INFORMATION MANAGEMENT (IM) CAREER FIELD MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements AFI 33-101, Communications and Information Management Guidance and Responsibilities. It provides policy and procedures for management of the 11th Wing Information Management specialty career field. It applies to all 11th Wing units and personnel located on Bolling AFB and surrounding areas. The rotation policy for IMers is outlined in this instruction. This is essential because AFSC 3AOXX is the only career field assigned to every organization. Therefore, IMers require exposure to develop required skills.

1. Purpose. This instruction identifies the billet requirement and organizational alignment of the IM Functional Manager and outlines the Work Group Management (WGM) concept of operations. It establishes responsibilities for the proper utilization and career management of IMers (3AOX1).

2. Background. Military force effectiveness is multiplied by decisively managing DoD and Air Force information. In 1996, Command, Control, Communications, and Computers (SC) and Information Management (IM) integrated into one organization. The assignment and utilization of the Information Manager is unique because its the only AFSC that is authorized at all activities on an installation. This uniqueness can have a positive or negative impact on the IMers. 11th Wing goal is to prepare the IMers to become efficient in their areas of responsibilities.

3. Mission. Information is a resource critical to readiness. By decisively managing 11th Wing information, military force effectiveness is multiplied. Information is a strategic resource and it is the IMers' mission to ensure the right information, in the right format, is delivered at the right time—regardless of the environment.

4. Responsibilities. A Chief Master Sergeant will be assigned as the 11th Wing 3AOX1 Functional Manager. This required billet is assigned to the 11th Communications Squadron, and the office symbol is 11 CS/CCI. The Functional Manager is the focal point for all enlisted issues, such as:

Monitoring and providing training for IMers

Monitoring Career Field Development Course completion; pass/fail rates

Recommending training waivers, when appropriate

Screening training material and soliciting feedback from technical school graduates

Serving as the IM advocate for senior management

Conducting IM forums

Monitoring/facilitating rotations

Career Enlisted Managers (CEM) council representative

Participating in Utilization and Training Workshops

Visiting other bases and technical training schools to evaluate effectiveness

Managing incoming/departing IMers, including deployment taskings

5. Rotation Policy. Wing Information Managers will be considered by the Functional Manager for possible rotation at the 18-month time-on-station point. Group commanders are encouraged by the Functional Manager to rotate their resources "in house" to promote professional development. The needs of the Air Force and this wing are paramount in filling requirements and determining rotations. Wing openings are advertised on the wing Intranet in a method similar to the Air Force assignment system. Any qualified Information Manager may apply for projected vacancies, with their supervisor's recommendation and squadron/group commander or staff agency chief's approval; however, members should have a minimum of 12 months in the same job and meet skill level requirements. Upon determination of the best possible match, the Functional Manager will advise the gaining and losing unit/agency and facilitate negotiation between the organizations regarding the effective date of the move. Vacancies and requirements that need filling should be identified in writing at squadron level to the Functional Manager at least 90 days prior to the required fill date. If at all possible, commanders will be given 60 days advance notice of any personnel moves.

5.1. The Functional Manager will be notified of all projected "local" moves. All wing 3AO moves outside of the wing must have HQ AFPC approval prior to member being released and/or assigned. 11 CS/CCI will coordinate with 11 WG/DP to request HQ AFPC approval involving all personnel moves outside of the wing. Upon approval of local moves, the Functional Manager will notify 11 WG/DP of affected member(s), personnel account symbol (PAS) codes, and effective date of moves.

5.2. When Information Managers assigned outside the 11 WG (i.e., JCS, SAF, etc.) are relieved of duties and assigned to HQ 11th Wing, the Functional Manager will place member in a duty position, pending reassignment action.

6. Overages. IM personnel not in an authorized funded billet are considered "overages." The first priority for assigning overages will go to funded billets, and the second priority will be other overages. The Functional Manager administers all overages, assigning them as fairly as possible across groups and staff

agencies to best support the wing mission. If needed, the filled and unfilled "overage" positions will be prioritized through the WEB. Overages may be moved to fill authorized wing billets on short notice. Requests for use of overages must be fully justified and submitted in writing through the Functional Manager.

7. Appeal Process. If a group/squadron commander or staff agency chief is dissatisfied with the decision of the Functional Manager, he/she should first address the dissatisfaction and try to understand the logic behind the decision. If the issue needs to be addressed further, it will be worked through the 11 WG/SC and 11 SPTG/CC, as the process owners. If it is unable to be resolved at the group/staff level, it will be referred to the wing commander for a final decision.

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