

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE POLICY DIRECTIVE 33-3**



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**Communications and Information  
INFORMATION MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Air Force Policy Directive (AFPD) implements Department of Defense Instruction (DoDI) 5015.02, *DoD Records Management Program*, DoD Directive (DoDD) 5101.11E, *DoD Executive Agent for the Military Postal Service (MPS)*, and *Official Mail Program (OMP)*, DoDD 5400.07, *DoD Freedom of Information Act (FOIA) Program*, DoDD 5400.11, *DoD Privacy Program*, DoDI 1000.29, *DoD Civil Liberties Program*, DoD Instruction (DoDI) 8320.02, *Sharing Data, Information, and Information Technology (IT) Services in the Department of Defense*, DoDI 4525.7, *Military Postal Service and Related Services*, DoDI 4525.08, *DoD Official Mail Management*, DoDI 5025.01, *DoD Issuances Program*, DoDI 5400.16, *DoD Privacy Impact Assessment (PIA) Guidance*, DoDI 7750.07, *DoD Forms Management Program*, DoDI 8110.01, *Mission Partner Environment (MPE) Information Sharing Capability Implementation for the DoD*, DoDI 8910.01, *Information Collection and Reporting*, DoD Manual DoD 5110.04-M-V1, *DoD Manual for Written Material: Correspondence Management*, DoDM 8400.01-M, *Procedures for Ensuring the Accessibility of Electronic and Information Technology (E&IT) Procured by DoD Organizations*, and OSD Administrative Instruction (AI) 102, *The Federal Register System*. This Directive establishes AF policy for Information Access and Information Management Programs. This publication applies to all military and civilian Air Force personnel, members of the Air Force Reserve Command (ARC) Units and Air National Guard, and other individuals or organizations as required by binding agreement or obligation with the Department of the Air Force. Comments and recommended changes regarding this publication should be sent through appropriate channels using AF Form 847, *Recommendation for Change of Publication*, to the Office of Primary Responsibility (OPR) for SAF/CIO A6 policy, SAF/CIO A6XA, [usaf.pentagon.saf-cio-a6.mbx.a6xa-workflow@mail.mil](mailto:usaf.pentagon.saf-cio-a6.mbx.a6xa-workflow@mail.mil). Ensure that all records created as a result of processes

prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS).

### ***SUMMARY OF CHANGES***

This interim change revises AFPD 33-3 by (1) updating office symbols, addresses, and terms

(2) updating DoD Instruction and Manual references, (3) correcting the mandatory records management statement, (4) updating records management terms, (5) inserting a new paragraph concerning the annual Senior Agency Official Report to National Archives and Records Administration, (6) moving Military Postal Service under Information Management program, and (7) updating and inserting designating officials and senior officials. A margin bar (|) indicates changed material.

**1. Overview.** This policy directive establishes Air Force policy for the management of information assets (all forms of data and content), across all AF information sources, as both a strategic resource and corporate asset supporting the warfighter during mission and support operations.

1.1. Enable “information aggregation” to promote the development, implementation, management, and control needed to make “information decisions” visible to any interested and authorized party, and to efficiently include and resolve the needs of all stakeholders, so these decisions are made for the benefit of the entire AF enterprise, Joint, Coalition, or inter-agency partners.

1.2. Provide policy to achieve and maintain decision superiority to include, but not limited to, information access programs such as Records Management and the Privacy Act Program.

**2. Policy.** It is AF policy to:

#### ***Section 2A--Information Management***

2.1. Written Communications.

2.1.1. Establish direction to ensure consistency in official written communications in accordance with DoD 5110.04-M-V1, *DoD Manual for Written Material: Correspondence Management*.

2.1.2. Establish forms and publications guidance to implement this policy consistent with DoDI 7750.07, *DoD Forms Management Program*, and DoDI 5025.01, *DoD Issuances Program*.

2.2. Data Sharing and Management.

2.2.1. Establish guidance, processes and procedures to ensure a Net-Centric environment consistent with the guidance provided in DoDI 8320.02, *Sharing Data, Information, and Information Technology (IT) Services in the Department of Defense*.

2.2.2. Establish guidance, processes and procedures to ensure multinational information sharing consistent with the guidance provided in DoDI 8110.01, *Mission Partner Environment (MPE) Information Sharing Capability Implementation for the DoD*.

2.2.3. Establish guidance, processes and procedures for the support of stabilization and reconstruction, disaster relief, and humanitarian and civic assistance operations in accord with DoDI 8220.02, *Information and Communications Technology (ICT) Capabilities for Support of Stabilization and Reconstruction, Disaster Relief, and Humanitarian and Civic Assistance Operations*.

### 2.3. General Information Management.

2.3.1. Promote the principles of information sharing at all stages of the information lifecycle.

2.3.2. Promote cooperation in the sharing of information with OSD, other Services, Coalition Partners, inter-agency requests and with the general public, as appropriate.

2.3.3. Direct all business and warfighting information management through the establishment, use, and maintenance of shared enterprise services and information to securely interconnect people, information and capabilities, independent of time or location. This substantially improves planning at different echelons, provide widespread access to information and services, and significantly shorten decision-making cycles.

2.3.4. Manage all information as assets that must be available to authorized personnel and Joint or Coalition partners (with appropriate permissions and a need-to-know) when requested during mission operations and operational support activities.

2.3.5. Apply the same management principles consistently to all information assets regardless of source, owner, classification, media, location, or other defining characteristics.

2.3.5.1. Information assets shall be made visible, accessible, and understandable as early as possible in the life cycle to support mission objectives.

2.3.5.2. Information asset management shall be implemented with a high degree of automation consistent with DoD direction for creation of associated metadata “tagging” for each asset.

2.3.6. Promote the use of electronic business processes with the goal of reducing the use and storage of paper and paper records.

### **Section 2B--Information Access**

#### 2.3.7. **(Added)** Military Postal Service.

2.3.7.1. **(Added)** ) Operate a MPS as an extension of the United States Postal Service (USPS) consistent with the requirements of DoDD 5101.11E, *DoD Executive Agent for the Military Postal Service (MPS) and Official Mail Program (OMP)*, DoDI 4525.7, *Military Postal Service and Related Services*, and DoDI 4525.08, *DoD Official Mail Management*.

2.3.7.2. **(Added)** Program, budget and obligate adequate funding for its respective overseas military mail transportation costs.

2.3.7.3. **(Added)** Staff its military postal operations in the grades and specialties required to ensure sufficiently trained personnel for worldwide postal operations.

## 2.4. Records Management.

2.4.1. Establish and maintain a Records Management Program consistent with the requirements of DoDI 5015.02, *DoD Records Management Program*.

2.4.2. Manage all records in any media used for creation or storage in accordance with approved record schedules.

2.4.3. Administer the Air Force Records Management Program.

2.4.4. Ensure the proper training of all personnel who create and use records and will advise all employees no less than annually of their responsibilities with respect to the Air Force Records Management Program.

2.4.5. Safeguard all personal data within official records in accordance with applicable Privacy Act guidance.

2.4.6. Provide administrative and logistical support to the Combatant Commanders (CCDRs) consistent with the guidance provided in DoDI 5015.02, *DoD Records Management Program*.

2.4.7. **(Added)** Develop and submit to the National Archives and Records Administration (NARA) the necessary inputs to the annual Records Management Self-Assessment and assist the AF Senior Agency Official (SAO) for Records Management in the preparation of inputs to the annual SAO Report consolidated by the DoD Records Office for submission to NARA.

## 2.5. Freedom of Information.

2.5.1. Establish and administer a Freedom of Information Program consistent with the requirements of DoDD 5400.7, *DoD Freedom of Information Act (FOIA) Program*.

2.5.2. Designate a FOIA appellate authority for the Department.

2.5.3. Provide for the release of all records to the public, except those exempt from disclosure as set forth in Section 552 of Title 5, United States Code.

2.5.4. Provide a sufficient number of FOIA Requester Service Centers to ensure accessibility by requesters.

2.5.5. Conduct the necessary FOIA training to officials and employees to ensure proper execution of the program.

2.5.6. Develop and submit to the Defense Freedom of Information Policy Office (DFOIPO) the necessary inputs to the DoD FOIA Annual Report.

## 2.6. Privacy and Civil Liberties.

2.6.1. Establish and maintain privacy and civil liberties programs.

2.6.1.1. The Privacy Program should be consistent with the requirements of DoDD 5400.11, *DoD Privacy Program*, OMB Circular A-130, *Management of Federal Information Resources*, and P.L. 110-53, *9/11 Commission Act of 2007*.

2.6.1.2. The Civil Liberties Program should be consistent with provisions of P.L. 110.53, Title 8, *Privacy and Civil Liberties*.

2.6.2. **(Deleted)** .

2.6.3. Protect and respect the privacy and civil liberties of individuals as guaranteed by Federal laws, regulations and policies, and will balance the need for executing statutory requirements with these rights when collecting, maintaining, using and disseminating that information.

2.6.4. Conduct Privacy Impact Assessments (PIAs) for all Air Force IT systems that process, store, maintain, collect, use and/or disseminate Personally Identifiable Information (PII) with the exception of the User Table, personally identifiable information (PII) used to authenticate an individual's identity.

2.7. IT Accessibility (Section 508 of the Rehabilitation Act of 1973).

2.7.1. Establish and maintain a Section 508 Program consistent with the requirements of Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794(d)), as amended by the Workforce Investment Act of 1998 (P.L. 105-220), to ensure that electronic and information technology are developed, procured and maintained to provide access to the disabled, to the maximum extent practicable.

2.7.2. Comply with the Department of Justice (DoJ) and the General Services Administration (GSA) biennial survey by compiling Air Force Section 508 data.

2.8. **(Deleted)** .

2.8.1. **(Deleted)** .

2.8.2. **(Deleted)** .

2.8.3. **(Deleted)** .

2.9. Federal Register.

2.9.1. Establish a Federal Register Program consistent with the requirements of OSD Administrative Instruction (AI) 102, *Office of the Secretary of Defense (OSD) Federal Register System*.

2.9.2. Designate a Federal Register Liaison Officer (FRLO) and alternates to serve on behalf of the Air Force as the central points of contact for Federal Register (FR) and Code of Federal Regulations (CFR) matters.

2.10. Information Collection and Reporting. Establish an Information Collection and Reporting program consistent with the requirements of DoDI 8910.01, *Information Collection and Reporting*.

2.11. **(Added)** Quality of Information. Establish a Quality of Information program consistent with the requirements of Department of Defense Memorandum, 10 February 1993, "Ensuring the Quality of Information Disseminated to the Public."

### 3. Roles and Responsibilities.

3.1. Chief of Warfighting Integration and Chief Information Officer (SAF/CIO A6).

#### *Section 3A--Information Management*

3.1.1. Ensure sufficient process guidance and direction exists to establish consistency within written Air Force communications.

- 3.1.2. Serve as the Approval Authority for guidance pertaining to the Air Force forms and publications process.
- 3.1.3. Provide Air Force oversight for the DLA Document Services program and ensure adherence to its provisions.
- 3.1.4. Ensure the implementation of Net-Centric data sharing by promoting key net-centric strategies and processes throughout the Air Force IT community, and making all current and future Air Force data assets consistent with DoD Net-Centric policies.
- 3.1.4.1. Foster an environment that supports aggregation and interpretation of information from across DoD and Air Force mission areas.
- 3.1.4.2. Encourage the implementation of methodologies enabling seamless and transparent accessibility of information across systems.
- 3.1.5. Establish Net-Centric plans, programs, processes and procedures consistent with DoD policies.
- 3.1.6. Plan, program, budget and execute funding to support the Multinational Information Sharing (MNIS) program and the MNIS Combined Enterprise Regional Information Exchange System (CENTRIXS) networks used by the Air Force.
- 3.1.7. Ensure the use of the MNIS CENTRIXS network standards for all classified networks up to the SECRET level of classification for the exchange of information with foreign nations unless a waiver is granted by ASD (NII)/DoD CIO.
- 3.1.8. Ensure information-sharing technologies and techniques curricula for stabilization and reconstruction, disaster relief, and humanitarian and civic assistance are incorporated into individual and unit training programs and Air Force schools.
- 3.1.9. Develop and execute an implementation plan that ensures units conducting stabilization, security, transition, and reconstruction (SSTR) and/or humanitarian assistance and/or disaster relief missions are trained and have the capabilities to share information and situational awareness with civil-military partners when authorized, and to extend bandwidth and services to a partner-accessible network.
- 3.1.10. Establish the procedure for validating the operational requirement of DoD-provided Information Communication Technology (ICT) support to civil-military partners' stabilization and reconstruction, disaster relief, and humanitarian and civic assistance missions. The Air Force will resource within budget and funding ceilings specified in other budget guidance documents.

### ***Section 3B--Information Access***

- 3.1.11. **(Added)** Maintain operational oversight, inspection, advisory and assistance responsibilities for the Air Force postal service.
- 3.1.12. **(Added)** Program, budget and obligate funds for the Air Force postal service to ensure all transportation and delivery costs are accounted.
- 3.1.13. **(Added)** Ensure that all Air Force postal staff are properly billeted and trained.
- 3.1.14. **(Added)** Coordinate contingency and war planning matters with the MPS.

- 3.1.15. Designate a Chief FOIA Public Liaison Officer to execute the duties as described in DoDD 5400.07.
  - 3.1.16. Establish FOIA Requestor Service Centers as appropriate.
  - 3.1.17. Establish, adequately fund and staff, and provide oversight for an Air Force Privacy and Civil Liberties programs.
  - 3.1.18. Appoint a senior official to serve as the principal point of contact for Privacy and Civil Liberties Program matters.
  - 3.1.19. Establish and oversee a Section 508 program for the Air Force according to provisions of Section 508 of the Rehabilitation Act of 1973, as amended 29 U.S.C. 794(d).
  - 3.1.20. Ensure that electronic and information technology are developed, procured and maintained to provide access to the disabled, to the maximum extent practicable.
  - 3.1.21. Appoint an SAO who has direct responsibility for ensuring that the Air Force efficiently and appropriately complies with all applicable records management statutes, regulations, and NARA policy, and the requirements of OMB Memorandum M-12-18, *Managing Government Records*, and DoDI 5015.02, *DoD Records Management Program*.
  - 3.1.22. Designate a Privacy and Civil Liberties Officer to execute the duties as described in DoDD 5400.11 and DoDI 1000.29.
  - 3.1.23. Designate a Section 508 Program Coordinator to execute the duties as described in DoDM 8400.01-M.
  - 3.1.24. Designate an Information Collections Management Point of Contact to execute the duties as described in DoDI 8910.01.
  - 3.1.25. Establish guidance and provide oversight for a Federal Register program.
  - 3.1.26. Designate a Federal Register Liaison Officer and alternates.
  - 3.1.27. Establish and provide oversight for an Information Collection and Reporting program.
  - 3.1.28. Establish an information requirements control activity reporting beneath the SAF/CIO A6.
  - 3.1.29. Ensure that the Air Force assesses its information collection requirements no less frequently than every three years.
  - 3.1.30. Establish goals, as appropriate, for reducing the number or frequency of internal Air Force information collection requirements.
- 3.2. Administrative Assistant to the Secretary of the Air Force (SAF/AA).
    - 3.2.1. Is the DAA for Special Access Programs/Special Access Requirements (SAP/SAR).

3.2.2. Serve as the Office of Primary Responsibility (OPR) and Certification Authority for guidance pertaining to the Air Force forms, and publications process.

DEBORAH LEE JAMES  
Secretary of the Air Force



## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

DoDD 5100.3, *Support of the Headquarters of Combatant and Subordinate Joint Commands*, 9 Feb 2011

DoDD 5101.11E, *DoD Executive Agent for the Military Postal Service (MPS) and Official Mail Program (OMP)*, 2 Jun 2011

DoDD 5400.07, *DoD Freedom of Information Act (FOIA) Program*, 2 Jan 2008

DoDD 5400.11, *DoD Privacy Program*, 29 October 2014

**(Added)** DoDI 1000.29, *DoD Civil Liberties Program*, 17 May 2012

DoDI 4525.7, *Military Postal Service and Related Services*, 2 Apr 1981

DoDI 4525.08, *DoD Official Mail Management*, 11 Aug 2006

DoDI 5015.02, *DoD Records Management Program*, 24 Feb 2015

DoDI 5400.16, *DoD Privacy Impact Assessment (PIA) Guidance*, 14 July 2015

DoDI 5025.01, *DoD Issuances Program*, 6 Jun 2014

DoDI 7750.07, *DoD Forms Management Program*, 10 Oct 2014

DoDI 8110.01, *Mission Partner Environment (MPE) Information Sharing Capability Implementation* for the DoD, 25 November 2014

DoDI 8220.02, *Information and Communications Technology (ICT) Capabilities for Support of Stabilization and Reconstruction, Disaster Relief, and Humanitarian and Civic Assistance Operations*, 30 April 2009

DoDI 8320.02, *Sharing Data, Information, and Information Technology (IT) Services in the Department of Defense*, 5 August 2013

**(Added)** DoDI 8910.01, *Information Collection and Reporting*, 19 May 2014

**(Added)** DoD 5110.04-M-V1, *DoD Manual for Written Material: Correspondence Management*, 26 October 2010

**(Added)** DoDM 8400.01-M, *Procedures for Ensuring the Accessibility of Electronic and Information Technology (E&IT) Procured by DoD Organizations*, 3 June 2011

OMB Circular A-130, *Management of Federal Information Resources*, 28 November 2000

OSD AI 102, *Office of the Secretary of Defense (OSD) Federal Register System*, 5 March 2007

P.L. 110-53, 9/11 Commission Act of 2007, 3 August 2007

Rehabilitation Act of 1973 Section 508 (29 U.S.C. 794(d)) as amended by the Workforce Investment Act of 1998 (P.L. 105-220), 7 August 1998

*Prescribed Forms*

There are no prescribed forms

### *Adopted Forms*

AF Form 847, *Recommendation for Change of Publication*

### *Abbreviations and Acronyms*

**CENTRIXS**—Combined Enterprise Regional Information Exchange System

**CCDRs**—Combatant Commanders

**CIO**—Chief Information Office/Officer

**DoD**—Department of Defense

**DoDD**—Department of Defense Directive

**DoDI**—Department of Defense Instruction

**DoDM**—Department of Defense Manual

**FOIA**—Freedom of Information Act

**ICT**—Information Communication Technology

**MNIS**—Multinational Information Sharing

**MPS**—Military Postal Service

**OMB**—Office of Management and Budget

**OSD**—Office of the Secretary of Defense

**PIA**—Privacy Impact Assessments

**PII**—Personally Identifiable Information

### *Terms*

The following terms are specific to Air Force Information and Data Management. Where no citation appears, the term has been derived from several sources or from common usage.

**Data Asset**—Representation of facts, concepts, or instructions in a formalized manner suitable for communication, interpretation, or processing by humans or by automatic means. Any representations such as characters or analog quantities to which meaning is or might be assigned.

**Information**—Facts, data, or instructions in any medium or form. Also the meaning that a human assigns to data by means of the known conventions used in their representation.

**Information Access Program**—Any official initiative that manages Air Force compliance with various laws and regulations influencing enhanced access to the knowledge stored in AF information systems.

**Information Asset**—Any information that has enterprise value and is created, managed, or accessed during the operation of the organization.

**Information Collection Requirement**—Data or information collected by one or more organizational components and transmitted to other organizational components for management purposes. The collections required for management purposes pertain to policy; planning, controlling, and evaluating operations and performance; making administrative determinations;

and preparing other reports. It is status, summary, or statistical information in both electronic and manual information systems.

**Information Management (IM)**—The planning, budgeting, manipulating, and controlling of information throughout its life cycle. (*Note:* The information life cycle is typically characterized as creation or collection, processing, dissemination, use, storage, protection, and disposition.) (DoDD 8000.1).

**Information System**—A discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information (CNSS No. 4009).