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SECRETARY OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE  
POLICY DIRECTIVE 33-3**



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**Communications and Information**

**INFORMATION ACCESS PROGRAMS**

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This publication implements Department of Defense Instruction (DoDI) 1000.30, *Reduction of Social Security Number (SSN) Use Within DoD*; DoDI 5015.02, *DoD Records Management Program*; DoD Manual (DoDM) 5110.04, Volume 1, *Manual for Written Material: Correspondence Management*; DoDM 5110.04, Volume 2, *Manual for Written Material: Examples and Reference Material*; DoDI 5330.03, *Single Manager of DoD Document Services*; Department of Defense Directive (DoDD) 5400.07, *DoD Freedom of Information Act (FOIA) Program*; DoDM 5400.07, *DoD Freedom of Information Act (FOIA) Program*; DoDI 5400.11, *DoD Privacy and Civil Liberties Programs*; DoDI 5400.16, *DoD Privacy Impact Assessment (PIA) Guidance*; DoDD 8100.02, *Use of Commercial Wireless Devices, Services, and Technologies in the Department of Defense (DoD) Global Information Grid (GIG)*; DoDI 8110.01, *Mission Partner Environment Information Sharing Capability Implementation for the DoD*; DoDI 8170.01, *Online Information Management and Electronic Messaging*; DoDM 8180.01, *Information Technology Planning for Electronic Records Management*; DoDM 8400.01, *Accessibility of Information and Communication Technology (ICT)*; Administrative Instruction 102, *Office of the Secretary of Defense (OSD) Federal Register (FR) System*; DoDI 8910.01, *DoD Implementation of the Paperwork Reduction Act*; DoDM 8910.01 Volume 2, *DoD Information Collections Manual: Procedures for DoD Public Information Collections*; and is consistent with; DoDI 8320.02, *Sharing Data, Information, and Information Technology (IT) Services in the Department of Defense*. This directive establishes policy for Information Access Programs. This publication applies to all Department of the Air Force (DAF) civilian employees and uniformed members of the Regular Air Force, the Air Force Reserve, the Air National Guard, the United States Space Force (USSF), the Civil Air Patrol when conducting missions as the official Air Force Auxiliary, and those with a contractual obligation to abide by the terms of the DAF publications. Nothing in

this instruction alters or supersedes the existing authorities and policies of the Director of National Intelligence regarding the protection of intelligence sources and methods, including the exchange of sensitive compartmented information and special access programs for intelligence as directed by Executive Order 12333. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command to Enterprise IT Strategy and Policy Division, Office of the Department of the Air Force Chief Information Officer, (SAF/CNSP), [SAF.CNSPEIT.StrategyPolicyWork@us.af.mil](mailto:SAF.CNSPEIT.StrategyPolicyWork@us.af.mil). Ensure all records generated because of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is in the Air Force Records Information Management System. This Department of the Air Force Policy Directive (DAFPD) may not be supplemented, in accordance with DAFMAN 90-161, *Publishing Process and Procedures*.

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

This publication is revised in its entirety and must be thoroughly reviewed. The revised DAFPD 33-3 significantly restructures DAF information policy, clarifying responsibilities, elevating cyber and networks, and formally embedding the USSF into governance. Major changes include: 1) title changes 2) change of roles and responsibilities, 3) update of Chief of Information Dominance and Chief Information Officer (SAF/CIO A6) title and office symbol to Department of the Air Force Chief Information Officer (SAF/CN), 4) the transfer and removal of roles and responsibilities for Military Postal Services to Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) through DAFPD 36-38, Force Support Readiness, 5) the transfer of roles and responsibilities and authorities to Deputy Chief of Staff for Intelligence (AF/A2), in order to elevate the role of cyber and networks in a future conflict and 6) update of the references, abbreviation and acronyms, and terms sections in attachment 1, and 7) inclusion of the USSF ensuring the Space Force is formally recognized in the policy framework embedding Guardians into the DAF's governance structure. Clearer division of responsibilities reduces overlap and enhances accountability.

**1. Overview.** This publication establishes the overarching DAF policy for the management of information assets across all DAF information sources, as both a strategic resource and corporate asset supporting the warfighter during mission and support operations.

1.1. This publication enables aggregation of information 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 DAF enterprise, and relevant mission partners.

1.2. This publication provides policy to achieve and maintain decision superiority to include, but not limited to, information access programs such as Records Management, the Privacy Act (Title 5 United States Code Section (U.S.C) 552a), *Records maintained on individuals*, Public Law (PL) 107-347, *E-Government Act of 2002*, and PL110-53, *Implementing Recommendations of the 9/11 Commission Act of 2007*, Freedom of Information Act, Knowledge Management, Section 508 of the Rehabilitation Act of 1973, Information Collecting and Reporting and Document Service Programs. Nothing in this instruction alters

or supersedes the existing authorities and policies of the Director of National Intelligence regarding the protection of intelligence sources and methods, including the exchange of sensitive compartmented information and special access programs for intelligence as directed by Executive Order 12333.

**2. Policy.** The DAF will:

2.1. Prepare all official correspondence consistent with DoDM 5110.04, Volume 1 and Volume 2.

2.2. Support areas related to general information access to meet the following objectives and requirements.

2.2.1. Promote the principles of sharing information at all stages of the information life cycle.

2.2.2. Promote cooperation in the sharing of information with mission partners, as appropriate.

2.2.3. 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, provides widespread access to information and services, and significantly shortens decision-making cycles.

2.2.4. Provide guidance for the management of all information as assets that must be available to authorized personnel (with appropriate permissions and a need-to-know) when requested during mission operations and operational support activities.

2.2.5. Apply the same management principles consistently to all Information Assets regardless of source, owner, classification, media, location, or other defining characteristics.

2.2.5.1. Ensure Information Assets are made visible, accessible, understandable, linked, and trustworthy as early as possible in the information life cycle to support mission objectives.

2.2.5.2. Ensure information asset management is implemented with a high degree of automation consistent with Department of Defense (referred to as Department of War (DoW)) direction for creation of associated metadata “tagging” for each asset.

2.2.6. Promote the use of electronic business processes with the goal of reducing the creation, use, and storage of paper and paper records.

2.3. Establish data sharing and knowledge management guidance, processes, and procedures to ensure a Net-Centric environment consistent with the guidance provided in DoDI 8320.02.

2.3.1. Establish guidance, processes, and procedures to ensure multinational information sharing consistent with the guidance provided in DoDI 8110.01.

2.3.2. Issue knowledge management policy to enable all DAF organizations to leverage knowledge effectively and efficiently as a strategic resource and maintain the life cycle of information.

2.4. Establish and Maintain a Records Management Program consistent with the requirements of DoDI 5015.02 and DoDM 8180.01.

2.4.1. Provide guidance for the management of all records in any media used for creation, receipt, or storage in accordance with approved record disposition schedules.

2.4.2. 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.

2.4.3. Safeguard all personal data within official records in accordance with the applicable Privacy Act guidance and safeguard all controlled unclassified information within official records in accordance with applicable guidance.

2.4.4. Provide administrative and logistical support to the combatant commanders consistent with the guidance provided in DoDI 5015.02.

2.4.5. Develop and submit to the National Archives and Records Administration the necessary inputs to the annual Records Management Self-Assessment and the Federal Electronic Records and Email Management Report. Assist the Department of the Air Force Senior Agency Official for Records Management in the preparation of inputs to the annual Senior Agency Official Report consolidated by the DoW Records Office for submission to the National Archives and Records Administration.

2.5. Establish and administer a Freedom of Information Program consistent with the requirements of DoDM 5400.07.

2.5.1. Designate a FOIA appellate authority for the DAF.

2.5.2. Provide for the release of all records to the public, except those exempt from disclosure as set forth in DoDM 5400.07.

2.5.3. Provide enough FOIA Requester Service Centers to ensure accessibility by requesters.

2.5.3.1. Staffs its Requester Service Centers with grades and experience sufficient to ensure FOIA requests are processed within timeliness requirements provided by public law and DoDM 5400.07.

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

2.5.5. Develop and submit to the Defense Freedom of Information Policy Office the necessary inputs to the DoW FOIA Annual Report.

2.5.5.1. Maintain data and metrics on FOIA requests and the DAF organizations processing them.

2.6. Establish and maintain Privacy and Civil Liberties programs.

2.6.1. Ensure the Privacy and Civil Liberties Program is consistent with the requirements of DoDI 5400.11.

2.6.2. Protect and respect the privacy and civil liberties of individuals in accordance with DoDI 5400.11, Office of Management and Budget Circular A-130, *Managing Information*

as a *Strategic Resource* and PL 110-53 and will balance the need for executing statutory requirements with these rights when collecting, maintaining, using, and disseminating that information.

2.6.3. Conduct Privacy Impact Assessments for all DAF Information Technology systems in accordance with DoDI 5400.16.

2.7. Establish policy and maintain a program in compliance with Section 508 consistent with the requirements of the *Rehabilitation Act of 1973*, as amended 29 U.S.C. 794d, *Electronic and information technology*.

2.7.1. 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 General Services Administration annual assessment by compiling DAF Section 508 data based on field testing and validation of Section 508 compliance on all Information Technology (IT), to include public websites, intranet sites, and all IT software applications.

2.8. Establish a Federal Register Program consistent with the requirements of Administrative Instruction 102

2.9. Establish an Information Collection and Reporting program consistent with the requirements of DoDI 8910.01.

2.10. Establish a Quality of Information program consistent with the requirements of DoDI 8170.01.

### **3. Roles and Responsibilities.**

3.1. **The Administrative Assistant (SAF/AA) will:**

3.1.1. Provide guidance, direction, and oversight for all matters relating to preparing, submitting, and dispatching official correspondence.

3.1.2. Establish consistent formats and other related standards for administrative communications.

3.2. **The DAF Chief Information Officer (SAF/CN) will:**

3.2.1. Ensure sufficient process guidance and direction exists regarding the management of information assets and communications.

3.2.2. Establish and provide FOIA policy oversight and guidance to ensure DAF compliance with DoDM 5400.07.

3.2.3. Designate a Chief FOIA Public Liaison Officer to execute the duties as described in DoDM 5400.07.

3.2.4. Establish FOIA Requester Service Centers as appropriate.

3.2.5. Establish and provide Privacy and Civil Liberties oversight to ensure DAF compliance with the *Privacy Act*

3.2.6. Designate a Senior Component Official for Privacy to serve as the principal point of contact for Privacy and Civil Liberties Program matters and execute the duties as described in DoDI 5400.11.

3.2.7. Ensure electronic and information technology are developed, procured, and maintained to provide access to the disabled, to the maximum extent practicable.

3.2.8. Establish and provide Records Management oversight pursuant to Title 44 U.S.C Chapter 31, *Records Management by Federal Agencies* (Federal Records Act), and Office of Management and Budget Memorandum M-19-21, *Transition to Electronic Records*, and Office of Management and Budget Memorandum M-23-07, *Update to Transition to Electronic Records*.

3.2.9. Appoint a DAF Senior Agency Official for Records Management who has direct responsibility for ensuring that the DAF efficiently and appropriately complies with all applicable records management statutes, regulations, and National Archives and Records Administration policies, and the requirements of Office of Management and Budget Memoranda M-19-21 and M-23-07, and DoDI 5015.02.

3.2.10. Designate a Department of the Air Force Records Officer to execute duties as described in DoDI 5015.02.

3.2.11. Establish and provide Section 508 oversight to ensure DAF compliance with 5 U.S.C § 552a, PL 107-347, and PL 110-53 requirements in 29 U.S.C § 794d.

3.2.12. Designate a DAF Section 508 Program Coordinator to execute the duties as described in DoDM 8400.01.

3.2.13. Establish and provide Information Collections and Reports oversight to ensure DAF compliance with DoDI 8910.01.

3.2.14. Designate an Information Collections Management Point of Contact to execute the duties as described in DoDI 8910.01.

3.2.15. Establish information requirements control activity reporting beneath the SAF/CN.

3.2.16. Ensure that the DAF assesses its information collection requirements no less frequently than every three years.

3.2.17. Establish goals, as appropriate, for reducing the number or frequency of internal DAF information collection requirements.

3.2.18. Establish and provide Federal Register oversight pursuant to Executive Order 12866, *Regulatory Planning and Review*, Executive Order 13132, *Federalism*, Title 5 U.S.C 601, *Regulatory Flexibility Act*, and Title 44 U.S.C Chapter 15, *Federal Register and Code of Federal Regulation*.

3.2.19. Designate a DAF Federal Register Liaison Officer to act as the central point of contact for Federal Register and Code of Federal Regulations matters as described in Administrative Instruction 102.

3.2.20. Provide DAF oversight for the Defense Logistics Agency Document Services program and ensure adherence to its provisions by DoDI 5330.03.

### 3.3. The General Counsel of the DAF (SAF/GC) will:

3.3.1. Serve as the appellate authority for actions related to the Freedom of Information Act and Privacy Act.

3.3.2. Advise SAF/CN on legal concerns related to FOIA, Privacy Act, and civil liberties issues.

**3.4. The Deputy Chief of Staff for Intelligence (AF/A2) will:**

3.4.1. Collaborate with SAF/CN, the Under Secretary of Defense (Under Secretary of War) for Intelligence and Security (USW(I&S)), and the Intelligence Community (IC) CIO to establish policies and procedures that safeguard data, information, and IT services. Ensure these assets are securely shared as strategic resources across DoW security domains, the IC, and mission partners, in alignment with DoDD 5240.01, DoDI 8330.01, DoDI 5200.01, ICD 501 (Discovery and Dissemination of IC Information), ICD 502 (Integrated Defense of the IC Information Environment), ICD 503 (IT Systems Security Risk Management), ICD 504 (Data Management), ICD 703 (Protection of Classified National Intelligence, including Sensitive Compartmented Information).

3.4.2. In accordance with USW(I&S) guidance, oversee U.S. Air Force (USAF) defense intelligence activities to promote secure sharing of data, information, and IT services within AF/A2's scope, consistent with DoDI 8320.02. The USW(I&S) provides overarching guidance, so AF/A2's oversight is not independent but nested under USW(I&S) authority.

3.4.3. Direct the security measures required to enable the secure exchange of DoW intelligence data, information, and IT services.

3.4.4. Coordinate, under USW(I&S) oversight, USAF investment activities related to organizations that manage DoW intelligence data, information, and IT services funded by defense and national intelligence sources.

Troy E. Meink  
Secretary of the Air Force

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

Public Law 107-347, *E-Government Act of 2002*, 17 December 2002

Public Law 110-53, *Implementing Recommendations of the 9/11 Commission Act of 2007*, 3 August 2007

Executive Order 12866, *Regulatory Planning and Review*, 30 September 1993

Executive Order 13132, *Federalism*, 4 August 1999

29 U.S.C. § 794d, *Electronic and information technology (The Rehabilitation Act of 1973, Section 508)*

5 U.S.C. § 552a, *Records maintained on individuals (The Privacy Act)*

5 U.S.C. § 601, *Regulatory Flexibility Act*

Title 44 U.S.C. Chapter 31, *Records Management by Federal Agencies (Federal Records Act)*

Title 44 U.S.C. Chapter 15, *Federal Register and Code of Federal Regulation*.

DoDD 5400.07, *DoD Freedom of Information Act (FOIA) Program*, 5 April 2019

DoDD 8100.02, *Use of Commercial Wireless Devices, Services, and Technologies in the Department of Defense (DoD) Global Information Grid (GIG)*, 14 April 2004

DoDI 1000.30, *Reduction of Social Security Number (SSN) Use Within DoD*, 1 August 2012

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

DoDI 5330.03, *Single Manager of DoD Document Services*, 7 May 2021

DoDI 5400.11, *DoD Privacy and Civil Liberties Programs*, 29 January 2019

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

DoDI 8110.01, *Mission Partner Environment Information Sharing Capability Implementation for the DoD*, 30 June 2021

DoDI 8170.01, *Online Information Management and Electronic Messaging*, 2 January 2019

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

DoDI 8910.01, *DoD Implementation of the Paperwork Reduction Act*, 5 December 2022

DoDM 5110.04, Volume 1, *Manual for Written Material: Correspondence Management*, 16 June 2020

DoDM 5110.04, Volume 2, *Manual for Written Material: Examples and Reference Material*, 9 July 2020

DoDM 5400.07, *DoD Freedom of Information Act (FOIA) Program*, 25 January 2017

DoDM 8180.01, *Information Technology Planning for Electronic Records Management*, 4 August 2023

DoDM 8400.01, *Accessibility of Information and Communication Technology (ICT)*, 14 November 2017

DoDM 8910.01V2, *DoD Information Collections Manual: Procedures for DoD Public Information Collections*, 30 June 2014

DAFPD 36-38, *Force Support Readiness*, 22 May 2023

DAFMAN 90-161, *Publishing Process and Procedures*, 18 October 2023

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

Office of Management and Budget Memorandum M-19-21, *Transition to Electronic Records*, 28 June 2019

Office of Management and Budget Memorandum M-23-07, *Update to Transition to Electronic Records*, 23 December 2022

Office of Management and Budget Circular A-130, *Management Information as a Strategic Resource*, 28 July 2016

Administrative Instruction 102, *Office of the Secretary of Defense (OSD) Federal Register (FR) System*, 6 November 2006

ICD 501, *Discovery and Dissemination or Retrieval of Information within the Intelligence Community*, 21 January 2009

ICD 502, *Integrated Defense of the Intelligence Community Information Environment*, 11 March 2011

ICD 503, *IC Information Technology Systems Security Risk Management*, 25 October 2024

ICD 504, *Intelligence Community Data Management*, 7 June 2024

ICD 703, *Protection of Classified National Intelligence, Including SCI*, 21 June 2013

### ***Adopted Forms***

DAF Form 847, *Recommendation for Change of Publication*

### ***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**CIO**—Chief Information Officer

**DAF**—Department of the Air Force

**DAFMAN**—Department of the Air Force Manual

**DAFPD**—Department of the Air Force Policy Directive

**DoDD**—Department of Defense Directive

**DoDI**—Department of Defense Instruction

**DoDM**—Department of Defense Manual

**DoW**—Department of War

**FOIA**—Freedom of Information Act

**IC**—Intelligence Community

**ICD**—Intelligence Community Directive

**IT**—Information Technology

**USAF**—United States Air Force

**USSF**—United States Space Force

**USW(I&S)**—Under Secretary of War for Intelligence and Security

### *Office Symbols*

**SAF/AA**—Administrative Assistant

**SAF/CN**—Department of the Air Force Chief Information Officer

**SAF/CNSP**—Enterprise Information Technology Strategy and Policy Division, Office of the Department of the Air Force Chief Information Officer

**SAF/GC**—Department of the Air Force General Counsel

**AF/A1**—Deputy Chief of Staff for Manpower, Personnel, and Services

**AF/A2**—Deputy Chief of Staff for Intelligence

### *Terms*

**Authorized Personnel**—DAF and mission partner personnel with appropriate permissions and a need-to-know.

**Correspondence**—Communication by written material, to include email, letter, memorandum, report, meeting minutes, staff summary sheet, or staff study.

**Decision Superiority**—Better decisions arrived at and implemented faster than an opponent can react or, in a noncombat situation, at a tempo that allows the force to shape the situation or react to changes and accomplish its mission. (Source: Joint Vision 2020: America's Military- Preparing for Tomorrow).

**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 Department of the Air Force compliance with various laws and regulations influencing enhanced access to the knowledge stored in Department of the Air Force information systems.

**Information Asset**—Any information that has enterprise value, 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 Life Cycle**—The stages through which information passes, typically characterized as: creation or collection; processing; dissemination; use; storage; and disposition.

**Information Systems**—A discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information (Source: Committee on National Security Systems No. 4009).

**Net-Centric Environment (NCE)**—A framework for full human and technical connectivity and interoperability that allows all DoW users and mission partners to share the information they need when they need it, in a form they can understand and act on with confidence; and protects information from those who should not have it.