



## **Air Force Information Management Publishing Tool (AFIMPT)**



AFIMPT is a web application that provides tracking and **U.S. AIR FORCE** delivery of new or revised wing/base and above (excluding ANG wings) publications and forms to the Air Force Departmental Publishing Office (AFDPO). AFIMPT authenticates, publishes, and manages Air Force publications and forms to ensure that Air Force policy is current and can be developed or revised quickly, and serves as a physical repository for storage and dissemination of digitized as well as printed publications and forms for Headquarters Air Force (HAF), Major Commands (MAJCOMs), Field Operating Agencies (FOAs), and Direct Reporting Units (DRUs), including base and wing level organizations.

AFIMPT provides those performing managers Publishing Manager/Form Manager, Office Primary Responsibility, and Publishing Change Manager the ability to fulfill actions such as: rewrite, rescind, interim change, administrative changes or to add a new product. Other actions include updating product metadata details, uploading draft versions and supporting documents to submit for publishing. Ultimately, AFIMPT can track product submission with date and time received. Auto-generated emails from AFIMPT notify customers of products requiring reviews in accordance with AFI 33-360.

### **Why is this important to Airmen?**

AFIMPT allows Airmen easy access to perform housekeeping on publication and forms and help Airmen with submitting modification and /or adding products for publishing. AFIMPT provides dedicated support to the Air Force mission. This support provides the mechanism for the publishing community to initiate publishing actions and track the flow to finalization. With its built in tracking mechanism as depicted in the illustration below, package history and managers under the view tab are key elements to help Airmen track the products clearly identifying who has it; how long has he/she had it; how long has it been in its current stage, and who to contact with questions about it. AFIMPT has the capability to authenticate, publish, and manage Air Force publications and forms to ensure that Air Force policy is current and can be developed or revised quickly. Airmen have access to their products and can obtain previous or current versions.



## Air Force Information Management Publishing Tool

### What has the Air Force done?

The Air Force has merged three systems into one centralized management system. In 2012, the Air Force was using local shared drives for repository to a centralized repository called AFIMPT. In 2014, the Air Force Departmental workflow box was used to receive email inquiries on the status of products.

Today customers can use AFIMPT to check the status of their product without waiting for an email response back from AFDPO. The Air Force has made a robust user-friendly system. The Air Force continues to utilize AFIMPT as a global repository for 16000 Air Force electronic publications and forms from headquarters and wing levels. The Air Force distributes 2000 physical products for worldwide users through the Army Media Division. AFDPO processes approximately 5000 new and revised publications and forms annually.

### What does the Air Force have planned for the future?

The future of the publishing system will provide an analytical suite of stages supporting each facet of publication development and product dissemination that functions across a broad spectrum from headquarter levels to base level. This system will provide an Air Force wide workflow for collaboration, coordination, certification and approval of publications and forms. This will be achieved by using a validated set of integrated tools across one platform to distinguish the Air Force capability to publish and disseminate guidance among a variety of scenarios and medium.

The Air Force intends to have a one stop system that can also handle the coordination within the Subject Matter Experts office, allowing the Publishing Manager, Office Primary Responsibility, and Publishing Change Manager the ability to route from beginning to end to include the final handoff to AFDPO. In the end, AFIMPT plans to provide a content management system that provides Air Force users the tools to complete, print, sign and route regardless of location worldwide.

D/L	Title
	Air Force Guidance Memorandum (AFGM)
	Air Force Guidance Memorandum (AFGM) Est new Pub
	Air Force Policy Directive (AFPD)
	Air Force Policy Memorandum (AFPM)