

**BY ORDER OF THE COMMANDER  
WRIGHT-PATTERSON AIR FORCE BASE  
(AFMC)**



**AIR FORCE INSTRUCTION 33-322  
WRIGHT-PATTERSON AIR FORCE BASE  
Supplement 1  
7 OCTOBER 2004**

**Communications and Information  
RECORDS MANAGEMENT PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 88 CG/SCQIR (Karen Cook)  
Supersedes AFI33-322\_WPAFBS1, 18 Apr 03

Certified by: 88 CG/SCCM (Sheree Coon)  
Pages: 1  
Distribution: F

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

This supplement does not apply to the Air National Guard or US Air Force Reserve units and members.

***SUMMARY OF REVISIONS***

This supplement changes RIMs to WebRims.

6.3.1. Recommend and provide refresher Computer Based Training (CBT) as need for all personnel, whose duties include filing, maintaining, and disposing of official records.

6.3.1.1. (Added) Provide FARM orientation packages to newly assigned FARMs advising them of their duties and responsibilities.

7.6. Ensures newly assigned personnel are trained via CBT within 3 months of assignment.

7.6.1. (Added) Make sure all personnel are scheduled for refresher training as needed.

7.6.2. (Added) Provides WebRim Guidance training for all personnel within their organization who utilize the Webrims Site software.

MARK BATEMAN  
Chief, Base Information Management