

**BY ORDER OF THE COMMANDER
71ST FLYING TRAINING WING (AETC)**

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VANCE AIR FORCE BASE

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COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes: DODI5330.03_AFI33-395Supplement_VANCEAFBSupplement, 31 January 2011. This supplement implements and extends the guidance of Department of Defense Instruction (DoDI) 5330.03, and Air Force Instruction (AFI) 33-395, 11 July 2012. It prescribes procedures for obtaining services from the Vance Air Force Base (AFB) Reprographics office and applies to all Air Force military, civilian, and contractor personnel under contract by the Department of Defense (DOD) who request services from the reprographics office. This publication also applies to Air Force Reserve Command (AFRC) and Air National Guard (ANG) Units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and are disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Air Force Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847 from the field through the Vance AFB Publications and Forms Manager. (AF Form 847 is prescribed in AFI 11-215, USAF Flight Manuals Program [FMP]. Refer to that publication for guidance on filling out the form.)

SUMMARY OF CHANGES

Changes title from *Document Automation and Production Service (DAPS)* to *Defense Logistics Agency (DLA) Document Services* and deletes Vance Form 5604.

5.5.1.9.1. **(Added)** . Vance AFB Form 32, Printing and Collating Dummy Master, will assist the Reprographic technician in ensuring the product is printed and collated correctly. Customers are required to complete and submit it with DD Form 844, Requisition for Local Duplicating Service, on any order that contains more than two originals.

5.5.1.10.1. **(Added)** . DD Form 844 will be used to obtain all services from the Reprographics office. The signature of the Printing Control Official (PCO) is only required for services that are obtained from Defense Logistics Agency (DLA) and/or the Government Printing Office (GPO). The Reprographics technician will use the DD Form 844, signed by the PCO, to submit requests to DLA/GPO using Document Services Online.

CHRISTOPHER T. DANIELS, Colonel, USAF
Commander, 71st Mission Support Group

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Adopted Forms

AF Form 847, Recommendation for Change of Publication

DD Form 844, Requisition for Local Duplicating Service

Prescribed Forms

Vance AFB Form 32, Printing and Collating Dummy Master

Abbreviations and Acronyms

AFRIMS—Air Force Records Information Management System

E—Electronic

FTW—Flying Training Wing