

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE MANUAL 33-361

21 MARCH 2014



Communications and Information

**PUBLISHING PROCESSES AND
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AFDPO/PP

Certified by: SAF/CIO A6
(Lt Gen Michael J. Basla)

Supersedes: AFMAN33-361, 10 May
2010

Pages: 22

This manual implements Air Force Policy Directive (AFPD) 33-3, *Information Management* and executes the guidance in Air Force Instruction (AFI) 33-360, *Publications and Forms Management*. It provides guidance for developing, accessing, processing and disseminating Air Force publishing products. It also provides information on ordering social protocol stationery products as well as other specialty products. In conjunction with AFI33-360, this information applies to individuals at all levels who prepare, manage, review, certify, approve, disseminate and/or use official Air Force publications and forms, including the Air Force Reserve and Air National Guard (ANG) except where otherwise noted. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”). Please see AFI 33-360, Table 1.1., for additional information regarding Tier Waiver Authorities. This AFI may be supplemented at any level, but all supplements that directly implement this publication must be routed to AFDPO/PPP for coordination prior to certification and approval. (Exception: Field units cannot Supplement Social Protocol Stationery and Forms sections. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

SUMMARY OF CHANGES

This publication has been substantially revised to reflect changes in the guidelines for submitting Air Force guidance for final processing and posting to the e-Publishing website. It introduces customers to the Air Force Information Management Publishing Tool (AFIMPT) and provides an overview of how to gain access and use AFIMPT. It redefines roles and responsibilities within the Air Force Departmental Publishing Office (AFDPO) as well as other entities, provides specific instructions for publications and forms managers and OPR/Point of Contacts (POCs), clarifies and outlines the process for requesting forms designer training, provides detailed instructions for requesting printing support, includes specific information relating to various publications, and provides sample formats. It has also been updated to add information as it relates to tiered compliance.

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Section A—Roles and Responsibilities

1. Air Force Departmental Publishing Office (AFDPO).

- 1.1. Oversees the entire publishing operation; establishes and maintains the official e-Publishing website; manages the overall operation of the e-Publishing Customer Service Desk.
- 1.2. Serves as the Air Force e-Publishing lead; the e-Publishing system manager; the e-Publishing service provider; and physical products distribution focal point for Headquarters Air Force (HAF), MAJCOMs, Field Operating Agencies (FOAs), and Direct Reporting Units (DRUs).
- 1.3. Serves as Publications Manager and Forms Manager (PM/FM) for HAF. Provides publications and forms manager support to HAF.
- 1.4. Operates and maintains the e-Publishing website, electronic and physical repositories, AFIMPT, and on-line ordering system in support of the HAF, MAJCOMs, FOAs, and DRUs, including base- and wing-level publications and forms except ANG wings or sub-units.
- 1.5. Utilizes the Army Media Distribution Division (MDD) as the physical repository for stocked AF and MAJCOM physical products. **Note:** The MDD warehouse does not stock base- or wing-level physical products.
- 1.6. Determines funding requirements for maintaining and updating the e-Publishing website, electronic and physical repositories, Air Force Information Management Publishing Tool (AFIMPT), and on-line ordering system.
- 1.7. Ensures the e-Publishing site meets DoD, Joint Chiefs of Staff (JCS), and Air Force interoperability, integration, configuration, and standardization requirements.
- 1.8. Maintains a listing of all command/field PM/FM, disseminating as required to SAF/AII and SAF/CIO A6.
- 1.9. Formally alerts SAF/AII Policy Branch, publications manager, and OPR prior to a publication on the e-Publishing website reaching its expiration date and then again as the expired publication is removed from the e-Publishing website.
- 1.10. Provides processing (formatting/tagging) and posting support for publications and forms issued at wing/base level and above (excluding ANG wings).
- 1.11. Provides formatting standards and templates for publications and forms that are not processed (formatted/tagged) by AFDPO.
- 1.12. Posts product announcements to the e-Publishing website to alert OPRs and command/field PM/FM of the availability of new, revised, or rescinded publishing products.
- 1.13. Informs OPRs and PM/FM of any policy and/or guidance change in electronic publishing methods as it relates to form development software version updates.
- 1.14. Develops and maintains a contingency plan to ensure availability of publications and forms posted on the e-Publishing website when the site is down.
- 1.15. Creates, submits, and advocates for planning, programming, and budgeting for development, acquisition, installation, testing, training, and maintenance for e-Publishing system components.

1.16. In conjunction and collaboration with SAF/CIO A6 and SAF/AAII Policy Branch, continually assesses the health of the e-Publishing system, resolving deficiencies and making changes, as appropriate.

1.17. Provides or arranges for publishing support for headquarters of Combatant Commands and the US Element, North American Aerospace Defense Command pursuant to DoDD 5100.03, *Support of the Headquarters of Combatant and Subordinate Unified Commands*.

1.18. Serves as the Air Force focal point for all matters relating to the Air Force Publishing Program in dealing with the Office of the Secretary of Defense (OSD), other military departments, General Services Administration (GSA), or other government agencies.

1.19. Ensures the e-Publishing website and products contained therein comply with AFI 33-129, *Web Management and Internet Use*.

2. Product Development Branch (AFDPO/PPP).

2.1. Serves as the HAF Publications/Forms manager.

2.2. Provides publications and forms manager support to HAF offices.

2.3. Develops the AFDPO publishing process for publications and forms at the departmental level.

2.4. Reviews proposed departmental publications and forms management guidance and advises customers of changes as necessary.

2.5. Provides direct support to Air Force-level publications and forms OPRs.

2.6. Supports publishing of wing level and above publications and forms with the exception of ANG Wings.

2.7. Establishes publishing process standards and methods for analyzing, reviewing, designing, controlling, producing, maintaining all forms and all other publishing products initiated within the Air Force.

2.8. Approves periodic product review actions which are auto-generated via AFIMPT.

2.9. Approves reviews initiated by the pubs/forms manager via AFIMPT.

2.10. Maintains electronic files of publications and forms via AFIMPT.

2.11. Serves as the AF focal point for AF Departmental, AF Recruiting, and DeCA physical publishing product distribution from the Army MDD warehouse.

2.12. Provides printing procurement support for HAF departmental publishing products.

3. Plans and Programs Branch (AFDPO/PPX).

3.1. Provides support of electronic publishing activities.

3.2. Synchronizes all training and implementation of new publishing systems and publishing software.

3.3. Provides forms designer training.

3.4. Conducts hands-on classroom training which is available to customers AF wide.

3.5. Posts updates to departmental and MAJCOM product information via AFIMPT.

- 3.6. Responsible for AFDPO Information Technology (IT) systems compliance according to Federal, DoD and AF policy/guidance.
- 3.7. Provides technical support for AFIMPT.
- 3.8. Responsible for content management and update of e-Publishing website.
- 3.9. Responsible for maintaining and updating user guides for AFDPO's IT Systems.
- 3.10. Maintains and manages publishing data and reports.

4. Publishing Customer Service Branch (AFDPO/PPS).

- 4.1. Serves as the support branch for the Air Force Departmental Publishing Office.
- 4.2. Provides direct e-Publishing general and technical customer service support to Air Force and other DOD agencies worldwide.
- 4.3. Responsible for maintaining and assisting customers with online ordering support via the e-Publishing website and the Warehouse Management System (WMS).
- 4.4. Responsible for providing customers first line publishing/technical support for AFIMPT.
- 4.5. Responsible for tracking customer inquiries via internal database.
- 4.6. Responsible for providing frequently asked questions (FAQs) to the e-Publishing webmaster for update to e-publishing website.
- 4.7. Responsible for reviewing and providing feedback to the webmaster on accessibility of other publishing links that are listed on e-Publishing website.
- 4.8. Evaluates and routes inquiries, as needed, for appropriate resolution to the other support services.
 - 4.8.1. To submit customer service inquiries via e-mail send to: usaf.pentagon.saf-aa.mbx.afdpo-e-publishing-customer-svc@mail.mil.
- 4.9. Receives wing-level and above publications and forms managers appointment letters.
- 4.10. Receives organizational appointment letters that identify OPRs.
- 4.11. Receives organizational appointment letters that identify Publication Change Managers (PCMs).

5. Organization Commander/Director. Appoints an organizational account representative (OAR) to manage controlled publications/forms. When classified, For Official Use Only (FOUO) publications, storage safeguard and/or accountable forms are needed to perform the organization's mission, the organization commander signs the AF Form 1846, *Request for and Record of Organizational Account*, to approve appointments of OAR and an alternate. The OAR can be designated at the lowest level necessary to accomplish the mission. **(T-3).**

6. Organization Account Representative (OAR).

- 6.1. Obtains controlled forms and publications for the organization. **(T-3).**

- 6.2. Notifies the organization's system administration personnel that the organization's address should be included in the base local area network to provide the organization access to electronic products. **(T-3).**
- 6.3. Maintains accountability for controlled products. **(T-2).**
- 6.4. Ensures accountable receipts for either classified documents or accountable forms are signed and returned to AFDPO (usaf.pentagon.saf-aa.mbx.afdpo-ppl@mail.mil). **(T-2).**
Note: Accounts will be suspended if document receipts are not returned by the suspense date indicated on the document receipt.
- 6.5. Establishes and maintains a centralized method of control for all accountable forms to include the quantity received, complete serial numbers, the date issued, used, or destroyed. **(T-2).**
- 6.6. Destroys the records after removal from the active file in accordance with the AF RDS. **(T-3).**
- 6.7. Records destruction of accountable forms on an AF Form 310, *Document Receipt and Destruction Certificate*. Destroy accountable forms two years after last serial numbered form in series has been issued according to Air Force RDS. See T33-35, R04.00 and R05.00.
- 6.8. Establishes and maintains local procedures for disposing of excess stock (follows guidance in DoD 5200.1-R/AFI31-401, *Information Security Program Management*). **(T-3).**
- 6.9. Reviews product announcements for the organization. **(T-3).**
- 6.10. Maintains information about the organizational account (AF Form 1846 account) for alternate and replacement personnel. **(T-3).**
- 6.11. Stores accountable blank forms as directed by MAJCOM or FOA publications/forms manager. **(T-2).**

Section B—Publications and Forms Processing

7. Publication/Form Action Requests. IAW AFI 33-360, an AF Form 673 or AF Form 399, *Air Force Publication/Form Status Request*, must accompany ALL publishing action requests sent to AFDPO via AFIMPT before an update will be posted to the e-Publishing website. Details regarding this requirement are defined in AFI 33-360. An AF Form 673 or AF Form 399 must be on file with the appropriate level publishing manager for each publishing request for non-departmental publishing products. **(T-2).**

8. Submitting Publications for Processing and Posting to the e-Publishing Website.

- 8.1. With the exception of ANG Wings, OPRs, POCs, PCMs and PMs/FMs must use the AFIMPT to deliver products to AFDPO for review and publishing to the website. **(T-2).** ANGRC PM/FM must route through NGB/A6CK angrc.ngb.a6.kom@ang.af.mil. To obtain information and/or access to AFIMPT, send an email to your publication manager or the AFIMPT workflow usaf.pentagon.saf-aa.mbx.AFDPO-AFIMPT@mail.mil.
- 8.2. Detailed instructions for submitting products for processing are provided in the AFIMPT training guide located in the "View HELP" menu of the application. Prior to submitting publishing actions, customers should review the training guide in its entirety for a

complete understanding of the process for submitting products to your publishing manager for posting to the e-Publishing website. Your publishing manager will review the complete product package once it has been uploaded in AFIMPT. Feedback will be provided to the OPR to make corrections to the product package and resubmit as necessary.

8.3. To access AFIMPT, go to <https://wmsweb.afncr.af.mil/afimpt>, select your email certificate and view the menu items on the left side of the welcome page.

9. Required Format for Processing Air Force Publications. All products submitted for processing and posting to the e-Publishing website must be submitted via AFIMPT.

9.1. AFDPO requires certain format specifications to process various publications for posting to the e-Publishing website. Guidelines must be followed to accommodate the formatting software tool.

9.2. Detailed instructions for submitting products for processing are provided in the AFIMPT training guide located in “View HELP” menu of the application. Publication templates are also available in the AFIMPT application for review and/or download as needed.

9.2.1. Publications must be presented left flush and in the standardized template format unless the publication is processed in camera-ready format. **(T-3)**.

9.3. To access both the guide and templates, go AFIMPT’s welcome page. <https://wmsweb.afncr.af.mil/afimpt>.

9.4. Submit product actions via AFIMPT, OPRs, POCs, PCMs and PMs/FMs must upload a draft publication/form, a completed/signed AF Form 673, *Air Force Publication/Form Action Request*, and associated files to the AFIMPT for processing.

9.4.1. The file names must adhere to the established naming convention with no spaces (i.e. AFMAN33-361, AF Form 673). **(T-3)**. **Note:** It is the OPR/POC’s responsibility to identify and place figures, tables, and graphics in the integrated file where they are to be printed.

9.4.2. The OPR/POC must also provide separate source graphics files in “.tif”, “.jpg”, “.gif” format for each figure or graphic used in the publication.

9.4.2.1. AFDPO may require the OPR to submit publishing products in various formats such as .pdf files and metadata for unique products (i.e., visual aids).

9.4.3. Policy Memorandums (PMs), Guidance Memorandums (GMs) and Supplements to DOD issuances are required to be in camera ready Word format so AFDPO can apply the published date as they post. **(T-2)**.

10. Submitting Classified Products for Review. OPR/POCs with classified products that require a format review must submit an email to the AFDPO/PPP workflow usaf.pentagon.saf-aa.mbx.afdpo-ppp@mail.mil. The email must include the product information such as product number, title, classification, OPR, POC name, email address and DSN. **Note:** Do not submit classified information via an unclassified network. AFDPO will review the product and provide feedback to the OPR as necessary. **(T-2)**.

11. Periodic Reviews. Periodic product review actions are auto-generated via AFIMPT. Reviews are also initiated by the pubs/forms manager via AFIMPT. Additional detailed

instructions on processing reviews are located in the AFIMPT “Help” menu. <https://wmsweb.afncr.af.mil/afimpt>.

12. Departmental Form Development. When a requirement exists to collect information, OPRs will develop draft forms and provide to AFDPO. The OPR must ensure the new form does not duplicate an existing Air Force or DoD form. Forms must be prescribed in directive type publications. **(T-2).** All departmental forms will be designed by AFDPO using the mandated Air Force forms designer software. **Note:** If a new or revised publication prescribes a form, allow time to design, reproduce (physical), and disseminate (physical) the new or revised form. OPRs must coordinate the proposed form with functional offices (see AFI 33-360). **(T-2).** Once the final version of the form is approved by the OPR, AFDPO will post to the e-Publishing website. **(T-2).** When posting a new publication which prescribes new forms, both the publication and form(s) must be posted simultaneously. **(T-2).** AFDPO issues and maintains a control log for each departmental form number assignment.

13. Field Form Development.

13.1. With the exception of ANG Wings, field activities must design the form, complete the metadata, and lock their forms before submitting to AFDPO. **(T-3).** Forms must be submitted via AFIMPT for posting on the e-Publishing website. **(T-2).**

13.2. The unlocked file must follow the file naming convention (e.g., ACC201_unlocked.xfdl). Detailed instructions are also provided in the AFIMPT training guide located in HELP menu of the application.

13.3. Prior to submitting forms for posting to the e-Publishing website, the following must be accomplished:

13.4. Save the form as an unlocked form.

13.4.1. To save as unlocked:

13.4.1.1. Go to File – Save As.

13.4.1.2. When the Dialog box comes up, go to File name and add _unlocked to the File name then hit save. (e.g., AF3_unlocked.xfdl).

13.4.1.3. When the dialogue box comes up, select Finish. If you have saved before, check overwrite existing file and then select finish.

13.4.2. Field Activities must upload the unlocked form to AFIMPT and forward to AFDPO for final processing and posting to the website. **(T-2).** **Note:** AFDPO does not process forms below wing level.

14. Submitting Items for the Product Announcement. Product announcements (PA) inform users of new, revised, or obsolete electronic and physical products. Product announcements are issued bi-weekly and can be accessed under the Product Announcement link on the e-Publishing website. Publications/forms managers are responsible for forwarding information about their products to AFDPO to be included in the product announcement. **Note:** Products published via AFIMPT are automatically included in the PA. Therefore, it is not necessary to forward a separate email. Customers with products that are not automatically published via AFIMPT but must be included in the PA should forward an email to the workflow usaf.pentagon.saf-aa.mbx.afdpo-ppp@mail.mil. The email must include product type and number (short title),

long title product title, and date of product. (T-2). Information received after the cut-off of a product announcement will appear in the next product announcement published. Product announcement information should be submitted via e-mail to usaf.pentagon.saf-aa.mbx.afdpo-ppp@mail.mil.

Section C—Procurement and Distribution Process

15. General Information. With the exception of ANG Wings, the procurement and distribution process includes printing procurement, receipt, storage, retrieval, and dissemination of physical publishing products.

16. Requesting Printing Support. With the exception of ANG Wings, requests for printing support must be coordinated with AFDPO/PPP usaf.pentagon.saf-aa.mbx.afdpo-ppp@mail.mil for funding approval prior to submitting the publishing product for final processing. (T-2). See AFI 33-360, paragraph 9.2., for further guidance. OPRs must identify their printing requirement and provide a justification for printing on the AF Form 673. (T-2). When a publishing product requires printing, the OPR must submit a GPO Form 952 (GPO 952), *Desktop Publishing Disk Information*; a compact disc (CD) which contains any necessary artwork; and a separate document which contains the printing specifications. (T-2). OPRs should contact their local graphics office for assistance with completing the GPO 952 and the CD.

17. Physical Product Storage and Distribution from the Army MDD. With the exception of ANG Wings, field publications/forms managers who require AFDPO support for storage and distribution of their physical products must send a request to AFDPO usaf.pentagon.saf-aa.mbx.afdpo-ppp@mail.mil prior to sending the product to the Army MDD. At a minimum, your request should contain the OPR, contact number, office symbol, product type and number, product title, date, requested delivery date and quantity to be stored. Upon approval of your request, AFDPO will provide the requester with a product ID and specific labeling requirements. (T-3). AFDPO will also send a monthly inventory to the applicable MAJCOM publications/forms manager for MAJCOM products stocked in the Army MDD. Publications/forms managers shall thoroughly review this inventory listing for stock needing replenishment as well as to ensure the currency of products in stock. If a publications/forms manager determines that stock of their product needs to be replenished, they shall take the necessary measures to reorder stock and forward to the Army MDD. Prior to sending new or reprinted products to the Army MDD, publication and forms managers must forward a copy of their printing documentation or a memo specifying the product type and number, product title, product date, OPR, due-in date, due-in quantity, unit of issue, unit of issue quantity (if applicable) and printing specifications to AFDPO usaf.pentagon.saf-aa.mbx.afdpo-ppp@mail.mil. (T-3). If the product is a revision, the publications and forms manager is responsible for providing disposition instructions for the existing stock (i.e., previous edition is obsolete, to be salvaged, is to be used until exhausted, etc.). **Note:** Only publications/forms managers are authorized to request to forward stock directly to the Army MDD. (T-3).

18. Distribution of Restricted/Controlled Products. For Official Use Only (FOUO) and other restricted products can only be obtained in electronic format via the Warehouse Management System (WMS) which is .mil/common access card (CAC) restricted. Only unclassified metadata for restricted products can be posted to the e-Publishing website.

19. Obtaining Restricted/Controlled Products. Organizational accounts are required for organizations requiring controlled products (FOUO publications and storage safeguard or accountable forms). **(T-2).** **Note: Establishing an organizational account should not be confused with placing an order. Once your organizational account is approved, you must access WMS online ordering to place your order. Establishing the account and placing an order are two different actions.**

20. Obtaining an Organizational Account.

20.1. Use an AF Form 1846, *Request For and Record of Organizational Account*, to establish an organizational account. **(T-2).** Prepare the AF Form 1846 and retain a copy for your records. **(T-2).** You must have a “.mil”, “.gov”, or “.edu” email extension to be approved for an organizational user account. The OAR should complete and then send the approved AF Form 1846 to the organization's publishing office for signature of the publications and forms manager and then forward to AFDPO . Submit the completed AF Form 1846 to AFDPO via e-mail, or fax to DSN 754-2387; Commercial: 202-404-2387. **(T-2).** Once AFDPO has processed the request, the account information will be sent to the OAR at the organizational e-mail address provided on the AF Form 1846. **Note:** Organizational accounts will be approved and issued for restricted/controlled (FOUO, accountable, storage safeguard and General Officer Protocol Stationery products only). **(T-2).**

20.1.1. Complete the AF Form 1846 as follows:

20.1.1.1. OAR Information. Identification boxes are used to identify your location. They are self-explanatory. The requesting official is the OAR.

20.1.1.2. Publications and Forms Manager Signature. Their signature verifies that the organization exists on the base. The publications/forms manager official must return the form to the OAR who then sends the completed AF Form 1846 to AFDPO via fax mail or via email. **(T-2).** For contractors requiring controlled products, the organization commander or the contracting officer will sign and approve the AF Form 1846. This signature is the authorization for the organization to receive controlled products.

20.1.1.3. Account Number. Leave blank. WMS will generate a system notification with the account number to the OAR after the account request is approved and processed.

20.1.1.4. Account Validation. Upon receipt of the account information, the OAR **must** access the WMS website to validate (register) the account. **(T-3).**

21. How to Request Changes to an Organizational Account. All changes to an organizational account require the submission of a revised AF Form 1846. **(T-2).** The OAR marks the revision block on the top of the form to indicate that the form is revised. The OAR also fills in the account number block when submitting any changes. When the OAR changes, a **revised** AF Form 1846 must be submitted to AFDPO. If the OAR is the only change, only information required on the revised form is the new OAR's information and signature and the approving official's name and signature. **(T-2).** When OARs need to add or delete an item from the organizational account or cancel the account, they must submit a **revised** AF Form 1846. The changes they request must be clearly identified on the form. Additions and deletions require the OAR and approving official's names and signatures. **(T-2).**

22. Issuing Organizational Accounts to Contractors. Contractors' requests must be approved by the contracting officer and include the contract number and expiration date of contract. **(T-3)**. Additionally, you must have a ".mil" e-mail extension on the e-mail address to establish an organizational account. A contractor should not establish or request an organizational account for one-time issues or for unrestricted/unclassified physical products. Contractors who have a ".mil" e-mail address can establish general user accounts for unrestricted/ unclassified physical products. Contractors who have a need for a one-time issue of physical products should obtain the needed items through their contracting officers. The contracting officer should submit orders for one-time issuances of physical products via WMS online ordering.

23. Air Force Contracting Officers. Contracting Officers are responsible for approving the AF Form 1846, which authorizes contractors to order restricted/controlled physical products. **(T-2)**. Ensure the AF Form 1846 includes the contract number, expiration date, and the list of physical products the contractor is authorized to use. **(T-2)**.

24. Obtaining Unclassified/Unrestricted Physical Products.

24.1. Individuals needing unrestricted physical products should request a user account via the WMS website. You must have a CAC to access WMS. <https://wmsweb.afncr.af.mil/wms/>.

24.1.1. Requests for user accounts are submitted and processed on-line using the link <https://wmsweb.afncr.af.mil/wms/>.

24.1.2. Users should access WMS and click on the "Accounts" tab.

24.1.3. Click on the "My Personal Information" link on the left side of the screen.

24.1.4. Add the information and click "SAVE".

24.2. AFDPO will issue Air Force products to sister services and other government agencies only. Non-government agencies must go through their respective channels to obtain DoD, GSA (Standard Forms), and other non-Air Force products. Once an order is submitted, users will receive three acknowledgements; 1) when the order is placed, 2) once it is processed and, the last, 3) when it ships. Customers can view the status of orders on-line (see **Attachment 2** for additional guidance). AFDPO imposes a *monthly maximum issue* on each physical product stocked at the Army MDD. The maximum issue is based on the average monthly usage of each product. If you need a one-time issue which exceeds the maximum issue, you will be able to submit your order for the quantity you need via on-line ordering. You must then fax or e-mail a justification with your commander's/director's signature to AFDPO within one week of placing your order. **(T-3)**. If you do not submit your justification your order will be cancelled or the quantity will be changed. You will be notified via e-mail of the status of your order. If you need more than the maximum issue on a recurring basis (non-controlled/unrestricted products only), send a request through your MAJCOM publications/forms manager or the OPR for the product, as appropriate. Once AFDPO receives the approved request from either your MAJCOM publications/forms manager or the OPR for the product, AFDPO will waive the over maximum issue limit for your account for that particular product. You will be allowed to order the amount you were approved for on a monthly basis without being required to complete the review process; however, additional amounts exceeding the recurring approval amount will require a justification letter. Please remember to include in your request your account number, the

product number of the product you are ordering, and the quantity you will need to order each month.

25. Document Automation and Production Service (DAPS). The e-Publishing website provides a link to DAPS for ordering bulk printing of electronic products. Alternatively, customers may order directly from their local DAPS office. **Note:** Funding for printing of publishing products may be centralized within your local publishing function. Contact your publications/forms manager for local procedures.

26. Sale to the Public. Physical products, which are not restricted, are available for sale to the general public from the Department of Commerce, National Technical Information Services (NTIS), 5285 Port Royal Road, Springfield, VA 22161-0001. The e-Publishing website provides a link to NTIS.

27. Purpose of Social Protocol Stationery. Social protocol stationery is used for an official social function when a general officer acts as host on behalf of the Air Force at an Air Force-sponsored function; or when a general officer participates in an official social function as an official representative of the Air Force. General Officer note paper may also be used for correspondence that is duty related, but of a more personal or private nature.

28. How to Obtain Social Protocol Stationery. Protocol officers and executives may order stationery items via the WMS online ordering website. The OAR may order or they may establish a separate organizational account representative to order protocol stationery (see paragraph 24). To establish a separate account, the requester must send an AF Form 1846 to AFDPO. Requester must check the block marked "safeguard" for all social protocol stationery items. The general officer must sign the AF Form 1846. **(T-3).** Social protocol stationery cannot be ordered for a visiting general officer or a retired General Officer. In the case of a visiting general officer, the general officer's executive or protocol officer is responsible for ordering and forwarding the stationery to the required location.

29. Stationery Items Available. The Air Force provides the following stationery items for official social functions. Do not use these items for any other official or personal purpose. **(T-3).** The stationery has the general officer flag of the appropriate grade on the first sheet; the second sheets and envelopes do not. These items are printed using the offset printing method.

29.1. Invitations. Each package contains 250 invitations. Unit of issue is box (BX).

29.1.1. AF Form 1900, *General's Invitation* (Preprinted Format).

29.1.2. AF Form 1901, *Lieutenant General's Invitation* (Preprinted Format).

29.1.3. AF Form 1902, *Major General's Invitation* (Preprinted Format).

29.1.4. AF Form 1903, *Brigadier General's Invitation* (Preprinted Format).

29.1.5. AF Form 1937, *General's Invitation* (Blank Format).

29.1.6. AF Form 1938, *Lieutenant General's Invitation* (Blank Format).

29.1.7. AF Form 1939, *Major General's Invitation* (Blank Format).

29.1.8. AF Form 1940, *Brigadier General's Invitation* (Blank Format).

29.2. Note Paper. Each package contains 500 sheets of printed note paper. Unit of requisition is box (BX).

- 29.2.1. AF Form 1908, *General's Note Paper*.
- 29.2.2. AF Form 1909, *Lieutenant General's Note Paper*.
- 29.2.3. AF Form 1910, *Major General's Note Paper*.
- 29.2.4. AF Form 1911, *Brigadier General's Note Paper*.
- 29.2.5. AF Form 1912, *General Officer Note Paper Second Sheet*.

29.3. Place Cards. Each package contains 250 cards. Unit of requisition is box (BX).

- 29.3.1. AF Form 1904, *General's Place Card*.
- 29.3.2. AF Form 1905, *Lieutenant General's Place Card*.
- 29.3.3. AF Form 1906, *Major General's Place Card*.
- 29.3.4. AF Form 1907, *Brigadier General's Place Card*.

29.4. Envelopes. The envelopes are plain. Users may have official return address imprinted locally. **Note:** Because envelopes are procured separately, AFDPO will make every effort to match color, however; there is no guarantee that the paper color will match the stationery: Unit of issue is box (BX).

- 29.4.1. AF Form 1913, *Envelopes for Invitations* (250 per box).
- 29.4.2. AF Form 1914, *Envelopes for Note Paper* (500 per box).

30. Senior Executive Service (SES) Stationery. There are two stationery items along with envelopes available for members of the SES:

- 30.1. AF Form 3990, *SES Note Paper*.
- 30.2. AF Form 3991, *SES Invitation* (Blank Format).

31. Who May Use the Stationery. Assigned general officers may use stationery items at any Air Force component while on extended active duty, at the Air National Guard, and at the Air Force Reserve in a ready reserve status. Retired General officers cannot use stationery items. General officer selectees may order stationery items once notified of their effective date of promotion; however, brigadier general selectees may not use stationery items until officially promoted. SES stationery items are available solely for use by members of the SES. SES selectees may order stationery items once notified of their effective date of promotion; however, they may not use stationery items until officially promoted.

32. Restrictions on Supplements Regarding Social Protocol Stationery and Forms. Field activities will not supplement this section and will not consolidate or order command requirements for the forms. **(T-3).** Stationery items are not available from commercial sources. Stationery items that the Air Force issues may not be sold. Organizations will not order stationery merely to have it available for use by transient general officers. **(T-3).**

33. Specialty and Unique Products. Specialty and unique products are products such as place cards, invitation cards, note pads, "club" stationery, etc. These items are used only by Headquarters Air Force organizations. **Note:** SAF/AAO is responsible for ordering these products for the offices above, via the WMS online ordering. All specialty and unique products are listed by form number on the e-Publishing website. SAF/AAO must have an approved AF Form 1846 on file with AFDPO listing all products to be ordered. **(T-3).** Special Secretary of

the Air Force letterhead products are ordered by SAF/AAO and printed by AFDPO. SAF/AAO must supply the required artwork, specifications, and quantities of all new and reprinted specialty products. All non-departmental, MAJCOM, and base letterhead will be printed by the local DAPS office and funded locally.

34. Ordering and Receiving Accountable Forms. Customers should order accountable forms via online ordering, however, users must have an approved organizational account (AF Form 1846) on file with AFDPO authorizing issuance of specific accountable forms prior to submitting orders. As soon as the OAR receives a shipment of accountable forms from the Army MDD, they should thoroughly check each form for proper serial number and compare the shipment with entries on the document receipt, which accompanies the shipment. If the inventory is correct, sign the original receipt and forward it to AFDPO within 30 days. If there is any discrepancy, immediately report this to AFDPO, by annotating the receipt with the serial numbers and the quantity received; sign the bottom and return it. If there is a loss of accountable forms for which the OAR is accountable, promptly start investigative procedures and report the circumstances through command channels to the OPR. The OPR is listed in the prescribing directive; also, read the directive to see if it gives any special instructions on how to report the loss. If the signed document receipt is not forwarded to AFDPO within 30 days, your organizational account will be disabled and you will be unable to submit orders until you submit the receipt and it is received.

35. Storing Safeguard and Accountable Forms. Store blank safeguard forms in locked cabinets, security filing cabinets, secure rooms, or similar manner to ensure they are not accessible to unauthorized personnel. **(T-1)**. Store accountable forms in a locked cabinet in a locked room. **(T-1)**. Do not store in containers with classified material. **(T-1)**. Dispose of outdated controlled stock IAW AFI 31-401, *Information Security Program Management*. Accountable forms must be destroyed and rendered unusable. **(T-1)**.

Section D—Training

36. Forms Designer Training.

36.1. AFDPO Forms Designer training schedules are posted on the e-publishing website via the AF Portal. MAJCOM-level Publishing Managers are required to submit an e-mail request for training to AFDPO on behalf of the student(s) to AFDPO-e-Publishing (customer service). The e-mail should list the student's name, e-mail address, DSN, organization and organization office symbol. Additionally, students will also need to provide the name and telephone number of an emergency POC. Personnel requesting training on-site at AFDPO must inform their unit security managers to initiate a visit notification request within the Joint Personnel Adjudication System (JPAS)/Joint Clearance and Access Verification System (JCAVS). AFDPO security manager(s) will verify attendee's clearance level, and other pertinent information.

36.2. AFDPO Security Manager Office (SMO) information is as follows:

36.2.1. SMO Code is: HH25FRPH.

36.2.2. SMO Name is: AFDPO/ Level 6.

36.2.3. SMO Location is: JOINT BASE ANACOSTIA-BOLLING, DC.

36.3. AFDPO will verify that space is available and forward a confirmation e-mail and inform the student he/she is registered for the course. **Note:** Space is limited to seven seats and reserved on a “first come, first served” basis. If a class is full or must be cancelled for any reason, AFDPO will notify the MAJCOM-level Publishing Manager and place the individual(s) on a ‘wait list’ or place them in the next available class per the Publication Manager’s request. Within two-weeks of the class date, a final confirmation e-mail will be sent to the MAJCOM-level Publishing Manager(s) as well as the student(s) who are registered for the class. **ONLY** those who respond to the e-mail requesting final confirmation will be considered registered for the upcoming class. If the student who is registered for the class does not respond/confirm, he/she will be dropped from the list and someone from the waitlist will be added. There is no cost to attend the Forms Designer training class; however, the cost of the TDY is unit-funded. Students are responsible for arranging travel and lodging. The Forms Designer class is held Tuesday – Thursday (0830-1630). **Monday** and **Friday** are considered travel days. More optional advanced training is available Friday morning for students who want to remain the additional half day. Students are given lectures as well as several hands-on projects to complete. Students are also encouraged to bring forms from their office to work on during class “hands-on” time. Attire for training: Military members, “Uniform of the Day”. Civilian dress is business attire. Upon class completion, each student completes an evaluation form and receives an AF1256, *Certificate of Training*.

Note: ANG Wings will coordinate forms course through NGB/A6

angrc.ngb.a6.kom@ang.af.mil.

TIM BEYLAND
Administrative Assistant

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 33-3, *Information Management*, 28 March 2006

AFI 31-401, *Information Security Program Management*, 1 November 2005

AFI 33-360, *Publications and Forms Management*, 18 May 2006

AFMAN 33-363, *Management of Records*, 31 March 2008

DoD Regulation 5200.1-R, *Information Security Program*, 1 January 1997

Prescribed Forms

AF Form 1846, *Request for and Record of Organizational Account*

AF Form 1900, *General's Invitation* (Preprinted Format)

AF Form 1901, *Lieutenant General's Invitation* (Preprinted Format)

AF Form 1902, *Major General's Invitation* (Preprinted Format)

AF Form 1903, *Brigadier General's Invitation* (Preprinted Format)

AF Form 1904, *General's Place Card*

AF Form 1905, *Lieutenant General's Place Card*

AF Form 1906, *Major General's Place Card*

AF Form 1907, *Brigadier General's Place Card*

AF Form 1908, *General's Note Paper*

AF Form 1909, *Lieutenant General's Note Paper*

AF Form 1910, *Major General's Note Paper*

AF Form 1911, *Brigadier General's Note Paper*

AF Form 1912, *General Officer Note Paper Second Sheet*

AF Form 1913, *Envelopes for Invitations*

AF Form 1914, *Envelopes for Note Paper*

AF Form 1937, *General's Invitation* (Blank Format)

AF Form 1938, *Lieutenant General's Invitation* (Blank Format)

AF Form 1939, *Major General's Invitation* (Blank Format)

AF Form 1940, *Brigadier General's Invitation* (Blank Format)

AF Form 3990, *SES Note Paper*

AF Form 3991, *SES Invitation* (Blank Format)

AF Form 2519, *All Purpose Checklist*

AF Form 3126, *General Purpose* (8-1/2 x 11 inches)
AF Form 3130, *General Purpose* (11 x 8-1/2 inches)
AF Form 3131, *General Purpose* (11 x 8-1/2 inches)
AF Form 3132, *General Purpose* (11 x 8-1/2 inches)
AF Form 3136, *General Purpose* (11 x 8-1/2 inches)
AF Form 3137, *General Purpose* (11 x 8-1/2 inches)
AF Form 3153, *General Purpose Calendar* (11 x 8-1/2 inches)

Adopted Forms

AF Form 673, *Air Force Publication/Form Action Request*
AF Form 847, *Recommendation for Change of Publication*
AF Form 1256, *Certificate of Training*

Abbreviations and Acronyms

AFDPO—Air Force Departmental Publishing Office
Army MDD—Army Media Distribution Division
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFIMPT—Air Force Information Management Publishing Tool
AFPD—Air Force Policy Directive
AFPDC—Air Force Publishing Distribution Center
DD—Department of Defense (as used on forms)
DAPS—Document Automation and Production Service
DoD—Department of Defense
DRU—Direct Report Unit
E-mail—Electronic Mail
e-Publishing—Electronic Publishing
FOA—Field Operating Agency
FOUO—For Official Use Only
HQ USAF or HAF—Headquarters United States Air Force
IMT—Information Management Tool
MAJCOM—Major Command
NTIS—National Technical Information Services
OAR—Organization Account Representative

OPR—Office of Primary Responsibility

PCM—Publication Change Manager

RDS—Records Disposition Schedule

SAF—Secretary of the Air Force

USAF—United States Air Force

Terms

Accountable Forms—Forms that the Air Force stringently controls and which cannot be released to unauthorized personnel since their misuse could jeopardize DoD security or could result in fraudulent financial gain or claims against the government. The unit receiving a request for accountable forms will inform the requester of this guidance.

Command—MAJCOM, DRUs, FOAs, Numbered Air Force and Centers

Document Automation Production Service (DAPS)—A "Fee-for-Service" organization that provides document automation products, bulk printing, and distribution services.

e-Publishing—Central website for accessing, viewing, downloading, and printing electronic products; physical products may be ordered from the e-Publishing website. Information on product development and links to other agency publications are also provided on the e-Publishing website (www.e-publishing.af.mil).

Field—MAJCOM, DRUs, FOAs, Numbered Air Force and Centers

For Official Use Only Material—Unclassified material which qualifies for withholding from the public under one or more of exemptions 2 through 9 of the Freedom of Information Act (FOIA). (See chapter 4, Air Force Supp to DoD Regulation 5200.1—R.)
The OPR for the material will review requests to determine the material's releasability.

Form—A tool used for the collection, recording and extraction of standardized information whereby a predetermined set of data fields have been established and defined to meet a definitive Air Force purpose or objective.

Headquarters Air Force (HAF)—The HAF is comprised of both Secretariat and Air Staff Offices

Metadata—A collection of information about a product that is loaded on the e-Publishing website.

New Publication—A publication never before issued in a given category.

On-Line Ordering—Air Force's one-stop shopping mall for all publications, forms, and other physical products that are ordered electronically via the e-Publishing website.

Product Announcement—An information tool used to inform customers of product changes in the Air Force e-Publishing Program.

Product Index—A comprehensive central database index of all Air Force publishing products.

Product Number (Publication or Form)—Identification string that includes the applicability level of the product, product type, subject series (Pubs only), and control number. For example, AFI33-360 is applicable departmentally (AF), type is an Instruction (I), subject series is

Communications and Information (33), and has been assigned control number 360. AF Form 673 is applicable departmentally (AF) type is a form (Form), and has the control number 673.

Product Title (Publication or Form)—Identifies the title of the publication or form

Product Type—Term used to identify the level the product (publication or form) is issued and an abbreviated product name. For example, “AFT” identifies a product issued at the departmental level (AF) and the product is an Instruction (I); “ACCI” identifies a product issued at the MAJCOM ACC level (ACC) and the product is an Instruction (I); “AETCSUP” identifies a product issued at the MAJCOM AETC level (AETC) and the product is a Supplement (SUP); “AF Form” identifies a product issued at the departmental level (AF) and the product is a form (Form).

Program Manager—The individual responsible for the control, direction, or coordination of a group of things, tasks, or processes to be followed.

Publication—An officially produced, published, and distributed document issued for compliance, implementation, and or information.

Publications/Forms Manager—One who manages the publications and forms programs and recommends improvements to SAF/AA (through channels below MAJCOM or FOA level). Is the primary focal point for publication and distribution issues.

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

Publishing Product—The collective name given to publications and forms.

Standards—The criteria described in a desired end result.

Storage Safeguard Forms—These forms are not releasable outside DoD and require storage protections since they could be put to unauthorized or fraudulent use. The unit receiving these requests from non-DoD personnel returns them to the requesters stating that the Air Force controls these forms and that they cannot be released.

ATTACHMENT 2

ONLINE ORDERING GENERAL ACCOUNT REQUEST INSTRUCTIONS

A2.1. Establishing a New General Online Ordering Account.

A2.1.1. Log into WMS <https://wmsweb.afncr.af.mil/wms/>.

A2.1.2. Choose your **e-Mail certificate** when prompted to choose a CAC card certificate

A2.1.3. Click ACCOUNTS

A2.1.4. Click MY PERSONAL INFORMATION

A2.1.5. Verify their PERSONAL INFORMATION is correct. If so, Click SAVE. If not, make necessary changes and SAVE.

ATTACHMENT 3

ONLINE ORDERING GENERAL ACCOUNT USING WMS-GENERATED AF FORM 1846 REQUEST INSTRUCTIONS

A3.1. Establishing an Organizational Account Using the WMS-Generated AF Form 1846.

A3.1.1. All users that will be associated to an organizational account **must** complete the steps above

A3.1.2. UPDATE GENERAL ACCOUNT INFORMATION **prior to** submitting 1846 REQUEST.

A3.1.3. Click ACCOUNTS.

A3.1.4. Click MY ACCOUNTS (if not already displayed).

A3.1.5. Click REQUEST 1846.

A3.1.6. Fill out 1846 REQUEST form (see help for instructions).

A3.1.7. Click SAVE.

A3.1.8. Print AF Form 1846. Route for proper signatures. Fax or email (digitally signed form only) to the AFDPO. Fax to: Commercial – 202-404-2387 or DSN 754-2387. Email to: usaf.pentagon.saf-aa.mbx.AFDPO-PPL@mail.mil. Customers may check the status of their order by doing the following:

A3.1.9. Click on the green "Orders" tab.

A3.1.10. Click on the "Manage My Orders" tab on the left side of the screen.

A3.1.11. Click on the "Active Orders" link at the top of the screen or the "Locate "Orders" link (if you have the order number).