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Communications



**WESTOVER ARB INFORMATION
MANAGEMENT TRAINING PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFRCPD 33-1, *Information Management (IM) Training*. It prescribes procedures for administration and management of the Information Management (IM) Training Program. It applies to all organizations and staff agencies with 3A0X1s, military and civilians performing administrative duties who are assigned or attached to the 439 Airlift Wing.

SUMMARY OF REVISIONS

This revision includes mandatory training for Customer Account Representatives (CAR), Records Technicians (RT), and Functional Area Records Managers (FARM) every other year (paragraph 1.2); includes chiefs of staff agencies receiving notification for civilians attending IM Training (paragraph 1.3); changes civilian training class time from 1300 hours to 1000 hours (paragraph 3.2); describes the process for making up mandatory training (paragraph 4); and procedures for certification of training (paragraph 5). A (I) indicates revisions from the previous edition.

1. Training Attendance. All military personnel who attend training sign-in on an automated listing. All civilian personnel use an overprinted General Purpose Form provided by Information Systems Flight.

1.1. All 3A0X1 personnel, regardless of rank, attend training at least every two years. For example, if an individual attends Preparing Official Communications in 1996, the individual does not have to attend again until the class is offered in 1998. All 3A0X1 and 4A0X1 are encouraged to attend every year.

1.2. All other personnel who perform administrative duties are encouraged to attend training. RTs and FARMS attend Records Management Training and CARs attend Publications and Forms Distribution Training at least every two years.

1.3. Military personnel receive an automated AF Form 1098, **Special Task Certification and Recurring Training**, in June and December. Civilians receive a letter notifying the appropriate squadron commander or chief of staff agency of attendance for the course they attended that month.

1.4. Commanders are notified of those individuals who are scheduled for training but do not attend. These letters are sent after the last class of the month is held. Courtesy copies are sent to Group Commanders.

1.4.1. Those squadrons achieving 100% attendance are also notified.

1.4.2. Each letter is accompanied by ongoing training statistics.

2. Training Advertisement:

2.1. The Weekly Bulletin and a monthly flyer announce all topics, times and locations for training.

2.2. A yearly training schedule letter is sent to all 3A0X1s notifying them which classes are mandatory for the year.

2.3. Newly assigned 3A0X1 personnel are sent a welcome letter notifying them which classes are still available for them to attend.

3. Training Times:

3.1. Two classes per Unit Training Assembly (UTA) are scheduled every year. Classes are held in building 1408, Training Room, on Saturdays at 0900 hours and Sundays at 1030 hours.

3.2. Civilian class is held the first Tuesday following the "A" UTA at 1000 hours in building 1408, Training Room, unless otherwise posted.

3.3. All personnel are notified promptly of any changes to the yearly schedule.

4. Make-Up Training:

4.1. Those 3A0X1 personnel who miss mandatory training are required to make up the missed class. The individual must contact SCB and arrange for a time.

4.2. Make-Up Training will consist of Computer Based Training (CBT) provided by HQ AFRC on the required topic (excluding Navigating the Infobase). The individual takes all pre-tests, lessons, practice exercises and posttest. The minimum score as dictated by the CBT must be achieved in order for the individual to pass the subject and be annotated as training complete.

5. Training Certification. Those 3A0X1 personnel in upgrade training requiring training certification take a multi-question test on the required item. If a score of at least 65 percent is not achieved, the CBT course must be completed in its entirety for that subject. A score of 100 percent must be achieved for the individual to be certified.

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Commander