BY ORDER OF THE COMMANDER
43D AIRLIFT WING

POPE AFB INSTRUCTION 33-104

18 MARCH 2002

Communications and Information

INFORMATION MANAGEMENT SUPPORT AND REQUESTS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at: **http://www.e-publishing.af.mil.**

OPR: 43 CS/SCX (SMSgt Snider)
Supersedes POPEAFBI 33-104, 13 Feb 98

Certified by: 43 SPTG/CC (Col Sawyer)
Pages: 4
Distribution: F

This instruction outlines the responsibilities of staff agencies/units in supporting requests for administrative support and deployments. It applies to all assigned military information management personnel (3A0X1) and postal augmentees (8M000).

SUMMARY OF REVISIONS

Deletes requirements to task civilian information managers. Updates publication to required format and changes office symbols.

1. Information Management Support.

1.1. General. The 43d Airlift Wing receives requests for information management support from visiting persons, teams, or higher headquarters. These taskings, at times, may be short notice and require immediate action. Information Management support is primarily for visits from IG teams, aircraft accidents boards, and phase II exercises.

1.2. Responsibilities:

1.2.1. The Wing 3A/8M Functional Manager, 43 CS/SCX:

1.2.1.1. Maintains a Unit Manpower and Personnel Roster (UMPR) of all assigned military information manager personnel.

1.2.1.2. Maintains database, by group, of information management personnel.

1.2.1.3. Tasks groups for administrative support by letter/e-mail. The letter/e-mail includes reporting dates, times, and places.

1.2.1.4. Provides project officer with name, SSAN, unit, duty section, and phone number of personnel.

1.2.1.5. Provide supplies for visiting team.

1.2.2. Tasked group(s):

1.2.2.1. Provides 43 CS/SCX, by letter/e-mail, primary and alternate points of contact for taskings.

1.2.2.2. Provides name, SSAN, unit, duty section of the person tasked to support the tasking.

1.2.2.3. Briefs tasked personnel concerning reporting dates, times, and places.

1.2.3. Project officers notify 43 CS/SCX of specific support requirements as soon as they are known. Delays may result in inadequate support.

1.2.4. The 43 MSS/DPM provides 43 CS/SCX with the monthly UMPR of assigned military information management personnel.

2. 3A0X1 Deployments.

2.1. General. 43 CS/SCX receives Air Expeditionary Forces (AEF) taskings for 3A0X1 personnel to various worldwide locations.

2.2. Responsibilities:

2.2.1. The 43 CS/SCX:

2.2.1.1. Maintains a listing of 3A0X1 personnel by group.

2.2.1.2. Annotate listing with reasons for noneligibility, i.e., medical reasons, pending PCS, retirement/separation.

2.2.1.3. Maintains a database, by group, of eligible/deployable 3A0X1 personnel.

2.2.1.4. Tasks group selected from database to support deployment.

2.2.1.5. Provides names, SSAN, and other pertinent data of individual(s) tasked to 43 MSS/DPMD.

2.2.1.6. Briefs tasked individuals on responsibility to fill out AF Form 209, **After Action Report.**

2.2.1.7. Forward the After Action report to HQ AMC/SCX.

2.3. Tasked group(s):

2.3.1. Provides 43 CS/SCX, by letter or e-mail, primary and alternate points of contact for taskings.

2.3.2. Provides 43 CS/SCX with the name, SSAN, unit, duty phone, and duty section of person(s) tasked to support the deployment.

2.3.3. Briefs tasked personnel to contact 43 MSS/DPMD for orders, outprocessing checklist, and any special requirements.

3. Postal Augmentees (8M000).

3.1. Tasking for postal augmentees will be passed to 43 CS/SCX from HQ AMC/SCX. 43 CS/SCX maintains a listing of base personnel who possess an 8M000, postal augmentee special duty identifier. (these are not necessarily 3A personnel).

3.2. The 43 CS/SCX determines which individual(s) is the most eligible, then tasks their unit of assignment.

3.3. The 43 CS/SCX contacts the individual with instructions to:

3.3.1. Report to Personnel Readiness Unit for orders processing.

3.3.2. Report to 43 CS/SCX to pick up a copy of AFPAM 33-305, *Postal Augmentee Orientation*, prior to deployment and AF Form 209, After Action Report, after completion of TDY.

4. Preparation Of After Action Report.

4.1. All deploying personnel (3A or 8M000) submit an AF Form 209 to 43 CS/SCX after completion of TDY.

5. Exemptions And Requests For Release From Taskings.

5.1. Only under the most unusual circumstances or emergencies will personnel tasked to perform deployment be relieved. Exemptions based on the discretion of the group commander with coordination through 43 CS/SCX and inform and coordination through the 43d Support Group Commander for approval/disapproval.

WINFIELD W. SCOTT III, Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPAM 33-305, *Postal Augmentee Orientation*

Abbreviations and Acronyms

AEF—Air Expeditionary Force

AF—Air Force

AFB—Air Force Base

AMC—Air Mobility Command

CC—Commander

CS—Communications Squadron

DPM—Military Personnel Flight

DPMD—Outbound Assignments

HQ—Headquarters

IG—Inspector General

MSS—Mission Support Squadron

PCS—Permanent Change of Station

POPEAFBI—Pope Air Force Base Instruction

SCS—Information Systems Flight

SCX—Plans Flight

SPTG—Support Group

SSAN—Social Security Account Number

TDY—Temporary Duty

UMPR—Unit Manpower and Personnel Roster