)**

Squadron

1. AF Form 847 – Fill Out ([AF Form 847 Guides](#))

**NOTE**

If 847 needs to contain SECRET information – contact OGV at DSN 271-6107 for further guidance.

- a. Publication – List all publication(s) this change will affect (i.e. Expanded and abbreviated checklist)
- b. Page number(s) – List all page numbers this will affect
- c. Recommendation – Clearly state what specifically needs to change
- d. Additional Information – Provide information on what impacts this change will have and why it needs to change. Also determine if the change is *Emergency* or *Routine*
  - i. *Emergency – requires immediate correction to prevent fatality, serious injury to personnel, extensive damage or destruction of equipment or property or inability to achieve or maintain operational posture (AFI 11-215 para 9.1.1.)*

**NOTE**

*Emergency changes will be submitted as soon possible.*

- ii. *Routine – Conditions that are potentially hazardous from prolonged use, have negative effects on operational efficiency; reduce operational life or general service use of equipment (AFI 11-215 para 9.1.1.)*

**NOTE**

*Do not use the AF Form 847 (or electronic change process request) to call attention to word omissions, typographical, printing or quality errors usually corrected during scheduled reviews unless they cause misinterpretation (AFI 11-215 para 9.1.2.)*

- e. Name : Member named here will be kept up to date on changes.

2. AF Form 847 – Route to OGV

- a) Save Form – “847 Title of 847” i.e. *847 Cooling System Operations correction*
- b) Generate E-mail to OGV
- c) E-mail 55 OG/OGV <[55OG.OGV@us.af.mil](mailto:55OG.OGV@us.af.mil)>

- d) Subject line – same title as document
- e) If FOUO encrypt and place FOUO statement on e-mail
- f) If Emergency – place High importance on e-mail and note in the email that the 847 is an emergency and follow up with a call
- g) Send E-mail to OGV

3. AF Form 847 – Track

- a. OGV 847 Tracker – Monitor as Required
- b. Update POC of process – As Needed
- c. Squadrons may create their own tracker, but this is not recommended

**ATTACHMENT 2**  
**55 OG AF 847 Routing Process Checklist (OGV)**

OGV

1. AF Form 847 – Assign

- a. Ensure 847 Program Manager works AF 847 e-mail via Outlook Color System or tasking folder (Deputy or DS)
- b. Program Manager – will ensure it is a valid AF 847 request through SME
- c. If outside org, complete steps 1-4. 9.2.1.2

2. AF Form 847 – Generate

- a. Review AF Form 847 submission – grammar and category
  - i. Send to OGV SME for review/content validity
  - ii. Review will be complete ASAP
- b. Fill out Front Page
  - i. Open Template
  - ii. Use the Training sheet with link
  - iii. Assign a control number (FY sequential ex. 14-01, 14-02...) 55 OG in front 9.2.1.3.
    - 1) Check tracker for next number
- c. Fill out back page of 847 with TO:/ FROM info and Signature Block

TO: 16 AF/A3V

102 Hall St, Joint Base San Antonio-Lackland, TX 78243

FROM: 55 OG/OGV 55 WG 10-02 (ACC) (DSN 271-6107)

205 Looking Glass Ave Ste 132, Offutt AFB NE 68113

SIGNATURE: 55 OG/OGV

- d. Add Completed 847 to [847 Program Folder](#) on common Drive under correct year
- e. Add 847 to Excel spreadsheet on common Drive under correct year
- f. If adding an Attachment create folder with OG Control number
- g. Add to AF Form 847 Tracker on Intelink Add links
- h. Add attachment if needed
- i. Upload updated Excel spreadsheet to share-point
- j. If Concur or Not Concur send to 16 AF/A3V for Routine or ACC for Safety related issues 9.2.1.6
- k. Emergency
- l. Non Concur

- m. EXCEPTION: AF Forms 847 concerning unit-level publications do not require higher headquarters action. Direct to OPR
- n. SIPRNET
- o. AF Form
- p. SIB (see 9.4)
- q. Send completed or non-concur 847s back to originating squadron for their SA

### 3. Follow website

- a. ACC will log form within 30 days of receipt of 60 days of submission. 9.2.1.7
- b. Disapproval or changes. 9.2.2
- c. Ensure 847 will update all related instructions (i.e. both flight manual and abbreviated checklist if applicable).
- d. Complete 847
  - i. Emergency – (See Table 9.1)
    - 1) Mark “yes” under block 5. 9.3.1
    - 2) Send to parent MAJCOM with a copy to MDS FMM. 9.3.1.1
    - 3) Upload to ACC 847 site. 9.3.1.1 (ACC) [AF Form 847 Document Library - All Documents](#)
  - ii. Routine - Attachment 2 (include 9.2.1.4)

### NOTE

If the recommended change is too large to fit onto one AF Form 847, note this on the submitted form and provide an attached word document or an edited version (using text editing/over-writing software) of an electronic copy of the Flight Manual or checklist.

- iii. SIB
- iv. Secret – 11.3.3.1 Attachment 2
- v. Outside 11 series – look at OPR
- vi. ANG – same as Active
- vii. If the recommendation concerns a publication other than a flight manual, OGV will forward an advance courtesy copy to the OPR.