



2022 Edition

AFDPO Spotlight

Spotlight

OUR MISSION:

To provide publishing products and services for administrative publications and forms to Department of the Air Force customers

DIRECTOR'S CORNER

Mr. Yoon Song

Director AFDPO, HAF

Get Ready:

PREPARATION IS THE KEY

Sometimes, I still can't believe we have been in this COVID environment for over two years now. There are so many personal and professional challenges we have overcome showing us how strong and adaptable we are individually and collectively in this new normal! Let's continue to put the work in to maintain this success! Teleworking has been great for morale, helped us maintain the mission and offered less time management concerns. Some other benefits: being in the comfort of our own homes, not having to deal with morning traffic or picking out clothes for the week... It has also offered many unique challenges as well. Nonetheless, we have to start preparing our minds *and time* for coming back into the office at least a few times a week. What are some of the things we have to look forward to? In-person opportunities to catch up, warm smiles, and strengthening our camaraderie even more with fun activities like org days and potlucks! Last but not least, less IT issues, which are much better now than when we started (thanks IT team). Family, no matter how or where we work please continue to be mindful of self-care, a strong you makes us better! *As you know nothing is finalized, as the COVID climate and ultimately your safety dictates the direction, these are things to keep in mind for our near future.* I say often, I am so thankful to be a part of this great team and family, I know the best is yet to come, stay focused and keep preparing for change!

Hot off the Press:

Our guiding publications are in the process of being revised and renamed!

*DAFI 33-360 will become DAFI 90-160
AFMAN 33-361 will become DAFMAN 90-161*

*Lookout for upcoming: LUNCH and LEARN sessions with *Dr. H & Lunch and Learn with AFDPO*

**Dr. H (Dr. Keith Hardiman) and/or various speakers*

If you work in publications please ensure your INDIVIDUAL and WORKFLOW EMAIL address is current (see page 3)

AFDPO is also known as SAF/AAIP

WHAT ARE DEPARTMENT OF THE AIR FORCE (DAF) PUBLICATIONS?

The Department of the Air Force (DAF) publications are officially produced, published, and distributed documents issued for compliance, implementation, and/or information. Includes but not limited to Policy Directives, Instructions and Guidance Memorandums. DAF Publications provide organizational policy, guidance, instructions and procedures to give Air and Space professionals clear understanding of expectations, roles, responsibilities and authority.

Good to know:

Support is available!

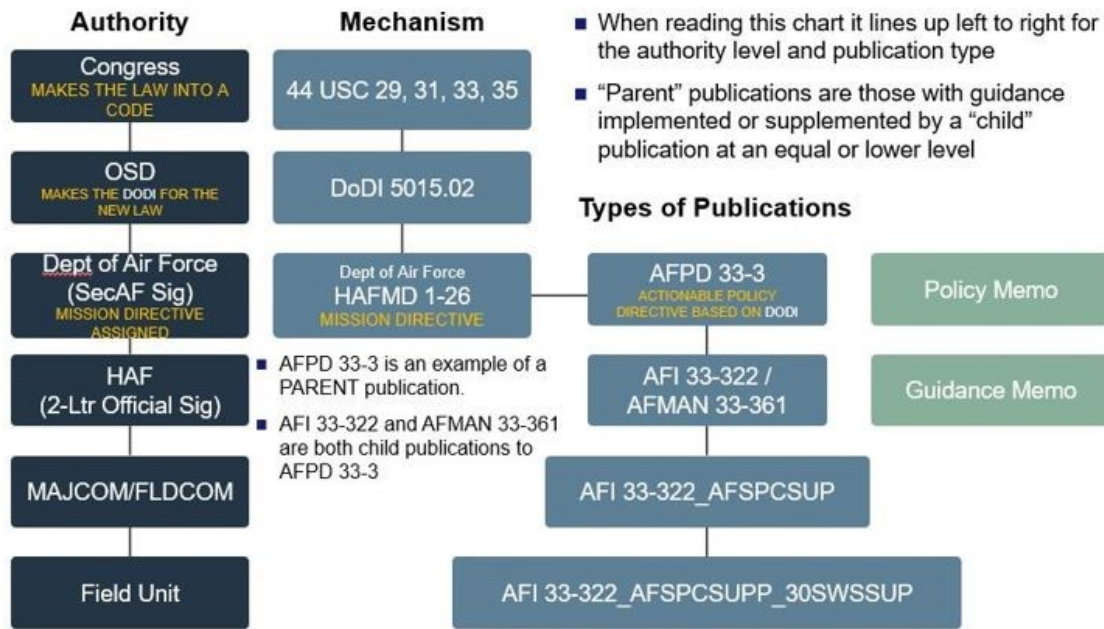
Maybe you want to talk to a counselor to share some concerns or issues? For anyone who wishes to obtain counseling and support services, the Air Force Employee Assistance Program (AF EAP) for Civilians is a helpful resource, open 24/7 at no charge:

PLEASE CALL • 1-866-580-9078





Policy & Guidance Hierarchy flow example



For this example basically:

A DOD Issuance (DoDI) is implemented by a

PD (Policy Directive)

PD is implemented by

AFI (Air Force Instruction) or

AFMAN (Air Force Manual)

COMMONLY USED PUBLICATION TYPES:

Instruction (e.g., DAFI, SPFI, or AFI)

Manual (e.g., DAFMAN, SPFMAN or AFMAN)

Forms (Manages the storage, retrieval and display of data)

-Instructions provide direct procedures to personnel on what you are going to do

-Manuals guide personnel on how to perform standard task

Are you an action officer and you still have questions about publications? We can help!

Do you have to design forms for your office? Sign up for Forms Training with Ms. Carter!

UPCOMING TRAINING WORKSHOPS:

April
7th and 21st
Department of the Air Force
Publications and Forms Training: The Basics

14th	20-21st
Publication Reviewer Training	Forms Training (2 day training)

May
5th and 19th
Department of the Air Force
Publications and Forms Training: The Basics

11-12th and 18-19th
Forms Training (2 day training)

June
2nd and 9th
Department of the Air Force
Publications and Forms Training: The Basics

8-9th and 21-22nd
Forms Training (2 day training)

To register for these workshops and find other workshop dates and courses please go to:
<https://cs2.eis.af.mil/sites/er/0319/SitePages/Home.aspx>

TRAINING IS AVAILABLE

New to publications review?

We are here!

SIGN UP

UP-TO-DATE CONTACT INFORMATION IS A MUST

In our environment change is constant! One thing you can do as a publications change manager, action officer, publication manager, forms manager or OPR point of contact is ensure your contact information is up to date! Please ensure you check your individual and workflow addresses within AFIMPT to ensure they are current. Since we migrated from mail.mil to us.af.mil addresses many have not been updated. If your address needs to be updated contact the AFIMPT team at SAF.AA.AFDPO.AFIMPT@us.af.mil to request those updates as they do not update automatically. Updated contacts helps you and your organization receive automatic notifications and alerts from AFIMPT and makes you accessible to those who need your support!

Thanks for helping us better serve the publications community by doing your part!

The Publications Management Team (PPX)

Greetings from the Publication Review Team!

Thank you for your hard work and dedication to completing the Air Force Publication Review Initiative (AFPRI). Together we have published 878 publications and eliminated 524 obsolete, unnecessary and burdensome publications. With just 47 publications remaining from 13 two-letters, we ask for your continued support in completing this initiative. For AOs and PCMs with AFPRI publications remaining, please continue to provide monthly updates on the status of your publication(s) and expected completion date(s) to SAF.AAIP.PRTWorkflow@us.af.mil.

Second, we are collecting feedback to evaluate and reshape the PRT review process. We welcome your feedback and ask AOs and PCMs to please complete our customer survey: https://www.surveymonkey.com/tr/v1/te/akU_2BQc2vAhAAsa_2B264x1g6_2FpF_2Fhy3EhxbpxJDHYpYZT3PErDK_2Bf6OjNYOPsqZdKwgy1CvCGoJvyPn6IwQx8bYJ3tT8IL_2BSTeUt60GD62mCuLjE_2Fa_2F_2F_2Bn6uyvVLVGj4ulaujByJ6jurK58dBXjvuq1dww3gfJT1b_2Fn8vI_2FCsa5VaDmT5EkhLO0CTD102_2BvPt5I

Thank you again for all your efforts and feedback. Stay safe and healthy!
The Publication Review Team

PUBLICATIONS ARE THE POWER BEHIND THE FORCE!

OUR KEY COMPONENTS and HIGHLIGHTS:

SAF/AAIP (Publishing Program)

Mr. Yoon Song **DIRECTOR**

Ms. Rhonda Jenkins **DEPUTY DIRECTOR**

AAIPP (Publishing Products Program)

Process, format, tag and publish Department of the Air Force publications and forms from Departmental level down to base and wing level. Deploy electronic forms and publications via AFIMPT to e-publishing website and WMS.

Ms. Rhonda Jenkins **chief**

AAIPL (Publishing Logistics)

Prepares printing specifications & procures printing products as requested. Manages distribution of physical departmental administrative publications and forms worldwide.

Ms. Tonja Miller **chief**

AAIPO (Operations)

Provides program customer support to Department of Air Force users world wide. Inputs and tracks customer inquiries via remedy tickets/database.

Ms. Pamela Fitzgerald **chief**

AAIPI (Plans and Programs)

Manages and supports IT assets administration and program management for AFDPO sites/tools: e-publishing, AFIMPT/WMS, Ictect tagging tool and other resources as needed. Perform technical and systems evaluations.

Ms. Janet Austin **chief**

AAIPX (Policy Management)

OPR for the Department of Air Force publication and forms policy and guidance publications. PCM for SAF/AA. Provide publications training and support as needed.

Ms. Nicole Bishop **chief**

AAIPR (Publication Review)

Manages the Department of the Air Force Publication Reduction Initiative. Publications support and reviewers.

Ms. Jennifer Yeager **Team Lead**

HAVE SOMETHING YOU WANT FEATURED IN THE NEXT QUARTERLY NEWSLETTER?

Email: ta-loris.whitfield@us.af.mil

