

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



AIR FORCE INSTRUCTION 33-324

**AIR FORCE MATERIEL COMMAND
Supplement 1**

7 FEBRUARY 2001

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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The supplement implements AFD 37-1, *Air Force Information Management* (will convert to AFD 33-3); and AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*. This supplement expands the guidance provided in AFI 33-324 and applies to all HQ AFMC and field activities. It does not apply to the Air National Guard or the Air Force Reserves.

SUMMARY OF REVISIONS

This supplement supersedes AFI 37-124/AFMC Supplement 1 and provides updated terminology and instructions. This supplement rescinds the use of Optional Form (OF) 101, **Summary Worksheet for Estimating Reporting Costs**.

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

1.3.1. The Command Information Collections and Reports Management Program (ICR Program) is established at HQ AFMC within the Directorate of Communications and Information.

1.3.2. ICR Managers are established at all AFMC field activities to implement the Air Force ICR Program according to the basic instruction and this supplement. Information managers at all product, test, and logistics centers, and AFMC direct reporting units, appoint an ICR manager to report directly to the HQ AFMC ICR Manager. Provide the name, functional address, telephone number, and fax numbers of the direct reporting ICR manager and any changes in writing to the HQ AFMC ICR Manager, AFMC CSO/SCOC, 4225 Logistics Avenue, Room S132, Wright-Patterson AFB OH 45433-5714.

1.3.2.1. (Added) Each HQ AFMC two-letter organization names an ICR focal point not lower than division level to serve as the liaison between their functional offices and the HQ AFMC ICR Manager. If two or more ICR focal points are required because of the organization size and workload, a primary ICR focal point is named to manage and control the overall organizational ICR Program with the authority to act for the organization. The directorate or equivalent notifies the HQ AFMC ICR Manager in writing of the name, office symbol, and telephone number of designated ICR focal points, and any changes. AFMC field units establish ICR focal points as required.

1.3.2.2. (Added) HQ AFMC ICR focal points establish internal operating procedures to manage their information requirements. Include ICR focal points in the coordination cycle for all information collection actions to comply with required internal operating procedures. ICR focal points will:

a. Maintain a file on each report to include a copy of approved AF Form 130, Application for A Report Control Symbol (RCS), OMB Form 83-I, *Paperwork Reduction Act Submission*, OMB Form 83-I INST, **Supporting Statement for Paperwork Reduction Act Submissions**, or Standard Form 360, **Request to Approve an Interagency Reporting Requirement**, with supporting documentation.

b. Ensure an adequate supply of all required forms is maintained for functional OPRs.

1.3.3.1. The HQ AFMC ICR Manager assigns report control symbols (RCS) numbers according to paragraphs 2.3 and **2.13.**, this supplement.

1.3.3.2. AFMCPAM 33-101, *AFMC List of Recurring Reports*, is published by the HQ AFMC ICR Manager to identify approved recurring reports required by AFMC. The publication, AFMCPAM 33-101, resides on the AFMC Publishing Distribution Library web page:

<https://www.afmc-mil.wpafb.af.mil/pdl/>. Also, the AFMC Automated Reports Management Database is available on the Information Collections and Reports Program web page at:

<https://www.afmc-mil.wpafb.af.mil/organizations/HO-AFMC/SC/scd/scdp/reports/>.

1.3.3.2.1. (Added) HQ AFMC ICR Manager announces changes to the inventory (new or discontinued reports and revised information on continuing reports) with an Information Reports Notice to all direct reporting ICR managers at the web page:

<https://www.afmc-mil.wpafb.af.mil/organizations/HO-AFMC/SC/scd/scdp/reports/>. Direct reporting ICR managers notify pertinent subordinate units and local organizational ICR focal points. This information is used by the ICR managers to maintain an inventory of reports applicable to their activity.

1.3.4.3. Secure all office of primary responsibility (OPR), office of collateral responsibility and other coordination and complete required changes before submitting the final draft-prescribing directive to the appropriate ICR manager for final review and coordination.

1.3.4.7. HQ AFMC ICR Manager initiates action for triennial revalidations.

1.4.2. Direct reporting ICR managers and HQ AFMC functional OPRs provide the HQ AFMC ICR Manager a copy of any unlicensed requirement.

2.3.9.1. (Added) HQ AFMC ICR Manager updates the AFMC Automated Reports Management Database daily to maintain a current record of approved reports required of AFMC. Direct reporting ICR managers maintain an inventory listing of reports applicable to their activity.

2.4. ICR managers review AF Forms 130 and proposed report prescribing directive before submission by the field functional OPR through their chain-of-command to the HQ AFMC functional (mission) OPR for

evaluation and staffing. HQ AFMC OPR submits the documentation through the ICR focal point to the HQ AFMC ICR Manager for approval and assignment of an RCS.

2.4.1. In preparing AF Form 130 for automated reports or manual reports requiring automated feeder data, item 14 must identify the data system designator of the system or systems and identification of all products by product control number (PCN) or screen identifier number. Part number and a subtitle will identify multiple products (same frequency and recipients). Program RCS and official title along with part and subtitle on each product when a report is comprised of multiple products. Give special attention to item 12, emergency status code, for manual reports requiring automated feeder data and automated reports flowing through multiple systems.

2.5.5. Signature level requirements on AF Forms 130 are as follows:

- Request for a new recurring report: Directorate or equivalent level (two letter).
- Request for revision of existing report: Directorate or equivalent level (deputy director or executive officer).
- Request for a one-time report: Division level.

2.8.3. Automated systems manuals will have an attachment listing the output products. Include the following information for each product, as applicable: PCN, RCS, full title, security, media (e.g., hard copy, magnetic tape, screen), frequency, as of date, due date, number of copies, recipient (list all recipients on and off base).

2.9.3. Coordinate the draft of both the written notification and the revised directive or change with the HQ AFMC ICR Manager.

2.10. The HQ AFMC ICR Manager furnishes the HQ AFMC ICR focal points a list of their reporting requirements annually that require triennial revalidation that year, and the expiration date. ICR focal points set up a suspense file and work with the functional OPRs to ensure each requirement is revalidated before the expiration date, or discontinued according to paragraph 2.9, basic instruction and this supplement.

2.13. The HQ AFMC ICR Manager assigns all RCS symbols. These symbols will reflect the HQ AFMC two-letter functional address symbol. (OPRs for reports cannot arbitrarily redesignate reports to conform to a reorganization without prior approval from the HQ AFMC ICR Manager. This restriction is necessary to avoid duplication of RCSs.)

3.4.1. The annual call for projected Information Collection Budgets historically has a very short suspense. The HQ AFMC ICR Manager faxes the requirement to the direct reporting ICR managers, who canvass their functional OPRs and subordinate units. The HQ AFMC ICR Manager handcarries the requirement to the HQ AFMC two-letter organizations (ICR focal points) who then canvasses their functional OPRs.

3.4.2. Submit responses including negative replies in writing to the HQ AFMC ICR Manager.

3.7.3. Forward an original and five copies of OMB Form 83-I and applicable documentation to the HQ AFMC ICR Manager.

3.14.2. Forward written cancellation notification to the HQ AFMC ICR Manager.

3.16.13. Include the following statement on information collections addressed to nine or fewer persons: "This collection of information is not subject to Office of Management and Budget review under Public Law 104-13, *The Paperwork Reduction Act.*"

- 4.3.4. Direct reporting ICR managers and focal points advise the HQ AFMC ICR Manager.
- 4.3.5. Submit the original request and five copies of the documents to the HQ AFMC ICR Manager.
- 4.6. Provide a copy of the written notification to the HQ AFMC ICR Manager. HQ AFMC ICR Manager sends a copy to the Air Force IMCO.

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