

**BY ORDER OF THE  
375TH AIRLIFT WING COMMANDER**

**SCOTT AIR FORCE BASE  
PAMPHLET 33-101**

**30 JUNE 2003**



**Communications and Information**

**AIR FORCE ELECTRONIC PUBLISHING  
PROGRAM-LOCAL PROCEDURES**

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**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>

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Certified by: 375 CS/SCBIP (Mrs. Thomas)  
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This pamphlet is informational and provides guidance to the 375th Airlift Wing (AW) staff agencies on procedures for implementation of local policies on Scott AFB.

**SUMMARY OF REVISIONS**

The pamphlet was revised to change the functional address symbols due to the 375 AW reorganization (para **2.5.**); updates the Scott AFB Publishing website's URL (para **3.6.**); updates the Air Force e-Publishing website's URL (para **4.**); adds chain of command coordination. **A bar ( | ) indicates a change since the last revision.**

**1. Objective.** The goal of Scott AFB Publishing is to publish and disseminate local policies and procedures and provide Internet accessibility through the Scott Publishing website and e-Publishing website.

**2. Local Procedures.** Scott AFB offices of primary responsibility (OPR) who author base-level publications are responsible for ensuring their publications remain current and accurate. The OPRs are fully responsible for the content of their publications. If a new or revised publication is required, the following procedures apply:

- 2.1. Draft publications must be written in Microsoft Word 6.0, Times New Roman, 12-pitch.
- 2.2. Select a functional series and title from AFI 33-360, Vol 1, *Publications Management Program*, Atch 8 (*Series, Number, Title, and Description*).
- 2.3. Complete AF Form 673, **Request To Issue Publication**, and coordinate with all staff agencies that have a functional interest; refer to AFI 33-360, Vol 1, Table 3.1., for minimum mandatory coordination requirements. **NOTE:** The OPR must ensure Records Management and Staff Judge Advocate offices coordinate on local publications prior to submitting the documentation to Base Publishing. Publications will be routed to applicable group commanders for coordination and disseminated to squadron-level OPRs as appropriate. **NOTE:** AF Forms 673 should be certified at one organizational level above the OPR and approved by the level of command reflected in AFI 33-360, Vol 1/SAFB1.

2.4. Draft publications that solicit Privacy Act (PA) data must include a PA Warning Statement after the Purpose Statement.

2.5. If publications require 375 AW/CC coordination, they will be routed through the Publishing chain of command as follows: 375 CS/SCB, 375 CS/CC, 375 MSG/CC, and 375 AW/CC/CV. **NOTE:** Do not send publications directly to the 375 AW/CC.

2.6. If graphics are required in the publication, a separate file must be created for each embedded graphic.

2.7. The OPR will forward an electronic copy of the draft publication, a copy of each embedded graphics file, and original copies of AF Forms 673 with the proper certifying/approving officials' signatures to Base Publishing for final approval and publication.

### 3. Base Publishing Office Responsibilities.

3.1. The Publishing Manager reviews the new/revised publication to ensure proper coordination is completed (including Forms/Records Management coordination); assigns a control number.

3.2. Ensures the OPRs have assigned the correct series and title; references are current; and content is understandable.

3.3. If Information Management Tools (IMT) are prescribed in the publication, ensure they are listed in the publication.

3.4. Determines whether the publication is new, revised, or supersedes an existing publication; ensures the publication is not less restrictive than the functional Air Force directive or duplicative in nature.

3.5. Processes the publication through the appropriate chain of command.

3.6. After chain of command approval, publication is loaded on the official on-line source for publications at: <https://www.scott.af.mil/375aw/375msg/375cs/scb/pub/scbi.htm>.

3.7. Prepares the official publication in the Standard Generalized Mark-Up Language format (Air Force standard) for integration into the Air Force Master Catalog.

3.8. Forwards a finalized copy of the publication to the OPR to update their files for future revisions.

3.9. Reviews tagged publications for errors that have been returned from the Air Force contractor and returns publications with errors to the contractor via HQ AMC. Loads the error-free tagged publications on the Scott Publishing website in place of untagged publications.

**4. Electronic Transaction System (ETS) Procedures.** The Air Force has transitioned from a paper-based media to an electronic media. However, some publications/forms will remain as physical products (i.e., ID cards, restricted area badges, labels, classified/for official use only (FOUO) publications). Each organization that requires publications/forms must establish an ETS on-line account IAW Air Force guidelines. Units may establish an ETS on-line account by going to <http://www.e-Publishing.af.mil>, On-Line Ordering; select **Users Who Do Not Have An Account**. This screen will allow the agency to establish an organizational account. Customers must create a username and password that will enable them to order products on-line. If customers cannot remember the information that was entered for their accounts, they will have to establish another account. **NOTE:** Agencies must submit AF Forms 1846, **Request for and Record of Organizational Account**, to order account-

able/safeguard forms or classified/FOUO publications via the ETS; requestor must list each item separately on the AF Form 1846. The functional chief/unit commander approves the AF Form 1846; the Publishing Manager verifies AF Form 1846 for submission to the Air Force Publications Distribution Center.

**5. Forms Adopted.** AF Form 673, **Request To Issue Publication**, and AF Form 1846, **Request for and Record of Organizational Account**.

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