

AFI33-322/439SUP1

BY ORDER OF THE COMMANDER 439<sup>TH</sup> WING

AIR FORCE INSTRUCTION 33-322

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Communications and Information

RECORDS MANAGEMENT PROGRAM

OPR: 439 CS/SCB (MSgt Jacqueline M. Davis)

Certified by: 439 SPTG/CC (Lt Col James P. Joyce)

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The OPR for this supplement is 439 CS/SCB (MSgt Jacqueline M. Davis). This supplement implements and extends the guidance of Air Force Instruction (AFI) 33-322, 1 December 1998. The AFI is published word-for-word without editorial review. 439 Airlift Wing (AW) supplementary material is indicated by "439 AW" in boldface type. This supplement describes 439 AW procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement, discard the standalone Air Force basic. This supplement applies to all personnel assigned or attached to Westover Air Reserve Base.

### ***SUMMARY OF REVISIONS***

This revision realigns the paragraph numbers with the basic publication. A (I) indicates revisions from the previous edition.

6.1.6. Revisions to established file plans are made by submitting a copy of the file plan to the RM or FARM with the changes highlighted.

6.1.9. If a follow-up visit is deemed necessary by the RM or FARM, it is performed within 90 days of the previous staff visit. Offices of Record available only on Unit Training Assemblies (UTA) receive follow-up visits on the fourth UTA after the previous visit. Extensions for visits may be granted when requested in writing and justified by the COR.

7.9. AFRC Form 253 indicates whether a written response to the staff visit must be accomplished. If a response is required, it must be signed by the COR. For those offices available only on UTAs, the COR ensures the response is signed and submitted within two UTAs of the visit.

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Commander