

**BY ORDER OF THE COMMANDER,
PACIFIC AIR FORCES**



AIR FORCE INSTRUCTION 33-332

PACIFIC AIR FORCES COMMAND

Supplement 1

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Communications and Information

PRIVACY ACT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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"The basic publication has changed; however, the only revisions required in this supplement were made in the date line, OPR line, leadline, supersession line, certifying, and approving authorities."

This publication applies to the Air National Guard (ANG) only upon mobilization and does not apply to the Air Force Reserve Command (AFRC) units and members.

SUMMARY OF REVISIONS

Changes to this supplement are administrative in nature to reflect new organization structure. A bar (|) indicates revisions from the previous edition.

AFI 33-332, 29 January 2004, is supplemented as follows:

1.1.1. DoD and Air Force Privacy Act System of Records Notices are listed on the Department of Defense Privacy Act Web site. DoD notices at: <http://www.defenselink.mil/privacy/notices/>. Air Force Notices at: (<http://www.defenselink.mil/privacy/notices/usaf>).

1.6.9.1. Records Managers (RMs) are designated as Privacy Act (PA) Officers. Functional Area Records Managers (FARMs) are designated as PA Monitors (PAM) for their areas. PA Systems Managers act as the PA monitor in offices without a FARM; however, they need not be appointed.

1.6.10.1. Provide initial and annual refresher training to Unit PAMs and System Managers.

1.6.11.2. Provide initial and annual refresher training to personnel using or maintaining PA system of records.

1.6.11.5. Immediately consult with Base PA Officer when a formal written request is received from a first party requester for a PA system of records, or when anticipating denial of first party access to a PA system of records.

3.2. When administratively feasible, place the PAS on forms or other documents that require it. Consult AFI 33-360,V2, Content Management Program – Information Management Tool (CMP-IMT), for guidance. System Managers should contact their assigned PAM or the Base PA Officer for assistance when developing new forms or documents that require a PAS.

4.2. Coordinate all written PA requests with the PA Officer. System Managers may sign release letters when total access is granted under the PA. Coordinate release actions with the Staff Judge Advocate and Base PA Officer.

4.4. Recommendation for full or partial denial packages will be forwarded by the PA Officer to HQ PACAF/SCT for processing. The PA Officer will ensure compliance with paragraphs 4.4.1 through 4.4.5, as amended.

4.4.1.4. (Added) . No records are released prior to review by denial authority.

4.4.1.5. (Added) . The appropriate NAF/Wing/Group Commander or their vice/deputy signs the memorandum recommending denial or partial denial.

4.4.1.6. (Added) . The requester is given written notification of the referral.

4.4.1.7. (Added) . The package contains the PA request, an OPR recommendation fully supporting any recommended denial, a legal opinion thoroughly supporting the recommendation, all requested records with denial recommendation(s) highlighted in yellow and all correspondence with base agencies and the requester (e.g., tasking letters, extension, referral letter, etc.).

4.5. The Chief, Architecture, Technology and Interoperability Division, Directorate of Communications and Information, HQ PACAF/SCT, is designated as alternate denial authority.

5.3. Process a denial of record amendment the same as a record denial (see paragraph 4.4.).

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