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Communications and Information

FORMS MANAGEMENT PROGRAM

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The OPR for this supplement is HQ AFRC/SCSID (Ms Linda Bowden). This supplement implements and extends the guidance of Air Force Instruction (AFI) 33-360, Volume 2, 1 December 1999. The AFI is published word-for-word without editorial review. Air Force Reserve Command supplementary material is indicated by "(AFRC)" in boldface type. This supplement provides Air Force Reserve Command procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement, discard the Air Force basic.

SUMMARY OF REVISIONS

This supplement is substantially revised and must be completely reviewed.

1.4. The Command Forms Manager is located at HQ AFRC/SCSID, 155 2ND ST, ROBINS AFB GA 31098-1635.

1.4.1.1. The following AFRC units will have a forms management program: each regional support group (RSG), wing, detached group, 305th Rescue Squadron (RQS), 307th Red Horse Squadron (RHS), and 622 Aeromedical Evacuation Squadron (AES). The chief of communications and information (or equivalent function) assigns a forms manager to administer the forms management program and provide support to the unit. Designate forms managers in position descriptions if desired. Appointment by written letter is not required. **NOTE:** Interpret all references to forms manager within this publication to mean service provider for units operating under A-76 or most efficient organization (MEO) programs.

1.5.1. Approving official for DD Form 67 is as follows:

1.5.1.1. (Added) For AFRC, headquarters, and subordinate unit forms, the project officer signs block 16, and the certifying authority (or acting representative) for the prescribing directive signs block 17.

1.5.1.2. (Added) For office forms, the project officer signs block 16. Leave block 17 blank.

1.5.1.3. (Added) The forms manager signs block 19 to approve the forms.

1.5.10. The project officer or other knowledgeable OPR representative signs and dates a copy of the final form to show concurrence. OPRs do not need to sign the EF design for current paper forms issued as EF but not revised. However, the forms manager maintains the original signed paper version in the record set to show OPR concurrence.

1.7.2.1. (Added) As forms are created, revised, or obsoleted, RSG and unit forms managers send product announcements via e-mail to afrc.scsid@afrc.af.mil. HQ AFRC/SCSID consolidates the product announcements, forwards them to AFDPO, and updates the Master Catalog information using the ETS Extranet. For groups and squadrons not on ETS, HQ AFRC/SCSIP updates the unit web page. See the AFRC web page <http://wwwmil.afrc.af.mil>, under Pubs and Forms, AFRC Forms, for product announcement templates. Send an e-mail notification when office forms are obsoleted.

1.7.2.2. (Added) Unit forms designed electronically will be sent via e-mail along with the product announcement to afrc.scsid@afrc.af.mil. If designed using the standard AF software, send both .frl and .frp versions plus any graphic files used on the form. If other design software is used, send appropriate electronic files. Send electronic office forms also.

1.7.2.3. (Added) For all forms issued as physical media, send two printed copies of each new and revised physical form (including office forms) to HQ AFRC/SCSID. Also, send a product announcement (or e-mail notice for office forms) when physical forms are new, revised, or made obsolete. **NOTE:** Continue to use the FTP site to load "existing" forms being sent to build unit web pages. See the decision logic table in Table 1.2 to determine what form products to send to AFRC.

Table 1.2. (Added-AFRC) Sending Form Products to AFRC.

If product is	and media is	and form is	then	and
NAF, Base, or Unit Form	Electronic	New or revised	Prepare product announcement	E-mail product announcement to afrc.scsid@afrc.af.mil. Attach the form's .frl, .frp, and associated graphic files to the e-mail.
NAF, Base, or Unit Form	Physical	New or revised	Prepare product announcement	E-mail product announcement to afrc.scsid@afrc.af.mil. Send two printed copies of the form to HQ AFRC/ SCSID, 155 2d St, Robins AFB GA 31098-1635
NAF, Base, or Unit Form	Electronic or Physical	Obsolete	Prepare product announcement	E-mail product announcement to afrc.scsid@afrc.af.mil.
NAF, Base, or Unit <i>Office</i> Form	Electronic	New or revised	Prepare e-mail notice	E-mail notice to afrc.scsid@afrc.af.mil. Attach the form's .frl, .frp, and associated graphic files to the e-mail.
NAF, Base, or Unit <i>Office</i> Form	Physical	New or revised	Prepare e-mail notice	E-mail notice to afrc.scsid@afrc.af.mil. Send two printed copies of the form to HQ AFRC/ SCSID, 155 2ND ST, ROBINS AFB GA 31098-1635
NAF, Base, or Unit <i>Office</i> Form	Electronic or Physical	Obsolete	Prepare e-mail notice	E-mail notice to afrc.scsid@afrc.af.mil.

1.7.5. Instead of issuing new forms, AFRC units use gaining command forms if AFRCIND 2 or the ETS Master Catalog lists the prescribing directive as applicable to them.

1.7.6. For AFRC standards, see the web page <https://wwwmil.afrc.af.mil> under Pubs and Forms, AFRC Forms. Use AFRC Form 111, **Corrections Needed on Form Designs**, as an aid to quality check form designs.

1.7.6.1. (Added) Once a form is cataloged in ETS, the form number cannot be reused should the form be obsoleted. Units with a host-base responsibility may issue forms only under the base or unit designation, or both, depending on the purpose and intended use of the form. **NOTE:** A history feature is planned for ETS, and using the same number for two different forms will cause problems.

1.7.6.2. (Added) Form designation will agree with its prescribing directive. For example, a host-base unit may issue a form as DARB Form 1 for Dobbins ARB if it applies to the entire base; whereas, a unit may issue a unit form as 94 AW Form 1 if it applies only to the unit and subordinate activities. Office forms will be designated the same as field forms, except that a capital O will precede the number, for example, 94 AW Form O-1.

1.7.16. HQ AFRC/SCSID provides initial forms management training to unit forms managers. Within the first 90 days of assignment, send request for this training to HQ AFRC/SCSID, 155 2ND ST, ROBINS AFB GA 31098-1635 or via e-mail to afrc.scsid@afrc.af.mil.

1.7.19. Subordinate units submit recommendations for improvement in any phase of the forms management program to HQ AFRC/SCSID.

1.7.20. (Added) For forms not cataloged in ETS, maintains a unit forms index for forms issued by the unit. Forms indexes will show the following information: form short title, version date, form long title (to include information on where to obtain the product), unit of issue, functional code, and prescribing directive. E-mail an electronic copy of the index to afrc.scsid@afrc.af.mil each time the product is revised. **NOTE:** The ETS Master Catalog takes the place of indexes. Once a unit's forms are incorporated into ETS, a unit index is no longer required.

1.7.21. (Added) HQ AFRC/SCSID and subordinate unit forms management functions prepare an office form listing annually with period ending of 30 September. Office form listings will include the following information: form short title, version date, form long title, unit of issue, functional code, and OPR (organization and office symbol). E-mail an electronic copy of the office form listing to afrc.scsid@afrc.af.mil by 30 October each year.

1.7.22. (Added) For all forms issued as physical media, field unit forms managers will send two printed copies of each new and revised physical form directly to HQ AFRC/SCSID.

2.2.2. Items not managed as forms that collect or record Privacy Act Information must have appropriate Privacy Act Statements to include, as a minimum, AUTHORITY, PURPOSE, ROUTINE USES, and DISCLOSURE elements. If form is not managed because usage is less than 100, print the following statement on the bottom margin: "Annual usage less than 100; form number not required." At their discretion, forms managers may number exempted forms for stocking and requisitioning purposes.

2.2.7. (Added) Worksheets. (See definition at attachment 1, Section D, as supplemented.)

3.15. Identify overprints of physical forms by typing the originator's organization and office symbol followed by the word "OVERPRINT" and the date in the lower right margin of the form. (For example, "914 AW/DOX OVERPRINT, 24 JAN 00.")

4.1. AFRC unit forms managers maintain record sets for all forms issued by the unit (including office forms). For physical products, annotate latest printing specifications on the current DD Form 67. At the discretion of the local forms manager, the folder may also contain the DD Forms 843, 844, etc, or other instructions for printing the form.

4.2. The first two digits of the functional code will match the prescribing directive's series. Change of functional code does not constitute a revision of the form.

4.3. See paragraph 1.7.2.1 (Added) for AFRC procedures.

4.6. (Added) Use AFRC Form 71, **Disk Charge Out**, if setting up a checkout system for forms, fonts, or site license software. Other functional areas may also use this form to control temporary loan of software. **CAUTION:** Obey all copyright laws affecting your software. Do not illegally copy or share any copyrighted software.

6.1. Checklists may be overprinted on AF Form 2519, **All Purpose Checklist**, or printed on plain bond paper. Limit required fill in on these checklists to "YES," "NO," "N/A," initials, and signatures. Do not use checklists to collect additional data.

6.3.6. (Added) AFRC 71, **Disk Charge Out**.

6.3.7. (Added) AFRC 111, **Corrections Needed on Form Designs**.

Attachment 1. Terms.(Added) Worksheet--A work aid used by one or more individuals to facilitate workflow. There is no requirement to fill it out, and it is never used to collect information from other offices or individuals. Worksheets are normally destroyed upon completion of the project for which they are used.

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