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SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE ACADEMY
INSTRUCTION 33-104**

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Communications

OPTICAL MARK FORMS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD33-1, *Command, Control, Communications, and Computer (C4) Systems*, and states the procedures and responsibilities for using optical mark forms. It explains how to make new forms, change old ones, and how to overprint. It applies to all United States Air Force Academy (USAFA) agencies using optical mark forms processed by Network Control Center (NCC) [10 CS/SCBN].

This instruction requires collecting and maintaining information, as authorized by 10 United States Code (U.S.C.) 8013, *Secretary of the Air Force*, and Executive Order (E.O.) 9397, *Numbering System For Federal Accounts Relating To Individual Persons*, and protected by the Privacy Act of 1974. United States Air Force Academy (USAFA) Forms 150, **General Answer Sheet Type A**, 152, **General Answer Sheet Type B**, 153, **General Answer Sheet Type C**, and 160, **Personal Preference Sheet** contain a Privacy Act statement required by AFI33-332, *Air Force Privacy Act Program*.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Updated office symbols and references; deleted USAFA Form 155, **General Answer Sheet Type D**.

1. Mission. The Network Control Center (NCC) (10 CS/SCBNC) supports the Academy by providing a means for test scoring, data collection, data analysis, and report generation through the use of an optical mark reader. 10 CS/SCBNC assists in designing, monitoring, and coordinating on all new, revised, and modified optical mark forms (to be processed by the 10 CS/SCBNC optical scanner) in conjunction with the Academy Forms Management Office (10 CS/SCRIP).

2. Responsibilities:

2.1. 10 CS/SCBNC:

2.1.1. Provides optical mark reader support and expertise to all USAFA agencies using the scanner in 10 CS/SCBNC.

2.1.2. Assists in designing optical mark forms and coordinating overprinting.

2.2. **10 CS/SCRIP.** Controls numbering, indexing, overprinting, and ordering optical mark forms.

3. Procedures for Using Optical Forms:

3.1. The Requesting Organization:

3.1.1. Consults with 10 CS/SCBNC on requirements.

3.1.2. Obtains, through its Customer Account Representative (CAR), optical mark forms (see paragraph 6.) from Dean of Faculty Support Staff (HQ USAFA/DFSI).

3.1.3. Uses and stores forms carefully so they remain scannable. Never staples or hole punches the forms, keeps them dry and flat, writes only in designed areas, not within 1 inch of the border. Never fold forms.

3.1.4. Uses a #2 pencil to fill out forms.

3.1.5. Schedules with 10 CS/SCBNC at least 24 hours in advance.

3.1.6. Brings forms to 10 CS/SCBNC to read. Supplies necessary run sheets, magnetic media, and special instructions.

3.1.7. Retrieves scanned forms and products from 10 CS/SCBNC within one week of scanning.

3.2. 10 CS/SCBNC:

3.2.1. Reads forms with the optical mark reader.

3.2.2. Edits sheets, making necessary corrections at reading time.

3.2.3. Produces magnetic media in the requested format.

3.2.4. Generates selected reports as checked on the Optical Scanning Service Request for Test Scoring.

3.2.5. Stores forms for up to one week after reading. Disposes of forms per AFMAN37-139, *Records Disposition Schedule*.

4. Designing a New Form or Revising an Existing Form:

4.1. The Requesting Organization:

4.1.1. Completes one copy of DD Form 67, **Form Processing Action Request**, and attaches a draft of the proposed form. Follows the instructions in AFI33-360, Vol 2, *Content Management Program-Information Management Tool (CMP-IMT)*.

4.1.2. Coordinates proposed form and DD Form 67 with the organization's Forms and Privacy Act monitor, USAFA Privacy Act officer (10 CS/SCSF), Records Management officer (10 CS/SCRIR), and 10 CS/SCBNC.

4.1.3. Submits DD Form 67 and proposed form to 10 CS/SCRIP for a USAFA form number.

4.1.4. Writes the printing specifications to accompany the newly designed form.

4.1.5. HQ USAFA/DFSI processes requests for printing forms to the Defense Printing Service (PSH) through 10 CS/SCRIP.

4.2. 10 CS/SCBNC:

4.2.1. Verifies, with the requester, that an existing form cannot be used.

4.2.2. Assists the requester with the final draft.

4.2.3. Assists the requester with the final appearance of the form (colors, print, and so forth).

4.2.4. Checks and approves the form proof provided by PSH for any errors or changes and verifies that it meets with optical mark reader specifications.

4.2.5. Tests new forms before distribution for production use. To test the forms, 10 CS/SCBNC requires approximately 30 new forms (randomly selected) and 2 weeks.

5. Overprinting an Existing Form (reference AFI33-360, Vol 2):

5.1. The requester:

5.1.1. Obtains optical mark forms from HQ USAFA/DFSI through the organization's CAR and provides the forms to PSH for overprint.

5.1.2. Provides PSH, in writing, with a draft of the overprinting; the number of forms to overprint; the color of ink to be used on the overprint; the date the overprint is required; and the name, office symbol, and telephone number of the person to contact.

5.1.3. Prepares the overprint master, print request, and submits them to PSH through 10 CS/SCRIP.

5.1.4. Provides justification for overprinting.

5.2. **10 CS/SCBNC.** Upon receipt of the overprinted form, tests the form to verify it still meets optical mark reader specifications.

6. USAFA Command Optical Mark Forms. The following optical mark forms are for Academy-wide use:

USAFA Form Number	Title
150	General Answer Sheet Type A (PA)
151	USAFA Mid-Course Instructional Assessment
152	General Answer Sheet Type B (PA)
153	General Answer Sheet Type C (PA)
154	USAFA End-of-Course Instructional Assessment System
157	General Questionnaire
160	Personal Preference Sheet (PA)
161B	General Purpose Scan Sheet B

7. Forms:

7.1. **Prescribed.** USAFA Forms 150, 151, 152, 153, 154, 157, 160, and 161B.

7.2. **Adopted.** DD Form 67, **Form Processing Action Request**

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