

AFI37-122/434SUP1

BY ORDER OF THE COMMANDER 434th WING

AIR FORCE INSTRUCTION 37-122

434th Wing

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10 April 1997

Information Management

AIR FORCE RECORDS MANAGEMENT PROGRAM

OPR: 434 MSS/IM (TSgt Ann M. Owen)

Certified by: 434 SPTG/CC (Col Donald J. Ross)

Supersedes AFI 37-122/434 ARW Supplement, 16 April 1996

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The 434 ARW OPR for this supplement is Tsgt Owen. This supplement implements and extends guidance the guidance of Air Force Instruction (AFI) 37-122, 11 January 1994.

SUMMARY OF REVISIONS

This revision changes paragraph A.1.1. through A.1.6., appointment of FARM(s). A (I) indicates revisions from previous edition.

7. Appoint Functional Records managers (FARM), by letter to 434 MSS/IM, to include office symbol, duty phone and location. Unless otherwise stated, appoint a primary and an alternate FARM for their respective areas. When selecting a FARM the primary must be a full time employee.

7.1.1. (Added) The FARM schedules and conducts Staff Assistance Visits (SAVs) to the office of record at least once every 18 months; and provides the Records Manager (RM) with a copy of the SAV schedule by January 15 of each year. The FARM uses AFRES Form 253, Report of Records management Staff Visit, to annotate the results of the SAV. Forward the original to the office of record and provide the RM with a copy. Follow up on any corrective actions noted during visits within 30 days of the SAV.

7.1.2. (Added) The FARM maintains a book consisting of: a current listing of Chiefs of Office and Records Technicians, a copy of each office of record file plan, and a copy of each office of record latest SAV.

ANTHONY TASSONE, JR., Colonel, USAFR

Commander

Attachment 1

Functional Area Records Manager (FARM) Appointment Letter

*A.1. FUNCTIONAL AREA RECORDS MANAGERS (FARM) APPOINTMENT LETTER

*A.1.1. 434 OSF/CC/Director appoints a FARM to support all of Operations offices of record.

*A.1.2. 72 ARS/CC/Director appoints a FARM to support all offices of record for the squadron.

*A.1.3. 74 ARS/CC/Director appoints a FARM to support all offices of record for the squadron.

*A.1.4. 434 LG/CC/Director appoints a FARM to support all Logistics offices of record.

A.1.5. 434 ARW/FM appoints a FARM support all Finance offices of record.

*A.1.6. 434 SPTG/CC/Director appoints a FARM in each major unit/office, e.g., SC, DPM, BCE, etc.