COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements AFPD 33-1, *Command, Control, Communications, and Computer (C4) Systems*. It establishes guidance for Air Force Instruction (AFI) 33-101, *Communications and Information Functional 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 18th Wing and associate units at Kadena AB. This instruction does not apply to the Air National Guard or US Air Force Reserve.

1. General. The base Communications and Information Systems Officer (18 CS/CC) designates the base Information Management (IM) Functional Manager (FAM). The base IM FAM is a full time position that requires the integral support of each commander/supervisor, trainer/certifier and base training expert to ensure effectiveness. The base IM FAM selects the Wing Staff Agency (WSA)/group IM personnel managers with the coordination and approval of the respective wing/group commander. Information managers are in every organization across the Air Force and DoD. It is the only career field that has the majority (85%) of its people outside of their functional organization; hence the base IM FAM is the central control point to assist with assignment allocation, training oversight, utilization issues, and career guidance to all information managers assigned to an installation through the respective WSA/group IM personnel manager.

2. Responsibilities.

  2.1. The 18th Communications Squadron Commander.

    2.1.1. Appoints the base IM FAM.

    2.1.2. Resolve IM issues as requested by the base IM FAM or required by higher authority.

2.2. Base IM FAM.

2.2.1. Serves as the base focal point for all enlisted IM-related issues.

2.2.2. Allocates all 3A0X1 inbound permanent change of station (PCS) personnel to Kadena AB (PACAF resources only) taking into account wing-level manning, skill levels, grade authorizations and experience levels. PCS and permanent change of assignment (PCA) personnel will be allocated to keep the wing balanced at equal strength.

2.2.3. Gives priority consideration for allocation of 3A0X1 resources to specially-manned organizations, specifically the WSA and Group Commander's Support Staff, and PACAF associate units.

2.2.4. Monitors overall IM manpower strengths, ensuring 3A0X1 resources are distributed fairly and equitably among the 18th Wing and PACAF organizations.

2.2.5. Coordinates with the Wing Manpower Office (18 WG/MO) on all 3A0X1 organizational and authorization change requests prior to the wing commander and higher headquarters (HQs) approval.

2.2.6. Monitors and facilitates PCAs of IM personnel to wing units when rotating personnel for breadth of experience and to balance the manning of all wing 3A0X1 resources.

2.2.7. Monitors all 3A0X1 training issues with the assistance of the WSA/group IM personnel managers.

2.2.8. Coordinates with WSA/group IM personnel managers and unit commanders on first and second Career Development Course (CDC) failures for recommended courses of action.

2.2.9. Maintains consolidated WSA/group roster of all IM personnel in upgrade training. Provides upgrade training pass and fail rates to the MAJCOM IM career field manager quarterly.

2.2.10. Maintains 5- and 7-level CDC volume assessments for 18 CS 3A0X1 personnel to provide trainees and trainers with objective feedback on how well the member is grasping the material in the CDC. The training manager will administer these assessments and provide feedback to the trainee and trainer.

2.2.11. Acts as a liaison to provide a qualified 3A0X1 trainer or certifier to those units who do not have one assigned.

2.2.12. Ensures knowledge/hands-on training, through the 18th CS Network Training Center (NTC), on new communication technologies, web page design/management, computer/software applications, workgroup management (WM), and required computer-based training. See 18th Wing Instruction 33-102, *Information Management Functional Manager Program* for more information.

2.2.13. Facilitates IM orientation training for 3A0X1 first term airmen and upgrade trainees, such as basic personal computer and network training, electronic records management, publishing, document security, official mail management, communications and information (C&I) awards program, and IM functional management. The objective of this orientation is to help trainees get a better understanding of all areas of the IM career field and assist in mastering their skills in their new AF career.

2.2.14. Obtains feedback from technical school graduates and provides this information to the MAJCOM IM career field manager.

2.2.15. Reviews all 3A0X1 training materials to include Air Force Job Qualification Standards (AFJQS), CDCs and Career Field Education and Training Plan (CFETP) and provides feedback to the MAJCOM IM career field manager.

2.2.16. Conducts quarterly IM forums to ensure all IM personnel are kept abreast of career field changes, local policies, training opportunities and advances in technology affecting their career field.

2.2.17. Establishes an e-mail network to reach all wing and associate unit IM personnel to provide career field updates, current training opportunities, and other related information.

2.2.18. Oversees all base 3A0X1 posturing efforts, in coordination with the PACAF IM career field manager, group/unit superintendents and/or the WSA/group IM personnel managers, to include what communications functional area (6Kxxx) Unit Type Code (UTC), non-standard or associate UTC, and other functional area UTC is assigned to each 3A0X1 authorization for base-level assessment and prevention of over-posturing or under-posturing 3A0X1 positions.

2.2.19. Sources all 3A0X1 wartime, contingency, and higher HQs-directed readiness exercise requirements. Coordinates wartime, contingency, and exercise taskings with the PACAF IM career field manager, group/unit superintendents, and/or WSA/group IM personnel managers, and the unit deployment managers (UDMs) that have 3A0X1 personnel assigned. See paragraphs **3.2.** and **3.3.** for more information.

2.2.20. Review, maintain, and forward completed AF IMTs 209, **Communication and Information After Action Report**, submitted by IM personnel returning to station from a deployed location to the MAJCOM IM career field manager.

2.2.21. Maintains a wartime, contingency, and exercise information list of all 3A0X1s prioritized by the short-tour return date, date arrived on station, or date returned from most recent off-station contingency or exercise TDY. The information list will be used as an exception for taskings above and beyond the Air and Space Expeditionary Force (AEF), to fill wing AEF shortfalls, field deployment operations, no-notice contingency, and readiness exercise taskings.

2.2.22. Assists wing agencies in identifying IM personnel to support local exercise or real-world requirements such as the 18th Wing Battle Staff, Survival Recovery Center (SRC), Inspector General (IG) Work Center, and local- or higher HQs-directed Safety Board staff.

2.2.23. Maintains an active, visible IM recognition program in support of the annual C&I professional of the year program per AFI 36-2845, *Communication and Information Awards Program*.

2.3. WSA/Group IM Personnel Manager. The base IM FAM selects the WSA/group IM personnel manager with the coordination and approval of the respective wing/group commander. This position is normally held by the senior information manager assigned to the WSA/group or is based on the senior IM position in the unit, i.e., Superintendent of Information Management. WSA/group IM personnel manager will support the base IM FAM by overseeing IM issues for their respective units. This individual will work closely with the base IM FAM in areas of personnel allocations, PCA actions, wartime, contingency, and exercise taskings, C&I award nominations, and general IM-related issues.

2.3.1. Serves as the focal point for all WSA/group enlisted IM-related issues.

2.3.2. Selects the unit IM personnel managers within their group with the coordination and approval of the respective unit commander.

2.3.3. Monitors overall IM manpower strengths, ensuring IM personnel are distributed fairly and equitably throughout the WSA/group.

2.3.4. Ensures IM personnel are placed in positions authorized by the unit manpower document. If additional manpower is required, with approval from the wing/group commander, contacts 18 WG/MO for possible changes to the manpower standard.

2.3.5. Coordinates all 3A0X1 manpower authorization change requests with the base IM FAM.

2.3.6. Ensures support to career broadening, training and wing leveling initiatives.

2.3.7. Up channels all IM issues to the base IM FAM. If the WSA/group/unit or base IM FAM cannot resolve the issue, a meeting between the unit commander and 18 CS/CC will be coordinated by the base IM FAM for resolution.

2.3.8. Coordinates with group chain of command, monitors, and facilitates PCA/rotation of IM personnel within the WSA/group and selectively filled positions.

2.3.9. Monitors all WSA/group 3A0X1 training issues.

2.3.10. Ensures all newly assigned first term 3A0X1 airmen are scheduled for the 18th Communications Squadron IM orientation and basic WM training upon immediate graduation from the base First Term Airmen Center. This training is provided in an effort to reinforce and master their skills in the IM career field prior to starting their duties in the work center.

2.3.11. Maintains 5- and 7-level CDC volume assessments for WSA/group 3A0X1 personnel to provide trainees and trainers with objective feedback on how well the member is grasping the material in the CDC. The training manager will administer these assessments and provide feedback to the trainee and trainer.

2.3.12. Maintains a roster of all WSA/group IM personnel in upgrade training. Provides pass and fail rates to the base IM FAM.

2.3.13. Coordinates with base IM FAM and unit commanders on first and second CDC failures for recommended courses of action.

2.3.14. Coordinates with base IM FAM, wing/group/unit commanders, and UDM to ensure support for wartime, AEF, contingency, and readiness exercise requirements.

2.3.15. Maintains a copy of the wartime, contingency, and exercise information list for WSA/group 3A0X1s prioritized by the short-tour return date, date arrived on station, or date returned from most recent off-station contingency or exercise TDY. The information list will be used as an exception for taskings above and beyond the Air and Space Expeditionary Force (AEF), to fill base AEF shortfalls, field deployment operations, no-notice contingency, and readiness exercise taskings.

2.3.16. Suspenses WSA/group IM personnel returning from a deployed location to submit a completed AF IMT 209 within 30 duty days of return to station. Reviews, maintains, and forwards completed AF IMTs 209 to the base IM FAM.

2.3.17. Establishes an e-mail network to reach all WSA/group IM personnel to provide career field updates, current training opportunities and other related information.

2.4. The Wing Manpower Office (18 WG/MO). 18 WG/MO will ensure the base IM FAM coordinates on all 3A0X1 organizational and authorization change requests prior to the wing commander and higher headquarters (HQs) approval.

2.5. Unit Commanders.

2.5.1. Ensure proper utilization of IM personnel per AFMAN 36-2108, *Enlisted Classification*, Attachment 22, Information Management Career Field (3A) and appoint 3A0X1 personnel as the primary WM in their units.

2.5.2. Ensure the base IM FAM is consulted on first and second CDC failures for coordination and recommended courses of action.

2.6. Unit Deployment Managers (UDMs).

2.6.1. Coordinates all 3A0X1 posturing efforts with the base IM FAM, regardless of unit or UTC, to reduce over-posturing and under-posturing 3A0X1 positions.

2.6.2. Ensures mobility folders are established on all 3A0X1 personnel in their unit. Upon assignment, 3A0X1 personnel will be given written notification from their UDM along with a mobility briefing.

2.6.3. Schedules all required ancillary training, document information within the individual's mobility folder, and obtain required deployment uniform and other miscellaneous items for assigned 3A0X1 personnel.

2.7. All 3A0X1 Personnel.

2.7.1. Coordinates all PCA and career broadening requests with their chain of command, WSA/group IM personnel manager, and obtain approval from their unit commander.

2.7.2. Completes upgrade training requirements; attain and maintain a skill level commensurate with your rank, and maintain a high degree of proficiency in the 3A0X1 AFSC as outlined in the CFETP.

2.7.3. All first term 3A0X1 personnel will complete the 18th Communications Squadron IM orientation and NTC WM training upon immediate graduation from the First Term Airmen Center to facilitate mastering the necessary skills for the IM career field.

2.7.4. Attend quarterly IM forums to network with other 3A0X1 personnel on Kadena, stay abreast of career field changes, local policies, training opportunities, and advances in technology affecting the career field.

2.7.5. Know your AEF vulnerability window, assigned UTC, and complete all ancillary training and deployment requirements to be prepared for all wartime, AEF, contingency, higher HQs-directed, and local readiness exercise taskings.

2.7.6. After a deployment, complete AF IMT 209 within 30 days of return to station from the deployed location and forward it to the WSA/group IM personnel manager (or the base IM FAM for PACAF associate unit personnel).

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 and enhance training.

3.1.2. IM personnel will be reviewed for possible job rotation to facilitate personal and professional growth and to obtain a breadth of experience after completing 24 months at their assigned unit and have a minimum of 12 months preceding DEROS. If IM personnel are serving a 2 year tour, they will not be considered for job rotation unless approved by the unit commander or his designated representative. Job rotations will be coordinated with the group/unit superintendent and/or WSA/group IM personnel manager and approved by the unit commander.

3.2. Base Readiness Exercise and Real-World/Emergency Support.

3.2.1. All IM personnel are vulnerable for AEF and other deployments and could be tasked for wing readiness exercise support to gain training prior to a deployment, for real-world actions, or natural disaster/emergency support. Taskings may include, but are not limited to, processing through the mobility line, providing support to the WG Battle Staff, WG IG Work Center, and the WG SRC. Unit specific UTCs will be supported by 3A0X1s assigned to their respective units, as required. If there is a unit shortfall, the 3A0X1 fill will be worked by the WSA/group IM personnel manager, who in-turn will coordinate with the group/unit superintendent and gain approval from the unit commander.

3.2.2. Information managers tasked to the Wing IG Work Center must possess a 5-skill level and a Secret clearance. IM personnel tasked to the SRC must have a line badge with Area 12 authorized, possess a 5-skill level, and a Secret security clearance.

3.3. Wartime, AEF, Contingency, and Exercise TDY Management.

3.3.1. Each unit commander reports the readiness status of their assigned 3A0X1 personnel through the AEF Report Tool (ART). The AEF Center will task each unit directly based on the unit's ART report. The base IM FAM maintains a prioritization list of all 3A0X1s assigned to be used as an exception for taskings above and beyond the AEF, to fill base AEF shortfalls, field deployment operations, no-notice contingencies, and higher HQs-directed readiness exercise taskings. The base IM FAM is the focal point between the 18th Wing and PACAF for all such requirements.

3.3.2. 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. Unit commanders 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, commanders 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, UDM and Commander.

3.3.3. According to AFI 10-403, a time on station (TOS) minimum for personnel deploying is as follows: Assigned in the Continental United States (CONUS) or Overseas (OS) on a long tour-45 days; assigned OS on a short tour-15 days; assigned in the CONUS or OS, and was assigned from a short tour or CONUS isolation station-180 days. Personnel with less than the minimum TOS are not available for deployment unless waived by the unit commander. Commanders cannot waive

the six-month exemption for operational requirements without approval from their MAJCOM/CV. Commanders may waive all other deployment selection minimums; however, all other options must be reviewed before committing newly assigned personnel.

3.3.4. Unless prohibited by line remarks, the UDM or base IM FAM may substitute personnel who possess a skill level one lower than the requirement (i.e., a 5-level resource can be tasked to fill a 7-level requirement) or who possess a skill level two higher than the requirement (i.e., a 7-level resource can be tasked to fill a 5- or 3-level requirement).

3.3.5. To effectively manage our AEFs/UTCs all IM personnel will submit any copies of medical profiles to their UDM and WSA/group IM personnel manager.

3.3.6. For steady-state operations, once a member has been assigned to an AEF UTC and deploys, that member may not deploy again any earlier than the same AEF window during the next cycle (i.e., if a member deploys in Cycle IV AEF 5, they should not deploy in any window prior to AEF 5 during Cycle V). If an individual is not identified for an AEF tasking, they may be selected for other field deployment operations, contingencies, or higher HQs-directed exercises, i.e., Ulchi Focus Lens, RSOI, Third Country National escort, etc. These actions will be coordinated with group/unit superintendents and/or the WSA/group IM personnel managers, and approved by the unit commander.

3.3.7. After the completion of a deployment, all IM personnel will complete an AF IMT 209 within 30 days of return and forward it to their WSA/group IM personnel manager.

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