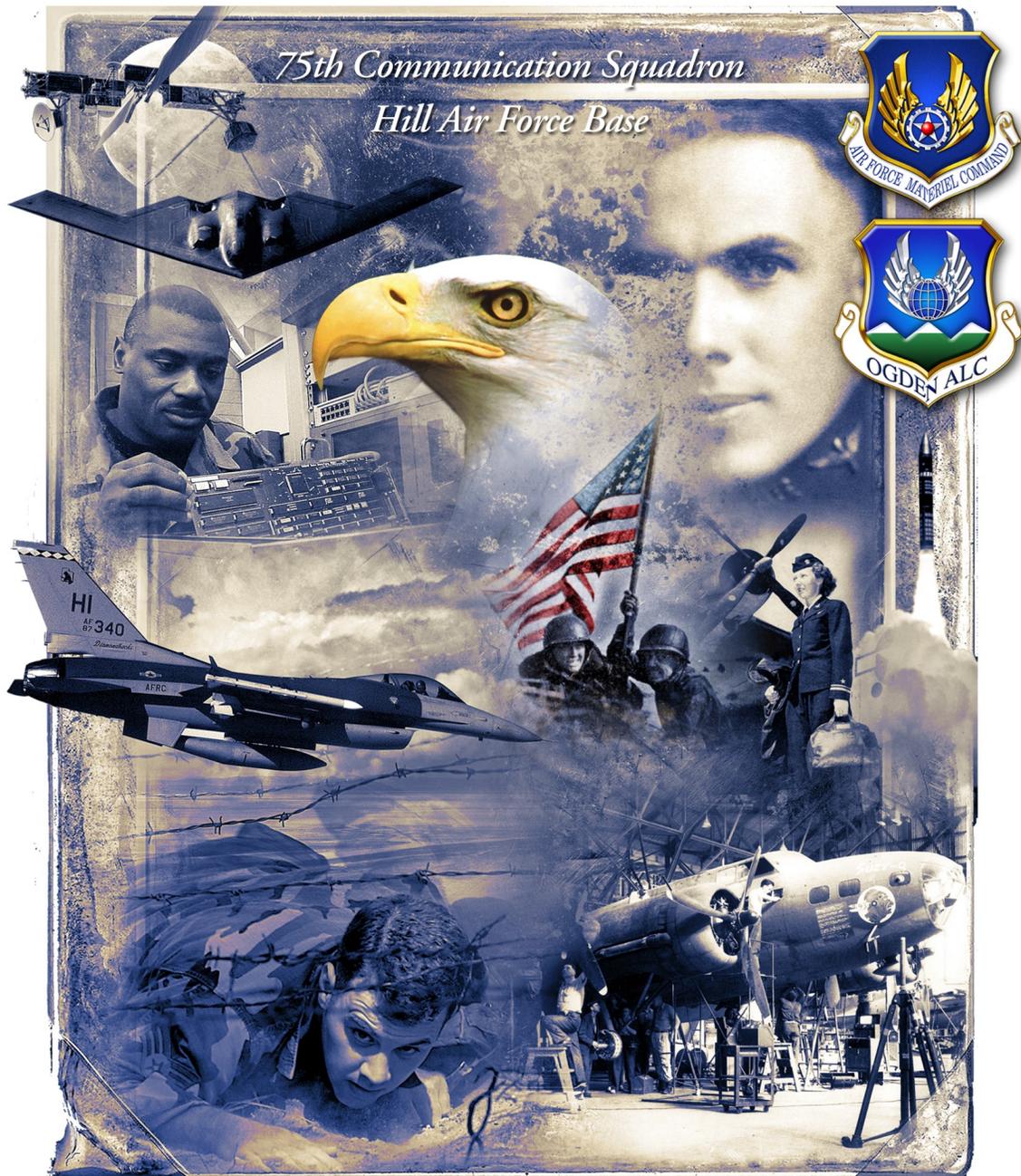


# Content Management Program



## Information Management Tool (IMT) Development & Review Process Guide

**HILL AIR FORCE BASE  
IMT DEVELOPMENT AND REVIEW PROCESS GUIDE**

---



Published October 2003 by:  
75<sup>th</sup> Communication Squadron  
Publishing Management (75 CS/SCSP)  
Hill AFB UT 84056-5817

## Table of Contents

	<u>Page</u>
Introduction.....	4
Responsibilities.....	4
IMT Development Alternatives .....	4
IMT Development Process .....	5
Process Lead Time.....	5
IMT Development and/or Revision Work Flow Process.....	5
IMT Review Process.....	6
Development of Base Office Forms .....	6
Additional Information .....	7
Air Force ePublishing On-Line Ordering System .....	7
Ordering Accountable Products.....	7
Points of Contact.....	8
Attachment 1, Glossary of References and Supporting Information.....	9
Attachment 2, Instructions for Completing a DD Form 67, Forms Processing Action Request.....	10
Attachment 3, Instructions for Completing an AF Form 1382, Request for Review of Publication and/or Form(s) .....	13

**1. INTRODUCTION.** The purpose of this guide is to introduce and assist functional offices of primary responsibility (OPR) in the overall process of Hill Air Force Base Information Management Tool (IMT) development and related responsibilities. It is not intended to be neither a substitute nor replacement for IMT management directives. Regardless of whether this OPR assignment is as a primary or additional duty for you, it is an important one. Organizations are bound by specific rules regarding document and record retention. IMTs are legal and regulatory documents. They play a large part in organizational compliance. IMTs are more than just presentation; they are the technology for capture and presentation of information. They are fundamental elements of business processes and, as such, are an important component for organizations as they transition their business processes from paper to digital media. Our job in the content management – IMT area is to help your organization develop the right IMT to fit a precise need; an IMT that is easy to understand, fill-out, extract information from, file and retrieve. We look forward to working with you and hope that the information contained in this guide will acquaint and assist you in carrying out your responsibilities.

**2. RESPONSIBILITIES.** The OPR establishes an IMT when a requirement exists to gather information on a repetitive basis in accordance with AFI 33-360, Volume 2, *Content Management Program-Information Management Tool (CMP-IMT)*, formerly known as the *Forms Management Program*. The OPR contacts the base CMP-IMT manager (formerly known as the base forms manager) for guidance when developing an IMT; consults with, and requests the base CMP-IMT manager to attend planning sessions for new programs or systems that involve IMTs. The OPR is responsible for the IMT until it becomes obsolete or transfers ownership to another activity. This includes, but is not limited to approving incorporation of their IMTs into systems that generate established IMTs and providing the base CMP-IMT manager with documentation for inclusion in the IMTs record set.



Functional areas that implement systems that incorporate existing IMTs must obtain written approval from the OPR of each IMT and the OPR must identify the system in the base directive publication. System maintainers must ensure IMT images are replicas of the official IMT issued and approved by the base CMP-IMT manager and revises the system IMT design properly and promptly when the official IMT is revised or reissued. If a system IMT design differs from the original IMT, the system maintainer is required to obtain a written waiver from the OPR. The system maintainer must comply with the record retention established for the information collected through use of the IMT or submit recommended records disposition request through the local base records management office (75 CS/SCSR).

**3. IMT DEVELOPMENT ALTERNATIVES.** Some options to consider before requesting design of a new IMT include form memorandums and the use of Air Force created general purpose IMTs. A form memorandum is a mass produced memorandum sent in place of individually composed or typed memorandums when many individuals require similar information or the same individual requires the information at frequent intervals.

The three basic formats for form memoranda are prewritten, fill-in, and Optional statement (see paragraph 5.2, AFMAN 33-326). Please note that form memorandums are used to disseminate information rather than to collect or record it. In addition, if you are developing a checklist, AF Form 2519, **All-Purpose Checklist**, is available in electronic media from the Air Force ePublishing web site (<http://www.e-publishing.af.mil>).

#### 4. IMT DEVELOPMENT PROCESS.

a. **Process Lead Time.** Currently, all Hill AFB IMTs, whether new or revised, are designed using the Air Force-directed IMT designer software. Turn-around time for development or revision of a one-sided or two-sided standard IMT averages 1 to 2 weeks. It should be noted that larger, more complex designs might take longer in the initial design process. Therefore, when planning and developing a timeline for the creation of a IMT, the OPR should schedule at least 2- to 4-weeks for the initial design and any subsequent changes to the IMT during that time; 3- to 4-weeks for extensive proofing or testing in its environment, and up to 4- to 6-weeks or more if off-base printing is required.

b. **IMT Development and/or Revision Work Flow Process.**

- **OPR** – The OPR prepares and sends a DD Form 67; **Form Processing Action Request**, (see attachment 1) ensuring all coordination requirements are met (see AFI 33-360, Volume 2, Table 1.1); a pencil sketch of the proposed IMT or equivalent; a filled-in copy; the page/paragraph of base-level directive publication that prescribes or will be prescribing the IMT to the base CMP-IMT manager.



All Hill AFB IMTs must be prescribed in a base-level directive publication (handbooks, pamphlets, guides, or plans may not be used to prescribe IMTs). The publication must state the purpose and direct the use of the IMT. The IMT must also be listed in the IMT Prescribed paragraph, the last paragraph of the publication before attachments.

- **Base CMP-IMT Manager** – Reviews request packet for compliance; performs a functional review to ensure the use of higher-level forms/IMTs; designs IMT to OPR specifications and Air Force design standards ensuring 508-compliance is adhered to; identifies IMT design as a draft; numbers and dates draft IMT; locks; returns the DD Form 67 request packet with a draft copy of the IMT to the OPR for review and approval.
- **OPR** – Performs a functional and logical evaluation of the draft IMT. If changes and/or corrections are required annotates changes and/or corrections in red on the paper copy and returns the entire request packet to the base CMP-IMT manager for appropriate action. If no changes and/or corrections are required the OPR obtains the required coordination (see AFI 33-360, Vol 2, Table 1.1) and approval signatures (DoD Component Approving Official, block 17, is the director

of the two-letter unit) and returns the completed DD Form 67 to the base CMP-IMT Manager for processing.

- **Base CMP-IMT Manager** – Removes the word “DRAFT” from the approved IMT design; updates IMT date (*date to be the same as on the DD Form 67 preferable the date the base CMP-IMT manager signed as approving forms management office authority*); and forwards unlocked version of the electronic product to the Command Publishing Manager for review and processing (lock and licensing by Air Force Departmental Publishing Office (AFDPO)).
- **Base CMP-IMT Manager (Final Process)** – Upon receipt of locked and licensed IMT from the Command Publishing Manager the base CMP-IMT manager hosts the locked/licensed IMT on the base eForms/IMT web site, notifies the OPR via email of the IMTs availability and announces availability in the Hill AFB Product Announcement.

**5. IMT REVIEW PROCESS.** It is important that you review your IMT periodically, to evaluate if it is the effective tool you require or if changes to the IMT would make it more functional. Many IMTs at Hill AFB have been in existence for some time and as jobs and technology changes, so does the information required. To get an accurate accounting of status and use, every Hill AFB IMT is required to be reviewed every two years in the anniversary month of the creation date of the IMT. This is accomplished by means of an AF Form 1382, **Request for Review of Publication and/or Form(s)**. It is important that we receive accurate information on your IMTs usage. During the review the main information we are seeking is, for example, what is the current status of the IMT? Is the IMT current and essential or do you wish to obsolete or revise it? Also, any changes we may have overlooked (e.g., OPR, organizational or office symbols, prescribing directive, etc.). It is imperative that the AF Form 1382 is completed and returned to the 75 CS/SCSP on/or before the suspense date specified. Failure to do so may result in premature obsolescence of your IMT. See attachment 2 for instructions on completing the AF Form 1382.

**6. DEVELOPMENT OF BASE OFFICE FORMS.** Office forms, which include worksheets, are to be used only within the originating directorate, division, branch or section or office. They may not cross directorate lines nor be made available for access or use from outside that organization (i.e., public or limited access web sites). Hill AFB office forms have been decentralized and will be stocked, issued, and managed by the originating office. They will not be indexed in the Hill AFB Index 9, *Numerical Index of Hill AFB Information Management Tools (IMTs)*, nor retain a sole designator of “OO”. OPRs are required to replace office form designator of “OO” with organizational office symbol designator (e.g., 75 CS/SCSP FORM 1). Note that the date of form is to be changed each time form is revised. For stock replenishment (reproduction) of office forms, a printing request will be initiated by the issuing or using organization and sent to the 75 CS/SCSP for printing approval. Office forms that are subject to Privacy Act Information are required to be coordinated with the base privacy act officer (75 CS/SCSRF) prior to use. Use of FormFlow designer software by the base publishing

function in design support of office forms is no longer authorized and IMT licenses will not be issued for developing office forms; therefore, organizations should use the MS Office suite (Excel, Word, Access) product to design their office forms.

**7. ADDITIONAL INFORMATION.**

- **Air Force e-Publishing On-Line Ordering System.** The AF e-Publishing web site has an on-line ordering feature for ordering physical Air Force products. Any government employee may establish an individual account to order physical products at no cost to the individual or their organization. All Air Force personnel who have access to the Internet can access the Air Force on-line ordering system through a link on the Air Force Publishing website (<http://www.e-publishing.af.mil>). For those who have no access to the Internet, orders can be placed through the customer order desk at the Air Force Publishing Distribution Center (AFPDC). Customer order desk personnel will enter all orders into the ordering system for non-connected users, and will supply those customers with an order number that can be used for tracking purposes. Orders are normally delivered within 10-15 business days. Refer all questions or concerns regarding order status, order placement, 1846 accounts, user accounts or passwords to the Customer Order Desk at the AFPDC.
- **Ordering Accountable Products.** An organizational account is assigned by AFPDC upon receipt of AF Form 1846, **Request for and Record of Customer Account Representative Designation**. These accounts are essential to the users, since all orders that are placed through the electronic transaction system for paper or physical products must be charged to an organizational account. In addition, classified, safeguard, and accountable forms/IMTs may not be ordered through the Air Force’s electronic transaction system unless your organization has identified requirements for them through this form. If your organization does not have a requirement for classified, safeguard or accountable items you do not have to submit an AF 1846. You can go on-line and create an individual account and password that would allow you to order other Air Force physical products.
- **Points-Of-Contact.**
  - For problems and/or issues related to Air Force publishing products and/or the Air Force ePublishing On-Line Ordering System contact:

**AFPDC Order Desk**

Hours of Operation: 0800-1800 EST

	<b><u>DSN</u></b>	<b><u>Commercial</u></b>
Telephone	584-4529 584-4729 584-4829	410-687-3330
Fax	584-4629	410-436-4629
Email	<a href="mailto:afpdc-service@pentagon.af.mil">afpdc-service@pentagon.af.mil</a>	

- For problems and/or issues related to the Air Force publishing products and/or end user software contact:

**Air Force ePublishing Service Desk**

Hours of Operation: 0700-1900 EST

	<b><u>DSN</u></b>	<b><u>Commercial</u></b>
Telephone	754-2438	202-404-2438 1-800-848-9577
Fax	754-2387	202-404-2387
Email	<a href="mailto:e-publishing@pentagon.af.mil">e-publishing@pentagon.af.mil</a>	

- For problems and/or issues related to the Air Force ePublishing web site contact:

**Air Force ePublishing Webmaster**

	<b><u>DSN</u></b>	<b><u>Commercial</u></b>
Telephone	754-2758	202-404-2758
Email	<a href="mailto:webmstr@pentagon.af.mil">webmstr@pentagon.af.mil</a>	

- Direct all questions regarding the Hill AFB CMP-IMT process, program and/or web site to:

Ms. Billie Massengale

Hill AFB Publishing Management (75 CS/SCSP)

	<b><u>DSN</u></b>	<b><u>Commercial</u></b>
Telephone	777-3913	801-777-3913
Fax	775-2318	801-775-2318
Email	<a href="mailto:billie.massengale@hill.af.mil">billie.massengale@hill.af.mil</a>	

## ATTACHMENT 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

AFI 33-360, Volume 2, *Content Management Program – Information Management Tool (CPM-IMT)*

#### *Abbreviations, Acronyms and Terms*

**Application Program(ming) Interface.** The interface (calling conventions) by which an application program accesses operating system and other services. An API is defined at source code level and provides a level of abstraction between the application and the kernel (or other privileged utilities) to ensure the portability of the code.

**Basic IMT.** Uses simple fill-in and print functionality (similar to a “Form” as it is known today). A predetermined arrangement of captioned fields, developed for collecting and recording data, and extracting information. IMTs are numbered for easy reference and effective management; and are prescribed in Air Force or lower level instructions to ensure maximum efficiency and effectiveness.

**Complex IMT.** Uses a management tool that may integrate with a back-end system, incorporate business logic, perform calculations, build-in wizard, and/or provide a tool within a larger re-engineered process.

**Content Management Program (CMP).** An Air Force level effort to modernize the design, execution and control of electronic processes utilizing state-of-the-art IMT technology supported by a content management system (CMS) framework.

**Information Management Tool (IMT).** An IMT is formerly referred to as a form. The new nomenclature reflects the expanded capability brought on by the new technology. An IMT is an intelligent form that encapsulates the form logic and the underlying data into a single file in a non-proprietary Extensible Markup Language (XML) format. Secure digital signatures, automatic routing of the form to recipients, and support for non-connected users are just some of the benefits of the IMT. Future releases of the tool can include automatic information population, synchronization of form data with Air Force (AF) databases, and integration with AF workflow solutions.

**Internet Commerce System™ (ICS).** A PureEdge Solutions© suite of electronic IMT programs and related tools.

**Local Reproduction Authorized (LRA).** A low usage form authorized local reproduction to allow more efficient stocking and handing at user level. Altering the IMTs image, size, and/or design is not authorized during the reproduction process.

**Prescribed IMT.** The OPR prescribes an IMT in a base-level directive publication which mandates the use of an IMT. There is only one OPR for each IMT. The originating activity remains the OPR until ownership transfer is recorded in the record set of the form.

## ATTACHMENT 2

### INSTRUCTIONS FOR COMPLETING DD FORM 67, FORMS PROCESSING ACTION REQUEST

Hill AFB Functional Offices of Responsibility (OPRs) are required to complete and provide one copy of a DD Form 67 for each new or revised Information Management Tool (IMT) in accordance with AFI 33-360, Volume 2, *Content Management Program-Information Management Tool (CMP-IMT)*, formerly known as the *Forms Management Program*. The following information will guide you through the process of completing the DD Form 67. Please read instructions carefully before completing and forwarding to the base CMP-IMT manager for processing.

**Block 1. Type Submission:** Place an “X” in the appropriate block.

**Block 2. Form Designation Number:** Leave blank if new IMT. Number will be assigned by the base CMP-IMT manager. For revision, enter number of IMT being revised. All Hill AFB IMTs will carry a designator of OO-ALC.

**Block 3. Date of Form:** Leave blank, the base CMP-IMT manager will complete when IMT is finalized.

**Block 4. From:** Enter organizational symbol of functional OPR. For Hill AFB IMTs a complete mailing address is not required.

**Block 5. Thru:** Leave Blank, not required, unless request for revision or new IMT is from the 75<sup>th</sup> Medical Group. 75<sup>th</sup> Medical Group personnel are required to coordinate all new and revised IMTs through their forms monitor.

**Block 6, To:** 75 CS/SCSP for Hill AFB IMTs.

**Block 7. Form Title:** Enter existing or proposed title of IMT. The title should agree with the title on the draft copy of the proposed IMT.

**Block 8. Superseded Forms:** Complete this block if the new IMT renders an existing IMT obsolete. Otherwise, leave blank. Complete, where required, blocks 8a, 8b, 8c(1), and 8c(2).

- **Block 8a. Form Number:** Enter the IMT number to be superseded.
- **Block 8b. Edition Date:** Enter the date of the IMT being superseded.
- **Block 8c. Disposition:**
  - **(1) Use:** If the old IMT can be used until the existing stock is exhausted, put an “X” in this block. Otherwise, leave blank and mark 8c(2).
  - **(2) Do Not Use:** If the old IMT cannot be used and should be destroyed or salvaged upon issue of the new form, place an “X” in this block. Otherwise, mark 8c(1) and leave blank.

**Block 9. Prescribing Document Number (*Attach copy*):** Enter the number of the base-level directive publication directing the use of the IMT. All Hill AFB IMTs must be

prescribed in a standard base-level directive publication and a copy of the chapter/paragraph(s) of the directive publication must accompany the IMTs processing action request. Also, please note that only the OPR of the base-level directive publication may be the OPR of the IMTs prescribed in their publication.

**Block 10. Functional Code:** Leave blank, the base CMP-IMT manager will assign the functional code.

**Block 11. Type of Form:** Place an “X” next to “Prescribed” block. All Hill AFB IMTs are prescribed not adopted in their directive base publication.

**Block 12. Design Considerations:** Here is where you specify the size classification, and any other special construction criteria.

**12a. Suggested Size:** Normal IMT sizes are 8.5” X 11” or 11” X 8.5, cards are 8.5” X 5.5”. OPR’s must justify in writing when larger size IMTs are necessary.

**12b. Special Construction Required:** If yes, written justification is required.

**12c. Is Form Classified?:** A form is classified when it contains sensitive or classified information.

**12d. Is Form Controlled?:** A form must be controlled if it is classified or is serially numbered.

**12e. Is Form Authorized For Electronic Generation?:** OPR of the IMT has option of authorizing electronic generation which means the form may be approved for electronic fill in capability. When possible, Hill AFB IMTs should be authorized for electronic generation to comply with the *Paper Reduction Act of 1980*.

**Block 13. Purpose and Description of Use:** A complete functional statement is to include a key statement to get the IMT to the intended users. Describe how the IMT will be used, who uses it, where it is sent, who files it, etc. This is especially important when requesting a new IMT. If the IMT is being designed to support a MAJCOM tasking and the tasking agency did not develop an IMT for the purpose/tasking, indicate what, how, and/or who directed the tasking. List the source for the requirement and attach copy. Also, if the IMT is to be managed and distributed outside the normal publishing distribution channels (hosted on ePublishing web sites) note whether it will be stocked and issued or stocked and used in this block.

- **Stocked and Issued (S&I).** IMTs are distributed directly by the OPR. The organizational symbol of the OPR is noted after the IMT title in the IMT index. Users request stock of these IMTs direct from the OPR.
- **Stocked and Used (S&U).** IMTs are distributed directly by the OPR only within the primary organization and used only by that activity. The organizational symbol of the OPR is noted after the IMT title in the IMT index.

**Block 14. Internal Coordination and Concurrence:** Complete all required coordination; see AFI 33-360, V2, Table 1.1. Consider the need for coordination by each agency listed in lines a through d. All new and/or revised IMT requests must be coordinated through the base records/information collections requirement (ICR) manager (75 CS/SCSR) and base privacy act officer (75 CS/SCSP).



The base records/ICR manager can advise if the Office of Management and Budget (OMB) approval is needed.

**Block 15. External Coordination and Concurrence:** In most cases, this is not required; however see AFI 33-360 V2, Table 1.1 Coordinating Forms. If there are agencies that must coordinate and they are not listed in block 14, add them in this block.

**Block 16. DOD Component OPR and/or Action Officer:** This person is the representative of the respective functional area who can provide technical information about the purpose and use of the form.

**16a. Typed Name:** Enter name of the functional OPR.

**16b. Signature:** Signature of functional OPR.

**16c. Date:** Enter telephone number of functional OPR.

**Block 17. DOD Component Approving Official:** Leave blank, to be completed by the director of the two-letter unit when the IMT is finalized.

**17a. Date Signed:** Leave blank, same as instructions for block 17.

**Block 18. DOD Component and/or Forms Management Officer:** Leave blank, the base CMP-IMT manager will obtain if required.

**Block 19. Approving Forms Management Officer:** Leave blank, the base CMP-IMT manager will complete when finalizing the proposed new or revised IMT.

## ATTACHMENT 3

### INSTRUCTIONS FOR COMPLETING AF FORM 1382, REQUEST FOR REVIEW OF PUBLICATION AND/OR FORM(S)

The following instructions will guide you through the process of completing the AF Form 1382. The objective of the AF Form 1382 in accordance with AFI 33-360, Volume 2, *Content Management Program-Information Management Tool (CMP-IMT)*, formerly known as the *Forms Management Program*, is to have the office of primary responsibility (OPR) review their IMT, formerly known as form, to determine if it is current and essential, needs revision, or is unnecessary and can be obsoleted. The base CMP-IMT manager will initiate a review (AF Form 1382) every two years in the anniversary month of the creation date of the IMT; however, the AF Form 1382 may also be used by the base CMP-IMT manager for special reviews.

#### **SECTION I.** *(To be completed by the base CMP-IMT manager)*

**TO:** *(Office Symbol)*. This is the office symbol of the last known OPR on file with the base publishing office.

**FROM:** *(Office Symbol)*. This would be the office symbol of initiator (base CMP-IMT manager) with in the base publishing office (75 CS/SCSP).

**DATE OF REQUEST.** The date the AF Form 1382 was typed and sent out for review.

**SUSPENSE DATE.** This is the date the review is due back to the initiator (base CMP-IMT manager). Failure to meet this suspense date may result in premature oblation of the IMT.

**Block 1. Publication or Form Number.** This is the short title of the IMT under review.

**Block 2. Title.** This is the long title of the IMT under review.

**Block 3. Date.** This is the actual date on file of the IMT under review.

**Block 4. Type of Review** *(Check applicable box)*. The type of review (Annual, Special, or Reprint) will be checked to identify the type of review the IMT is under.

- **Annual** - A required review initiated during the anniversary month of the IMT.
- **Special** - A review initiated outside the IMTs anniversary month. When a special review is initiated an explanation for the review will be noted in Block 6.
- **Reprint** – This type of review is not used at Hill Air Force Base (AFB).

**Block 5. Prescribing Directive** *(If Form Is Being Reviewed)*. This is the base-level directive publication prescribing the IMT within its content. All Hill AFB IMTs must have a base-level directive publication prescribing its use.

**Block 6. Additional Instructions.** This block will contain any special instructions or additional information regarding the review.

**Block 7. Questions Concerning This Review Should Be Directed To (*Name And Phone No.*).** This is the point-of-contact information of the initiator (base CMP-IMT manger) of the review.

**Block 8. Signature.** This is the signature of the initiator (base CMP-IMT manager) of the review.

**SECTION II.** (*To be completed by the OPR*)

**TO: (*Office Symbol*).** This would be the office symbol of initiator (base CMP-IMT manager) with in the base publishing office (75 CS/SCSP).

**FROM: (*Office symbol, Name, and Phone Number of Project Officer*).** This would be current OPR.

**Block 9. Status of Publication (*Check applicable boxes*).** Disregard. This section is not used when requesting review of base IMTs (forms). It is used by the base publications manager when requesting review of base publications.

**Block 10. Status of Forms (*List and code A, B, C, etc. separately*).** Indicate the status of the IMT (form) in this section. Read the list of codes, pick the one appropriate code for the form and write it in next to the IMT (form) number under the column labeled CODE. Code definitions are listed below:

- A - Current and Essential. This indicates the form doesn't need any revision or changes and is still a valid form.
- B - Under revision. This indicates the IMT requires revision or redesign. Indicate in block 12 the date you intend to submit the draft revision and completed DD Form 67, **Form Processing Action Request**, to the base publishing office for processing. Do not hold the AF Form 1382 until the draft is complete; return it by the suspense date at the top of the IMT.
- C – Obsolete. This indicates the IMT is no longer needed. You must submit a change to the prescribing directive to remove the IMT from its content.
- D - Current with new prescribing publication which is shown after the form number. This indicates the IMT has a new prescribing directive.
- E - Obsolete (if replaced by new form, show new form number). This indicates the IMT has been replaced by another IMT or form. List the new IMT or form number after the obsolete IMT number.
- F - Regular reprint authorized. This code is not used for Hill AFB IMTs.
- G - Limited reprint for \_\_\_\_\_ months stock authorized. This code is not used for Hill AFB IMTs.

**Block 11. Date Draft Of Revision Or Change Will Be Submitted.** Disregard. This section is not used when requesting review of base IMTs (forms). It is used by the base publications manager when requesting review of base publications.

**Block 12. Date Revision Of Form Will Be Submitted.** This is the date the OPR intends to submit the fully coordinated draft revision and completed DD Form 67 to the base publishing office for processing. The OPR establishes this date based on the amount of time needed to research, prepare, and coordinate the draft. Do not hold the AF Form 1382 until the draft is complete; return it by the suspense date at the top of the IMT.

**REMARKS.** For IMT reviews the base CMP-IMT manager will list the last known name of the OPR of record for the IMT along with any other necessary information and/or instructions. Please read this information carefully and enter any changes and/or additional information as deemed necessary in this block.

**DATE.** Enter the date the approving authority signs the form.

**TYPE NAME AND TITLE OF APPROVING AUTHORITY.** The OPR may be identified as the approving authority unless the IMT is being obsolete then the approving authority would be the director of the two-letter unit.

**SIGNATURE.** The OPR may sign as the approving authority unless the IMT is being obsolete then the approving authority would be the director of the two-letter unit.



After completion, the OPR returns the AF Form 1382 to the base publishing office (75 CS/SCSP). Please note that it is the OPR's responsibility to notify the base publishing office if there is a change in OPR information or IMT requirements between required reviews.