

**BY ORDER OF THE COMMANDER  
DAVIS-MONTHAN AIR FORCE BASE**



**AIR FORCE INSTRUCTION 33-332**

**DAVIS MONTHAN AIR FORCE BASE  
Supplement**

**27 APRIL 2018**

**Communications and Information**

**THE AIR FORCE PRIVACY AND CIVIL  
LIBERTIES PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available for downloading or ordering on the e-Publishing web site at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil).

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 355 CS/SCXK-PA

Certified by: 355 CS/CC  
(Maj Brandon D. Vigneron)

Supersedes: AFI33-  
332\_DAVISMONTHANAFBSUP, 10 Jan  
2013

Pages: 3

---

This publication supplements Air Force Instruction (AFI) 33-332, *The Air Force Privacy And Civil Liberties Program*. It applies to all units and tenants on Davis-Monthan AFB. This publication may not be supplemented at any level. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) listed above using the Air Force (AF) Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate chain of command. 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 disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

2.5.8. **(Added) DAVIS-MONTHANAFB)** The DAVISMONTHANAFB Form 40, *Privacy Act Statement of Consent*. This form is used before including non-military individual personal information such as spouse's names, home addresses, home phones, and similar information on rosters or directories that are shared with groups of individuals. Otherwise, do not include the information. Consent statements must give the individual a choice to consent or not consent, and clearly tell the individual what information is being solicited, the purpose, to which you plan to disclose the information, and that consent is voluntary. Maintain the signed statements until no longer needed. This form is available on the e-publishing website at <http://www.e-publishing.af.mil> for downloading.

4.6.1.1. **(Added) DAVIS-MONTHANAFB)** The Base Privacy Act Manager will execute base-level responsibilities as outlined in this instruction for the following tenant organizations: 55th Electronic Combat Group, 309th Aerospace Maintenance and Regeneration Group, 563th Rescue Group, 924th Fighter Group, 25th Operational Weather Squadron, 923rd Aircraft Maintenance Squadron, and 372nd Training Squadron, Detachment 11 (AETC). The Base Privacy Act Managers are assigned to the 355th Communications Squadron (355 CS/SCXK-PA) and are located in building 1540, room 178.

4.6.2. **(DAVIS-MONTHANAFB)** Once the Base Privacy Act Manager is notified of any Privacy Act (PA) violations, complaints or breaches, and has verified the issue, a notification email will be sent to the Wing Commander, Group Commander and Communications Squadron Commander with the details of the incident and any corrective actions taken/will be taken.

4.6.7.5. **(Added) DAVIS-MONTHANAFB)** Privacy Act Training slides for use by all Davis-Monthan personnel (military, civilian, contractors) are available on the Davis-Monthan SharePoint Site:  
<https://dm.eim.acc.hedc.af.mil/355MSG/355CS/SCO/KOM/PII/Shared%20Documents/PA-FOIA%20Briefing%20-%20DM.pdf>

4.7.6.1. **(Added) DAVIS-MONTHANAFB)** The Base Privacy Act Managers will coordinate all 355 FW, Group, Squadron, Flight, and tenant unit publications and forms. Send publications and forms coordination's to the [davismonthan.foia@us.af.mil](mailto:davismonthan.foia@us.af.mil) e-mail.

6.4.1.1. **(Added) DAVIS-MONTHANAFB)** Central Destruction Facility (CDF) is located in Building 1540. This method is recommended for large amounts of For Official Use Only (FOUO) and classified data. Each organization is responsible for transporting their data to the CDF and will witness the destruction of the data. Contact the 355 CS/SCXK office to schedule an appointment.

6.4.4.3. **(Added) DAVIS-MONTHANAFB)** You may contract out the destruction of FOUO documents provided the destruction takes place on site at Davis-Monthan AFB, and is in accordance with all regulatory guidance and is witnessed by a government civilian or military employee.

SCOTT C. CAMPBELL, Colonel, USAF  
Commander, 355th Fighter Wing

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFI 33-332, *The Air Force Privacy and Civil Liberties Program*, 12 January 2015

AFMAN 33-363, *Management of Records*, 1 March 2008

***Prescribed Forms***

DAVISMONTHANAFB Form 40, *Privacy Act Statement of Consent*

***Adopted Forms***

AF Form 847, Recommendation for Change of Publication

***Abbreviations and Acronyms***

**355 CS**—355th Communications Squadron

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air For Manual

**AFRIMS**—Air Force Records Information Management System

**CDF**—Central Destruction Facility

**FOUO**—For Official Use Only

**OPR**—Office of Primary Responsibility

**PA**—Privacy Act

**RDS**—Records Disposition Schedule