DUTY 1

**EXAMPLE – AF91-105 Publication**

I logged into (Adobe Acrobat) Air Force Publishing Tools (AFIMPT) selecting the products that are assigned under my area of responsibility. Manage and analyze publication that comes from Air Force-wide (Secretariat, Air Staff, major commands (MAJCOM), field operating agencies (FOA), direct reporting units publishing support. I provides publishing review analyst (PRA). I track all incoming and outgoing periodic reviews. I click on catalog then I click on publications products, under advanced search departmental. Then clicking on status for review pending approval, then I click on action review, and then to issuing organization level departmental. Then I scroll down to the bottom and click on products pending review. Then I click on a product to review then I verify that AF673/AF399 is uploaded in AFIMPT. Then I click on complete review menu item. Then I click on approve and review to complete. Then also click to disapprove if no AF673/AF399 has been uploaded. Review for product is now completed.

For example I select on a chosen publication AF91-105, I click open, click in package detail AF673 /AF399 to determined status of AF91-105. Once in package detail I verify and analyze changes to publication AF673/AF399 making sure AF673/AF399 is attached and correctly signed by OPR or Management. For action review of this publication AF91-105 approval/disapproval reviewing the outcome, and by interpreting finds from independently develop periodic review studies. Once I have monitored and analyzed the status of this publication then I will determined status of this publication by updating and saving to archive data electrically using e-publishing website. Then post current information to e-publishing Air Force wide website.

There are different steps that are taken to be revised using e-publishing, to obsolete, too rescinded, to require revision within 180 days. I also to certify current publications assigned in my AOR which include Air Education Training Command, and Air Mobility Command. Update changes to customer contact information using AFIMPT.

I develop life cycle analyses of publications (AFI91-105) also evaluations of current or projected publish programs. I evaluate and provide advice to external and internal customers on publications (AFI91-105). I give methods and procedures for providing administrative support systems such as records, archive, and communication with customers (electronically, by OCS, or email). If there a problem with a publications, directives, or, forms, archives files, and documentation; then I will open the package review, then open return package review, published packages, an action review required to customer by via AFIMPT website. I analyze regulations to determine impact on program procedures and management using AFI33-360 AND AFMAN33-361.

**EXAMPLE- AFM30-3V8 Form**

I logged into (Adobe Acrobat) Air Force Publishing Tools (AFIMPT) selecting the products that are assigned under my area of responsibility. Manage and analyze publication that comes from Air Force-wide (Secretariat, Air Staff, major commands (MAJCOM), field operating agencies (FOA), direct reporting units publishing support. I provides publishing review analyst (PRA). I track all incoming and outgoing periodic reviews. I click on catalog then I click on publications products, under advanced search departmental. Then clicking on status for review pending approval, then I click on action review, and then to issuing organization level departmental. Then I scroll down to the bottom and click on products pending review. Then I click on a product to review then I verify that AF673/AF399 is uploaded in AFIMPT. Then I click on complete review menu item. Then I click on approve and review to complete. Then also click to disapprove if no AF673/AF399 has been uploaded. Review for product is now completed.

For example I select on a chosen form AFM30-3V8, I click open, click in package detail AF673 /AF399 to determined status of AFM30-3V8. Once in package detail I verify and analyze changes to forms AF673/AF399 making sure AF673/AF399 is attached and correctly signed by OPR or Management. For action review of this form AFM30-3V8 approval/disapproval reviewing the outcome, and by interpreting finds from independently develop periodic review studies. Once I have monitored and analyzed the status of this form then I will determined status of this form by updating and saving to archive data electrically using e-publishing website. Then post current information to e-publishing Air Force wide website.

There are different steps that are taken to be revised forms using e-publishing, to obsolete, too rescinded, to require revision within 180 days. I also to certify current forms assigned in my AOR which include Air Education Training Command, and Air Mobility Command. Update changes to customer contact information using AFIMPT.

I develop life cycle analyses of forms (AFM30-3V8) also evaluations of current or projected publish programs. I evaluate and provide advice to external and internal customers on forms (AFM30-3V8). I give methods and procedures for providing administrative support systems such as records, archive, and communication with customers (electronically, by OCS, or email). If there a problem with a forms, directives, or, publications, archives files, and documentation; then I will open the package review, then open return package review, published the packages, an action review required to customer by via AFIMPT website. I analyze regulations to determine impact on program procedures and management using AFI33-360 AND AFMAN33-361.

DUTY 2

EXAMPLE

On a day-to-day basis I logged in Air Force Information Publishing Tool (AFIMPT) Adobe Acrobat. Manage and analyze publications and forms from Air Force-wide (Secretariat, Air Staff, major commands (MAJCOM), field operating agencies (FOA), and direct reporting units publishing support. I provides publishing development analyst (PDA). I click on catalog, I click all publications and forms products, then I click (PDA) assigned to me. I click on action review publications and forms.

I analyze internal routes activities of each publication and forms; once publication and forms has been opened, I select the prior publication first. For example I certify current, I opened AF673/AF399 to determined status and date/signature of publications and forms. I opened AFI 4-44 publication then I copy product number, I open document in print/ready, then I save to my desktop. I paste the product number re-open again the same publication, then adding certified current date under the last date it was publish. Using the date that I am actually doing publication I click on enable all features, then I click on tools to right, I click on add text, I open to the publication and add the date on the chosen publication AFI 4-44. Then I save the publication to make sure the date and certified current date in package detail matches before posting to AFIMPT website. Then I upload publication to my desk top to AFIMPT with changes. After changes to desktop publication then I click on attachment to add upload, then I click on attachment, click on print/ready and click on 673 save document to be upload to website, I check to make sure everything is correct before posting to e-publishing website.

EXAMPLE 2

I provides publishing development analyst (PDA). I click on catalog, all publications and forms products, then I click (PDA) assigned to me. My publication and forms are assigned to me from Senior Management Analyst. I click on action review publications and forms. When I do a new publications I do all the steps above, I click package detail to add a published date. Then I make sure certified date matches, I upload (CFETP/ QTP) from print/ready to my desk top. I changed date on (CFETP/QTP) save changes and I upload to e-publishing AFIMPT website. For example I click on publication (CFETP/QTP). I click open AF673 /AF399 to determined status of (CFETP/QTP). I open document in print/ready, copy a product number, then I save documents to desk my top. I click to closed then click on enable all features and I click tools then I add text.

There are different steps that are taken to be revised using e-publishing, to certify current, to rewrite, to obsolete, too rescinded to require revision within 180 days. To interim change, to view for action, I look at product number, I make changes in package details, I click organization level, I click on issuing organization, and I click on AF673/AF399 to determine publications and forms status certified current or rescinded. If dates do not match then I send (CFETP/QTP) and AF673/AF399 back to the OPR for correction.

I also to certify current in package details and not on publications assigned in my AOR which include Air Education Training Command, and Air Mobility Command. Update changes to customer contact information using AFIMPT.

I develop life cycle analyses of publications (CFETP/QTP) also evaluations of current or projected publish programs. I evaluate and provide advice to external and internal customers on publications (CFETP/QTP). I give methods and procedures for providing administrative support systems such as records, archive, and communication with customers (electronically, by OCS, or email). If there a problem with a publications, directives, or, forms, archives files, and documentation; then I will open the package review, then open return package review, published packages, an action review required to customer by via AFIMPT website. I analyze regulations to determine impact on program procedures and management using AFI33-360 AND AFMAN33-361.

DUTY 3

EXAMPLE 1

I logged into (Adobe Acrobat) using internet explorer, I click to Air Force Publishing Tools (AFIMPT) and I select products that are assigned under my area of accountability. I used the Air Force publication program for incoming and outgoing work via the Air Force Information Management Tool (AFIMPT). I provides publishing development analyst (PDA). I click on catalog, I click all publications and forms products, then click (PDA) assigned to me. The publication and forms are assigned to me from Senior Management Analyst. I click on action review publications and forms. I analyze and manage publications and forms that come from Air Force-wide (Secretariat, Air Staff, major commands (MAJCOM), field operating agencies (FOA), and direct reporting units publishing support. I click on catalogs I click all publications products, to advanced search departmental. I click on action review then to status review to pending approval, submit review action for action. I analyze internal routes activities of each form; once form has been open, I select the previous form first. Once in package detail I verify and analyze changes to publication AF673/AF399 making sure AF673/AF399 is attached and correctly signed by OPR or Management.

For example when using Form 77-7 I logged in (AFIMPT) all forms appears, I select form I am working on, I select a file to convert, I download the project files to follow along with the sample file I use the AFIMPT print/ready form. I open acrobat and I choose tools. I analyze and prepare form and then I click open to browse to the file to convert to an interactive PDF form. I convert numerous file types into PDF including I convert Microsoft word. I also convert excel documents and convert non-interactive PDFs. I even scanned paper documents to e-publishing AFIMPT website. Once I selected Form 77-7 then I file, and I choose start to prepare the form. I click text to field properties and I edit text fields, I click such as the field; require letters to be spaced evenly in predefined boxes. I right-click the text field and I choose properties. I click options in the top of the properties window and deselect all of the options. I select comb and type 2. This limits the text field to two characters and ensures that the field will be filled in properly. I edit check box properties once I default check box style is a black square. Then I change the style to a check mark (or other symbol), I right-click on the check box and I choose properties. I click options in the properties window, and I change the check box style to check. I create a button to clear the form I then add a button to reset form 77-7 to clear data from form 77-7.

To add this button, I select the button icon from the tool menu. Then I move mouse to the correct position on the page and click once to add the button. I save or rename, update Form 77-7. Then I choose all properties to update information form, I rename form. I preview and test my form before posting to e-publishing AFIMPT website. I click on edit mode to test form design, I click the preview button in the upper right-hand corner of acrobat. Once I in preview mode, test the form again by filling out each of the fields. I click return to edit mode, I click the edit button in the upper right-hand corner. I view form 77-7 again before posting to website, I move back and forth between the two views. After form is lineup it is ready to post form, then I use the posting button to post package.

EXAMPLE 2

Form that has digital signature

I logged into (Adobe Acrobat) using internet explorer, I click to Air Force Publishing Tools (AFIMPT) and I select products that are assigned under my area of accountability. I used the Air Force publication program for incoming and outgoing work via the Air Force Information Management Tool (AFIMPT). I provides publishing development analyst (PDA). I click on catalog, I click all publications and forms products, then click (PDA) assigned to me. The publication and forms are assigned to me from Senior Management Analyst. I click on action review publications and forms. I analyze and manage publications and forms that come from Air Force-wide (Secretariat, Air Staff, major commands (MAJCOM), field operating agencies (FOA), and direct reporting units publishing support. I click on catalogs I click all publications products, to advanced search departmental. I click on action review then to status review to pending approval, submit review action for action. I analyze internal routes activities of each form; once form has been open, I select the previous form first. Once in package detail I verify and analyze changes to publication AF673/AF399 making sure AF673/AF399 is attached and correctly signed by OPR or Management.

For example I select on a chosen Form 88 I logged in (AFIMPT) all forms appears, I select form I am working on, I select a file to convert, I download the project files to follow along with the sample file, I use print/ready AFIMPT archives form. I open acrobat and choose tools. I analyze and prepare form then I click open to browse to the file to convert to an interactive PDF form.

The same steps above using digital signature, I collect data entered in the form, I pulled automatically from other AFIMPT, and then I scanned document for archive file. I streamline processes by validating and correcting information electronically.

I Analyze to enhance workflow using collected forms to route information intelligently, store, I organize and manage forms independently like any other document. Daily regularly provides action officers with guidance and advice on publications/forms guidance. Once forms is receives and I analyzes publication of forms prescribed in new and revised prescribing publication. Then noting all information and data that need to be collected and recorded as departmental forms.

I create standards-based forms easily using intuitive design tools I build forms using mainstream web technologies like HTML, XSLT and CSS. I convert paper forms into electronic replicas, by keeping their original structure. I publish forms to AFIMPT websites. I intranets and portals directly from the forms designer, I design forms customer to AFIMPT e-publishing website, then lock forms and field data to protect forms with built-in encryption.

I develop life cycle analyses of forms (Form 88) also evaluations of current or projected publish programs. I evaluate and provide advice to external and internal customers on forms (Form 88). I give methods and procedures for providing administrative support systems such as records, archive, and communication with customers (electronically, by OCS, or email). If there a problem with a forms, directives, or, publications, archives files, and documentation; then I will open the package review, then open return package review, published the packages, an action review required to customer by via AFIMPT website. I analyze regulations to determine impact on program procedures and management using AFI33-360 AND AFMAN33-361.

DUTY 4

I monthly attend AFDPO and SAF/AA meeting and weekly meeting in discussions with Air Force publications, agency administrators. I attend meeting in subject matter experts and technical personnel, and other federal agency to secure. I provide information, to investigate facts, to present conclusions, to make recommendations, to obtain concurrence with developed alternate courses of actions; and to mutually resolve problems. I provide accurate information and satisfactory solutions to publication and forms problems in a courteous manner. I also maintain a cooperative relationship with customers and associates. I provide project officers with guidance and advice on publications and forms policy prescribed in AFI33-360 and AFMAN33-361.

I attend our All Hands meeting monthly, and I participate in discussions, meetings, conferences and conference calls with agency administrative. I attend meeting in subject matter experts, and technical personnel, and other federal agency officials. I such interactions are to gain information, to investigate facts, to present conclusions, recommendations, to obtain concurrence and to develop alternate courses of actions; and to mutually resolve problems.