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SECRETARY OF THE AIR FORCE**

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**90TH SPACE WING
Supplement 1**

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Communications and Information

BASE AND UNIT PERSONNEL LOCATORS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AFCIC/SYSI (Mr. Patrick Hummel) Certified by: HQ USAF/SCXX (Lt Col L. Wilson)
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This instruction implements Air Force Policy Directive (AFPD) 37-1, *Information Management* (will convert to AFPD 33-3). It provides guidance for the base and unit personnel locator service and describes procedures for using Air Force (AF) Form 624, **Base and Unit Locator and PSC Directory**. This instruction does not apply to the Air National Guard. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10 U.S.C. 8013, *Secretary of the Air Force*. System of records notice F033 AFCIC D, "Locator, Registration and Postal Directory Files" applies. The Paperwork Reduction Act of 1974 as amended in 1996, and Air Force Instruction (AFI) 37-160, Volume 8, *The Air Force Publications and Forms Management Program - Developing and Processing Forms* (will become AFI 33-360, Volume 2), affect this publication. Send recommended changes or comments to HQ AFCA/XPPX, 203 W. Losey Street, Room 1060, Scott AFB IL 62225-5222, through appropriate channels, using AF Form 847, **Recommendation for Change of Publication**, with an information copy to HQ AFCIC/SYSI, 1250 Air Force Pentagon, Washington DC 20330-1250. A glossary of references and supporting information is at **Attachment 1**.

(90SW) 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 document is substantially revised and must be completely reviewed.

This revision converts the instruction from the 37-series to the 33-series and updates references to other Air Force publications throughout the instruction. It deletes postal directories from the title; Postal Service Centers (PSC) should use AF Form 624 or an automated postal directory program to operate PSCs according to Department of Defense (DoD) 4525.6-M, Volume II, *DoD Postal Manual*, Feb 87. It adds the instruction that Air Force post offices (APO) cannot provide base locator services (see paragraph 1.1.1.). A (I) preceding the title indicates a major revision from the previous edition.

(90SW) 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. Required Coordination for Locator. An effective and efficient locator service requires coordination from every level. Official details and responsibilities follow:

1.1. Installation Commanders. Installation commanders determine if their base will provide locator services and if provided, the scope of service (none, limited, or full), category of release (official, personal, or both), and hours of availability. They determine whether to add civilian and/or contractor personnel to the base locator, select the Designated Base Locator Service Provider (DBLSP) (see paragraph 1.5.) and establish procedures for base locator use.

1.1. (90SW) 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.

1.1.1. The locator function will not be assigned to overseas APOs. DoD 4525.6-M, Volume II, *DoD Postal Manual*, February 1987, only allows APOs to use address information to forward mail. APOs cannot release official or personal address information.

1.1.2. For personnel serving overseas or in sensitive or routinely deployable units, do not release names, duty addresses, and phone numbers to the public. See AFI 37-131, *Freedom of Information Act Program* (will convert to DoD Regulation 5400.7, Air Force Supplement) and AFI 37-132, *Air Force Privacy Act Program* (will convert to AFI 33-332).

1.2. Unit Commanders. Unit commanders decide if a personnel locator is required for their unit, and if so, consider whether the base locator meets the locator requirement. If a separate unit locator is required, unit commanders determine the scope of service, category of release, and hours of availability. They determine whether to include civilian and/or contractor personnel in the unit locator and who provides unit locator services. They also establish procedures for unit locator use.

1.3. Military Personnel Flight (MPF). The MPF ensures that a member completes AF Form 624 or Personnel Concept III (PC III) Privacy Act consent statement during in-processing and when there is a change to the release consent. The MPF updates changes, sends AF Form 624 or PC III Privacy Act

consent statement to the DBLSP, and notifies the DBLSP when a member departs. If a member refuses to complete AF Form 624, MPF prepares the form to include only official data and sends the form to the DBLSP; when MPF prepares the AF Form 624, MPF personnel check the **DO NOT give consent** block and write **Individual Declined to Complete** on the form.

1.4. Unit Administrators. Update changes in PC III terminals and send PC III Privacy Act consent statements to the DBLSP.

1.4. (90SW) 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.

1.5. Designated Base Locator Service Provider. DBLSP receives completed AF Form 624 from MPF or unit. It releases information according to the designated category of release. DBLSP keeps signed AF Form 624 or PC III Privacy Act consent statement for individuals authorizing release of personal information until member departs or changes consent statement. DBLSP retains AF Form 624 or PC III Privacy Act consent statement according to Air Force Manual (AFMAN) 37-139, *Records Disposition Schedule* (will convert to AFMAN 33-339).

1.6. Member (Includes Military, Civilians, and Contractors). Members complete AF Forms 624 or PC III Privacy Act consent statements during in-processing and when there is a change in the consent to release code. Members also keep information current.

2. Releasing Information From Base and Unit Personnel Locator Files. See AFI 37-132 (will convert to AFI 33-332) for instructions on releasing personal information.

3. Recording Disclosures. See AFI 37-132 (will convert to AFI 33-332) for instructions on disclosure accounting.

4. Preparing AF Form 624. Completion of this form is self-explanatory. Members must sign the form to indicate their consent or nonconsent to release personal information. MPF may also use the PC III Privacy Act consent statement with a member's signature to document the consent to release. DBLSP must retain the signed AF Form 624 or PC III Privacy Act consent statement if the member consents to release. **NOTE:** Do not use the same AF Form 624 for both the base locator and the postal directory service even though both systems use the same form. Members must complete a separate AF Form 624 for the postal directory service.

5. Forms Prescribed . AF Form 624, **Base and Unit Locator and PSC Directory.**

WILLIAM J. DONAHUE, Lt Gen, USAF
Director, Communications and Information

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

10 U.S.C. 8013, *Secretary of the Air Force*

DoD 4525.6-M, Volume II, *DoD Postal Manual*, February 1987

AFPD 37-1, *Air Force Information Management* (will convert to AFPD 33-3)

AFI 37-131, *Freedom of Information Act Program* (will convert to DoD Regulation 5400.7, Air Force Supplement)

AFI 37-132, *Air Force Privacy Act Program* (will convert to AFI 33-332)

AFMAN 37-139, *Records Disposition Schedules* (will convert to AFMAN 33-339)

AFI 37-160, Volume 8, *The Air Force Publications and Forms Management Program - Developing and Processing Forms* (will convert to AFI 33-360, Volume 2)

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

APO—Air Force Post Office

DBLSP—Designated Base Locator Service Provider

DoD—Department of Defense

MPF—Military Personnel Flight

PC III—Personnel Concept III

PSC—Postal Service Center

U.S.C.—United States Code

Terms

Base Personnel Locator Service—Service established to locate personnel assigned to or employed on a base.

Designated Base Locator Service Provider (DBLSP)—The Base function, selected by the installation commander, that provides the base personnel locator service. This function may be, but is not limited to, the base operator, base personnel office, billeting office, or security forces.

Personnel Concept III (PC III)—Personnel system designed to facilitate personnel actions at locations other than the MPF.

Postal Directory Service—Service established usually within a Postal Service Center (PSC) to direct mail (see DoD 4525.6-M, *DoD Postal Manual*, Volume II).

Unit Personnel Locator Service—Service established to locate personnel at unit level.