

# CONTENT MANGEMENT PROGRAM PUBLICATIONS



## HOW TO PUBLISH A HILL AFB PUBLICATION

**75<sup>TH</sup> Communications Squadron  
Support Flight  
Content Management (75 CS/SCSP) Office  
Hill AFB UT**

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**Content Management (75 CS/SCSP)**

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# Preparing a New Hill AFB Publication

A “new” Hill AFB publication is defined as the subject matter never having been published as an official publication.

**Getting Started.** Like any writing project, starting a Hill AFB publication may be difficult. There are various kinds of material you can work with. You may have a complete manuscript to rewrite, only a rough draft, or little more than a broad outline of notes. Whatever material you have, you have to face the same problem, how to begin converting that raw material into a publication. The first step is careful planning. Careful planning and research will allow you to see what you have to do and what material you will include. Research your subject matter by reviewing higher-headquarters publications for related subject matter.

**Planning a New Publication.** Determine what type of Hill AFB Publication you will require by reviewing the following types of publications and their uses:

**Hill AFB Instruction—(Category Type of Publication: Directive).** Use a Hill AFB Instruction to direct action, ensure compliance, or give detailed procedures to a standard action across Hill AFB. Hill AFB Instructions must be as restrictive as the higher headquarters publications and must not contradict higher-headquarters publications. [Hill AFB Instruction Template](#)

**Hill AFB Manual—(Category Type of Publication: Directive).** Manuals are extensions of instructions and are therefore, also directive publications. Use them as guidance documents for procedures that usually contain examples for performing standard tasks, or supporting education and training programs. Hill AFB Manuals will not carry the compliance banner statement. A Hill AFB Manual must be as restrictive as the higher headquarters’ publication and must not contradict the higher-headquarters publication(s). [Hill AFB Manual Template](#)

**Hill AFB Supplement—(Directive Publication).** Supplements add material to a publication issued by higher -headquarters (AF or HQ AFMC). Supplements must be as restrictive as the basic publication (AF or HQ AFMC). [Hill AFB Supplement Template](#)

**Hill AFB Pamphlet—(Nondirective Publication).** Pamphlets are informational and suggest guidance that can be modified to fit the circumstances. Complying with publication in this category is expected, but not mandatory. Use these publications as references aid, "how-to" guides, or as sources of official information. Pamphlets may provide guidance regarding

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reports, but may not prescribe reports. They may cite IMTs/IMT and provide guidance on completing them, but may not prescribe them. [Hill AFB Pamphlet Template](#)

**Hill AFB Directory—(Nondirective Publication).** Directories are informational publications that are compilations serving to direct. They are arranged in alphabetical order or classed order, such as listing of addresses, affiliations, or functions. [Hill AFB Directory Template](#)

**Hill AFB Handbook—(Nondirective Publication).** Handbooks are reference books on the technical aspects of a particular subject or a compilation of factual data and instructional material not subject to frequent revision. [Hill AFB Handbook Template](#)

**Hill AFB Catalog—(Nondirective Publication).** Catalogs are informational publications that are detailed listings, which describe or list a collection of information according to some plan. [Hill AFB Catalog Template](#)

**Hill AFB Visual Aid—(Nondirective Publication).** Visual aids do not require fill-in information. They are posters or graphic illustrations. Issue them for display on walls, bulletin boards, desk, and other places. There are two types of visuals aids: Permanent: These explain or instruct. Temporary: These inform or motivate. As a rule, limit temporary visual aids display to 90-calendar days or less. [No visual aid template provided](#)

## STEP 1 – PREPARING NEW DRAFT PUBLICATION

### Formatting your Publication

The template you're using is in MSWord, Times New Roman (12), 1-inch margins (left, right, top, and bottom); single-spaced, one column (not dual column), not justified. Draft Publications does not carry a date, compliance statement, or official signature block; these items are inserted by the Content Manager-Publications.

### **DON'T USE THE FOLLOWING FORMATTING IN YOUR DRAFT PUBLICATION:**

- Paragraph indents after a paragraph number
- Tabs after a paragraph number
- Soft returns at the end of a line, sentence, or paragraph
- Hard returns at the end of a line. Use word wrap.
- Auto numbering
- Bullets (use a dash instead)
- Tables--Do not use tabs or soft returns in tables. Create cells.
- Graphics—Provide a separate file in the format of a .tif Insert the graphic in the publication to show placement in the document. Do not embed graphic files. Insert the graphic in your publication to show placement in the publication. Provide separate files in the format of a “.tif” “.jpeg,” or “.jpg” formats for your each of your graphics files.
- Bold-Only main paragraphs will be bolded

### Publication Subject Series Title & Publications Number

The publication number consists of a series number and control number that identifies your publication.

Determine what subject series the publication belongs to and, accordingly, use the appropriate series number. See [AFI 33-360, Volume 1](#), Attachment 8.

The Content Manager-Publications assigns the control number of the publication (the last numbers after the subject series number and dash). You may request the control number from the Content Manager-Publications--but you must submit the purpose statement of your publication before the control number may be issued to you.

### Publication Title

The publication title should clearly and concisely describe the publication. Try to express it in a few words—no more than 10, if possible. Don't use terms such as “handbook” in the title of the publication

### Purpose Statement

A purpose statement is written for all categories of publications with the exception of Hill AFB Supplements. Supplements “may” have purpose statements if the OPR has determined that a purpose statement is needed to expand on the applicability of the policy.

All Hill AFB Publications must have antecedent AF Policy Directive (AFPD) or AFMC

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Policy Directive (AFMCPD) that is being implemented.

The “purpose” statement describes the publication’s contents. The purpose statement should be brief, but it should also be complete. Do not include policy statements in the purposes paragraph. It should not explain any of the contents in detail, but fully identify the contents. It identifies to whom the publication applies—its users. Sample: "This instruction implements AFD 33-3, Title of AF policy directive, and applies to ....."). For additional information on the purpose statement, see AFI 33-360, Volume 1, paragraph 3.38. and A4.4.

### Suggested Improvements Statement

If you encourage readers to provide feedback and invite suggestions for changes or improvements to the publication, add the statement shown below.

“Send comments and suggested improvements on AF Form 847, Recommendation for Change of Publication, to (your office title and office mail symbol, street address, Hill AFB UT 84056-XXXX (XXXX is the last four digits of you zip code).”

### Foreword

Only nondirective publications may have a “foreword” to provide a personal message. Limit the foreword to one page. They may be written by the OPR or the endorsing official, but must not identify the writer by name. The foreword should always be brief and should be put before the title page and the table of contents. Do not number the foreword page.

### Table of Contents

The table of contents lists the divisions of the publication. A table of contents serves the whole publication. List the main divisions of your publication by number and title. List them exactly as they appear in the text, and in the same order. Include the title of each part, chapter, section, and main paragraph. *A table of contents is used when the publication is 20 or more pages in length.*

### Prescribing a Hill AFB IMT in the Publication

If the publication prescribes an IMT, allow enough time to design the new form. Contact the Content Manager-IMT, 75 CS/SCSP, extension 777-3913. See [Information Management Tool \(IMT\) Development and Process Guide](#).

The prescribing publication will:

Direct organizations and individuals to use the form unless instructions specify otherwise

State purpose of IMT and if necessary how to complete it, the number of copies and when and where to submit the copies

List the IMT prescribed and IMT adopted in the last paragraph of the publication and on AF IMT 673, Section III.

### Citing IMT and/or Form.

The first time you cite an IMT or form in the body of the publication, give the abbreviation

for the type of IMT it is, its number, and its title e.g., “Use AF IMT 673, **Request to Issue Publication**, to record coordination on your publications.” After your first reference to the form, cite only its number when you mention it again, e.g., “Submit AF IMT 673 only by mail.”

### **Blank Copies of IMTs.**

Blank copies of IMTs must not be placed in the publication. A completed “sample” form may be placed in the publication if the IMT or form is so **complicated** that users may need more than the narrative instructions to fill it out. If you have questions regarding the use of blank or sample IMTs/forms in your publication, call the Content Manager-Publications, extension 777-3658.

## **MISC**

### **Citing References.**

When citing a reference, tell reader why the reference information is needed, unless it’s obvious. References such as “in current directives, “ contained in existing instructions” and “as prescribed in pertinent publications” are vague and of little value. Refer only to other publication the reader must use or are authorized. Always list all references cited in the publication in Attachment 1, titled, Glossary of References and Supporting Material.

### **Abbreviations and Acronyms.**

The first time you use an abbreviation or acronym in a publication, show the word or phrase followed by its abbreviation or acronym in parentheses. Don’t show the abbreviation or acronym if you use the term only once. Don’t use an “s” the first time you use an abbreviation, even though the term is plural of the abbreviation. Use abbreviations and acronyms only to avoid frequently repeating a word or phrase.

### **Official Office Titles, Symbols, and Addresses.**

The first time you reference an office, spell out the organization’s name and then in parentheses indicate the office mail address e.g., Publishing Management (75 CS/SCSP), thereafter just use the functional address symbol e.g., 75 CS/SCSP). [See all approved office titles and mail symbols.](#)

### **Does Your Publication Contain Privacy Act Information?**

If so, consult with your organizational privacy act monitor or the OO-ALC Privacy Act Manager, 75 CS/SCSRF, 777-3296.

### **Charts, Maps, and Other Graphics.**

Include in your publication if absolutely essential. Charts, maps, and other graphic files must be saved in “.jpeg,” “.jpg” or “.tiff” format and submitted with the final draft publication on a disk.

### **Don't Date Your Draft Publication.**

Draft publications are not to be used as implementation or compliance documents. When the publication is ready for final publishing, the Content Manager-Publication inserts the date.

## **Content Management (75 CS/SCSP)**

### **Signature Block on the Last Page**

Don't insert the signature block on a draft publication. The Content Manager will insert the signature block.

## STEP 2 – INTERNAL COORDINATION

Formally coordinate your publication with offices having a technical interest in the publication.

Ensure that applicable personnel within your organization all agree on your draft before sending it outside of your directorate for coordination.

### Methods of Obtaining Coordination.

Authorized methods of obtaining internal coordination.

E-mail requesting coordination with publication attached  
AF IMT 673 with copy of draft publication attached (if hard copy of publication is being routed).

#### NOTE

It's strongly recommended that coordination be accomplished via e-mail.

### Suspense for Coordination

A two-week suspense is usually sufficient.

Ensure that you've received a written response from all offices. If you don't receive a written response from an office, don't assume that office/organization concurs with your draft publication—The organization may have never received your request for coordination.

#### NOTE

Don't state on the coordination document (e-mail, AF IMT 673, or other means of coordination) that "**a no response will be considered a concur.**" You must have a written reply from all of the coordinating organization(s)/official(s) stating their concurrence or non-concurrence.

### STEP 3 - COORDINATE WITH STAFF OFFICES OUTSIDE YOUR FUNCTIONAL AREA

The coordination” process is one of the most important steps in the publishing process. Coordination outside of your organization provides other actions officers a chance to review and suggest other topics or problems that you may not have considered when preparing the publication.

- Use E-mail or facsimile as an alternative method to obtain coordination for the publication.
- IAW AFI 33-360, Volume 1, Table 3.1, obtain written coordination from organizations having a technical/legal interest in your proposed publication.

IAW AFI 33-360, Volume 1, Table 3.2, written mandatory coordination is required from the following:

- Administrative Communications (75 CS/SCSAM)—Ms. Sherry Durst
- Content Management-IMT (75 CS/SCSP) Office—Ms. Billie Massengale
- Content Management-Pubs (75 CS/SCSP) Office—Ms. Jane Barker
- Base Records Management (75 CS/SCSR) and ICR Officer—Ms. Terri Moran
- FOIA/PA (75 CS/SCSRF) Office—Ms. Mary Maynard
- OO-ALC/DPCE—Ms. Tammy Smith
- Staff Judge Advocate Directorate (OO-ALC/JA)—Mr. James Tadge
- Public Affairs Office (OO-ALC/PA)—MSgt Elton PPrice

#### NOTE 1:

Obtain OO-ALC/DPCE and OO-ALC/JA coordination after functional (AFI 33-360, Volume 1, Table 3.1) and other mandatory coordination (75 CS/SCSA, 75 CS/SCSP, 75 CS/SCSR in the title of the publication & 75 CS/SCSRF, OO-ALC/PA) requirements have been met.

#### NOTE 2:

If a publication is put on hold and the coordination is older than six months, re-coordinate the publication.

## **STEP 4 - CLEAR UP PROBLEMS/DISCREPANCIES IDENTIFIED DURING COORDINATION**

As you receive coordination responses, you might need to change parts of your draft publication to receive a concurrence. You may agree or disagree with recommendations. If you disagree or reach an impasse on a non-concurrence, try to resolve the problem. If you cannot, take the problem to the next higher authority. The Content Management Program (75 CS/SCSP) Office cannot release any draft for final publishing with an unresolved non-concurrence or insufficient coordination.

Take appropriate action to clear up any non-concurrences or problem areas with the coordinating official. Ensure that all resolutions are in writing. These resolutions become part of the coordination package. Attach re coordination memos or e-mail to your package that substantiates your resolution. Remember to include these memos or e-mails with your final publication package.

### **NOTE**

Once all changes have been incorporated, it's not necessary to re-coordinate with everyone that was on your coordination list. If the changes significantly affect the technical content or process, then the publication must be re-coordinated with affected organizations.

## STEP 5 - PREPARE YOUR FINAL DRAFT PRIOR TO MITTING TO 75 CS/SCSP FOR PROCESSING/FINALIZATION

Ensure that all non concurrences issues have been resolved. *Don't date the draft publication.* The Content Manager-Publications will insert the date and the compliance statement banner when the publication is ready for finalization.

Make copies of all original coordination documentation for your file, originals must be submitted to with the publication for processing.

### **NOTE**

If a publication is put on hold and the coordination is older than six months, re-coordinate the publication.

**STEP 6 - COMPLETE AF IMT 673, REQUEST TO ISSUE PUBLICATION**

[AF IMT 673](#)

Not all of the “Blocks” of the AF IMT 673 are addressed because they are self-explanatory. If you have questions completing AF IMT 673, please call the Hill AFB Content Manager-Publications, extension 777-3658.

**Block 1**—75 CS/SCSP

**Block 2**—OPR Organization

**Block 3**—OPR Name

**Block 4**—OPR Grade/Rank

**Block 5**—OPR Phone Number

**Block 6**—Title of Publication

**Block 7**—Publication Number

**Block 8**—Self Explanatory

**Block 9**—Number and date of Superseded Publication

**Block 10**—Number of Draft Publication Pages

**Block 11**—0

**Block 12**—Indicate the applicable distribution symbol. Review the following table below to make the correct distribution determination.

DISTRIBUTION CODE	APPLIES TO
F	Functional distribution; available to everyone and via the e-publishing repository.
X	Special distribution required. List offices requiring special copies with complete addresses & number of copies required. Publications not available electronically via the internet will be X-distribution- customers needing paper copies will contact the OPR.

**NOTE 1**

Nearly all of the Hill AFB publications are “F” distribution and available in via the e-publishing repository.

**NOTE 2**

If your publication is “FOR OFFICIAL USE ONLY (FOUO)—it must be “X” distribution at this time. FOUO publications will not be hosted on the Hill AFB e-Publishing repository. You are responsible for making copies and the distributing the publication.

**Section II Coordination and Concurrence.** List all organizations that you obtained coordination from. If you need additional space on the IMT, continue on the reverse side of AF IMT 673 or on a blank sheet of paper.

**Block 16**—Remarks. This block is used for comments for the Content Manager-

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Publications. The following statements must be in the “Remarks” block of AF IMT 673 to indicate your publication is not less restrictive or contradictory to higher-level:

“All differences noted during coordination have been resolved.”

“This publication is not less restrictive than nor contradictory to higher-level policy.”

**Blocks 17/18**—Certifying Authority. Normally one level of management above the OPR.

**Block 20/21**—Approval Authority. Two-letter unit.

## **STEP 7 - SUBMITTING THE COMPLETED PUBLICATION PACKAGE TO 75 CS/SCSP**

### **The publication package must contain:**

Original signed AF IMT 673;

All “original “coordination documents (E-mail) and

The publication, and graphics files on disk or via e-mail to the Content Management Specialist-Publications (75 CS/SCSP-Building 1267). It’s requested that graphics files are not sent via e-mail---load to disk and send with AF IMT 673 and all coordination.

### **NOTE**

It’s the OPRs responsibility to ensure all requirements including proper coordination, are met before submitting the publication for final processing. Publications that are received for processing that have not been formatted correctly; fully coordinated in accordance with AFI 33-360, Volume 1; and have don’t’ include AF IMT 673, will be returned to the OPR for re-accomplishment.

### **NOTE**

If a publication is put on hold and the coordination is older than six months, re-coordinate the publication.

## Chapter 2

### Preparing a Revision to a Hill AFB Publication

A “revised” Hill AFB publication is one that supersedes a previous edition.

#### Getting Started.

Like any writing project, revising a Hill AFB publication can be confusing—do you recreate the document or do you use the document from the e-publishing repository?

Hill AFB Publications are available via the Internet in portable document format (PDF), but you won’t be able to make your revision to the “PDF” document, so it’s much easier to request the text file from the Content Management Specialist-Publications, extension 777-3658 or send an e-mail to Ms. Jane Barker, requesting an editable copy of publication for your revision.

The text file will not have a “date,” “compliance” and “availability” statements, or the “signature” block.

## STEP 1 – PREPARING THE REVISED DRAFT PUBLICATION

### Formatting your Publication.

If you obtained the text file from the Content Manager-Publications, the format is already established. Proceed with your revision

If you haven't obtained the publication file from the content manager, prepare your draft publication using Word for Windows, Times New Roman (12), 1-inch margins (left, right, top, and bottom); single-spaced, one column (not dual column), left and right justified

#### **Don't use the following formatting in your draft publication:**

- Paragraph indents after a paragraph number
- Tabs after a paragraph number
- Soft returns at the end of a line, sentence, or paragraph
- Hard returns at the end of a line. Use word wrap.
- Auto numbering
- Bullets (use a dash instead)
- Tables--Do not use tabs or soft returns in tables. Create cells.
- Graphics—Provide a separate file in the format of a .tif file. Insert the graphic in the publication to show placement in the document. Do not embed graphic files. Insert the graphic in your publication to show placement in the publication. Provide separate files in the format of a “.tif” “.jpeg,” or “.jpg” formats for your each of your graphics files.
- Bold-Only main paragraphs will be bolded
- Don't date your draft publication.

### Publication Subject Series Title & Publications Number

The publication number should remain the same unless you have determined that the publication should be in another series. If you have determined that the revised publication must be in another series, the following apply:

The publication number consists of a series number and control number that identifies your publication; e.g., Hill AFB Instruction 33-101.

You need to determine what subject series your publication belongs to and, accordingly, use the appropriate series number. Review [AFI 33-360, Volume 1](#), Attachment 8, to determine what numerical subject series best describes your subject matter.

The Content Manager-Publications assigns the control number (last numbers after the subject series number and dash) of the publication. You may request the control number from the publishing manager--but you must submit the purpose statement of your publication before the control number will be issued to you.

### Publication Title

The title will remain the same unless you've determined that you need to change it to better clarify what the publication is about. If you change the publication title, the following will apply:

## **Content Management (75 CS/SCSP)**

The publication title should clearly and concisely describe the publication. Try to express it in a few words—no more than 10, if possible. Don't use terms such as "handbook" in the title of the publication

### **Writing the Purpose Statement**

The purpose statement should remain the same unless you have to change references or applicability. If you change the "purpose" statement, the following apply:

A purpose statement is written for all categories of publications with the exception of Hill AFB Supplements. Supplements "may" have purpose statements if the OPR has determined that a purpose statement is needed to expand on the applicability of the policy.

All Hill AFB Publications must have antecedent AF Policy Directive (AFPD) or AFMC Policy Directive (AFMCPD) that is being implemented.

The "purpose" statement describes the publication's contents. The purpose statement should be brief, but it should also be complete. Do not include policy statements in the purposes paragraph. It should not explain any of the contents in detail, but fully identify the contents. It identifies to whom the publication applies—its users. Sample: "This instruction implements AFPD 33-3, Title of AF policy directive, and applies to ....."). For additional information on the purpose statement, see AFI 33-360, Volume 1, paragraph 3.38. and A4.4.

### **Suggested Improvements Statement**

If you encourage users to provide you feedback and invite suggestions for changes or improvements to the publication, add the statement shown below.

"Send comments and suggested improvements on AF Form 847, Recommendation for Change of Publication, to (your office title and office mail symbol, street address, Hill AFB UT 84056-XXXX (XXXX is the last four digits of you zip code).

### **Table of Contents**

The table of contents lists the divisions of the publication. A table of contents serves the whole publication. List the main divisions of your publication by number and title. List them exactly as they appear in the text, and in the same order. Include the title of each part, chapter, section, and main paragraph.

### **Prescribing a Hill AFB IMT in the Publication**

If the publication prescribes an IMT, allow enough time to design the new form. Contact the Content Management Specialist-IMT, 75 CS/SCSP, extension 777-3913. See [Information Management Tool \(IMT\) Development and Process Guide](#).

The prescribing publication will:

Direct organizations and individuals to use the form unless instructions specify otherwise

State purpose of IMT and if necessary how to complete it, the number of copies and when and where to submit the copies.

List the IMT prescribed and IMT adopted in the last paragraph of the publication and on AF IMT 673, Section III.

### **Citing IMTs or Forms**

The first time you cite an IMT or form in the body of the publication, give the abbreviation for the type of IMT or form it is, its number, and its title e.g., “Use AF IMT 673, Request to Issue Publication, to record coordination on your publications.” After your first reference to the form, cite only its number when you mention it again, e.g., “Submit AF IMT 673 only by mail.”

### **Blank Copies of IMTs/Forms**

Blank copies of IMTs will not be placed in the publication. A completed “sample” form may be placed in the publication if the IMT is so complicated that users may need more than the narrative instructions to fill it out. If you have questions regarding the use of blank or sample IMTs in your publication, call the Content Management Specialist-Publications, extension 777-3658.

### **Citing References**

When citing a reference, tell reader why the reference information is needed, unless it’s obvious. References such as “in current directives,” “contained in existing instructions” and “as prescribed in pertinent publications” are vague and of little value. Refer only to other publications the reader must use or are authorized. List all references cited in the publication in Attachment 1, titled, Glossary of References and Supporting Material.

### **Abbreviations and Acronyms**

The first time you use an abbreviation or acronym in a publication, show the word or phrase followed by its abbreviation or acronym in parentheses. Don’t show the abbreviation or acronym if you use the term only once. Don’t use an “s” the first time you use an abbreviation, even though the term is plural of the abbreviation. Use abbreviations and acronyms only to avoid frequently repeating a word or phrase.

### **Official Office Titles, Symbols, and Addresses**

The first time you reference an office, spell out the organization’s name and then in parentheses indicate the office mail address e.g., Content Management (75 CS/SCSP), thereafter just use the functional address symbol e.g., 75 CS/SCSP). [See all approved office titles and mail symbols.](#)

### **Does your publication contain Privacy Act Information?**

If so, consult with your organizational privacy act monitor or the OO-ALC Privacy Act Manager, 75 CS/SCSRF, 777-3296.

### **Charts, maps, and other graphics**

Include in your publication if absolutely essential. Charts, maps, and other graphic files must be saved in “.jpeg,” “.jpg” or “.tif” format and submitted with the final draft publication on a disk (separate file and inserted where applicable in publication).

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### **Does your publication contain Privacy Act Information?**

If so, consult with your organizational privacy act monitor or the installation Privacy Act Manager, 75 CS/SCSRF, 777-3296.

### **Charts, Maps, and Other Graphics**

Include in your publication if absolutely essential. Charts, maps, and other graphic files must be saved in “.jpeg,” “.jpg” or “.tiff” format and submitted with the final draft publication on a disk.

### **Don't date your draft publication**

Draft publications are not to be used as implementation or compliance documents. When the publication is ready for final publishing, the Content Manager-Publication inserts the date.

### **Signature Block on the Last Page**

Don't insert the signature block on a draft publication. The Content Manager-Publications will insert the signature block.

## **STEP 2 – COORDINATION PROCESS**

The coordination” process is one of the most important steps in the publishing process. Coordination of the publication provides other actions officers a chance to review and suggest other topics or problems that you may not have considered when preparing the publication.

### **Internal Coordination**

Formally coordinate your publication with offices having a technical interest in the publication. Ensure that applicable personnel within your organization agree on your draft before sending it outside of your directorate for coordination. For example, if you're in Supply, coordinate through affected Supply offices.

### **Methods of Obtaining Coordination**

Authorized methods of obtaining internal coordination. There are two methods of obtaining coordination: E-mail requesting coordination ( with publication attached) and AF IMT 673 with hard copy of draft publication attached and being routed to each office. It's strongly recommended that coordination be accomplished via e-mail.

### **Suspense for Coordination**

A two-week suspense is usually sufficient.

Ensure you receive a written response from all offices. If you don't receive a written response from an office, don't assume that office concurs with your draft publication-- They may have never received your request for coordination. Don't state on the coordination document (e-mail, AF IMT 673, or other means of coordination) that "a no response will be considered a concur." You must have a written reply from all of the coordinating organization(s)/official(s) stating their concurrence or non-concurrence.

Use E-mail or facsimile as an alternative method to obtain coordination for the publication.

## STEP 3 - COORDINATE WITH STAFF OFFICES OUTSIDE YOUR FUNCTIONAL AREA

### Functional Coordination

IAW AFI 33-360, Volume 1, Table 3.1, Functional Coordination. Obtain written coordination from organizations having a technical/legal interest in your proposed publication.

### Mandatory Coordination

IAW AFI 33-360, Volume 1, Table 3.2, written mandatory coordination is required from the following:

- Administrative Communications (75 CS/SCSAM)—Ms. Sherry Durst
- Content Management-IMT (75 CS/SCSP) Office—Ms. Billie Massengale
- Content Management-Pubs (75 CS/SCSP) Office—Ms. Jane Barker
- Base Records Management (75 CS/SCSR) and ICR Officer—Ms. Terri Moran
- FOIA/PA (75 CS/SCSRF) Office—Ms. Mary Maynard
- OO-ALC/DPCE—Ms. Tammy Smith
- Staff Judge Advocate Directorate (OO-ALC/JA)—Mr. James Tadge
- Public Affairs Office (OO-ALC/PA)—MSgt Elton Price

#### NOTE 1

Obtain OO-ALC/DPCE and OO-ALC/JA coordination after functional (AFI 33-360, Volume 1, Table 3.1) and other mandatory coordination (75 CS/SCSA, 75 CS/SCSP, 75 CS/SCSR in the title of the publication & 75 CS/SCSRF, OO-ALC/PA) requirements have been met.

#### NOTE 2

If a publication is put on hold and the coordination is older than six months, re-coordinate the publication.

## **STEP 4 - CLEAR UP PROBLEM AS/DISCREPANCIES FOUND DURING COORDINATION**

As you receive coordination responses, you might need to change parts of your draft publication to receive a concurrence from the coordinating official. You may agree or disagree with recommendations. If you disagree or reach an impasse on a non concurrence, try to resolve the problem.

If you cannot, take the problem to the next higher authority. NOTE: The Content Management (75 CS/SCSP) Office cannot release any draft for final publishing with an unresolved non-concurrence or insufficient coordination.

Take appropriate action to clear up any non-concurrences or problem areas with the coordinating official. Ensure that you have notified the coordinating official of changes/corrections incorporated in the draft in writing. If all issues are resolved and the coordinating official is agreement with the revised draft, the official will give you a concurrence in writing. All coordination between you and the coordinating official become part of the final publication package. Attach all re-coordination memos or e-mail to your final publication package that substantiates your resolution.

### **NOTE**

Once all changes have been incorporated, it's not necessary to re-coordinate with everyone that was on your coordination list. If the changes affect the technical aspect and affect and organization, then you must re-coordinate with the affected organization(s).

**STEP 5 - PREPARE YOUR FINAL DRAFT OR TO SUBMITTING TO  
75 CS/SCSP FOR FINAL PROCESSING**

Ensure that you have resolved all issues and recommendations identified during the coordination process and made the appropriate changes. Do not date your draft. The Publishing Management Office will assign a date and the compliance statement when the publication is ready for finalization.

Copy publication and applicable graphics files on to a 3-½ inch disk.

Publication may be sent via e-mail. However, graphics files must be submitted on disk.

Make copies of all original coordination documentation for you file (originals accompany the publication package)

**NOTE**

If a publication is put on hold and the coordination is older than six months, re-coordinate the publication.

## STEP 6 - COMPLETE AF IMT 673, REUEST TO ISSUE PUBLICATION

### AF IMT 673

If you have questions completing AF IMT 673, please call the Content Management Specialist-Publications, extension 777-3658.

**Block 1**—75 CS/SCSP

**Block 2**—OPR Organization

**Block 3**—OPR Name

**Block 4**—OPR Grade/Rank

**Block 5**—OPR Phone Number

**Block 6**—Title of Publication

**Block 7**—Publication Number

**Block 8**—Self Explanatory

**Block 9**—Number and date of Superseded Publication

**Block 10**—Number of Draft Publication Pages

**Block 11**—0

**Block 12**—Indicate the applicable distribution symbol. Review the following table below to make the correct distribution determination.

DISTRIBUTION CODE	APPLIES TO
F	Functional distribution; available to everyone and via the e-publishing repository.
X	Special distribution required. List offices requiring special copies with complete addresses & number of copies required. Publications not available electronically via the internet will be X-distribution- customers needing paper copies will contact the OPR.

#### **NOTE 1**

Nearly all of the Hill AFB publications are “F” distribution and available in via the e-publishing repository.

#### **NOTE 2**

If your publication is “FOR OFFICIAL USE ONLY (FOUO)—it must be “X” distribution at this time. FOUO publications will not be hosted on the Hill AFB e-Publishing repository. You are responsible for making copies and the distribution of the publication.

### **SECTION II COORDINATION AND CONCURRENCE.**

List all organizations that you obtained coordination from. If you need additional space on the IMT, continue on the reverse side of AF IMT 673, or on a blank sheet of paper.

## Content Management (75 CS/SCSP)

**Block 16**—Remarks. This block is used for comments for the Content Management Specialist-Publications. The following statements must be in the “Remarks” block of AF IMT 673 to indicate your publication is not less restrictive or contradictory to higher-level:

“All differences noted during coordination have been resolved.”

“This publication is not less restrictive than nor contradictory to higher-level policy.”

**Blocks 17/18**—Certifying Authority. Normally one level of management above the OPR.

**Block 20/21**—Approval Authority. Two-letter unit office

**STEP 7 — SUBMITTING THE COMPLETED PUBLICATION PACKAGE TO  
75 CS/SCSP**

**The publication package must contain:**

Original signed AF IMT 673;

All “original “coordination documents (not copies); and

The publication and graphics files on disk or via e-mail to the Content Management Specialist-Publications (75 CS/SCSP). It’s requested that graphics files not be sent via e-mail---load to disk and send with AF IMT 673 and coordination documentation.

**NOTE**

It’s the OPRs responsibility to ensure all requirements including proper coordination, are met before submitting the publication for final processing. Publications received for processing that haven’t been formatted correctly; fully coordinated in accordance with AFI 33-360, Volume 1; and haven’t included AF IMT 673, will be returned to the OPR for re-accomplishment.

**NOTE**

If a publication is put on hold and the coordination is older than six months, re- coordinate the publication.