

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



**AIR FORCE INSTRUCTION 33-322
AIR EDUCATION AND TRAINING COMMAND
Supplement 1
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**Communications and Information
RECORDS MANAGEMENT PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 33-322, 7 October 2003, is supplemented as follows:

This supplement does not apply to Air National Guard and Air Force Reserve Command units. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and are disposed of in accordance with AFMAN 37-139, *Records Disposition Schedule* (projected to be the Air Force Records Disposition Schedule [RDS]).

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

It removes the records manager (RM) designation for 336th Training Group; includes the requirement for Air Force Recruiting Service (AFRS) to designate an RM for the purposes of administering the RM program through AFRS groups and squadrons (paragraph **3.3.5. (Added)**); mandates the use of the AETC Electronic Records Management Methodology (also known as the AETC Interim Solution) for storage of short-term records (paragraph **6.1.3.**); removes the requirement for RMs to review contracts and performance work statements for compliance with Air Force recordkeeping requirements because this requirement is now directed by paragraph 10 of the basic AFI; adds the requirement for the base RM to perform a minimum of 10 percent of all staff assistance visits (SAV) to offices of record (paragraph **6.1.11.**); adds the requirement to provide a copy of base records management publications to HQ AETC/SCMC (paragraph **6.1.12. (Added)**); requires base RMs to document records training in the Web-Enabled Records Information Management System (Web-RIMS) (paragraph **6.3.1.**); and mandates that functional area records managers (FARM) be from Air Force specialty code (AFSC) 3A071 (civilian or military) unless a waiver is granted (paragraph **7.**).

3.3.4. The designated records manager (RM) is the Freedom of Information Act (FOIA) manager and Privacy Act (PA) officer at all AETC bases and the 59th Medical Wing (59 MDW). (**NOTE:** The 59 MDW records management program will fall under the 37th Communications Squadron [37 CS] on or

about October 2004, when the 37 CS assumes responsibility for the 59 MDW program.) Use AETC Form 67, **Designation of Records Management Personnel**, to designate the RM. Provide the original AETC Form 67 to the command records manager (CRM).

3.3.5. (Added) HQ AFRS will receive records management support from the Randolph AFB Records Management Office (12 CS/SCQAR). AFRS is designated and will appoint a base RM equivalent for the purpose of administering the records management program throughout AFRS groups and squadrons and provide the AETC Form 67 to the CRM. The designated AFRS RM will approve file plans and perform biennial staff assistance visits (SAV) for each recruiting group functional area records manager (FARM) program as required by paragraph 5.6 of the basic AFI. Recruiting groups will perform SAVs on the recruiting squadron FARM programs that fall beneath them. Each recruiting group FARM will act as the approval authority via the Web-Enabled Records Information Management System (Web-RIMS) for his or her recruiting squadron and recruiting office file plans.

5.3. Refer to the AETC Electronic Records Management Methodology (also known as the AETC Interim Solution), located on the AETC SCMC Records Management Web page at https://www.aetc.af.mil/sc/scm/scmc/scmc_im/Records_Management.htm, for guidance on electronic recordkeeping.

6.1.3. In AETC, it is mandatory to use the Electronic Records Management Methodology to manage short-term electronic records. (See paragraph 5.3. of this supplement.)

6.1.8. The base RM will ensure offices of primary responsibility (OPR) identify the appropriate records disposition schedule for each local form and other local records prescribed in a base or wing standard publication. Refer to AFI 33-360, Volume 2, *Content Management Program - Information Management Tool (CMP-IMT)*, for OPR responsibilities when creating forms. For local forms, the OPR will include the records disposition schedule on DD Form 67, **Processing Action Request**.

6.1.11. The base RM performs a SAV on each FARM program once every 24 months, using the Unit Record FOIA Program IG Checklist located on the HQ AETC/IG Web site (<https://www.aetc.af.mil/ig/>) and forwards the report to the FARM's unit commander. In addition, the base RM performs a SAV on at least 10 percent of each FARM's offices of record every 24 months. All SAVs will be documented on AETC Form 132, **Report of Records Management Staff Assistance Visit (SAV)**.

6.1.12. (Added) Provides HQ AETC/SCMC an informational copy of all new and revised base publications that supplement existing Air Force and AETC records management publications.

6.3.1. The base RM will document records training in Web-RIMS.

7. **Functional Area Records Managers (FARM)**. Each unit commander (or equivalent) will appoint a FARM in Air Force specialty code (AFSC) 3A071 (military or civilian) on AETC Form 67 and send a copy of the completed form to their base RM. **EXCEPTION:** The base RM may waive the requirement for the FARM to be a 7 skill level in the 3A0XX career field. However, the FARM must be at least a 5 skill level in the 3A0XX career field.

7.4. The FARM will document SAVs on AETC Form 132, send the original to the chief of office of record (COR), and send a copy to the base RM.

7.7. The FARM will ensure the unit incorporates electronic records management (ERM) methods for short-term records, using AETC's Electronic Records Management Methodology located on the HQ AETC/SCMC Web site at https://www.aetc.af.mil/sc/scm/scmc/scmc_im/Records_Management.htm.

8.4. Using AETC Form 67, the COR designates a records custodian (RC) for each office of record. The COR sends two copies of the completed AETC Form 67 to the FARM.

12.3.1. DD Form 67, **Processing Action Request**.

12.3.2. AETC Form 67, **Designation of Records Management Personnel**, and AETC Form 132, **Report of Records Management Staff Assistance Visit (SAV)**.

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms***

AFRS—Air Force Recruiting Service

AFSC—Air Force specialty code

FOIA—Freedom of Information Act

Web-RIMS—Web-Enabled Records Information Management System

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