



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 10 CS/SCS (Mr. Victor J. Shumate)
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This document is substantially revised and must be completely reviewed.

1.4. The Commander, 34th Training Group (34 TRG) will appoint, in writing, a forms manager to administer the Air Force Cadet Wing (AFCW) forms management program. Send the name and duty phone number to the USAF Academy Forms Management Office (10 CS/SCSPF).

1.4.1.1. Each unit listed below will designate, in writing, a forms monitor who will give support to the USAF Academy forms manager. Send the name and duty phone number of the designee to 10 CS/SCSPF, not later than 30 workdays following designation.

1.4.1.1.1. (Added) Athletics (HQ USAFA/AH)

1.4.1.1.2. (Added) Dean of the Faculty (HQ USAFA/DF)

1.4.1.1.3. (Added) Personnel (HQ USAFA/DP)

1.4.1.1.4. (Added) Chaplain (HQ USAFA/HC and 10 ABW/HC)

1.4.1.1.5. (Added) Preparatory School (HQ USAFA/PL)

1.4.1.1.6. (Added) Admissions (HQ USAFA/RR)

1.4.1.1.7. (Added) 34th Training Wing (34 TRW)

1.4.1.1.8. (Added) Logistics Division (10 ABW/LG)

1.4.1.1.9. (Added) 10th Civil Engineer Group (10 CEG)

1.4.1.1.10. (Added) 10th Medical Group (10 MDG)

1.4.1.1.11. (Added) 10th Services (10 SVS)

1.4.1.2. The newly appointed forms monitor will contact 10 CS/SCSPF to schedule an orientation within 30 workdays of appointment to go over their responsibilities. A forms management handout is also available at <http://www.usafa.af.mil/scs/fmshand.doc>.

1.5.1. Submits the completed and fully coordinated DD Form 67 to 10 CS/SCSPF. This is a packaged electronic form available on the Air Force web page: <http://afpubs.hq.af.mil>. Both page 1 and 2 must be submitted. Instructions for unpacking packages can also be found at this site under Policy and Standards. Include the table and rule found in AFMAN 37-139 (will convert to AFMAN 33-322, V4) in block 13 (page 1). Approving Official in block 17 is the chief of the office responsible for the form.

1.5.1.1. (Added) Provides illustrations or artwork functional to the form.

1.5.1.2. (Added) Provides detailed instructions to be included on the form on disk to 10 CS/SCSPF.

1.5.2. Written justification will be submitted, along with the DD Form 67, to 10 CS/SCSPF.

1.5.2.1. (Added) Submits print request for a 1-year supply of those new or revised forms that will be used in other than electronic media.

1.5.3. Directive publications that prescribe, adopt, or obsolete USAFA command forms must be coordinated with 10 CS/SCSPF.

1.5.5. In addition to coordination with functional area officials listed in Table 1.1., coordinate the proposed form and DD Form 67 with the unit Privacy Act monitor, forms monitor (see paragraph 1.4.1.1.), and the USAF Academy Records Management Office (10 CS/SCBDR).

1.5.7. Notify 10 CS/SCSPF either on the annual review or in a memorandum, if outside of the review cycle, through the unit forms monitor (see paragraph 1.4.1.1.)

1.5.8. Notify 10 CS/SCSPF and unit forms monitor (see paragraph 1.4.1.1.), in writing, signed by the chief of the office responsible for the form, when transferring ownership for a USAFA form to another activity. Coordinate this with the new OPR. Send information within 30 workdays of transfer.

1.5.11. 10 CS/SCSPF initiates reviews annually in the anniversary month of each USAFA form to determine the status. The Approving Authority is the chief of the office responsible for the form. Annual review is coordinated through the unit forms monitor (see paragraph 1.4.1.1.)

1.7. The AFCW forms manager will apply criteria in paragraphs 1.7.1. through 1.7.19., except as supplemented, for AFCW forms.

1.7.3. Forms will not be released prior to the publication of the prescribing directive.

1.7.6. 10 CS/SCSPF provides design support to the AFCW forms manager. Local design standards are also listed in the forms management handout located at <http://www.usafa.af.mil/scs/fmshand.doc>.

1.7.6.1. (Added) Decorative illustrations or graphics, to include official logos, must serve a functional purpose. "Nice to have" is not sufficient justification.

1.7.6.2. (Added) USAFA field forms will use the DoD mandated date format of YYYYMMDD. OPRs of USAFA office forms must provide written justification to use a different date format. 10 CS/SCSPF will work with the OPR but has final authority to disapprove any request.

1.7.6.3. (Added) All USAFA forms will be dated using the YYYYMMDD date format.

1.7.6.4. (Added) Abbreviations and acronyms will be spelled out the first time they are used, whenever possible.

1.7.6.5. (Added) Form size will not exceed 8 1/2 by 11 inches, whenever possible. The OPR will justify, in writing, if the use of a larger size is necessary.

1.7.7. DD Form 67 will be fully completed and coordinated prior to submission to 10 CS/SCSPF. Instructions may be found at <http://www.usafa.af.mil/scs/fmshand.doc>.

1.7.8. The AFCW forms manager is the approving authority for AFCW forms. Form reprints are coordinated through the unit forms monitor.

1.7.9. Blank forms will not be printed in any type of publication. Hypothetical or sample entries must be used.

1.7.11. 10 CS/SCSPF initiates reviews annually in the anniversary month of each USAFA form to determine the status. The AFCW forms manager will do the same for AFCW forms.

1.7.16. 10 CS/SCSPF will visit the AFCW forms manager annually. Visits to unit forms monitors are done only upon request.

Table 1.1. (Added) Coordinating Forms.

R U L E	A	B		C
	If a form pertains to	then coordinate with		
		for field forms	for departmental forms	
2	soliciting information from the public	10 CS/SCBD		
6	mail management	10 CS/SCBDB		
8	soliciting/verifying the SSN or other personal information from the record subject	10 CS/SCBD NOTE: All forms require Privacy Act monitor and Privacy Act Officer coordination.		
11	optical scanning	10 CS/SCB		

1.7.20. (Added) Forms Monitor. Designated in paragraph 1.4.1.1.

1.7.20.1. (Added) Maintains a numerical file for each of the unit's current office forms. File will contain a copy of the current edition, status of latest review, print history, and specifications if form has not been converted to electronic. 10 CS/SCSPF will provide a list of current forms with reprint history upon request.

1.7.20.2. (Added) Reviews and coordinates on all DD Forms 67, Form Processing Action Request, originated in their unit to ensure it has been fully completed to include table and rule and Privacy Act monitor coordination.

1.7.20.3. (Added) Ensures office forms are used only within their unit.

1.7.20.4. (Added) Reviews and coordinates on all unit form print requests to ensure a 1-year supply is ordered, request is properly prepared, and a current printed copy of the requested form is attached. Print

requests are then sent to 10 CS/SCSPF, for approval, prior to reproduction. Exceptions for not ordering a 1-year supply are granted for forms being considered for revision or obsolescence or when storage is limited.

1.7.20.5. (Added) Coordinates and ensures overprint requests adhere to paragraph 3.15.

1.7.20.6. (Added) Ensures obsolete forms are removed from the numerical file and existing stock is salvaged.

1.7.20.7. (Added) Ensures all offices within the unit are notified of the forms monitor appointment and of the responsibilities of the position.

1.7.20.8. (Added) Coordinates and ensures form reviews are returned to 10 CS/SCSPF with the current status noted and signed by the chief of the office responsible for the form.

2.2.2.1. (Added) 10 CS/SCSPF will number and manage USAFA field forms that cross organizational boundaries, regardless of annual usage. These forms must be prescribed in a supplement to an Air Force instruction or a USAFA instruction.

2.2.2.2. (Added) USAFA forms that solicit information covered by the Privacy Act of 1974, collect information from the public, or require OMB approval, will be numbered and managed as forms even though annual usage may be less than 100 per year.

2.2.2.3. (Added) 10 CS/SCSPF will not provide design support for forms not numbered because annual usage is less than 100 per year.

2.2.5. Formats with blank spaces for fill-in will be considered forms. They will be numbered except as supplemented in paragraphs 2.2.2.1. and 2.2.2.2.

2.2.6. Surveys and questionnaires are subject to the guidelines of USAFAI 36-2601, USAFA Survey and Assessment Programs.

2.2.6.1. (Added) Certificates and specialized folders developed by USAF Academy activities, to be used Academy-wide, will be numbered and managed as forms. To keep physical products to a minimum, the following generic folder and certificates are available for USAF Academy use: USAFA Form 80, **Folder with USAFA Seal, (9 by 11 1/2 inches)** will be used to satisfy USAFA folder requirements. USAFA Form 108, **United States Air Force Academy Certificate (11 by 8 1/2 inches)** and USAFA Form 109, **United States Air Force Academy Certificate (8 1/2 by 11 inches)** will be used for overprinting of individual organizational needs.

2.2.6.2. (Added) Teaching devices, tests, and other instructional material will not be managed as forms. The OPR will ensure form items requested as instructional material are clearly designated as such, in either the top or bottom margin of the items, and are not used for other purposes. 10 CS/SCSPF does not provide design support for instructional material.

2.3.3. USAFA electronic field forms are available at the official USAF Academy web site (<http://www.usafa.af.mil/scs/afpubs.htm>).

3.3.1. Indicate which fields will be fillable and include specific fill formats and any on-line help messages.

3.6.1. Electronic conversion or incorporating a form into an automated system is not always justification for declaring a form obsolete.

3.10. All new or revised forms will be coordinated with the unit Privacy Act monitor and the PAO whether they collect personal data or not (see Table 1.1. Added.)

3.15. Overprints will be identified with the organization followed by the word "overprint" and date in the lower right margin of the form. This identification is not required on certificates.

4.2. 10 CS/SCSPF will maintain a functional file. This file will be used for researching requests for new and revised forms to prevent unnecessary creation and duplication of forms and information. This file will include a copy of all higher headquarters and USAFA command and office forms. A folder will be set up for each functional code listed in Table A2.1. File will be kept current based on the Air Force Product Announcements.

4.4. 10 CS/SCSPF will conduct a forms review annually.

4.5. (Added) 10 CS/SCSPF and 34 TRG will maintain a perpetual index or listing of the forms they manage and control.

6.2.2. 10 CS/SCSPF reserves the right to decide when excessive modification warrants the creation of a new form.

6.3.6. (Added) USAFA Form 80, Folder (9 by 11 1/2 inches) with USAFA Seal.

6.3.7. (Added) USAFA Form 108, United States Air Force Academy Certificate (11 by 8 1/2 inches).

6.3.8. (Added) USAFA Form 109, United States Air Force Academy Certificate (8 1/2 by 11 inches).

Attachment 1 (Added)**TERMS**

Headquarters Forms-Forms developed for the Cadet Wing are designated as headquarters forms. Form numbers are prefixed by "AFCW."

Office Forms-10 CS/SCSPF will number and control USAFA office forms with an annual use greater than 100. Office forms subject to the Privacy Act will be numbered and controlled regardless of annual use. Office form numbers will be prefixed by the letter "O" with the OPR shown in parenthesis following the number.

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