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Communications and Information

**WESTOVER ARB INFORMATION
MANAGEMENT TRAINING PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFRCPD 33-1, *Information Management (IM) Training*. It prescribes procedures for administration and management of the Information Management (IM) Training Program. It applies to all organizations and staff agencies with 3A0X1s, military, civilians, and contractors performing administrative duties who are assigned or attached to the 439 Airlift Wing.

SUMMARY OF REVISIONS

This revision identifies the Westover Intranet as the location for the Daily Bulletin (paragraph 2.1); and requires that training assignments be accomplished before credit for the class is given (paragraph 6.). A (I) indicates revisions from the previous edition.

1. Training Attendance. All military 3A0X1 personnel who attend training sign-in on an automated listing. All other military and civilian personnel use an overprinted General Purpose Form provided by Information Systems Flight.

1.1. All 3A0X1 personnel, regardless of rank, attend training at least every two years. For example, if an individual attends Preparing Official Communications in 2003, the individual does not have to attend again until the class is offered in 2005. All 3A0X1 and 4A0X1 are encouraged to attend every year.

1.2. All other personnel who perform administrative duties are encouraged to attend training.

1.3. Military personnel receive an automated AF Form 1098 in December. Civilians receive a letter notifying the appropriate squadron commander or chief of staff agency of attendance for the course they attended that month.

1.4. Commanders are notified of those individuals who are scheduled for training but do not attend. These letters are sent after the last class of the month is held or after the suspense for the class assignment has passed. Courtesy copies are sent to group commanders.

1.4.1. Those squadrons achieving 100% attendance are also notified.

1.4.2. Each letter is accompanied by ongoing training statistics.

2. Training Advertisement.

2.1. The Daily Bulletin, located on the Westover Intranet, announces all topics, times and locations for training.

2.2. A yearly training schedule letter is sent to all 3A0X1s notifying them which classes are mandatory for the year.

2.3. Newly assigned 3A0X1 personnel are sent a welcome letter notifying them which classes are still available for them to attend.

3. Training Times.

3.1. One class per Unit Training Assembly (UTA) is scheduled every year. Classes are held in building 1510, Room 112, on Saturdays at 0900 hours. Additional classes can be provided.

3.2. Civilian class is held the first Wednesday following the "A" UTA at 1000 hours in building 1510, Room 112, unless otherwise posted.

3.3. All personnel are notified promptly of any changes to the yearly schedule.

4. Make-Up Training. Those 3A0X1 personnel who miss mandatory training are required to make up the missed class. The individual must contact SCB and arrange for a time.

5. Training Certification. Those 3A0X1 personnel in upgrade training requiring training certification take a multi-question test or perform core task elements listed in the CFETP on the required item. If a score of at least 65 percent is not achieved, the individual will be required to restudy course material and retake the test on a later date.

6. Training Assignments. Each training session includes an additional training assignment to ensure the content of the course is understood. Credit for the class is not given unless the assignment is turned in.

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Commander