

# The Air Force Publications Management Program

## Publishing Standards and Formats

*HQ AFCIC/ITSI  
Combat Support Division  
Information Products and Services Branch*

# THE AIR FORCE PUBLICATIONS MANAGEMENT PROGRAM

## PUBLISHING STANDARDS AND FORMATS

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### COMPLIANCE WITH THESE STANDARDS AND FORMATS IS MANDATORY

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The information on this website provides specific guidance on publishing standards, formats, examples, and samples of Air Force publications. Follow it along with the policy in [Air Force instruction \(AFI\) 33-360, Volume 1, Publications Management Program](#), as you develop and process publications. Address questions or comments to the office of primary responsibility (OPR) at HQ AFCIC/ITSI. **NOTE:** This information will be updated on an as-needed basis.

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### OPR Submission Standards for Air Force-Level Publications:

**Standard File Format.** The standard file format for submitting Air Force publications is Microsoft (MS) Word. If using Word 97 or Word for the Macintosh, save the files in Word for Windows 95 format **before** submitting to AFDPO.

**Saving and Formatting Files.** Save the text, single spaced, in 12-point Times New Roman TrueType font, flush left and unjustified. If there are graphics, see the entry under graphics as well as the graphics standards page on this website for further guidance. Transmit the text and or graphics files to AFDPO via file transfer protocol (FTP). Contact AFDPO for instructions on sending files to their FTP. Files smaller than 1 megabyte (MB) may be sent as attachments to E-mail messages. To E-mail publications for processing, check with your publishing manager first. OPRs who do not have Internet connectivity may send the files on 3½-inch MS-DOS formatted disks (720 kilobyte (KB) or 1.44MB).

If you do not have applications capable of producing files in the required formats, contact your publishing manager **before** embarking on your project.

**Formal Publishing Standards.** Formal standards are adopted from the suite of international, national, and military standards to meet the specific needs of Air Force publishing systems and processes. Maintaining information in compliance with these standards provides cross-platform interoperability, application independence, and maximum flexibility to apply new technology.

### **Standard Generalized Markup Language (SGML):**

**The Standard.** International Organization for Standardization (ISO) 8879: 1986, *Standard Generalized Markup Language*. Federal Information Processing Standard (FIPS) 152.

**Definition.** SGML is a text-based, metalanguage that provides standard structure to information. Since the language adds structure to data in ASCII (American Standard Code for Information Interchange), the data are not bound by proprietary software.

**Air Force Applications.** The Coredoc and Corebook Document Type Definition (DTD). The Air Force created an application of SGML enabling publications to be structured according to the standards for Air Force policy directives, doctrine documents, instructions, manuals, pamphlets, etc. An SGML document consists of two main parts, a DTD and the actual structured information. The DTD provides the rules of structure for the application to follow when tags are applied to information.

**Applicability.** The approved SGML application for Air Force publications was designed to support only those publications that meet the part, chapter, section, paragraph, structure model. For publications in the Air Force inventory not following this model, other data solutions must be identified. Until the application is fielded for the development and maintenance of publications by the actual authors of the information, this application is only used by Air Force publishing offices.

### **Structured Query Language (SQL):**

**The Standard.** ISO and International Electrotechnical Commission (IEC) 9075: 1992, *Information Technology— Database Language— SQLANSI X3.135-1992, Database Language SQL* ISO and the IEC FIPS 127-2.

**Definition.** SQL is a standard relational database language used by the Federal Government to encourage the development of interoperable database applications. Like SGML, the language frees information from proprietary software. The only requirement to use information contained in an SQL database is to have a software engine compatible with the SQL standard. As new technology is developed and obsolete software packages are replaced, the data and its structure can be transported to the new applications without any data redesign.

**Air Force Application.** An Air Force application of SQL was initially developed to support Air Force directory (AFDIR), [AFDIR 37-135, Air Force Address Directory](#), application for a front-end display engine. As more publications are developed using the SQL standard, new front-end

applications may be developed. However, the standard relational database language will remain the same.

**Applicability.** The SQL standard language applies to all Air Force administrative information products that are categorized as databases. Products include AFDIR 37-135 and all Air Force indices. As paper publications are identified for conversion to digital products, database-compatible publications will be converted using the SQL standard.

**Interim Standards.** Interim standards are solutions to requirements that cannot be met by existing formal standards. Either due to an absence of any national standard or an interim to fielding an application based on a standard, these interim standards provide a common operating environment throughout the Air Force publishing community. We are **required** to use these interim standards as described in the applicability paragraph in each standard.

## **Word Processing:**

**The Interim Standard.** MS Word 95 or 97.

**Definition.** A commercial off-the-shelf (COTS) software application which supports the viewing, editing, and printing of publications in MS Word 95 or 97 format.

**Air Force Application.** Except for the standard structure requirements for Air Force publications, MS Word files use the proprietary MS Word application with no Air Force customization.

**Applicability.** Air Force will use MS Word to create and revise administrative publications before the conversion to SGML and portable document format (PDF).

**Standardization.** General use of an SGML-aware editor will eventually replace proprietary word processing software as the publication authoring tool. The goal is for newly adopted standards and applications to be applied to unique Air Force publications, thus deleting the requirement for using proprietary word processing software to author and edit Air Force publications.

## **Data Collection Forms Design and Filling:**

**Interim Standard.** JetForm's Formflow version 2.15 electronic forms software application.

**Definition.** A COTS software application capable of creating, editing, viewing, and printing forms. This FormFlow software also supports workflow and data collection tools that interact with databases.

**Air Force Application.** As local forms requirements vary, local forms managers or database administrators may design forms using this COTS standard software to support users' needs. Users will fill in the forms using FormFlow filler software.

**Applicability.** All personnel who have a digital forms requirement will use the current interim standard. *EXCEPTION:* Some departmental local reproduction authorized forms will be published in the Adobe Acrobat PDF.

**Standardization.** When the United States and international industry develop a standard, nonproprietary, cross-platform forms language, the Air Force will work to adopt the standard. Until there is an independent standard forms language with supporting software, Air Force will meet the forms requirement with this standard proprietary COTS. *NOTE:* For more specific forms guidance, visit the [forms standards page](#) on this website.

### **Publication File Distribution Format:**

**The Interim Standard:** Adobe's PDF.

**Definition.** A COTS page-oriented, electronic format which supports internal and external hypertext linking, online viewing, and printing of digital information.

**Air Force Application.** Publications not currently supported by the CoreDoc SGML application and the Guide output application will be converted from MS Word to PDF.

**Applicability.** All personnel will use the Adobe Acrobat Reader 3.01, or later, to view publications converted to PDF. This software is available from the Air Force Electronic Publishing Library and [Air Force Publishing Distribution Library](#).

**Standardization.** Air Force will use the Adobe PDF interim standard until there is a standard implementation to meet output requirement.

### **SGML Editor Application:**

**The Interim Standard.** Adobe FrameMaker + SGML.

**Definition.** SGML authoring and editing software capable of producing SGML, PDF, postscript (PS), Rich Text Format (RTF), HyperText Markup Language (HTML), and structured (STR) files.

**Air Force Application.** FrameMaker + SGML is configured to support the Air Force application of SGML.

**Applicability.** All standard publications to be converted to SGML will be converted using FrameMaker + SGML.

**Standardization.** When industry develops more advanced SGML applications, the Air Force will re-evaluate FrameMaker + SGML as a standard.

### **Graphics:**

**Image File Types.** Graphics Interchange Format (.gif, including GIF89A), Encapsulated PostScript (.eps), Tagged Information Format File (.tif or .tiff), Windows Bitmap (.bmp), and

Windows Metafile (.wmf). **NOTE: Do not** submit Microsoft Draw files or graphics created with Word's drawing tools.

**Illustration Application.** OPRs may use any illustration application, as long they can produce the desired file type.

**Photographic Image Editor.** OPRs may use any photographic image editor, as long they can produce the desired file type.

**Definition.** Graphics file formats that can be processed by the applications used by publishers. Applications known to be able to produce usable graphics file formats.

**Air Force Application.** Publishers use tools such as Adobe Illustrator and Adobe Photoshop to create and edit graphics files. The file types identified are supported by Word 95, or MS Word versions 6 and 7, and Adobe FrameMaker + SGML. Files created by the author (rather than by graphics professionals) and intended for subsequent modification by graphics specialists or by publishers, should be provided in .eps format. **NOTE:** In no case will tables or tabular data be screen captured as a graphic image. All text in a table must be **true text**; e.g., searchable by search engine queries.

**Applicability.** Applies to any office submitting graphical images for inclusion in publications or forms being developed according to the Air Force standard publishing process.

**Standardization.** The listed file types are international *de facto* standards. GIF, in particular, is equally suited for use in World Wide Web pages.

**NOTES:**


1. Submit each graphic in the publication in a separate file even though each graphic is embedded and properly identified in the publication. For example, if the publication has 10 graphics, you will have 10 separate graphics files. So, the file you release for publishing will contain 11 files—the publication with the 10 embedded graphics as well as the 10 separate graphics files.
2. For more complete graphics guidance, visit the [graphics standards page](#) on this website.

## Output Publishing Layout Standards Applied by Publishing Software:

**Authorized Formats.** Whether from SGML, word processors, or other applications, publications printed for the purposes of reproduction and distribution must meet the following standard output specifications. See [figure 1](#) for visual appearance and **actual** placement of material for standard Air Force publications which is keyed to the word picture, [figure 2](#). Also, refer to [AFI 33-360, Volume 1](#), for a full visual of an Air Force publication.

**Figure 1. Example of Visual Appearance and Actual Placement of Material for Standard Air Force Publications.** *NOTE:* Cross reference this figure with [figure 2](#).

① **BY ORDER OF  
THE SECRETARY OF THE AIR FORCE**

② 

③ **AIR FORCE INSTRUCTION 33-360, VOLUME 1**

④ **1 JANUARY 1998**

⑤ *Communications and Information*

⑥ **PUBLICATIONS MANAGEMENT PROGRAM**

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⑦ **COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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⑧ **NOTICE:** This publication is available digitally on the SAF/AAD WWW site at: <http://afpubs.hq.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

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<p>OPR: HQ AFCIC/SYSM (Ms Novella S. Hill) Supersedes AFI 37-160, Volume 1, 15 October 1996; Volumes 4, 5, and 6, 30 November 1993; EMC 96-1, 14 August 1996; and Appendices to AFI 37-160, Volumes 1, 4, and 6, November 1994.</p>	<p>Certified by: HQ USAF/SCXX (Lt Col D. Webb) Pages: 140 Distribution: F</p>
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⑩ This volume implements Air Force Policy Directive (AFPD) 37-1, *Air Force Information Management* (will convert to AFPD 33-3, *Information Management*). It prescribes and explains how to create and manage Air Force publications and to whom they apply. It covers the procedures and standards that govern management of standard publications throughout the Air Force. It also carries out the tenets of Executive Order (E.O.) 12861, *Elimination of One-Half of Executive Branch Internal Regulations*, September 11, 1993; and E.O. 12866, *Regulatory Planning and Review*, September 30, 1993. It applies to all Air Force personnel who prepare, manage, review, certify, approve, or use publications. Refer recommended changes and conflicts between this and other publications to HQ AFCA/XPPX, 203 West Losey Street, Room 1060, Scott AFB IL 62225-5233, on Air Force (AF) Form 847, **Recommendation for Change of Publication**. Send an information copy to HQ AFCIC/SYSM, 1250 Air Force Pentagon, Washington, DC 20330-1250. Any organization may supplement this volume. Major commands (MAJCOM), field operating agencies (FOA), and direct reporting units (DRU) send one copy of their printed supplement to HQ AFCIC/SYSM and HQ AFCA/XPPX; other organizations send one copy of each printed supplement to the next higher headquarters. **NOTE:** Any reference to MAJCOMs and FOAs also includes DRUs. See **Attachment 1** for a glossary of references, abbreviations, acronyms, and terms. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. **NOTE:** This volume references Air Force publications under the old publications scheme (Air Force regulations [AFR] and manuals [AFM]) which remain in force until converted to the new types of publications described in paragraphs 2.2 and 2.3. . . .

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Figure 1. Continued.

*SUMMARY OF REVISIONS*



**This document is substantially revised and must be completely reviewed.**

This revision incorporates Air Force Instruction (AFI) 37-160, volumes 4, 5, and 6, and appendices to AFI 37-160, Volumes 4 and 6; it changes the title of this volume to reflect the primary subject matter (page 1); redefines how to bring a non-Air Force publication into the system (paragraph 1.5.3.1); establishes a requirement that publishing managers establish or designate official online sources for electronic publications and forms (paragraph 1.7.1); authorizes delegation of approving authority (paragraph 1.10); defines the term directive publication (paragraph 2.2 and **Attachment 1**); redefines the term doctrine documents (paragraph 2.2.2); includes the three doctrine document types (paragraphs 2.2.2.1, 2.2.2.2, and 2.2.2.3); incorporates emergency message change (EMC) 96-1 that compliance with AFIs is mandatory (paragraph 2.2.4); redefines the term nondirective publication (paragraph 2.3 and **Attachment 1**); deletes interim letter changes; deletes corrected copies; significantly expands on special legal requirements--punitive publications (3.4); adds applicability of MAJCOM publications to the Civil Air Patrol (CAP) (paragraph 3.10 and **Table 3.1**.); adds a sample AF Form 673, **Request to Issue Publication** (**Figure 3.4**.); authorizes the use of electronic coordination of draft publications (paragraph 3.14); adds additional policy guidance on issuing drafts (paragraph 3.16); adds policy language regarding multicolor printing (paragraph 3.25); adds a sample "holdover" supplement title page (**Figure 3.6**.); adds a sample MAJCOM paragraph supplement (**Figure 3.7**.); incorporates interim change (IC) 96-2 that establishes ICs as an authorized type of change (3.53.1 and 3.54); reinstates EMCs to departmental publications (3.53.2); adds sample IC notification message (**Figure 3.9**.); adds sample IC (**Figure 3.10**.); includes information on Air Force periodicals and nonrecurring pamphlets (Section 3H); includes a sample periodical masthead (**Figure 3.11**.); includes policy and procedures for converting multicommand publications (MCP) and their associated forms to departmental publications and forms (**Chapter 4**); adds publishing standards and concept (**Chapter 5**); directs the user to the Air Force web site, <http://afpubs.hq.af.mil>, for output publishing standards and formats (paragraph 5.4); incorporates publishing policy on processing publications in full-measure format that was never issued as a formal change (paragraph 5.4 NOTE); includes policy guidance on numbering publications (**Chapter 6**); defines the terms: Department of Defense (DoD) issuance, maintain, new publication, published, publishing, publishing manager, publishing policy, punitive publication, and revised publication (**Attachment 1**); includes a central location to list addresses cited in a publication **Attachment 1**); adds policy that offices of primary responsibility (OPR) who develop departmental publications at the Secretariat and Air Staff level must maintain record sets for standard and specialized publications and Air Force Headquarters Operating Instructions (AFHOI) (**Attachment 2**); gives MAJCOM and FOA publishing activities the option to determine who will maintain the record sets at their locations (**Attachment 2**); adds a publications requirements guide (Section A4G) ); adds decision logic table (DLT) and specified action table (SAT) formats (**Attachment 6**); adds listing of publications series titles (**Attachment 7**); and adds listing of publications series number, title, and description (**Attachment 8**). The star (\*) preceding the title indicates a major revision from the previous edition. . . .

Figure 1. Continued.

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**Chapter 1**  
**PROGRAM DESCRIPTION**

*Section 1A—The Air Force Publishing System*

**1.1. System Overview—Publishing Corporate Information.** The Air Force-wide publications management function:

- 1.1.1. Describes the officially sanctioned categories for organizing and publishing information, dependent on the purpose; e.g., policy is in policy directives, procedures are in instructions, lists of publications are in indices, etc. Categories also describe whether the information is directive or non-directive.
- 1.1.2. Provides the procedures for creating, staffing, and approving each of the categories of publications at all Air Force levels. These procedures are necessary to ensure all affected areas review information in Air Force publications to eliminate conflicting processes or procedures and to consider any legal, safety, or security requirements.
- 1.1.3. Establishes and maintains the lists of all standard and specialized publications (currently in indices) and provides updates as changes occur. Air Force customers can determine the currency and whether the information is authentic via the indices on the web site at <http://afpubs.hq.af.mil>.
- 1.1.4. Prescribes the distribution system that makes the information available to everyone in the Air Force. Today, a very large, independently managed distribution system is in place to handle the tremendous amount of paper we depend on to distribute official information. It includes distribution centers at departmental level and major commands (MAJCOM), publishing distribution offices (PDO) at every Air Force installation, and customer accounts in every unit. Planning is well underway to downsize the paper distribution effort and provide information, using the rapidly evolving digital infrastructure. Publications are available electronically through the Air Force Publishing Distribution Library (AFPDL), limited to PDO channels; the Air Force Electronic Publishing Library (AFEPL) customers on compact disc-read only memory (CD-ROM), available on all bases; and via the world wide web (WWW) at <http://afpubs.hq.af.mil>.
- 1.1.5. Is the link between getting information of the entire Air Force to people to do their job. The Air Force is organized to do that via the publications management program. On the practical side, OPRs choose the type of directive or nondirective publication that best fits their needs, such as directives for policies, instructions for procedures, or pamphlets for informational products.

**1.2. Advantages of Using Publications.** Publications are the most effective and economical way to state policies and procedures. They are produced under controlled procedures that ensure coordination, review, certification, and approval, and are maintained in an official record set (**Attachment 2**) to meet historical and legal requirements. As technology advances, Air Force will migrate to Department of Defense (DoD)-wide publishing systems. To take advantage of these systems, potential users who want their publications published must conform their products to the standards in this instruction and other volumes of AFI 37-160 (will convert to volumes of AFI 33-360). . . .




Figure 1. Continued.

avoid confusion with pamphlets, use the prefix "RP" with the assigned numbers; e.g., *Airpower Journal* is referred to as AFRP 10-1, *Airman* is referred to as AFRP 35-1. You may also show number, month, season, or volume number. Show a magazine's or newsletter's periodical number on the front cover, first page, or masthead.

6.3.5. Special Publications. Use the appropriate publication series designation to number special publications.

6.3.6. Interservice Publications. Use a (I) following the publication number to denote an IP; e.g., AFI 33-410(I), AFMAN 33-809(I), AFPAM 33-490(I), etc.

**6.4. Reusing Control Numbers.** Do not use a rescinded control number for a specific publication type for at least 1 year after it has been discontinued. Give different control numbers to different types of standard publications (except operating instructions) in the same series. If two publications have the same control number, assign a new number to the one revised first.

**6.5. Converting Publications to a New Series.** If SAF/AAD adds or changes a series, do not reissue existing publications just to change their series numbers or titles. Wait until further changes are needed.

**6.6. Series Numbers, Titles, and Descriptions.** See Attachment 7 and Attachment 8.

**6.7. Forms Prescribed.** AF Forms 399, **Request for Action of Implementation of Higher Headquarters Publication**, 673, **Request to Issue Publication**, and 1382, **Request for Review of Publication and/or Forms**.

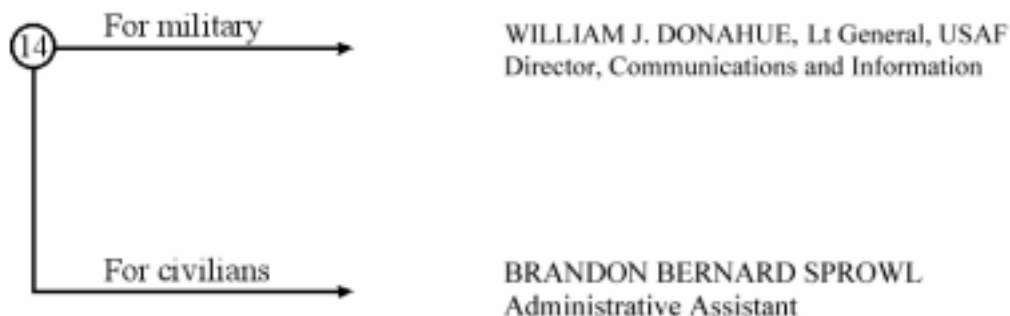


Figure 1. Continued.

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⑮ → Attachment I

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*References*

Executive Order 12861, *Elimination of One-Half of Executive Branch Internal Regulations*, September 11, 1993

Executive Order 12866, *Regulatory Planning and Review*, September 30, 1993

Public Law 104-13, *Paperwork Reduction Act of 1995*, May 22, 1995

Title 44, United States Code, *Public Printing and Documents*, 1988 edition

Senate Publication 101-9, *Government Printing and Binding Regulations*, February 1990 . . . .

*Abbreviations and Acronyms*

**ACP**—Allied communications publication

**AF**—Air Force (as used on forms)

**AFCAT**—Air Force catalog

**AFCIC**—Air Force Communications and Information Center

**AFDC**—Air Force Doctrine Center . . . .

*Terms*

**Department of Defense (DoD) Issuance**—DoD directives, instructions, publications, and their changes.

**Directive Publication**—One that is necessary to meet the requirements of law, safety, security, or other areas where common direction and standardization benefit the Air Force. The language used within the individual publication describes the nature of compliance required. Air Force personnel are expected to comply with these publications. **NOTE:** All departmental publications, directive and nondirective, must have an antecedent policy directive.

**Emergency Message Change**—One issued to delete or modify a procedure that could result in loss of life, personal injury, or destruction of property. . . .

*Addresses*

AFIS  
601 North Fairfax Street  
Suite 370  
Alexandria VA 22314-2007. . . .




Figure 1. Continued.

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**Figure 2. Legends and Specifications of Material Displayed in Standard Air Force Publications.**

**NOTE:** For a visual of the **actual** placement of material in publications, cross reference this figure with [figure 1](#).

- ① **By Order of the Secretary of the Air Force.** Display the verbiage ***BY ORDER OF THE SECRETARY OF THE AIR FORCE*** in capital letters, on two lines, in bold italics, left justified, and in 12-point Times New Roman in the top left corner of the title page. Show ***BY ORDER OF*** on the first line, and ***THE SECRETARY OF THE AIR FORCE*** on the second line; e.g.,

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

**By Order of the Commander.** Display the same format for MAJCOM publications; e.g.,

***BY ORDER OF  
THE COMMANDER, AIR FORCE SPACE COMMAND***

- ② **Air Force Seal.** Display the Air Force seal beneath the second line of the ***BY ORDER OF*** verbiage in the top left corner of the title page.

- ③ **Publication Short Title.** Display the publication short title in capital letters followed by the publication category, series number, control number, and volume number, if applicable, on one line, in bold italics, right justified, and in 12-point Times New Roman in the top right corner of the title page; e.g.,

***AIR FORCE INSTRUCTION 33-360, VOLUME 1***

- ④ **Publication Date.** Display the date of the publication beneath the publication short title on one line--day, month (in capital letters), and four-digit year, in bold italics, right justified, and in 12-point Times New Roman in the top right corner of the title page; e.g.,

***1 JANUARY 1998***

- ⑤ **Publication Series Title.** Display the publication series title beneath the date on one line, in initial capital and lower-case letters, in bold italics; right justified, and in 12-point Times New Roman in the top right corner of the title page; e.g.,

***Communications and Information***

- ⑥ **Publication Long Title.** Display the publication long title beneath the series title on one line, in capital letters, in bold italics, right justified, and in 12-point Times New Roman in the top right corner of the title page; e.g.,

***PUBLICATIONS MANAGEMENT PROGRAM***

Figure 2. Continued.

⑦ **Compliance Statement.** Display the banner statement, **COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**, beneath the publication title, in bold capital letters, centered on the page, and in 12-point Times New Roman. Display the banner statement on **all** Air Force instructions. For guidance to display the statement on Air Force manuals, see [AFI 33-360, Volume 1, paragraph 2.2.5.](#)

⑧ **Hairline Rules and Website Notice.** Following the compliance statement, insert a horizontal, hairline rule, then display the website notice, full measure, left and right justified, and in 12-point Times New Roman. Display the word **NOTICE:** in bold, capital letters, then follow it with the website verbiage followed by a horizontal, hairline rule; e.g.,

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**NOTICE:** This publication is available digitally on the SAF/AAD WWW site at: <http://afpubs.hq.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

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⑨ **Supersession Information.** Display the supersession information in dual-column format beneath the website notice followed by a horizontal, hairline rule; e.g.,

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OPR: HQ AFCIC/ITSI (Ms Novella S. Hill)	Certified by: HQ USAF/SCXX (Lt Col D. Webb)
Supersedes AFI 37-160, Volume 1, 15 October, 1996; Volumes 4, 5, and 6, 30 November 1993; EMC 96-1, 14 August 1996; and Appendices to AFI 37-160, Volumes 1, 4, and 6, November 1994.	Pages: 140 Distribution: F

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⑩ **Purpose Paragraph.** Display the untitled purpose paragraph beneath the supersession information and the horizontal, hairline rule on the title page; e.g.,

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This volume implements Air Force Policy Directive (AFPD) 37-1, *Air Force Information Management* (will convert to AFPD 33-3, *Information Management*). It prescribes and explains how to create and manage Air Force publications and to whom they apply. It covers the procedures and standards that govern management of standard publications throughout the Air Force. It also carries out the tenets of Executive Order (E.O.) 12861, *Elimination of One-Half of Executive Branch Internal Regulations*, September 11, 1993; and E.O. 12866, *Regulatory Planning and Review*, September 30, 1993. It applies to all Air Force personnel who prepare, manage, review, certify, approve, or use publications.



Figure 2. Continued.

- ⑪ **Summary of Revisions.** Display the words ***SUMMARY OF REVISIONS*** beneath the untitled purpose paragraph, in capital letters, bold italics, flush left, and in 12-point Times New Roman. Display the summary or revisions verbiage beneath the summary of revisions title, full measure, left and right justified, and in 12-point Times New Roman.
- ⑫ **Table of Contents Listing.** Display the untitled table of contents beneath the summary of revisions.
- ⑬ **Body of the Publication.** Display the body of the publication beneath the untitled table of contents, full measure, left and right justified, and in 12-point Times New Roman. See [AFI 33-360, Volume 1](#), figure 3.5, for the elements of a publication.

Within the publication, display selected text in bold and in italics, where appropriate. For example, display **all** form titles in bold; e.g., AF Form 673, **Request to Issue Publication**. Display **all** publication titles in italics; *Publications Management Program*. Bold and italicize the words ***NOTE;***, ***CAUTION;***, ***WARNING;***, ***EXAMPLE;***, ***SAMPLE;***, when used to further explain guidance in the publication.

- ⑭ **Publication Signature Block.** For the military, display the two-letter functional principal's name, rank, and service identifier beneath the last line of the body of the publication on two lines, off center, to the right of the page, but **not** flush right. Display the two-letter functional principal's name in capital letters, followed by the rank in initial capital and lower-case letters, followed by the service identifier in capital letters on one line. Display the two-letter functional principal's duty title and directorate name in initial capital and lower-case letters on the second line. **NOTE:** For two-letter functional civilians, display the name in capital letters followed by the duty title on the second line.
- ⑮ **Attachments.** Display Attachment 1, *Glossary of References and Supporting Information*, as the **first** attachment in **all** Air Force publications. **NOTE:** Because **all** Air Force publications have one of more of the elements contained in the glossary, this glossary **must** be the first attachment. Display the second and succeeding attachments at the OPR's discretion. Attachment 1 contains references, abbreviations and acronyms, terms, and addresses, as applicable. Show the word attachment centered, in initial capital and lower-case letters, followed by the Arabic numeral on the first line. Show the attachment title centered on the second line, in bold, capital letters; e.g.,

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

**Figure 2. Continued.**


⑩ **Subject Index.** If used, display the subject index as the last attachment in the publication. Show the word attachment centered, in initial capital and lower-case letters, followed by the numeral on the first line. Show the attachment title centered on second line, in bold, capital letters; e.g.,

**Attachment 9**  
**SUBJECT INDEX**

**Recycle Logo.** The Air Force encourages the recycling of paper, whenever possible. See formats for reproducible line art in [figure 3](#). Place the logo on the bottom of the first page of the publication. Place the recycle logo **only** on publications where there is no restriction for recycling. Do **not** place the logo on publications that are classified, for official use only (FOUO), have privacy act information, or have limited distribution. Only use on white, uncoated paper printed with black ink. Do not use the logo on publications with color illustrations or color line art. **NOTE:** Publications must display the phrase *Printed on Recycled Paper* when, in fact, they are.


Figure 3. Reproducible Line Art.

**REPRODUCIBLE LINE ART**

**Please Recycle**  **Printed on Recycled Paper**


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***SQUARE UP ON THIS LINE***  
**Reduce emblem to 75 percent of original size (one-half inch diameter) and print.**

**Please**  **Recycle**

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***SQUARE UP ON THIS LINE***  
**Reduce emblem to 75 percent of original size (one-half inch diameter) and print.**

**Printed on**  **Recycled Paper**

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***SQUARE UP ON THIS LINE***  
**Reduce emblem to 75 percent of original size (one-half inch diameter) and print.**

**Integrated Supplement.** OPRs will continue to write standalone supplements. The publishing manager will integrate the supplements for OPRs, [figure 4](#). The rationale: When the Electronic Transaction System (ETS) is operational, it will consist of a single web site for **all** Air Force, major command (MAJCOM), and base-level publications. Each organization will maintain its own data on the site, and users will be able to choose, for instance, the Air Force publication, the MAJCOM supplement, and even the base-level supplement and push the **integrate button** which will automatically integrate all the publications on the fly. As a result, there will be no need to maintain the **third view** of a publication separately. **NOTE:** We currently have this automatic integration capability at the MAJCOM publishing staff level only.

**Figure 4. Sample Integrated Air Force Supplement.**



[31020100.pdf](#)

#### **Air Force Headquarters Operating Instructions:**

**Focal Point.** The focal point for Headquarters USAF operating instructions is SAF/AAX. See [HOI 33-13, Headquarters USAF Operating Instructions, Pamphlets, and Handbooks Management Program](#), for format and coordination guidance. SAF/AA reviews, approves, and authenticates **all** HQ USAF operating instructions. For guidance in preparing subordinate-level operating instructions, contact your publishing manager.

**NOTE:** Although some of the acronyms and file extensions shown in this policy are used only once, they are intentionally shown for ease of reference and familiarity.