

13 May 1998



Communications and Information

**INFORMATION MANAGEMENT (IM)
TRAINING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AFRC WWW site at: <http://www.afrc.af.mil> and the AFRCEPL (CD-ROM) published monthly.

OPR: 349 CS/SCB (SMS Lamm)
Supersedes 349 AMWI 37-103, 1 March 1996

Certified by: 349 AMW/CCE (Capt Lehigh)
Pages: 2
Distribution: F

This instruction implements AFRCPD 33-1, *Information Management (IM) Training*. It establishes procedures to write, print, distribute, instruct, and record administrative training classes. It applies to all 349 AMW 3A0X1 (Information Management) personnel.

SUMMARY OF REVISIONS

This revision corrects governing directive series from the 37 (Information Management) series to 33 (Communication and Information) series; 349 MSS/IM (Information Management) changed to 349 CS/SCB (Information Systems Flight); training location changed from the Family Support Center to bldg 228, room 202. A | indicates revision from previous edition.

1. General. The Chief, Information Systems and staff will conduct required training in a formal classroom environment using all Air Force Instructions, Pamphlets, Visual Aids (VAs), etc., necessary to effectively train 3A0X1 personnel assigned to the 349 AMW.

2. Responsibilities:

2.1. The Chief, Information Systems will:

- 2.1.1. Obtain classroom facilities. Normally, use bldg 228, room 202, if available, with reservation through 349 MSS/DPMT.
- 2.1.2. Request machine run attendance roster from 349 MSS/DPMD.
- 2.1.3. Provide pamphlets, VAs, handouts, etc. for trainer.
- 2.1.4. Ensure Team Chief is aware of training requirements for their weekend.
- 2.1.5. Announce class subject, start time, and location in Wing UTA Schedule and IM Notebook.

2.1.6. The following is a list of subjects that are required to be taught at least once every two years:

- 2.1.6.1. Publications Library
- 2.1.6.2. Written Correspondence
- 2.1.6.3. Records Management
- 2.1.6.4. Privacy Act/Freedom of Information Act
- 2.1.6.5. Navigating the Infobase
- 2.1.6.6. Postal
- 2.1.6.7. Publications and Forms Ordering

2.2. The Trainer will:

- 2.2.1. Teach the class selected by the Chief, Information Systems.
- 2.2.2. The Team Chief may appoint other 3A0XX personnel to teach the class. The Team Chief must ensure that the person teaching the class is completely knowledgeable in the subject they are teaching. Public speaking ability must be considered. The instructor must be able to "get the point across" in a clear, concise, and controlled manner.
- 2.2.3. Provide handouts, VAs, supplies to students.
- 2.2.4. Ensure students sign attendance roster prior to starting class.
- 2.2.5. Advise students that critique forms are available. Inform students that critique forms are not mandatory but their opinions are valuable. If appropriate, the Chief, Information Systems will research and answer each critique requesting a reply.
- 2.2.6. Enter course completion information in the Information Management Training Program (IMTP) on the computer used by the Chief, Information Systems. Completion dates will be entered as Month - Day - Year. Ex: 04 22 94.
- 2.2.7. Publish letters to unit commanders indicating the names of attendees and non-attendees for the month. Letters will be accomplished by the Chief, Information Systems following the conclusion of "C" flight.

GERALD A. BLACK, Colonel, USAFR
Commander