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Communications and Information

***FUNCTIONAL MANAGEMENT OF
INFORMATION MANAGEMENT***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 37-1, *Air Force Information Management* (will convert to AFPD 33-3) and AFI 33-101, *Communications and Information Management Guidance and Responsibilities*. Information is a resource critical to readiness; it is a force multiplier. By decisively managing Department of Defense 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 units serviced for manning purposes by the 21st Space Wing. This instruction does not apply to the Air Force Reserves. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, Records Disposition Schedule (will convert to AFMAN 33-322 Vol 4).

1. General. 3A0X1 Functional Manager (FM) duties will be designated by the 21st Space Communications Squadron (21 SCS) Commander. Normally, the senior enlisted information manager in the 21 SCS is the base FM.

2. The Installation 3A0X1 FM:

- 2.1. Is the focal point for all Information Management (IM) related issues.
- 2.2. Monitors IM training and provides guidance for 3A0X1 personnel.
- 2.3. Monitors 3A0X1 Career Development Course (CDC) pass and failure rates.
- 2.4. Monitors and provides recommendations concerning training waivers.
- 2.5. Obtains feedback from technical school graduates and forwards it to the next level functional manager.

- 2.6. Screens all 3A0X1 training material to include CDCs, Career Field Education and Training Plan (CFETP), and duty descriptions, and provides feedback to the MAJCOM FM.
- 2.7. Ensures all 3A0X1 personnel have a current copy of the CFETP.
- 2.8. Conducts IM meetings quarterly.
- 2.9. Establishes an e-mail network to reach all IM personnel to provide career field updates, current training opportunities, and other related information.
- 2.10. Creates and maintains an air expeditionary force (AEF) rotation/mobilization list of all 3A0X1 personnel assigned. Normally, volunteers are selected first; non-volunteers are selected on a most vulnerable basis using the following criteria:
 - 2.10.1. Earliest date arrived station.
 - 2.10.2. Return date from last deployment/contingency since assigned to Peterson AFB.
 - 2.10.3. Once an individual has been allocated for a particular AEF bucket (whether they deploy or not), that individual cannot be allocated for another bucket within a 15-month period.
 - 2.10.4. All 3A0X1 AEF/mobility positions can be filled using the two-up/one-down skill level match, if an individual possessing the required skill level is not available and line requirements permit.
- 2.11. Allocates all inbound permanent change of station (PCS) personnel to the groups taking into account comparative manning among the group's skill levels, grade authorizations, and experience levels. Monitors and facilitates permanent change of assignment (PCA) of IM personnel within the groups and/or across the groups.
- 2.12. Monitors and facilitates rotation of IM personnel among the groups to enhance training, provide opportunities for career-broadening, or wing leveling actions. Leveling actions are executed when the manning of one group substantially exceeds that of another or one group has a significant surplus of a particular grade or skill level as determined by the base FM. IM personnel should be rotated every 18-24 months to facilitate professional development. The base FM schedules meetings with group FMs to identify and consider IM personnel for rotation. IM personnel are assigned to authorized man-power positions using the following priority:
 - 2.12.1. Wing and group commanders' support personnel. SW, OG, MXG, and MSG may solicit volunteers, interview, and request individual IM personnel to fill respective commanders' support positions based upon a fair interview and selection process.
 - 2.12.2. One-deep positions.
 - 2.12.3. All other positions.
- 2.13. Establishes and maintains an IM and FM web page to post information related to the career field. Includes links to higher headquarters IM and FM web sites.
- 2.14. Ensures sufficient IM personnel are identified and trained to meet Unit Type Code (UTC) tasking in accordance with the installation deployment plan in a stable pool of information managers.

3. Wing and Group Commanders. Wing and group commanders must:

- 3.1. Designate a senior enlisted group FM to work IM issues with the base FM. The wing and group FMs are the points of contact for AEF deployment taskings, mobility requirements, special details, and other IM related issues.
- 3.2. Ensure IM personnel are placed in positions authorized by the Unit Manpower Document. If additional IM manpower is required, contact the base Manpower Office (21 SW/MO) to obtain authorizations for additional personnel. Coordinate all change requests with the base FM.
- 3.3. Ensure IM personnel are assigned to positions commensurate with their grade and skill level, when feasible.
- 3.4. Approve the release of IM personnel for career-broadening, training, and wing leveling actions.

4. Unit Commanders. Unit commanders with IM personnel assigned must:

- 4.1. Support the base and group FMs.
- 4.2. Report all problems, challenges, or issues to the respective group FM. If the issue cannot be resolved by the group FM or the base FM, a meeting between the unit commander and the 21 SCS Commander will be arranged by the base FM for resolution.
- 4.3. Ensure the proper utilization and training of information managers by aligning duties with their current CFETP.
- 4.4. Assign at least one IM as the Workgroup Manager (WM) in accordance with AFI 33-115, Volume 1, *Network Management*.
- 4.5. Ensure personnel identified to fill mobility positions are not assigned duties that would keep them from fulfilling deployment responsibilities.

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Commander