

**BY ORDER OF THE COMMANDER  
HEADQUARTERS AIR MOBILITY  
COMMAND**



**AIR FORCE INSTRUCTION 33-322**

**AIR MOBILITY COMMAND  
Supplement 1**

**1 OCTOBER 1999**

**Communications and Information**

**RECORDS MANAGEMENT PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ AMC/SCYNR  
(Ms. Glenda Allen)  
Supersedes AFI 37-122 AMCS1, 1 July 1994

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AFI 33-322, 1 December 1998, is supplemented as follows: (AMC bases may issue supplements; send drafts to HQ AMC/SCYNR for review before issuance. This supplement does not apply to Air National Guard and Air Force Reserve Command).

1. Records that document the official transactions of AMC organizations will be controlled in an established filing system. Dual-hat offices having more than one command function may establish one office of record. List all records on one file plan. To preserve administrative origin and to facilitate access procedures, establish a separate folder identified by command in each affected series.
- 3.7. Forward letter designating the Base Records Manager (RM), to include mailing address, to HQ AMC/SCYNR within 30 days of appointment.
- 5.1. This command owns all AMC-generated records that document its function.
- 5.2. The Command RM will provide records management orientation to all newly assigned base RMs. Newly appointed base RMs will attend a 3-day orientation at HQ AMC/SCYNR within 90 days of appointment.
- 5.4.2. Review command publications and forms before publishing for review of records management areas, to include, records maintenance and disposition, Privacy Act and Information Collection Requirements.
- 5.5. Performance Work Statements (PWS) for potential contracting out of government services that require the contractor to create and maintain government records will be coordinated through the appropriate Records Management office.
- 6.1.3. Prior to expenditure of funds, obtain approval from the Command Records Manager for new systems or enhancement of existing systems.

6.1.5. Individual responsible for entry of file plans into Records Information Management System (RIMS) is at the discretion of the Base RM.

6.1.6. At base level, approval authority for file plans is at the discretion of the Base RM. At HQ AMC, the Functional Area Records Manager (FARM) approves file plans.

6.1.9. The RM will visit FARMs and spot check offices of record in the FARMs' management area as deemed necessary. Where appointed, FARMs will visit remaining offices. When no FARM is appointed, the RM makes the visit. The RM and FARM will establish and maintain a 24-month staff assistance visit schedule and adjust schedule as changes occur. When travel funds or personnel shortages do not permit off-base visits, send AMC Form 14, **Office of Record Staff Assistance Visit Report**, to the Chief of the Office of Record with instructions to complete and return to the parent RM. **NOTE:** AMC Form 14 is not intended to replace or circumvent on-site visits. Periodic visits to 100 percent of all offices of record are vital to maintain the integrity of the records management program.

6.2.1. Use staging areas strictly for storage of records. Ensure security of staging areas and limit entry to those personnel who require access to stored records.

6.3.1. Recommend use of AF Form 1151, **Training Attendance and Rating**, to document attendance, and AF Form 1256, **Certificate of Training**, to document completion of training.

6.3.2. Use computer based training for refresher courses only.

7. HQ AMC DRUs (15AF, 21AF and Air Mobility Warfare Center) will appoint a FARM and forward a designation letter to the host base Records Manager. The TACC, Defense Courier Service and all directorates will appoint a FARM and provide the FARM's name, office symbol, duty phone and e-mail address to HQ AMC/SCYNR.

10. To ensure record keeping requirements are included in all contracts where contractors will be responsible for developing and maintaining government records, include the following wording in each contract:

10.6. (Added) Contractors will comply with the Privacy Act of 1974 (the Act) and AFI 37-132 (will convert to AFI 33-332), the Air Force Privacy Act Program and the agency rules and regulations issued under the Act in the design, development or operation of any system of records. Operation of a system means performance of any of the activities associated with maintaining the system of records, including the collection, use and dissemination of personal information. Systems of Records on individuals are defined as a group of any records under the control of an agency from which information is retrieved by the name of the individual or by some identifying number, symbol or other identification unique to the individual.

10.7. (Added) The FARM will attend Records Management Orientation Training conducted by the Base Records Manager.

10.8. (Added) All records generated during the performance of a contract for outsourced functions are considered to be government records and will be turned over to the government upon termination of the contract. Contractor generated electronic records created and maintained in performance of the contract will be maintained in the command approved and certified Records Management Application (RMA). Electronic records returned to the government after execution of their contract will be in the authorized RMA and electronic media as specified in the PWS.

10.9. (Added) Records are considered to be all books, papers, maps, photographs, machine-readable materials or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the US government under federal laws, or in connection with the transactions of public

business, and preserved or appropriate for preservation by an agency, or its legitimate successor, as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the government or because of the informational value of data in them. This includes all electronic records which must meet the requirements of DODSTD5015.2.

10.10. (Added) Contractors performing outsourced functions will comply with the following Publications, as applicable:

10.10.1. (Added) AFMAN 37-139, Records Disposition Schedule. (AFMAN 33-339 will replace AFMAN 37-139 upon publication).

10.10.2. (Added) FI 33-322, AF Records Management Program.

10.10.3. (Added) AFMAN 37-123, Management of Records. (AFMAN 33-323 will replace AFMAN 37-123 upon publication).

10.10.4. (Added) DoD 5400.7/AF Sup 1, DoD Freedom of Information Act Program.

10.10.5. (Added) AFI 37-132, Air Force Privacy Act Program. (AFI 33-332 will replace AFI 37-132 upon publication).

10.10.6. (Added) AFI 37-138, Records Disposition--Procedures and Responsibilities. (AFI 33-338 will replace AFI 37-138 upon publication).

10.10.7. (Added) DODSTD5015.2, Department of Defense Design Criteria Standard for Records Management Applications Functional Baseline Requirements.

10.10.8. (Added) Title 44, U.S.C. Chapters 29 (Records Management by the Archivist of the US and by the Administrator of General Services).

10.10.9. (Added) Title 44, Chapter 31 (Records Management by Federal Agencies) 3101-3107 (Federal Records Act of 1950).

10.10.10. (Added) Title 44, Chapter 33 (Disposal of Records 3301-3314).

10.10.11. (Added) Title 36 (Code of Federal Regulations), Chapter XII (National Archives and Records Administration, Subchapter B, Records Management).

10.10.12. (Added) 41 CFR, Chapter 201 (Federal Information Resources Management Regulation (FIRMR)).

10.10.13. (Added) Title 8, GAO Policy & Procedures Manual for Guidance of Federal Agencies, Records Management.

10.10.14. (Added) Circular A-130, 25 Jun 93, OMB, Federal Information Resource Management (A-130) Revision.

10.10.15. (Added) Title 18 U.S.C. 2071, Concealment, Removal or Mutilation of Records.

10.10.16. (Added) DOD Directive 5015.2, Records Management Program.

**12. (Added) Forms prescribed.** AMC Form 14, **Office of Record Staff Assistance Visit Report**, is available electronically on the AMC Forms web site.

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