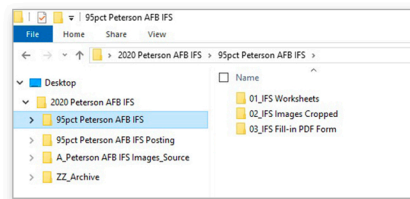


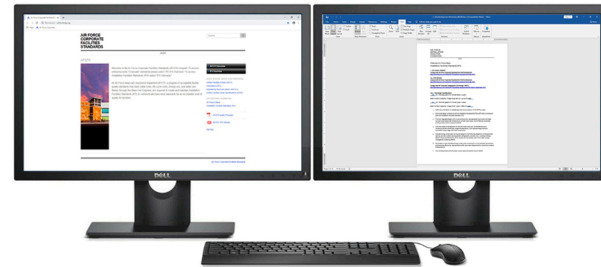
Workflow for IFS editing

1 Organize Your Files
Follow the IFS structure for organizing your files



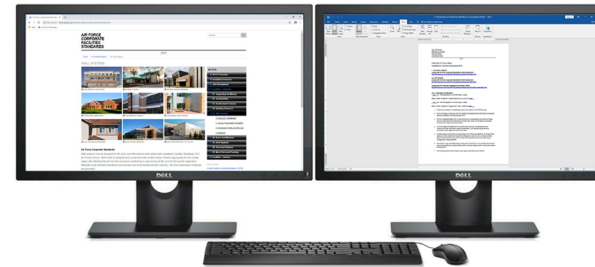
You may download a sample directory at the AFCFS¹ website; see download link below

2 Open the IFS Worksheets
Edit the worksheet using track changes



You may download IFS Worksheets with regional templates and stock narrative; see download link below

3 Refer to AFCFS
Ensure edits comply with DoD Criteria and Air Force Criteria



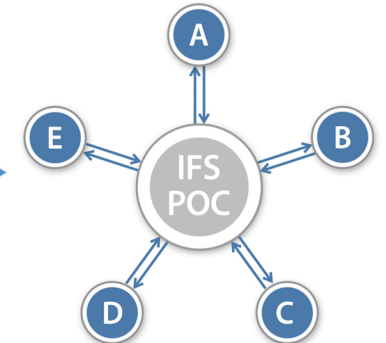
AFCFS already integrates DoD Criteria with Air Force Criteria, so follow AFCFS for each section

4 Distribute for Review
Send IFS Worksheets to the key stakeholders



You may download Comment Forms and Project Checklists at AFCFS; see download link below

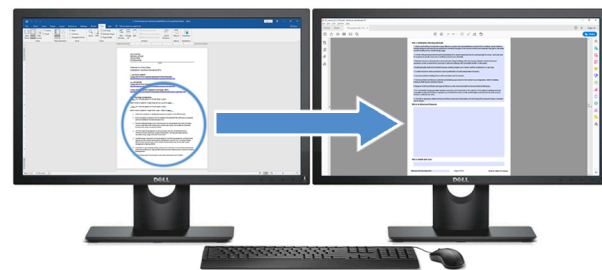
5 Organize Comments
Ensure comments comply with AFCFS



Be sure to review the applicable sections at AFCFS

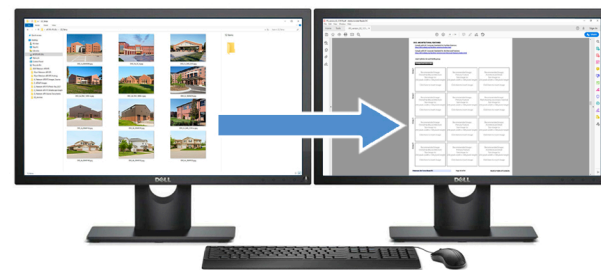
Import narrative and images into the PDF

6 Copy Narrative into the PDF
Ensure narrative is finalized and saved in the appropriate directory



You may download the most current regional IFS Fill-in PDF Form at AFCFS; see download link below

7 Import Images into the PDF
Ensure all images are cropped to the standard aspect ratio



You may download aspect ratios, image specs and cropping tools at AFCFS; see download link below

8 Submit to AFCEC for Review
Once approved by AFCEC have your BCE digitally sign the PDF



Return your signed PDF to AFCEC for posting to wbdg.org, keep the unsigned copy as a "working" PDF

9 Prepare for the Next Update
Maintain the IFS as a living document, establish a work plan and schedule for editing worksheets and updating the "working" PDF



Support a cyclical process, update the IFS annually and republish a new edition for the current year

Refer to the IFS-OM for instructions, FAQs, TIPS, and Troubleshooting; see download link below