



Communication and Information

**TELECOMMUNICATIONS CENTER AND
DATA PROCESSING CENTERS MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 452 CS/SCBA
(Mcarthur Thomas)

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The OPR for this supplement is 452 CS/SCBA (Mcarthur Thomas). This Supplement prescribes the preparation and use of March ARB Form 5, **Unclassified and Classified Message Authorization Record** and implements AFD 33-1, *Command, Control, Communications and Computer (C4) Systems* and AFI 33-113 *Managing Messaging and Data Processing Centers*. This supplement applies to all March Air Reserve Base (MARB) Units and Tenant Organizations that are authorized to pick up or receive classified messages.

SUMMARY OF REVISIONS

This supplement deletes the use of AFMAN 37-126, *Preparing Official Communications*, (paragraph 7.1.10.1); changes AFI 37-132, *Air Force Privacy Act Program*, to AFI 33-332, *Air Force Privacy Act Program* and deletes disclosure without consent of the individual (paragraph 7.1.10.2). An * indicates revisions from the previous edition.

*7.1.10.1. **(Added)** March ARB Form 5 will be used by all units to identify individuals who are authorized to pick up or receive unclassified or classified messages and to identify individuals after duty hours for message pickup.

*7.1.10.2. **(Added)** Use of the Social Security Number (SSN) and Civilian Identification Card Number is necessary to make positive identification of personnel. Disclosure is voluntary, but failure to provide the requested information, including SSN, will not result in any adverse consequences to the individual, but will render the person ineligible to receipt for messages from the Base Communications Center (BCC). Information provided on this form is For Official Use Only (FOUO) and in accordance with (IAW) AFI 33-332, Chapter 3, *Air Force Privacy Act*.

7.1.10.3. **(Added)** Place X's in boxes for types of messages that personnel are authorized to pick up. All other instructions for filling out the form are self-explanatory.

PETER T. BENTLEY, Col, USAFR
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