

**BY ORDER OF THE COMMANDER,  
15TH AIRLIFT WING**



**AIR FORCE INSTRUCTION 33-332**

**15TH AIRLIFT WING**

**Supplement 1**

**03 AUGUST 2004**

**Communications and Information**

**AIR FORCE PRIVACY ACT PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 33-332, 29 January 2004, is supplemented as follows:**

This supplement applies to all units assigned, attached to or associated with the 15th Airlift Wing (15AW).

#### ***SUMMARY OF REVISIONS***

**This document is substantially revised and must be completely reviewed.**

10.1. Unit Functional Area Records Managers/Privacy Act Monitors will conduct and document Privacy Act training for all unit personnel annually.

10.3. All Privacy Act and For Official Use Only materials will be shredded or torn beyond recognition prior to removal from offices. Exception: Organizations may transport large quantities of Privacy Act and For Official Use Only material directly to the Base Recycling Center where they can operate the shredder/baler to dispose of materials.

10.4. (Added) 15 AW Form 5, FOUO/Privacy Act Warning, will be attached to all recycle bins.

13.4.2. Prescribed Forms: 15 AW Form 5, FOUO/Privacy Act Warning.

JOHN S. MEDEIROS, Colonel, USAF  
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