



Communication and Information

PUBLICATIONS AND FORMS MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available electronically on the USTRANSCOM electronic library.

RELEASABILITY: There are no releasability restrictions on this publication

OPR: TCCS-IM
Supersedes: USTRANSCOMI 33-24, 19 Aug 2010

Approved By: TCCS-IM (JoLynn Bien)
Pages: 19
Distribution: e-Publishing

This Instruction implements Department of Defense (DOD) Instruction 5025.01, *DOD Directives Program*, DOD Instruction 7750.07, *DOD Forms Management Program*, and Air Force Instruction 33-360, *Publications and Forms Management*. It provides guidance and procedures on creating, managing, and disseminating directive and non-directive publications and forms for United States Transportation Command (USTRANSCOM). This Instruction provides the policies and procedures for implementing the Publications and Forms Management Program. It applies to all USTRANSCOM personnel who prepare, manage, review, certify, approve, or use publications. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with USTRANSCOM Instruction 33-32, *USTRANSCOM Records Management Program*. The use of a name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by USTRANSCOM.

SUMMARY OF REVISIONS

This instruction has been updated to eliminate USTRANSCOM Form 55, *Publication/Form Action Request*. The electronic staff summary sheet (eSSS) replaces the Form 55 for coordination.

1. References and Supporting Information. References, related publications, abbreviations, acronyms, and terms used in this instruction are listed in Attachment 1.

2. Overview.

2.1. Official USTRANSCOM publications are the approved means of issuing USTRANSCOM policy and/or guidance. Directive or non-directive in nature, USTRANSCOM publications are used to communicate policy, issue guidance and procedures, or serve to inform.

USTRANSCOM publications are official when approved by the appropriate approval authority and published by USTRANSCOM Command Information Management (TCCS-IM).

2.2. Official USTRANSCOM forms are processed and disseminated in accordance with this instruction. Approved forms are available for downloading from the USTRANSCOM Electronic Library or ordering through the OPR for the publication that implements the form.

2.3. The publishing process includes formatting, posting, and storing electronic products; printing procurement for multi-color and unique physical products; the design of USTRANSCOM approved forms; and processing, storing, and disseminating physical products.

2.3.1. The publication date is the effective date. Publications and forms are effective when they are released to users.

2.3.2. All printed material for public consumption released outside of the command must have an assigned control number issued by TCCS-IM. This includes one-time hand-outs at professional association events and other places with a public affairs presence.

3. Roles and Responsibilities:

3.1. Commander, USTRANSCOM (TCCC). Enforce procedures and guidance in USTRANSCOM publications.

3.2. Deputy Commander, USTRANSCOM (TCDC). Approval authority for USTRANSCOM Policy Directives (PD).

3.3. Chief of Staff, USTRANSCOM (TCCS). Approval authority for USTRANSCOM publications/forms except for PDs. Will determine if publications/forms need to be approved at a higher level.

3.4. Directors and Command Support Group (CSG) Chiefs. Directors or CSG Chiefs or their deputies are authorized to approve publications, and sign as approving authority. In absence of a designated approving official, the person acting in that capacity has authority. Approval authority will not be further delegated.

3.5. Certifying Official. The certifying official is a minimum of one organizational level above the OPR or action officer level. The certifying official certifies the need for the publication, currency of information, applicability, and propriety of content.

3.6. TCCS-IM.

3.6.1. Serve as the USTRANSCOM publications and forms manager.

3.6.2. Establish guidance and procedures for creating and processing USTRANSCOM publications and forms.

3.6.3. Maintain the records sets of all USTRANSCOM publications and forms.

- 3.6.4.** Maintain the USTRANSCOM Electronic Library.
- 3.6.5.** Serve as a mandatory coordinator on all USTRANSCOM publications.
- 3.6.6.** Formally alert OPRs when publications/forms require review or reach expiration date.
- 3.6.7.** Provide customer support on publishing services for customers at all levels.
- 3.6.8.** Inform OPRs of any policy and/or guidance change in electronic publishing methods.
- 3.6.9.** Assist OPRs with formatting and coordinating DOD and Joint Staff publications/forms.
- 3.7. OPRs.** Responsible for developing, revising, or changing a publication/form and must comply with the guidance contained in this publication.
 - 3.7.1.** Solely responsible for the accuracy, currency, and integrity of the contents and for compliance with their publications and forms.
 - 3.7.1.1.** Designates an individual within the office to serve as the Point of Contact (POC) for each publication and form. The POC will meet all OPR responsibilities, although the organization retains ultimate responsibility. The POC must be a military member or government employee. Contractors cannot be a POC.
 - 3.7.1.2.** The POC consults with TCCS-IM before developing a publication and/or form and at any point during the publishing process for guidance/advice. Adheres to publishing guidance and requirements contained in this instruction.
 - 3.7.1.3.** The POC staffs the draft publication/form for Action Officer level review coordination. TCCS-IM will create the task for the POC to release.
 - 3.7.1.4.** The POC resolves all critical comments prior to submitting final publication/form to TCCS-IM.
 - 3.7.1.5.** The POC compiles inputs and submits final publication/form to TCCS-IM with all supporting documents.
 - 3.7.1.6.** The POC recommends a level of accessibility for the publication.
 - 3.7.1.7.** The POC ensures the proposed publication does not conflict with or unnecessarily duplicate higher headquarters policies or procedures.
 - 3.7.1.8.** The POC fields questions related to the publication or form, and evaluates proposed changes to the publication or form.
- 4. Categories of Publications.** There are two categories of USTRANSCOM publications, directive and non-directive.

4.1. Directive Publications. Publications that are necessary to meet the requirements of law, safety, security, or other areas benefiting common direction and standardization. Publications in the directive category are:

4.1.1. Policy Directives (PD). PDs contain directive policy statements by TCCC and TCDC to initiate, govern, or regulate actions of conduct by USTRANSCOM activities at any level within their area of responsibility. Initiate a policy directive when you want to establish/state command policy. A PD must not contradict a higher headquarters publication. PDs are no more than two composed pages (without attachments). A PD template is available on the TCCS-IM/Publications tab of the USTRANSCOM MS SharePoint.

4.1.2. Instructions. Instructions are directive and provide essential procedural guidance necessary to implement command or higher headquarters policy. They assign responsibilities, direct actions, ensure compliance, and give detailed procedures to implement USTRANSCOM requirements to operate programs, activities, and specific actions. A USTRANSCOM Instruction template is available on the TCCS-IM/Publications tab of the USTRANSCOM MS SharePoint.

4.2. Non-directive Publications. Non-directive publications are informational and suggest guidance that you can modify to fit the circumstances. Compliance with non-directive publications is not mandatory. Use these publications as reference aids, how-to guides, or as sources of official information. Publications in the non-directive category are:

4.2.1. Pamphlets. Pamphlets are informational publications that do not contain policy. Pamphlets are usually written in a more informal style and need not follow a specific format. Pamphlets may provide guidance regarding reports, but may not prescribe reports. They may cite forms and provide guidance on completing them, but may not prescribe them.

4.2.1.1. An expiration date will be included on all pamphlets. Pamphlets will expire two years from the publishing date.

4.2.2. Directories. Directories are informational publications that are a compilation serving to direct. They are systematically arranged, usually in alphabetical or classed order, such as a listing of addresses, affiliations, functions, and similar data.

4.2.3. Handbooks. Handbooks are concise reference books on the technical aspects of a particular subject or a compilation of factual data and instructional material not subject to frequent revision.

4.2.4. Catalogs. Catalogs are informational publications that are detailed listings which describe or list a collection of information according to some plan.

4.2.5. Recurring Publications. Recurring Publications are non-directive magazines, periodicals, or newsletters.

4.2.6. Visual Aids. Visual Aids are posters or graphic illustrations. Visual Aids are issued for display on walls, bulletin boards, desks, and other places.

5. Content Limitations and Restrictions.

5.1. Only DOD members are authorized to serve as the POC for, provide coordination on, certify, and /or approve official USTRANSCOM publications and forms.

5.2. USTRANSCOM publications apply only to USTRANSCOM and its subordinate activities.

5.3. When a higher headquarters publication is updated (either by an interim change or a rewrite), implementing publications must be rewritten, updated, or, if applicable, certified as current within 180 days.

5.3.1. If the implementing publication conflicts with the higher headquarters publication, the implementing publication must immediately be rescinded. OPRs may issue a Guidance Memorandum to replace the conflicting publication, or add new guidance to non-conflicting implementing publications while the publication is under revision. Guidance Memorandums used to replace or amend implementing publications will expire when the supplement is revised or 180 days, whichever occurs first. Expired Guidance Memoranda, those exceeding 180 days, will be removed from the Electronic Library and the OPR will be notified.

5.3.1.1. All guidance memoranda must contain a control number issued by TCCS-IM and an expiration date. TCCS-IM must be included in coordination prior to release.

5.3.2. Policy letters, guides, and bulletins are not recognized as part of the publishing program; any guidance or information issued in a policy letter, guide, or bulletin requiring implementation/compliance must be established in a publication type described in this instruction and processed accordingly within 180 days.

6. Subject Series and Title.

6.1. TCCS-IM will issue a publication number based on the subject series. Subject series are:

- 10 Series – Operations
- 14 Series – Intelligence
- 16 Series – Operations Support
- 20 Series – Logistics
- 23 Series – Supply
- 24 Series – Transportation
- 31 Series – Security
- 32 Series – Civil Engineering
- 33 Series – Communications and Information
- 34 Series – Services
- 35 Series – Public Affairs
- 36 Series – Personnel
- 38 Series – Manpower and Organization

- 41 Series – Health Services
- 51 Series – Law
- 56 Series – Communications-Computer Systems Security
- 60 Series – Standardization
- 61 Series – Scientific, Research, and Development
- 63 Series – Acquisition
- 65 Series – Financial Management
- 84 Series – History
- 90 Series – Command Policy
- 91 Series – Safety

6.2. Select a Title. When developing a new publication, select a meaningful, concise title. Do not use terms such as policy, instruction, guidance, handbook, pamphlet, catalog, guide, or book, in the title for the respective type of publication.

7. Preparing the Draft. Drafts are for development and coordination only, not for implementation or compliance. Drafts may be circulated to inform users of forthcoming changes, but OPRs may never release draft content with instructions to comply. Users are not required to comply until content is certified, approved, and posted/released. Each draft must be marked “DRAFT—NOT FOR IMPLEMENTATION OR COMPLIANCE” across the top of each page.

7.1. Content in publications must be structured in this order:

- publication header
- opening paragraph
- summary of revisions (if applicable)
- table of contents (if applicable)
- overview or background information
- detailed responsibilities
- core content

7.1.2. Attachment 1 (if the OPR intends to include a list of references, definitions for abbreviations and acronyms, a glossary, and/or a description of terms, that information will be placed in Attachment 1, which will be titled “Glossary of References and Supporting Information.”

7.2. Using Illustrations. Requirements of *Government Printing and Binding Regulations* are as follows: Use illustrations only when they relate to USTRANSCOM business and are in the public interest, relate directly to the subject matter, are in good taste, and are the smallest size necessary. Limit the use of color, especially when developing a publication that will be printed, to control the cost.

7.3. Table of Contents. Tables of contents are required for publications that are 20 pages or more. Include chapter titles, section titles, sub-section titles as desired, titles for figures or tables that appear within chapters, and attachments titles, as well as page numbers for all.

7.4. Text Font, Size, and Margins. Create the draft using 12-point Times New Roman font, with one-inch top, bottom, left, and right margins.

7.5. Paragraph Numbering. Numerically number all paragraphs and subparagraphs, using this publication as a visual sample for paragraph numbering. Do not use the automatic numbering feature, paragraphs must be manually numbered. All paragraphs and subparagraphs will be flush left.

7.6. Bullets. Bullets are not authorized in directive type publications, including interim changes. When updating an old publication with bulleted information, those items must be substituted with paragraph numbers. **Exception:** When part of a numbered paragraph, bullets may be used for simple lists. Sub-bullets are not allowed.

7.7. Publication Header. The following information must be included as part of the publication header (OPRs do not need header in Draft, TCCS-IM will insert prior to Action Officer coordination):

7.7.1. BY ORDER OF THE COMMANDER
UNITED STATES TRANSPORTATION COMMAND

7.7.2. The USTRANSCOM Logo

7.7.3. The publication type and number (e.g., USTRANSCOM Instruction 33-24)

7.7.4. Place holder for date (e.g., DD Month Year). TCCS-IM will date the publication the same day it is posted to the website or made available for distribution. The publication date is the effective date; USTRANSCOM publications are not effective until they are released to users. With proper justification, publications may be assigned an effective date that falls in the future, but under no circumstances may publications be backdated.

7.7.5. The series title

7.7.6. The instruction title

7.7.7. The compliance statement: “COMPLIANCE WITH THIS PUBLICATION IS MANDATORY” if a directive publication.

7.7.8. An accessibility statement to identify where the publication is located for distribution.

7.7.9. A releasability statement, which should specify any limitations on distribution. Examples of releasability statements include; **RELEASABILITY:** There are no releasability restrictions on this publication, **RELEASABILITY:** Access to this publication [or form] is restricted: this publication may be released to NATO members only, **RELEASABILITY:** Access to this publication [or form] is restricted: this publication may not be released to foreign nationals, **RELEASABILITY:** Access to this publication [or form] is restricted: this publication is classified/FOUO; requests for accessibility must be approved by the OPR, etc. Unless there are

no releasability restrictions on the publication, the statement must be prefaced with the phrase **RELEASABILITY:** Access to this publication [or form] is restricted;

7.7.10. OPR: Office symbol only

7.7.11. Approved By: Insert office symbol , and in parenthesis, the certifier's name.

7.7.12. Supersedes: Include the number and date of all publications being superseded, separated by a semicolon.

7.7.13. Pages: Insert page count.

7.7.14. Distribution: e-Publishing or Provided by OPR.

7.7.15. Opening Statement. Write a concise purpose statement for all categories of publications: explain what the publication covers, who must comply, and cite the antecedent publication(s). Do not include policy/guidance statements in the opening paragraph. If implementing a DOD publication, show the type implemented after —DOD (e.g., DODD or DODI) and include the number and title.

7.7.15.1. Standard Opening Statement: Edit opening statement to the publication. The Opening Statement will have the following as a minimum: This Instruction provides the policies and procedures for implementing DODI###.###It is applicable to all USTRANSCOM and (TCCs, contractors, etc)..... Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF FORM 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with USTRANSCOM Instruction 33-32, *USTRANSCOM Records Management Program*.

7.7.15.2. Legal Requirements in Standard Opening Statement. Purpose statements must include, as warranted, specific enforceability language directing compliance by Government military and civilian personnel, including a description of the consequences for noncompliance. The purpose statement must specify clearly which parts of the publication contain punitive provisions, to what categories of personnel the provisions apply, and that failure to comply is a violation of Article 92, Uniform Code of Military Justice. A combined purpose statement could read: "This directive sets forth policies regarding USTRANSCOM Internet Access and Use. Failure to observe mandatory provision of this directive in paragraphs 1, 2, and 3 by military personnel is a violation of Article 92, Uniform Code of Military Justice. Violation by civilian employees may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws."

7.7.15.3. Paperwork Reduction Act of 1995. USTRANSCOM publications that authorize collecting information internal or external to USTRANSCOM are subject to the Paperwork Reduction Act of 1995. Refer to USTRANSCOMI 33-39, *Information Collections and Reporting*, for guidance.

7.7.15.4. Privacy Act of 1974. USTRANSCOM publications will contain a Privacy Act warning statement if it provides for or requires USTRANSCOM to collect or maintain personal information. Refer to USTRANSCOMI 33-35, *Privacy Act Program*, for guidance.

7.7.16. Summary of Revisions. A summary of changes is mandatory for all rewritten publications. The summary of changes cites major changes: content changes; new, revised, or obsolete forms; new, revised, or rescinded recurring reports; etc. Place the summary of changes immediately after the opening paragraph. **Note:** Do not include a summary of changes for new publications.

7.7.17. Forewords. Only non-directive publications may have a foreword to provide a personal message from a proponent. Limit the foreword to one page preceding the title (first) page. Publications containing forewords must include a cover. Signatures are not required.

7.8. Attachments. An attachment (appendix) to an attachment is not authorized for publications. Each attachment stands on its own.

7.9. Abbreviations and Acronyms. All abbreviations and acronyms will be spelled out the first time they are used with the abbreviation/acronym in parenthesis; for example, United States Transportation Command (USTRANSCOM). When using unfamiliar acronyms, repeat the entire phrase periodically. If more than 15 abbreviations are used, add a glossary as an attachment (see Attachment 1). Only use abbreviations/acronyms for terms used more than three times.

7.10. Terms. Spell out and explain all terms used in your publication. If there are more than 15 terms to be explained, list in alphabetical order and include as a separate section to the glossary.

7.11. Helpful Information to Write a Draft. Following are helpful hints to remember when writing and formatting your publication.

7.11.1. Writing Styles. Make the style of a publication appropriate for the user and for the purpose intended. Write in a direct, active voice with simple, concise sentences. Writing styles depend on whether the information you are presenting is directive or informational.

7.11.2. Mood, Tense, and Voice. The imperative mood "do," the future tense "shall," and the word "must," are the language of command. They dictate no choice of action. Use them in publications that are directive and those that prescribe procedures. Use "may" to permit a choice and express a guideline. "Should" is advisory and indicates a desirable procedure. The present tense "does" and "is" are descriptive rather than directive, and should be used to explain standard practice.

7.11.3. Gender-Neutral Language. Gender-specific language is prohibited. Particularly in Personnel publications; e.g., use "spouse" instead of "husband/wife" and "he/she." Example, "Information managers will complete their training" rather than "the information manager

completes his or her training."

7.11.4. Using Proper Terms in Publications:

7.11.4.1. Do not use terms, illustrations, and titles in a publication when they could discredit USTRANSCOM, subject it to public ridicule, or offend readers of either sex or of any race, age group, religion, political affiliation, or nationality. Do not show obsolete, stereotyped roles of personnel in the work force. Illustrations, photos, etc., should show the career field as it exists; e.g., use products showing both men and women as office workers, technicians, managers.

7.11.5.2. Do not use terms that are joke or gag names for people, military installations, or office designations. Use official military titles (Major, MSgt, CAPT, etc.) rather than military pay grades (O-4, E-6, O-6) to refer to military personnel.

7.11.5.3. Do not use terms that are demeaning. Avoid terms that may be misleading.

7.11.5.4. Do not use articles intended only to encourage or obtain the support of persons outside the Government.

7.11.5.5. Do not use editorials, book reviews, or articles that are political, representing clear attempts to lobby for or against legislation or increased appropriations.

7.11.5.6. Do not use partisan political campaign articles or editorials.

7.12. References. Limit the use of references. Be specific when citing a reference. Tell readers why the referenced information is needed, unless the reason is obvious. References such as "in current directives," "contained in existing instructions," and "as prescribed in pertinent publications" are vague and of little use. NOTE: List all references cited in the publication in Attachment 1, Glossary of References and Supporting Information.

7.12.1. When referencing another publication, cite the publication number and title. Type the publication title in italics. Omit the date and use the title to clarify the text the first time used. Thereafter, use only the publication number.

7.12.2. When referring to a form for the first time, cite the form number and title. Type the form title in italic. Thereafter, cite only the form designation and number.

7.13. Trade Name or Mark. If publication uses a trade name or mark of a commercial manufacturer or service to clarify the text, include the following disclaimer as the last sentence in the publication's purpose statement: "The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by USTRANSCOM."

7.14. Copyrighted and Contributed or Loaned Material. Copyrighted material, or material

contributed or loaned by non-Government sources may be used in a publication; however, copyright/owner's permission is required. Contact USTRANSCOM Staff Judge Advocate (TCJA) for guidance and advice before using any copyrighted material in a publication. If use of copyrighted material is permitted, do the following:

7.14.1. At the bottom of the title page, centered below all other information, place this statement in bold upper case letters: "THIS PUBLICATION CONTAINS COPYRIGHTED MATERIAL." Additionally, for publications with a cover, in addition to placing the statement on the title page, also place it in bold capital letters, centered below all other information on the cover.

7.14.2. In the text, place a number symbol (#) at the beginning of the copyrighted material. In a footnote on the same page, show the name of the copyrighted work, the year the work was first published, the copyright symbol, and the name of the owner of the copyrighted work (name on the copyright release)

7.15. Sale to the Public. Use Government Printing Office Form 3868, *Notification of Intent to Publish*, to notify the Government Printing Office Superintendent of Documents if the publication is placed on sale to the public.

8. Prescribing or Adopting Forms. You must use a directive publication to prescribe a form. To adopt a form prescribed in another publication, list the form number and title in the body of the publication. Do not list adopted forms in the forms prescribed paragraph.

9. Processing the Draft. Once a new or revised publication is in draft form and ready for coordination, forward the electronic package to TCCS-IM.

9.1. TCCS-IM Draft Review. TCCS-IM, Publications Manager, will review the draft publication for administrative and formatting compliance.

9.1.1. TCCS-IM will:

9.1.1.1. Work with the OPR to finalize the draft for Action Officer coordination.

9.1.1.2. Provide the OPR with a tasker for release in Task Management Tool (TMT).

9.1.2. OPR will:

9.1.2.1. Release the tasker provided by TCCS-IM for coordination. Minimum suspense for Action Officer coordination is 14 days.

9.1.2.1.1. Mandatory coordination for USTRANSCOM publications include: TCJA, TCRC, and TCCS-IM.

9.1.2.1.1.1. Other staff and organization coordination may be required based on the scope of the

publication. EXAMPLE: Any publication that affects a DOD civilian employee must be coordinated with the bargaining unit representatives and 375th Civilian Personnel Flight.

9.1.2.2. Compile Action Officer Coordination. Action Officer coordination is approved at the Division Chief level. Make administrative corrections suggested as necessary. All non-administrative comments in the tasker should be resolved at this level. It is the OPR's responsibility to ensure all coordination has been received, consolidated, and all remarks/nonconcurrences are resolved.

9.1.2.2.1. Resolution of conflicts. Proper resolution of conflict(s) arising during coordination of a publication is extremely important. If conflicts exist, the OPR will indicate that all conflicts have been resolved prior to forwarding to TCCS-IM. If an issue cannot be resolved by the staff, the OPR must prepare an eSSS coordinated with the nonconcurring staff(s) and submit through TCCS-IM for TCCS approval.

9.1.2.3. Submit final draft publication, Director/Deputy Director approved, and unresolved items supporting documents to TCCS-IM.

10. Processing for Final Approval.

10.1. TCCS-IM will check all the required documents for format and accuracy.

10.2. TCCS-IM will create a tasker for Directorate level coordination.

10.2.1. Director, Deputy Director, CSG Chief, or their designated official, must coordinate on publications prior to submission to the Command Section for approval. See paragraphs 9.1.2.1.1. and 9.1.2.1.1.1. for staff mandatory and discretionary coordination.

10.2.2. Other coordination may be required based on the scope of the publication. Any publication directing a Transportation Component Command (TCC) must include the TCC in final coordination. TCC General Officer/Flag Officer/SES authorized to coordinate on publications for final approval.

10.3. Once coordination has been completed, a clean copy of the publication, along with references, and all coordination documentation with comments, will be compiled by TCCS-IM for final edit and forwarding to the Command Section for approval/authentication/approval.

10.4. TCCS-IM will notify OPR upon completion of Command Section coordination. A copy will be posted in the USTRANSCOM Electronic Library.

10.5. Command Records Copy of a Publication.

10.5.1. TCCS-IM will maintain the official command copy of all USTRANSCOM publications. The record will have the eSSS, a copy of the publication, and supporting material.

11. Classified Publications. Limit coordination to offices with a need to know. Upon final

approval, TCCS-IM will maintain the records set; the OPR will maintain the publication stock and make distribution.

12. Review of Publications.

12.1. TCCS-IM initiates an annual review of the publication to determine the current status of the publication and each form it prescribes with the OPR.

12.2. Publications will be fully staffed on their 5 year anniversary.

13. Rescinding a Publication. When a publication is no longer necessary, the OPR Director, Deputy Director, or CSG Chief or Deputy notifies TCCS-IM. TCCS-IM will rescind the publication.

14. Implementation of Higher Headquarters Publications. TCCS-IM will review the higher headquarters publications for applicability and command implementation, and determine the staff OPR. A copy of the DOD issuance will be forwarded to the appropriate USTRANSCOM directorate or CSG along with an AF Form 399, *Request for Action on Implementation of Higher Headquarters Publication*, for review and USTRANSCOM implementation, as appropriate. The staff OPR reviews the higher headquarters publication and determines what action is necessary by completing Section II of AF Form 399 and returning it to TCCS-IM. TCCS-IM will establish the suspense date for completion of the implementing document, if applicable to USTRANSCOM, to be forwarded to the DOD agency, in accordance with the instructions under "Effective Date and Implementation" contained in the higher headquarters publication. NOTE: Implementation of a higher headquarters publication does not necessarily have to be by directive. In some instances, a letter of acknowledgement is sufficient. Keep in mind when reviewing the higher headquarters publication that it may not apply directly to USTRANSCOM, but applies to the TCCs.

15. Operating Instructions. Directorate and CSG operating instructions are at the discretion of each organization; there is no prescribed format, coordination requirements, or numbering sequence. Operating instructions contain policy, processes, or guidelines that pertain only to a specific directorate or CSG. They may not be enforced outside that organization.

16. Revising a Publication. A revision is a rewritten version of an existing publication. When issued, a revision supersedes the previous edition of the publication. Do not revise a publication merely to update office symbols, organizational titles, distribution lists, series numbers and titles, signature elements, or references. A "Summary of Revisions" is mandatory for all revised command publications. Coordination will be the same as a processing a draft, see paragraph 9 of this instruction.

17. Publication Changes. Publication changes will be processed through TCCS-IM.

17.1. Interim Changes (ICs). ICs are issued to announce only critical information needed to meet a mandatory effective date set by Public Law, Executive Order, or DOD. They add, delete,

or modify a procedure.

17.2. Numbering ICs. TCCS-IM assigns a number to each change using the last two digits of the calendar year, followed by a hyphen and a control number; e.g., IC 10-1; IC 10-2; IC 10-3, etc.

17.3. Coordination and Approval Process of an IC. There is no requirement to coordinate an IC unless TCCS-IM deems it necessary. If coordination is required, TCCS-IM will complete an electronic Staff Summary Sheet. TCCS-IM will work with the OPR to streamline minimum coordination.

17.4. IC changes will be identified using an asterisk (*). If the changes require renumbering of the paragraphs, then the publication must be revised (see paragraph 15). OPRs must provide changes in complete paragraphs to TCCS-IM, for example:

17.4.1. One-for-One Changes. Paragraph 3 will completely replace paragraph 3 (provide all of paragraph 3 even if only one word or one sentence changed).

17.4.2. Adding Paragraphs. Add paragraphs that do not cause publication renumbering. For example, you can add paragraph 3.1.4. after paragraph 3.1.3.

17.4.3. Deletions. Delete a paragraph like this: 3.5. DELETED.

17.4.4. Figures, Tables, and Attachments. Completely delete or provide a completely new figure, table, or attachment to replace the current figure, table, or attachment. Figures, tables, and attachments may be added as long as there is a corresponding reference to them in a paragraph.

17.5. TCCS-IM will incorporate an IC into the basic publication and post to the electronic library.

18. Distribution. All USTRANSCOM approved publications will be special "X" distribution and available electronically, with print on demand capability, via the USTRANSCOM library. If printed copies are required, the OPR will maintain the distribution, make distribution, and maintain shelf stock, if applicable. Follow the procedures in USTRANSCOMI 33-8, *Reprographics Management Program-Printing, Duplicating, and Copying*, for requesting printed copies.

19. Forms Management.

19.1. General. This section establishes USTRANSCOM guidance, assigns responsibilities, and provides specific procedures for the management of USTRANSCOM forms. It applies to all media of forms, whether paper or electronic. It covers the complete lifecycle management of forms from creation, distribution, use, review, and revision to cancellation.

19.1.1. Definition of a Form. Per DOD Instruction 7750.07, *DOD Forms Management*

Program, a form is a fixed arrangement of captioned spaces designed for entering and extracting prescribed information. Forms are tools used for the collection, recording, and/or extraction of information whereby a predetermined set of data fields have been established and defined to meet a definitive purpose or objective. Prescribed forms require a control number and records set.

19.1.1.1. Previously, IMTs and forms were used synonymously. The IMT designator is being phased out; it will continue to appear until all publications and forms bearing that reference are updated.

19.2. Types of Forms. The type of form is determined by the scope of its intended use and is indicated by the form designation. If the scope of users expands or contracts, the form should be redesignated and reprocessed as necessary.

19.3. Official Form Repository. The USTRANSCOM Electronic Library is the official source for obtaining prescribed/ adopted forms.

19.3.1. Stocked and Issued forms are distributed directly by the OPR.

19.4. Prescribing a Form. A new form and the prescribing publication must be published and distributed simultaneously. This is not the case for revised forms. The prescribing publication:

19.4.1. Directs organizations and individuals to use the form.

19.4.2. Cites the form designation, number, and title, the first time the form is mentioned. Thereafter, only cite the designation.

19.4.3. States the purpose of the form, how to complete it, and how to submit it.

19.4.4. Explains where to submit supply requests if the form is printed.

19.4.5. Lists prescribed forms by form designation, number and title in the Prescribed Forms paragraph of the publication. Prescribed Forms and Adopted Forms will be the last two paragraphs of the publication.

19.4.6. Do not include a copy of the prescribed form(s) within the publication unless absolutely necessary. This will help ensure version control, and may eliminate a need to update the publication each time a form is revised. If it is necessary to include a copy of the form, show sample entries.

19.4.7. The prescribing publication does not need to be revised when a form is revised unless instructions related to the revised form need to be updated.

19.4.8. If a form collects Privacy Act information it must be prescribed in an official publication and managed in accordance with Privacy Act guidance per USTRANSCOMI 33-35.

19.5. Creating a Form. Forms are designed by the OPR and created by TCCS-IM. All form control numbers are assigned by TCCS-IM and the records should be filed numerically by the form number. Form numbers are assigned sequentially. To ensure forms are developed correctly:

19.5.1. Identify all necessary data fields and create a sample form. OPRs will need to justify the need for the form, the data fields collected, and specify any printing and/or distribution requirements during coordination.

19.5.1.1. Insert a releasability statement on the bottom of the form only if releasability is restricted (either when blank or when filled out). Examples of releasability statements include —**RELEASABILITY:** Access to this form is restricted: this publication may be released to NATO members only; —**RELEASABILITY:** Access to this form is restricted: this form may not be released to foreign national; —**RELEASABILITY:** Access to this form is restricted: this form is classified/FOUO; requests for accessibility must be approved by the OPR, etc. The statement must be prefaced with the phrase —**RELEASABILITY:** Access to this form is restricted.

19.5.2. The prototype used during coordination and the final version will be designed in conjunction with the local publications/forms manager.

19.5.3. The forms manager will assign the date. The form date is the effective date.

19.6. Adopting a Form. You may adopt an existing form prescribed in one publication for use in another publication. You may refer users to the prescribing publication for instructions on completing and processing the form, adding additional instructions, if necessary.

19.6.1. If you intend to use an adopted form for a purpose not intended by the OPR, or you intend to alter the appearance of an adopted form, you must gain written permission from the form's OPR to alter the use of the form.

19.7. Requirements and Considerations.

19.7.1. Privacy Act of 1974 . Forms that collect Personally Identifiable Information (PII) from individuals for inclusion in a Privacy Act system of records, must contain a Privacy Act Statement (PAS). The PAS allows the individual completing the form to make an informed decision about whether to furnish the information. The use of social security numbers shall be reduced or eliminated wherever possible. Coordinate all proposed new or revised forms that collect PII with the Privacy Act Officer and the USTRANSCOM Staff Judge Advocate. The Privacy Act Officer will assist with developing the PAS.

19.7.1.1. Display PAS on the first page of the form, under the title.

19.7.2. Complying with Section 508 of the Rehabilitation Act. All forms must be Section 508 compliant. TCCS-IM is responsible for ensuring products posted to the USTRANSCOM Electronic Library are Section 508 compliant.

19.7.3. Guidelines for Classified, Accountable, Storage Safeguarded, and For Official Use Only (FOUO) forms. Anyone requesting the creation of these forms must ensure the forms have the required markings.

19.7.3.1. Classified Forms. Avoid creating forms that disclose classified information and classified titles. When a form title is classified, create an unclassified title for reference purposes. When designing a classified blank form, show the overall classification of the information at the top and bottom of the form design. If the form will become classified when filled in, leave sufficient space for the overall classification marking by adding the notation "When Filled In" outside the margins at the top and bottom of each page of the form. Allow space for entering associated markings, classification authority, and downgrading or declassification instructions, if deemed necessary by the requester.

19.8. Coordination. New and obsolete forms marked for cancellation require mandatory and functional coordination. Revised forms require mandatory coordination.

19.8.1. Drafts of new forms should circulate with the prescribing publication for coordination. If only the form requires revision or is marked for cancellation, you may circulate the form independently of the prescribing publication.

19.8.2. The certification and approval authorities for forms are the same as those for the prescribing publication.

19.9. Form Revision. The OPR will work with TCCS-IM to revise a USTRANSCOM form. TCCS-IM will determine level of coordination required prior to TCCS approval. The revised form will be redated upon TCCS approval. If applicable, indicate at the bottom of the form any supersession or disposition instructions, and indicate on the form that superseded forms are not authorized for use (include the date of the superseded form). **Exception:** OPRs may work directly with TCCS-IM to make any purely technical fixes to electronic forms (e.g., alignment of fields, order of tabs, enabling for digital signatures, etc.). Technical fixes must not alter the layout or the purpose of the form; forms updated in this manner will not be redated and do not require a supersession line. Submit technical fixes to forms designers in writing (via email or memorandum). Changes to the layout or the purpose of the form do require coordination. **Note:** The OPR must ensure that guidance related to altered forms in the prescribing publication is correct.

19.9.1. Forms will be reviewed annually.

19.10. Rescinding a Form. A form becomes obsolete when another form supersedes it, when the OPR rescinds it, or when the prescribing publication is rescinded.

19.10.1. OPRs are responsible for ensuring that any references made to obsolete forms, either prescribed or adopted, are removed from active publications.

19.11. Records Management. TCCS-IM will maintain the official USTRANSCOM record for

prescribed forms.

20. Adopted Forms:

AF Form 399, *Request for Action on Implementation of Higher Headquarters Publication*

AF FORM 847, *Recommendation for Change of Publication*

Government Printing Office Form 3868, *Notification of Intent to Publish*

JOLYNN BIEN
Chief, Information Management

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DODI 5025.01, *DOD Directives Program*

DODI 7750.07, *DOD Forms Management Program*

AFI 33-360, *Air Force Publications and Forms Management Program*

AFI 33-320, *Federal Register*

AFI 90-101, *Implementing DOD Issuances DODI 5025.01, DOD Directives Program*

USTRANSCOMI 33-8, *Reprographics Management Program*

USTRANSCOMI 33-26, *Freedom of Information Act Program*

USTRANSCOMI 33-35, *Privacy Act Program*

USTRANSCOMI 33-39, *Information Collection and Reports Management Program*

USTRANSCOMI 38-1, *Information Security Program*

Abbreviations and Acronyms

CSG - Command Support Group

DOD - Department of Defense

FOIA - Freedom of Information Act

FOUO - For Official Use Only

IC - Immediate Change

OPR - Office of Primary Responsibility

PAS - Privacy Act Statement

PD - Policy Directive

PII – Personally Identifiable Information

POC - Point of Contact

TCC - Transportation Component Command

TCCS - Chief of Staff, USTRANSCOM

TCCS-IM - USTRANSCOM, Information Management

TCDC - Deputy Commander, USTRANSCOM

Terms - Not used.