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Communications And Information

**FUNCTIONAL MANAGEMENT OF
INFORMATION MANAGERS**

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This instruction implements Air Force Policy Directive 37-1, *Air Force Information Management*. Information is a resource critical to readiness; it is a force multiplier. By decisively managing DoD and Air Force information, military force effectiveness is multiplied. Military and civilian leaders, and their staffs, at all levels of command and within every organization, must view information as a strategic resource. Global reach and global power require global information management. The right information, in the right format, must be delivered at the right time--regardless of the environment. This instruction applies to all Headquarters (HQ) AFMC directorates/organizations.

1. General. The Director, Information Technology, designates the HQ AFMC Information Management (IM) Functional Manager. The HQ AFMC IM Functional Manager (FM) is a full time position requiring the integral support of each director/supervisor, trainer/certifier, and training expert to ensure effectiveness. Each organization plays an important role in the IM (3A0X1) utilization and training process. Each director and supervisor must be involved in the effective use of their 3A0X1 assets--both in accomplishing the mission as well as the proper use and career development of each Information Manager. Information Managers are in every organization across the Air Force and DoD. It is the only career field with the majority (85%) of its people performing duties outside their functional organization. The HQ AFMC IM FM is the central control point to assist with assignment allocation, training and training oversight, utilization, readiness, deployments and career guidance for all information managers assigned to the headquarters.

2. Responsibilities.

- 2.1. The Director, Information Technology will:
 - 2.1.1. Designate the HQ AFMC IM Functional Manager.
 - 2.1.2. Resolve IM issues as requested by the HQ AFMC IM FM.
- 2.2. Directors and supervisors with IM personnel assigned will:

2.2.1. Ensure the proper utilization and training of information managers by aligning duties with their current Career Field Education and Training Plan (CFETP). Ensure proper upgrade training is conducted and documented. If assistance is needed, contact the HQ AFMC IM FM.

2.2.2. Assign information managers as Workgroup Managers (WM) in accordance with AFI 33-115, Volume II, *Licensing Network Users and Certifying Network Professionals* and the AFMC WM Certification Policy.

2.2.2.1. Any office/function with a 3A assigned must use the 3A as a WM.

2.2.2.2. IM personnel can be used in conjunction with civilian personnel or contractors to form a WM team.

2.2.2.3. IM personnel assigned WM duties can still provide staff support to the organization.

2.2.2.4. Notify the HQ IM FM in writing when a 3A assigned WM functions has completed all training requirements.

2.2.3. Report all problems or issues with IM personnel to the HQ AFMC IM FM. If the issue cannot be resolved, a meeting between the unit commander and the Director, Information Technology will be arranged by the HQ AFMC IM FM for resolution.

2.2.4. Ensure personnel identified to fill Unit Type Code (UTC) positions are not assigned duties keeping them from fulfilling deployment responsibilities.

2.2.5. For 3A0X1s assigned to UTC positions, ensure accomplishment of required deployment training and readiness tasks, as scheduled by the HQ AFMC IM FM. If conflicts occur, supervisors will coordinate a solution with the HQ AFMC IM FM.

2.2.6. Report any changes in deployability status of 3A0X1 personnel (i.e. profiles, changes in dental class, etc.) to the HQ AFMC IM FM and the HQ AFMC Unit Deployment Manager (UDM) immediately.

2.3. The HQ AFMC IM FM will:

2.3.1. Function as the HQ AFMC focal point for all enlisted IM-related issues.

2.3.2. Allocate all HQ AFMC 3A0X1 in-bound personnel, taking into account manning, skill levels, grade authorizations, and experience levels. PCS and PCA personnel will be allocated to keep a balanced strength.

2.3.2.1. Ensure IM personnel are placed in positions authorized by the unit manpower document. If additional personnel are required, contact the HQ AFMC Manpower Office (XPM) to request changes to the manpower authorization.

2.3.3. Monitor and facilitate PCAs of IM personnel within and between the units.

2.3.4. Monitor all 3A0X1 training issues.

2.3.5. Maintain a roster of all IM personnel in upgrade training. Provide upgrade training pass and failure rates to the AFMC FM as required.

2.3.6. Act as a liaison to provide a qualified trainer or certifier to every Information Manager assigned. Coordinate temporary appointment of a qualified trainer or certifier to those units who do not have one assigned.

- 2.3.7. Provide knowledge and hands-on training for new communications technologies, to include computer applications, workgroup administration, and web page design. In addition, assist in the facilitation of other 3A0X1 specialty training as required.
- 2.3.8. Obtain feedback from technical school graduates and provide this information to the AFMC FM.
- 2.3.9. Screen all 3A0X1 training materials to include Air Force Job Qualification Standards (AFJQS), CDCs, and CFETP. Provide feedback to the AFMC FM.
- 2.3.10. Conduct quarterly forums to ensure all IM personnel, and their supervisors, are kept abreast of career field changes, local policies, training opportunities, and advances in technology affecting their career field.
- 2.3.11. Establish an e-mail network to reach all HQ AFMC IM personnel and to provide career field updates, current training opportunities, and other related information.
- 2.3.12. Source 3A0X1 contingency requirements on a fair-share basis and coordinate with the communications squadron's FM and UDM on all wartime/contingency taskings and UTC make up IAW **paragraph 3.3**.
- 2.3.13. Maintain an AEF vulnerability list of all 3A0X1s prioritized by date returned from most recent contingency TDY, overseas short tour return date, date arrived station, and skill level. **Note:** Every effort will be made to match the skill level; however, due to the limited number of personnel, a higher skill level may be substituted for a lower skill level.
- 2.3.14. Notify the HQ AFMC UDM of intended and actual arrival of 3A0X1 personnel so they may be scheduled for their mobility briefing.
- 2.3.15. Establish and maintain an IM web page to post information related to the career field.
- 2.3.16. Assist HQ agencies in identifying IM personnel to support local exercise requirements. Ensure fair selection for local exercise/contingency support taskings IAW **paragraph 3.2**.
- 2.3.17. Maintain an active, visible recognition program in support of the annual Communications and Information Professional of the Year Program (see AFI 36-2845, *Communication and Information Awards Program*).
- 2.3.18. In conjunction with the AFMC FM, provide mentoring to all 3A0X1 personnel to include assisting with performance reports, award nomination packages, career field/Air Force progression and other career-related subjects.
- 2.4. The HQ AFMC UDM will:
- 2.4.1. Ensure mobility folders are established and reviewed on all information managers assigned to UTCs. Schedule, through the HQ AFMC IM FM, required ancillary training and document information within the individual's mobility folder.
- 2.4.2. Provide mobility issue items to 3A0X1s tasked for deployments and exercises.
- 2.4.3. Schedule 3A0X1 personnel for mobility.
- 2.4.4. Notify, via memorandum, each information manager of their AEF assignment. File the signed copy in each individual's mobility folder and provide a courtesy copy to the HQ IM FM.

2.5. The Headquarters and MAJCOM AFMC Workgroup Management Program Manager (WMPM) is responsible for the following areas:

2.5.1. WM in-house training/shadow program

2.5.2. Standard WM continuity book

2.5.3. Standard WM trouble log

2.5.4. WM steering committee lead. Committee consists of 1 member from each organization and meets periodically to coordinate HQ and MAJCOM WM efforts/progress. The goal is to ensure our 3As are trained, qualified, and have a solid program that won't disappear during transition of personnel.

2.5.5. Inform AFMC FM of committee issues and progress. Additionally, the MAJCOM WMPM will coordinate with and assist each base WMPM with all WM-related issues.

2.6. Information Management Personnel will:

2.6.1. Ensure all deployment requirements are met and maintained.

2.6.2. Immediately notify and submit copies of approved medical profiles or dental class changes to the HQ AFMC UDM and the HQ AFMC IM FM.

2.6.3. Attend WM training and complete the Network User CBTs.

2.6.4. WMs will complete all requirements prescribed by the AFMC WM certification policy memorandum.

2.6.5. Remain proficient in all facets of the career field. Highly recommend a self-study program consisting of: off-duty education, CBTs, specialization courses and certifications. CBT web site login https://www.smartforce.com/learning_community/Custom/USAF/login.asp. Furthermore, individuals should take advantage of the numerous military funded courses offered through the base education and training office.

2.6.6. Notify the HQ AFMC IM FM of any impending separation, retirement, PCS or PCA as soon as possible to facilitate acquisition of a replacement.

2.7. The 88th Communications Group, Network Control Center provides (as prescribed in AFI 33-115, Vol I, *Network Management*) WM training.

3. Procedures.

3.1. Rotation of Information Managers.

3.1.1. When mission requirements dictate the rotation of personnel, career broadening options will be considered and personnel will be rotated to another position to alleviate job stagnation, enhance training and increase their breadth of experience.

3.1.2. IAW CFETP 3A0X1, IM personnel assignments will be reviewed for possible job rotation to facilitate personal and professional growth. This review for rotation will take place after completing 24-36 months at assigned unit. Job rotations will be coordinated with appropriate directors and supervisors. Moves will be made in the interest of mission accomplishment and career enhancement and not just for the sake of movement.

3.2. Installation Exercise Support.

3.2.1. All 3A0X1s are vulnerable for exercises, which are designed to gain training for deployments.

3.2.2. Selection of 3A0X1 exercise participants will be based (in priority order) on the upcoming AEF cycle, UTC and skill level, date returned from most recent contingency TDY, date of last participation in a local exercise, date arrived station, and overseas short tour return date. Every effort will be made to match the skill level. However, due to the limited number of personnel, a higher skill level may be substituted for a lower skill level.

3.3. 3A0X1 Air Expeditionary Force (AEF) Taskings.

3.3.1. The HQ AFMC IM FM is the focal point between the headquarters IMs and the AFMC FM for all 3A0X1 AEF deployment requirements.

3.3.2. All HQ AFMC assigned 3A0X1s are susceptible to AEF taskings. No position is immune from selection. The HQ AFMC IM FM will maintain a vulnerability list of all 3A0X1s within each respective unit. Information Managers and user organizations should expect and prepare for deployments. Individual 3A0X1 personnel should identify limiting factors (e.g. medical, family, and humanitarian situations) when they occur--not when notified of their selection for deployment. Changes in deployability status must be reported to the HQ AFMC UDM immediately. The HQ AFMC UDM has 24 hrs to report changes in deployability status in the AEF UTC Status Reporting Tool. The HQ AFMC UDM will provide a list of requirements to the members; it is the members' responsibility to ensure requirements are met/maintained. Information Managers should be encouraged to accept the challenges of deployment, and organizations should prepare to operate during their absence. Shortfalls are a very rare exception and must be fully justified to the HQ AFMC Squadron Section Commander and the HQ AFMC IM FM.

3.3.3. 3A0X1 personnel assigned to specific tasked UTCs will be the first priority for AEF deployments. If these members are not available, the most eligible, qualified member will be selected IAW **paragraph 2.3.13**.

3.3.4. The following factors are taken into consideration prior to assigning individuals to taskings. If TDY completion date is more than 30 calendar days before date of separation (DOS) or PCS, the member is available for deployment. Members who have less than 30 calendar days before DOS or PCS are not available. The HQ AFMC Squadron Section Commander may waive this restriction, provided the TDY will not interfere with DOS or PCS processing and departure dates (DOS must not expire during TDY). Before approving a waiver, the commander must review all other available avenues in accordance with AFI 36-2110, *Assignments*. Individuals with exemptions listed in AFI 10-403, *Deployment Planning*, must provide the appropriate documentation to their supervisor, HQ AFMC UDM, and the commander.

3.3.5. In accordance with AFI 10-403, attachment 2, a time on station (TOS) minimum for personnel after arriving to HQ AFMC before deploying is as follows: Assigned in the Continental United States (CONUS) -- 45 days; assigned in the CONUS and was assigned from a short tour or CONUS isolation station -- 60 days. Personnel with less than the minimum TOS are not available for deployment unless waived by the HQ AFMC Squadron Section Commander. They may waive these deployment selection minimums; however, all other options must be reviewed before committing newly assigned personnel.

3.3.6. Unless prohibited by line remarks, the HQ AFMC IM FM may substitute an Information Manager who possess a skill-level one lower than the requirement (a 5-level resource can be

tasked to fill a 7-level requirement) or who possess a skill level one higher than the requirement (a 7-level can be tasked to fill a 5- or 3- level requirement).

3.3.7. To effectively manage our AEFs/UTCs, all information managers will immediately notify, then submit any copies of approved medical profiles or dental class changes to the HQ AFMC UDM and the HQ AFMC IM FM.

3.3.8. Once a member has been assigned to an AEF UTC and deploys, that member should not deploy again any earlier than the same AEF bucket during the next cycle (i.e., if a member deploys with Cycle III AEF 5/6, they should not deploy in any library prior to 5/6 during Cycle IV). If an individual is not identified for an AEF tasking, they are eligible for other deployment taskings (i.e., Third Country Nation (TCN) escort taskings).

3.4. Appointing 3A0X1 personnel as WMs:

3.4.1. As stated in AFI 33-115, Vol I, "The WM will be an Air Force specialty code (AFSC) 3A0X1 (Information Manager), if one is assigned."

3.4.2. Use attachment 1 as WM certification guide.

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