
SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. This revision converts the instruction from the 37-series to the 33-series and updates references to other Air Force publications throughout the instruction. It deletes postal directories from the title; Postal Service Centers (PSC) should use AF Form 624 or an automated postal directory program to operate PSCs according to Department of Defense (DoD) 4525.6-M, Volume II, DoD Postal Manual, Feb 87. It adds the instruction that Air Force post offices (APO) cannot provide base locator services (see paragraph 1.1.1.). A (|) preceding the title indicates a major revision from the previous edition.

1. Required Coordination for Locator. An effective and efficient locator service requires coordination from every level. Official details and responsibilities follow:
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<th>Performing Organization Name(s) and Address(es)</th>
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Supplementary Notes

Abstract

Subject Terms

Report Classification
unchallenged

Classification of this page
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Classification of Abstract
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Limitation of Abstract
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Number of Pages
5
1.1. Installation Commanders. Installation commanders determine if their base will provide locator services and if provided, the scope of service (none, limited, or full), category of release (official, personal, or both), and hours of availability. They determine whether to add civilian and/or contractor personnel to the base locator, select the Designated Base Locator Service Provider (DBLSP) (see paragraph 1.5.) and establish procedures for base locator use.

1.1.1. The locator function will not be assigned to overseas APOs. DoD 4525.6-M, Volume II, DoD Postal Manual, February 1987, only allows APOs to use address information to forward mail. APOs cannot release official or personal address information.

1.1.2. For personnel serving overseas or in sensitive or routinely deployable units, do not release names, duty addresses, and phone numbers to the public. See AFI 37-131, Freedom of Information Act Program (will convert to DoD Regulation 5400.7, Air Force Supplement) and AFI 37-132, Air Force Privacy Act Program (will convert to AFI 33-332).

1.2. Unit Commanders. Unit commanders decide if a personnel locator is required for their unit, and if so, consider whether the base locator meets the locator requirement. If a separate unit locator is required, unit commanders determine the scope of service, category of release, and hours of availability. They determine whether to include civilian and/or contractor personnel in the unit locator and who provides unit locator services. They also establish procedures for unit locator use.

1.3. Military Personnel Flight (MPF). The MPF ensures that a member completes AF Form 624 or Personnel Concept III (PC III) Privacy Act consent statement during in-processing and when there is a change to the release consent. The MPF updates changes, sends AF Form 624 or PC III Privacy Act consent statement to the DBLSP, and notifies the DBLSP when a member departs. If a member refuses to complete AF Form 624, MPF prepares the form to include only official data and sends the form to the DBLSP; when MPF prepares the AF Form 624, MPF personnel check the DO NOT give consent block and write Individual Declined to Complete on the form.

1.4. Unit Administrators. Update changes in PC III terminals and send PC III Privacy Act consent statements to the DBLSP.

1.5. Designated Base Locator Service Provider. DBLSP receives completed AF Form 624 from MPF or unit. It releases information according to the designated category of release. DBLSP keeps signed AF Form 624 or PC III Privacy Act consent statement for individuals authorizing release of personal information until member departs or changes consent statement. DBLSP retains AF Form 624 or PC III Privacy Act consent statement according to Air Force Manual (AFMAN) 37-139, Records Disposition Schedule (will convert to AFMAN 33-339).

1.6. Member (Includes Military, Civilians, and Contractors). Members complete AF Forms 624 or PC III Privacy Act consent statements during in-processing and when there is a change in the consent to release code. Members also keep information current.

2. Releasing Information From Base and Unit Personnel Locator Files. See AFI 37-132 (will convert to AFI 33-332) for instructions on releasing personal information.

3. Recording Disclosures. See AFI 37-132 (will convert to AFI 33-332) for instructions on disclosure accounting.
4. **Preparing AF Form 624.** Completion of this form is self-explanatory. Members must sign the form to indicate their consent or nonconsent to release personal information. MPF may also use the PC III Privacy Act consent statement with a member’s signature to document the consent to release. DBLSP must retain the signed AF Form 624 or PC III Privacy Act consent statement if the member consents to release. **NOTE:** Do not use the same AF Form 624 for both the base locator and the postal directory service even though both systems use the same form. Members must complete a separate AF Form 624 for the postal directory service.

5. **Forms Prescribed**. AF Form 624, **Base and Unit Locator and PSC Directory.**

WILLIAM J. DONAHUE, Lt Gen, USAF  
Director, Communications and Information
Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References
10 U.S.C. 8013, Secretary of the Air Force
DoD 4525.6-M, Volume II, DoD Postal Manual, February 1987
AFPD 37-1, Air Force Information Management (will convert to AFPD 33-3)
AFI 37-131, Freedom of Information Act Program (will convert to DoD Regulation 5400.7, Air Force Supplement)
AFI 37-132, Air Force Privacy Act Program (will convert to AFI 33-332)
AFMAN 37-139, Records Disposition Schedules (will convert to AFMAN 33-339)
AFI 37-160, Volume 8, The Air Force Publications and Forms Management Program - Developing and Processing Forms (will convert to AFI 33-360, Volume 2)

Abbreviations and Acronyms
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
APO—Air Force Post Office
DBLSP—Designated Base Locator Service Provider
DoD—Department of Defense
MPF—Military Personnel Flight
PC III—Personnel Concept III
PSC—Postal Service Center

Terms
Base Personnel Locator Service—Service established to locate personnel assigned to or employed on a base.

Designated Base Locator Service Provider (DBLSP)—The Base function, selected by the installation commander, that provides the base personnel locator service. This function may be, but is not limited to, the base operator, base personnel office, billeting office, or security forces.

Personnel Concept III (PC III)—Personnel system designed to facilitate personnel actions at locations other than the MPF.

Postal Directory Service—Service established usually within a Postal Service Center (PSC) to direct mail (see DoD 4525.6-M, DoD Postal Manual, Volume II).
Unit Personnel Locator Service—Service established to locate personnel at unit level.