

**BY ORDER OF THE COMMANDER
NATIONAL AIR AND SPACE
INTELLIGENCE CENTER**

NASIC INSTRUCTION 33-104

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**Communications and Information
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POLICY AND PROCEDURES FOR
MANAGING ENLISTED KNOWLEDGE
OPERATIONS MANAGERS (3D0X1
PERSONNEL)**

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SUMMARY OF CHANGES

This instruction updated Information Manager/Management (IM) references to Knowledge Operations Manager/Management (KOM). Additionally, references to 3A0X1 and 3A have been changed to reflect 3D0X1. It also updated all organizations and offices to ensure appropriate unit designation references made since unitization throughout the Center.

1. GENERAL. The Director, Communications and Information, designates the NASIC Knowledge Operations Manager Functional Manager. The NASIC 3D0X1 Functional Manager is a full-time position requiring the integral support of each commander, director, division chief, branch chief, supervisor, and trainer to ensure effectiveness. Each group and directorate plays an important role in the 3D0X1 utilization and training process. Each group and directorate must be involved in the effective use of their 3D0X1 assets, both in accomplishing the mission as well as the proper use and career development of each Knowledge Operations Manager. Knowledge Operations Managers are in multiple and varied organizations across the Air Force. The NASIC 3D0X1 Functional Manager is the central facilitation point to assist with assignment allocation, training and training oversight, utilization, readiness, deployments and career guidance for all Knowledge Operations Managers assigned to NASIC. Each group, squadron, and directorate will consult with the functional manager before implementing any enlisted 3D0X1 personnel moves between groups and directorates. Furthermore, the 3D0X1 Functional Manager will be contacted to coordinate on all Manpower Change Requests (MCRs) that result in a change to AFSC, skill level, or grade for any 3D0X1 enlisted manpower position.

2. REQUIREMENTS:

2.1. Air Force policy is to distribute personnel proportionally based on total career field strength. HQ AFISRA staffs NASIC with 3D0X1 personnel based on this strength. In accordance with this policy, NASIC will staff authorized 3D0X1 positions throughout NASIC based on equitable proportions.

2.2. HQ AFISRA encourages the rotation of 3D0X1s after performing a specific job for 18-24 months. Rotation ensures broad-based training with one primary benefit: broad-based and greater depth of experience will allow staffing losses to be covered quickly with a minimum loss of support.

2.3. Constraints and Variables:

2.3.1. Inbound 3D0X1 personnel may not have the appropriate security clearances to be SCI-indoctrinated upon arrival.

2.3.2. Inbound 3D0X1 personnel new to the career field may not have sufficient training in the field to be productive in certain positions.

3. DECISION CRITERIA AND PROCEDURES:

3.1. Each group and directorate will be manned in proportion with overall 3D0X1 manning available. For example, if NASIC is 85% manned, each group and directorate will be manned as close to 85% as possible.

3.2. The 3D0X1 Functional Manager will coordinate and maintain a draft "job description" of each authorized 3D0X1 position within NASIC. These documents will serve as guides for the 3D0X1 Functional Manager to allocate inbound personnel and determine the best possible rotations. These documents will also assist supervisors in defining job requirements, evaluating performance, and managing the training of their 3D0X1 personnel.

3.3. Allocation of inbound 3D0X1 personnel:

3.3.1. All 3D0X1 inbounds will be allocated by the 3D0X1 Functional Manager based on the manning levels of each group/directorate and the rank and experience level of each inbound.

3.4. Sponsorship of inbound 3D0X1 personnel requiring 5-level upgrade training:

3.4.1. Inbound 3D031 personnel arriving from Keesler AFB technical training will usually not arrive with a Top Secret (TS) security clearance, so they will initially be assigned to work in the NASIC Mail Center (SCOK Branch). In these instances, SCOK will assign a sponsor to the inbound 3D031 member. Upon arrival, the 3D031 will begin 5-level upgrade training as well as other 3D0X1 on-the-job (OJT) duties as required. Upon receipt of TS security clearance and successful completion of 5-level upgrade training, 3D0X1 personnel will be released to their appropriate duty section. If 5-level upgrade training has been accomplished, but the member is awaiting their security clearance, the member may be utilized in a duty section not requiring a TS security clearance.

3.5. Sponsorship of inbound 3D0X1 personnel not in upgrade training:

3.5.1. Sponsorship responsibilities for inbound 3D0X1 personnel not requiring 5-level upgrade training will fall to the member's gaining unit.

3.6. Rotation of 3D0X1 personnel:

3.6.1. Rotation of 3D0X1 personnel can be initiated for two primary reasons:

3.6.1.1. A 3D0X1 has more than 18-24 months of experience in a certain position (minimum time recommended by AF ISR Agency).

3.6.1.2. Rotation of personnel to fill vacated position in group or directorate until replacement inbound arrives. The group or directorate shall notify the 3D0X1 Functional Manager, in writing/e-mail or via telephone, upon notification that his/her 3D0X1 personnel will be vacating the position due to separation, retirement, PCA, or PCS.

3.6.1.3. All 3D0X1 moves will be coordinated in writing/e-mails with the affected offices and the 3D0X1 Functional Manager.

3.7. Reasons why a 3D0X1 might not be rotated:

3.7.1. Length of time in specific job is less than 18 months.

3.7.2. Member is separating, retiring, or PCS'ing in less than one year.

3.7.3. Qualifications and security clearance.

3.7.4. Skill deficiencies that may require movement to a new position or deny movement to a new position.

3.7.5. 3D0X1 move/rotation disputes will be resolved by NASIC/CC or CV, facilitated by the 3D0X1 Functional Manager. The 3D0X1 Functional Manager will maintain a hard copy of the written coordination.

4. TRAINING:

4.1. The 3D0X1 Functional Manager will provide a 3D0X1 introduction/orientation briefing for each inbound 3D0X1 to NASIC.

4.1.1. Personnel newly assigned to the career field and those with limited experience will require more in-depth exposure to Knowledge Operations Management programs than individuals with previous/extensive Knowledge Operations Manager background.

4.1.2. Supervisors who are 3D0X1 personnel will adhere to training responsibilities in accordance with AFI 36-2201, Vols. 1, 2, and 3. Supervisors who are not 3D0X1 personnel should confer with the senior 3D0X1 member on their group/directorate staff to assist with 3D0X1 training responsibilities for their 3D0X1 member. Assigned 3D0X1 trainers are responsible for complying with mandatory training listed in AFI 36-2201, Vol. 3, Chap. 6.

4.1.3. Work centers will provide the 3D0X1 Functional Manager a list of all assigned trainers.

4.2. The 3D0X1 Functional Manager will review the OJT records on all 3D0X1 personnel in upgrade training (5- and 7-skill level) on a quarterly basis. Results of this review will be forwarded to each individual's commander/director for their review, actions, and/or comments.

4.3. The 3D0X1 Functional Manager will review the OJT records of all E-6 and below personnel on a semi-annual basis. Results of this review will be forwarded to each individual's commander/director for their review, actions, and/or comments. All Knowledge Operations Managers will be evaluated annually.

4.4. The 3D0X1 Functional Manager will provide advice and assistance on training issues as requested.

4.5. Serious deficiencies in OJT training or an assigned 3D0X1's performance will be evaluated by the 3D0X1 Functional Manager and brought to the attention of the commander/director immediately for resolution.

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Commander