

**BY ORDER OF THE COMMANDER,
HEADQUARTERS, 11TH WING**

AIR FORCE INSTRUCTION 33-360V2



**11TH WING
Supplement 1
8 MARCH 2002**

Communications and Information

FORMS MANAGEMENT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://afpubs.hq.af.mil>.

OPR: 11 CS/SCSP (Mr. Clarence E. Frazier)

Certified by: 11 WG/SC
(Lt Col Gregory B. Edwards)

Pages: 2

Distribution: F

AFI 33-360VII, 27 June 2000 is supplemented as follows: It is applicable to commanders, staff agency chiefs, and individuals that are tasked to perform Office of Primary Responsibility (OPR) duties for form development.

1.4. MAJCOMs and FOAs (except Air National Guard). HQ 11 WG/SC (11 Comm Sq/CC) is the Director of Communications and Information. The authority to appoint a Forms Manager to administer the forms management program is delegated to 11 CS/SCS (Chief, Support Flight).

1.7. Forms Manager. The Forms Manager is assigned to 11 CS/SCSP.

1.7.6. The Manager is responsible for designing and numbering forms according to standards established by AFDPO. For simplicity, forms prescribed in Wing directives will be identified as 11th Wing Forms; the Short Title will be 11 WG Form XXX. Forms prescribed in Bolling AFB directives will be identified as Bolling AFB Forms; the Short Title will be BAFB Form XXX.

1.7.6.1. (Added) Office Forms will bear the designation of the requesting activity.

1.7.9. Coordinates on AF Form 673, Request to Issue Publication. The Publishing Manager (dual role) is responsible for validating forms referenced or prescribed.

1.7.11. AF Form 1382, Request for Review of Publication and/or Form, will be sent to OPRs to review forms every 2 years from the date of the form or the last revision.

1.7.11.1. (Added) Commanders, Deputies, and Directors must date and sign Section II of the AF Form 1382 as the Approving Authority.

2.2. Items Not Managed as Forms. Tags, surveys, questionnaires, certificates, diplomas, and cover sheets are just a few items not managed as forms. OPRs should coordinate each development with the Forms Manager to ensure the products meet standards and are not duplicates of higher echelon forms. The OPR is responsible for stock management. Approved items will not be indexed.

2.3. Creating and Accessing Forms. Electronic formats are the standard for field-level forms. OPRs must justify requirements for physical products and will be responsible for stock management.

3.8.2. Ordering Accountable Forms – Obtain these forms through the Organization Representative via AFDPO's e-Publishing System. Use AF Form 213, Receipt for Accountable Form, when transferring custodian responsibility. These forms are serially numbered and cannot be reproduced.

3.8.2.1. (Added) Storing Accountable Forms. Store in an approved GSA combination safe or an approved vault.

3.8.2.2. (Added) Destruction. Record destruction on AF Form 310, Document and Destruction Certificate, when destroying these forms.

3.8.3. Ordering Safeguard Forms. Obtain these forms through the Organization Representative via AFDPO's e-Publishing System. These forms are not serially numbered and cannot be reproduced.

3.8.3.1. (Added) Storing Safeguard Forms. Store these forms in a locked cabinet, container, desk, or an approved GSA safe.

3.8.3.2. (Added) Destruction. These forms can be shredded.

3.15. Overprinting a Form. Coordinate all requests with the Forms Manager for quality review to ensure the process meets form management standards.

WILLIAM A. CHAMBERS, Colonel, USAF
Commander