



WEASEL NOTAM 35 FW 20-03  
Unit Level Instruction Approving Authority  
12 Sept 22



**PURPOSE:** Establish the Unit Level Publication Approving Authority in support of the Operating Instruction (OI).

**COMMANDER'S INTENT:** To establish all Operating Instructions are to be approved by Squadron/Group Commander as the Approving Official for Unit/Group Level Publications.

**BACKGROUND:** In accordance with DAFMAN 90-161, Publishing Processes and Procedures, Paragraph 5.7. Delegation of Unit Level Publication approving authority is granted to squadron commanders/direct of staffs for new/revisions/cancellation/new of existing each 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 the Operating Instruction (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 the Misawa Publications and Forms Office (E-mail: Misawa Pubs Forms Mgmt-organization box). OPRs should post unit Operating Instructions (OIs) on unit SharePoint sites and shared drives.
2. Operating Instruction drafts will be provided by Misawa Base Publication Managers to aid OPRs with formatting their publication and/or operating instruction in accordance with DAFMAN 90-161, Publishing Processes and Procedures.
3. Each Unit/Group level instruction will be reviewed by the OPR biennially, 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.
4. 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 226-8842/2886

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