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Communications and Information



**THE INFORMATION COLLECTIONS AND REPORTS
MANAGEMENT PROGRAM; CONTROLLING INTERNAL, PUBLIC,
AND INTERAGENCY AIR FORCE INFORMATION COLLECTIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 33-324, 1 June 2000, is supplemented as follows:

This publication does not apply to Air National Guard and Air Force Reserve Command units. Maintain and dispose of records created as a result of prescribed processes in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

SUMMARY OF REVISIONS

This revision updates command procedures for the Information Collections and Reports (ICR) Management Program and realigns paragraph numbers to agree with basic publication. A ★ indicates revision from the previous edition.

★1.3.2. HQ AETC/SCMC is the command information collections and reports (ICR) manager. Each HQ AETC director and chief of special staff and the HQ Air Force Officer Accession and Training Schools (AFOATS) commander will appoint an ICR manager and notify HQ AETC/SCMC, by memorandum, of the ICR manager's name, office symbol, and telephone number. The Chief, Information Systems Flight, at each base is the ICR manager.

★2.10.1. HQ AETC/SCMC will send a reminder for triennial revalidation.

3.1. The Paperwork Reduction Act applies equally to information collected on the worldwide web. If an organization's web site asks the public, including contractors, for information, whether it is a survey, form, report, or any type of information collection device, including paperless, the organization is required by law to obtain approval from the Office of Management and Budget (OMB) before the

collection can take place. **NOTE:** This does not refer to the information provided in response to the general comment portion of a home page.

★3.6. HQ AETC/SCMC will send the OPR a reminder notice at least 6 months before the OMB licensed public information collection's expiration date.

★3.7.2. The HQ AFOATS ICR manager will send all requests for OMB licensed collections to the base ICR manager for forwarding to HQ AETC/SCMC.

3.8.1. Organizations using a currently approved information collection device on the web that displays the OMB approval data are in full compliance with the law. However, information collected without an OMB approval or continued collection of information after the expiration of OMB approval places an organization in violation of public law and will be reported by OMB to the President and Congress when discovered.

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