

**Communications and Information**

**BASE INFORMATION RESOURCE TECHNICIAN (IRT) PROCEDURES**

**COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY**

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This instruction provides the authority, guidelines, and tasking for implementing Communication and Information actions necessary for the Louisiana Air National Guard (LA ANG) Base Information Resource Technician (IRT) position. The instruction will provide guidance on procedures when using Publishing Electronic Transaction System (ETS).

**SUMMARY OF REVISIONS**

A (★) indicates revisions from the previous edition.

**1. Base IRT Responsibilities will:**

1.1. Validate to Air Force Distribution Publishing Center (AFDPC) the individual authorized to receive accountable, classified, and physical products for each organization. Compliance with AFDPC suspense dates for submission of new AF Form 1846, **Request for and Record of Organizational Account**, as required.

1.2. Manage, maintain, and distribute National Guard Bureau publications and forms that are non-electronic.

1.3. Ensure representatives are designated at LA ANG's Geographical Separated Units (GSUs) and state Headquarters. The Unit Account Representatives (UARs) will be appointed down to the organizational level (i.e., LG, SP, SG) at the discretion of the commander.

1.4. Act as the official ETS transition point of contact. Provide advice and guidance on ETS to UARs and the End Users.

★1.5. Establish UAR organizational email accounts for each UAR to communicate with AFPDC.

★1.6. Revise local supplements, instructions and forms pertaining to the IRT function.

**2. The UAR will:**

★2.1. Order, receive and distribute all required physical products to include accountable and classified material by the end users within their area of responsibility (headquarters, GSU, wing, squadron, flight).

★2.2. At the commander's discretion, establish the requirement for a Government Purchase Card for procurement of electronic products in physical format. Defense Automated Printing Service will be charging a fee for service for the procurement of electronic products in physical format. This includes any CD-ROM production. No charge will be incurred for products NOT existing in electronic form such as accountable, classified and recurring periodicals. AFDPC will continue to provide recurring periodicals products to all units.

**3. The End Users are defined as any individual, regardless of rank or position, who requires an electronic product from ETS. The ETS End Users will:**

3.1. Directly obtain any electronic product required from ETS. This includes publications, forms and any other product available electronically from the ETS master catalog.

3.2. Refer only requirements for physical products to the unit designated UAR.

**4. Form Prescribed. AF Form 1846, Request for and Record of Organizational Account.**

BY ORDER OF THE GOVERNOR

BENNETT C. LANDRENEAU  
Major General, LAARNG  
The Adjutant General

OFFICIAL

//Signed//

JOHN B. SOILEAU, JR., Col, LA ANG  
Acting ESSO