

OPR Procedures for Submitting a Standard Publication (Instruction, Supplement, Manual, Pamphlet, etc.) to HQ AETC/SCMY for Publishing

Introduction

The guidance below is to assist the HQ AETC staff in processing directive and nondirective AETC publications.

Hints for Draft Preparation

Review AFI 33-360, Volume 1, *Publications Management Program*, Attachment 4. When preparing your draft publication be sure to:

- Prepare your publication in Microsoft Word, Version 6.0 or higher. (Contact SCMY for electronic file of previous edition if needed.)
 - Write in the active voice in a clear, concise manner.
 - Use Times New Roman, 12 point font.
 - Create tables using the “table” format in MS Word.
 - Use .tif, .gif, or .jpg file extensions for graphics.
 - Spell out acronyms initially.
 - Check references to ensure they are current.
 - Include a ***Summary of Revisions*** on the front page if you are revising a pub. (See para 3.51 of AFI 33-360, Volume 1, for the type of information to include in the ***Summary of Revisions***.)
 - Place an “*” in front of each paragraph changed from the previous edition.
 - **Not** use bullets or the auto numbering feature.
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Coordination Procedures

Fill out an AF Form 673, **Request To Issue Publication**: (SCMY can provide a copy of the previous AF Form 673 if needed.) **NOTE: Only coordinate your publication with HQ AETC/DS on policy directly impacting DS. For publications requiring HQ AETC/CC or CV coordination/approval, only send to DS AFTER all other two-letter coord is accomplished.**

- In Section I, fill out all applicable blocks (1 – 15).
 - In Section II, list all organizations you plan to coordinate with. (Table 3.1 in AFI 33-360, Volume 1, will help you with this section.) **NOTE: It’s MANDATORY to coordinate all AETC publications with the ANG (HQ AETC/CCG).**
 - In Section III, list all the forms mentioned (prescribed or adopted) in your publication. (See AFI 33-360, Volume 2, for specific instructions on forms.)
 - Have the certifying authority sign in blocks 17 – 19. This person is normally the division chief.
 - Have the approving authority sign in blocks 20 – 22. This person is the director or chief of special staff (or deputy). **NOTE: These signatures are not needed when obtaining lower-level coordination (four letter and below).**
 - Your draft publication is now ready to go for coordination. Along with the AF Form 673, send a copy of your publication to the offices listed in Section II of AF Form 673. You may send the package in hard copy or via e-mail. In either case, you may “shot-gun” the draft to all offices at once (except for HQ AETC/DS as noted above).
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**Send
Coordinated
Package to
SCMY**

Once you have obtained all the coordination and resolved all comments, questions, etc., send the “final” draft publication package to SCMY. Include the following material in the package:

- All coordinated AF Forms 673 (or e-mail responses) and the AF Form 673 with original signatures in blocks 18 and 21.
- A double-spaced, hard copy of your draft publication.
- A disk containing your publication with separate files for graphics.

**What SCMY
Does With It**

Once we receive your publication package in SCMY, we will:

- Send it through internal coordination process (to SC offices such as forms, FOIA/Privacy Act, Records Management, Reports Control, Admin Comm, etc.).
- Prepare your publication in proof form and send it back to you for final approval.
- After approval, publish your publication on the AETC pubs web site (<http://www.aetc.randolph.af.mil>).
- Notify you that it has been published and send you an electronic file for future use.

Need Help?

If you have questions or concerns at any time in the process, please contact HQ AETC/SCMY at 7-5550. We will be glad to help you.
