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*Communication and Information*

**INFORMATION MANAGEMENT (IM)  
PROFICIENCY TRAINING AND WORKGROUP  
MANAGEMENT (WM) CERTIFICATION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ AFRC/SCFR (CMSgt Kathy Gregory)

Certified by: HQ AFRC/SC  
(Col George W. Bereza)

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This instruction implements Air Force Policy Directive (AFPD) 37-1, *Air Force Information Management* (will convert to AFPD 33-3, *Information Management*). It establishes procedures to manage the Information Management (3A0X1) Training Program and the Workgroup Management Certification Program. It ensures individuals are trained to serve their organizations mission and are prepared, if mobilized, to fulfill readiness requirements. Where services are provided by contractors through Statement of Work (SOW) and/or Performance Work Statement (PWS), organizations must coordinate training requirements and date/time/ location for training in advance with the appropriate agency. It applies to all Air Force Reserve Command (AFRC) functions and levels (wing and below) personnel.

**1. References.** AFMAN 10-401, Volume 2, *Planning Formats and Guidance* (Annex K – Communications and Information); AFI 36-2201, Volume 3, *On the Job Training Documentation*; CFETP 3A0X1, Parts I and II; AFSC 3A0X1, *Information Management Career Field Education and Training Plan*; Air Force Job Qualification Standard 3A0X1-225D, *Position Certification for Workgroup Managers*; AFI 33-115, Volume 1, *Network Management*; and AFI 33-115, Volume 2, *Licensing Network Users and Certifying Network Professionals Management*.

**2. General:**

2.1. A recurring proficiency-training program is required for Information Managers at each wing/group. The requirement is to provide training for both military and civilian personnel who perform information management duties, regardless of Air Force Specialty Code (AFSC).

**3. Responsibilities:**

3.1. Headquarters Air Force Reserve Command (AFRC):

3.1.1. The 3A0X1 Functional Area Manager (FAM) will provide policy and guidance on Information Management and Workgroup Management core tasks.

3.1.2. The 3A0X1 FAM will provide standardized AFRC training materials and guidance when applicable for core Information Management tasks.

3.2. Numbered Air Force (NAF):

3.2.1. The 3A0X1 Functional Area Manager (FAM) will assess wing/group training programs through staff assistance visits (SAVs) and functional area visits (FAVs).

3.2.2. Provide materials and/or training to geographically separated units (GSUs) where there is no wing/group to provide this training.

3.3. Wing/Group Commander:

3.3.1. Will support the IM training program.

3.3.2. Ensures through subordinate commanders, staff agency chiefs, and supervisors that all 3A0X1 personnel and others performing information management duties successfully complete training.

3.3.3. Ensures proper utilization of the Career Field and Education Training Plan (CFETP).

3.3.4. Ensures a classroom location and necessary tools are available to conduct training.

3.4. Wing 3A0X1 Functional Area Manager (FAM):

3.4.1. Develops and provides readiness, peacetime and continuation training for all 3A0X1 personnel within the wing/group.

3.4.2. Advises squadron, group and wing commanders on career field training issues.

3.4.3. Ensures all 3A0X1 personnel have a current copy of the CFETP.

3.4.4. Utilizes AFRC standardized training materials and develops local training material as needed.

3.4.5. Establishes an annual schedule of training and develops procedures for make-up training to all commanders, supervisors and trainees

3.4.6. Maintains class attendance records. Notifies Unit Commanders/Staff Agency Chiefs of training attendance, and the requirement to document training.

3.4.7. Offers training to collocated units geographically separated from their parent organization.

3.4.8. Provides other applicable training to personnel based on individual duty position tasks and training requirements. This specialized training could include, but not limited to, Records Information Management (RIMS), Defense Messaging System (DMS), Information Management Tool (IMT)Designer, etc. Where services are provided by contractors through SOW/PWS, coordinate training requirements and date/time/location for training in advance with the appropriate agency.

**4. Information Management (IM) Training Requirements:**

4.1. All 3A0X1 personnel must be trained on each of the following topics a minimum of every two years.

- 4.1.1. Official Mail Management/Document Security.
- 4.1.2. Preparing Administrative Communications.
- 4.1.3. Privacy Act (PA), Freedom of Information Act (FOIA), and For Official Use Only (FOUO).
- 4.1.4. Electronic Forms Familiarization - Information Management Tools (IMT).
- 4.1.5. Electronic Publications Familiarization.
- 4.1.6. Records Management.
- 4.1.7. Contingency Readiness.
- 4.1.8. Workgroup Management (WM) core items identified in the CFETP.

4.2. Add additional topics as required locally. Remember, where services are provided by contractors through SOW, coordinates training requirements and date/time/location for training in advance with the appropriate agency.

**5. Workgroup Management (WM) Certification Program.** In addition to the above prescribed training, all 3A0X1 personnel appointed as full-time workgroup managers must become certified as prescribed by Air Force Job Qualification Standard (AFJQS) 3A0X1-225D, *Position Certification for Workgroup Managers*.

5.1. Training Responsibilities:

5.1.1. Workgroup Managers:

- 5.1.1.1. All appointed workgroup managers are expected to be fully trained and certified within 18 months from date of hire.
- 5.1.1.2. Notify the supervisor and the 3A0 Functional Area Manager of any conditions preventing certification completion.

5.1.2. The Wing 3A0X1 Functional Area Manager (FAM):

- 5.1.2.1. Monitor the progress of each workgroup manager and maintain a record of individual training documentation.
- 5.1.2.2. Provide progress reports to supervisors of workgroup managers, to include individual's failure to progress.
- 5.1.2.3. Receives and reviews certification documentation package from the WM's supervisor.
- 5.1.2.4. Certifies or designates individuals to certify course completion of all AFJQS training.
- 5.1.2.5. Upon successful completion of all required training, the workgroup manager may then be crew position certified by the wing/group 3A0 FAM who generates a certificate for the WM using AF Form 1256, **Certificate of Training**.

5.1.3. Supervisor:

- 5.1.3.1. Monitors the progress of the individual training to ensure all required training for position certification is accomplished.
- 5.1.3.2. Establish and maintain training records regardless of rank. Document the course com-

pletion progress for military on the AF Form 623A, **On-The-Job Training Record – Continuation Sheet** or AF Form 971, **Supervisor’s Employee Brief**, for civilians.

5.1.3.3. Maintains close coordination with the Wing 3A0 FAM.

5.1.3.4. Informs the FAM immediately upon notification of any actions inconsistent with certification guidelines.

5.1.3.5. Submits documentation of course completion to the designated certifying official after individual completes all training objectives.

5.2. Methods of Training. Training is achieved through a combination of in-residence courses, supervised hands-on training, contractor provided commercial training, Air Force provided interactive computer based training (CBT), locally provided training, and local college or technical school courses. If the workgroup manager possesses the required knowledge, they may opt to test out of any CBT.

JAMES E. SHERRARD III, Lt General, USAF  
Commander