

**BY ORDER OF THE COMMANDER
ALTUS AIR FORCE BASE**

**ALTUS AIR FORCE BASE
INSTRUCTION 33-301**



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Communications and Information

**KNOWLEDGE OPERATIONS
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 33-3, *Information Management*, and applies to all 97 AMW units with 3D0X1, Knowledge Operations Managers (KOM), authorized on their unit manpower documents (UMD). This instruction does not apply to the Air Force Reserves. See Attachment 1 for Glossary of References and Supporting Information. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, Recommendation for Change of Publication; route AF IMT 847s from the field through the appropriate functional's chain of command. **NOTE:** Ensure all records created as a result of the processes prescribed in this publication are maintained in accordance with AFMAN 33363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at: <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

1. Responsibilities

1.1. Designation of Functional Manager (FM).

1.1.1. The 97th Communications Squadron Commander (97 CS/CC) will designate the senior ranking KOM member as the primary KOM FM. 97 CS/CC will also designate an alternate KOM FM. The primary FM will generally be assigned to the 97 CS.

1.2. Wing KOM FM.

1.2.1. Serve as the wing focal point for all KOM issues.

1.2.2. Ensure all KOM personnel are properly trained in all mandatory core taskings listed in the 3D0X1 CFETP.

- 1.2.3. Monitor KOM Career Development Course (CDC) pass/failure rates.
- 1.2.4. Assist in developing training programs for all units with KOM personnel assigned.
- 1.2.5. Monitor and provide recommendations concerning training waivers.
- 1.2.6. Obtain feedback from technical school graduates and provide it to the MAJCOM FM.
- 1.2.7. Review all new and updated KOM training material to include CDCs, CFETP and provide feedback to the MAJCOM FM.
- 1.2.8. Ensure all training is annotated and tracked in the Training Business Area (TBA) system as well as in individual training records. The KOM FM will also coordinate TBA training for group KOM FM. (Reference para 1.4.3)
- 1.2.9. Hold quarterly KOM seminars to keep KOM personnel up-to-date on career field issues and to conduct wing wide KOM training.
- 1.2.10. Provide an AF IMT 209, *Communications and Information Management After-Action Report*, to personnel before they deploy explaining their responsibility for completion. Meet with members within first 10 workdays of member's return to duty to gather completed AF IMT 209. Forward AF IMT 209 to the MAJCOM FM.
- 1.2.11. Review all 3D0X1 manpower authorization changes, additions, or deletions to ensure proper KOM utilization and to coordinate these changes with the MAJCOM FM.
- 1.2.12. Determine the unit of assignment for KOM personnel. Personnel will be assigned based on wing KOM manning levels, required skill levels, grade authorizations, and individual skills. KOM technical school graduates are typically assigned only to the 97 TRS, 97 CS, or 97 MSG. These are the only 97 AMW units with adequate KOM manning to effectively conduct 5-level upgrade training.
- 1.2.13. Develop a KOM personnel rotation plan that ensures mission accomplishment and AEF commitments while considering individual career broadening and growth needs. Wing KOM personnel can expect to move from one unit to another (mission permitting) approximately every 24 months. The KOM FM will coordinate the rotation plan with all affected group KOM FM before implementing any changes. The KOM FM will also make recommendations on all moves to the CS/CC for final move coordination with commanders to resolve manning and shortfall issues.
- 1.2.14. Review and coordinate on all packages for base personnel retraining into the 3D0X1 career field.
- 1.2.15. Attend mandatory MAJCOM FM training and seminars.
- 1.2.16. Manage the 97 AMW annual 3D0 Information Dominance Awards Program.
- 1.2.17. Ensure that assigned KOM personnel are being properly utilized and that they are assigned KOM duties.
- 1.2.18. Validate all 97 AMW KOM AEF taskings forwarded to the wing by the MAJCOM FM. These taskings will be validated through unit deployment managers (UDM) and coordinated with unit leadership. The KOM FM will assist the Installation Personnel Readiness (IPR) and UDMs in assigning all validated AEF KOM taskings.

1.3. Group Commanders.

1.3.1. Designate a group KOM FM to coordinate group issues with the wing KOM FM.

1.3.2. Ensure KOM personnel are placed in positions authorized by the Unit Manpower Document (UMD) and utilized properly in assigned duties as defined in the 3D0 career field.

1.3.3. Ensure unit-level additional duties (with exception of Information Assurance Officer (IAO) will not follow KOM personnel to the group-level [e.g., Telephone Control Officer (TCO), Automated Data Processing Equipment (ADPE) custodian, Controlled Spend Account (CSA) monitor, Security Manager, UDM, etc.]. Additional duties will be assigned by Commanders or supervisors as necessary.

1.4. Group KOM FM.

1.4.1. Assist wing KOM FM in identifying and selecting personnel for job rotation and AEF taskings.

1.4.2. Ensure all assigned group KOM personnel are fully trained in their assigned duties and equipped for AEF taskings.

1.4.3. Track and update all group KOM training in TBA.

1.4.4. Advise the wing KOM FM of all group KOM issues. Report all duty performance problems, areas of insufficient training, and other challenges or issues within respective group.

1.5. Squadron Commanders with assigned KOM personnel (applicable only to 97 CS).

1.5.1. Allow sufficient time for KOM personnel to complete required job qualification and upgrade training (e.g., Records Management, Content Management, Forms and Publications).

1.6. **KOM Personnel Duties and Responsibilities.**

1.6.1. As a minimum, KOM personnel assigned will be responsible for maintaining the proficiency of the following tasks:

1.6.1.1. Records Management: Functional Area Records Manager, Records Custodian, Privacy Act, and Freedom of Information Act.

1.6.1.2. Content Management/Web Management: SharePoint, Air Force Portal, and Community of Practice.

1.6.1.3. Workflow Management: Task Management Tool.

1.6.1.4. Activity Distribution Office: Official mail.

1.6.1.5. Publications and Forms.

1.6.1.6. Organizational IAO.

ANTHONY B. KRAWIETZ, Colonel, USAF
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 33-1, Air Force Information Management

AFMAN 37-363, Management of Records

AETC Communications Directorate Client Systems and KOM Workforce Restructure Strategy I-Plan

Forms Adopted

AF IMT 209, *Communications and Information Management After-Action Report*

Forms Prescribed

None

Abbreviations and Acronyms

ADPE—Automated Data Processing Equipment

AEF—Air Expeditionary Force

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

CDC—Career Development Course

CFETP—Career Field Education and Training Plan

CSA—Controlled Spend Account

FM—Functional Manager

IAO—Information Assurance Officer

IPR—Installation Personnel Readiness

KOM—Knowledge Operations Management

MAJCOM—Major Command

RDS—Record Disposition Schedule

TBA—Training Business Area

TCO—Telephone Control Officer

UDM—Unit Deployment Manager

UMD—Unit Manpower Document