

**BY ORDER OF THE  
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE  
ACADEMY INSTRUCTION 36-151**

**5 APRIL 2024**

**Personnel**

**SPECIAL COLLECTIONS**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Ms. Diane Klare)

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This instruction implements United States Air Force Academy Mission Directive (USAFAMD) 4, *Dean of Faculty*, and Department of the Air Force Policy Directive (DAFPD) 36-35, *United States Air Force Academy*. This publication establishes policies on collecting, maintaining, and accessing archival materials in the Special Collections Branch of the United States Air Force (USAF) Academy McDermott Library. This instruction applies to all United States Air Force Academy (USAFA) personnel and non-assigned personnel who wish to use archival facilities. This publication also applies to personnel of the United States Space Force, Air Force Reserve Command (AFRC), and Air National Guard (ANG) who access materials in Special Collections Branch. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Department of Air Force (DAF) Form 847, *Recommendation for Change of Publication*. This publication may not be supplemented or further implemented/extended. The authorities to waive requirements in this publication are identified with a Tier 3 (T-3) number following the compliance statement. See Department of Defense Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. The waiver authority for non-tiered requirements in this publication is HQ USAFA/DF. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program* and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

## ***SUMMARY OF CHANGES***

This instruction has been substantially revised and must be completely reviewed. Major changes include removing reference to Department of the Air Force Policy Directive (DAFPD) 34-1, *Department of the Air Force Services*, and DAFI 34-101, *Department of the Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*, whose updates did not include academic libraries. Inserts reference to DAFPD 36-35 and USAFAMD 4, which vests authority in the Associate Dean and Director of Academy Libraries (HQ USAFA/DFVL) to determine the McDermott Library's policies and procedures. Changes the United States Air Force Academy Instruction (USAFAI) number from USAFAI 34-150 to USAFAI 36-151. Updates language on access to archival materials in Special Collections Branch and who has authority to approve access. Corrects reference to AFI 35-115, *Visual Information*, which is actually Air Force Handbook (AFH) 35-115, *Visual Information*. Deletes reference to AFI 35-102, *Security and Policy Review Process*, and AFI 35-105, *Community Relations*, which were both superseded by AFI 35-101, *Public Affairs Operations*. Deletes references to separate Memorandum of Understanding between the Associate Dean and Director of Academy Libraries (HQ USAFA/DFVL) and the Professor and Head of the Department of History (HQ USAFA/DFHI) regarding access to oral histories and replaces it with existing policy as agreed with HQ USAFA/DFHI and other stakeholders. Updates name and office symbol of Public Affairs (HQ USAFA/PA) to Strategic Communications (HQ USAFA/CM). Deletes references to AFMAN 33-363, *Management of Records*, which was replaced by AFI 33-322, *Records Management and Information Governance Program*. Refines base records management process according to updated policies and new technologies. Deletes reference to *Faculty Responsibilities for Academy Archives*, which has been superseded and was not replaced, and outlines the responsibilities of HQ USAFA/DF activities in the *USAFA Faculty Handbook*, paragraph 6.6., to provide digital copies of course materials to Special Collections Branch annually for archiving. Adds additional abbreviations in **Attachment 1** and changes the Academy Library's office symbol from DFLIB to DFVL and the office symbol of Special Collections Branch from DFLIB to DFVLS.

### **1. What the Special Collections Branch (HQ USAFA/DFVLS) Collects and Preserves:**

- 1.1. Relevant books, documents, and copies of records that show the origin, planning, development, and operation of the USAFA. Most important are materials generated by the Superintendent, the Dean of Faculty, the Commandant of Cadets, the Director of Athletics, the Director of Strategic Communications, and other mission elements and staff agencies.
- 1.2. Personal papers, books, periodicals, pamphlets, documents, photographs, audiovisual content, and like materials which pertain to the evolution and development of aeronautics and astronautics, the USAF and the US military, international air forces and militaries, and related subjects as determined by the Chief of Special Collections (HQ USAFA/DFVLS). **NOTE:** Academy photographs are accessioned in accordance with AFH 35-115, *Visual Information*, and its supplement.
- 1.3. Books chosen because of their author, content, format, publication date, research value, and/or relative scarcity in state, regional, and national public libraries.
- 1.4. Oral history materials related to USAFA, the USAF, and other subjects.

## 2. Who May Use Special Collections Materials:

2.1. Official Academy Users. Military and civilian personnel and cadets assigned to USAFA who require information to meet the operational needs of the Academy. Official Academy researchers may require the approval of the USAFA activities that generated materials they wish to consult.

2.2. Unofficial Academy Users. USAFA personnel who wish to use archival or manuscript materials in the Special Collections Branch for unofficial projects. These users must apply for permission in writing to the Associate Dean and Director of Academy Libraries (HQ USAFA/DFVL) or the Chief of Special Collections (HQ USAFA/DFVLS). Depending on the materials to be consulted, the researcher may also require the approval of the USAFA activity that generated the records. **NOTE:** Active duty personnel should read AFI 35-101, *Public Affairs Operations*, Chapter 9, which covers reviewing and clearing projected publications.

2.3. Non-Academy Users. Other people who wish to use archival and manuscript materials. Such users must get approval from the Associate Dean and Director of Academy Libraries (HQ USAFA/DFVL) or the Chief of Special Collections (HQ USAFA/DFVLS). If the records in question are official Academy papers, the activity that generated the material may need to approve the request in writing.

## 3. Other Conditions of Access:

3.1. The Associate Dean and Director of Academy Libraries (HQ USAFA/DFVL) and/or the Chief of Special Collections (HQ USAFA/DFVLS) determines the conditions for accessing and using materials according to the following requirements:

3.1.1. Use the Freedom of Information Act, as implemented by DoDM 5400.07 and 32 Code of Federal Regulations (CFR) 286\_AFMAN 33-302, *Freedom of Information Act Program*, as implemented by AFI 33-332, *Air Force Privacy and Civil Liberties Program*, to decide whether to disclose or deny access to Special Collections materials.

3.1.2. When someone requests materials for nonofficial use, follow AFI 35-101, *Public Affairs Operations*, Section 4G, as guidance for sending a reply, approving, or denying access to those materials.

3.1.3. When necessary, coordinate with Strategic Communications (HQ USAFA/CM) before releasing information or materials to nongovernmental agencies, civilians, or organizations.

3.1.4. Coordinate with Information Protection (HQ USAFA/IP) to ensure that any donated archival materials revealed to have classification markings are handled in accordance with established security protocols for classified documents. The positions of Associate Dean and Director of Academy Libraries (HQ USAFA/DFVL), Chief of Special Collections (HQ USAFA/DFVLS), and Archivist GS-1420-11 (HQ USAFA/DFVLS) are cleared to safeguard classified materials and, in consultation with HQ USAFA/IP, have the ability to properly store classified items when necessary.

3.1.5. When necessary, approve access to oral history materials in coordination with relevant stakeholders, including the Professor and Head of the Department of History (HQ USAFA/DFHI) and others.

3.1.6. When necessary, seek permission from HQ USAFA/DF activities to allow access to record copies of course materials for any requestor outside of current faculty. **NOTE:** For course materials, see 4.2. on disposition of record copies.

3.1.7. Reproduce copyrighted works according to the provisions of copyright law.

3.1.8. Books and archival materials (whether physical, digitized, or born digital) may only be charged out of Special Collections Branch temporarily at the discretion of the Chief of Special Collections (HQ USAFA/DFVLS) and with approval in writing.

#### **4. What Academy Agencies Must Do to Maintain Special Collections Materials:**

4.1. Records POCs notify HQ USAFA/DFVLS of any documents in their offices of record that may be of special historical value. Examples of these documents are policy and precedence files, staff studies, ongoing projects, correspondence, interview transcripts, maps, charts, architectural schematics, and other materials reflecting changes and accomplishments.

4.2. HQ USAFA/DF activities submit digital record copies of course materials to Special Collections Branch annually for archiving in accordance with the *USAFA Faculty Handbook*,

4.3. Records Management (10 CS/SCXSCR) offers HQ USAFA/DFVLS any records in its holdings that are past their disposition date and are of historical value, provided the Office of Primary Responsibility (OPR) concurs and 10 CS/SCXSCR approves.

4.4. HQ USAFA/DFVLS may request copies of record materials (whether digital, reproduced, or original) but are responsible for disposing of the record copies according to AFI 33-322 and AFRIMS.

4.5. HQ USAFA/DFHI, upon request of HQ USAFA/DFVLS, advises on accepting personal papers and individual collections.

LINELL A. LETENDRE, Brig Gen, USAF  
USAFA Dean of Faculty

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

AFI 33-322, *Records Management and Information Governance Program*, 27 July 2021

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 9 March 2020

AFI 35-101, *Public Affairs Operations*, 20 November 2020

AFH 35-115, *Visual Information*, 24 November 2020

DAFI 34-101, *Department of the Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*, 6 March 2022

DAFPD 34-1, *Department of the Air Force Services*, 19 June 2023

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

DAFPD 36-35, *United States Air Force Academy*, 1 August 2022

DoDM 5400.07 and 32 Code of Federal Regulations (CFR) 286\_AFMAN 33-302, *Freedom of Information Act Program*, 27 April 2018

USAFAMD 4, *Dean of Faculty*, 18 July 2018

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

SF 135, *Records Transmittal and Receipt*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

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

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

**DAFMAN**—Air Force Manual

**DoD**—Department of Defense

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**USAF**—United States Air Force

**USAFA**—United States Air Force Academy

**USAFAI**—United States Air Force Academy Instruction

**USAFAMD**—United States Air Force Academy Mission Directive

