

**BY ORDER OF THE INSTALLATION  
COMMANDER**



**AIR FORCE INSTRUCTION 33-322**

**MACDILL AIR FORCE BASE  
Supplement 1**

**12 MARCH 2004**

**Communications and Information**

**RECORDS MANAGEMENT PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 33-322, 7 October 2003, is supplemented as follows.**

### ***SUMMARY OF REVISIONS***

This revision replaces MACD Supplement 1 to AFI 37-122. It deletes the requirement to download file plans to disk or e-mail to base records manager (RM) for review/approval when changed; deletes reference to coordinate SF 135, **Records Transmittal Receipt**, through the unit functional area records manager (FARM); deletes procedures for using Records Management Checklist 1 for staff assistance visits (SAVs); and deletes the use of ACC Form 274, which has been replaced by MACD IMT 21, **Records Management Status/Control**. A bar ( | ) indicates change from the previous edition.

7. **Functional Area Records Managers (FARM).** When the FARM conducts unit SAVs and discrepancies are noted, give the records custodian 30 days to take corrective actions. Ensure that the corrective actions are documented, signed by the chief of the office of record, and forwarded to the FARM. Use AMC Form 14, **Office of Record Staff Assistance Visit Report**, to conduct SAV. Upon completion of unit SAV, give the office of record the original AMC Form 14, maintain one copy for your FARM records, and send one copy to the RM Office. Ensure the same procedures are followed after corrective actions have been completed.

7.8. (Added) The FARM will serve as the unit privacy act monitor (PAM) unless otherwise designated by the organizational commander. See AFI 33-332, *Air Force Privacy Act Program*, for PAM responsibilities.

7.9. (Added) The FARM will maintain a FARM book and will include the following: Letters of appointment, MACD IMT 21, AMC Forms 14 (used for RM and FARM SAVs), waivers, copies of training certificates, and miscellaneous documents pertaining to the records management program. Records custodians are appointed using MACD IMT 21, which will be maintained and kept current by the FARM. Updated forms will be e-mailed to the RM office.

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-332, *Air Force Privacy Act Program*

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Commander