



Information Paper



U.S. AIR FORCE

Who? Air Force Departmental Publishing Office (AFDPO).

What? Publications Change Management (PCM) / Office of Primary Responsibility (OPR) Manager / Publications Action Officer (AO) training.

When? Minimum of twice a month; 90 minute sessions each. To register for training (using your CAC card) cut & paste the following link into your browser:
<https://cs2.eis.af.mil/sites/er/0319/SitePages/Home.aspx>

Where? Joint Base Anacostia Bolling, Building 94, 3rd floor, suite 302.

Why? To ensure the organization maintains current and effective publications, providing policy and guidance to the field allowing them to effectively and efficiently accomplish their mission.

This training is designed to provide 2ltr assigned PCMs, OPR managers and publication AOs a basic understanding of the Air Force publications process, their assigned roles and provide hands on training of the Air Force Information Management Publication Tool (AFIMPT).

Duties they will become familiar with:

- PCM: Assigned by/represents HAF Two-Letter
- Focal point for organization publication issues
- Reports status of organization's pubs/forms to leadership
- Represents the organization on publications program streamlining and enhancement efforts as needed
- Works with internal OPRs/POCs of publications and forms
 - Helps determine the coordination requirements for each new/proposed change of a publication/form the organization issues
 - Assigns people to OPRs and POCs in AFIMPT

OPR Manager:

- Determined by the Approving Official
- Has primary responsibility for the document and retains official record set.
- Designates an individual within the office to serve as the POC for each publication and form, although the organization retains ultimate responsibility.
- The OPR/POC involves stakeholders/coordinating offices early in the process to

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help facilitate efficient formal coordination.

Publications Action Officer:

- Determined by the Approving Official
- Has primary responsibility for the document and retains official record set.
- Designates an individual within the office to serve as the POC for each publication and form, although the organization retains ultimate responsibility.
- The OPR/POC involves stakeholders/coordinating offices early in the process to help facilitate efficient formal coordination.

For more information or questions about PCM/AFIMPT training contact: Ms. Christi Carter/ (202) 404-2249 / christi.d.carter.civ@mail.mil, Ms. Pamela Fitzgerald/ (202) 404-2371 / pamela.d.fitzgerald.civ@mail.mil or Ms. Nicole Bishop/ (202) 404-2361 / nicole.d.bishop2.civ@mail.mil.