

**BY ORDER OF THE COMMANDER
90TH SPACE WING**



AIR FORCE INSTRUCTION 33-329

**90TH SPACE WING
Supplement 1**

22 SEPTEMBER 1999

Communications and Information

BASE AND UNIT PERSONNEL LOCATORS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement establishes procedures for the base locator services and is applicable to all organizations and associate units assigned to the 90th Space Wing, Francis E. Warren Air Force Base. AFI 33-329, 1 March 1999, is supplemented as follows:

Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322 Vol. 4). Comply with AFI 33-332, *Privacy Act*, for documents containing Privacy Act Information. For Official Use Only information comply with DoDR 5400.7, *DOD Freedom of Information Act Program*, Air Force Supplement, Chap 4.

SUMMARY OF REVISIONS

This publication is updated to align with AFI 33-329, 1 Mar 99, superseding AFI 37-129, 1 Mar 96. Technical content is unchanged.

1.1. The Base Locator will be operated by the Postal Service Center (PSC) and Base Lodging Office (90 SVS/SVML). The PSC will provide base locator services during the hours of 0800 to 1700, Monday through Friday. The 90 SVS/SVML will provide base locator services from 1700 to 0800, Monday through Friday, and 24 hours a day on weekends and holidays. The Civilian Personnel locator is operated by the Civilian Personnel Office (90 MSS/DPC) during regular office hours, 0730-1630, Monday through Friday.

1.4. In addition to forwarding statements to Designated Base Locator Service Provider (DBLSP), orderly rooms will be responsible for maintaining a copy of the Privacy Act Release Statement on each individual and file them in their personnel information files.

ROGER W. BURG, Colonel, USAF
Commander