

HOW TO ORDER ACCOUNTABLE, SAFEGUARD, OR CLASSIFIED PRODUCTS

An organization or individual must establish an account utilizing AF Form 1846, **Request for and Record of Organizational Account**, to order accountable, safeguard, or classified items. The Air Force Departmental Publishing Office (AFDPO) will e-mail you your account number and password. Your password and account number will allow you to order only those accountable/safeguard items that are listed on the AF Form 1846. If you forget to include a safeguard or accountable item on your AF Form 1846, the password and account number will not allow you to order that item. Once you log in with the password and account number, you will be able to add to your shopping cart the accountable, safeguard, or classified items you were approved for. This account number and password can also be used to order routine publications and forms.

AF Form 1846 is available at <http://www.e-publishing.af.mil/> or by clicking on the AF Form 1846 button on our Physical Products/AF Form 1846 page. Completing the form is self-explanatory. This form requires three signatures: Requesting Official, more commonly known as the Organizational Account Representative (formerly customer account representative (CAR)); Approving Official or Commander, the individual who authorizes the Requesting Official to receive accountable, safeguard, or classified material; and the Base Publishing Manager signs as Verifying Official. AFDPO compares the name of the Verifying Official with their list of Base Publishing Managers. If the correct individual is not identified, the request will not be approved.

AF Form 1846 accounts must contain an organizational e-mail account address. If you do not have an organizational e-mail account address, contact your unit System Administrator to set one up.

After the AF Form 1846 is completed and contains the required signatures, the Verifying Official will fax the form to the AFDPO, make a file copy for the Requesting Official, and file the original.

If your organization only orders routine publications and forms, you should go to <http://afpubs.hq.af.mil/onlineorder/default.asp> or click on the "Order Physical Products" button on our Physical Products/AF Form 1846 page. You may request your publications/forms from this page. If you do not have an ETS account to order physical products, click on "[Users who do not have an account click here](#)" on the order page or click on the "Establish an ETS Account" button on our Physical Products/AF Form 1846 page, and complete the account request to establish an account. Once this is done, you can order routine publications and forms.

Contact the Base Publishing Office at 3-5100/5390 for information or assistance.