

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**

AF INSTRUCTION 33-322

**AIR EDUCATION AND TRAINING COMMAND
Supplement 1**

22 APRIL 1999

Communications and Information

RECORDS MANAGEMENT PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AETC Publishing WWW site at: <http://www.aetc.af.mil/im>. If you lack access, contact your Base Publishing Manager.

OPR: HQ AETC/SCTS (Ms E. Harms)
Supersedes AFI 37-122/AETC Sup 1,
21 August 1998

Certified by: HQ AETC/SCT (Mr T. Maher)
Pages: 2
Distribution: F; X: HQ AFCIC/ITCR - 1;
HQ AFIA/IMP - 1; AUL/LSD - 1

AFI 33-322, 1 December 1998, is supplemented as follows:

5.6. Staff assistance visits (SAV) for the records management program, which include Freedom of Information Act (FOIA) and Privacy Act (PA) programs, will be scheduled and conducted in conjunction with HQ AETC Biennial Information Protection Assistance and Assessment Program (IPAP) visits prescribed in AFI 33-230, *Information Protection Assessment and Assistance*.

6. The designated records manager (RM) is the FOIA manager and PA officer at AETC bases, Air Force Recruiting Service (AFRS), 366th Training Group, and 59th Medical Wing. Use AETC Form 67, **Designation of Records Management Personnel**, to designate the RM and to notify the Information Assurance Office (HQ AETC/SCTS) of changes in the incumbent's name, series, and grade.

6.1.1. Maintain a copy of the current Records Information Management Systems (RIMS) file plan for each office of record.

6.1.7. The base RM should pay special attention to the review of publications affected by the PA and those referring to the FOIA.

6.1.9. Document SAVs on AETC Form 132, **Report of Records Management Staff Assistance Visit (SAV)**. To ensure corrective action is taken, elevate repeat discrepancies to the appropriate higher level authorities. **NOTE:** Dispose of AETC Form 132 according to AFMAN 37-139, *Record Disposition Schedule*. (**EXCEPTION:** At AFRS offices, destroy AETC Form 132 two years after all action has been completed or on completion of the next comparable visit, whichever is later.)

6.1.10. (Added) Reviews contracts and performance work statements to ensure these documents list records management publications for contractor compliance with Air Force recordkeeping requirements.

6.3. Contractor personnel who are designated by their contractor as a functional area records manager (FARM) will be scheduled and trained by the government employee who is the designated base RM. In turn, in accordance with applicable DoD, Air Force, and AETC directives, the contractor-designated

FARM will schedule and provide records management program training (including the FOIA and PA) to contractor personnel who receive, create, maintain, and manage official government records within their functional area.

6.3.1. FOIA and PA training must be included in the training program and conducted in accordance with AFI 37-131, *Freedom of Information Act Program* (paragraph 2.5), and AFI 37-132, *Air Force Privacy Act Program* (paragraph 1.4.6 and chapter 10). *For Randolph AFB only:* The base RM will provide FOIA and PA training, as required, to all base personnel except Headquarters, Air Force Personnel Center (HQ AFPC), and Headquarters, Air Force Center of Quality Management and Innovation (AFCQMI).

6.3.2. Include instructions for the appropriate life-cycle management of information (including creation, maintenance, storage and use, retrieval, and disposition) for records in all media, including electronic. Place specific emphasis on the importance of managing records as a strategic resource and of incorporating records management requirements into automated information systems development and redesign according to the basic instruction and AFI 33-103, *Requirements Development and Processing*.

7. Each chief of a principal staff office will appoint a FARM for his or her area. Use AETC Form 67 to designate the FARM and send a copy of the completed form to the base RM.

7.1. The FARM will train assigned personnel in the use of electronic records management (ERM) methods for short-term records and ensure these methods are incorporated into the functional organization's records management program.

7.4. The FARM will document SAVs on AETC Form 132, send the original to the chief of office of record (COR), and send one copy to the Base RM. The FARM will ensure records custodians (RC) requiring additional training are scheduled within 60 days.

8. The COR is the senior individual for a particular branch, section, or office that maintains the records documenting the function's mission or function.

8.1. (HQ AETC only) The COR ensures OPRs identify the appropriate records disposition schedule from AFMAN 37-139 (for example, table 36-38, rule 3.03) for each AETC form and other AETC records prescribed in an AETC standard publication. For AETC forms, include the records disposition schedule in block 13 of DD Form 67, **Form Processing Action Request**. For records not covered in AFMAN 37-139, the COR prepares and submits an AF Form 525, **Records Disposition Recommendation**, in accordance with AFI 37-138, *Records Disposition—Procedures and Responsibilities*, paragraph 9.2.

8.7. Using AETC Form 67, the COR designates an RC (regardless of the individual's Air Force specialty code) for each office of record to ensure records are maintained and disposed of according to Air Force standards. The COR sends two copies of the completed AETC Form 67 to the FARM.

8.8. (Added) At base level, ensures OPRs identify the appropriate records disposition schedule for each local form and other local records prescribed in a base or wing standard publication. For local forms, the OPR will include the records disposition schedule on DD Form 67.

12. (Added) Forms Prescribed. AETC Forms 67 and 132.

HENRY J. DARIES, Colonel, USAF
Director of Communications and Information