

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

**AIR FORCE INSTRUCTION 33-324**

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***Communications and Information***

**THE AIR FORCE INFORMATION  
COLLECTIONS AND REPORTS  
MANAGEMENT PROGRAM**

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This Air Force Instruction (AFI) implements Air Force Policy Directive (AFPD) 33-3, *Information Management*; Department of Defense Instruction (DoDI) 8910.01, *Information Collection and Reporting*, and Department of Defense Manual (DoDM) 8910.1-M, Volume 1 and 2, *Department of Defense Procedures for Management of Information Requirements*. This publication applies to all military (active, reserve, guard), civilians, and contractors. It establishes procedures and assigns responsibilities for managing and controlling information collections and reporting requirements according to the Paperwork Reduction Act of 1995, 44 U.S.C. §3501. This instruction also gives guidelines and procedures for licensing internal information collections and reports, requesting information from the public, and reporting projected public information collections to Congress. Send recommended changes or comments to Secretary of the Air Force, Cyberspace Capabilities and Compliance (SAF/CNZA), 1800 Air Force Pentagon, Washington DC 20330-1800, through office of primary responsibility channels, using Air Force Form (AF) 847, *Recommendation for Change of Publication*. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. Ensure 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 the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

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

This document has been substantially revised and needs to be completely reviewed. Major changes include updating office symbols, acronyms, hyper-links, policy signature block, and email addresses to reflect current organizations.

## Chapter 1

### PURPOSE, SCOPE, AND RESPONSIBILITIES

#### **1.1. Purpose.** The Information Collections and Reports Management Program:

- 1.1.1. Reduces costly, ineffective, and redundant information collections and reporting requirements.
- 1.1.2. Establishes procedures for information collecting and reporting of internal and public requirements.
- 1.1.3. Implements portions of Chapter 35 of Public Law 104-13, *The Paperwork Reduction Act of 1995* to:
  - 1.1.3.1. Minimize the Federal paperwork burden on the public, small businesses, and state and local governments.
  - 1.1.3.2. Minimize the Federal Government's costs for collecting, maintaining, using, and disseminating information.
  - 1.1.3.3. Maximize the usefulness of information collected, maintained, and disseminated by the Federal Government.
  - 1.1.3.4. Coordinate, integrate, and where practical, create uniform Federal information policies and practices.
  - 1.1.3.5. Make sufficient information available to all commanders and management personnel to achieve mission effectiveness.

#### **1.2. Scope.** This instruction covers procedures that apply to new, existing and revised information collection requests, whether they are recurring or a one-time report. Refer to it for guidelines on all types of data and information collecting and reporting.

- 1.2.1. Managers must control and minimize the burden associated with the collection and reporting of information. **(T-1)** Apply the guidelines in this instruction when:
  - 1.2.1.1. Establishing and maintaining policies, plans, and objectives.
  - 1.2.1.2. Reviewing program proposals.
  - 1.2.1.3. Allocating resources.
  - 1.2.1.4. Reviewing actual performance against program goals.
  - 1.2.1.5. Satisfying statutory, congressional, and other imposed interagency information requirements.
  - 1.2.1.6. Collecting information from the public (public reporting).
  - 1.2.1.7. Collecting information from within the Department of Defense.
  - 1.2.1.8. Collecting information from other federal agencies.

#### **1.3. Roles and Responsibilities.** Headquarters Air Force, major commands, field operating agencies, direct reporting units, and all activities generating an information requirement have responsibilities in the Information Collections and Reports Management Program.

1.3.1. The Deputy Chief of Information Dominance and Deputy Chief Information Office, Compliance Division (SAF/CNZA) oversees the Information Collections and Reports Management Program through the Air Force Information Management Control Officer. The Air Force Information Management Control Officer shall **(T-1)**:

1.3.1.1. Manage the Air Force Information Collections and Reports Management Program.

1.3.1.2. Serve as technical advisor to the Air Force.

1.3.1.3. Act as liaison between the Air Force major commands, Department of Defense and federal agencies.

1.3.1.4. Review all requests for internal and public information collections.

1.3.1.5. Submit the following to Department of Defense:

1.3.1.5.1. Request for approval of internal and public collections.

1.3.1.5.2. Public collection Federal Register Notices.

1.3.1.5.3. Information Collection Budget.

1.3.1.6. Review and coordinate on all departmental publications and forms.

1.3.2. Commanders and Directors will implement this instruction. Headquarters Air Force, major commands, wing level and their units, direct reporting units, and field operating agencies will appoint an Information Collections and Reports Manager in writing and will send the appointment letter to [usaf.pentagon.saf-cn.mbx.af-info-collection@mail.mil](mailto:usaf.pentagon.saf-cn.mbx.af-info-collection@mail.mil) to include the name, functional address symbol, e-mail address, and telephone number of the newly assigned Information Collections and Reports Manager. **(T-1)**

1.3.3. All Information Collections and Reports Managers shall **(T-1)**:

1.3.3.1. Give personnel guidelines and training.

1.3.3.2. Conduct periodic program reviews.

1.3.3.3. Review and coordinate on all of their agency publications and forms (new or revised) for compliance with this instruction.

1.3.3.4. Review all requests for internal and public collections.

1.3.3.5. Forward internal and public collections to [usaf.pentagon.saf-cn.mbx.af-info-collection@mail.mil](mailto:usaf.pentagon.saf-cn.mbx.af-info-collection@mail.mil).

1.3.3.6. Act as technical advisors and liaisons to the Air Force Information Management Control Officer.

1.3.3.7. Submit the annual Information Collection Budget to SAF/CNZA through their chain-of-command.

1.3.4. All organizations generating information collections and reporting requirements must submit requests for information that are:

1.3.4.1. Concise, valid, accurate, and essential to the mission.

1.3.4.2. Licensed in accordance with this program.

**1.4. Noncompliance Provision.** Air Force organizations that are tasked to submit information for compliance with a collection of information will (T-1):

1.4.1. Respond to exempt or licensed information requirements.

1.4.2. Notify the agency and Information Collections and Reports Manager making a request for an information collection reporting requirement without an approved control number, that either a report control symbol and/or an Office of Management and Budget control number is required.

1.4.3. Not collect the required information until the requesting agency furnishes a control number. Note: If the requesting agency does not license the requirement, they must withdraw their request.

## Chapter 2

### DEPARTMENT OF DEFENSE INTERNAL INFORMATION COLLECTION

**2.1. Department of Defense Internal Information Collections.** This chapter provides the necessary information for the Air Force to develop, review, revise, obtain approval and cancel their Department of Defense internal information collections. It also specifies the responsibilities of the Air Force for responding to internal collections imposed on the Department of Defense by other federal Agencies.

2.1.1. A Department of Defense internal information collection is one in which the Air Force needs to collect information from one or more Department of Defense Components. Information is collected from current Department of Defense employees (military and civilian).

2.1.2. Department of Defense internal information collections shall be approved by the Department of Defense Internal Information Collections Officer in the Washington Headquarters Services/Executive Services Directorate Information Management Division. If approved, the collection will be assigned a report control symbol and an expiration date.

**2.2. Responding to an Information Collection.** Air Force program managers and portfolio managers responding to information collections from other Department of Defense Components and/or federal agencies shall (T-1):

2.2.1. Reply to written requests for cost estimates concerning their existing or proposed information collections.

2.2.2. Respond to approved information collections.

2.2.3. Refrain from responding to unapproved information collections and inform the Air Force Information Management Control Officer or Department of Internal Information Collections Officer of the solicitation.

**2.3. Reports or Information Collections That Require a Control Symbol.** Status, summary, or statistical information that is compiled and transmitted from one organizational component to another for management purposes requires licensing with a report control symbol. According to *DoDI 8910.01*, information collection requirements that have not been properly approved and symbolized shall not be honored.

2.3.1. Sometimes an office of primary responsibility needs to query a reporting activity for additional information contained in an already established report control symbol report. These requests do not constitute a new reporting requirement.

2.3.2. A report control symbol assigned to a reporting requirement does not apply to the submission of additional information not contained in the original report and required by intermediate headquarters. The intermediate headquarters is required to license the requirement for additional information by issuing an organizational report control symbol number. An additional report control symbol is not required when the request of information transmitted to intermediate headquarters does not exceed the scope of the original report.

2.3.3. Regardless of how the information is submitted, whether by paper report, electronically, or through directed insertion of data into an electronically accessible database, a report control symbol is still required.

**2.4. Information Collections and Reports Managers' Procedures for New and Revised Report Control Symbols' Reports.** For each new or revised information requirement, Information Collections and Reports Managers refer to *DoDM 8910.1-M, Vol 1 and Vol 2*, for specific procedures on Department of Defense internal information collections. **(T-0)**

**2.5. Licensing Reporting Requirements in Automated Systems.**

2.5.1. An organization developing an automated system must coordinate with the Information Collections and Reports Manager to ensure all reporting requirements are properly licensed. Coordinate with the Air Force Information Management Control Officer if it is an Air Force-wide system. The office of primary responsibility for the system should consider what would happen to all reports uploaded from one organizational component to another or generated on paper, tape, computer-output microfilm, or as output of an electronic database.

2.5.2. The Information Collections and Reports Manager or the Air Force Information Management Control Officer will work with the office of primary responsibility to determine what data submissions require a control symbol. Note: All output products that collect information for a licensed report must display the office of primary responsibility control symbol. **(T-1)**

**2.6. Emergency Collections.** On an individual case-by-case basis, special one-time high priority, or time-urgent collections may be approved and symbolized without being subjected to an in-depth review and analysis, provided a statement of urgency is included with the DD Form 2936, Request for Approval of Department of Defense Internal Information Collection, and signed at an office of primary responsibility level commensurate with the estimated cost of providing the information. An expiration date of short duration will be assigned until the additional required documentation is completed and submitted to the Department of Defense Internal Information Collections Officer.

**2.7. Discontinuing and Superseding a Report Control Symbol Reporting Requirement.** Originating organizations that want to discontinue or supersede a report control symbol reporting requirement must:

2.7.1. Send written notification to the reporting activities if they have superseded or discontinued a report control symbol report.

2.7.2. Update the publication that prescribes the report control symbol report by issuing a revision or an interim change to reflect the current status of the reporting requirement. Include this information in the "Summary of Revisions" once the publication is rewritten.

2.7.3. Submit a copy of the written notification and a draft of the revised publication or interim change to the component Information Collections and Reports Manager or the Air Force Information Management Control Officer.

2.7.4. Coordinate with servicing records manager to effect disposition of any accumulated records and coordinate on requirement to change any report specific records disposition.

## Chapter 3

### PUBLIC INFORMATION COLLECTION

**3.1. Publication Information Collections.** This chapter provides guidance on the Paperwork Reduction Act and seeking Office of Management and Budget approval to collect information from the public. The Air Force shall not collect information from the public without first obtaining Office of Management and Budget approval. A public information collection is the collection of information from ten or more members of the public on an annual basis.

**3.2. How the Paperwork Reduction Act Bears on Collecting Information from the Public.** *Public Law 104-13* and its implementing regulation, *Title 5 Code of Federal Regulations Part 1320*, cover the policy for collecting information from the public. The Paperwork Reduction Act attempts to minimize the Federal paperwork burden on the public.

**3.3. The Scope of the Paperwork Reduction Act.** The Paperwork Reduction Act applies to all executive departments, military departments, government corporations, government-controlled corporations, and other establishments in the Executive Branch of the Federal Government. All of the Federal Government's independent regulatory agencies must adhere to it.

**3.4. The Annual Information Collection Budget.**

3.4.1. Major command, direct reporting unit, and field operating agency Information Collections and Reports Managers shall respond to the annual data call for projected information collection budgets. **(T-1)**

3.4.2. Submit responses to SAF/CNZA, ATTN: Air Force Information Management Control Officer, 1800 AF Pentagon, Washington DC, 20330-1800 or [usaf.pentagon.saf-cn.mbx.af-info-collection@mail.mil](mailto:usaf.pentagon.saf-cn.mbx.af-info-collection@mail.mil).

**3.5. New and Revised Public Information Collections.** The Information Collections and Reports Managers shall ensure that organizations requesting information from the public submit new, revised, and extended requests for Office of Management and Budget approval. **(T-1)**

**3.6. Expired Public Information Collections.** The Office of Management and Budget licenses a public information collection for three years, according to the Paperwork Reduction Act. All public information collections carry an expiration date. Note: An expired public information collection is an illegal collection of information and you must discontinue it until given proper approval.

**3.7. Office of Management and Budget Approval Application Procedures.** Information Collections and Reports Managers shall refer to *DoDM 8910.1-M* for specific procedures on public information collections. **(T-0)**

3.7.1. The organization that generates the public information collection must request approval and licensing from Office of Management and Budget through proper channels. **(T-1)**

3.7.2. Office of primary responsibilities submit required documentation (see [paragraph 3.7.2.1](#) through [paragraph 3.7.2.3](#)) to their major command, direct reporting unit, and field operating agency Information Collection and Reports Managers. Sample documentation can be found at <http://www.esd.whs.mil/Directives/collections/>. The list of required documentation is as follows:



3.7.2.1. Office of Management and Budget Form 83-I, Paperwork Reduction Act Submission.

3.7.2.2. Supporting Statement.

3.7.2.3. Supporting Documentation (System of Records Notice (SORN), Privacy Impact Assessment (PIA), and copy of the collection instrument(s)).

3.7.2.3.1. Federal Register Notices.

3.7.2.3.2. The title page and pertinent sections of any regulatory and statutory authorities that authorize the collection.

3.7.2.3.3. The instrument of collection in final draft version. If the instrument of collection is a form, the agency's forms management office prepares the final draft according to procedures in AFI 33-360. If the instrument of collection is a system, screen shots of the questions shall be submitted.

3.7.2.3.4. Instructions that accompany the instrument of collection.

3.7.2.3.5. Paperwork Reduction Act Submission Coordination Summary Sheet.

**3.8. Processing Time.** Allow at least 120 days to process a request for Office of Management and Budget approval.

**3.9. Emergency Processing.** The Department of Defense/CIO shall approve emergency requests for the processing of a collection of information under the following circumstances:

3.9.1. When the collection of information is needed prior to the expiration of time periods established in the Paperwork Reduction Act and is essential to the mission of the agency.

3.9.2. When the agency cannot reasonably comply with normal clearance procedures under the Paperwork Reduction Act, because: (1) Public harm is reasonably likely to result if normal clearance procedures are followed; (2) An unanticipated event has occurred; or (3) The use of normal clearance procedures is reasonably likely to cause a statutory or court-ordered deadline to be missed.

3.9.3. For example, public harm would be prevented if strategies to Office of Management and Budget at a public health epidemic depend on information in a survey that needs to be fielded immediately. An example of an unanticipated event would be a natural disaster that has led to the need to provide benefits quickly to the victims. The use of emergency clearance procedures is warranted if a new statute is passed that requires implementation of an information collection within clearly shorter time frames called for in The Paperwork Reduction Act and specify the time period within which Office of Management and Budget should approve or disapprove of the collection (*Title 5 Code of Federal Regulations Part 1320.13*). Control numbers assigned to collections of information approved under the "emergency processing" procedures are not valid for more than 180 days from the date the agency requested approval.

**3.10. Request for Extension.** Organizations having primary responsibility for a currently licensed public information collection may request a 90-day extension in emergency situations. This request is submitted using Office of Management and Budget Form 83-E, Paperwork Reduction Act Emergency Extension, when additional time is needed to prepare the request for an Office of Management and Budget review for a collection that is expiring.

**3.11. Canceling an Office of Management and Budget-Approved Information Collection.** The major commands, direct reporting units, and field operating agency Information Collections and Reports Managers sends a cancellation notification to SAF/CNZA, ATTN: Air Force Information Management Control Officer, 1800 AF Pentagon, Washington DC, 20330-1000 or [usaf.pentagon.saf-cn.mbx.af-info-collection@mail.mil](mailto:usaf.pentagon.saf-cn.mbx.af-info-collection@mail.mil). The Air Force Information Management Control Officer then sends the request for cancellation to the Department of Defense Clearance Officer, who informs the Office of Management and Budget desk officer.

**3.12. Exemptions to Information Collection Requirements.** Specific items not considered to be information can be found in *Title 5 Code of Federal Regulations Part 1320* and *Department of Defense 8910.1-M*.

WILLIAM E. MARION II, SES, USAF  
Deputy Chief Information Officer

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

44 U.S.C. §3501, *Paperwork Reduction Act of 1995* Title 5, Code of Federal Regulations, Part 1320, *Controlling Paperwork Burdens on the Public*, current edition

DoDI 8910.01, *Information Collection and Reporting*, 19 May 2014

DoDM 8910.1-M, Volume 1 and 2, *Department of Defense Procedures for Management of Information Requirements*, 30 June 2014

AFPD 33-3, *Information Management*, 8 September 2011

AFI 33-360, *Publications and Forms Management*, 1 December 2015

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

***Adopted Forms***

Office of Management and Budget Form 83-I, *Paperwork Reduction Act Submission*

Office of Management and Budget Form 83-E, *Paperwork Reduction Act Emergency Extension*

DD Form 2936, *Request for Approval of Department of Defense Internal Information Collections*

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**CIO**—Chief Information Officer

***Terms***

**Information Collection Budget**—The Federal Government’s projected burden on the public for new requirements to collect information. It is the estimated response time (direct and indirect) for the public to collect, record, and submit information to the Federal Government. Each year the Office of Management and Budget issues a “budget call” for the Federal Government’s Office of Management and Budget.

**License**—Pertaining to an Air Force approval information collection/report process. Air Force information collections or reports are licensed once the Air Force Information Manager Control Officer or Office of Management and Budget approves the information collection. A license is good for 3 years.

**Public Information Collections**—Those collections that require responses from the public. The Paperwork Reduction Act defines a collection of information to be: “The obtaining or soliciting of facts or opinions by an agency through the use of written report forms, application forms, schedules, questionnaires, reporting or record keeping requirements, or other similar methods calling for either: (1) Answers to identical questions posed to, or identical reporting or record keeping requirements imposed on, ten or more persons, other than agencies, instrumentalities, or employees of the United States; or (2) Answers to questions posed to agencies, instrumentalities,

or employees of the United States which are to be used for general statistical purposes.” This includes information collections that are mandatory, voluntary, or required to obtain a benefit.

**Report Control Symbol**—A standard agency designation (control number) for a report consisting of letters or numbers indicating that the report has been reviewed and approved according to Department of Defense and Air Force directed procedures.

**Similar Methods**—(as specified in the definition of “Public Information Collections” in this glossary) “Similar methods” includes contracts, agreements, policy statements, plans, rules or regulations, planning requirements, circulars, directives, instructions, bulletins, requests for proposals or other procurement requirements, telegraphic or telephonic requests, and standard questionnaires used to monitor compliance with agency requirements.