

**BY ORDER OF THE  
SUPERINTENDENT**

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



**31 MARCH 2010**  
Certified Current on 22 March 2012  
**Communications and Information**

**OPTICAL MARK FORMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 10 CS/SCOS

Supersedes: USAFAI 33-104,  
8 December 2003

Certified by: 10 CS/SCO  
(Mr. Neland North)

Pages: 4

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This instruction implements Air Force Policy Directive (AFPD) 33-1, *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/SCOS]. This publication does not apply to Air Force Reserve Command (AFRC) units and the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and are disposed of in accordance with the AFRIMS Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>.

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## ***SUMMARY OF CHANGES***

Updated unit office symbols, publication and form references, OPR, Certifier and Commander.

**1. Mission.** The Operations Flight (10 CS/SCO) 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/SCOS assists in designing, monitoring, and coordinating on all new, revised, and modified optical mark forms (to be processed by the 10 CS/SCOS optical scanner) in conjunction with the Academy Publications/Forms Management Office (10 CS/SCXSCF).

### **2. Responsibilities:**

#### **2.1. 10 CS/SCOS:**

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

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

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

### **3. Procedures for Using Optical Forms:**

#### **3.1. The Requesting Organization:**

3.1.1. Consults with 10 CS/SCOS on requirements.

3.1.2. Obtains, through its Organizational Account Representative (OAR), 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, and 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/SCOS at least 24 hours in advance.

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

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

#### **3.2. 10 CS/SCOS:**

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 AFRIMS 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 AF Form 673, *Air Force Publication/Form Action Request*, and attaches a draft of the proposed form. Follows the instructions in AFI33-360, *Publications and Forms Management*.
- 4.1.2. Coordinates proposed form and AF Form 673 with the organization's Privacy Act monitor, USAFA Privacy Act officer (10 CS/SCXSF), Records Management officer (10 CS/SCXSCR), and 10 CS/SCOS.
- 4.1.3. Submits AF Form 673 and proposed form to 10 CS/SCXSCF 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/SCXSCF.

##### 4.2. 10 CS/SCOS:

- 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/SCOS requires approximately 30 new forms (randomly selected) and 2 weeks.

#### 5. Overprinting an Existing Form (reference AFI33-360):

##### 5.1. The requester:

- 5.1.1. Obtains optical mark forms from HQ USAFA/DFSI through the organization's OAR 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/SCXSCF.
- 5.1.4. Provides justification for overprinting.

5.2. **10 CS/SCOS.** 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:

**Table 1. USAFA Form Number and Title.**

<b>Number</b>	<b>Title</b>
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. Prescribed and Adopted Forms:**

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

7.2. **Adopted Forms.**

AF Form 673, *Air Force Publication/Form Action Request*

AF Form 847, *Recommendation for Change of Publication*

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