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Communications

**INFORMATION MANAGER ROTATION/
DEPLOYMENT PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This policy outlines the rotation and deployment plan for information managers (3A0X1) assigned to the 89th Airlift Wing (89 AW). The rotation program provides information managers with opportunities for career enhancement and progression by making provisions to rotate them to other positions during their tour with the 89 AW. Rotation will provide the needed training for our 3As to be well rounded in all aspects of their career field.

1. 3A0X1 job rotations and inbound replacements are based on, in priority order, 89 AW mission requirements, grade/skill level requirements and unit/member (3A0X1) preferences.
2. Time in present position guidelines for wing 3A0X1 positions are as follows:
 - 2.1. Wing Command Section/Staff Agencies – 24 months
 - 2.2. Base Information Transfer Center (BITC) – 18 months
 - 2.3. Group Command Sections – 24 months
 - 2.4. Base Records Management/Publishing Office – 24 months
 - 2.5. Squadron Support Staff – 24 months
 - 2.6. 89th Aerial Port Squadron (passport section) – 24 months

3. Procedures for rotation of 3A0X1 Information Managers:

3.1. On a monthly basis, as new information managers are slated for assignment to Andrews AFB (AAFB), the 3A0X1 functional manager will review time-in-position for each information manager assigned to the 89 AW and its partner units. Those information managers who have already served in a particular function for 24 months (18 months for BITC personnel) will be considered for reassignment within AAFB. However, recommendations will be coordinated with the prospective losing and gaining unit commanders. Due to deployments and training, not all information managers will move

as indicated in paragraph 2., but every effort will be made to move individuals in order to aid in their training.

3.2. Wing 3A0X1 functional manager will:

3.2.1. Coordinate approved rotation requests, find open or soon-to-be open positions for the requesting 3A0X1 and coordinate moves with losing and gaining unit commanders.

3.2.2. Serve as liaison between each organization and the unit commanders for all rotations. Group and squadrons will also coordinate with the wing functional manager for all internal moves.

3.2.3. Work with senior 3A0X1 (or other representative) and unit commander of the losing unit to find another 3A0X1 replacement to backfill the opening position.

3.3. Groups will not interview for 3A0X1 positions, except from within their respective groups.

4. Procedures for Assignment of Aerospace Expeditionary Force (AEF) Deployment Tasks.

4.1. The 3A functional manager maintains a spreadsheet of all 3As assigned to the 89 AW. This list is sorted by assigned AEF, last deployment return date/short tour return date and unit type code (UTC).

4.2. The AEF Center nominates units for tasking based on information reported in the AEF Reporting Tool.

4.3. HQ AMC/SCXX notifies the base functional manager to ensure the correct unit and PAS code is being tasked.

4.4. The functional manager reviews the 3A spreadsheet and selects members based on AEF assigned, last deployment/short tour return date, UTC assigned, requirements in line remarks of task (skill level, workgroup manager training, required security clearance, etc.), respectively. Members low on the deployment list, based on the selection process above, should still be prepared for deployment. Factors such as other members on medical profiles or not having the required skill level to deploy may increase chances for deployment of those still eligible.

4.5. Once the unit and PAS code are verified, the functional manager notifies the unit commander, unit deployment manager (UDM) and the individual tasked.

4.6. If a unit cannot fill a task and chooses to shortfall the tasking, the unit commander must follow normal shortfall procedures. Once the group commander has validated the shortfall, the base functional manager will select a backfill for the tasking. A unit's rationale for being unable to fill a tasking can only be justified by a PCS, separation, retirement, etc. According to the Chief of Staff of Air Force Site Pictures, the inability to operate without an individual is not a viable reason to reclama.

4.7. Gaps for one-deep positions will be filled within the respective group; if the group cannot fill, the unit commander may contact the wing functional manager for 3A administrative support. The 3A functional manager will accommodate the unit only if 3A personnel are available.

4.8. An Air Mobility Tasking will flow to 89 AW/XP. 89 MSS/PRU may also receive a levy; however either one of these two documents makes the tasking official.

4.9. Tasked individuals will process thru their UDMs and 89 MSS/PRU. During the processing phase, all information concerning the tasking flows from the PRU, to the UDMs and finally to the individual tasked.

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Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms***

AAFB—Andrews Air Force Base

AEF—Aerospace Expeditionary Force

89 AW—89th Airlift Wing

BITC—Base Information Transfer Center

PAS—Personnel Accounting Symbol

PCS—Permanent Change of Station

PRU—Personnel Readiness Unit

UDM—Unit Deployment Manager

UTC—Unit Type Code