



# AFDPO Spotlight

## Upcoming Events

### September

- 11-13 – Adobe Form Designer Training
- 8 – PCM AFIMPT Training

### October

- 16-18 – Adobe Forms Designer Training
- 23 – PCM AFIMPT Training

### November

- 6-8 – Adobe Forms Designer Training
- 13-15 – Adobe Forms Designer Training
- 20 – PCM AFIMPT Training
- 27 – PCM AFIMPT Training
- 29 – PCM AFIMPT Training

### December

- 4-6 – Adobe Forms Designer Training
- 11-13 – Adobe Forms Designer Training

If you have questions regarding a publication you are submitting for publication, contact: AFDPO/PPP, usaf.pentagon.saf-aa.mbx.afdpo-ppp@mail.mil

## Newcomers

- Mr. James Matthews
- Mr. Brian Avant, Career Broadner
- Mr. Benny Frazier, Intern

Have anything you want to be featured in the next Quarterly Newsletter?

Email Pam Fitzgerald at [pamela.d.fitzgerald.civ@mail.mil](mailto:pamela.d.fitzgerald.civ@mail.mil)  
202-404-2371

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All Air Force Policy Directives, Instructions and Manuals that are out of date as of 1 September 2018 MUST be revised and made current, including being reviewed by the Publications Review Team (PRT), and be published to the Air Force e-Publishing website no later than 1 September 2019.

To sign up for HAF PCM/OPR/POC Training or Adobe Forms Designer Training, click here:

<https://cs2.eis.af.mil/sites/er/0319/SitePages/Home.aspx>

Check back often for more training dates.

**AFDPO Director:** Mr. Edwin Payne

**AFDPO Deputy Director:** Ms. Rhonda Jenkins

**AFDPO Publishing Product Logistics:** Ms. Ora Lawler

**AFDPO Customer Service:** Ms. Doll Hollman

**AFDPO Policy, Plans and Programs:** Mr. Phil Canterbury

## Spotlight Services

### Publishing Product Logistics

usaf.pentagon.saf-aa.mbx.afdpo-ppl@mail.mil

- Provides Warehouse Mgmt System (WMS) oversight
- Process organizational account (AF 1846) requests
- Provides printing procurement support to the HAF
- Provides distribution and mgmt. oversight for the Defense Commissary Agency and marketing products

### Customer Service

usaf.pentagon.saf-aa.mbx.afdpo-e-publishing-customer-svc@mail.mil

- Assists with online ordering accounts via the Warehouse Mgmt System
- Provides publishing and technical support for AFIMPT, developing publishing products, tracking customer inquiries

## Pubs Tips

- Always use the tagged version of a pub from AFIMPT as a starting point for revision as this will reduce likelihood of being returned for formatting issues
- Ensure you include a properly completed AF 673 when uploading your pub file for AFDPO to publish on the Air Force e-Publishing website.