PUBLICATION PROJECT OFFICER HANDOUT
As of 25 June 2002

Tagging Contractor: A private function contracted by the AF to **tag** all publications. Standardization is critical and a myriad of disciplines is encompassed by the electronic process in order for all publications throughout the AF to upload efficiently into the Electronic Transfer System (ETS) Master Catalog (http://afpubs.hq.af.mil). Since most publications are developed usually in a proprietary word processing package, the tagging process converts the publications into a SGML or XML file that allows customers to open publications regardless of what software or system they might be working in. The tagging process also links references within the publication. This is the final process prior to publications being loaded to the website.

The publications office will notify the OPR when the publication has been loaded to the website.

ALL PARAGRAPHS REFERENCED PERTAIN TO AFI 33-360, Vol 1.

Page 5-8 contains **Sample Instruction**" with step-by-step information concerning **FORMAT**.
Page 9-10 contains **Sample USAFA Instruction"** with attachment.
Page 11-12 contains **Sample Supplement."**

FORMAT

DO NOT USE THE AUTONUMBERING OR TABS AFTER THE PARAGRAPH NUMBER. Just type the para number and put 2 spaces. This is due to the tagging process.

To turn off, select Tools/AutoCorrect/AutoFormat as you type—Apply as you type (remove all checkmarks). At the bottom of the page—Automatically as you type (remove all checkmarks.)

HOWEVER, IF SETTING UP COLUMNS YOU MUST USE TABS AND NOT SPACE BAR OVER TO THE COLUMN.

1. See Page 6-8 with step by step instructions using the new format.

2. Figures and Tables will be incorporated into the text of the publication to provide a seamless product. They must contain a figure/table number and title which will be located above the figure or table. Figures and Tables must be enclosed in a box structure. If the table contains **notes,** they **must be contained within the border of the Table**.

3. Figure and tables are numbered consecutively according to which chapter they are contained in.

4. Figures can be developed in Microsoft PowerPoint, Microsoft Excel, or Microsoft Word.

5. Tables can only be developed in Microsoft Excel or Microsoft Word.

6. **Tables can not** be submitted for example "*Table 5, Rule, 12. Admission Liaison Officers are authorized priority one room assignments.*" Tables must **mirror** the basic publication. See sample as follows: **TABS MUST BE USED!!!!**

Table 5. Priority for VOQ, VAQ, and DVQs.

	A	**B**	**C**
R U L E	If the individual is	then they are priority 1 for room assignment	then they are assigned rooms on a space available basis
12	Admission Liaison Officers are authorized priority 1 room assignments.	X	

To make into a table: Highlight all the text (do not highlight the Table Title), select TABLE, convert text to table, and follow the instructions. The Table will look as follows:

Table 5. Priority for VOQ, VAQ, and DVQs.

	A	B	C
R U L E	If the individual is	then they are priority 1 for room assignment	then they are assigned rooms on a space available basis
12	Admission Liaison Officers are authorized priority 1 room assignments.	X	

****Allow the table to break naturally when going to the next page. Do not retitle the columns. When it is tagged the Contractor will place the titles accordingly. Only put titles for the columns when it is a new table.**

CONTENT AND WRITING STYLE
Review AFI 33-360,V1, Attachment 4

Common mistakes are as follows:

1. Titles are optional for subparagraphs; however, **stay consistent**. If any subparagraphs have titles, they all must have titles at that level. (Para 3.30)

2. **Do not use the slash ("/")** to combine ordinary terms, such as "and/or." State whether you mean "and" or "or." (A4.17.5).

3. Spell out all abbreviations the first time you use them, to include office symbols (Para A4.16 and 18).

4. **Do not use (s)** to show the plural of a noun; e.g., office(s). (Para A4.21.6)

5. Ensure references to other publications and forms are current.

6. All USAFA Forms must be prescribed in an USAFA instruction or supplement. List prescribed and **any** forms that are mentioned (**referred to as adopted forms)** in the last paragraph of the publication. **Exception.** For supplements, only list the adopted forms **that have not been identified in the basic**. (Para 3.24.4)

7. Do not prescribe or adopt USAFA Office (O-xxx) forms in a HQ USAFA publication. Office forms are developed for use in one office to support internal procedures. However, if office forms need to be mentioned in a USAFA instruction, do no list the number, list just the title in **bold**. If you need to provide guidance on their use, prescribe them in an OI or group or squadron instruction. (Sup 1, para 3.24).

8. AFCW Forms may be addressed in USAFA instructions and supplements when imperative to the mission. Many of these forms are used by various organizations in support of the mission, and would cause confusion if these forms were not addressed. (Sup 3.24.1. (Added)

COORDINATION

1. Use AF Form 673, Request to Issue Publication. Form is electronic.

2. The approval (the 2-digit) and certifying (OPRs supervisor) officials signature blocks are typed onto the AF Form 673 prior to being sent out for coordination. They do not sign until all coordination has been received. (Sup 1, para 1.9). **Note:** When instructions or supplements are shared by two organizations, the organization responsible for writing the publication will be the OPR and will also supply the certifying official. The other organization would be the approval authority and his or her signature block would be on the publication ; i.e., HQ USAFA/AH and HQ USAFA/PA). **This is highly discouraged and should only be done as a last resort**. (Sup 1, para 1.11.)

3. Coordinate all HQ USAFA publications with HQ USAFA/JA or 10 ABW/JA (whichever is applicable), 10 CS/SCBDR, 10 CS/SCBD, and HQ USAFA/IG, HQ USAFA/SE as a minimum (Sup l, paras 1.13.10.1 - 1.13.10.5). THIS IS MANDATORY. Also, if your organization is under 10 ABW, you must send the complete package with all the coordination to 10 SPTG/CC and then to10 ABW/CV, prior to sending to 10 CS/SCSP. (Sup 1, para 1.13.10.6)

4. Coordinate with all other USAFA activities impacted or involved (Sup 1, para 1.13.10.7.1).

5. Coordinate with Civilian Personnel (10 MSS/DPC) if your publication affects civilian employees. 10 MSS/DPC will determine need for Union Local 1876 (AFGE) coordination. (Sup 1, para 1.13.10.7.2.)

6. Coordinate with Forms Management (10 CS/SCSPF) on all USAFA publications and supplements that mention **ANY forms** not just prescribed; i.e., AF, DoD, and USAFA. This is in accordance with AFI 33-360, V2, paragraph 1.7.9. **This also applies to the Units listed in AFI 33-360, V1/USAFASUP1, paragraph 1.12.1. When filling in Section III of the AF Form 673, for prescribed forms check the applicable box and for adopted only list them** (Para 3.13. and 3.24, of basic).

7. On the AF Form 673 under Section III-Forms **list all forms, prescribed and adopted**. AF has not updated this form to accommodate this process so **only check the applicable block if the publication prescribes the form**. ***For the adopted forms, just list***.

8. Coordinate with higher headquarters counterpart if the AF basic requires. This would be addressed in the Purpose Statement of the AF publication. (Sup 1, para 1.13.10.7.4).

9. Recommend AF Form 673 be shot gunned out for coordination. List all the offices on the 673 and highlight the office you are sending to.

10. Coordination may be obtained via E-mail, facsimile, or telephone. However, type all information received via E-mail or telephone onto AF Form 673, prior to submitting to 10 CS/SCSP. Maintain all E-mails and facsimiles with the coordination package. (Sup 1, para 3.13) E-mail address for the mandatory coordination is as follows: HQ USAFA/JA, HQ USAFA/IG, HQ USAFA/SE, 10 ABW/JA, 10 CS/SCBD), 10 CS/SCBDR.

11. Resolve and re-coordinate any nonconcurrences (Para 3.19.1).

12. Document on the original AF Form 673 or on letters received from coordinators how comments or recommendations were handled. Also, inform coordinators of actions taken. 10 CS/SCSP will not release any publications with an unresolved nonconcurrence or insufficient coordination. (Para 3.19.1).

SUBMISSION TO 10 CS/SCSPP

1. Email the file to the Publications Manager (MS Word, Times New Roman, 12-pitch), and send through distribution the ORIGINAL AF Forms 673, and all recommendations and comments received during coordination (Sup 1, A4.1).

2. Submit copies of all authorities referenced in your publication. These include HQ USAF letters, waivers, and any other background material affecting the issuance of the publication (Para 3.47).

3. AF Form 673 must be signed and dated by the certifying and approval authorities shown in Sup 1, paras 1.9.1-1.9.4. and 1.11 **after** all coordination is accomplished.

4. Submit all charts, graphs, illustrations, and samples in any Microsoft product (Sup 1, para A4.1).

MAIL OUTS

THE OPR IS RESPONSIBLE for sending a copy of the publication to their ***counterpart at HQ USAF.*** (Sup 1, para 3.23.1.6.) The Publications Management will send the OPR an E-mail when the final version has been loaded to the website from which you can print a copy.

***SAMPLE FORMAT**

To view <u>additional notes</u>, on the menu bar select *View* and change to *Print Layout*—or leave in *Normal View* and <u>print out</u>) <u>Notes will not show on screen in the Normal View.</u>

This information is LEFT justified. Single spaced.

USAFAI36-xxx
BY ORDER OF THE SUPERINTENDENT
HQ UNITED STATES AIR FORCE ACADEMY INSTRUCTION 36-xxx
X JANUARY
Series Title
PUBLICATION TITLE
OPR: 10 CS/SCSP (Mrs. Sharron Conrad)
Certified by: Mr. Walter Scott)
Supersedes USAFAI xx-xxx, date, month, year
Pages: xx/Distribution: F.

When the publication has been tagged by the Contractor, the final copy will again look like a regular publication. Seal and By Order on the left and the rest right justified.

Rule is required. **Create** by using the underscore function. Only needs to halfway as shown.

1. **MicroSoft Word®** is required for developing standard publications.

2. **Times New Roman font**, **12-pitch** is the standard for publications.

3. USAFAI32-7001 (**No space after the I**). For a supplement AFI33-360V1_USAFASUP1

4. BY ORDER OF THE SUPERINTENDENT (All CAPS)

5. 10 JULY 1998 (All CAPS)

6. Civil Engineering (Series Title)

7. FISHING AND HUNTING ON THE USAF ACADEMY (Publication title-all CAPS)

8. OPR: 510 CES/CEVP (Mr. Gregory Speights)

9. Certified by: 510 CES/CEV (Mr. Gene Gallogly) (The OPRs **supervisor**)

10. Supersedes USAFAI 32-7001, 4 April 1997.

11. Pages: 8/Distribution: F (**Slash** is most important)

12. **(Rule is required. Create by using the <u>underscore</u> function)**

13. Body text is **justified**.

14. **DO NOT USE** <u>autonumbering</u>. And do not use tabs after the para number. Will not work with the tagging software.

15. **Columns must be aligned by USING TABS**. **DO NOT** use the space bar. This is imperative due to publications being electronic. (Sup 1, A4.1.1)

16. Margins for a publication are 1-inch left, right, top, and bottom. To set the margins go to Format, Page Setup.

17. The Purpose Statement follows the rule line_____. The purpose statement explains what the publication does and who it applies to. For USAFA instructions, state the antecedent AFPD or USAFAPD that the instruction implements. For example, the first sentence would read, "This instructions implements AFPD 32-70, *Environmental Quality*." Also, if the publication contains references, abbreviations, acronyms, or terms, the last sentence should read "See glossary at Attachment 1." (Sup 1, A4.4).

18. Follow the purpose statement with a Privacy Act warning statement if required (Sup 1, para 3.4.10.1).

19. **Put an (*) in front of the revised paragraphs.**

*20. Place the ***Summary of Revisions*** statement below the purpose statement/Privacy act statement (if applicable) on all revised instructions. **For supplements, below the lead-in line**. Also, state in the last sentence that "An (*) indicates revisions from the previous edition." Or if applicable, "This document is substantially revised and must be completely reviewed. (Sup 1, para 3.51 and A4.5, basic).

The tagging process will convert the asterisk to a

21. Organize your material into categories such as responsibilities and procedures.

22. **Bold all <u>main</u> paragraph #'s including main paragraph titles.**

23. Titles are optional for subparagraphs; however, **stay consistent**. If any subparagraphs have titles, then they must all have titles at that level. (Para 3.30)

24. **Bullets are not used**. (Sup 1, para 3.35)

25. Bold all form titles. (AF Form 673, **Request to Issue Publication**). (Para 3.36.3)

26. Publication titles are typed in italics. (AFI 33-360, Vol 1, *Publications Management Program*). (Para 3.36.3)

27. If the publication prescribes a USAFA Form **or mentions other forms (referred to as adopted) then identify in the last paragraph just before the signature element as follows: (Para 3.24.4)

27.1. Forms:

27.1.1. Prescribed. USAFA Form xx, Title in bold.

27.1.2. Forms Adopted. USAFA Form xx, Title; and AF Form xx, Title.

*28. The signature block is always the two-digit of your organization. Signature block starts on the fifth line below the last line of last page of the document, at the left margin. **If a supplement has attachments, then the signature block will be on the last attachment.**

29. Since all publications are electronic, attachments are not listed below the signature block. Attachment 1 is always **GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION,** bold, centered, and in all capitals. "Attachment 1" is upper and lower case, bold, and centered. If the instruction does not contain references, terms, etc., then Attachment 1 is used as any other attachment, if needed. (Sup 1, A4.4)

30. Attachments in **supplements** are numbered according to the last Attachment in the basic. If the last Attachment in the basic is Attachment 5, then the Attachment in the supplement will be Attachment 6 (Added).

31. Headers and footers are not used and do not use automatic page numbering. Do not number the pages.

Signature block is left justified and only two lines allowed.

***SAMPLE USAFA FORMAT INSTRUCTION**

NOTE: Single spaced. Only double between a new para number series. No page break between attachments. AF wants limited formatting.

USAFAI32-7001
BY ORDER OF THE SUPERINTENDENT
HQ UNITED STATES AIR FORCE ACADEMY INSTRUCTION 32-7001
10 JULY 1998
Civil Engineering
FISHING AND HUNTING ON THE USAF ACADEMY
OPR: 510 CES/CEVP (Mr. Gregory Speights)
Certified by: 510 CES/CEV (Mr. Gene Gallogly)
Supersedes USAFAI 32-7001, 4 April 1997.
Pages: 8/Distribution: F

This instruction implements AFPD 32-70, *Environmental Quality*, and Colorado fishing and wildlife statutes which apply to the USAF Academy's fish and wildlife program. It tells people how to administer the program and the rules that apply to fishing and hunting on Academy land, including Farish Recreation Area. This instruction applies to everyone assigned to or residing on the USAF Academy and those people authorized to fish, hunt, or trap on the Academy or its properties. See Attachment 1 for glossary of terms.

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013. (Use AF Form 3545, Incident Report, as required by AFI 31-201, *Security Police Standards and Procedures*.) System of Record Notice, F125 SFSPB, Complaint/Incident Report.

SUMMARY OF REVISIONS

Restructures the content and updates office titles and symbols throughout; clarifies Farish 1-day permit to be used only at Farish (paragraph 2.1.5); deletes non-potable reservoir #3 from areas not open to fishing (paragraph 2.4.2); adds requirement to release grass carp (paragraph 2.4.4.3); adds non-potable reservoir #3 to catch and release areas (paragraph 2.4.4.5); adds channel catfish to daily bag limits (paragraph 2.4.5); adds 510 CES/CEVP to dispatch injured wildlife (paragraph 3.5.2.1). An (*) indicates revisions from previous edition.

1. Administering the Fish and Wildlife Program:

1.1. The Commander, 10th Civil Engineer Group (10 CEG/CC), manages the USAF Academy fishery and wildlife program.

1.2. The Conservation Element (510 CES/CEVP) supervises daily operations and, along with Security Forces (10 SFS), enforces the laws governing Academy wildlife and fishing resources.

2. Fishing on the USAF Academy:

2.1. Who May Fish on the Academy (Also see AFI 32-7064, *Integrated Natural Resources Management*):

2.1.1. Active duty military, cadets, and Preparatory School students and their guests.
2.1.2. Air Force Academy civil service, nonappropriated fund, and Army/Air Force Exchange Service (AAFES) personnel (and their family members); military retirees (500) and their family members, and bona fide guests.
2.2. Who May Not Fish on the Academy. (This list is not all inclusive.) Private contractors, temporary employees, summer employees, retired civil service employees, School District #20 employees, and bank and credit union employees.

NOTE: Had this instruction prescribed a USAFA Form or mentioned other forms then the para would be as follows:

3. Forms:
3.1. Prescribed. USAFA Form xx, Title in bold
3.2. Adopted. USAFA Form xx, Title; and AF Form xx, Title.

SUSANNE M. WAYLETT, Col, USAF
Commander, 10th Civil Engineer Group

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References
AFI 32-7064, *Integrated Natural Resources Management*

****Abbreviations and Acronyms***
DOW Division of Wildlife

Alphabetical sequence.

Terms
Bona Fide Guest A visitor who is a guest of an eligible user.
Cadet Wing and the USAFA Preparatory School (HQ USAFA/PL) Student Guests Anyone accompanied by cadet or prep school student.

****SAMPLE USAFA SUPPLEMENT**

AFI33-360V1_USAFASUP1
BY ORDER OF THE SUPERINTENDENT
AFI 33-360V1
HQ UNITED STATES AIR FORCE ACADEMY
1
15 December 1998
Communications and Information
PUBLICATIONS MANAGEMENT PROGRAM
OPR: 10 CS/SCSP (Mrs. Sharron Conrad)
Certified by: 10 CS/SCS (Mr. Walter Scott)
Supersedes AFI 33-160, V1/Sup 1, 5 June 1998
Pages: 1/Distribution: F

Sup 1

Date of USAFA Sup

AFI 33-360, Vol 1, 31 July 1998, is supplemented as follows:

This is the lead-in line

SUMMARY OF REVISIONS (If revised)

An (*) indicates revisions from the previous edition.

1.7.2. Most USAFA publications and forms are electronic and are located on the Academy website.

1.9. Approving officials for USAFA publications are listed below. These individuals will complete block 20, sign block 21, and date AF Form 673, **Request to Issue Publication**, for publications for which their organization is the OPR. Approval officials may not be delegated. ***NOTE:*** Approval official's signature block is typed in block 20, but he or she does not sign block 21, until all coordination has been received; recommendations, comments, and nonconcurrences have been resolved, and the draft publications is ready for submission to Publications Management (10 CS/SCSP).

1.9.1. (Added). Vice Superintendent (HQ USAFA/CV); Commander, 34th Training Wing (34 TRW/CC); Dean of the Faculty (HQ USAFA/DF); Staff Chaplain (HQ USAFA/HC); Command Historian (HQ USAFA/HO); Inspector General (HQ USAFA/IG); Staff Judge Advocate (HQ USAFA/JA); and Commander, Preparatory School (HQ USAFA/PL).

1.9.2. (Added). Commander, 10th Air Base Wing (10 ABW/CC); Chief, USAFA Command Post (10 ABW/CP); Chief, Financial Management (10 ABW/FM); Senior Chaplain (10 ABW/HC); Staff Judge Advocate (10 ABW/JA); Chief, Logistics Division (10 ABW/LG); Chief, Social Actions (10 ABW/SA); Commander, 10th Civil Engineer Group (10 CEG/CC); Command, 10th Communications Squadron (10 CS/CC); Commander, 10th Medical Group (10 MDG/CC); Chief, Security Forces (10 SFS/SF; and Commander, 10th Services Squadron (10 SVS/CC).

1.9.3. (Added). Commander, 10th Mission Support Squadron (10 MSS/CC); Chief, Civilian Personnel Flight (10 MSS/ DPC); Chief, Education/Training Services (10 MSS/DPE); and Chief, Family Support Center (10 MSS/DPF).

NOTE: Had this supplement prescribed a USAFA Form or mentioned other forms then the para would be as follows:

6.7. Forms:
6.7.1. Prescribed. USAFA Form xx, Title in bold
6.7.2. Adopted. USAFA Form xx, Title; and AF Form xx, Title.

MARK A. HOWELL, Lt. Col, USAF
Commander, 10th Communications Squadron

NOTE: If the supplement has attachments, then the signature block will on the last attachment.