

Publication Types

Proficiency Code: X

Determining policy is an important function for Air Force leadership. Policy provides both a focus for Air Force action and a guide for the behavior of an organization and its members. Title 10 United States Code, Section 8013, states that the Secretary of the Air Force (SAF) is responsible for “the formulation of policies and programs by the Department of the Air Force that are fully consistent with national security objectives and policies established by the President or the Secretary of Defense”. In addition, Section 8013 states that the secretary is responsible for “the effective and timely implementation of policy, program, and budget decisions and instruction of the President or the Secretary of Defense”.

The SAF as the head of a DOD component, or his/her designated official(s) reviews and coordinates on proposed DOD Issuances that are relevant to the Air Force mission. The SAF ensures OSD policy is carried out by issuing AF publications, as required, and in accordance with AFI 90–101, *Processing Department of Defense Issuances*, and AFI 33-360, *Publications and Forms Management*.

This lesson will describe the many types of Air Force publications and describe their functions, who implements, and if they are directive or non-directive in nature. First, we will look at nondirective publications.

Nondirective publications

Nondirective publications are informational and suggest guidance that you can modify to fit the circumstances. Complying with publications in this category is expected, but not mandatory. Air Force personnel use these publications as reference aids or “how-to” guides. Publications in this category follow the standard Air Force format; publications managers may approve special or unique formats. The “Compliance is Mandatory” statement is not used and they do not prescribe forms or any other type of data collection. Publications listed below will be hosted from the e-Publishing web site with the exception of those generated below wing/base level and by ANG wings/subunits.

Air Force pamphlet

Air Force pamphlets (AFPAM) apply to the departmental, command and field levels of the Air Force and are issued from any level. Pamphlets are informational “how to” publications, which may include procedures for implementing Air Force guidance. AFPAMs may provide guidance regarding reports, but may *not* prescribe reports. They may reference forms and provide guidance on completing them but may *not* prescribe them. Commands and field units may issue pamphlets that are applicable to their subordinate units. AFPAMs are written in an informal style and are designed to maintain the reader’s interest. A well-known AFPAM is AFPAM 36–2241, *Professional Development Guide* (formally known as the PFE). .

Air Force Doctrine

General Curtis Emerson LeMay stated, “At the very heart of warfare lies doctrine. It represents the central beliefs for waging war in order to achieve victory. Doctrine is of the mind, a network of faith and knowledge reinforced by experience, which lays the pattern for the utilization of men, equipment, and tactics. It is the building material for strategy. It is fundamental to sound judgment.”

Doctrine is defined as “fundamental principles by which the military forces or elements thereof guide their actions in support of national objectives. It is authoritative but requires judgment in application”.

-Fundamental principles

Doctrine is a body of carefully developed, sanctioned ideas, which has been officially approved or ratified corporately, and not dictated by any one individual. Doctrine establishes a common frame of reference including intellectual tools that commanders use to solve military problems. It is what we believe to be true about the best way to do things based on the evidence to date.

-Military Forces

For the purposes of Air Force doctrine, this includes all Airmen, both uniformed and Department of the Air Force civilians. These constitute the uniformed warfighters, their commanders, and the capabilities and support that they employ. They operate across the range of military operations (ROMO) and can be task-organized into the “right force” for any particular joint contingency.

-In Support of National Objectives

Military forces should always conduct operations in order to support objectives that create continuing advantage for our nation.

-Guide Actions, Authoritative, Judgment

Doctrine is a guide to action, not a set of fixed rules. It recommends, but does not mandate, particular courses of action.

Air Force doctrine describes and guides the proper use of airpower in military operations. It is what we have come to understand, based on our experience to date. The Air Force promulgates and teaches its doctrine as a common frame of reference on the best way to prepare and employ Air Force forces. Subsequently, doctrine shapes the manner in which the Air Force organizes, trains, equips, and sustains its forces. Doctrine prepares us for future uncertainties and provides a common set of understandings on which Airmen base their decisions. Doctrine consists of the fundamental principles by which military forces guide their actions in support of national objectives; it is the linchpin of successful military operations. It also provides us with common terminology, conveying precision in expressing our ideas. In application, doctrine should be used with judgment. It should never be dismissed out of hand or through ignorance of its principles, nor should it be employed blindly without due regard for the mission and situation at hand. On the other hand, following doctrine to the letter is not the fundamental intent. Rather, good doctrine is somewhat akin to a good “commander’s intent:” it provides sufficient information on what to do, but does not specifically say how to do it. Airmen should strive above all else to be doctrinally sound, not doctrinally bound.

Air Force Handbook

Handbooks are developed at all levels and they apply to all levels as well. They are reference books of a particular subject or compilation of factual data and instructional material not subject to frequent revision. Command and field units may issue handbooks that are applicable to their subordinate units. A well-known Air Force Handbook (AFH) is AFH 33–337, *The Tongue and Quill*.

Air Force Visual Aids

Air Force Visual Aids (AFVA) are posters, signs or graphic illustrations. The office of primary responsibility (OPR) issues them for display on walls, bulletin boards, desks, base facilities, and other places. OPRs should combine and issue AFVAs at the highest levels, when possible. There are two types of AFVAs permanent and temporary.

-Permanent Visual Aids

Permanent visual aids (VA) explain or instruct. An example is a chart portraying military insignia. Permanent VAs must be attributable to guidance or information in a directive publication; there is no need to list VAs in the related publication, but OPRs must indicate the related publication number on

the VA; for example, AFVA11–240, *USAF Airport Signs and Markings*, is prescribed by AFI 13–213, *Airfield Driving*, and the OPR is Headquarters Air Force Flight Standards Agency (AFFSA/A3).

-Temporary visual aids

Temporary visual aids (VA) are used to inform or motivate, such as a poster promoting safe driving. As a rule, limit display to 180 calendar days or less. Temporary VAs has an expiration date in small type at the bottom of the visual aid; e.g., “Expires 30 May 2012.” If the VA has the date of an event, you may eliminate the expiration date. The OPRs normally develop temporary VAs independently in conjunction with local graphics offices. Temporary VAs do not require prescribing publications, numbers, indexing, coordination, or maintenance of a record set that would be required on a permanent VA.

Directive publications

These publications are necessary to meet the requirements of law, safety, security, or other areas where common direction and standardization benefit the Air Force. Air Force personnel must comply with these publications. All publications in this category must carry the following statement in the publication header on the first page: “**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY.**” Failure to comply with these written “directions” may be punishable by the UCMJ. Directive publication types are discussed in detail below.

Air Force policy directive

Air Force policy directives (AFPD) apply to all members of the Department of the Air Force and Headquarters Air Force (HAF) issues them. AFPDs are orders of the SECAF and contain directive policy statement to initiate, govern, and/or regulate actions within specified areas of responsibility by Air Force activities. These policies then can be initiated by an AFL.

- Air Force Policy Directive 33–4, Information Technology Governance

AFPD 33-4 establishes Air Force policy for information technology (IT) governance and compliance under the direction of the Chief of Information Dominance and Chief Information Office (SAF/CIO A6). It implements numerous federal and DOD policy documents.

Air Force policy memorandum

Air Force policy memorandums are orders of the SECAF and contain directive policy statements to initiate, govern, and/or regulate actions within specified areas of responsibility by Air Force activities when there is insufficient time to process a new AFPD or to rewrite an existing AFPD. AFPMs expire one-year after their effective date or when superseded by an AFPD. New AFPDs must be distributed before an AFPM expires and only one AFPM shall be active at a time for a publication.

Air Force Mission directives

Air Force mission directives (AFMD) prescribe the mission, area of responsibility, organization and relationships of major commands (MAJCOM), field operating agencies (FOA), and direct reporting units (DRU) with their respective units. The AF/A1 assigns AFMD numbers IAW AFI 10-101. HAF mission directives prescribe the mission, organization, responsibilities, and relationships of HAF two-letter/digit offices. For example, the A6 Chief Information Officer (CIO). Organizational mission directives, if they are subordinate to an AFMD, prescribe the mission, organization, responsibilities, and relationships within a specific command. For example: Air Force Materiel Command Mission Directive 701 (AFMC MD 701).

Air Force instructions

AFIs are directive publications that provide essential procedural guidance on implementing DOD, Air Force, or higher departmental policies and/or laws. Departmental AFIs are orders of the SAF and are certified and approved at the HAF level. AFIs direct action, ensure compliance, and/or give detailed procedures to standard actions Air Force-wide. AFIs may be supplemented at any level below the HAF, unless specifically prohibited.

AFIs issued by originations below HAF will provide instructions on organization/establishment-specific guidance that is consistent and compliant with departmental or higher headquarters guidance found in AFIs, AFMANs, and Air Force Supplements to DODIs, MAJCOM supplements or Instructions. Unless otherwise authorized in the HHQ publication, subordinate units must issue a supplement to extend the scope of guidance in a HHQ publication. Once departmental/higher headquarters guidance is published, units must review and revise or rescind applicable instructions/supplements to ensure compliance with new HHQ guidance.

-Air Force Instruction 33-115, Air Force Information Technology Service Management

AFI 33-115 defines AF IT Service Management and assigns responsibilities for standardization and management of IT Services in the Air Force. This instruction implements AFPD 33-1, *Cyberspace Support*, DODI 8410.01, *Internet Domain Name Use and Approval*, DODI 8410.02, *NetOps for the Global Information Grid (GIG)*, DODI 8410.03, *Network Management (NM)* and DODI 8550.01, *DOD Internet Services and Internet-Based Capabilities*.

AFI 33-115 defines AF IT Service Management and assigns responsibilities for the configuration, provision, maintenance, and management of AFIN using an IT Service Management (ITSM) framework to further integrate capabilities and maintain configuration control of AF networks and data servers. AFI 33-115 serves as the single reference for AF IT Service Management policy and applies to all personnel who manage, configure, operate, maintain, defend, or extend any portion of the AFIN or provide support within the AF for the DODIN and the Joint Information Environment (JIE).

-Air Force Network operating instructions

Air Force Network operating instructions (AFNOI) are specialized directive publications providing operating procedures and checklists for network operations. AFNOIs are used to document standard processes as well as operate, maintain, or troubleshoot network software and equipment and are generated for technical subjects not covered by Air Force publications or technical orders. All AFNOIs are specifically linked to one or more of the network operations AFSC's job qualification standards (JQS) as the training reference. Network managers must ensure their use in day-to-day operations. AFNOIs give direction to Air Force network operations and security center (AFNOSC).

-Operating instructions

Operating instructions assign directive actions, responsibilities, and prescribe procedures. OIs differ from AFIs in that they are written at a much lower organizational level such as a squadron or flight level. OIs are likely to be much more detailed and specific as are AFMANs or AFIs. Superintendents or flight chiefs usually write OIs. Many OIs can contain systematic procedures for local tasks or operations.

Air Force manuals

Air Force manuals (AFMAN) are usually extensions of instructions, providing additional guidance of performing standard tasks, or supporting education and training programs. An AFMAN does not necessarily have to fall under an AFI; an AFMAN may stand in place of an AFI if appropriate. AFMANs issued at the MAJCOM, FOA, DRU, and below are usually extensions of command/field instructions, providing additional guidance for performing standard tasks, or supporting education and training programs. Command/field manuals do not implement higher-headquarters manuals; units must use supplements to implement higher-headquarters publications where practicable. Command/field manuals do not necessarily have to fall under a command/field instruction; a command/field manual may stand in place of an instruction, if appropriate.

One example is AFMAN 33–326, *Preparing Official Communications*, which provides procedural guidance on how to write official Air Force correspondence. This manual implements AFPD 33-3, *Information Management*, and states the procedures for preparing communications in both manual and automated environments.

Guidance memorandum

Guidance memorandums (GM) are applicable to all members of the Air Force. GMs are issued as interim guidance to prescribe new procedures and guidance that affect many people or to address critical issues such as national security, safety of flight, etc., when there is insufficient time to process and distribute a new or revised guidance publication (AFI, AFMAN, or Air Force Supplement to a DODI). GMs expire one year after their effective date or when superseded by a guidance publication, whichever is earlier. OPRs must process and distribute a new or revised guidance publication before the GM expires. The Air Force Departmental Publishing Office (AFDPO) will remove expired GMs for the e-Publishing web site and notify the OPR.

OPRs writing a GM will format the document using the publication manager's provided templates. GMs will indicate that it is a Guidance Memorandum by stating it in the subject line. OPRs request GM control numbers from publication managers and place it above the date slot. The actual date on the GM is inserted at the time of publication by the publishing authority. If issuing new guidance, include a release statement, applicability statement, the standard records management statement and any other applicable standard statements. **NOTE:** Do not have the principal sign the memorandum; insert only an authentication/signature block just like any other publication. The completed AF Form 673 serves as the approval to publish.

Variations of publications

You may encounter other various publications. So, let's take a brief look at those publications.

Installation publications

Installation commanders have the authority to issue installation publications. Unless limited by waivers granted under host-tenant agreements, installation publications apply to all assigned or attached units. They also apply to geographically separated units (off-base and remote site) if the subject matter covers the support and services given them by the issuing installation. With the exception of ANG wing/subunits, installation publications will be posted to the e-Publishing web site.

Joint base publications

Installation/base-level publications contain procedures for supporting and supported components on joint bases only. The authority must be defined in a Memorandum of Agreement (MOA) between the joint based components.

Interservice publications

Interservice publications contain departmental level mutually agreed-upon procedures the Air Force and one or more of the military departments or DOD agencies, such as the Defense Logistics Agency (DLA), need to carry out a common mission or function. These publications may be of any directive or nondirective type listed in the previous lesson.

Air Force Supplements to Department of Defense Issuances

Air Force supplements are departmental level publications that contain the full text of a DOD Issuance and Air Force added material. Supplements receive an appropriate Air Force publication number in addition to the number of the issuance (e.g. DOD 5400.7-R_AFMAN 33-302).

Air Force supplements to DODDs and DODIs that establish policy carry the same weight as AFPDs and are subject to the same requirements. Air Force Supplements to DOD Issuances that implement policy established in a DODD or DODI carry the same weight as directive, departmental publications. All publications must be at least as restrictive as the higher headquarters publication they implement and must not contradict the higher headquarters publication.

Command/field supplements

Command/field supplements extend or add material to Air Force higher headquarters publications. With the exception of AFPDs, AFPMs, Air Force supplements to DODDs, and DODIs (a direct supplement to a DODI carries the same weight as an AFI; command/field units may supplement the AF supplement to the DODI), command/field units may directly supplement any higher headquarters publication unless otherwise directed by the OPR. The content of the supplement is integrated into the higher level publication; unless specifically requested as a standalone supplement (not-integrated) by the OPR. If there is no higher headquarters or departmental instruction or manual available to supplement, command/field units may issue a standalone instruction or manual.