



WEASEL NOTAM - 35FW - 20-03
Unit Level Instruction Approving Authority
2 Dec 20



PURPOSE: Establish a standardized Unit Level Publication Approving Authority in support of local Operating Instructions (OI).

COMMANDER'S INTENT: To ensure all Operating Instructions are approved and digitally signed by Squadron/Group Commander as the Approving Official for Unit/Group Level Publications.

BACKGROUND: In accordance with AFI 33-360, Publications and Forms Management, Paragraph 2.11. Delegation of Unit Level Publication approving authority is granted to squadron Commanders and Directors of Staff for creation, revisions, and cancellations of existing squadron Publications and Forms. Formatting is to be completed in accordance with AFH 33-337, Tongue and Quill (Chapter 6: Step 4).

IMPLEMENTATION: Each Squadron/Group Office of Primary Responsibility (OPR) is responsible for developing, formatting, and updating their applicable Operating Instructions (OI). OPRs will consult the applicable HHQ and AF directives and/or guidance before drafting, revising, or rescinding a unit/group level publication to ensure compliance.

1. If a new OI is required or needs revision, contact your Squadron/Group Quality Assurance (QA) Office, or your CSS and the Misawa Publications and Forms Office. The primary location for Squadron/Group OIs is the Misawa Publications and Forms SharePoint site. Misawa Publication and Forms Management Office share point site:
https://misawa.eis.pacaf.af.mil/35FW/35MSG/35CS/SCX/SCXK/SCXKP_SCXKF/SitePages/Home.aspx
2. Each Squadron/Group level instruction will be reviewed by the OPR biennially (every 24 months), within 6 months of Commander's Change of Command (CoC), etc. OPRs will also revise their responsible Operating Instruction anytime the OI is inadequate as written, or when administrative/organizational changes make the OI difficult to use.
3. Coordination will be conducted through eSSS or GEARS Program. The approving official's authentication/signature block is on the last page of the OI as a digital signature. There are to be no wet signatures on the OIs.

POC: Contact the Misawa Base Publications and Forms Management Office at DSN 226-2886/8842.

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JESSE J. FRIEDEL, Colonel, USAF
Commander, 35th Fighter Wing

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