**PubOne Prototype Planning Document**

# OBJECTIVE

* 1. Provide end to end system that encompasses entire publication processes from drafting to publishing to AF’s public website with minimal manual hand-offs and system dependency.
  2. Ideal systems should be reduced to two, (1) PubOne and (2) e-Pubs website hosting
  3. System should create and maintain metadata during drafting of the pub and leverage on it at consumption level.

# FOUNDATIONAL PRINCIPLES OF OUR SOLUTION

* 1. Significance of Publishing
  2. Leverage on AI assist as much as possible
  3. Leverage on AFDPOs Historical Pub data
  4. Software Capability
  5. Process Automation and Streamlining
  6. Decrease all relevant Systems
  7. Optimized End-User Experience and Functionality
  8. Provide Value

# HIGH LEVEL PROCESS

* 1. USE CASE #1: Brand-New Pub
     1. OPR Initial DRAFT
        1. System has account-based access
        2. OPR AO logs into system
        3. OPR AO “the Authors” (OPRs) start editing their draft pub in Content Management System (CMS) a Draft record for the pub. Pub will stay at draft mode until published to the website
        4. During drafting metadata is created
        5. Pub structure is defined down to paragraphs based on CMS editor
        6. OPR will be able to assign the draft to internal coordinating users (ICU) from the system
        7. Each ICU will have its own draft record that they can comments and make changes
        8. These feedback from ICU will not change the original draft created by OPR but be visible to OPR
        9. OPR will have option to accept, or copy paste from ICU feedback
        10. Once OPR updates draft from ICU inputs, it will be ready for external coordinating users (ECU)
     2. External Coordination (LEGAL)
        1. OPR then will send draft to ECUs from the system along with draft and a separate document (of integrated to draft, to collect official comments and concurrences (currently, this document is called Comment Resolution Matrix (CRM) which is an excel sheet…I will explain
        2. 1st stage of ECU is Legal.
        3. After LEGAL feedback OPR will start Mandatory Coordination in 2 stages: “06/15 level coordination” and then “2-letter coordination”
     3. External Coordination (O6-15 Coordination)
        1. “06/15 level coordination” will go out first with draft version, CRM, and other supporting documentation with a response suspense data (this date may be extended if “coordinating user” (CU) requests (need to capture this in CRM).
        2. This level coordination is done by CUs who are lower ranking but Subject Matter Experts
        3. CU will review the draft and comments on CRM and submit back into system as “coordinated” status
     4. OPR Draft Update
        1. Once OPR receives feedback from all CUs, OPR will make needed adjustments on draft
        2. Once Draft is updated based on CU feedback, it is sent out again for coordination for “2-letter coordination”
     5. External Coordination (2-letter Coordination)
        1. Same process takes place as in “06/15 level coordination”
        2. This level of coordination is done by high-ranking CU from the same organization of “06/15 level coordination” CU, however, in general if “06/15 level coordination” comments are addressed, this will be faster process
     6. OPR Draft Update
        1. Once OPR receives feedback from 2-letter CUs, OPR will make needed adjustments on draft
     7. OPR Internal Leadership Coordination and Signature
        1. Once Draft is updated based on CU feedback, OPR will create almost-final draft and coordinate within OPR organization leadership for final approval and signature.
        2. All user assignments and actions need to be captured in CMS as official record. Today, AF uses FOR 673 as fillable PDF and as attached file.
     8. Final Publishing
        1. Once internal approval is done pub should be ready to publish in required format.
        2. OPR “publishes the pub into ePubs website as a MANAGABLE CONTENT (not PDF)… PDF should be created on-demand by user. Se below link to end-product example.
           1. <https://www.congress.gov/bill/119th-congress/house-bill/1>
  2. USE CASE #3: Supplement to Existing Pub by a Lower-level organization
  3. USE CASE #2: Change/Revision to an Existing Pub
* In general, this is as same as “use case #1”, but changes are done to existing pub already published.
* In Use case 31, OPR creates a new Pub that has not existed before
* PR will make minor or major changes on existing pub in edit mode and follow the same process as in Use case #1

Working on it (Polat)

Working on it (Polat)

USE CASE #4L: Integrated Change to Existing Pub

Working on it (Polat)

# ROLES & RESPONSIBILITIES:

# Office of the Primary Responsibility (OPR)

* + 1. Action Officer (AO)
    2. Subject Matter Expert (SME)
    3. Publication Change Manager (PCM)
    4. Organization Account Representative (OAR)
    5. Publications and Forms Manager (PFM)
    6. Certifying Official

# SAF Support

* + 1. SAF Administration Support (SAF/AMOE)

# Legal

* + 1. Office of the Judge Advocate (AF/JA)
    2. Issuing and certifying Officer
    3. Commander and Director

# 1st Mandatory Coordination Organizations

* Members off external organizations
* Not on the same work
* “Task Management Tool “(TMT). (Running on MS Dynamics) is used for Headquarter tasking
* Emails are used for non-Headquarter organizations that are not in TMT system
* Draft Publication, an Excel Sheet called “Comment Resolution Matrix” (CRM) and other supporting documents are provided to those who are going to coordinate (provide feedback) for the new Pub

# 2nd Mandatory Coordination Organizations

# Air Force Departmental Publishing Office (AFDPO)

* + 1. Customer Service
    2. Analysts

# End-User Community

1. Military
2. Civilian
3. Contractors
4. Other DOD and Government users

# TYPES OF PUBLICATION (PRODUCTS) USE CASES

### DAF Policy Directives (DAFPD)

### Policy Memorandum

### Mission Directives

### Instructions

### Manuals

### Instructions Checklist and Addendum

### Guidance Memorandum

### Operating Instructions

### Special Publication Systems

### Pamphlet

### Basic and Operational Doctrine and Tactics, Techniques and Procedures (TTPs) Documents

### Handbooks

### Visual Aids

### Special Publication Systems

# Action Types on Publications

# Create New Publication

# Revisions; rewrite an existing publication

# Supplements; create additional sections into existing publication by lower-level organizations

# Integrated Changes:

# Waiver Requests

# PROTOTYPE USE CASES

# Use Case 1: Author Brand New Publication

1. Create a new content and create a New Publication from scratch
   1. Use DAFMAN11-402 as sample
2. Have all required formatting rules
   1. Pay attention to formatting, formatting rules are enforces
   2. Formatting does not have to be part of the DRAFT process as-is, but it must be part of the final draft ready to publish to the website
   3. There can be Tables, Illustrations and Pictures on all pubs. They are not Textual only.
3. Have all required visual rules, seals etc. by authoring organization

# Use Case 2: Author a Supplemental Publication to a New Publication

1. Create a new content and create a SUPPLEMENT to DAFMAN20-110 by a lower-level organization from scratch
   1. This should be authored after DAFMAN11-402 (parent pub is published)
   2. Use AFI11-402\_AFMCSUB as sample
   3. This is authored by AFMC as a supplement to DAFMAN11-402
   4. AFMC add additional content and creates a combined single pub that is valid for AFMC only. It does not apply to other organizations within the AF.
   5. Pay attention to paragraph that read “(Added” these paragraphs are added to the parent document to create the Supplement pub.

# OUR NEW FUNCTIONALITIES OFFERINGS

# Our solution should provide more functionalities to increase end user experience

# End-Users should be able to shrink and expand a pub’s sections from top menu. PDF output must be optional. .TXT ike output that is scalable to different screen sizes.

# PROCESSES

# Create New Pub

# Research and Develop New Publication

# Select Publication Series Number and Publication Number

# Request Pub Number from PFM

# Draft and collaborate with SMEs

# Staffing:

# Formal Coordination

# Perform O6/GS15 Level Coordination

# Perform 2-Letter Coordination

# Perform Legal Coordination

# Approval

# Publishing (AFDPO?)

# ELEMENTS OF A PUBLICATION

* Seal
* By the Order of..
* Pub Name with Number
* Date
* Pub Series Name
* Pub Title
* Compliance Statement
* Accessibility Statement
* Releasability Statement
* OPR Office Name
* Certified By Org Name
* Service Authority Org name
* Supersedes (if applicable
* Page Number

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AI-generated content may be incorrect.

* Opening Paragraph
  + Antecedent Publication Statement
  + Applicability Statement
  + Privacy Act Statement
  + Copyright Statement
  + Paperwork Reduction Act Statement
  + Punitive Language Statement
  + Other Statuary Requirement Statement (if applicable)
  + Records Management Statement
  + Recommended Changes Statement
  + Allow Implementing or Supplementing Statement
* Summary of Changes (AI Assist Option)
* Forewords (optional)
* Table of Content (should be created automatically once draft is finalized)
* Publication Body
  + Chapters
    - Paragraph Numbering
    - Supplement Paragraph by Lower Level
      * Bullets
* Attachments
* Applicable FORMs