



**DISTRIBUTION MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

**NOTICE:** This publication is available digitally on the SAF/AAD WWW site at: <http://afpubs.hq.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

This instruction provides guidance and procedures for receiving, distributing, requisitioning, managing and warehousing publications and forms used by all levels of command. It states who is responsible for the system and describes the relationship between the Subaccount Representative (SAR), Customer Account Representative (CAR), Publishing Distribution Office (PDO), and the Air Force Publishing Distribution Center (AFPDC). It implements AFPD 37-1, *Air Force Information Management*. (Operating procedures in AFM 4-205, *Publishing Distribution Office System (PDOS): RO11/BZ, End Users Manual*, apply to those PDOs using the Publishing Distribution Office System (PDOS), except the procedures prescribed herein for handling classified and accountable items which are mandatory for all. Automated printouts may be used in lieu of AF forms between the CARs/PDOs and PDOs/PDMs. In emergency situations PDOs may submit automated products to the AFPDC in lieu of AF Forms 124/764.) This instruction applies to all Air Force commands, activities, and all personnel, including US Air Force Reserve and Air National Guard units, who take part in the requirements and distribution process. Commands and installations will spell out CAR and SAR responsibilities by incorporating current local procedures into a command AFI or by supplementation. Users should send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113. Any organization may supplement this volume. Major commands (MAJCOM), field operating agencies (FOA), and direct reporting units (DRU) will send one copy of their supplement to SAF/AAIP; other commands will furnish one copy of each to the next higher headquarters.

**SUMMARY OF REVISIONS**

★This interim change (IC) 97-1 provides guidance for managing the dissemination of documents in an electronic environment; it also updates figure 1.1.

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**Chapter 1****THE SYSTEM EXPLAINED****Section A—How the System Works**

**1.1. The Basic System.** The publications and forms distribution system works on the principle of demand. Although there are variations in the system, which are explained in paragraph 1.2, this demand system works basically as follows:

1.1.1. The customers determine their needs, communicate these needs to their Customer Account Representative (CAR), and await receipt of the requested material. Forms orders for customers will be accomplished on a 60-day cycle and not every month. Customers are authorized to stock up to a 60-day supply.

1.1.2. The CARs submit the consolidated transactions for all of their customers to the Publishing Distribution Office (PDO).

1.1.3. The PDO consolidates requirements submitted by CARs and sends them to the Air Force Publishing Distribution Center (AFPDC), Command Publishing Distribution Center (CPDC), or other supply source.

1.1.4. The AFPDC or CPDC receives the consolidated requirements from PDOs and makes bulk distribution to them.

1.1.5. The PDO receives the material and distributes it to CARs who in turn distribute to their subaccount representatives (SAR).

★1.1.6. Generally, the AFPDC and CPDC will no longer distribute paper copies of publications and forms which have electronic versions. The purpose and use of the publication or form will determine whether they will be distributed as paper products or available only in an electronic version. In some cases publications and forms will remain as paper-based products, i.e., classified, FOUO, and publications which will be carried in aircraft or as pocket references, and specialized publications such as Professional Fitness Exam (PFE Study Guides). Also, forms such as ID cards, decals, tags, medical folders and sets will remain as paper products.

**1.2. Variations in the System.**

1.2.1. Distribution by the Office of Primary Responsibility (OPR). When OPRs consider it necessary, they may distribute publications directly to specified addressees.

1.2.2. Interdepartmental Distribution. The PDOs may issue small quantities of departmental publications to other government agencies. However, if the PDOs need a large quantity of publications, they must prepare and submit a formal request as explained in paragraph 2.13.7.

★1.2.3. Distribution. Host base PDOs will provide all departmental and field publications and forms support to all customers. PDOs will transmit orders directly to distribution sources (i.e., appropriate MAJCOM, numbered Air Force, wing, base) by electronic means (modem, local area network, and/or diskettes). The lowest common denominator for transmission will be diskettes. Process all requests with equal priority. PDOs will provide customers with paper copies if the customer does not have access to electronic product repositories.

1.2.3.1. When a MAJCOM requires the use of its own publication for training its own personnel in Air Education Training Command (AETC) schools, it will make distribution direct to those schools, as requested by AETC school administrators.

1.2.3.2. Oversea and continental United States (CONUS) MAJCOMs will distribute publications to dual-base units as outlined in a joint agreement.

**1.3. Activities Eligible To Have Customer Accounts With the PDO.** To guarantee responsible service, the number of customer accounts must not be greater than PDO resources can support. Therefore, CARs must distribute publications and forms to other offices in their own organization. Only one account is authorized per unit unless units are geographically separated and would require BITC use a second time to distribute to that account. Each of the following activities is eligible to have one customer account each, with the PDO:

- 1.3.1. Above wing level-deputy chiefs of staff and directorates.
- 1.3.2. At wing and group level-divisions and higher level offices.
- 1.3.3. Squadrons.
- 1.3.4. Detachments and flights which are not located on their parent installation.
- 1.3.5. Contractors having government contracts and located in the support area of the PDO. The contract limits those publications a contractor can receive. The contracting officer must forward a letter to the PDO citing the contract number, duration of the contract, and number and type of publications required. If additional publications are required or if the contract is extended, the contracting officer must provide written documentation to the PDO to substantiate the action. The contracting officer arranges to stop distribution once the contract is terminated. In some cases due to the nature of the contract, the contractor needs only one-time issues, and the PDO need not issue a CAR account. Follow the instructions of the contracting officer in making these issues.
- 1.3.6. Activities that are operating in unusual circumstances, and the PDO needs to establish a customer account to furnish adequate service. The MAJCOM or base IM authorizes the account under these circumstances.

### **Section B—Who Controls the System**

#### **★1.4. Responsibilities of HQ USAF/SC, DCS Communications and Information, and SAF/AAD, Directorate of Departmental Publishing.**

- ★1.4.1. HQ USAF/SCMV Responsibilities. Sets policy for Air Force-wide distribution of publishing products (Publications and Forms) to include electronic products. (See figure 1.1 for management relationships.)
- ★1.4.2. SAF/AAD Responsibilities:
  - 1.4.2.1. Manages the operations of the AFPDC.
  - ★1.4.2.2. Publishes the *Air Force Publishing Bulletin* (AFPB).
  - ★1.4.2.3. Maintains electronic repositories.
  - ★1.4.2.4. Maintains an Air Force Liaison Office (AFLO) at the AFPDC to which Air Force activities can direct inquiries about non-electronic transactions at the AFPDC.
- ★1.4.3. Delete.
- ★1.4.4. Delete.

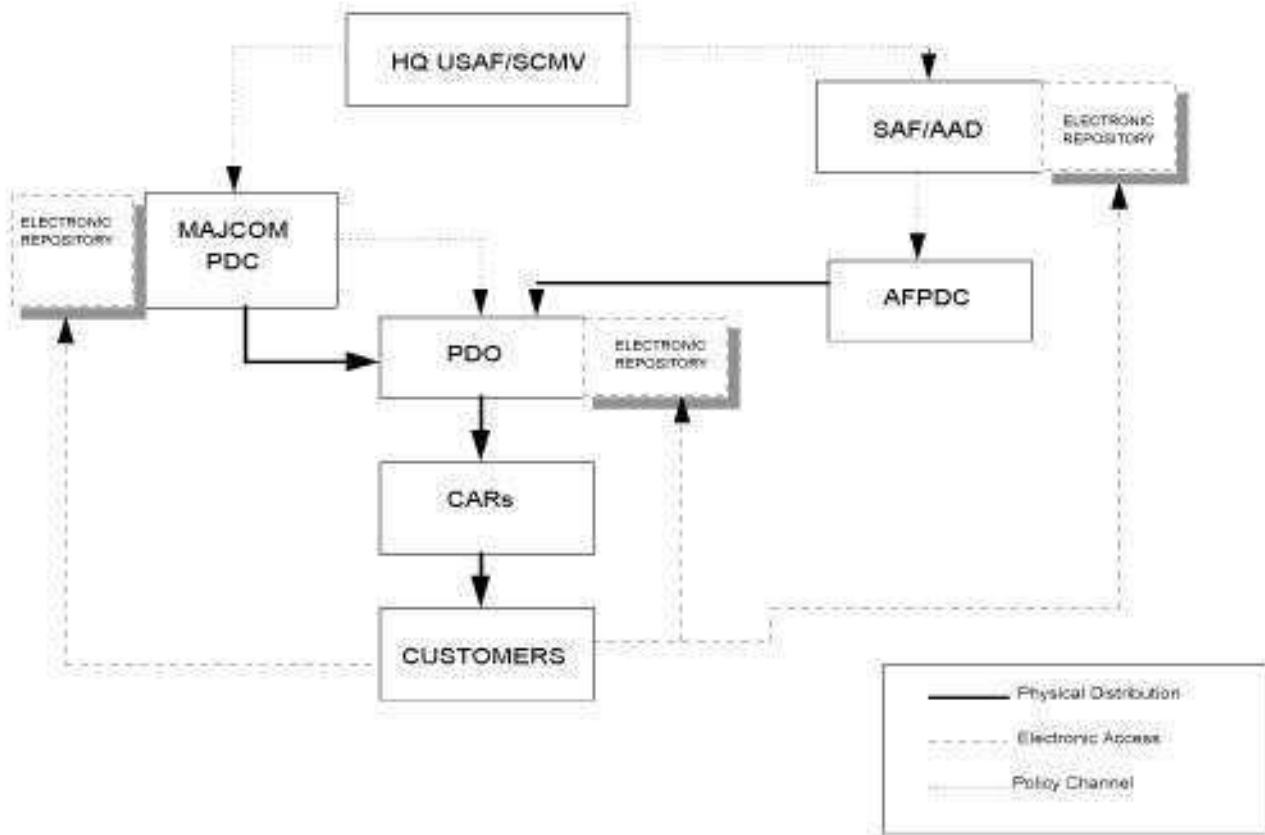
#### **1.5. Responsibilities of the Major Command and Field Operating Agency IM.**

- 1.5.1. Sets command-wide policies for efficiently operating their CPDCs, for distributing publications and forms, and for storing accountable and storage safeguard forms within their commands.
- 1.5.2. Issues a command PB to regularly inform PDOs and customers about changes in the status of command publications and forms.
- 1.5.3. Establishes and maintains a CPDC for distributing, storing, and resupplying command publications and forms.
- 1.5.4. Appoints a command PDM, who has extensive knowledge and experience in publications and forms distribution matters, to assist in performing the above responsibilities.
- 1.5.5. Sends SAF/AAIP the name, grade, and telephone number of the PDM.

#### **1.6. Responsibilities of the Major Command and Field Operating Agency PDM.**

- 1.6.1. Manages the operations of the CPDC.
- 1.6.2. Makes sure that the PDO at each host base services all organizations assigned to, or tenanted on, their base.
- 1.6.3. Makes regular visits to all PDOs, evaluates their procedures, and helps solve problems. National Guard Bureau personnel will visit Air National Guard units when essential to meet mission requirement.
- 1.6.4. Recommends to SAF/AAIP the activation of new PDO accounts needed in the command; justifies the request and makes sure that it is in accordance with the policy of assigning only one PDO at each base.
- 1.6.5. Continuously reviews assigned PDO accounts to be sure they are still essential and consolidates accounts when possible.
- 1.6.6. Cancels PDO accounts within the command; advises the AFPDC of the cancellations.
- 1.6.7. Trains new PDOs and explains command policies and procedures for ordering publications and forms and establishing initial distribution requirements with the AFPDC, CPDC, or other supply source.
- 1.6.8. Provides command publications and forms kits for each newly activated PDO facility within the command. As a minimum, the kit should include command supplement to AFI 37-161, publications and forms indexes, and command forms.

Figure 1.1. Air Force Publishing Distribution System.



**1.7. Responsibilities of the Air Force Materiel Command (AFMC).** Prepares and publishes procedures for distributing technical orders, AFM 67-1, tables of allowances, and US Air Force, Department of Defense (DoD), and other federal supply catalogs and related publications.

**1.8. Responsibilities of the Base Chief of Information Management.**

1.8.1. Appoints a Publishing Distribution Officer (PDO).

1.8.2. Makes sure that the PDO services all eligible accounts.

1.8.3. Manages the PDO function and facility by making frequent inspections, by giving the PDO adequate assistance and support, and by providing enough personnel to perform the PDO function. Gives particular attention to procedures on accountable forms and classified material, to ensure required documentation to support receipts, issues, inventories, destructions, and records retention requirements is available.

1.8.4. Evaluates and approves requests from PDOs to acquire and install powered equipment for distributing and storing publications and forms. Complies with AFM 67-1, volume 7, part 1, in those instances where proposed systems fall within the definition of Air Force Mechanized Materials Handling Systems (MMHS). Carefully evaluates installation of this type of equipment to realize manpower savings, space or increased productivity.

1.8.5. Arranges for a person from outside the IM function to conduct inventories of accountable forms every 6 months and when a new PDO takes over the account, as required by paragraph 4.3.3. The designated person must be a different individual for each inventory and must be a Master Sergeant or GS-7, or above.

1.8.5.1. The contractor performs these functions for PDOs managed and operated under contract.

1.8.5.2. The quality assurance evaluator (QAE) makes special monthly checks of operations pertaining to accountable forms to be sure that records are maintained correctly; that required controls are exercised; and that the forms are properly safeguarded.

★1.8.6. Make sure that the PDO is included in the base Local Area Network (LAN) to be used (where applicable) for dissemination of electronic products.

**1.9. Responsibilities of the Base Publishing Distribution Office (PDO).** The PDO plans, organizes, and operates an efficient and economical central distribution activity based on the policies and procedures outlined here (and as supplemented by major and intermediate commands). Specifically, the PDO:

1.9.1. Maintains authorized stock levels of publications and forms to ensure that customers are able to obtain adequate quantities in time to meet mission responsibilities. Base PDOs are not required to stock other command publications and forms.

1.9.1.1. Disposes of excess stocks.

1.9.1.2. Keeps prescribed records, including accountability records for classified publications and accountable forms.

1.9.1.3. Performs the base technical order distribution office (TODO) function, as outlined in AFPD 21-3 (formerly designated as AFR 8-2), *Air Force Technical Order System*, and TO 00-5-1/00-5-2.

★1.9.1.4. Logs onto the AF WWW site (<http://afpubs.hq.af.mil>) or the AFPDL on the 15th of each month, downloads publication files from a separate file designated as those pubs produced during the prior 30 days, and prints and fills orders for customers who have requirements for paper publications.

1.9.2. Monitors the quality of publishing distribution support to the base. Advises the base IM of major problem areas that degrade the distribution operation and recommends corrective action.

1.9.3. Assigns each CAR an account number for use in distributing publications and forms. A unit designates a CAR by completing an AF Form 1846, **Request for and Record of Customer Account Representative Designation** (figure 1.2).

1.9.3.1. Conducts orientation and training programs to inform CARs about operating policies and procedures and the aims of the distribution system; also, assists CARs in maintaining high quality service to their customers. As a minimum, the PDOs will cover the following areas in the training programs:

1.9.3.1.1. Revalidating requirements (changing and canceling).

1.9.3.1.2. Using PBs.

1.9.3.1.3. Processing requests for X Distribution items.

1.9.3.1.4. Accountable and storage safeguard forms procedures.

1.9.3.1.5. Disposing of excesses maintained by CARs.

1.9.3.1.6. Using the three types of distribution in the system (F, L, and X).

1.9.3.1.7. Preparing requisitions and requirements requests.

1.9.3.1.8. Using and preparing AF Form 1846, **Request for and Record of Customer Account Representative Designation**.

1.9.3.1.9. Detailing CAR responsibilities.

1.9.3.1.10. Stocking forms to support the USAF War and Mobilization Plan (WMP) and other emergency plans.

1.9.3.1.11. Types of service available from the PDO (Self Service, Counter Service, Emergency procedures).

1.9.3.1.12. Furnishes copies of the PB in quantities determined by the CAR.

1.9.3.1.13. Surveys and consolidates customer distribution requirements and requisitions and sends them to the proper distribution source. PDOs with Automatic Digital Network (AUTODIN) capability must submit requirements and requisitions to the AFPDC using this system.

1.9.4. Advises and helps the base IM in documenting staff actions that affect the PDO function (such as programming for unit gains and losses, mission changes, etc.). Uses the data obtained to develop new requirements for publications and forms.

1.9.5. Establishes or revises local procedures to meet changing needs. In addition:

1.9.5.1. Acts on reports of staff visits, inspections, etc., that identify publications and forms distribution problems.

1.9.5.2. Interprets higher-headquarters directives that affect the distribution system, particularly instructions issued in the HQ USAF and command PBs, and ensures prompt compliance.

1.9.6. Keeps an individual publications set, which includes current copies of at least:

★1.9.6.1. All AF indexes (AFIND) and a copy of the Air Force Electronic Publication Library (AFEPL), or access to the Air Force Publishing Distribution Library (AFPDL).

1.9.6.2. AFI 37-161.

1.9.6.3. AFM 4-205.

1.9.6.4. AFPD 21-3; AFI 21-401 (formerly designated as AFR 67-28); *Engineering Data Distribution and Control*; and TO 00-5-1/00-5-2.

1.9.6.5. S-2A-1, *Index of USAF Stock Lists, Department of Defense Federal Supply Catalogs and Related Publications*.

1.9.6.6. JANAP 201(C). Since this is a classified publication, it should only be available for reference as prescribed by the base IM.

1.9.6.7. Air Force PBs for the past 12 months (see AFI 37-133, V2 [formerly designated as AFR 4-20, volume 2], *Disposition of Air Force Records - Records Disposition Schedule*).

1.9.7. Immediately notifies the AFPDC of any change in the mailing address.



**NOTE:** Government contracts that specify the government will provide publications and forms requisitioned by the DCASMA, DCASR, AFPRO, or NAVPRO having jurisdiction over the government contractor. Submit requisitions to the AFPDC using procedures in paragraphs 2.4, 2.13, and 2.15. Limit distribution to Air Force departmental publications and forms.

### **1.10. Responsibilities of the Customer Account Representative (CAR).**

1.10.1. In every Air Force organization, the CAR is a person who obtains forms and publications from the local PDO. The CARs qualifications should include familiarity with the organization's mission, stability in the assignment, and knowledge of the system. It is not necessary to limit the CARs selection to the Information Management and Administration career field (3A0X1).

1.10.2. Each CAR account should have an alternate person to perform duties in the absence of the CAR.

★1.10.2.1. Establish quantity requirements with the PDO for Functional "F" and Limited "L" distribution items and for other miscellaneous items that are in printed format. Ensure that the organization is included in the Base Local Area Network (LAN) to provide the organization access to electronic products.

★1.10.2.2. Keep requirements up-to-date and maintain current records. Ensure requirements for paper copies are deleted whenever there is access to electronic publications or forms.

1.10.2.3. Submit requisitions for extra copies of publications and forms the organization needs.

1.10.2.4. Provide instructions to SARs on using the Publishing Bulletin (PB), canceling requirements for items no longer needed, and ordering only those items and quantities required to accomplish the mission.

1.10.2.5. Distribute publications and forms to the SARs.

1.10.2.6. Return excess copies of current publications and forms to the PDO.

1.10.2.7. To support the routine mission, maintain no more than a 60-day supply of forms. Under certain circumstances, local conditions may justify keeping more.

1.10.2.8. Stock forms to support the USAF War and Mobilization Plan (WMP) and the Emergency Mobility Plan. Determine what forms the organization will need to support the operations that, under the WMP, must be self-sustaining on D-Day. Keep at least a 60-day supply of these forms on hand, but no more than a 120-day supply. Keep the WMP stocks separate from normal stock of forms. Keep these WMP stocks on hand and updated, but do not report them as part of your regular inventory.

1.10.2.9. Do not try to determine D-Day quantities for publications. Make sure that all library sets in the organization are current.

1.10.3. SARs:

1.10.3.1. Submit requirements and requisitions to CAR.

1.10.3.2. Keep initial distribution requirements up-to-date. Cancel items no longer needed, reduce quantities when applicable.

1.10.3.3. Check to see why personnel in the office order copies of publications not on an initial distribution list. Update requirements.

1.10.3.4. Distribute publications and forms to users.

1.10.3.5. Return excess current copies to CAR for redistribution or return to the PDO.

Figure 1.2. Sample AF Form 1846, Request for and Record of Customer Account Designation.

REQUEST FOR AND RECORD OF CUSTOMER ACCOUNT REPRESENTATIVE DESIGNATION	1. OFFICE SYMBOL	42 SPS/SPAP	2. BLDG. NO.	517	3. ROOM NO.	8	4. PHONE NO.	767-2324	5. ACCOUNT NO.	#2	
	6. COMPLETE OFFICE ADDRESS	42 SPS/SPAP LORING AFB ME 04751		7. <input checked="" type="checkbox"/> CUSTOMER ACCOUNT REPRESENTATIVE TYPE OR PRINT NAME AND GRADE HARRY J. DOE, MSgt			<input type="checkbox"/> ALTERNATE SIGNATURE <i>Harry J. Doe</i>				
	8. CUSTOMER ACCOUNT REPRESENTATIVE WILL BE RESPONSIBLE FOR OBTAINING										
	<input checked="" type="checkbox"/> STANDARD PUBLICATIONS			<input checked="" type="checkbox"/> SAFEGUARD FORMS			<input checked="" type="checkbox"/> STOCK LISTS		<input checked="" type="checkbox"/> TABLE OF ALLOWANCE		
	<input type="checkbox"/> FORMS NOT REQUIRING SPECIAL PROTECTION										
	ACCOUNTABLE FORMS (List) AF 1199, AF1199A										
	OTHER (Specify)			<input type="checkbox"/> UNCLASSIFIED		9. DATES OF CAR TRAINING					
				<input type="checkbox"/> CLASSIFIED (Specify)							
	10. STRENGTH DATA (Include assigned, attached, or tenanted on CAR for support)										
			OFFICERS		ENLISTED		CIVILIANS				
ACTIVE		3		20		GRADED AND WAGE BOARD		10			
AIR FORCE RESERVE											
AIR NATIONAL GUARD											
11. NAME AND TITLE OF REQUESTING OFFICIAL JOHN A. MARSHALL, Capt, USAF Comdr, 42 Security Police Sq				12. SIGNATURE <i>John A. Marshall</i>				13. DATE <i>4 May 93</i>			
14. AUTHORIZATION TO RECEIPT FOR ACCOUNTABLE FORMS IS <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED											
15. NAME AND TITLE OF APPROVING OFFICIAL PAUL S. GOODWIN, Col, USAF Comdr, 42 Combat Support Gp				16. SIGNATURE <i>Paul S. Goodwin</i>				17. DATE <i>5 May 93</i>			
1. OFFICE SYMBOL	2. BLDG. NO.	3. ROOM NO.	4. PHONE NO.	5. ACCOUNT NO.							

AF Form 1846, JUN 90 PREVIOUS EDITION WILL BE USED.

FUNCTIONAL PUBLICATIONS LIBRARIES SUPPORTED			
OFFICE SYMBOL	BUILDING	ROOM	CUSTODIAN
SP	517	8	HARRY J. DOE, MSgt
INDIVIDUAL PUBLICATIONS SETS SUPPORTED			
OFFICE SYMBOL	BUILDING	ROOM	CUSTODIAN
SPI	517	10	WALTER DOWNS
SPC	517	15	JOSEPH FORCE, SSgt

- Prepare AF 1846 in duplicate and retain a copy.
- a. Items 1 through 4. Use to identify your location. They are self-explanatory.

- b. Item 5. If replacing a CAR, enter the assigned account number. If the activity or organization is new, leave this item blank. The PDO will enter an account number.
- c. Item 6. Enter complete mailing address.
- d. Item 7. Check the proper box to show a CAR or alternate for the account. (If in an overseas area, the PDO may ask for a date eligible for return from overseas (DEROS) in the space between the CAR or alternate checkmark boxes.) Prepare a separate AF 1846 for the CAR and the alternate. After typing or printing name and grade, sign name as it would appear on correspondence or receipts.
- e. Item 8. Check those items for which requisitions or requirements will be submitted. If the organization requires blank accountable forms, list each one in the block titled "Accountable Forms." Also indicate the highest classification authorized in the "Classified" box to include NATO.
- f. Item 9. Leave blank. The PDO will enter these CAR training dates. However, if prior CAR training attended, show the date of this training.
- g. Item 10. Enter the strength by category (officers, airmen, and civilians) and component (active, Air Force Reserve, and Air National Guard) of personnel assigned to the organization. The PDO needs this information to determine quantities for items distributed based on strength.
- h. Items 11, 12, and 13. Identify the official who requested the appointment.
- i. The Reverse Side. On the reverse of this form list the function publication libraries and publications sets supported. The base information manager (IM) and the PDO use this information to monitor customer distribution requirements.

**Section C—Types of Distribution Used for Standard Publications**

**1.11. Three Types of Distribution.** There are three types of distribution for publications: functional (F), limited (L), and special (X). Each standard Air Force publication (AFI, AFMAN, and AFPAM) carries one or more of these symbols, usually at the bottom of the first page, telling which type of distribution it receives. Table 1.1 shows the distribution symbol and the organization levels to which each is distributed.

<b>TABLE 1.1</b>			
<b>DISTRIBUTION TYPES AND THEIR SYMBOLS</b>			
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If the distribution type is</b>	<b>and the activities authorized to receive it are</b>	<b>then the alphabetical symbol is</b>
<b>1</b>	functional	determined at local level and submitted through PDO channels to the AFPDC, the CPDC, or other bases (see para 1.12)	<b>F.</b>
<b>2</b>	limited	designated by HQ SSC (see paragraph 1.13)	<b>L.</b>
<b>3</b>	special	designated by the OPR (see paragraph 1.14)	<b>X.</b>

**1.12. How and When To Use the Functional Distribution (Symbol F).** Use functional distribution when the requirements must be determined locally by the prospective customer-users as follows:

1.12.1. When planning an F-distribution, the OPR submits an advance notice of intent to issue a publication, which is published in part I, section A of the PB. This "PB notice" states the purpose of the publication; tells what types of units, activities, and individuals will need it; and sets a date by which the requirements are submitted to the AFPDC.

1.12.2. CARs consolidate the requirements submitted by their SARs, and submit these consolidated requirements to the PDO; then the PDO consolidates the CARs requirements and submits the total PDO requirements to the AFPDC. Special distribution can be used in combination with F or L when other than Air Force activities require copies.

**1.13. How and When To Use the Limited Distribution (Symbol L).** Solicit requirements in the PB in the same manner as for functional (F) distribution items; see paragraph 1.11. Use “L” distribution for base-level Standard Communications-Computer System (SCS) publications and SCS Commercial Documentation. When this symbol is used, the following applies:

1.13.1. The Air Force does not distribute Air Force numbered SCS publications outside DoD. The following statement appears at the top of the title page: “DISTRIBUTION LIMITED TO DOD-REFER OTHER REQUESTS TO THE SCS MANAGER.”

1.13.2. When HQ SSC, Gunter AFB, reprints and distributes SCS Commercial Documents, a caveat appears on the title page to identify the scope of distribution by the Air Force as authorized by a specific vendor’s contract. This caveat will be: “DISTRIBUTION LIMITED TO ORGANIZATIONS SUPPORTED BY THE \_\_\_\_\_ CONTRACT NUMBER \_\_\_\_\_. REFER ALL OTHER REQUESTS TO THE SCS MANAGER.” The blanks in this statement will identify the vendor and the contract number. If applicable, this caveat will include the statement: “LOCAL REPRODUCTION IS PROHIBITED.”

**1.14. How and When To Use the Special Distribution (Symbol X).**

1.14.1. Occasionally, OPRs desire to specify which organizations receive a publication and the number of copies to be sent to each addressee, or they may specify a “ratio” distribution based on the number and types of personnel serviced. Under the “ratio” distribution, the OPR, for example, may specify that 1 copy be distributed for each 10 officers supported by the PDO. X distribution of a functional or limited distribution publication (F or L), will only be accomplished when the addressee is not supported within the normal PDO channels. Activities supported by a PDO must submit their requirements through the servicing PDO. MAJCOMs may further supplement this paragraph to meet requirements.

1.14.2. If the OPR wants the AFPDC to make a “ratio” distribution (for example, X -1 copy for each 10 officers), the AFPDC sends the PDO the correct number, based on the number of officers reported by the PDO on the AF Form 1029, **Management Data Report for Distribution of Publications and Forms** (see paragraph 1.17).

1.14.3. When an OPR specifies X distribution, the OPR must furnish the complete mailing address, to include the 9-digit ZIP Code and the number of copies each is to receive. The OPR will stock and issue all copies once initial distribution (ID) is made. PDOs will not order copies of X distribution publications. The organization or office requiring copies of X distribution publications must send a request directly to the OPR.

**1.15. Distribution of Classified Publications.**

1.15.1. PDOs should keep Secret and Confidential publications separate from those that are unclassified, even though they carry the same distribution symbols (F, L, or X) as unclassified publications and are indexed in the AF indexes. (PDOs do not distribute classified publications through PDO channels unless directed by the MAJCOM (see below).

1.15.1.1. The Document Security Section, which is organizationally separate from the PDO, is usually responsible for the physical handling of classified publications; however, the PDO is still responsible for distribution instructions and negotiating with the AFPDC in establishing and maintaining requirements and distribution records. The Document Security Section acts only as an “agent” for the PDO, in distributing classified publications.

1.15.1.2. In distributing a classified publication, the security procedures in DoD 5200.1-R/AFR 205-1 take precedence over all other procedural functions. Study that publication carefully to avoid compromising security.

1.15.2. The AFPDC distributes a classified change to a classified publication to the same addressees as the basic publication, unless the OPR directs a change in the original X distribution list.

1.15.3. When revising a classified publication with an F or L distribution, SAF/AAIP will notify PDOs to cancel the existing requirements and to reestablish them. Exception: If revised within 1 year of its original date of publication, it receives the same distribution as the original, unless the OPR requests new requirements.

1.15.4. Army, Navy, other Services, and government agencies must obtain release of classified publications through the OPR. PDOs will not issue classified publications to other Services or government agencies.

**Section D—What Management Tools Are To Be Used**

**★1.16. Using the Air Force Publishing Bulletin (AFPB).** OPRs use the AFPB to inform publishers and users of their publications requiring distribution in electronic and paper format. SAF/AAD publishes the AFPB every 2 weeks. Part I lists publications, and part II lists forms; each part is divided into sections that show the status of items in all phases of work. The PDOs distribute it promptly to their CARs, either electronically or as paper, based on their established requirements. The PDO does not maintain stock.

1.16.1. Part I, Publications. There are five sections in this part:

1.16.1.1. Section A, Functional (F) and Limited (L) Requirements. This section lists publications in process. The publications described in this section are new, or have been revised so extensively that new requirements must be established. The PDO’s response to this announcement determines the number of copies to be printed, and who will get them. Send the total

requirement for each of these items to the AFPDC by the suspense date. This section also lists requirements that are being converted. For a renumbered publication superseding an existing publication, use the F requirements already established. (For example, if the F requirements on file for AFI 37-161 were converted to AFP 37-161; change the AF Form 574, **Distribution Record**, to reflect AFP 37-161. Do not resubmit requirement-the AFPDC has changed the records.) This section also lists functional requirements that are canceled because publications will not be printed, etc.

1.16.1.2. Section B, Publications Being Processed. This section lists publications processed for printing. These are automatically distributed and announced in section D when the AFPDC completes the distribution.

1.16.1.3. Section C, Obsolete. This section lists each publication that was rescinded or superseded by a publication in another series. Dispose of stocks according to Defense Reutilization and Marketing Office (DRMO) instructions (chapter 6).

★1.16.1.4. Section D, Publications Distributed and Posted. This section lists each publication that the AFPDC distributed in paper output since the preceding PB. If the shipment is not received after a reasonable transit item, initiate a tracer action, **AF Form 492, Tracer/Excess Report/Inquiry**, with the AFPDC. It also lists items posted to the electronic servers since the preceding PB.

1.16.1.5. Section E, General Information. SAF/AAIP uses this section for general information about publications. For example, it may correct a previous PB, or emphasize previous items.

1.16.2. Part II, Forms. This part has four sections:

1.16.2.1. Section A, Requisitions/Requirements. This section lists and describes each new and substantially revised form available since the last PB was issued.

1.16.2.2. Section B, Local Reproduction. This section lists local reproduction authorized (LRA) forms which are not stocked at the AFPDC. For each form listed, the PDO must enter "LRA" on the corresponding AF Form 508, **Forms Stock Control Record**, or AF Form 575, **Reorder Marker and Inventory Control Record**. If customers need the form, the PDO obtains copies of the form for local reproduction according to command procedures.

1.16.2.3. Section C, Obsolete. This section lists each form that has been obsoleted since the last PB was issued. Dispose of stocks according to DRMO procedures (chapter 7). After disposing of the stock, place a line through the item in the index and discard any records which pertained to the form.

1.16.2.4. Section D, General Information. This is the last section in the forms portion of the PB. SAF/AAIP uses this section to give general information about forms, for example, corrections to items in a previous PB, guidance regarding a form's usage, or change in construction, etc.

1.16.3. Distribution, Disposition, and Reprints of the PB. The AFPDC distributes the PB. The quantity received depends on established requirements. The PDO does not maintain stock.

### **1.17. AF Form 1029, Management Data Report for Distribution of Publications and Forms (RCS: SAF-AAI(A&AR)7102).**

1.17.1. SAF/AAIP and the AFPDC need this information to manage the PDO system; that is, to determine how many publications and forms to print, to make initial distribution of publications, and to control later issues to PDOs. SAF/AAIP and AFPDC obtain this information from the PDO reports.

1.17.2. Category A and C PDOs, including those managed and operated under contract (see categories in attachment 1), send the report (in duplicate) to their PDMs. The PDM sends the original to the AFPDC and retains the duplicate. PDOs not under the jurisdiction of a PDM submit the report (single copy) directly to the AFPDC.

1.17.3. Reports must reach the AFPDC within 45 calendar days after the "as of" date, which is:

1.17.3.1. As of 15 March each year.

1.17.3.2. Within 30 calendar days after establishing a new PDO account.

1.17.3.3. When the personnel strength reported in Section I changes by 10 percent or more.

1.17.4. Discontinue reporting during emergency conditions.

### **1.18. How the PDO Prepares an AF Form 1029.**

1.18.1. In Section I, report the number of personnel assigned, attached, or tenanted to customers. Include students when number is constant. PDOs will contact their local personnel flight to obtain accurate figures. Also verify tenant personnel numbers.

1.18.2. In Section II:

1.18.2.1. Show the number of CAR accounts supported.

1.18.2.2. Show grade and Air Force specialty code (AFSC), if military (for example, 3A051, 3A071) or if civilian, show pay plan, occupation code, and grade (for example, GS-2005-07). PDOs managed and operated under contract will not report this information.

1.18.2.3. Check block to show if using PDOS.

1.18.2.4. Show the number of personnel authorized and assigned to PDO function. Do not report part-time personnel. PDOs managed and operated under contract will not report this information.

1.18.3. In Section III, check the block for those publications for which all PDO functions - collecting, consolidating, and submitting requirements; requisitioning; and making distribution are performed.

**1.19. Quarterly Backorder Listing.** The AFPDC sends this list to each PDO every 90 calendar days to show what backorders are still on record at the AFPDC. Procedures for using the list are in paragraph 2.23.2.

**1.20. Requirements Extract Listing.** The AFPDC sends this list every 90 calendar days to each PDO, to show what requirements are on file at the AFPDC for that account. An explanation of how to use this list is in paragraph 2.8.

**1.21. Packing List.** The AFPDC uses this document in each shipment to list the items included in the shipment, and to inform the PDO of the status of the requisition.

**1.22. Weekly PDO-RAN-MTCO-CTCO Transaction Summary.** The AFPDC sends this summary to the PDO at the end of each week, if the PDO has any requisition transactions with the AFPDC. It acknowledges receipt and status of each requisition. The use of this summary is explained in paragraph 2.22.

**1.23. Acknowledging Receipt of AF Form 124, Publications/Forms Requisition, and/or AF Form 764, Publications Requirement.** The AFPDC sends this listing to PDO at the end of each day to show requisitions and requirements received. The use of this listing is explained in paragraph 2.21.

**1.24. Forms Used in Managing the System.** Table 1.2 shows which forms are used in managing the distribution system, who uses them, and their purpose.

**Table 1.2. Forms Used in Managing the USAF Publishing Distribution System.**

Form No.	Title	Used by	Used to
AF Form 124	Publications/Forms Requisition	PDO	submit requisitions to AFPDC or other source.
AF Form 124a	Multiline Publications/Forms Requisition	PDO/CAR	submit requisitions to PDO or other source
AF Form 213	Receipt for Accountable Form	PDO/AFPDC	record issue and serial number of accountable form and establish suspense file pending return of signed receipt.
AF Form 492	Tracer/Excess Report/Inquiry	PDO	submit tracer/excess report/inquiry to the AFPDC.
AF Form 505	Accountable Forms Stock Control Record	PDO	control accountable forms inventory.
AF Form 508	Forms Stock Control Record	PDO	control forms inventory.
AF Form 574	Distribution Record	PDO/CAR	record customer requirements and distribute publications to customer.
AF Form 575	Reorder Marker and Inventory Control Record	PDO	mark reorder points in stock of forms and control inventory.
AF Form 764	Publications Requirements	PDO	establish publications requirements with AFPDC.
AF Form 764a	Requisition and Requirement Request	CAR	request or establish requirements for a publication or request a form.
AF Form 1029	Management Data Report for Distribution of Publications and Forms (RCS: SAF-AAI (AR)7102)	PDO	report base strength and organization data.
AF Form 1054	Air Force Publishing Distribution Center—Discrepancy/Complaint Report	PDO	submit discrepancy or complaint to the AFPDC.
AF Form 1784	Forms Traveling Requisition	PDO/CAR	requisition forms repetitively/issue forms repetitively
AF Form 1846	Request for and Record of Customer Account Representative Designation	CAR	advise PDO that CAR is authorized to receive and distribute publications and forms to customer-users.
DA Form 12-R	Request for Establishment of a Publications Account	PDO	establish publications account with Dept of Army.
DA Form 12-99-R	Subscription change sheet	PDO	establish requirements with Dept of Army.
DD Form 1149	Requisition and Invoice/Shipping Document	PDO	requisition Army and Navy publications and forms.

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## Chapter 2

### PROCEDURAL GUIDANCE FOR THE PUBLISHING DISTRIBUTION OFFICER

#### *Section A—Upgrading and Organizing the Physical Plant*

**2.1. PDO and PDC Facilities.** Every PDO and PDC facility should provide dry, heated, and reasonably dust-free space for storing and distributing forms and publications. If a facility is substandard (see AFM 86-2), inform the Director of Information Management.

2.1.1. To comply:

2.1.1.1. Locate the facility near working areas of its principal on base customers.

2.1.1.2. Provide bulk and bin storage space for forms and publications.

2.1.1.3. Use equipment for mechanized distribution and storage, when approved by the MAJCOM or Base IM, as the equipment reduces storage space requirements and promotes operating efficiency.

2.1.1.4. Provide operating space to receive, ship, package, and distribute publications and forms, and set up counter service, if needed. Also, to receive and ship bulk quantities, use loading ramps or docks to load and offload publications and forms.

2.1.2. Base storage space criteria on normal levels of stock authorized in paragraph

2.28. Increase these levels if facility provides worldwide or command-wide support.

**2.2. Selecting Mechanized Storage Equipment.** There is a variety of mechanized equipment on the open market. Powered storage equipment (sometimes called rotary or elevator files) is often well suited for storing and issuing publications and forms, because it can save a great deal of time and space, and gives a stockroom an orderly and businesslike appearance. See paragraph 1.8.4.

2.2.1. Classified Publications. If the MAJCOM does not authorize stocking classified publications (see paragraph 2.28.1), and they must be kept overnight or for a weekend, store them as directed in DoD 5200.1-R/AFR 205-1.

2.2.2. Accountable Forms. Provide adequate storage facilities (paragraph 4.2).

2.2.3. Storage Safeguard Forms. Store these forms in a manner which ensures they are not accessible to unauthorized personnel.

#### *Section B—Keeping Records*

**2.3. Determining Which Records To Keep.** The records prescribed herein must be kept by Category A PDOs. Category C and D PDOs may, if they choose, use the methods and records prescribed. However, they should keep enough information about their consumption of publications and forms to compute their needs accurately.

#### *Section C—Publications*

**2.4. Publications Requirements.** The PB, which is published every other week, solicits requirements for most publications. Distribute the PB to CARs as soon as received. Within the deadline set by the PB (shown in part I, section A of the PB), set a date for CARs to report their requirements, and indicate this deadline date in the blank near the top of page one (figure 2.1). Make sure that CARs receive their copies of the PB promptly, and that they understand what they are to do.

2.4.1. Preparing and Using the AF Form 574. Use this form to record CARs requirements and distribution. Prepare a separate AF Form 574 for each publication CARs require (figure 2.2). If a publication is received with an X distribution based on a "ratio," include this information in section III. PDOs operating PDOS are not required to maintain AF Forms 574.

Figure 2.1. Sample First Page of PB, Showing Suspense Date.

## IMMEDIATE ACTION

DEPARTMENT OF THE AIR FORCE  
Headquarters US Air Force  
Washington DC 20330-5000

PUBLISHING BULLETIN 6

12 March 1993

**Customers send requirements for publications listed in Part I, Sec A, and requisitions for forms listed in Part II, Sec A, to your servicing PDO by \_\_\_\_\_ . Subaccount representatives (SARs) send requirements to arrive at your CAR by \_\_\_\_\_ . (Use of the Publishing Bulletin is explained in AFRs 4-71 and 4-72.)**

**Electronic Forms Users** — An important announcement was made in Part II, Section "C" of PB 3, dated 12 Feb 1993. All Electronic Forms Users should ensure that they read this article.

## PART I—PUBLICATIONS

**Section A—Functional (F) and Limited (L) Requirements**

1. Customers will submit requirements to their PDOs; PDOs will consolidate requirements and forward to AFPDC to arrive NLT 7 May 1993. Superseded publications remain current until those listed below are published:

**New Publications Not Previously Announced.** CARs and PDOs must submit requirements:

**AFPD11-3**, Life Support, sets policy and assigns responsibilities for the Air Force Life Support Program. It identifies strategy for equipping, maintaining, and training aircrews and passengers with the life support equipment needed to protect, sustain, or save human life. This policy directive applies to all military personnel in the active Air Force, Air Force Reserve, and the Air National Guard. Distr: F. OPR: XOOW.

**AFI11-207**, Flight Delivery of Fighter Aircraft, defines procedures for accomplishing the global fighter aircraft delivery mission under the operational control of the 2d Aircraft Delivery Group (2 ADG). It states when and how to request 2 ADG support to move or deliver fighter aircraft. It assigns responsibilities to major command (MAJCOMs), units and crew members, and 2 ADG in order to accomplish this mission. This instruction applies to all MAJCOMS, the Air National Guard, Air Force Reserve, and agencies who request or support aircraft delivery missions through 2 ADG. Distr: F. OPR: XOFC.

**AFI15-11V1**, Surface Weather Observations: US Airways Code. This instructions prescribes the Airways weather observations code used by the United States. It applies to Air Force activities involved in taking weather surface observations. Distr: F. OPR: AWS/DO.

**AFI15-11V2**, Surface Weather Observations: Meteorological Aviation Report (METAR). This instruction prescribes the new standard meteorological aviation report (METAR) weather observation code used by the United States and becomes effective 1 Jul 93. It applies to Air Force activities involved in taking weather surface observations. Distr: F. OPR: AWS/DO.

**AFPD16-8**, Arming of Aircrew and Overseas/Mobility Personnel, sets policy for ensuring aircrews and personnel assigned overseas or to mobility billets deploying overseas are trained and equipped for basic armed combat. It identifies strategy and sets responsibility for training and arming aircrew personnel (individuals on aeronautical orders), individuals assigned overseas, or to mobility positions who could deploy overseas to potentially hostile areas. This policy directive applies to all military personnel in the active Air Force, Air Force Reserve, and the Air National Guard. Distr: F. OPR: XOOT.

**AFPD21-2**, General Policy for Nonnuclear and Nuclear Munitions, establishes policy for inspection, maintenance, storage and accountability of nonnuclear and nuclear munitions; provides policy to govern the receipt, inspections, storage, maintenance, issue, assembly, delivery, deployment, turn-in, disposal, and accountability of nonnuclear and nuclear munitions Air Force-wide. It identifies the



Figure 2.2. Sample AF Form 574 (Section I), Showing How PDOs Record CARs Distribution Requirements.

AFPD 37-1							50							22 Apr 93				43						
SHORT TITLE OF PUBLICATION							PDO REQUIREMENT							DATE SUBMITTED				CUSTOMER DISTR TOTAL						
ACT. NO.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
	1		3					1					7			2			1					
ACT. NO.	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
				2				8				1	3			2		1	1					
ACT. NO.	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72
		2		3		5																		
ACT. NO.	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96
ACT. NO.	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
ACT. NO.	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144
ACT. NO.	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168
SHORT TITLE OF PUBLICATION							PDO REQUIREMENT							DATE SUBMITTED				CUSTOMER DISTR TOTAL						

2.4.2. Functional (F) and Limited (L) Requirements. Total initial distribution requirements as submitted by all of CARs. Add quantities for shelf stock to satisfy the need for extra copies. See paragraph 2.28 for general guidance. (DO NOT stock periodicals.) Enter this total in the "PDO Requirement" block of the AF Form 574 as shown in figure 2.2. Next, prepare an AF Form 764, enter this total in the quantity block, as shown in figure 2.3, and send it to the AFPDC by the deadline date set in the PB. When using AUTODIN, follow the procedures in chapter 5 for transmitting requirements. If the publication is classified:

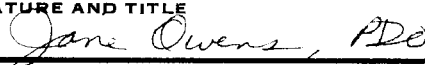
2.4.2.1. Copy CARs requirements on AF Form 574. (If necessary, give distribution instructions to the document security section, who act as an agent (paragraph 1.15).

2.4.2.2. Conspicuously stamp or mark the words "classified item" on the AF Form 574.

2.4.3. Entering Publication Number and Date. When the PB announces a publication in part I, section E, enter the publication number (basic, change, etc.) and date in section II of the AF Form 574 (figure 2.4).

Figure 2.3. Sample AF Form 764, Showing How PDOs Report F-Distribution Requirements to the AFPDC.

(PRESS HARD WHEN USING BALL POINT PEN)

<b>TO:</b> AFPDC 2800 Eastern Blvd Baltimore MD21220-2898	<b>FROM:</b> PDO 4247A	<b>DATE</b> 16 Apr 93 <hr/> <b>PB ANNOUNCEMENT NO.</b> 1/93
<b>SHORT TITLE</b> AFI 37-161	<b>CLASSIFICATION</b> Uncl	<b>QUANTITY</b> 5
<b>REMARKS</b>     		
<b>SIGNATURE AND TITLE</b> 		

AF Form 764, JUL 87 PREVIOUS EDITIONS ARE OBSOLETE.

PUBLICATIONS REQUIREMENT

Figure 2.4. Sample AF Form 574 (Section II), Showing How PDOs Record Initial Distribution.

RECORD OF DISTRIBUTION (Continued)									
PUBLICATION		PB REFER- ENCE	DATE		PUBLICATION		PB REFER- ENCE	DATE	
NUMBER	DATE		PUB REC'D	ID MADE	NUMBER	DATE		PUB REC'D	ID MADE
AFM 177-326	NO90	1/90	1DEC90	2Dec90					
C1	MA91	7/90	3Apr91	5Apr91					

**2.5. Making Initial Distribution (ID).** When the AFPDC (or other supply source) sends new or revised publications or changes, enter the date on AF Form 574, section II, and make ID to CARs. If the AFPDC does not send enough copies to make complete ID, prorate the distribution, reorder balance required, and submit AF Form 1054, **Air Force Publishing Distribution Center Discrepancy/Complaint Report**. Complete ID when the balance is received.

2.5.1. For immediate action publications, make ID within 8 workhours of receipt.

2.5.2. For routine publications, make ID within 24 workhours of receipt.

2.5.3. When OPRs electronically transmit interim message changes (IMC) using AIG 9411 (active duty and reserve PDOs), determine quantity required for ID, attach a legible copy of the IMC to DD Form 844, **Requisition for Local Duplicating Service**, and send it to the reproduction facility. Normally, the PDO will make ID of IMCs within 2 workdays. The AFPDC will not stock emergency message changes (EMC) or IMCs. EMCs and IMCs will not be indexed in AFIND 2.

**2.6. Recording Initial Distribution.** After ID is made, record the date on AF Form 574, section II (figure 2.4).

**2.7. Disposing of Leftover Copies.** After ID is made, place leftover copies in stock, to fill future requisitions (unless there are other disposition instructions, or unless it is obvious that the item has only a one-time dated value). If the item supersedes or rescinds one already in stock, dispose of the obsolete edition according to paragraphs 6.5 and 6.6.

**2.8. Requirements Extract Listing.** The AFPDC sends this listing every 3 months. It shows all requirements on file in the AFPDC. Compare this list with the file (AF Forms 574).

2.8.1. If there is no discrepancy, discard the list.

2.8.2. If there is a discrepancy between the requirements file and this list, submit a new AF Form 764 to the AFPDC.

2.8.3. The Requirements Extract Listing contains the:

2.8.3.1. PDO Account Number.

2.8.3.2. As of Date. The date that the AFPDC prepares the listing.

2.8.3.3. Short Title. The publication identification on requirement request (AF Form 764).

2.8.3.4. Quantity. The quantity for a line-item distribution.

2.8.3.5. Request Date. The date that PDO submitted the requirement.

**2.9. Special Requirements (Symbol X).** The OPR develops and controls requirements for X distribution publications (paragraph 1.14).

2.9.1. When the OPR specifies which organizations are to receive the publications, the AFPDC makes ID direct to the organizations and not through the PDOs.

2.9.2. When the "ratio" distribution method is specified, the AFPDC makes ID to PDOs. PDOs maintain a record of the numbers and types of personnel supported on AF Form 1029 and make distribution based on this strength information. PDOs record the ratio information on AF Form 574, section III, Functional Statement/"X" Listing/Remarks (figure 2.9).

2.9.3. Any organization or office that is not on the distribution list for an X distribution publication or wants to change the distribution originally specified must send a written request directly to the OPR, with justification.

**2.10. Distributing Allied Communications Publications (ACP) and Joint Army, Navy, Air Force Publications (JANAP).**

2.10.1. Source of ACPs and JANAPs. The US Military Communications Electronics Board (USMCEB) monitors the development of these publications and the Joint Chiefs of Staff (JCS) approves their use. JANAP 201(C) contains a listing of ACPs and JANAPs.

2.10.1.1. ACPs. These publications outline the standard doctrine, policy, and procedure for telecommunications operations between and within the United States and its allies. Allied nations help prepare and use ACPs.

2.10.1.2. Supplements to ACPs. These publications provide supplementary guidance to the information contained in the basic ACP.

2.10.1.3. JANAPs. USMCEB develops these publications when there is no ACP or supplement on a given subject, or when there is a need to meet requirements peculiar to specialized US operations.

2.10.2. Methods of Distributing ACPs and JANAPs.

2.10.2.1. Functional. With few exceptions (stated below), the AFPDC distributes ACPs and JANAPs by the functional (F) method described in paragraph 2.12. (

*NOTE:* When ordering ACPs and JANAPs, the requester should include the letter of the current edition (examples-ACP 134C, JANAP 137B, or ACP 176G.) Within the US Air Force, the AFPDC distributes unclassified supplements according to the requirements set for the basic. The AFPDC distributes supplements to:

2.10.2.1.2. A classified supplement to a classified ACP or JANAP according to the requirements for the classified basic.

2.10.2.1.3. A classified supplement to an unclassified ACP or JANAP according to F-distribution requirements, which must be set up for that specific supplement.

2.10.2.2. Special. All North Atlantic Treaty Organizations (NATO) supplements to ACPs, as well as ACP 198 and ACP 198 US Supplement 1 are special X distribution publications.

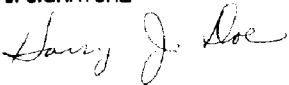
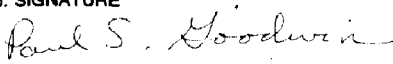
2.10.2.2.1. The OPR (HQ USAF/SCMI, 1250 Air Force Pentagon, Washington DC 20330-1250) prepares an X- distribution list for these publications.

2.10.2.2.2. The CAR sends a requisition directly to the OPR, who reviews it and sends it to SAF/AAIP if approved. The request must include justification that explains the publication is mission-essential, and why. For NATO classified supplements to ACPs, include the identity of the NATO control point or subregistry.

2.10.2.2.3. Bimonthly Printed Changes to ACP 117 CAN-US Supp-1. CARs will submit separate F requirements for this supplement, to the PDO. The short title will read ACP117CANUSSUPP1. PDOs will order copies of changes from the AFPDC (example ACP117CANUSSUPP1KC11).

**2.11. Distribution of Army Publications.** PDOs requiring Army publications on a continuing basis should submit DA Form 12-R, **Request for Establishment of a Publications Account**, (figure 2.5), through SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113, to the address shown in block 6 of the form. They should also be sure to include their PDO number with their mailing address. (One Army account is approved for each Air Force installation.) PDOs must maintain this account and provide service to all customers. They must submit their initial subscription requirements concurrently with all requests to establish new accounts, using one or more of the DA 12-series forms which identify the unit's requirements. DA 12-series reproducible forms can be obtained directly from the DA Pamphlet 25-33, *The Standard Army Publications System (STARPUBS)* Revision of the DA 12-series forms, Usage and Procedures, or by requesting them from SAF/AAIP. Army supplies instructions, publications, and forms to assist all new accounts.

Figure 2.5. DA Form 12-R, Request for Establishment of a Publications Account.

REQUEST FOR ESTABLISHMENT OF A PUBLICATIONS ACCOUNT		
For use of this form, see DA Pam 25-33; the proponent agency is ODISC4		
1. ACCOUNT NUMBER	2. DATE 15 Apr 93	3. TYPE OF SUBMISSION a. <input checked="" type="checkbox"/> INITIAL      b. <input type="checkbox"/> CHANGE
4. FROM: (Include 9-Digit ZIP Code) PDO 4005 375 MSSQ/MSIPD 901 South Dr Bldg 700 Scott AFB IL 62225-5105	5. THRU: (Include 9-Digit ZIP Code) SAF/AAIPD 170 Luke Ave Suite 300 BAFB DC 20332-5113	6. TO: <b>Commander USA Publications Distribution Center 2800 Eastern Blvd Baltimore, MD 21220-2896</b>
<b>SECTION I—GENERAL</b>		
7. Request an account be established IAW AR 310-2 for the following type service: <input checked="" type="checkbox"/> PUBLICATIONS <input type="checkbox"/> BLANK FORMS <input type="checkbox"/> TEST CONTROL MATERIAL		
8. UNIT DESCRIPTION DATA		
a. UNIT IDENTIFICATION CODE	b. TOE NUMBER	c. TDA NUMBER
d. LOCATION <input checked="" type="checkbox"/> CONUS <input type="checkbox"/> EUROPE <input type="checkbox"/> MDW <input type="checkbox"/> HAWAII <input type="checkbox"/> ALASKA <input type="checkbox"/> PACIFIC <input type="checkbox"/> PANAMA		
e. COMPONENT <input type="checkbox"/> ACTIVE ARMY <input type="checkbox"/> ARMY RESERVE <input type="checkbox"/> NATIONAL GUARD <input checked="" type="checkbox"/> AIR FORCE <input type="checkbox"/> NAVY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> DOD ACTIVITY <input type="checkbox"/> OTHER:		
9. The Publications Officer for this organization will be:		
a. TYPED NAME, GRADE AND TITLE OF PUBLICATIONS OFFICER HARRY J. DOE, SMSgt, USAF PDO	b. SIGNATURE 	c. TELEPHONE NUMBER AUTOVON 920-2324 COMMERCIAL 207 756-2324
<b>SECTION II—ACCOUNT CLASSIFICATION LEVEL</b>		
10. Request the following classification level for this account: <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET		
11. This organization has adequate equipment and properly cleared personnel to receive and safeguard material according to the classification requested for this account.		
12. If classified service is approved, the Security Officer will be:		
a. TYPED NAME, GRADE AND TITLE OF SECURITY OFFICER	b. SIGNATURE	c. TELEPHONE NUMBER AUTOVON _____ COMMERCIAL _____
<b>SECTION III—CHANGE OF ADDRESS</b>		
13a. OLD ADDRESS (Include 9-Digit ZIP Code)	b. NEW ADDRESS (Include 9-Digit ZIP Code)	
Effective Date: _____		
<b>SECTION IV—AUTHENTICATING OFFICIALS</b>		
14a. TYPED NAME, GRADE AND TITLE OF COMMANDER PAUL S. GOODWIN, Maj, USAF 3800 ABW/IM	b. SIGNATURE 	c. TELEPHONE NUMBER AUTOVON 920-2345 COMMERCIAL 207 756-2345
15a. TYPED NAME, GRADE AND TITLE OF INSTALLATION PCO	b. SIGNATURE	c. TELEPHONE NUMBER AUTOVON _____ COMMERCIAL _____

1. **Account Number.** Enter account number if already assigned. Leave blank when submitting form to establish an account.
2. **Date.** Enter the completion date.
3. **Type Request.** Check applicable block.
4. **From.** Enter complete mailing address to ensure the publications arrive without delay. Address must conform to the following criteria:
  - 4.1. Use no more than four lines.
    - a. Do not exceed 24 characters per line, spaces included.
    - b. Use authorized abbreviations when necessary.
    - c. Use attention line for an office symbol or use street address. Do not use individual's name.
    - d. Use 9-digit ZIP Code.
5. **Thru.** Route requests through SAF/AAIP for approval.
6. **To.** Preprinted.
7. **Type Service.** Check the publications block.
8. **Unit Designation Blocks:**
  - a, b, and c -- leave blank.
  - d and e -- check appropriate information.
9. **Publications Officer.** Enter name, etc., of person establishing account and responsible for receiving and distributing the weekly changes.
10. **Classification Level.** Check unclassified block. Skip blocks 11 and 12.
13. **Change of Address.** Complete a and b when changing address. See note.
14. **Authentication.** Enter name, etc., of the commander or chief of the activity requesting the account.
15. **PCO.** Leave blank. *NOTE:* The PDO must submit DA Form 12-R for a new account; to change the mailing address; or to change person designated in block 9. When submitting for address change, complete only blocks 1 through 6 and 13a through 14c. Effective date for a change should be 60 days from date of submission.

## **2.12. Keeping Requirements Up-to-Date.**

2.12.1. Some General Rules To Follow for all Publications. To avoid maintaining excessive requirements, review them frequently, and submit changes as follows:



1. **Account Number.** Enter account number.
2. **Date.** Enter the date form completed.
3. **From.** Enter complete mailing address to ensure that publications arrive without delay. Address must conform to the following criteria:
  - a. Use no more than four lines.
  - b. Do not exceed 24 characters per line, spaces included.
  - c. Use authorized abbreviations.
  - d. Use attention line for a functional address symbol or use street address. Do not use individual's name.
  - e. Use nine digit ZIP Code.
4. **Thru.** Preprinted.
5. **To.** Preprinted.
6. **Publications Requirement.** Reference DA Pamphlet 25-30 for specific block numbers. Enter quantity required.

2.12.1.1. If the publication is no longer needed, cancel requirements by sending a new AF Form 764 or AUTODIN transmission to the AFPDC, showing a zero quantity.

2.12.1.2. If there is a significant increase or decrease in requirements, send a new AF Form 764 or AUTODIN transmission to the AFPDC showing the new quantity required.

2.12.1.3. If there is a small increase in customer requirements, arrange to fill it from stock (paragraph 2.28).

2.12.2. Changing Publications Requirements. CARs who need to change F or L requirements must send an AF Form 764a, **Requisition and Requirement Request**, showing the change requested.

2.12.2.1. Transcribe the requested change on the AF Form 574, in section 1, Customer Requirements.

2.12.2.2. Prepare and send an AF Form 764 or AUTODIN transmission to AFPDC, showing the change in requirements.

**2.13. Requisitioning Publications.** CARs will comply with command or local procedures.



Figure 2.7. Sample AF Form 124a, Showing How PDOs or CARs requisition Multiple Items.

MULTILINE PUBLICATIONS/FORMS REQUISITION		TYPE ITEM REQUISITIONED <i>(Mark (x) one only)</i>		ACCOUNT NO.	PAGE 1 OF 1 PAGES
		<input checked="" type="checkbox"/> PUBLICATION <input type="checkbox"/> FORM		4082	
TO: HQ ACC/IMPD 230 E Flight Line Rd Ste 100 Langley AFB VA 23665-2781			FROM (Organization/Functional Address) 49 MSS/MSIPD 1321 Tulrosa Rd Bldg 8391 Holloman AFB NM 88330-7928		
ITEM	SHORT TITLE	UNIT OF REQUISITION <i>(Forms)</i>	DATE	QUANTITY REQUESTED	REQUISITION ACTION
1	ACCRO-2		JA93	2	
2	ACCR11-1		AU92	1	
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
DATE PREPARED 30 Apr 93		NAME AND GRADE OF REQUESTER CALVIN PETERS, SMSgt		SIGNATURE <i>Calvin Peters</i>	
FOR PDO/CPDC USE ONLY					
DATE RECEIVED		DATE PROCESSED		PROCESSED BY <i>(Printed Name)</i>	

2.13.1. Functional (F) Distribution:

2.13.1.1. If the request is for an unclassified publication, fill the order from stock. If not in stock, use the backorder procedure in paragraph 2.23; that is, submit an order on an AF Form 124 or AUTODIN transmission to the AFPDC to replenish stock (figure 2.8).

2.13.1.2. If the request is for a classified item, verify that the CAR has established a requirement before requisitioning the publication from the AFPDC.

2.13.2. Limited (L) Distribution. If the request is for a Limited (L) distribution numbered publication, verify that it is from a DoD activity. If the request is for an SCS Commercial Document, verify that the request is from an activity authorized by contract before issuing it. AFIND 21 identifies the contractual scope of distribution on SCS Commercial Documentation. Refer other requests to the SCS Manager identified in the lower left corner of the title page of the publication.

2.13.3. Special (X) Distribution:

2.13.3.1. Organizations or offices that require copies of X distribution publications must send a requisition directly to the OPR.

2.13.3.2. For classified publications, the customer submits a letter request directly to the OPR with justification.

2.13.4. Recording Requisitions. Record requisitions on AF Form 574, section IV, or maintain information of AUTODIN or manual transmissions to the AFPDC or other source (figure 2.9).

Figure 2.8. Sample AF Form 124, Showing How PDOs Requisition Publications From the AFPDC.

(PRESS HARD WHEN USING BALL POINT PEN)

<b>TO:</b> AFPDC 2800 Eastern Blvd Baltimore MD 21220-2898		<b>FROM:</b> PDO 4247A		<b>DATE</b>	
				REQUISITION QUARTERLY FORMS	
				QTR	FY
<b>SHORT TITLE</b> AFP 71-16V2	<b>DATE</b>	<b>UOR (Forms)</b>	<b>CLASS (Pubs)</b> Uncl	<b>COMPLETE ITEM</b> <input checked="" type="checkbox"/> (Pubs Only)	<b>QUANTITY</b> 5
<b>REMARKS</b>				FOR FORMS ONLY	
				MONTHLY USE	QUANTITY ON HAND
				EMERGENCY - REQUIRED BY	
				PB ANNOUNCEMENT - NO.	
				ID SHORT	
<b>SIGNATURE AND TITLE</b> <i>Jane Owens PDO</i>				OTHER (Specify)	

Figure 2.9. Sample AF Form 574 (Sections III and IV), Showing How PDOs Record X Listing and Requisitions.

III. [REDACTED] "X" LISTING/REMARKS	IV. REQUISITIONS			
	NUMBER	REQUISITION DATE	QNTY	RECEIVED
Distra X: 1cy for each military member	AFP 13-5	9 Apr 93	5	30 Apr 93

AF FORM 574, Aug 84 (Reverse)

- 2.13.5. Consolidated Reprints. To avoid reprinting a large number of obsolete pages when SAF/AAIP reprints a publication, it incorporates all changes and prints only the pages that are still current. This is called a "consolidated reprint."
- 2.13.5.1. When the AFPDC receives stock of a consolidated reprint, it disposes of all stock of the separate changes that have been incorporated, and fills requisitions with the consolidated reprint. (PDOs take the same action when they receive consolidated reprints from the AFPDC.)
- 2.13.5.2. The front cover lists specific changes that are included in the reprint. The next issue of the AF index shows which changes are consolidated.
- 2.13.6. Requisitioning Specialty Job Training and Job Qualification Standards. Fill requisitions for these publications like for any standard publication.
- 2.13.7. Requisitioning an Army or Navy Publication. If the transfer will not jeopardize their own local stock levels, neighboring Army, Navy, and Air Force installations may furnish each other small quantities on a one-time basis of their publications.
  - 2.13.7.1. For Army items, if there is no Army account established, send a memorandum requesting administrative and training publications to US Army Publications Distribution Center, 2800 Eastern Boulevard, Baltimore MD 21220-2896; route this request through SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113, for initial review to ensure compliance with AFR 66-19, *Interservicing of Technical Manuals and Related Technology*, requirements limitations. PDOs with Army account numbers, should submit DA Form 4569, **USAAGPC Requisition Code Sheet**. For technical publications, submit requisitions as directed in AFR 66-19.
  - 2.13.7.2. For Navy Specifications and Standards, send a DD Form 1425, **Specifications and Standards Requisition**; FAX a request; or write a letter to Defense Printing Service Office, Standard Documents Order Desk, Building 4, Section D, 700 Robins Avenue, Philadelphia PA 19111-5094. To order routine Navy items, send a DD Form 1348, **Single Line Item Requisition System Document**, Commanding Officer, Navy Publications and Forms Center, 5801 Tabor Avenue, Philadelphia PA 19120-5099. For technical publications, submit requisitions as directed in AFR 66-19.
  - 2.13.7.3. For publications available from sources other than the AFPDC, follow instructions given in other indexes. (Attachment 2 lists Non-Air Force Publications Used in the Air Force and attachment 3 lists Frequently Requested Publications Not Covered by This Instruction).

**2.14. Issuing Publications for Personal Use.** Publications and forms are organizational, not personal, property. The Air Force does not issue publications to any person who is not authorized to have them. Issue may be made to individuals when a publication or distribution instructions direct it. If the Air Force issues or lends publications to individuals for training, they must be recalled when the person completes the training, unless the publications are unfit to issue to another trainee.

#### Section D—Forms

#### 2.15. Requisitioning New and Revised Forms.

2.15.1. Determining Initial Needs. When SAF/AAIP prints a new form, or a revised form that supersedes an older edition, it announces the form in the PB, part II, section A, which describes the form's purpose and shows its prescribing directive.

2.15.1.1. When announced in the PB, solicit the CARs' needs. Be sure that they include an estimate of their recurring monthly usage.

2.15.1.2. Consolidate these requisitions, add the amount needed for shelf stock (paragraph 2.28.4), and submit a requisition to the AFPDC, prepared as shown in figure 2.10.

2.15.1.3. When placing a requisition, make up an AF Form 508, **Forms Stock Control Record**, or AF Form 575, **Reorder Marker and Inventory Control Record**, as explained in paragraph 2.16.

**Figure 2.10. Sample AF Form 124, Showing How PDOs Requisition Forms From the AFPDC.**

(PRESS HARD WHEN USING BALL POINT PEN)

<b>TO:</b> AFPDC 2800 Eastern Blvd Baltimore MD 21220-2898		<b>FROM:</b> PDO 4247A		<b>DATE</b> 15 Apr 93	
<b>SHORT TITLE</b> AF 574		<b>DATE</b> AU 84	<b>UOR (Forms)</b> CD	<b>CLASS (Pubs)</b>	<b>REQUISITION QUARTERLY FORMS</b>
<b>REMARKS</b>				<b>COMPLETE ITEM</b> <input type="checkbox"/> (Pubs Only)	<b>QUANTITY</b> 50
		<b>FOR FORMS ONLY</b>			
		<b>MONTHLY USE</b>		<b>QUANTITY ON HAND</b>	
		<b>EMERGENCY - REQUIRED BY</b>			
<b>SIGNATURE AND TITLE</b> <i>Jane Owens, PDO</i>				<b>PB ANNOUNCEMENT - NO.</b>	
				<b>ID SHORT</b>	
				<b>OTHER (Specify)</b>	

AF Form 124, JUL 87 PREVIOUS EDITIONS ARE OBSOLETE. PUBLICATIONS/FORMS REQUISITION

2.15.2. Storage Safeguard Forms. Although requisitions and controls for these forms are like any other form, they require special care in storing and in dispatching to CARs and PDOs from CARs if applicable (paragraph 2.2.3).

**2.16. Keeping Forms Stock Control Records.** There are two authorized methods for keeping these records: centralized control and decentralized control.

2.16.1. Centralized Method of Control. Needed for this method:

2.16.1.1. An AF Form 508 for each nonaccountable form stocked.

2.16.1.1.1. Fill in the columns headed "receipts" and "on order" as these actions occur (figure 2.11).

2.16.1.1.2. Each time the reorder point is reached, take an inventory and enter the result on this form, with the date of the inventory. (To determine the reorder point, use the formula shown in table 2.1, column D.) At the same time, enter the quantity of the item issued to date, and compute the total quantity issued as shown in figure 2.11.

2.16.1.1.3. To determine the monthly usage, divide the total quantity of issues in the most recent entry, by the number of months since the preceding issue entry (use the previous 12 months issue experience). If it is a new form, use the CARs predicted monthly usage until an established valid consumption can be ascertain.

2.16.1.2. An AF Form 575 as a bin marker in the warehouse, to use as an aid in keeping shelf stock at the proper level. Insert it in the bin stock at the reorder point (figure 2.12).

2.16.1.2.1. If reserve stock of an item is kept in another location, enter the location on the AF Form 575.

2.16.1.2.2. After requisitioning replenishment stocks, file the AF Form 575 with the AF Form 508 until the shipment is received.





2.17.2. Be sure to make the proper entries of receipts and issues on the stock control record as explained in paragraph 2.16.

**2.18. Controlling and Stocking LRA Forms.** The AFPDC furnishes copies of forms designated “local reproduction authorized (LRA)” to MAJCOM and FOA forms managers. The AFPDC does not stock LRA forms. PDOs obtain, control, and stock these forms according to command procedures. CARs must obtain stocks from the PDO. (EFs are automatically designated and authorized LRA.)

### *Section E—Managing and Operating the System*

**2.19. Methods of Requisitioning.** There are three forms available for use by CARs in submitting requisitions. AF Form 124a is a multiline requisition form; AF Form 764a is a single line-item requisition form; and AF Form 1784, **Forms Traveling Requisition**, is a forms traveling requisition. Decide which form or combination of forms are best suited to the operation and advise CARs accordingly.

2.19.1. Single Line-Item Requisition. Using this method, the CAR prepares and submits an AF Form 764a for each item needed. This method may also be used to order a basic publication and all changes by including the word “COMPLETE” after the short title.

2.19.2. Multiline Item Requisition. Using this method, the CAR prepares and submits an AF Form 124a for several line items.

2.19.3. AF Form 1784, Forms Traveling Requisition. Prepared for a single specific form and “travels” back and forth between the CAR and PDO each time a new supply of that form is needed. The CAR makes out a separate AF Form 1784 for each form needed, and sends it to the PDO every time it is necessary to reorder that specific form.

**2.20. Handling CARs’ Requisitions.** Promptly handle CAR requisitions. Either furnish the requisitioned material, or advise the CAR why the requisition cannot be filled.

2.20.1. Before submitting a requisition, check AF indexes to be sure that the desired item is still current and stocked by the supplying source.

2.20.2. Consolidate requisitions and request enough copies to satisfy needs (including replenishment of shelf stock, if needed). If the AFPDC receives more than one requisition for the same item, it will cancel the previous order and retain the most current request on backorder.

2.20.3. To keep records current, record information from each new PB on distribution records, or maintain it in any manner that will make it readily available for reference.

**2.21. Acknowledgment of Receipt of AF Form 124 and/or AF Form 764 Listing.** The AFPDC furnishes this listing daily to each PDO who submits a requisition or requirement that day. The AFPDC provides this listing by message through the AUTODIN system to those PDOs having access to this system. The AFPDC mails it to PDOs who do not have AUTODIN access:

2.21.1. Refer to this listing for:

2.21.1.1. PDO Account Number.

2.21.1.2. Short Title-Title shown on AF Form 124 or AF Form 764.

2.21.1.3. Quantity-Number of copies requested.

2.21.1.4. Request Date-Date request was submitted.

2.21.2. Compare this listing with suspense copies of requisitions and requirements to ensure that all requests submitted are acknowledged. If not, resubmit request.

2.21.3. Suspend this listing until the Weekly PDO-RAN-MTCO-CTCO Transaction Summary is received and requisition information is reconciled. Dispose of the daily list.

**2.22. Weekly PDO-RAN-MTCO-CTCO Transaction Summary.** The AFPDC furnishes this listing on a weekly basis to show action taken on requisitions and any backorders released. The AFPDC provides this listing through the AUTODIN system to those PDOs having access to this system. The AFPDC mails it to PDOs who do not have AUTODIN access.

2.22.1. Refer to this listing for:

2.22.1.1. PDO Account Number.

2.22.1.2. As of Date-Date AFPDC prepares listing.

2.22.1.3. Short Title-Item Identification as shown on requisition.

2.22.1.4. Date-Date of requisition.

2.22.1.5. Quantity Requested.

2.22.1.6. Unit of Requisition - shown for forms only.

2.22.1.7. ADP Code-Status codes (figure 2.13).

- 2.22.1.8. Quantity Shipped-Number of copies shipped or code for any deviation from requested quantity.
  - 2.22.1.9. Unit Issue - Type construction or packaging for forms.
  - 2.22.1.10. Voucher Number-Number the AFPDC assigned to the shipment. Use this number when inquiring about shipment.
  - 2.22.1.11. Clearance Date-Date shipment will clear the AFPDC warehouse.
  - 2.22.1.12. Date Received-Date the AFPDC received requisition.
  - 2.22.2. Compare this listing with the requisitions shown on the Acknowledgment of Receipt of AF Form 124, AF Form 764 Listing, or both to make sure the AFPDC is processing all requisitions.
  - 2.22.3. Suspend this listing until stock is received or until the AFPDC shows the item on the Quarterly Backorder Listing. Then dispose of it.
- TRANSACTION DISPOSITION CODES APPEAR IN COLUMN T AND SIGNIFY THE FOLLOWING:33--Shipment being made from Printer.
- 53--Shipment being made by Air Force Publishing Distribution Center.
- 63--Requisition has been placed on back order and will be filled when stock is available.
- 73--Back order release. Shipment being made by Center.

### Figure 2.13. List of Status (ADP) Codes.

#### EDIT CODES APPEAR IN "EDIT" COLUMN AND SIGNIFY THE FOLLOWING:

- A--Quantity requested exceeds Air Force- wide use. It has been adjusted.
- B--Requisition has been canceled. Item is obsolete or has been rescinded.
- D--Only partial quantity available. Balance has been placed in due out and will be shipped when additional stock is received.
- E--Requisition has been canceled because the item is being revised. Stock is exhausted and will not be replenished. (If the item is a publication, initial distribution of the revision will be made when the new stock is received.)
- F--We have more than one request for this item. The most current request is being retained on back order. The others have been cancelled.
- G--Requisition canceled because the item is pending initial distribution. Requisition again after ID completion is announced in Part 1, Section E of the Publishing Bulletin.
- P--Quantity to ship was adjusted to conform with unit/carton pack.
- S--Item shipped is substitute for item requested. (If request is for a publication change that has been incorporated into the basic publication, the complete reprinted basic publication with the requested change is being furnished.)
- U--This item has a maximum issue limitation set by the procuring HQ. Order has been reduced accordingly.
- W--Requisition has been canceled. Stock is exhausted and will not be replenished.
- Z--Original order for this item was previously warehouse refused (Coded "T" in the "Shipped Column" of the original voucher). Stock is presently exhausted, but will be replenished in the near future. This order has been place on back order and will be automatically shipped when stock becomes available.

#### SHIPPING CODES APPEAR IN THE "QUANTITY SHIPPED" COLUMN AND SIGNIFY THE FOLLOWING:

- T--Warehouse refused. Stock is temporarily unavailable. Within 30 days, either receive the material ordered or a new shipping voucher showing further action taken on order. Shipping action taken as prescribed.

### 2.23. Using the Backorder File.

- 2.23.1. When a CAR's requisition cannot be filled because stock is temporarily depleted, keep the requisition in a backorder file. When the replenishment stock is received (from the AFPDC or other supplying source), remove the requisition from the backorder file and send it to the CAR with the backordered forms.
- 2.23.2. When the AFPDC sends the Quarterly Backorder Listing, reconcile this list with the backorder file and with each of the Weekly PDO-RAN-MTCO-CTCO Transaction Summaries (paragraph 2.22) that were received since the last Quarterly Backorder Listing.
  - 2.23.2.1. If there are no discrepancies, discard the collection of Weekly Transaction Summaries for the last quarter, and keep the new Quarterly Backorder List. However, if there is a discrepancy, note it on the new list and send an annotated copy to the AFPDC for correction. Keep the other annotated copy for use until the next backorder listing is received.
  - 2.23.2.2. Refer to the backorder listing for:
    - 2.23.2.2.1. PDO Account Number.
    - 2.23.2.2.2. As of Date. The latest date a backordered item could be entered on the listing.
    - 2.23.2.2.3. Short Title. The item identification used in requisitioning items from the AFPDC.
    - 2.23.2.2.4. Item Date. The published date of the item.
    - 2.23.2.2.5. Unit of Requisition. The unit of requisition used to order forms.



- 2.23.2.2.6. Quantity. The amount received when AFPDC releases the backorder item.
- 2.23.2.2.7. Backorder Voucher. The number of the voucher used to record a backorder at the AFPDC.
- 2.23.2.2.8. Backorder Date. The date of the voucher.
- 2.23.2.2.9. Total Items. The total number of all backordered line items which appear in the list.
- 2.23.2.3. Contact CARs to verify if items on the list for over 6 months are still required.

**2.24. Keeping a Suspense File.** Keep information on each requisition submitted to the AFPDC or CPDC. It may be another copy of the AF Form 124 or the action may be recorded by some other suspense system if it is more convenient.

- 2.24.1. Check each shipment received against requisition information for item accuracy and quantity; then destroy the duplicate copies of the requisitions kept in suspense or update the information in suspense system.
- 2.24.2. When the AFPDC notifies that an item is backordered, record the voucher number on a suspense copy of the requisition or in the suspense system for that item. Also, enter the transaction codes and the clearance dates to eliminate searching shipping vouchers later for this information. (The voucher number, transaction codes, and clearance dates appear on the Weekly Transaction Summary and the Shipping Voucher.) Show the voucher number on any correspondence with the AFPDC about the item.

**2.25. Using Alternate Types of Local Distribution.** There are two ways to can get additional copies of publications and forms to customers, other than accepting and filling requisitions by mail. Decide which one to use, depending on the size of the operation.

- 2.25.1. Counter Service. This depends on how many people are assigned to the PDO function. Use it primarily to issue small quantities of items to CARs while they wait. If there is not enough staff to service it, limit this type of service to emergency issues. In any case, when the CARs need large quantities, ask them to arrange in advance for their pickup.
- 2.25.2. Self-Service. This system allows CARs to have direct access to stock to fill their own requisitions, thus freeing PDO personnel for other duties.
  - 2.25.2.1. To operate this system satisfactorily:
    - 2.25.2.2.1. Make sure there is adequate facilities and equipment.
    - 2.25.2.2.2. Arrange stock so that CARs spend little time searching for items they need.
    - 2.25.2.2.3. Conspicuously mark aisles and storage bins.
    - 2.25.2.2.4. Provide containers in which CARs may place items they select.
    - 2.25.2.2.5. Ensure CARs do not abuse the privilege by taking large quantities or by mixing up the open stock.
  - 2.25.2.2. Never use the self-service system to issue For Official Use Only (FOUO) publications, accountable forms, or nonaccountable forms that require storage safeguards. Exclude other items such as those that are expensive or have limited use.

**2.26. Verifying the Packing List.** The AFPDC encloses a copy of the packing list with each shipment. If there is more than one shipping unit (carton or pallet), the packing list will be inserted or attached to the number one unit. If any item is missing, send a tracer action to the AFPDC (but only after making certain that the item is not in other cartons, or elsewhere on installation).

**2.27. Using Status Codes.** There are three kinds of status codes used in the Acknowledgment of Receipt of AF Form 124, AF Form 764, the Weekly PDO-RAN-MTCO-CTCO Transaction Summary (or both), and on the packing list. These codes show what action the AFPDC has taken on a requisition. When a PDO or PDC needs to use a code, use the standard codes listed in figure 2.13. Use each code singly or in combination, as necessary. For example, if the AFPDC codes an item "53P," this would mean:

- 2.27.1. Transaction code 5-the AFPDC is shipping the item.
- 2.27.2. Disposition code 3-the issue is a recurring one.
- 2.27.3. Edit code "P"- the AFPDC is shipping the item in inner pack or carton pack.

**2.28. Setting Stock Levels and Controlling Stocks.** Maintain realistic levels because levels that are too high cause unnecessary printing and shipping costs, take up valuable storage space, and can result in costly disposal of stocks either through transfer or when items become obsolete.

- 2.28.1. Classified Publications. The MAJCOMs will determine stocks of these publications, when they authorize storage.
- 2.28.2. Unclassified Publications. Maintain only minimum stock quantities since publications are not consumable items like forms, and since PDOs usually only issue them to replace worn out, lost, or destroyed copies.
  - 2.28.2.1. When no stock-level experience for a publication (for example, a new publication), add a few copies to requirements for stock, or add a percentage to CAR requirements for stock recommendations. Thereafter, allow stock levels to diminish to a few copies. On selected items, maintain more copies to satisfy demand.

- 2.28.2.2. If a CAR frequently orders or returns quantities of publications, see that the requirements are adjusted to conform more closely to actual needs. Allowing this practice to continue unchecked creates more work and is not economical.
- 2.28.2.3. If CARs return current copies, place them in stock for reissue, as required, or report them as excess. Do not destroy them.
- 2.28.2.4. Examine usage data for slow moving items and adjust the requirements accordingly. If possible, eliminate stock of slow moving items and order them only as required.
- 2.28.3. Indexes and Periodicals. Stock limited quantities of indexes. Do not stock periodicals.
- 2.28.4. Forms. As a rule, estimate the initial stock level of forms, and readjust it later, based on usage data. Stock additional forms when the AFPDC makes adjustments to inner pack and carton quantities. If a form is used only at peak periods (or is rarely used), determine the proper stock level by reviewing past usage data, as well as future training needs, programmed organizational and functional changes, seasonal needs, and so on.
- 2.28.5. Stock Rotation. To provide for orderly rotation of stocks, issue the old stock ahead of the newly acquired stock of the same item. This is particularly important for forms stock.

### ***Section F—Taking Emergency and Follow-up Action***

**2.29. Replenishing Stock in an Emergency.** Emergency requisition is defined as “a requisition for an item which is needed to meet an immediate operational need to prevent mission impairment or to prevent a work stoppage.” PDOs in an emergency, will check the possibility of temporarily withdrawing quantities needed from local CARs. If the CARs do not have excess stock and the PDM has stated there are no excesses within the command, use one of the following procedures to obtain minimum quantities:

- 2.29.1. Submitting an Emergency Requisition. PDOs will submit an emergency requisition either by a telephone call to the AFPDC customer service desk, message or by FAX.
- 2.29.1.2. If calling the AFPDC customer service desk, have all in information readily available.
- 2.29.1.3. If using a message or FAX, include full justification for the emergency request, cite PDO account number, the date item is required and for forms, the unit of requisition shown in AFIND9 or in the PB. Do not include back up stock when requesting emergencies.
- 2.29.2. Local Reproduction. If there are not enough copies of an unclassified publication or a nonaccountable form is needed immediately to meet the emergency, locally reproduce the minimum number of copies needed. (Do not reproduce storage safeguard or accountable forms.)

**2.30. Submitting an AF Form 492, Tracer/Excess Report/Inquiry.** Complete the applicable part and send the form to Customer Service, Air Force Publishing Distribution Center, Baltimore MD 21220-2898.

- 2.30.1. Tracer. This is a follow-up on a requirement or requisition sent to the AFPDC on which notification of action is not received within a reasonable period of time. Do not use another requisition or requirement to trace one previously submitted. Before taking tracer action, be sure the item requisitioned or the item that the AFPDC sent on initial distribution has not arrived elsewhere on the base, and that there is an established requirement.
- 2.30.1.1. Complete AF Form 492, part I (figure 2.14).
- 2.30.1.2. Be sure to give the voucher number for each item.
- 2.30.2. Inquiry. This is a routine question submitted to the AFPDC concerning an operational matter that is not clear. It is not necessarily associated with a specific requirement or requisition. Complete AF Form 492, part III.

### ***Section G—Discrepancy or Complaint***

**2.31. Submitting an AF Form 1054, Air Force Publishing Distribution Center-Discrepancy/Complaint Report.**

- 2.31.1. Discrepancy or Complaint. This is a statement of dissatisfaction with some action taken (or not taken) by the AFPDC, which adversely affects the efficient functioning of a PDO (figure 2.15). For example, a discrepancy or complaint may deal with:
- 2.31.1.1. The AFPDC’s failure to answer a tracer.
- 2.31.1.2. The AFPDC’s failure to send documents.
- 2.31.1.3. A significant quantity discrepancy in a shipment.
- 2.31.1.4. The shipment of wrong items.
- 2.31.1.5. A misdirected shipment.
- 2.31.1.6. The failure to receive disposition instructions for reported excesses.
- 2.31.2. Submitting the AF Form 1054. The PDO should complete and mail the form to the AFLO, AFPDC.

Figure 2.14. Sample AF Form 492, Tracer/Excess Report/Inquiry.

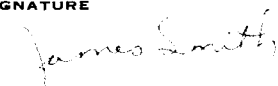
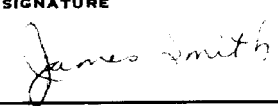
<b>TRACER/EXCESS REPORT/INQUIRY</b> <i>(Forward only one type of action on each request)</i>					
<b>TO:</b> AF Publishing Distribution Center 2800 Eastern Blvd Baltimore MD 21220-2898			<b>FROM:</b> PDO 4008 1100 MSSQ/MSIP 226 Duncan Ave Suite 123 Bolling AFB DC 20332-0001		
PART I - TRACER					
SHORT TITLE	UOR <i>(Form)</i>	QUANTITY	DATE OF REQUEST	VOUCHER NUMBER	METHOD OF REQUEST
AFM 28-45		75	1 Mar 93	95105	AF 124
					AF 764
					AUTODIN-MESSAGE NO. DATE/TIME - GROUP
					OTHER
<b>REMARKS</b>					
PART II - EXCESS REPORT <i>(Report Publications and Forms Separately)</i>					
SHORT TITLE	UOR <i>(Form)</i>	DATE OF ITEM	QUANTITY EXCESS	NUMBER CARTONS	REMARKS
DD 1351-2		0C91	1500		Request Disposition
PART III - INQUIRY					
<b>NAME AND TITLE</b> <i>(Typed or printed)</i> James Smith PDO 4008		<b>TELEPHONE NO.</b> AUTOVON 297-4040 COMMERCIAL 202 767-6077	<b>SIGNATURE</b> 	<b>DATE</b> 5 May 93	
<b>TO:</b>			<b>FROM:</b>		
<b>REMARKS</b>					
<b>NAME AND TITLE</b> <i>(Typed or printed)</i>		<b>SIGNATURE</b>		<b>DATE</b>	

Figure 2.15. Sample AF Form 1054, Air Force Publishing Distribution Center-Discrepancy/Complaint Report.

AIR FORCE PUBLISHING DISTRIBUTION CENTER Discrepancy/Complaint Report													
<b>TO:</b> AFLO 2800 Eastern Blvd Baltimore MD 21220-2898	<b>FROM:</b> PDO 4008 1100 MSSQ/SMIP 226 Duncan Ave Suite 123 Bolling AFB DC 20332-0001												
Nature of Discrepancy/Complaint:													
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Initial Distribution</td> <td style="width: 50%; border: none;"><input type="checkbox"/> No Requirement</td> </tr> <tr> <td style="border: none;"><input checked="" type="checkbox"/> Requisition</td> <td style="border: none;"><input type="checkbox"/> Wrong Item</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Non Receipt</td> <td style="border: none;"><input type="checkbox"/> Mis-addressed</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Shortage - Requisition has been submitted.</td> <td style="border: none;"><input type="checkbox"/> Other - Specify</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Overage</td> <td></td> </tr> </table>				<input type="checkbox"/> Initial Distribution	<input type="checkbox"/> No Requirement	<input checked="" type="checkbox"/> Requisition	<input type="checkbox"/> Wrong Item	<input type="checkbox"/> Non Receipt	<input type="checkbox"/> Mis-addressed	<input type="checkbox"/> Shortage - Requisition has been submitted.	<input type="checkbox"/> Other - Specify	<input type="checkbox"/> Overage	
<input type="checkbox"/> Initial Distribution	<input type="checkbox"/> No Requirement												
<input checked="" type="checkbox"/> Requisition	<input type="checkbox"/> Wrong Item												
<input type="checkbox"/> Non Receipt	<input type="checkbox"/> Mis-addressed												
<input type="checkbox"/> Shortage - Requisition has been submitted.	<input type="checkbox"/> Other - Specify												
<input type="checkbox"/> Overage													
<b>AFPDC SHIPPING VOUCHER NUMBER</b> 09832		<b>DATE</b> 2 Apr 93											
<b>REMARKS</b> Requisitioned 50 copies - received 5 copies - AFPD 37-1.													
<b>NAME AND TITLE (Typed or printed)</b> JAMES SMITH PDO 4008	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">TELEPHONE NO.</td> </tr> <tr> <td>AUTOVON 297-4040</td> </tr> <tr> <td>COMMERCIAL 202-767-4040</td> </tr> </table>	TELEPHONE NO.	AUTOVON 297-4040	COMMERCIAL 202-767-4040	<b>SIGNATURE</b> 	<b>DATE</b> 7 May 93							
TELEPHONE NO.													
AUTOVON 297-4040													
COMMERCIAL 202-767-4040													
<b>TO:</b>	<b>FROM:</b>												
<b>ACTION TAKEN</b>													
<b>NAME AND TITLE (Typed or printed)</b>	<b>SIGNATURE</b>	<b>DATE</b>											

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## Chapter 3

### SOCIAL PROTOCOL STATIONERY

**3.1. Official Social Function.** An official social function is when a general officer must act as host on behalf of the Air Force at a function that the Air Force sponsors, or when a general officer participates as an official representative of the Air Force.

**3.2. Stationery Items Available.** The Air Force provides the following stationery items for official social functions. Do not use these items for any other official or personal purpose. The stationery has the general officer flag of the appropriate grade on the first sheet. The second sheets and envelopes do not. These items are printed thermographically except for the note paper. Because some offices use laser printers, printing of note paper is done by the offset method. Laser printers melt the thermographic printing on the stationery and cause it to track down the sheet. The offset method avoids this problem.

3.2.1. Invitations. The package for each form contains 250 invitations and 250 envelopes. Unit of requisition is package (PK):

3.2.1.1. AF Form 1900, **General's Invitation** (Preprinted Format).

3.2.1.2. AF Form 1901, **Lieutenant General's Invitation** (Preprinted Format).

3.2.1.3. AF Form 1902, **Major General's Invitation** (Preprinted Format)

3.2.1.4. AF Form 1903, **Brigadier General's Invitation** (Preprinted Format).

3.2.1.5. AF Form 1937, **General's Invitation** (Blank Format).

3.2.1.6. AF Form 1938, **Lieutenant General's Invitation** (Blank Format).

3.2.1.7. AF Form 1939, **Major General's Invitation** (Blank Format).

3.2.1.8. AF Form 1940, **Brigadier General's Invitation** (Blank Format).

3.2.2. Note Paper. The package for each form contains 500 sheets of printed note paper, 250 plain second sheets, and 500 envelopes. Unit of requisition is PK:

3.2.2.1. AF Form 1908, **General's Note Paper.**

3.2.2.2. AF Form 1909, **Lieutenant General's Note Paper.**

3.2.2.3. AF Form 1910, **Major General's Note Paper.**

3.2.2.4. AF Form 1911, **Brigadier General's Note Paper.**

3.2.3. Place Cards. Each package contains 250 cards. Unit of requisition is Box - BX/250:

3.2.3.1. AF Form 1904, **General's Place Card.**

3.2.3.2. AF Form 1905, **Lieutenant General's Place Card.**

3.2.3.3. AF Form 1906, **Major General's Place Card.**

3.2.3.4. AF Form 1907, **Brigadier General's Place Card.**

3.2.4. Envelopes. Each package contains 500 envelopes. The envelopes are plain. Users may have official return address imprinted locally. Because we procure envelopes separately, we cannot guarantee that the paper color will match the stationery:

3.2.4.1. AF Form 1913, **Envelopes for Invitations.**

3.2.4.2. AF Form 1914, **Envelopes for Note Paper.**

### **3.3. Who May Use the Stationery.**

3.3.1. Assigned general officers may use stationery items at any Air Force component on extended active duty, at the Air National Guard, and at the Air Force Reserve in a ready reserve status.

3.3.2. Retired general officers or brigadier general selectees may not use stationery items. However, selectees may send a request for stationery items, when HQ USAF/DPG notifies them of their effective date of promotion.

**3.4. How To Obtain Stationery.** Do not order through the PDO. The requester sends a letter signed by the general officer (or the executive or aide), to the Air Force Publishing Distribution Center, Baltimore MD 21220-2898. Include in the request the name, grade, organization and complete mailing address of the general officer; the form numbers of the items, and the quantity. Order in multiples of the unit pack.

### **3.5. Restrictions on Supplements Regarding Social Protocol Stationery and Forms.**

3.5.1. Field activities will not supplement this instruction and will not consolidate or requisition command requirements for the forms.

3.5.2. Stationery items are not available from commercial sources.

3.5.3. Stationery items that the Air Force issues may not be sold.

3.5.4. Organizations will not requisition stationery merely to have it available for use by transient general officers.

★3.6. **Stationery Items for Members of the Senior Executive Service (SES).** There are now two stationery items along with envelopes available for members of the SES:

★3.6.1. AF Form 3990, SES Invitation (blank format)

★3.6.2. AF Form 3991, SES Note paper

★3.6.3. AF Form 1913, Envelopes for invitations

★3.6.4. AF Form 1914, Envelopes for note paper

★3.6.5. Who may use the stationery. These items are available solely for use by members of the SES and those SES selectees. Submit memorandum signed by SES member to SAF/AAD, 110 Luke Ave., Bolling AFB DC 20332-9080.

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## Chapter 4

### ACCOUNTABLE FORMS

**4.1. Requisitioning.** Requisition accountable forms as like nonaccountable forms (paragraph 2.15). But:

4.1.1. As soon as the shipment arrives from the AFPDC, thoroughly check each form for proper serial number and compare the shipment with entries on the AF Form 213, **Receipt for Accountable Form**, which accompanies the shipment (figure 4.1). If the inventory is correct, sign the original AF Form 213 and return it to the supply source. Do not accept the AFPDC and vendors' counts except for continuous forms (CF). Attach a copy to AF Form 505, **Accountable Forms Stock Control Record**, then record the quantity and serial numbers on the AF Form 505 as shown in figure 4.2. Prepare a new AF Form 505 each time a new series is received from the AFPDC.

4.1.2. If there is any discrepancy, immediately report this to the sender by annotating the AF Form 213 with the serial numbers and the quantity received; sign the bottom and return it. If there is a loss of accountable forms for which the PDO is accountable, promptly start investigative procedures and report the circumstances through command channels to the OPR. (The OPR is shown in the prescribing directive; also, read the directive to see if it gives any special instructions on how to report the loss.)

Figure 4.1. Sample AF Form 213, Showing Entries by PDO and Signature of CAR Indicating Receipt.

FROM: PDO 4187A 48 Lee St Ste 5 Loring AFB ME 04751-5280		TO: 42 SPS/SPAP Bldg 517 Loring AFB ME 04751-5001	
FORM NO. AF 1199		UNIT OF ISSUE CS	QUANTITY 10
SERIAL NUMBER		SHIPMENT CONTROL OR REGISTRY NUMBERS	DATE SHIPPED
FROM 010001	TO 010010		
<input checked="" type="checkbox"/> ABOVE ITEM SHIPPED YOUR STATION TODAY. WHEN RECEIVED CHECK SHIPMENT DETACH AND RETURN COMPLETED AND SIGNED RECEIPT TO THE SENDER <input type="checkbox"/> ABOVE ITEM ISSUED TO USER			
ACKNOWLEDGMENT OF RECEIPT			
ORGANIZATION ACKNOWLEDGING RECEIPT 42 SPS/SPAP Loring AFB ME 04751-5001			DATE RECEIVED 22 Mar 93
TYPE GRADE AND TITLE OF PDO OR INDIVIDUAL HARRY J. DOE, CMSgt CAR		SIGNATURE <i>Harry J. Doe</i>	

PREVIOUS EDITION WILL BE USED.

AF FORM 213, MAR 88

RECEIPT FOR ACCOUNTABLE FORM

Figure 4.2. Sample AF Form 505, Showing How PDOs Record Stock Record Data For Accountable Forms.

ACCOUNTABLE FORMS STOCK CONTROL RECORD	AF 1199 Oct 68		CS		40		80		
	FORM NUMBER AND DATE		TYPE OF CONST.	PRESCRIBING DIRECTIVE	MONTHLY USAGE		REORDER POINT		
	DATE	SERIAL NUMBERS		RECEIPTS	ISSUES	ISSUED TO (Office Symbol)	ON ORDER	INVENTORY	BACK ORDER
	FROM	TO							
7 JAN 92	A 400301	A 400380	Balance Forward					80	
9 JAN 92	—	—					500	80	Received 18 MAR 92 (H000001 - H000500) New AFSOS Prepared
4 FEB 92	A 400301	A 400380	SEMI ANNUAL INVENTORY					80	Col Deal 63ABC/CES
21 FEB 92	A 400301	A 400340			40 SPS			40	
16 MAR 92	A 400341	A 400380	INVENTORY - NEW PDO					40	High Level of low type pickup shown/PCS
23 MAR 92	A 400341	A 400380			40 SPS			0	
7 SEP 92	—	—	SEMI ANNUAL INVENTORY					0	Jane Smith was ASB/AVS

AF FORM 505  
OCT 69



**4.2. Storing Accountable Forms.** Store accountable blank forms as directed by MAJCOM or FOA IM.

**4.3. Issuing Accountable Forms.** PDOs and CARs must strictly control each accountable form which is subject to specific issue limitations as described below:

4.3.1. PDOs issue accountable forms only to a CAR (or alternate) who has been designated on an AF Form 1846 completed as follows:

4.3.1.1. The CAR's or alternate's legible, handwritten signature must appear on the AF Form 1846, as shown in figure 1.2.

4.3.1.2. The "requesting official" is generally the commander or the chief of the activity who will use the requested accountable forms, but may be the official appointed by the installation commander to perform the duties for which the accountable forms are to be used.

4.3.1.3. Each accountable form that the CAR is to receive must be listed in item 8, and item 14 must be checked. The signature of the "approving official" must appear in item 16 (table 4.1) to show that the CAR is authorized to receive the specific forms listed.

4.3.2. PDOs should furnish CARs no more than a 60-day supply, with the exception of continuous forms (CF) which are issued by the case lot. PDOs should question requests for unusually large quantities and should maintain stocks to support operational requirements and not issue all stocks to CARs.

4.3.3. The Chief of Information Management will designate a person according to paragraph 1.8.5, to reconcile the inventory counts to accountable balances, and to verify accountable balances to source documents every 6 months and when a new PDO takes over the account.

4.3.3.1. Enter the date of this inventory on the AF Form 505; list the serial numbers involved and then type of inventory. Make sure the person performing the inventory signs on the same line as the inventory entry. If an inventory is being taken because the account is being transferred to a new PDO, have the new PDO also sign the inventory on this form (see example in figure 4.2). Keep an active AF Forms 505, that lists all serial numbers that have been issued, until the person performing the inventory verifies the entries. Make sure the person performing the inventory signs AF Forms 505 and places them in the inactive file.

4.3.3.2. If stock is missing, immediately notify the local Security Police, promptly investigate the loss, and report the circumstances through command channels to the OPR (paragraph 4.1.2).

4.3.4. Attach a copy of AF Form 145, **Certificate of Destruction of Material**, to the AF Form 505, when destroying accountable forms.

**4.4. Accountability.** When issuing an accountable form to a CAR, check the file copy of the AF Form 1846 to make sure the CAR is authorized to receive it. Issue in proper alpha numeric sequence starting with the lowest numbers first and thereafter with the next serial number after the last serial number issued. Then:

4.4.1. Prepare an AF Form 213 by entering the complete serial number (this means any alphabetical prefix or suffix) of the first and last item, and the quantity of each form issued (figure 4.1).

4.4.2. Enclose the first (original) and third copy of the AF Form 213 with the accountable forms issued to the CAR, and hold the second copy in suspense.

4.4.3. Receive the signed original of the AF Form 213, attach it to the AF Form 505 as a part of accountability file and destroy suspense copy. Start follow-up action, if the signed AF Form 213 is not received within 10 workdays.

**4.5. Keeping Stock Control Records.** Use the centralized method of control for all accountable forms. For each accountable form stocked, prepare an AF Form 505 and use it to post each transaction, to include quantity and complete serial numbers, including suffixes or prefixes (issue or receipt) for the form, as shown in figure 4.2. To continue on a new AF Form 505, transcribe the beginning and ending serial numbers and the inventory balance to the new AF Form 505, and enter the date starting the new AF Form 505. Also, enter the phrase "balance forward" under the columns headed "Receipts," "Issues," and "Issued To."

**4.6. Stock Levels.** To avoid running out of stock (or experiencing an emergency shortage), maintain an adequate reserve level of each accountable form generally used by CARs.

4.6.1. DO NOT allow the OPR or issuing officer to maintain all of the stock, unless the prescribing directive requires it.

4.6.2. DO NOT reproduce these forms. Do not transfer stock from other bases, (borrowing) except by prior approval from MAJCOM or FOA PDM. And, if the AFPDC indicates no stock is available, immediately notify the PDM. If stocks are available for a lateral transfer, the PDM will arrange for the transfer.

4.6.3. Send written notification to the AFPDC of the form number, base transferring stock, quantity, serial numbers and the base shipped to.

**4.7. Excesses.** Report excess accountable forms by completing AF Form 492, part II. List the complete serial numbers in the "Remarks" column or attach a separate listing. Forward to PDM for action.

4.7.1. Shipping Excesses. When directed to ship excess accountable forms:

4.7.1.1. Securely package all containers to avoid damage while in the transportation system.

4.7.1.2. Send by Registered mail.

4.7.1.3. Arrange with the local Traffic Management Office (TMO) for use of Security Signature Service for freight shipments of large quantities.

4.7.2. Disposing of Excesses. When directed to destroy excess copies of accountable forms:

4.7.2.1. Prepare an AF Form 145, **Certificate of Destruction of Material**, as follows: record the form number; the serial numbers (to include any prefix or suffix); the date of each form; and the quantity.

4.7.2.2. Have a disinterested person designated by the Chief of Information Management, witness the destruction of these forms and countersign the AF Form 145. File the completed destruction certificate with the AF Form 505.

4.7.2.3. Make sure forms are burned or otherwise mutilated to render them unusable.

TABLE 1		
APPROVAL AUTHORITY FOR ACCOUNTABLE FORMS		
R U L E	A	B
		If you are authorized to receive
1	identification cards, passes, or credentials, vehicle registrations, restricted or controlled area badges, tax exemption certificates	installation commander/commander
2	transportation authorizations and requests, and bills of lading	appointed transportation officer or designated agent.
3	meal cards	commander authorized to issue meal cards.
4	other (not covered above)	local OPR for prescribing directive.

## Chapter 5

### USING THE DOD AUTOMATIC DIGITAL NETWORK (AUTODIN)

**5.1. Submitting Requirements and Requisitions by AUTODIN.** DoD has established an automatic digital network that is available to each DoD component for the electrical transmission of official data (diskettes, tape, teletype) from one installation to another.

5.1.1. When an Air Force PDO is located where it has access to AUTODIN through the local Information Processing Center (IPC), the PDO will use the AUTODIN system to submit initial requirements and changes to requirements for publications and requisitions for publications and forms to the AFPDC.

5.1.2. If the PDO is located where it does not have access to AUTODIN, the PDO will continue to submit these requirements and requisitions manually, as prescribed in chapter 3.

**5.2. Action by the Air Force Publishing Distribution Center (AFPDC).** Daily, the AFPDC processes the requirements and requisitions it receives through the AUTODIN. The AFPDC provides status information to PDOs through AUTODIN. PDOs with AUTODIN capability who are receiving this information through the mail should notify SAF/AAIP of the IPC routing indicator and the clear text message address.

**5.3. MINIMIZE Procedures.** In an emergency or crisis, routine electrical message traffic is not transmitted under MINIMIZE. During this period, send AF Forms 124 and 764, by US mail (or other suitable means) to the AFPDC.

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## Chapter 6

### DISPOSING OF EXCESS, OBSOLETE, AND UNSERVICEABLE STOCKS OF PUBLICATIONS AND FORMS

#### *Section A—General Information*

**6.1. Policies on Disposal of Publications and Forms.** Per DoD 4160.21-M, *Defense Utilization and Disposal Manual*, and implemented in AFM 67-1, volume VI, *Excess and Surplus Personal Property*, the Defense Reutilization and Marketing Office (DRMO) accepts and processes excess and surplus property that the Air Force determines to be eligible for disposal action through that office. Follow additional guidelines in this chapter in disposing of excess, obsolete, and unserviceable stocks of publications and forms either to the DRMO, using recycling programs, or through other directed disposal actions. All copies of current publications and forms must be used to conserve printing and other costs associated with distributing these materials and to obtain maximum residual value for stocks that are authorized for disposal.

**6.2. Establishing Procedures.** PDOs will contact the DRMO and civil engineering office, or the office that the base commander designates to handle the recycling program, to establish required procedures for collecting and segregating material to be turned in for disposal or recycling.

#### *Section B—Command Responsibilities--Current Publications and Forms*

##### **6.3. Command PDM Action.**

6.3.1. Command PDMs.

6.3.1.1. Require their PDOs to report excess stocks of all current items to them.

6.3.1.2. Circulate information on these excesses to all PDOs in their commands. Oversea commands will ensure that all PDOs in their overseas areas, regardless of command assignment, receive the information.

6.3.1.3. Take action to transfer these stocks when appropriate.

6.3.2. After PDMs complete actions, they should direct their PDOs to report remaining excess stocks through them using AF Forms 492. The PDM will place a statement on the form that:

”The command does not need the items reported as excess by the PDO.“

#### *Section C—PDO Responsibilities--Current Publications and Forms*

**6.4. PDO Actions.** After PDOs screen for excess stocks:

6.4.1. Check current indexes and PBs to ensure that items to be reported are current.

6.4.2. Complete AF Form 492, part II, as shown in figure 2.15. Submit separate reports for publications and forms. (Report accountable forms according to paragraph 4.7). Figure 6.1 is a List of Excess Stock Level to be Reported.

6.4.3. Send complete AF Forms 492 through Command PDM to the AFPDC or other supply source. When the AFPDC receives the report, it will either send shipping instructions or direct the disposal of stocks locally. In some cases, SAF/AAIP will give disposal instructions.

6.4.4. Comply with AFPDC or SAF/AAIP instructions. To return stocks to the AFPDC, mark containers conspicuously on the outside, ”EXCESS RETURNED FOR AFPDC STOCK.“ If shipped to other PDOs, mark the outside of the containers.

6.4.5. If the items are classified, comply with transmission instructions in DoD 5200.1-R/AFR 205-1.

6.4.6. If the items are accountable forms, comply with instructions in paragraph 4.7.

6.4.7. If disposing of stocks locally, comply with instructions in section D.

#### *Section D—PDO Responsibilities-Obsolete and Unserviceable Stocks*

**6.5. Recycling Program.** Make maximum use of the recycling program, when it is available. Contact civil engineering office or other designated office on installation for instructions regarding its use.

### 6.6. Turn-Ins to the Defense Reutilization and Marketing Office.

6.6.1. Turn in material to the DRMO according to local procedures.

6.6.2. Do not turn in the following material to the DRMO:

6.6.2.1. Classified Material. Dispose of classified material according to the instructions in DoD 5200.1-R/AFR 205-1.

6.6.2.2. Accountable Forms. Dispose of accountable forms according to instructions in paragraph 4.7.

6.6.2.3. For Official Use Only (FOUO) Material. Dispose of FOUO material according to the instructions in AFI 37-131 (formerly designated as AFR 4-33), *Air Force Freedom of Information Act Program*.

6.6.2.4. Storage Safeguard Forms. Mutilate copies of storage safeguard forms to render them unusable.

6.6.2.5. Limited (L) Distribution Publications. Tear up these publications to prevent reconstruction and to render them unusable. Also, AFIND 21, *Numerical Index of Base Level Standard System SCS Commercial Documentation*, lists commercial documents that should be torn up.

6.6.2.6. Publications or other Documentation with Restrictive Distribution or Release Caveats. Tear up these documents to prevent reconstruction and to render them unusable.

**Figure 6.1. List of Excess Stock Level To Be Reported.**

#### TYPE OF ITEM REPORTABLE QUANTITY

AF Instructions	25 or more copies
AF Manuals	25 or more copies
AF Pamphlets	25 or more copies
AF Policy Directive	25 or more copies
AF Personnel Tests	(see AFI 36-2605 [formerly designated as AFR 30-17], <i>Safeguarding Controlled Item (Test Material Information)</i> )
Federal Acquisition Regulation	10 or more copies
Uniform Code of Military Justice	10 or more copies
Forms (nonaccountable)	inner pack
Forms (accountable)	inner pack
Forms accountable (continuous feed)	full carton
Forms (storage safeguard)	inner pack
Joint Travel Regulations	25 or more copies
JANAPs/ACPs	10 or more copies
AFVA	50 or more copies
Miscellaneous publications listed in the AFIND series indexes	25 or more copies
Publications listed in AFIND 5	all copies

## Chapter 7

### GETTING NEW ACTIVITIES INTO THE SYSTEM

**7.1. Activating a New PDO Facility.** Chapters 2 and 3 discuss much of this information under different headings. This chapter describes how to set up a new PDO step-by-step.

7.1.1. The PDM asks the AFPDC to assign a PDO account number to the new activity and advises when to distribute the PB to the new PDO. The PDM will include in their letter of request the complete mailing address and the phone number of the new account.

7.1.2. The AFPDC assigns an account number to the new PDO, advises the PDM of the assignment, and sends a publications and forms kit (includes this instruction, AFI 37-161, AFIND series indexes, and AF Forms 124, 124a, 492, 505, 508, 574, 575, 764, 764a, 1029, 1054, 1784, and 1846). Adds the new PDO account to the PB distribution list for two copies of the PB.

7.1.3. The PDM then issues to the new PDO the publications and forms kit described in paragraph 1.6.8. Also, the PDM:

7.1.3.1. Explains to the new PDO, by correspondence or personal visit, the operations of the PDO system; and gives the PDO any other indoctrination that is appropriate.

7.1.3.2. Directs the PDO to notify the US Postal Service serving the installation and mail processing activities of the new account number, and the name of the organization and its office symbol; to arrange with the small partial carriers for the delivery of forms and publications; and to arrange with the base transportation offices for the delivery of publications and forms being shipped by commercial carriers.

7.1.3.3. Gets the Base Chief of Information Management involved in the PDO operation (paragraph 1.8).

7.1.3.4. Keeps in close touch with the new PDO until the account is well established and fully operational.

7.1.4. Within 30 calendar days after receiving an account number, the new PDO submits a Management Data Report (paragraph 1.17) to the AFPDC.

**7.2. Setting Up a Customer Account.** When a new CAR is to be established, the CAR's parent organization notifies the supporting PDO of the activation date of the new unit and the date when initial stock must be on hand, and submits an AF Form 1846, to open a customer account. The PDO reviews the request and:

7.2.1. Assigns an account number to the organization (enters the number on the AF Form 1846); furnishes the number of PBs needed for distribution to the CAR.

7.2.2. Submits requisitions and requirements to the AFPDC for items needed for initial distribution and to establish necessary stock level for forms (table 2.1) and publications (table 2.2) for guidance.

7.2.3. From the initial stocks received, issues the publications and forms ordered by the CAR.

7.2.4. Provides training to primary and alternate CAR on command and local procedures that apply to the distribution of forms and publications.

**7.3. Issuing Initial Stocks to Air National Guard (ANG) or United States Air Force Reserve (USAFR) Units.** When Air Force notifies an ANG or USAFR unit of a call to active federal service, it must immediately submit requisitions to the supporting PDO for any publications and forms it needs because of its new role. If the unit already has an assigned PDO account number, it should send its requisitions directly to the AFPDC.

## Chapter 8

### SALE TO THE PUBLIC

#### 8.1. General Requirements.

8.1.1. Unaltered Air Force publications and forms will be made available to the public with or without charge, subject to the requirements of this chapter. Base Chiefs of Information Management will set up procedures to meet these needs and will make available Master Publications Libraries for public use according to AFI 37-160, volume 7, *Air Force Publications and Forms Management Programs--Publication Libraries and Sets* (formerly AFR 4-61). They will also advise requesters that these libraries are available, since in many cases this will satisfy their needs and reduce workloads in processing sales requests. FOUO and "L" distribution material must be kept separate from public view able material. If the item is on sale by the Superintendent of Documents, GPO, refer the request to that outlet. Refer General Public requests for Air Force Administrative publications and forms to the National Technical Information Service (NTIS), Defense Publication Section, US Department of Commerce, 5285 Port Royal Road, Springfield, VA 22161-0001.

8.1.2. Refer requests that invoke the FOIA to the chief, base information management, for processing.

8.1.3. Units will process requests under the Foreign Military Sales (FMS) program as specified in chapter 10.

8.1.4. Units will review requests from foreign governments, their representatives, or international organizations according to AFI 16-201 (formerly designated as AFR 200-9(C)), *(C) Disclosure of Classified and Unclassified Military Information to Foreign Governments and International Organizations (U)*. Send such requests to the MAJCOM foreign disclosure policy office and to HQ USAF/CVAII, 1670 Air Force Pentagon, Washington DC 20330-1670. Also send information copies of such requests to the base public affairs office. Commands will supplement this requirement to include policies pertaining to those items for which they have authority to release.

8.1.5. Units will return a request for non-Air Force items to the requester for submission to appropriate agency.

#### 8.2. Charges for Publications and Forms.

8.2.1. The Air Force applies charges to all requests unless specifically excluded.

8.2.2. The Air Force applies charges according to AFPAM 37-145 (formerly designated as AFR 4-37), *Schedule of Fees For Copying, Certifying, and Searching Records and Other Documentary Material*. Additional guidance is in AFR 177-8, *Users Charges*, including specific exclusion from charges as listed in paragraph 5 of that regulation. As indicated, the list of exclusions is not all inclusive and recommendations for additional exclusions are sent to the OPR for AFR 177-8.

8.2.3. When a contractor requires publications and forms to perform a contract, the Air Force furnishes them without charge, if the government contracting officer approves these requirements.

**8.3. Requests for Classified Material, For Official Use Only Material, Accountable Forms, Storage Safeguard Forms, Limited (L) Distribution Items, and Items With Restrictive Distribution Caveats.**

8.3.1. Classified Material. The unit receiving the request should tell the requester that the Air Force cannot authorize the material for release because it is currently and properly classified in the interest of national security as authorized by Executive Order, and must be protected from unauthorized disclosure.

8.3.2. FOUO Material. The OPR for the material will review these requests to determine the material's releasability.

8.3.3. Accountable Forms. The unit receiving the request will return it to the requester stating that the Air Force stringently controls these forms and cannot release them to unauthorized personnel since their misuse could jeopardize DoD security or could result in fraudulent financial gain or claims against the government.

8.3.4. Storage Safeguard Forms. The unit receiving these requests returns them to the requesters stating that the Air Force controls these forms and that they are not releasable outside DoD since they could be put to unauthorized or fraudulent use.

8.3.5. Limited (L) Distribution Items. These items are not releasable outside DoD without special review according to AFI 33-106, volume 3 (formerly designated as AFR 700-6), *Information Systems Operations Management*. Units receiving these requests should refer them to the SCS manager shown in the index or on the cover of the publications. Advise the requesters of the referral.

8.3.6. Items with Restrictive Distribution Caveats. Some publications have restrictive distribution caveats on the cover. Follow the instructions stated and advise the requesters of the referral.

**8.4. Availability and Nonavailability of Stock.**

8.4.1. Limit quantities furnished so that stock levels required for operational Air Force support are not jeopardized.

8.4.2. If the item is not available from PDO stock, obtain it from the AFPDC.

8.4.2.1. If the item is under revision, advise the requester that it is being revised and that no stock is available.

8.4.3. If stocks are not available and the item is being reprinted, advise the requester that stocks are expected to be available in 90 calendar days and to resubmit at that time.

**8.5. Processing Requests.** Payment is required before shipping the requested material. Payment must be by check or money order.

8.5.1. Upon receipt of the request, determine the cost involved and request the material.

8.5.2. Upon receipt of the item, advise the requester to resubmit the required payment and send the material after payment is received.

8.5.3. If the material cannot be obtained, advise the requester of the reason.

**8.6. Depositing Payments.** Obtain instructions from the local Accounting and Finance Office regarding how checks or money orders must be prepared and required procedures for depositing them.

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## Chapter 9

### DISTRIBUTION OF TECHNICAL ORDERS, TABLES OF ALLOWANCE, SUPPLY CATALOGS, DOD ISSUANCES, AND DOD TELEPHONE DIRECTORIES

**9.1. Technical Orders (TO).** Use the procedures outlined in TO 00-5-2 and AFPD 21-3 (formerly designated as AFR 8-2), *Air Force Technical Order System*, to submit requirements or requisitions for technical orders.

**9.2. Tables of Allowance.** Consult AFIND 10, to submit requirements or requisitions for a Table of Allowance.

**9.3. USAF and Federal Supply Catalogs and Other Cataloging Publications.** To establish requirements and submit requisitions for these catalogs, order the USAF S-2A-1 index from the 645 MSSQ/MSIAPD, 4165 Communications, Suite 3, Wright-Patterson AFB OH 45433-5603, and read its preface to find out how to prepare and submit requirements and requisitions for these catalogs and publications.

**9.4. Engineering Data.** Refer to AFI 21-401 for instruction on requisitioning engineering data.

**9.5. Obtaining AFM 67-1.** Organizations should request only those volumes and parts necessary to perform their mission. The PDO will requisition and establish requirements by volume, volume and part, or both using AF Form 764a or automated PDOS listing. All requests for volumes, volume and part, or both will be sent to 645 MSSQ/MSIAPE, Attn: 67-1, 4375 Chidlaw Road, Suite 6, Wright-Patterson AFB OH 45433-5006. See AFM 67-1, volume I, part 1, chapter 1, paragraph 10, for additional guidance on requisitioning AFM 67-1.

**9.6. How To Obtain DoD Issuances.**

9.6.1. Unclassified Issuances:

9.6.1.1. The AFPDC does not stock DoD Directives and Instructions (DoDD and DoDI). It stocks certain DoD publications (such as DoD regulations, DoD manuals, and DoD handbooks). AFIND 4, *Department of Defense, Chairman of Joint Chiefs of Staff and the Joint Staff, Interservice Publications, Combined Publications, Air Force Contract Requirements Documents, and Miscellaneous Federal Government and Commercial Publications*, lists the DoD publications stocked in the AFPDC.

9.6.1.2. The AFPDC will send two copies of each unclassified DODD and DODI received, and changes, to each MAJCOM and FOA Directorate of IM. This is the only distribution the AFPDC will make. SAF/AAIP sends 10 copies of DoDDs and DoDIs to the Air Staff OPR. MAJCOM and FOA IMs may decide how to maintain DoDDs and DoDIs. They should consider filing one copy in their master publication library. They also may consider sending one copy to the functional OPR or their PDO. Commands may approve reproducing DoDDs and DoDIs to meet local needs.

9.6.2. Classified Issuances.

9.6.2.1. The Air Force OPR (or OSD OPR with a special distribution list that the Air Force OPR prepared) distributes copies of a classified DoD issuance to Air Force activities based on "need-to-know."

9.6.2.2. If project officers have a "need-to-know" for the classified DoD issuance, they may send the Air Force OPR letters of justification (DoD 5200.1-R/AFR 205-1).

9.6.2.3. Other requesters must send a letter to the Air Force OPR and justify why they need the document. The Air Force OPR is the final authority on whether to release the document to the requester. If the Air Force OPR approves the request, that OPR sends a copy of the DoD issuance directly to the requester (DoD 5200.1-R/AFR 205-1).

**9.7. Distribution of the DoD Telephone Directory Outside HQ USAF.**

9.7.1. The DoD telephone directory is issued three times a year and is intended for distribution on the basis of one copy for each telephone instrument directly connected with the DoD telephone exchange. The Air Force must pay for all copies used. Because of continuing demands for budget reductions, distribution to field activities must be strictly limited.

9.7.2. The directory is distributed only to certain activities within the headquarters of each MAJCOM and FOA that reports directly to HQ USAF. Distribution is authorized within these headquarters as follows:

9.7.2.1. Each deputy chief of staff and the chief of each special staff office- one copy.

9.7.2.2. The command section - one copy.

9.7.2.3. The master publications library, as defined in AFI 37-160, volume 7, one copy.

9.7.2.4. The general and academic library, as defined in AFI 34-113 (formerly designated as AFR 215-15), *Air Force Library and Information System (AFLIS)*, of the host base of the MAJCOM or FOA headquarters - one copy. (For example, the base library at Langley AFB would be authorized one copy because Langley AFB is the host base for HQ ACC.)

9.7.3. Authorized command and agency headquarters may obtain directories by sending a letter to SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113. The letter must state consolidated requirements on the basis of the limitations in paragraph 9.7.2. This letter must be signed by the Director of Information Management of the headquarters submitting the request.

9.7.4. Requests for exceptions to these limitations, must be submitted by letter to SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113, explaining the reason. If the request can be approved within current budget restrictions, SAF/AAIP will provide shipping instructions to the AFPDC.

**Chapter 10**

**DISTRIBUTION UNDER THE SECURITY ASSISTANCE PROGRAM**

**10.1. What This Chapter Covers.** This chapter defines the policies and procedures that AFPDC and field activities must follow in processing requests for administrative (standard) publications and forms for shipment under the Security Assistance Program. AFI 16-101 (formerly designated as AFR 130-1), *Security Assistance Management*, outlines US Air Force policies and gives guidance and directions regarding the FMS Program. Also AFM 67-1, volume IX, chapter 8, section H, gives information regarding responsibilities of HQ USAF, AFMC, AETC, Air Force Security Assistance Center (AFSAC), Air Force

Acquisition Logistics Division (AFALD), and the Air Force Element of the Overseas Security Assistance Organization (SAO) or other US representatives authorized to represent Security Assistance customers, on matters pertaining to requests for publications and forms for Security Assistance customers.

**10.2. Publications and Forms.** Those policies and procedures in paragraph 10.1 apply when providing the following publications and forms:

10.2.1. Administrative (standard) publications (manuals, instructions, pamphlets) in AFIND 20, *Numerical Index of Standard and Recurring Publications Available to Security Assistance Customers*, and AFIND 22, *Numerical Index of Standard and Recurring Air Force Publications Available to NATO Security Assistance Customers*.

10.2.2. Forms required for use in prescribing directives listed in AFIND 20 and AFIND 22.

10.2.3. DoD Directives and miscellaneous publications and forms not listed in the indexes outlined in paragraph 10.2.1 and paragraph 10.2.2, when HQ AFMC/CIPI and HQ AFSAC/XM(2)DSA requests them, and stocks are available from the AFPDC or other administrative supply points.

**10.3. Approval Authorities.** HQ AFMC/CIPI and HQ AFSAC/SM(2)DSA ensure that all requests for shipment of publications and forms from FMS customers are properly approved for releasability and shipment before the requisition is submitted to the source of supply.

**10.4. Air Force Publishing Distribution Center (AFPDC) Responsibilities.** The AFPDC will:

10.4.1. Process one-time approved requests for shipping publications and forms submitted on approved DD Form 1149.

10.4.2. Establish its data system and approve automatic distribution requirements submitted on AF Form 764 and update these requirements as required.

10.4.3. Make automatic distribution to FMS accounts based on recorded requirements data.

10.4.4. On a monthly basis, furnish HQ AFMC/CIPI and HQ AFSAC/XM(2)DSA required shipping and costing information on coded DD Forms 1149.

10.4.5. On a monthly basis, furnish HQ AFMC/CIPI and HQ AFSAC/XM(2)DSA required billing information for automatic distribution shipments.

10.4.6. Maintain detailed records of shipments made.

10.4.7. Ensure that ADP programs and procedures provide for controls on processing requests for shipments of classified or other controlled materials.

10.4.8. Provide capability to suspend shipments and other ongoing actions as required by HQ AFMC/CIPI and HQ AFSAC/XM(2)DSA.

10.4.9. Maintain and update costing information for publications and forms in their system.

10.4.10. Provide page count information to designated addressees on a monthly basis.

10.4.11. Provide HQ AFMC/CIPI and HQ AFSAC/XM(2)DSA cost and availability information on FMS cases when requested.

10.4.12. Distribute AFIND 20 and AFIND 22 to FMS customers.

10.4.13. Semiannually, furnish HQ AFMC/CIPI and HQ AFSAC/XM(2)DSA computer listings showing automatic distribution requirements on file in its data system for each FMS account. Update these requirements based on HQ AFMC/CIPI and HQ AFSAC/XM(2) DSA inputs.

10.4.14. Maintain in its data system approved FMS accounts and their addresses as approved by HQ AFMC/CIPI and HQ AFSAC/XM(2)DSA. Update this information as required.

10.4.15. Monthly, publish computer listings showing all active FMS accounts and their addresses. Furnish these listings to specified addresses.

**10.5. Field Activity Responsibilities.** Field activities will take required supply actions on approved requests received from HQ AFMC/CIPI and HQ AFSAC/XM(2)DSA. This includes placement of FMS accounts on automatic distribution. Furnish costing and shipping information as outlined in paragraph 10.4.

**10.6. Processing Requests for Classified Publications.** These special procedures pertain to processing approved one-time requests for shipping classified publications received from HQ AFMC/CIPI and HQ AFSAC/XM(2)DSA.

10.6.1. Forward one copy of the classified publication and the approved DD Form 1149 and any other accompanying communication to: HQ AFMC/INF, Wright-Patterson AFB 45433-5001 for determining releasability.

10.6.2. Ship the required number of copies of the classified publication to HQ AFMC/INF if it advises that the publication is releasable.



10.6.3. Enter costing information on the DD Form 1149 and process it to HQ AFMC/CIPI and HQ AFSAC/XM(2)DSA with the monthly billing information.

10.6.4. Return to stock the original copy of the classified publication if it is returned by HQ AFMC/INF as being nonreleasable. Advise AFMC/CIPI and HQ AFSAC/XM(2)DSA and PDO customer of nonrelease.

**10.7. FMS Accounts and Addressing Information.** HQ AFMC/CIPI and ILCEC(2) assign and cancel FMS account numbers and provide proper addressing information. Shipments will not be made to any FMS customer not on the approved listing.

**10.8. Making Shipments for FMS Accounts.** All shipments will be made as specified in AFI 16-101, (formerly designated as AFR 75-43), *Transportation of Security Assistance (SA) Material*.

10.8.1. Shipments will be labeled and documented with "SHIP TO" and "MARK FOR:" addresses.

10.8.2. United States Postal Service will make small package shipments to an APO or FPO address. Use Certified Mail for receipting purposes.

10.8.3. Usually, small package carriers will be used for unclassified small package shipments to freight forwarders. Shipping activities will maintain records which will provide an audit trail to verify that shipments were in fact, delivered to a Freight Forwarder or other authorized destination.

10.8.4. HQ AFMC/CIPI and HQ AFSAC/XM(2)DSA will provide information pertaining to shipments as requested.

10.8.5. DoD 5105.38-M, *Security Assistance Management Manual (SAMM)*, requires proof of delivery of all shipments to FMS countries.

**10.9. Pricing Information.** AFR 170-3, *Financial Management and Accounting for Security Assistance and International Programs*, provides pricing information.

WILLIAM A. DAVIDSON  
Administrative Assistant

**GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS****References**

AFPD 37-1, *Air Force Information Management*  
 AFM 4-205, *Publishing Distribution Office System (PDOS): RO11/BZ, End Users Manual*  
 AFPD 21-3 (formerly designated as AFR 8-2), *Air Force Technical Order System*  
 AFI 21-401 (formerly designated as AFR 67-28); *Engineering Data Distribution and Control*;  
 S-2A-1, *Index of USAF Stock Lists, Department of Defense Federal Supply Catalogs and Related Publications*  
 AFI 37-133, volume 2 (formerly designated as AFR 4-20, Volume 2), *Disposition of Air Force Records -- Records Disposition Schedule*  
 AFR 700-12, *Developing and Processing Communications-Computer and Management Program.*  
 DA PAM 25-33, *The Standard Army Publications System (STARPUBS)*  
 AFR 66-19) *Interservicing of Technical Manuals and Related Technology*  
 DoD 4160.21-M, *Defense Utilization and Disposal Manual*  
 AFM 67-1, volume VI, *Excess and Surplus Personal Property*  
 DoD 5200.1-R/AFR 205-1, *Information Security Program Regulation*  
 AFI 37-131 (formerly designated as AFR 4-33), *Air Force Freedom of Information Act Program*  
 AFI 36-2605 (formerly designated as AFR 30-17), *Safeguarding Controlled Item (Test Material Information)*  
 AFI 37-160, volume 7, *Air Force Publications and Forms Management Programs--Publication Libraries and Sets*  
 AFI 16-201 (formerly designated as AFR 200-9(c) (C) *Disclosure of Classified and Unclassified Military Information to Foreign Governments and International Organizations (U)*  
 AFR 177-8, *Users Charges*  
 AFI 33-106, volume 3 (formerly designated as AFR 700-6), *Information Systems Operations Management*  
 AFI 34-113 (formerly designated as AFR 215-15), *Air Force Library and Information System (AFLIS)*  
 AFI 16-101 (formerly designated as AFR 75-43), *Transportation of Security Assistance (SA) Material*  
 DoD 5105.38-M, *Security Assistance Management Manual (SAMM)*  
 AFR 170-3, *Financial Management and Accounting for Security Assistance and International Programs*

**Abbreviations and Acronyms**

**ACP**–Allied Communications Publication  
**AFALD**–Air Force Acquisition Logistics Division  
**AFLO**–Air Force Liaison Office  
**AFPDC**–Air Force Publishing Distribution Center  
**AFSC**–Air Force Specialty Code  
**AFVA**–Air Force Visual Aid  
**AUTODIN**–Automatic Digital Network  
**AETC**–Air Education Training Command  
**BITC**–Base Information Transfer Center  
**CAR**–Customer Account Representative  
**CF**–Continuous Form  
**CONUS**–Continental United States  
**CPDC**–Command Publishing Distribution Center  
**DCS**–Deputy Chief of Staff  
**DEROS**–Date Eligible for Return from Overseas  
**DoD**–Department of Defense  
**DRMO**–Defense Reutilization and Marketing Office  
**EF**–Electronic Form  
**FMS**–Foreign Military Sales  
**FOA**–Field Operating Agency  
**FOUO**–For Official Use Only  
**JANAP**–Joint Army, Navy, Air Force Publications  
**JCS**–Joint Chiefs of Staff  
**ID**–Initial Distribution  
**IM**–Information Management  
**IMC**–Interim Message Change

**IPC**—Information Processing Center  
**LRA**—Local Reproduction Authorized  
**MMHS**—Mechanized Materials Handling System  
**MPF**—Military Personnel Flight  
**NATO**—North Atlantic Treaty Organization  
**NTIS**—National Technical Information Service  
**OPR**—Office of Primary Responsibility  
**PB**—Publishing Bulletin  
**PDC**—Publishing Distribution Center  
**PDO**—Publishing Distribution Officer and/or Office  
**PDOS**—Publishing Distribution Office System  
**PDM**—Publication Distribution Manager  
**QAE**—Quality Assurance Evaluator  
**SA**—Security Assistance  
**SAMM**—Security Assistance Management Manual  
**SAO**—Security Assistance Organization  
**SAR**—Subaccount Representative  
**SCS**—Standard Communications--Computer System  
**STARPUBS**—Standard Army Publications System  
**TMO**—Traffic Management Office  
**TODO**—Technical Order Distribution Office  
**USMCEB**—US Military Communications Electronics Board  
**WMP**—War and Mobilization Plan

### *Terms*

**Air Force Publishing Distribution Center (AFPDC)**—The facility designated by HQ USAF as the principal source from which PDOs receive departmental publications and forms. Mailing address is: AF Pub Dist Cen, Baltimore MD 21220-2898. Message address is: AFPDC BALTIMORE MD.

**Carton**—A cardboard container in which publications or forms are packed either loose or in inner packs.

**Command Publishing Distribution Center (CPDC)**—A facility designated by a MAJCOM as the source from which command publications and forms are distributed.

**Continental United States (CONUS)**—United States territory, including the adjacent territorial waters, located within North America between Canada and Mexico.

**Forms--Accountable Form**—A serially numbered form to which unauthorized persons are denied access and for which a record of receipt, transfer, loss, cancellation, or destruction must be kept; *Departmental Form*--An Air Force or other government agency form that a standard Air Force publication prescribes for Air Force use; *Field Form*--A nondepartmental form issued by an Air Force activity below HQ USAF level; *Local Reproduction Authorized* --A locally reproduced form. Stock is not available from the AFPDC. **Stock is available from the PDO** and *Storage Safeguard Form*--A form to which unauthorized persons are denied access, but for which a record of receipt, transfer, destruction, or loss is not required.

**Initial Distribution (ID)**—The first automatic distribution of a new or revised publication, either by a Publishing Distribution Center (PDC) to a PDO, or by a PDO to a CAR, against established requirements, or direct to addressees designated by an Office of Primary Responsibility.

**Inner Pack**—A quantity of a form or publication separately wrapped by the printer and included as one of several like units in a carton.

**Leadtime**—The elapsed time between the date a requisition is sent to the supplying source and the date the requester gets the requested material.

**Office of Primary Responsibility (OPR)**—Any headquarters, agency, or activity having primary functional interest in, and responsibility for, a specific action, project, plan, program, or problem.

**Overseas**—All locations, including Alaska and Hawaii, outside the continental United States.

**PDO Categories--"A"**—A PDO that is under Air Force control regardless of the number of customer accounts served; **"C"**--A PDO that is assigned to an Air National Guard unit regardless of the number of accounts served and; **"D"**--A PDO that is not under Air Force control (for example, one assigned to the Army, the Navy, or another governmental agency).

**Publications--Departmental**—Air Force or other government agency publications issued or prescribed for Air Force use by HQ USAF and *Field* --Publications issued by an Air Force activity below HQ USAF.

**Publishing Distribution Manager (PDM)**—The individual appointed by the MAJCOM Director of Information Management (IM) to manage the distribution system within the command, and to ensure that the PDO, CAR, and customers in the command carry out the policies and procedures outlined here.

**Publishing Distribution Office (PDO)**—The base or installation activity that distributes forms and publications under a specific PDO account number, assigned by the AFPDC. It may be a category A, C, or D PDO depending on its jurisdiction. The letter suffix for the category must be used with the account number in all correspondence about the PDO operation (for example, PDO 4008A, PDO 7004C, PDO 6001D, etc.).

**Representative**—A designated person. The ones referenced are--*Customer Account Representative (CAR)*--The individual appointed on an AF Form 1846, **Request for and Record of Customer Account Representative Designation**, by the chief of an office or organization, to distribute publications and blank forms to the customers; and *Subaccount Representative (SAR)*--The individual designated to obtain publications and forms for a particular section within his or her unit. This individual must obtain an account number from the CAR for his or her unit and should be familiar with the publications and forms required by his or her office.

**Requirements**—A formal request that a Subaccount Representative (SAR) submits to the CAR, to establish a continuing need for a publication and all of its changes and revisions. The CAR consolidates these requirements and submits them to the PDO. The PDO consolidates requirements from all CARs and submits them to the AFPDC or the CPDC. The AFPDC maintains the total consolidated requirements for departmental publications.

**Reorder Point**—The point at which time a stock replenishment requisition would be submitted to maintain the predetermined or calculated stockage objective. The sum of the safety level of supply plus the level for order and shipping time equals the reorder point.

**Requisition**—A formal request for a publication or blank form.

## NON-AIR FORCE PUBLICATIONS USED IN THE AIR FORCE

TABLE 1

## NON-AIR FORCE PUBLICATIONS USED IN THE AIR FORCE

LINE	Publication/Item	Requisitioned By	How To Get Copies
1	Business and Defense Services Administration (BDSA) publications	Customer	Send letter request to nearest Department of Commerce Field Office.
2	Office Personnel Management Publications (those prescribed for AF use in 36 series publications) (AFIND 13)	CAR/PDO	Order from AFPDC unless index shows another source.
3	Commercial technical library publications		
4	Summary of Changes for Courts-Martial Manual (MCMUS SUM of CHGS)	Customer	Send letter approved by local Staff Judge Advocate to Hq USAF/JAE, 1420 Air Force Pentagon, Wash DC 20330-1420.
5	Courts-Martial Manual (MCMUS)	CAR/PDO	Order from AFPDC.
6	Defense Communications Agency publications (indexed in DCA Notice 210-0-1)	Customer	Establish permanent requirements by sending DCA Form 117 or a letter to Director, Defense Communications Agency, Attn: Code 211, Wash DC 20305-2000.
7	Digest of Opinions, The Judge Advocate General of the Armed Forces	Customer	Send letter approved by local Staff Judge Advocate to HQ USAF/JAE, 1420 Air Force Pentagon, Wash DC 20330-1420.
8	Federal Supply cataloging publications (indexed in S-2A-1)	CAR/PDO	When required for Air Force Cataloging functions, submit AF Forms 124 or 764 to 645 MSSQ/MSIAPD, 4165 Communications Suite 3, Wright-Patterson AFB, OH 45433-5603.
9	GSA Catalogs, Supplements and Stores Stock Catalog Notices	CAR/PDO	Send letter or requisition form to the GSA regional office servicing your area. State whether continued distribution is desired.
10	Industrial Security Bulletins and Letters (published by DLA)	CAR/PDO	ID only. No stock.
11	Contracting Publications (Federal Acquisition Regulation (FAR), AF Supplements to FAR, Federal Acquisition Circulars (FAC), etc.) (AFIND 4)	CAR/PDO	Order from AFPDC.
12	Federal Joint Travel Regulation	CAR/PDO	Order from AFPDC.

## SOME AIR FORCE PUBLICATIONS NOT COVERED BY THIS INSTRUCTION

<b>TABLE 2</b>			
<b>SOME AIR FORCE PUBLICATIONS NOT COVERED BY THIS INSTRUCTION</b>			
<b>L I N E</b>	<b>Publication/Item</b>	<b>Source</b>	<b>How To Get Copies</b>
<b>1</b>	Air charting materials	See AFI 4-205	
<b>2</b>	Air Force Communications Security (COMSEC) and EMSEC publications (AFIND 5)		
<b>3</b>	AF Personnel Tests (AFIND 7)	See AFI 36-2605	
<b>4</b>	Chaplain publications (Armed Forces Hymnals, Prayerbooks, Scriptures)	CAR/PDO	Order from AFPDC unless index shows another source.
<b>5</b>	Decalcomanias and other Markings	See AFI 37-162	
<b>6</b>	Specifications, Standards, and Drawings	See AFI 21-402	

**IC 97-1 TO AFI 37-161, INFORMATION MANAGEMENT DISTRIBUTION  
MANAGEMENT (28 JANUARY 1994)**

**★SUMMARY OF REVISIONS**

This interim change (IC) 97-1 provides guidance for managing the dissemination of documents in an electronic environment.

★1.1.6. Generally, the AFPDC and CPDC will no longer distribute paper copies of publications and forms which have electronic versions. The purpose and use of the publication or form will determine whether they will be distributed as paper products or available only in an electronic version. In some cases publications and forms will remain as paper-based products, i.e., classified, FOUO, and publications which will be carried in aircraft or as pocket references, and specialized publications such as Professional Fitness Exam (PFE Study Guides). Also, forms such as ID cards, decals, tags, medical folders and sets will remain as paper products.

★1.2.3. **Distribution.** Host base PDOs will provide all departmental and field publications and forms support to all customers. PDOs will transmit orders directly to distribution sources (i.e., appropriate MAJCOM, numbered Air Force, wing, base) by electronic means (modem, local area network, and/or diskettes). The lowest common denominator for transmission will be diskettes. Process all requests with equal priority. PDOs will provide customers with paper copies if the customer does not have access to electronic product repositories.

★1.4. Responsibilities of HQ USAF/SC, DCS Communications and Information, and SAF/AAD, Directorate of Departmental Publishing.

★1.4.1. HQ USAF/SCMV Responsibilities. Sets policy for Air Force-wide distribution of publishing products (Publications and Forms) to include electronic products. (See figure 1.1 for management relationships.)

★1.4.2. SAF/AAD Responsibilities:

★1.4.2.1. Manages the operations of the AFPDC.

★1.4.2.2. Publishes the Air Force Publishing Bulletin (AFPB).

★1.4.2.3. Maintains electronic repositories.

★1.4.2.4. Maintains an Air Force Liaison Office (AFLO) at the AFPDC to which Air Force activities can direct inquiries about non-electronic transactions at the AFPDC.

★1.4.3. Delete.

★1.4.4. Delete.

★1.8.6. Make sure that the PDO is included in the base Local Area Network (LAN) to be used (where applicable) for dissemination of electronic products.

★1.9.1.4. Logs onto the AF WWW site (<http://afpubs.hq.af.mil>) or the AFPDL on the 15th of each month, downloads publication files from a separate file designated as those pubs produced during the prior 30 days, and prints and fills orders for customers who have requirements for paper publications.

★1.9.6.1. All AF indexes (AFIND) and a copy of the Air Force Electronic Publication Library (AFEPL), or access to the Air Force Publishing Distribution Library (AFPDL).

★1.10.2.1. Establish quantity requirements with the PDO for Functional "F" and Limited "L" distribution items and for other miscellaneous items that are in printed format. Ensure that the organization is included in the Base Local Area Network (LAN) to provide the organization access to electronic products.

★1.10.2.2. Keep requirements up-to-date and maintain current records. Ensure requirements for paper copies are deleted whenever there is access to electronic publications or forms.

★1.16. Using the *Air Force Publishing Bulletin* (AFPB). OPRs use the AFPB to inform publishers and users of their publications requiring distribution in electronic and paper format. SAF/AAD publishes the AFPB every 2 weeks. Part I lists publications, and part II lists forms; each part is divided into sections that show the status of items in all phases of work. The PDOs distribute it promptly to their CARs, either electronically or as paper, based on their established requirements. The PDO does not maintain stock.

★1.16.1.4. **Section D, Publications Distributed and Posted.** This section lists each publication that the AFPDC distributed in paper output since the preceding PB. If the shipment is not received after a reasonable transit item, initiate a tracer action, AF Form 492, **Tracer/Excess Report/Inquiry**, with the AFPDC. It also lists items posted to the electronic servers since the preceding PB.

★3.6. Stationery items for members of the Senior Executive Service (SES). There are now two stationery items along with envelopes available for members of the SES:

★3.6.1. AF Form 3990, SES Invitation (blank format).

★3.6.2. AF Form 3991, SES Note paper.

★3.6.3. AF Form 1913, Envelopes for invitations.

★3.6.4. AF Form 1914, Envelopes for note paper.

★3.6.5. Who may use the stationery. These items are available solely for use by members of the SES and those SES selectees. Submit memorandum signed by SES member to SAF/AAD, 110 Luke Ave., Bolling AFB DC 20332-9080.



Figure 1.1. Air Force Publishing Distribution System.

