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Personnel

**35TH FIGHTER WING POLICY AND
PROCEDURES FOR MANAGING ENLISTED
INFORMATION MANAGERS (3A0X1
PERSONNEL)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This prescribes the policy and procedures for managing the assignment, rotation, training, and utilization of enlisted information managers (AFSC 3A0X1) assigned to the 35th Fighter Wing. This policy is not applicable for members serving on 12-month tours. This instruction applies to all personnel assigned to subordinate units under the wing.

1. Policy.

1.1. The Superintendent, Communications and Information Flight (35 CS/SCSX) will act as functional manager for all enlisted 3A0X1 personnel assigned to the 35 FW. In the absence of the superintendent, the information manager functional management element (SCSX) will perform this function.

2. Requirements.

2.1. Air Force policy is to distribute personnel proportionally based on total career field strength. HQ PACAF staffs the 35 FW with 3A0X1 personnel based on this strength. In accordance with this policy, the 35 FW functional manager will staff authorized 3A0X1 positions throughout the wing based on equitable proportions.

2.2. 3A0X1s will be rotated throughout the wing after performing a specific job for 24 months or one-half of their tour. Rotation ensures broad-based training. Greater depth of experience will allow staffing losses to be covered quickly with a minimum loss of support.

3. Decision Criteria and Procedures.

3.1. All wing staff positions are “must fill” positions and will be filled at all times.

3.2. Group functional managers will coordinate and maintain a draft “job description” of each authorized 3A0X1 position within his/her unit. This documentation will be worked between the group functional manager and each supervisor. These documents will serve as a guide for the group functional

manager to allocate inbound personnel and determine the best possible rotations to assist supervisors in defining job requirements, evaluating performance and managing the training of their personnel.

3.3. Allocation of inbound 3A0X1 personnel: The wing functional manager will allocate inbound 3A0X1s based on the staffing levels of each squadron and the experience of each inbound.

3.4. Rotation of personnel to fill vacated “must fill” positions will be coordinated by the wing functional and group functional managers based on: Lengths of time 3A0X1s have spent in specific jobs (normally one-half of their tour would call for rotation to a new position).

3.5. Qualifications of personnel: Skill deficiencies may require movement to a new position or deny movement to a new position.

3.6. Disputes will be resolved between the group functional manager/flight or section chief and the squadron commander. A hard copy of the written coordination will be kept on file with the wing functional manager.

3.7. Rotation of 3A0X1 personnel:

3.7.1. A 3A0X1 spends more than one-half their tour in a certain position (minimum time recommended by Air Intelligence Agency)

3.7.2. Vacated wing positions are “must fill” positions (see paragraph 3.1.).

3.7.3. Personnel with more than one half their tour spent in a particular job or squadron will be evaluated by the group functional manager as a candidate for rotation to another position. Personnel on a 24-month tour will rotate at the 12-month period to new position. Ideally, this rotation will be a “swap” of personnel between two positions.

3.7.4. Flight/section chiefs may rotate personnel within or between flights; however, this does not count towards the wing rotations. The wing functional manager will be informed of each of these moves.

3.8. To the maximum extent possible, supervisors and flight chiefs will be notified at least 30 days prior to the projected move. If the projected move is not supported by the losing flight chief, this will allow sufficient time to resolve the issue. There will be at least a 2-week overlap to ensure continuity in the flights.

4. Training.

4.1. The group functional manager will review OJT records of all information management personnel on a quarterly basis. Results of this review will be forwarded to each person’s supervisor.

4.2. The group functional manager will coordinate with the flight chief and when mission allows, perform random task certification checks of all information management personnel. The results will be forwarded to each person’s supervisor.

4.3. The group functional manager will provide training advice and assistance upon request by a supervisor.

4.4. Serious deficiencies in OJT or an assigned 3A0X1's performance will be evaluated by the group functional manager and brought to the attention of the flight/section chief and squadron commander immediately for resolution.

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