

**27 JUNE 2000**



**Communications and Information**

**FORMS MANAGEMENT PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This volume implements Air Force Policy Directive (AFPD) 37-1, *Air Force Information Management* (will convert to AFPD 33-3, *Information Management*). It establishes the Air Force forms management program in accordance with Title 44, United States Code, Chapter 31, *Records Management by Federal Agencies*; Title 41, Code of Federal Regulations, Part 101-11, *Creation, Maintenance, and Use of Records*, Federal Property Management Regulation, current edition; Title 5, Code of Federal Regulations, Part 1320, *Controlling Paperwork Burdens on the Public*, current edition; and DoD Instruction 7750.7, *DoD Forms Management Program*, May 31, 1990; and explains its objectives and functions. It describes the types of forms, their uses, and the approval process, and covers the mandated procedures for preparing, reviewing, and approving forms. It applies to all Air Force personnel who develop forms to collect data. Any organization that prepares departmental, major command (MAJCOM), or base level forms must follow the requirements of this volume; other organizations use them as suggested guidance. Refer recommended changes and conflicts between this and other publications to Headquarters Air Force Communications Agency (HQ AFCA/XPXP), 203 West Losey Street, Room 1060, Scott AFB IL 62225-5222, on Air Force (AF) Form 847, **Recommendation for Change of Publication**. Send an information copy to Headquarters Air Force Communications and Information Center (HQ AFCIC/ITSI), 1250 Air Force Pentagon, Washington, DC 20330-1250. Any organization may supplement this volume. MAJCOMs, field operating agencies (FOA), and direct reporting units (DRU) send one copy of their supplement to HQ AFCIC/ITSI and HQ AFCA/XPXP; other organizations send one copy of each printed supplement to the next higher headquarters. Maintain and dispose of all records created as a result of the process described herein according to AFMAN 37-139, *Records Disposition Schedule* (will convert to AFMAN 33-322, Vol. 4). **NOTE:** Any reference to MAJCOMs and FOAs also includes DRUs. See **Attachment 1** for a glossary of references and supporting information.

**SUMMARY OF REVISIONS**

This change incorporates interim change (IC) 2000-1. This change adds the mandatory compliance statement (title page); adds information on safeguarded forms (paragraph **3.8.3** and **Attachment 1**); and reinstates AF 3130, **General Purpose (11 X 8 1/2)**, AF 3132, **General Purpose (11 X 8 1/2)**, AF 3136,

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General Purpose (11 X 8 1/2), AF 3137, General Purpose (11 X 8 1/2), AF 3153, General Purpose Calendar (11 X 8 1/2), and AF Form 1797, Form Register (paragraph 6.1).

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## Chapter 1

### FORMS MANAGEMENT PROGRAM - RESPONSIBILITIES

**1.1. General .** The Air Force Forms Management Program exists as a means to manage the collection, storage, retrieval, and display of standardized data by using paper or electronic media. MAJCOMs or FOAs may centralize or decentralize their local programs. If a MAJCOM or FOA has a centralized forms management program, it may use a single organizational designation for its field forms, instead of separate command, headquarters, joint use, or field activity forms. The forms management program objectives are:

- 1.1.1. Simplify and improve systems and procedures to enable Air Force personnel to carry out their daily operations as effectively and economically as possible.
- 1.1.2. Provide management with methods and data collection tools to capture information in the most timely, efficient, and accurate way possible.
- 1.1.3. Thoroughly analyze all proposed new or revised forms to ensure they provide maximum effectiveness to the management, administration, and operation of the mission.
- 1.1.4. Coordinate the efforts of the OPR, the technical skills of functional area specialist, and the forms managers.
- 1.1.5. Ensure only approved forms are used.
- 1.1.6. Prevent unnecessary creation and duplication of forms and information. Designate forms at the highest level.

**1.2. Directorate of Communications and Information (HQ USAF/SC) .** The Director of Communications and Information establishes Air Force policies and procedures for the Forms Management Program within the United States Air Force and appoints an Air Force Forms Manager in HQ AFCIC/ITSI who:

- 1.2.1. Has staff responsibility for the Air Force-wide forms management program.
- 1.2.2. Serves as the Air Force contact with representatives of the Secretary of Defense, General Services Administration (GSA) or other government agencies on all matters relating to form management policies and procedures.
- 1.2.3. Establishes effective, current, and economical policies and procedures for forms managed by the Air Force Departmental Publishing Office (AFDPO), MAJCOMs, and FOAs.
- 1.2.4. Reviews the operation of the Air Force forms management program periodically, and assists the Department of Defense (DoD) and GSA in their reviews.
- 1.2.5. Evaluates projects that affect Air Force forms use. If appropriate, delegates these form projects to the AFDPO, MAJCOMs, or FOAs.
- 1.2.6. Determines the software used Air Force-wide in the forms management program.
- 1.2.7. Oversees standards and methods for analyzing, designing, producing, standardizing, and maintaining all forms initiated within the Air Force.

**1.3. Air Force Departmental Publishing Office (AFDPO)** . Provides product development services in managing forms for the staff of the Office of the Secretary of the Air Force (SAF), Headquarters United States Air Force (HQ USAF), MAJCOMs, and FOAs who develop departmental publications and forms.

1.3.1. Establishes standards and methods for analyzing, categorizing, designing, controlling, producing, and maintaining all departmental forms initiated within the Air Force (see the Air Force web page: <http://afpubs.hq.af.mil>).

1.3.2. Provides headquarters staff direct support and administers to the SAF, HQ USAF, MAJCOMs, and FOAs for Air Force-wide departmental forms.

1.3.3. Evaluates the management of departmental forms within subordinate activities.

1.3.4. Monitors training and orientation in forms management analysis and design for HQ USAF.

1.3.5. Authorizes the purchase and implementation of form design tools as directed by the HQ AFCIC/ITSI forms manager.

1.3.6. Approves establishment of all departmental forms to support the using activities.

1.3.7. Recommends improvement in any phase of the Air Force forms management program to HQ AFCIC/ITSI.

**1.4. MAJCOMs and FOAs (except Air National Guard)** . The Director of Communications and Information (SC) in each MAJCOM and FOA, or the senior communications and information manager, appoints a forms manager to administer their forms management program and give support to headquarters staff and subordinate activities. Each SC sends the name, organization office symbol, and telephone number to the HQ AFCIC/ITSI forms manager.

1.4.1. The MAJCOM/FOA forms manager or staff:

1.4.1.1. Determines form management below MAJCOM and FOA-level and evaluates forms management by subordinate activities.

1.4.1.2. Monitors training and orientation in forms management.

1.4.1.3. Establishes standards for designing, categorizing, managing, and controlling forms within the MAJCOM or FOA-level. When possible, the forms manager posts the standards for design on the web.

1.4.1.4. Authorizes the requisition and implementation of form design tools as directed by the HQ AFCIC/ITSI forms manager.

1.4.1.5. Coordinates with other MAJCOMs and FOAs on jointly used forms in conjunction with AFDPO/PPPF direction.

1.4.1.6. Approves establishment of all forms initiated within the MAJCOM and FOA to include forms developed as part of an information system.

1.4.1.7. Recommends improvement in any phase of the Air Force forms management program to HQ AFCIC/ITSI.

1.4.1.8. Sends AFDPO information for each MAJCOM and FOA form for placement in the Product Announcement and the Master Catalog.

1.4.1.9. Upon request, provides a copy of any new or revised MAJCOM or FOA form to AFDPO/PPPF for project studies.

1.4.1.10. The forms manager at Air National Guard level acts as a liaison to provide an interface between MAJCOMs, the Air Force, and the ANG field units and performs some, but not all of the duties listed in paragraph 1.4.1.

**1.5. The Office of Primary Responsibility (OPR)** . The OPR establishes a form when a requirement exists to gather information on a repetitive basis, except as covered in paragraph 2.2. The OPR contacts the appropriate forms manager for guidance when developing a form; consults with, and requests the forms manager to attend planning sessions for new programs or systems that involve forms. The OPR is responsible for the form until it becomes obsolete or transfers ownership to another activity.

1.5.1. Initiates form request on DD Form 67, **Form Processing Action Request**, by submitting to appropriate forms manager or product development office.

1.5.2. Justifies to appropriate forms manager the use of forms in other than electronic media.

1.5.3. Prescribes forms in a directive publication. Updates the prescribing directive publication when revising or discontinuing prescribed forms.

1.5.4. Approves incorporation of their forms into systems that generate established forms (see paragraph 1.6.) and provides the forms manager with documentation for inclusion in the forms record set.

1.5.5. Coordinates proposed forms with appropriate functional area officials as listed in **Table 1.1.** (see AFI 33-360 Vol. 1, *Publications Management Program* and AFI 33-332, *Air Force Privacy Act Program*; and AFI 33-110, *Data Administration Program*).

1.5.6. Develops the Privacy Act Statement when a form collects Privacy Act information as defined in AFI 33-332.

1.5.7. Notifies appropriate forms manager or production development office when a form is obsolete.

1.5.8. Notifies appropriate forms manager or product development office if a new OPR takes responsibility for an existing form. Sends the name, organization office symbol, and telephone number of the new OPR in a timely manner.

1.5.9. With the assistance of the forms management office, evaluates Innovative Development through Employee Awareness (IDEA) submissions pertaining to forms (see paragraph 3.13. and AFI 38-401, *The Air Force Innovative Development Through Employee Awareness (IDEA) Program*).

1.5.10. Reviews and approves final form design, prior to issuance. Ensures logical fill and accuracy of data base elements on all electronic form designs prior to issuance.

1.5.11. Conducts a forms review every two years based on the date of creation, revision of the form, or revision of the prescribing directive.

1.5.12. Ensures record disposition instructions (AFMAN 37-139 [will convert to AFMAN 33-322, Vol. 4]) for the information collected using the forms are current. Contact the servicing records management office for assistance.

1.5.12.1. If none exist, submit an AF Form 525, **Records Disposition Recommendation**, and a copy of the DD Form 67 package, through the records management office to HQ AFCIC/ITC (AFMAN 37-123, *Management of Records* [will convert to AFMAN 33-322, Vol. 2]).

1.5.12.2. This requirement must also be applied to forms developed as part of an information system that collects data using forms or that generates forms (AFMAN 37-123 [will convert to AFMAN 33-322, Vol. 2]).

1.5.12.3. Submit changes to the Records Disposition Schedule, as required.

**1.6. Functional Area Users** . Functional areas that implement systems that incorporate existing forms must obtain written approval from the OPR of each form and the OPR must identify the system in the prescribing directive.

1.6.1. The system maintainer ensures the form images are replicas of the official form issued by the appropriate forms manager and revises the system form design properly and promptly when the official form is revised or reissued. If a system form design is different from the original form, the system maintainer requests a waiver from the OPR.

1.6.2. The system maintainer must comply with the record retention established for the information collected through use of the form or submit recommended records disposition request through their local base records manager (AFMAN 37-123 [will convert to AFMAN 33-322, Vol 2]).

**1.7. Forms Managers** . Forms managers at all levels direct the forms management program to accomplish program objectives, to properly analyze and design forms, to reduce the cost of producing and using forms, and to increase efficiency of data collection. Serve as staff officers in all matters pertaining to forms management and may delegate the following responsibilities, as required. The forms manager:

1.7.1. Ensures coordination of each form that is subject to a Congressional act, or a management information requirement (*Paperwork Reduction Act, Privacy Act, etc.*) and ensures form approval by the proper authority (**Table 1.1**).

1.7.2. Sends AFDPO information for each MAJCOM and FOA form for placement in the Product Announcement and the Master Catalog.

1.7.3. Ensures a prescribing directive publication supports each form (except office forms, test forms, and one-time forms).

1.7.4. Analyzes all forms to detect procedural problems to include forms developed as part of an automated system.

1.7.5. Ensures the use of existing higher-level forms, when appropriate.

1.7.6. Designs and numbers forms according to standards established by AFDPO or appropriate MAJCOM or FOA. AFDPO and each MAJCOM and FOA may develop local design standards and place them on their web sites as appropriate.

1.7.7. Reviews DD Form 67 for accuracy and completeness.

1.7.8. Approves new and revised forms and reprints of existing forms to include forms developed as part of an automated system.

1.7.9. Coordinates on the AF Form 673, **Request to Issue Publication**, for all publications to validate forms referenced or prescribed.

1.7.10. Eliminates nonessential or duplicate forms and combines similar or related forms.



- 1.7.11. Requests the OPR review the form every two years from the date of the form or the last revision.
- 1.7.12. Informs the OPR of the impact the form has on the organization, and the lead-time required to get the form approved, designed, and into the system.
- 1.7.13. Grants waivers for exceptions in coordination with the OPR.
- 1.7.14. Conducts surveys and evaluates the program to ensure that objectives are achieved. Initiates corrective actions, as necessary.
- 1.7.15. Assists the OPR in evaluating IDEA submissions concerning forms.
- 1.7.16. Trains forms management personnel (on-the-job, GSA training courses, or self-improvement). Trains users on software application use. Visits subordinate activities periodically to monitor forms operating methods and procedures.
- 1.7.17. Establishes and maintains a record set for each form.
- 1.7.18. Monitors the quality of products and determines when revision is necessary.
- 1.7.19. Develops, analyzes, evaluates, and advises on the effectiveness of workflow methods and procedures as they pertain to forms management. Supplies the expertise in the development of forms to support new and revised systems, policies, or reports.

**Table 1.1. Coordinating Forms.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If a form pertains to</b>	<b>then coordinate with</b>	
		<b>for field forms</b>	<b>for departmental forms</b>
<b>1</b>	expenditure of printing funds	Printing Control or Budget Officer.	HQ AFDPO/PPL, 200 McChord Street, Box 94, Bolling AFB DC 20332-1111.
<b>2</b>	soliciting information from the public	MAJCOM, FOA, and DRU Information Collections Requirement (ICR) Manager to the Air Force Information Management Control Officer.	HQ AFCA/ITCM, 203 W. Losey St., Rm 1065, Scott AFB IL 62225-5222.
<b>3</b>	soliciting information from other Federal agencies	MAJCOM, FOA, and DRU ICR Manager to the Air Force IMCO.	
<b>4</b>	internal Air Force reporting requirements "Report Control Symbol (RCS)"	ICR Manager.	
<b>5</b>	accounting forms	Comptroller.	DFAS-DE/PMLP, Denver CO 80279-5000.

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
		<b>then coordinate with</b>	
	<b>If a form pertains to</b>	<b>for field forms</b>	<b>for departmental forms</b>
<b>6</b>	mail management	IM or SC.	HQ AFCIC/XPX, 1250 Air Force Pentagon, Washington DC 20330-1250.
<b>7</b>	military personnel records	Military Personnel Records Office.	HQ AFPC/DPMDQP, 550 C Street West, Suite 16, Randolph AFB TX 78150-4718.
<b>8</b>	soliciting/verifying the SSN or other personal information from the record subject	Privacy Act Officer.	HQ AFCIC/ITC, 1250 Air Force Pentagon, Washington DC 20330-1250.
<b>9</b>	copyright material	Staff Judge Advocate.	HQ USAF/JA, 1420 Air Force Pentagon, Washington DC 20330-1420.
<b>10</b>	the use of seals or emblems	Personnel Office.	HQ AFHRA/RS, 600 Chennault Circle, Maxwell AFB AL 36112-6424.

## Chapter 2

### FORMS MANAGEMENT OVERVIEW

**2.1. Forms Types .** The Air Force uses a variety of forms (see [Attachment 1](#) for definitions).

**2.2. Items Not Managed as Forms .**

2.2.1. Forms used exclusively for cryptological activities.

2.2.2. Forms with use of fewer than 100 per year.

2.2.3. Forms used only once as part of a survey.

2.2.4. Printed products without spaces for entering information. They may; however, be assigned form numbers and controlled through the forms management program for referencing, stocking, and distributing, or to maintain the inventory. Some non-form items may be entered into the forms programs so they can be controlled Government-wide.

2.2.5. Formats that give a recommended logical sequence for collecting and recording information, but where space required for entries cannot be predetermined and information requirements cannot be standardized. Formats are exempt unless they solicit information covered by the Privacy Act of 1974, collect information from the public, or require OMB approval.

2.2.6. Certain printed items with limited blank space for insertion of specified data (e.g., tags, surveys, questionnaires, certificates, diplomas, cover sheets, etc.), unless it is advantageous to number them for control, referencing, printing, stocking, and requisitioning.

**2.3. Creating and Accessing Forms .**

2.3.1. If possible, create all Air Force and field-level forms in electronic format using the Air Force-directed design software.

2.3.2. The HQ AFCIC/ITSI will only authorize forms design software to designated forms design functions at Air Force and field units, unless a waiver is granted.

2.3.3. Obtain electronic forms at the official Air Force web site (<http://afpubs.hq.af.mil>) according to procedures in AFI 37-161, *Distribution Management* (will convert to AFI 33-361). Order physical media forms through the web site from the Air Force Publishing Distribution Office.

**2.4. Systems Forms and Other Automation Efforts .**

2.4.1. Functional areas implementing information systems that incorporate existing forms must obtain approval of the OPR. You must identify the systems in the forms' prescribing directive. The system maintainer ensures the accuracy of systems forms, revising them properly and promptly according to OPR directions (see paragraph [1.6.](#)).

2.4.2. Personnel establishing new forms by automated processes will submit forms to their appropriate forms managers for approval and proper control. If possible, create all forms using the Air Force-directed design software. This allows for ease of update when the OPR makes revisions to the form.

**2.5. Support of Morale, Welfare, Recreation, and Services (MWRS)** . Give forms management support to MWRS activities on a case-by-case basis. The MWRS activity pays the printing costs of forms used in the operation of the MWRS (internally imposed requirements).

## Chapter 3

### MANAGING FORMS

#### 3.1. Prescribing a Form .

3.1.1. When a requirement exists for a form, the originating OPR prescribes it in a standard or specialized directive publication. The prescribing publication:

3.1.1.1. Directs organizations and individuals to use the form unless instructions specify otherwise.

3.1.1.2. Cites the form designator, number, and long title, (e.g., AF Form 673, **Request to Issue Publication**) the first time the form is mentioned. Thereafter, only the designation and number is cited (e.g., AF Form 673), unless the title would clarify the text.

3.1.1.3. States the purpose of the form, and if necessary how to complete it, the number of copies, and when and where to submit the copies.

3.1.1.4. Explains where to submit requisitions for a supply of forms if the source of supply is other than the standard distribution system.

3.1.1.5. Lists "Form Prescribed" in the last paragraph of the publication, just before **Attachment 1**, and on the Air Force Form 673, Section III.

**3.2. Adopting a Form .** You may adopt an existing form prescribed in one publication for use in another publication. Adopted forms already exist and are available through the Air Force distribution system. Do not list adopted forms in the "Forms Prescribed" paragraph of a publication or on AF Form 673, Section III. See paragraph **3.1.1.2.** on how to cite the form.

#### 3.3. Requesting Form Approval .

3.3.1. Air Force and MAJCOM Forms. After coordinating the new or revised form with all functional areas required by **Table 1.1.**, the OPR sends one copy of a completed DD Form 67, for each new, revised, or changed form, to the appropriate forms manager or product development office (e.g., Air Force departmental forms are sent to AFDPO/PPP). Include a draft of the form, a filled-in sample copy of the form, and a copy of the paragraph from the publication that prescribes the form.

3.3.2. Standard Forms (SF), Optional Forms (OF) and other Agency Forms. To request approval for new and revised DD, SF and OF forms or other government agency forms see DoD 7750.7-M, *DoD Forms Management Program Procedures Manual*, January 1997.

**3.4. Forms Subject to The Paperwork Reduction Act (44 United States Code (U.S.C.) 3501).** The Paperwork Reduction Act seeks to minimize the cost and burden of reporting requirements while ensuring that management officials get the information they need. It applies to every Air Force form. Apply proper form controls to ensure using the minimum number of different forms necessary for efficient and economical operation, and to reduce the paperwork burden associated with collecting and reporting information on forms (see paragraph **3.9.3.**).

#### 3.5. Exceptions to Using Existing Forms .

3.5.1. A variety of exceptions may affect forms (such as, need to alter the form design for a limited amount of users, need to change the logical fill capability, authority to use a form in a specialized system, need for changing printing specifications, etc.). All of these exceptions require a waiver.

3.5.2. Request an exception to a form only when it is more cost effective. Hold requests for exceptions to a minimum. Send exception requests to the OPR. The OPR sends written justification, along with a copy of the proposed exception, to the appropriate forms manager (AFDPO/PPPF for Air Force-level forms).

3.5.3. Approved exception annotation must appear on the face page of the form design, immediately following or below the form number and date to read: "Exception to (form number) approved by (approving organization/functional address symbol and date)."

3.5.4. When the OPR revises the form, the exception is cancelled. A new request for exception may be submitted if the revised form does not make provision for the original waiver request.

### 3.6. Declaring a Form Obsolete .

3.6.1. The OPR of a form notifies the forms manager by AF Form 1382, **Request for Review of Publication and/or Forms**, DD Form 67, or by other written means. (Notify AFDPO/PPPF to obsolete departmental forms.) Cite any replacements for the obsolete form. Include the date when the OPR intends to rescind or change the revised prescribing directive, if required. Submit a change to the Records Disposition Schedule (using AF Form 525) when the form is deleted or discontinued.

3.6.2. The forms manager:

3.6.2.1. Moves the form from the current section of the Master Catalog, to the obsolete section. Annotates disposition instructions and replacement form number, if applicable.

3.6.2.2. Removes the form record set from the current numerical file and places it in the inactive area of the files. The record set is retained and disposed of according to AFMAN 37-139 (will convert to AFMAN 33-322, Vol. 4).

3.6.2.3. Announces obsolete forms in the Product Assessments along with disposition instructions for any existing stock.

3.6.3. The OPR of a SF or OF sends a SF 152, **Request for Clearance or Cancellation of a Standard or Optional Form**, a written justification, and a draft of the proposed cancellation notice through AFDPO/PPPF to Washington Headquarters Services (WHS/DIOR), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. WHS/DIOR reviews the requested action and sends it to GSA. When GSA approves the request, they use the *Federal Register* and the "*Standard and Optional Forms – Clearance Register*" to notify all using agencies of the cancellation.

**3.7. Stocked and Issued (S&I) and Stocked and Used (S&U) Forms .** See [Attachment 1](#) for explanation of terms. The OPR reviews departmental forms shown in the Master Catalog as S&I and S&U before each reprinting to ensure accuracy of information. Send requests for reprints to AFDPO/PPPF.

**3.8. Guidelines for Classified, Accountable, Storage Safeguarded, and FOR OFFICIAL USE ONLY Forms.** Anyone requesting the creation of these forms must ensure the forms have the required markings (see DoD 5200.1-R, *Information Security Program*; AFI 31-401, *Information Security Program*

*Management*; and AF Sup/DODR 5400.7, *DoD Freedom of Information Act Program*). Identify these forms in the numerical listing of the Master Catalog.

3.8.1. Forms That Are Classified or Classified When Filled In. Avoid forms that disclose classified information and classified titles unless absolutely necessary. When a form title is classified, use an unclassified short title for reference purposes. When designing a classified blank form, show the overall classification of the information at the top and bottom of the form design. If the form will become classified when filled in, leave sufficient space for the overall classification marking by adding the notation "\_\_\_\_\_ When Filled In" outside the margins at the top and bottom of each page of the form. Allow space for entering associated markings, classification authority, and downgrading or declassification instructions if deemed necessary by the requester.

3.8.2. Accountable Forms. Some blank forms can jeopardize installation/national security or could be used to defraud or allow false claims against the Government; therefore, you must control, safeguard, and account for these forms in accordance with the prescribing directives and AFI 37-161 (will convert to AFI 33-361). Use serial numbers to account for each form. Accountable forms are not the same as pre-numbered forms. Pre-numbered forms include such forms as repair and baggage tags, laundry tickets, and dry cleaning tickets.

3.8.3. Storing Safeguarded Forms. Store blank forms in a secure area. You need not account for each individual form. Issue safeguarded forms not otherwise controlled by the OPR, to specific activities based upon the organizations mission and the intended form's use. Safeguarded forms must be listed on the AF Form 1846 of the requesting activity.

3.8.4. FOR OFFICIAL USE ONLY Forms. Mark these forms as directed in AF Sup/DODR 5400.7.

### 3.9. Other Forms .

3.9.1. Internal Reporting. Coordinate forms collecting information within the Air Force at the direction of the Air Staff or lead command/FOA with the appropriate ICR Manager according to AFI 37-124, *The Information Collections and Reports Management Program; Collecting Internal, Public, and Interagency Air Force Information Collections* (will convert to AFI 33-324). Show the caption "Report Control Symbol (RCS)" in the upper right corner of the form inside the margin. Users enter the appropriate RCS number in the RCS space when completing the form. If a form with an RCS number is obsolete, follow the procedures in AFI 37-124 (will convert to AFI 33-324) to cancel the RCS number.

3.9.2. Interagency Reporting. Forms collecting information between departments of the Federal Government require an Interagency Reports Control Number (IRCEN). If a form collects information from another Federal agency, the OPR must coordinate with the appropriate ICR Manager. For Departmental forms send the form design, along with the request for an IRCEN, as outlined in AFI 37-124 (will convert to AFI 33-324), to HQ AFCA/ITCM. HQ AFCA/ITCM sends the request to WHS/DIOR who submits it to GSA for licensing.

3.9.3. Public Use Forms. Information collected from members of the public by the Federal Government require OMB approval and licensing. If a form collects information from the public, the OPR must coordinate the form request with the appropriate ICR Manager (see [Table 1.1](#) and AFI 33-332).

3.9.3.1. Public use forms display an OMB control number and expiration date in the upper right corner of the form design. Display the agency disclosure notice (ADN) statement immediately

below the form title and OMB control number at the top of the form (see AFI 37-124 [will convert to AFI 33-324]).

3.9.3.2. The OPR requests the appropriate forms management staff to develop a draft of the proposed form for coordination purposes. The appropriate forms management staff prepares a draft of the form with a block for an OMB control number, expiration date, and ADN statement. The OPR coordinates the form (along with the request for OMB approval according to AFI 37-124 [will convert to AFI 33-324]) through HQ AFCA/ITCM to the ICR Manager (see [Table 1.1](#)). The IRRM sends the request to the DoD clearance officer, WHS/DIOR, for publication in the *Federal Register*, and for OMB licensing. Allow approximately 120 calendar days to get OMB approval or disapproval.

3.9.3.3. OMB licenses were approved for all the forms listed in DoD 5010.12-L, *Acquisition Management Systems and Data Requirements Control List*, April 1997. This list includes all forms prescribed in the Data Item Descriptions (DID) directive. An Air Force form identified in DIDs is considered a public-use form and has an approved OMB license. Process the form through the appropriate forms management office to HQ AFCA/ITCM for coordination.

**3.10. Forms Subject to the Privacy Act of 1974 (AFI 33-332)** . Forms that collect personal data from individuals for inclusion in a Privacy Act system of records (a collection of records retrieved by an individual's name or personal identifier), and forms that request the individual to enter or verify the social security number, must contain a Privacy Act Statement (PAS). The OPR will identify the form as subject to the Privacy Act and develop the PAS as outlined in AFI 33-332). The PAS allows the individual completing the form to make an informed decision about whether to furnish the information. Coordinate all proposed new or revised forms that collect personal data with the Privacy Act Officer (PAO) and servicing legal office. DD Form 67 provides an area for the name, organizational designation, functional address symbol, telephone number (Defense Switched Network [DSN] or commercial), and initials of the coordinating PAO to be recorded.

3.10.1. Displaying PAS on a Form. The OPR sends the DD Form 67, with the PAS, a draft of the new or revised form, and the prescribing directive, through the PAO to the forms management office for processing.

3.10.2. Computer Matching Program. Computer matching is the electronic comparison of records from two or more automated systems between Federal agencies, state, and local governments for verifying benefits, eligibility, and for debt collection purposes. Records involved include those from personnel and payroll systems, and Federal benefit programs. If the information on the form is subject to computer matching, incorporate an appropriate warning into the PAS. Coordinate all proposed new or revised forms for Federal benefit programs payroll, or personnel information with HQ AFCIC/ITC.

**3.11. United States Postal Service (USPS) Requirements** . Forms used as mailers must meet USPS requirements. The OPR coordinates all requests for mailer forms according to DoD 4525.8-M, *DoD Official Mail Manual*, July 1987.

**3.12. Standard for Data Elements** . Formats, definitions, data types etc. already exist for many information fields. They can be found in the Defense Data Dictionary System that can be accessed at [www.datadmn.itsi.disa.mil](http://www.datadmn.itsi.disa.mil) by going to TOOLS. Use these DoD data specifications on forms whenever possible. This use will facilitate automated processing of the information provided when the form is used.



**3.13. Air Force Innovative Development Through Employee Awareness (IDEA) Program (AF Form 1000, IDEA Application).** Forms are continually reviewed and updated by both the OPR and forms management. The preferred method to change forms is to recommend improvements using AF Form 847 (see paragraph [3.14.](#)). When someone has submitted an AF Form 1000, the OPR performs the final evaluation on any IDEA pertaining to the form. The OPR prepares the AF Form 1000-1, **IDEA Evaluation and Transmittal**, returns it to the appropriate IDEA program office, and sends a copy of the final evaluation and recommended improvements to the appropriate forms manager for the record set. If the OPR decides to revise a form, the OPR prepares and submits a DD Form 67 to the appropriate forms manager (AFDPO/PPPF for departmental forms).

3.13.1. Exclude IDEA recommendations that:

3.13.1.1. Do not specifically identify operational problems caused by the form and propose a solution that improves the form.

3.13.1.2. Involve a study of all forms.

3.13.1.3. Recommend changes in construction (i.e., color and weight of paper), spacing, field size, format, printing capability, and electronic attributes. Each form manager analyzes the form prior to each revision.

3.13.1.4. Result from using new technology. Forms management consistently reviews and evaluates new technology for use and application Air Force-wide.

3.13.1.5. AFDPO/PPPF, MAJCOM forms managers, and the forms OPR have final authority to disapprove any IDEA recommendation excluded in paragraph [3.13.1.](#)

**3.14. Reporting Design Deficiencies or Recommending Improvements on Existing Forms.** Design deficiencies/improvements may consist of misspelling, block on the form does not fill, need to rearrange blocks to allow more data, need for different fonts, need to change construction, etc. Submit AF Form 847, with specific justification for changes, to the OPR for evaluation. The OPR determines if the change benefits the total Air Force. The OPR submits a change request on a DD Form 67 to the appropriate forms management office.

**3.15. Overprinting a Form .** Overprint an Air Force form when the number of man-hours saved in filling in the form justifies the extra cost of overprinting the fill-in data (see [Attachment 1](#), Terms).

## Chapter 4

### THE FORMS MANAGEMENT OFFICE

**4.1. Organizing and Using Files** . The forms manager establishes and maintains a record set for each prescribed form. The record set is the history file, an important tool for the forms manager. Arrange the folders in numerical order, according to the form designation and number. Arrange the material in each folder chronologically, with the most recent date on top. Each folder must contain: (1) a coordinated and approved DD Form 67 sent by the OPR, for the form and all revisions; (2) the latest printing specifications; (3) the latest AF Form 1382; (4) documentation about the form; (5) a final draft or master; (6) a copy of the current edition of the form showing the OPR's concurrence; and (7) a copy of each previous edition of the form. When the OPR declares a form obsolete, withdraw the folder from the active file, annotate it, and put it in the obsolete/inactive file.

**4.2. Assigning Functional Codes** . The forms manager classifies each form under one functional code to allow for cross reference purposes and functional analysis to detect duplicity of forms. See [Table A2.1](#) for functional codes and cross-references to related publication series.

**4.3. AF Form 1747, Forms Processing Data** . Forms managers may use AF Form 1747 for announcing forms in appropriate product announcements, or may use other electronic means of transmitting the announcement information.

**4.4. Reviewing the Status of Forms** . The forms management office conducts a forms review every 2 years, based on the date of creation, revision of the form, or revision of the prescribing directive. Use an AF Form 1382 (may use other electronic means of transmitting the actual review information). Revising a publication requires and constitutes a review of all forms prescribed by the affected publication. After coordinating on a proposed publication revision, place a copy of the AF Form 673 in the record set of each prescribed form to document the action. Initiate special and reprint reviews as needed.

**4.5. Master Catalog** . This catalog will be updated daily and contain all products available through the Electronic Transaction System.

## Chapter 5

### MANAGING SPECIALIZED FORMS

**5.1. Prescribing Air Force Technical Order (AFTO) and Air Force Communications Security (AFCOMSEC) Forms.** Headquarters Air Force Materiel Command (AFMC) and Air Force Materiel Field Office may prescribe AFTO forms in Air Force Technical Orders. Publish AFTO forms as outlined in AFPD 21-3, *Technical Orders*, after approval from HQ USAF/IL, 1030 Air Force Pentagon, Washington DC 20330-1030. The technical content manager approves AFTO forms prescribed by other technical orders. Air Intelligence Agency (AIA) and HQ AFCA prescribe AFCOMSEC forms in AFCOMSEC publications.

**5.2. AFDPO, AFMC, AIA, and Air Force Publishing Distribution Center (AF PDC) Responsibilities.**

5.2.1. AFDPO/PPPF indexes each AFTO and AFCOMSEC form in the Master Catalog and announces it in the Air Force Product Announcement. They issue AFTO and AFCOMSEC forms from the Air Force web site (<http://afpubs.hq.af.mil>).

5.2.2. HQ AFMC, HQ AIA, and HQ AFCA:

5.2.2.1. Analyze, approve, develop, number, and procure AFTO and AFCOMSEC forms. Submit electronic editions of AFTO and AFCOMSEC forms for release on the Air Force web site.

5.2.2.2. Budget for creating, revising, and reprinting AFTO and AFCOMSEC forms.

5.2.2.3. Give the AFPDC sufficient AFTO and AFCOMSEC forms to fill requisitions and maintain stock levels.

5.2.2.4. Distribute appropriate AFTO and AFCOMSEC forms to organizations receiving the prescribing directive.

5.2.2.5. Send one copy of DD Form 67, one copy of AF Form 1747, and one copy of the printed form or digitized form to AFDPO/PPPF.

5.2.2.6. Send completed AF Form 1747 to AFDPO/PPPF if the forms are declared obsolete. On the AF Form 1747 annotate how to dispose of stock and identify any replacing form, if applicable. Notify AFDPO/PPPF if Master Catalog needs to be changed (for example, edition date, title, local reproduction authority, unit of issue, functional code, prescribing directive).

5.2.2.7. Maintain approval authority on reprint requests received from the AFPDC.

5.2.2.8. Comply with the records disposition scheduling requirements in paragraph **1.5.12**.

5.2.3. AFPDC:

5.2.3.1. Stocks and issues AFTO and AFCOMSEC forms.

5.2.3.2. Sends requests for reprints to the MAJCOM or FOA having primary responsibility.

## Chapter 6

### GENERAL PURPOSE FORMS

**6.1. Using General Purpose Forms .** Use a general purpose form when a local form is needed, but only limited stock is required. The available forms are AF Form 2519, **All Purpose Checklist**; AF Form 3126, **General Purpose (8-1/2 by 11 inches)**; AF Form 3131, **General Purpose (11 by 8-1/2 inches)**; AF Form 3132, **General Purpose (11 by 8-1/2 inches)**; AF 3130, **General Purpose (11 X 8 1/2)**; AF 3132, **General Purpose (11 X 8 1/2)**; AF 3136, **General Purpose (11 X 8 1/2)**; AF 3137, **General Purpose (11 X 8 1/2)**; AF 3153, **General Purpose Calendar (11 X 8 1/2)**. Alter general purpose form designs as needed. Do not develop general purpose forms below departmental-level. The information collected using General Purpose Forms is not exempt from the records disposition schedule requirement contained in paragraph **1.5.12**.

6.1.1. The Air Force's intent is to save time designing limited-use forms. The form number identifies the blank state only; it does not identify the entries the user adds to the form.

6.1.2. Renumber general purpose forms according to your organization's numbering system if:

6.1.2.1. You change the design of the form by modifying lines and you need enough copies of the form to warrant reproduction.

6.1.2.2. You use the form to collect information subject to the Privacy Act of 1974.

6.1.2.3. You use it to collect information on a recurring basis.

### **6.2. Restrictions on Using General Purpose Forms .**

6.2.1. You do not need to renumber a general purpose form if:

6.2.1.1. You use it as a design layout to draft a proposed MAJCOM or departmental form.

6.2.1.2. You modify it for a specific use, but will not need to reproduce it.

6.2.1.3. You use it in the original format without modification. In this instance, you may overprint or reproduce the form after coordination with the local forms manager. Add "Overprint" in the lower right corner of the form, preceded by your originator's organizational designation; e.g., "1234 MAW Overprint."

6.2.2. Modifying general purpose forms to suit your needs can save time and effort that would go into creating a new form. If you modify the design of a general purpose form, add "Overprint as Modified" in the lower right corner of the form, preceded by your organizational designation.

6.2.3. General purpose forms are considered "unlocked" form templates. When making changes, follow the requirements in paragraphs **6.1.1** and **6.1.2**.

### **6.3. Forms Prescribed .**

6.3.1. AF Form 2519, **All Purpose Checklist**.

6.3.2. AF Form 3126, **General Purpose (8-1/2 by 11 inches)**.

6.3.3. AF Form 3131, **General Purpose (11 by 8-1/2 inches)**.

6.3.4. AF Form 3132, **General Purpose (11 by 8-1/2 inches)**.

- 6.3.5. AF Form 1747, **Forms Processing Data.**
- 6.3.6. AF Form 3130, **General Purpose (11 X 8 1/2).**
- 6.3.7. AF Form 3132, **General Purpose (11 X 8 1/2).**
- 6.3.8. AF Form 3136, **General Purpose (11 X 8 1/2).**
- 6.3.9. AF Form 3137, **General Purpose (11 X 8 1/2).**
- 6.3.10. AF Form 3153, **General Purpose Calendar (11 X 8 1/2).**
- 6.3.11. AF Form 1797, **Form Register.**

WILLIAM J. DONAHUE, Lt Gen, USAF  
Director, Communications and Information

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 5, United States Code, Section 552a, *Privacy Act of 1974*, as amended

Title 44, United States Code, Chapter 31, *Records Management by Federal Agencies*

Title 44, United States code, Chapter 35, *Coordination of Federal Information Policy*

Title 5, Code of Federal Regulations, Part 1320, *Controlling Paperwork Burdens on the Public*, current edition

Title 41, Code of Federal Regulations, Part 101-11, *Creation, Maintenance, and Use of Records*, Federal Property Management Regulation, current edition

OMB Circular A-130, *Management of Federal Information Resources*

DoD 4525.8-M, *DoD Official Mail Manual*, July 1987

DoD 5010.12-L, *Acquisition Management Systems and Data Requirements Control List*, April 1997

DoD 5200.1-R, *Information Security Program*, January 1997

DoD Instruction 7750.7, *DoD Forms Management Program*, May 31, 1990

DoD 7750.7-M, *DoD Forms Management Program Procedures Manual*, August 14, 1991

DoD 7750.7-L, *Listing of Approved Department of Defense (DD) Forms*, January 1997

AFSup/DoDR 5400.7, *DoD Freedom of Information Act Program*

AFPD 21-3, *Technical Orders*

AFPD 37-1, *Air Force Information Management* (will convert to AFPD 33-3)

AFI 31-401, *Information Security Program Management*

AFI 33-110, *Data Administration Program*

AFI 33-360, Volume 1, *Publications Management Program*

AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections* (will convert to AFI 33-324)

AFI 33-332, *Air Force Privacy Act Program*

AFI 37-161, *Distribution Management* (will convert to AFI33-360 Vol. 3)

AFI 38-401, *The Air Force Innovative Development Through Employee Awareness (IDEA) Program*

AFMAN 37-123, *Management of Records*, (will convert to AFMAN 33-322, Vol. 2)

AFMAN 37-139, *Records Disposition Schedule* (will convert to AFMAN 33-322, Vol. 4)

AFIND 9, *Numerical Index of Departmental Forms*

*Abbreviations and Acronyms*

**ADN**—Agency Disclosure Notice  
**AFCA**—Air Force Communications Agency  
**AFCIC**—Air Force Communications and Information Center  
**AFCOMSEC**—Air Force Communications Security  
**AFDD**—Air Force Data Dictionary  
**AFDPO**—Air Force Departmental Publishing Office  
**AFI**—Air Force Instruction  
**AFIND**—Air Force Index  
**AFMC**—Air Force Materiel Command  
**AFPB**—Air Force Publishing Bulletin  
**AFPD**—Air Force Policy Directive  
**AFPDC**—Air Force Publishing Distribution Center  
**AFTO**—Air Force Technical Order  
**AIA**—Air Intelligence Agency  
**DD**—Department of Defense (as used on DD Forms)  
**DID**—Data Item Description  
**DoD**—Department of Defense  
**DRU**—Direct Reporting Unit  
**DSN**—Defense Switched Network  
**FOA**—Field Operating Agency  
**FPMR**—Federal Property Management Regulation  
**GSA**—General Services Administration  
**HQ USAF**—Headquarters United States Air Force  
**ICR**—Information Collections Requirement  
**IDEA**—Innovative Development through Employee Awareness  
**IRCN**—Interagency Reports Control Number  
**LRA**—Local Reproduction Authorized  
**MAJCOM**—Major Command  
**MWRS**—Morale, Welfare, Recreation, and Services  
**OF**—Optional Form  
**OMB**—Office of Management and Budget

**OPR**—Office of Primary Responsibility

**PAO**—Privacy Act Officer

**PAS**—Privacy Act Statement

**RCS**—Report Control Symbol

**S&I**—Stock & Issue

**S&U**—Stock & Use

**SAF**—Offices of the Secretary of the Air Force, referred to as the "Secretariat"

**SF**—Standard Form

**TD**—United States Department of the Treasury (as used on forms)

**U.S.C.**—United States Code

**USPS**—United States Postal Service

**WHS/DIOR**—Washington Headquarters Services, Directorate for Information Operations and Reports

### *Terms*

**Adopted Form**—A form is adopted for use when it already exists in inventory and prescribed by a primary directive.

**AFCOMSEC Forms**—Air Force communications security forms prescribed for use in Air Force communications security directives.

**AFTO Forms**—Air Force Technical Order forms prescribed for use in Air Force Technical Orders.

**Department of Defense Forms**—Forms prescribed for use throughout the DoD. Offices of primary responsibility within the DoD selected as executive agents develop these forms. WHS/DIOR approves them for DoD-wide use. If DD forms already exist for a particular purpose, Air Force OPRs will not design similar forms to accomplish the same purpose, even though a specialized form might offer some advantage.

**Departmental Form**—A form used Air Force-wide. Department of the Air Force standard or specialized directives, or other Air Force agency publications of comparable level, prescribe these forms for use. If an Air Force form already exists for a particular purpose, field activities will not design a field form to accomplish the same purpose, even though a specialized form might offer some advantage. A waiver from the Air Force OPR may be requested.

**Field Forms**—Forms (other than departmental forms) issued by an Air Force activity. Issuing activities are MAJCOM, FOA, base, and unit. Standard or specialized directives prescribe these forms for use by two or more assigned units, attached to and within the originating organization.

**Form**—A predetermined arrangement of captioned fields, developed for collecting and recording data, and extracting information. The form may be in an electronic or physical medium. Forms are numbered for easy reference and effective management; and are prescribed in Air Force or lower level instructions to ensure maximum efficiency and effectiveness.

**Format**—A guide, table, sample, or exhibit that illustrates a predetermined layout for presenting data. A format may or may not be a form.



**Headquarters Forms**—Forms for use within two or more staff offices of a headquarters. Headquarters operating instruction prescribe these forms.

**Local Reproduction Authorized (LRA)**—A low usage form authorized local reproduction to allow more efficient stocking and handing at user level. Altering the form's image, size, and/or design is not authorized during the reproduction process.

**Office Forms**—Forms for use only within the originating directorate, division, branch or section or office. MAJCOM and FOA directors of Communications and Information (SC) may delegate the control of office forms to the OPR. Office forms do not have to be prescribed, and indexing them is optional.

**One-Time Forms**—Forms that satisfy a one-time requirement, are not reprinted, and are obsolete when expiration date is met. Identify one-time forms by the word "One-Time" in parentheses following the form number and the expiration date (e.g., One-Time, Expires 20 January 2001). The OPR is furnished sufficient stocks of these forms to distribute the forms directly to activities required to complete the project. One-Time forms are not indexed.

**Optional Forms**—These forms bear the designation "Optional Form" or "OF." Two or more Federal agencies may develop an optional form to eliminate separate agency forms for similar purposes. GSA, Office of Information Systems, approves Optional Forms for non-mandatory use by Federal agencies.

**Other Government Agency Forms**—Government agencies such as the Department of the Treasury (TD), Office of Personnel Management, and Department of Veterans Affairs, develop and approve their own agency forms.

**Overprinting**—Overprinting is the printing of pertinent repetitive information in blank captioned areas of a form. This practice is used to save man-hours and supplies required to accomplish repetitive tasks. Do not alter lines or captions or add blocks and captions to an existing form as this action is a revision of the original form design.

**Prescribed Form**—The OPR prescribes a form in a directive publication. A standard or specialized directive mandates the use of a form. There is one OPR for each form. The originating activity remains the OPR until ownership transfer is recorded in the record set of the form.

**Standard Forms**—These forms bear the designation "Standard Form," or "SF." The initiating agency's OPR prescribes these forms in their regulations. GSA also approves SF forms for mandatory use by all Federal agencies. The regulations of the issuing agency normally include the mandatory use of these forms.

**Storing Safeguarded Forms**—Blank forms that could be put to fraudulent use, but not to a degree requiring complete accountability. Such forms are stored in locked cabinets, secure filing cabinets, or locked rooms.

**S&I**—Stocked and Issued S&I forms are distributed directly by the OPR. The organization/office symbol and mailing address of the OPR is noted after the form title in the index. Users request stock of these forms direct from the OPR. AFPDC does not requisition these forms or distribute them to the field.

**S&U**—Stocked and Used S&U forms are distributed directly by the OPR only within the primary organization and used only by that activity. Distribution is made automatically, as needed. AFPDC does not requisition these forms, nor distribute them to the field.

**Test Forms**—Test forms are established to be used for a limited period of time so they may be evaluated and made permanent. The OPR gives enough test forms directly to the testing activities for them to

complete the test. On the face of the form, following the form number and date, annotate in parentheses “(TEST – EXPIRES: [date])”. Life of a test form will not exceed 1 year. The OPR is responsible for converting these forms to a permanent form by no later than the expiration date. If not converted to a permanent form by the expiration date, they automatically become obsolete.

## Attachment 2

## FUNCTIONAL CODES AND RELATED PUBLICATIONS SERIES

**A2.1. Subject Series Description .** See a description of subject series in AFI 33-360 Volume 1, for basic publication numbers shown with major functional codes. The first two digits of all functional codes are identical to the publication series number.

**Table A2.1. Numeric Cross-Reference of Publications Series to Functional Codes.**

<b>Publication Series Functional Code</b>	<b>Subject</b>
<b>10 Operations</b>	1010 Air Traffic Control 1020 Approach Procedures 1030 Search and Rescue
<b>11 Flying Activities</b>	1100 Flying Operations
<b>13 Space/Missile/Command and Control</b>	1300 Space, Missile, Command and Control
<b>14 Intelligence</b>	1410 Intelligence 1420 Mapping, Charting and Geodesy
<b>15 Weather</b>	1500 Weather
<b>16 Operations Support</b>	1610 Political-Military Assistance 1620 Foreign Disclosure 1630 Resource Management 1640 Installation Management 1650 Planning, Programming, and Budgeting System 1660 Arms Control 1670 Special Access Programs
<b>20 Logistics</b>	2000 Logistics
<b>21 Maintenance</b>	2110 Maintenance Management 2120 Installation, Restoration, Repair and Testing 2121 Aircraft 2122 Engines and Accessories 2123 Nuclear and Non-Nuclear Armament 2124 Communication Equipment 2125 Photographic 2126 Motor Vehicles 2127 Marine Equipment 2128 Railroad 2129 Intricate Equipment 2130 Technical Order Management 2140 Engineering Data

<b>Publication Series Functional Code</b>	<b>Subject</b>
<b>23 Supply</b>	2310 Requirements and Stockage 2320 Supplies and Materiel Management 2330 Energy Management 2340 Defense Business Operations Fund 2350 Reutilization and Disposal
<b>24 Transportation</b>	2410 Personnel Movement 2420 Cargo Movement 2430 Transportation Vehicles and Equipment 2440 Customs and Clearance 2450 Personal Property
<b>25 Logistics Staff</b>	2500 Logistics
<b>31 Security</b>	3110 Personnel Security 3120 Document Security 3130 Industrial Security 3140 Restricted Areas 3150 Law Enforcement 3160 Confinement and Retraining 3170 Aerospace Systems Security
<b>32 Civil Engineering</b>	3210 Real Property 3220 Design and Construction 3230 Utilities Operation, Maintenance, and Services 3240 Fire Protection and Rescue 3250 Natural Resources 3260 Environmental Protection 3270 Energy Conservation
<b>33 Communications and Information</b>	3310 C4 Systems 3320 C4 Systems Security 3330 Postal 3340 Printing, Duplicating, and Copying Management 3350 Written Communications 3360 Records Management 3370 Publications and Forms Management 3380 Publications and Forms Distribution Management 3390 Orders Management
<b>34 Services</b>	3410 Services 3420 Food Services 3430 Mortuary Affairs 3440 Lodging 3450 Recreation and Entertainment

<b>Publication Series Functional Code</b>	<b>Subject</b>
<b>35 Public Affairs</b>	3500 Public Affairs
<b>36 Personnel</b>	3610 Force Management 3611 Identification 3620 Military Personnel 3630 Civilian Personnel 3640 Recruiting 3650 Training and Professional Education 3660 Awards and Decorations 3670 Reserve Personnel 3671 Civil Air Patrol 3680 Retirement and Separation 3690 Personal Affairs
<b>38 Manpower and Organization</b>	3810 Manpower 3820 Organization 3830 Suggestion Program 3840 Productivity Programs
<b>40 Medical Command</b>	4000 Wellness
<b>41 Health Services</b>	4110 Health Care Programs 4120 Medical Support
<b>44 Medical</b>	4400 Medical Operations
<b>46 Nursing</b>	4600 Nursing Services
<b>47 Dental</b>	4700 Dental Services
<b>48 Aerospace Medicine</b>	4800 Aerospace Medicine
<b>51 Law</b>	5110 Military Justice 5120 Civil Litigation 5130 International Law 5140 Claims 5150 Law
<b>52 Chaplain</b>	5200 Chaplain
<b>60 Standardization</b>	6000 Standardization
<b>61 Scientific, Research and Development</b>	6110 Research 6120 Development 6130 Equipment
<b>62 Developmental Engineering</b>	6200 Developmental Engineering
<b>63 Acquisition</b>	6300 Acquisition Management
<b>64 Contracting</b>	6410 Contracting Management 6420 Small Business Management

<b>Publication Series Functional Code</b>	<b>Subject</b>
<b>65 <i>Financial Management</i></b>	6510 Comptroller 6520 Budget 6530 Auditing 6540 Cost Analysis 6550 Banking and Credit Unions 6560 Accounting & Finance
<b>71 <i>Special Investigations</i></b>	7100 Investigation
<b>84 <i>History</i></b>	8400 History
<b>90 <i>Command Policy</i></b>	9010 Strategic Planning 9020 Legislative Liaison 9030 Inspection
<b>91 <i>Safety</i></b>	9110 Nuclear Systems Surety 9120 Ground, Explosives, Flight, and Space Safety 9130 Occupational Safety and Health
<b>99 <i>Test and Evaluation</i></b>	9900 Testing

**Attachment 3****INTERIM CHANGE 2000-1 TO AIR FORCE INSTRUCTION 33-360, VOLUME 2**IC 2000-1 TO AFI 33-360 V2, *FORMS MANAGEMENT PROGRAM*

27 JUNE 2000

**SUMMARY OF REVISIONS**

This change incorporates interim change (IC) 2000-1. This change adds the mandatory compliance statement (title page); adds information on safeguarded forms (paragraph 3.8.3 and Attachment 1); and reinstates AF 3130, **General Purpose (11 X 8 1/2)**, AF 3132, **General Purpose (11 X 8 1/2)**, AF 3136, **General Purpose (11 X 8 1/2)**, AF 3137, **General Purpose (11 X 8 1/2)**, AF 3153, **General Purpose Calendar (11 X 8 1/2)**, and AF Form 1797, **Form Register** (paragraph 6.1).

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

3.8.3. Storing Safeguarded Forms. Store blank forms in a secure area. You need not account for each individual form. Issue safeguarded forms not otherwise controlled by the OPR, to specific activities based upon the organizations mission and the intended form's use. Safeguarded forms must be listed on the AF Form 1846 of the requesting activity.

**6.1. Using General Purpose Forms.** Use a general purpose form when a local form is needed, but only limited stock is required. The available forms are AF Form 2519, **All Purpose Checklist**; AF Form 3126, **General Purpose (8-1/2 by 11 inches)**; AF Form 3131, **General Purpose (11 by 8-1/2 inches)**; AF Form 3132, **General Purpose (11 by 8-1/2 inches)**; AF 3130, **General Purpose (11 X 8 1/2)**; AF 3132, **General Purpose (11 X 8 1/2)**; AF 3136, **General Purpose (11 X 8 1/2)**; AF 3137, **General Purpose (11 X 8 1/2)**; AF 3153, **General Purpose Calendar (11 X 8 1/2)**. Alter general purpose form designs as needed. Do not develop general purpose forms below departmental-level. The information collected using General Purpose Forms is not exempt from the records disposition schedule requirement contained in paragraph [1.5.12](#).

6.3.6. AF 3130, **General Purpose (11 X 8 1/2)**.

6.3.7. AF 3132, **General Purpose (11 X 8 1/2)**.

6.3.8. AF 3136, **General Purpose (11 X 8 1/2)**.

6.3.9. AF 3137, **General Purpose (11 X 8 1/2)**.

6.3.10. AF 3153, **General Purpose Calendar (11 X 8 1/2)**.

6.3.11. AF Form 1797, **Form Register**.

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

Title 5, United States Code, Section 552a, *Privacy Act of 1974*, as amended

Title 44, United States Code, Chapter 31, *Records Management by Federal Agencies*

Title 44, United States code, Chapter 35, *Coordination of Federal Information Policy*

Title 5, Code of Federal Regulations, Part 1320, *Controlling Paperwork Burdens on the Public*, current edition

Title 41, Code of Federal Regulations, Part 101-11, *Creation, Maintenance, and Use of Records*, Federal Property Management Regulation, current edition

OMB Circular A-130, *Management of Federal Information Resources*

DoD 4525.8-M, *DoD Official Mail Manual*, July 1987

DoD 5010.12-L, *Acquisition Management Systems and Data Requirements Control List*, April 1997

DoD 5200.1-R, *Information Security Program*, January 1997

DoD Instruction 7750.7, *DoD Forms Management Program*, May 31, 1990

DoD 7750.7-M, *DoD Forms Management Program Procedures Manual*, August 14, 1991

DoD 7750.7-L, *Listing of Approved Department of Defense (DD) Forms*, January 1997

AFSup/DoDR 5400.7, *DoD Freedom of Information Act Program*

AFPD 21-3, *Technical Orders*

AFPD 37-1, *Air Force Information Management* (will convert to AFPD 33-3)

AFI 31-401, *Information Security Program Management*

AFI 33-110, *Data Administration Program*

AFI 33-360, Volume 1, *Publications Management Program*

AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections* (will convert to AFI 33-324)

AFI 33-332, *Air Force Privacy Act Program*

AFI 37-161, *Distribution Management* (will convert to AFI33-360 Vol. 3)

AFI 38-401, *The Air Force Innovative Development Through Employee Awareness (IDEA) Program*

AFMAN 37-123, *Management of Records*, (will convert to AFMAN 33-322, Vol. 2)

AFMAN 37-139, *Records Disposition Schedule* (will convert to AFMAN 33-322, Vol. 4)

AFIND 9, *Numerical Index of Departmental Forms*



*Abbreviations and Acronyms*

**AND**--Agency Disclosure Notice  
**AFCA**--Air Force Communications Agency  
**AFCIC**--Air Force Communications and Information Center  
**AFCOMSEC**--Air Force Communications Security  
**AFDD**--Air Force Data Dictionary  
**AFDPO**--Air Force Departmental Publishing Office  
**AFI**--Air Force Instruction  
**AFIND**--Air Force Index  
**AFMC**--Air Force Materiel Command  
**AFPB**--Air Force Publishing Bulletin  
**AFPD**--Air Force Policy Directive  
**AFPDC**--Air Force Publishing Distribution Center  
**AFTO**--Air Force Technical Order  
**AIA**--Air Intelligence Agency  
**DD**--Department of Defense (as used on DD Forms)  
**DID**--Data Item Description  
**DoD**--Department of Defense  
**DRU**--Direct Reporting Unit  
**DSN**--Defense Switched Network  
**FOA**--Field Operating Agency  
**FPMR**--Federal Property Management Regulation  
**GSA**--General Services Administration  
**HQ USAF**--Headquarters United States Air Force  
**ICR**--Information Collections Requirement  
**IDEA**--Innovative Development through Employee Awareness  
**IRCN**--Interagency Reports Control Number  
**LRA**--Local Reproduction Authorized  
**MAJCOM**--Major Command  
**MWRS**--Morale, Welfare, Recreation, and Services  
**OF**--Optional Form  
**OMB**--Office of Management and Budget

**OPR**--Office of Primary Responsibility

**PAO**--Privacy Act Officer

**PAS**--Privacy Act Statement

**RCS**--Report Control Symbol

**S&I**--Stock & Issue

**S&U**--Stock & Use

**SAF**--Offices of the Secretary of the Air Force, referred to as the "Secretariat"

**SF**--Standard Form

**TD**--United States Department of the Treasury (as used on forms)

**U.S.C.**--United States Code

**USPS**--United States Postal Service

**WHS/DIOR**--Washington Headquarters Services, Directorate for Information Operations and Reports

### *Terms*

**Adopted Form**--A form is adopted for use when it already exists in inventory and prescribed by a primary directive.

**AFCOMSEC Forms**--Air Force communications security forms prescribed for use in Air Force communications security directives.

**AFTO Forms**--Air Force Technical Order forms prescribed for use in Air Force Technical Orders.

**Department of Defense Forms**--Forms prescribed for use throughout the DoD. Offices of primary responsibility within the DoD selected as executive agents develop these forms. WHS/DIOR approves them for DoD-wide use. If DD forms already exist for a particular purpose, Air Force OPRs will not design similar forms to accomplish the same purpose, even though a specialized form might offer some advantage.

**Departmental Form**--A form used Air Force-wide. Department of the Air Force standard or specialized directives, or other Air Force agency publications of comparable level, prescribe these forms for use. If an Air Force form already exists for a particular purpose, field activities will not design a field form to accomplish the same purpose, even though a specialized form might offer some advantage. A waiver from the Air Force OPR may be requested.

**Field Forms**--Forms (other than departmental forms) issued by an Air Force activity. Issuing activities are MAJCOM, FOA, base, and unit. Standard or specialized directives prescribe these forms for use by two or more assigned units, attached to and within the originating organization.

**Form**--A predetermined arrangement of captioned fields, developed for collecting and recording data, and extracting information. The form may be in an electronic or physical medium. Forms are numbered for easy reference and effective management; and are prescribed in Air Force or lower level instructions to ensure maximum efficiency and effectiveness.

**Format**--A guide, table, sample, or exhibit that illustrates a predetermined layout for presenting data. A format may or may not be a form.

**Headquarters Forms**--Forms for use within two or more staff offices of a headquarters. Headquarters operating instruction prescribe these forms.

**Local Reproduction Authorized (LRA)**--A low usage form authorized local reproduction to allow more efficient stocking and handing at user level. Altering the form's image, size, and/or design is not authorized during the reproduction process.

**Office Forms**--Forms for use only within the originating directorate, division, branch or section or office. MAJCOM and FOA directors of Communications and Information (SC) may delegate the control of office forms to the OPR. Office forms do not have to be prescribed, and indexing them is optional.

**One-Time Forms**--Forms that satisfy a one-time requirement, are not reprinted, and are obsolete when expiration date is met. Identify one-time forms by the word "One-Time" in parentheses following the form number and the expiration date (e.g., One-Time, Expires 20 January 2001). The OPR is furnished sufficient stocks of these forms to distribute the forms directly to activities required to complete the project. One-Time forms are not indexed.

**Optional Forms**--These forms bear the designation "Optional Form" or "OF." Two or more Federal agencies may develop an optional form to eliminate separate agency forms for similar purposes. GSA, Office of Information Systems, approves Optional Forms for non-mandatory use by Federal agencies.

**Other Government Agency Forms**--Government agencies such as the Department of the Treasury (TD), Office of Personnel Management, and Department of Veterans Affairs, develop and approve their own agency forms.

**Overprinting**--Overprinting is the printing of pertinent repetitive information in blank captioned areas of a form. This practice is used to save man-hours and supplies required to accomplish repetitive tasks. Do not alter lines or captions or add blocks and captions to an existing form as this action is a revision of the original form design.

**Prescribed Form**--The OPR prescribes a form in a directive publication. A standard or specialized directive mandates the use of a form. There is one OPR for each form. The originating activity remains the OPR until ownership transfer is recorded in the record set of the form.

**Standard Forms**--These forms bear the designation "Standard Form," or "SF." The initiating agency's OPR prescribes these forms in their regulations. GSA also approves SF forms for mandatory use by all Federal agencies. The regulations of the issuing agency normally include the mandatory use of these forms.

**Storing Safeguarded Forms**--Blank forms that could be put to fraudulent use, but not to a degree requiring complete accountability. Such forms are stored in locked cabinets, secure filing cabinets, or locked rooms.

**S&I**--Stocked and Issued S&I forms are distributed directly by the OPR. The organization/office symbol and mailing address of the OPR is noted after the form title in the index. Users request stock of these forms direct from the OPR. AFPDC does not requisition these forms or distribute them to the field.

**S&U**--Stocked and Used S&U forms are distributed directly by the OPR only within the primary organization and used only by that activity. Distribution is made automatically, as needed. AFPDC does not requisition these forms, nor distribute them to the field.

**Test Forms**--Test forms are established to be used for a limited period of time so they may be evaluated and made permanent. The OPR gives enough test forms directly to the testing activities for them to complete the test. On the face of the form, following the form number and date, annotate in parentheses “(TEST – EXPIRES: [date])”. Life of a test form will not exceed 1 year. The OPR is responsible for converting these forms to a permanent form by no later than the expiration date. If not converted to a permanent form by the expiration date, they automatically become obsolete.