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SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 33-301**



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**Communications and Information**

**ADMINISTRATION RESPONSIBILITIES  
AND MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Air Force Instruction (AFI) implements Air Force Policy Directive (AFPD) 33-3, *Information Management*; defines Administrative responsibilities, to include postal and official mail; functional management and responsibilities associated with Air Force Specialty Code (AFSC) 3A1X1, *Administration*.

This instruction applies to all Air Force personnel to include active duty military, guard, reserve, civilian, and foreign nationals employed by the Department of the Air Force and Air Force contractor personnel. This AFI may be supplemented at any level, but all supplements that directly implement this publication must be routed to SAF/A6SF Policy Branch for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

## Chapter 1

### OVERVIEW

**1.1. Introduction.** Administration duties include a variety of activities in direct support of organizational commanders, directors, senior leaders, Department of Defense (DoD), joint activities, and Air Force (AF). Administrative personnel are assigned to AF organizations, at all echelons, to assist with unit management and support. This career field also includes postal and official mail management, which provides efficient, economical transportation of mail, effective operation of military post offices, and sound management of the official mail programs throughout the Air Force.

**1.2. Duties.** Military and civilian Administration personnel are responsible for overall organizational management functions. Duties include (but are not limited to) the following:

1.2.1. Office Management. Includes processes and activities to support organizational communications, such as correspondence preparation, distribution, suspense tracking, workflow management, electronic mail management, content management and other related duties. This also includes various functions in support of military and civilian leaders, including calendar management and meeting support. Additionally, Administration personnel will ensure communications comply with standards for style and format. Office management also includes duties related to managing publications and forms, policies, and processes at the unit level.

1.2.2. Human Resources. Includes management of organizational personnel and manpower programs, such as personnel rosters, evaluations, decorations, supervisory data, orders, in-/out-processing personnel, and manpower authorization requests. Administration personnel validate accuracy of information in personnel and manpower database systems on behalf of their organization. In addition, they coordinate personnel actions between their unit and military personnel organizations.

1.2.3. Executive Support. Includes executive support to General Officers and Senior Executive Service civilians, to include arranging travel and lodging, coordinating itineraries, and preparing trip folders. Additionally, these duties include planning, preparing, arranging and conducting official functions. Administration personnel may also coordinate with Protocol and assist with Distinguished Visitor support and events, to include managing recognition and special ceremonies, scheduling event locations, coordinating gifts, and guest lists.

1.2.4. Postal and Official Mail. Includes postal financial services, supply, receipt, dispatch functions, and mail delivery services. Administrative personnel provide security for all mail and postal directory services. Additionally, they prepare forms and reports as well as maintain postal records, supplies, operations plans, and adequate stock of postage and money orders. These duties also include operating the Official Mail Center by preparing and distributing organizational mail.

**1.3. Assignments.** Administration personnel are assigned to nearly every functional community; executive staffs, postal organizations, and other support positions. Members of AFSC 3A1X1 are responsible for widely diverse tasks and often serve in organizations as the

only Administration person assigned. As such, supervisors and functional managers should encourage Administration personnel to deliberately seek out others in their specialty to exchange information. Job rotations within a given duty assignment, while not always practical, should be exercised when possible to provide a greater diversity of training and experience.

## Chapter 2

### ADMINISTRATION ROLES AND RESPONSIBILITIES

**2.1. Chief Information Dominance and Chief Information Officer (SAF/CIO A6).** SAF/CIO A6 is responsible for Air Force Administration. Specific responsibilities include the following:

2.1.1. Formulate strategy and establish policy and guidance on the development of all enlisted and civilian personnel in the AFSC 3A1X1 and the equivalent civilian personnel career field; this includes managing professional development and utilization of the Administration workforce.

2.1.2. Provide sufficient guidance and direction to establish consistent formats and other related standards for administrative communications.

2.1.3. Serve as the Approval Authority for guidance pertaining to the Air Force Publications and Forms program.

2.1.4. Maintain operational oversight, inspection, and advisory for the Air Force postal service; this includes programming, budgeting, and obligating funds to ensure all transportation and delivery costs accountability.

2.1.5. Coordinate postal contingency and war planning matters within the Military Postal Service.

**2.2. Air Force Career Field Manager (AFCFM) for AFSC 3A1X1.** AFCFMs are responsible for the overall management, training, and development of Airmen within their specialty. The AFCFM for AFSC 3A1X1 carries out the specific responsibilities listed in AFI 36-2640, *Executing Total Force Development*. In addition, the 3A1X1 AFCFM will work closely with Air Force Plans and Integration (AF/A1X).

**2.3. Major Command (MAJCOM) A6.** This paragraph also applies to the senior cyberspace officer, enlisted or civilian members within all Direct-Reporting Units (DRUs) and Field Operating Agencies (FOAs):

2.3.1. Serve as the overall focal point for administrative support within their MAJCOM (or DRU/FOA).

2.3.2. Advocate for the assignment, training, and proper utilization of Administration personnel.

2.3.3. Appoint a MAJCOM 3A1X1 Functional Manager. This will be identified as a Commander's Involvement Program (CIP) position physically residing under the A6. If a position does not currently exist, MAJCOMs, DRUs, and FOAs should plan for and request funding for a dedicated 3A1X1 MAJCOM Functional Manager position. Until a funded position is created, the A6 will selectively appoint an enlisted 3A1X1 SNCO to perform the duties until such time as the formal position is created and filled. This position is a deliberately developmental position and should be filled with the best qualified personnel. (T-1).

**2.4. MAJCOM 3A1X1 Functional Manager.** This paragraph also applies to the senior 3A1X1 enlisted members within all DRUs and FOAs:

2.4.1. Serve as the leader and manager of the Administration specialty within their MAJCOM (or DRU/FOA).

2.4.2. Advocate for the assignment, training, and proper utilization of Administration personnel.

2.4.3. Distribute career field information to all Wing/Base Functional Managers. Elevate institutional questions and concerns to the 3A1X1 AFCFM.

2.4.4. Monitor the health and manning of AFSC 3A1X1 within their span of control; coordinate with their supporting MAJCOM Manpower, Personnel and Services Directorate (A1) and the Air Force Personnel Center (AFPC) concerning the prioritization, assignment, and equitable distribution of manpower.

**2.5. 81st Training Support Squadron Qualification Training Flight (81 TRSS/TSQ (Q-Flight)).** Q-Flight will provide support for AFSC 3A1X1 as outlined in AFI 33-154, *Air Force On-The-Job Training Products for Cyberspace Support Enlisted Specialty Training*.

**2.6. Wing Commander (WG/CC), Installation Host or Equivalent.**

2.6.1. Appoint a wing 3A1X1 Functional Manager. The WG/CC, or delegate, will selectively appoint an enlisted 3A1X1 SNCO Wing Functional Manager to manage the base Administration work force and processes. This position is a deliberate development position and should be filled with the best qualified personnel, typically assigned to the Wing Command Section. (SNCO requirement is excepted for AD Wings which earn zero 3A1 SNCOs, ANG and AFRC). **(T-3)**.

2.6.2. Will implement and oversee administration policies, programs, resources and procedures within their organization and span of authority. **(T-3)**.

2.6.3. Will support the proper training, classification, utilization, and career development of all Administration personnel. **(T-3)**.

**2.7. Wing 3A1X1 Functional Manager.**

2.7.1. Advise wing, group, and squadron commanders on 3A1X1 manning, utilization, and training issues.

2.7.2. Coordinate with other functional communities on all matters related to manning, training, and related issues.

2.7.3. Advocate for the assignment, training, and proper utilization of Administration personnel.

2.7.4. Ensure depth and breadth of career field training, experience, and development by rotating Administration personnel through a variety of jobs, duty positions, activities, and/or organizations as mission allows, after minimum of 18 months in position. (ANG and AFRC exempt if restricted by manning regulations).

2.7.5. Distribute career field information to all Administration personnel. In addition, answer questions and elevate concerns to the MAJCOM 3A1X1 Functional Manager. **(T-2)**.

2.7.6. Utilize conferences, training workshops, All-Calls, advisory groups, messages, bulletins, audio or video teleconferencing, resource sharing and interoperable systems to connect administration personnel and foster communication.

2.7.7. Conduct a 3A1X1 All-Call at least once per quarter. **(T-3)**.

2.7.8. Work directly with all tenant organizations to share training and assignment opportunities; this includes establishing agreements to identify requirements and provide support and other resources as needed for commanders.

**2.8. Communications Squadron Commander (CS/CC) or Equivalent.** Host CS/CC will manage the facilities and personnel for their base Official Mail Center (OMC) in accordance with DODM4525.8\_AFMAN 33-306, *DoD Official Mail Manual, Air Force Supplement*. Where military positions currently exist in CONUS OMCs, the OMC will be operated using personnel in AFSC 3A1X1. Act as liaison with USPS on all installation mail related issues.

2.8.1. Appoint an Official Mail Manager (OMM) for the installation in writing, and copies will be sent to their next higher command's OMM. **(T-0)**.

2.8.1.1. The OMM function is an inherently governmental function and cannot be contracted out. OMMs are responsible for managing official mail operations including compliance with the "Private Express Statutes;" inspections; acquisition, use and disposition of supplies; budgeting and expenditure oversight of appropriated funds; and property management.

2.8.1.2. Only 3A1X1 personnel E-6 or higher or DoD civilian equivalent (GS-6 or higher) will be appointed as OMMs. Exceptions to this rank requirement may be approved and documented in writing. This requirement is waived only when the activity concerned has no personnel in the grades specified. The requirement to appoint OMMs in the grade of E-6/GS-6 or higher, does not apply to Activity Distribution Offices (ADO).

2.8.2. Identify or establish a Wing Publications and Forms Management Office to execute Publications and Forms Management responsibilities outlined in AFI 33-360, *Publications and Forms Management*.

**2.9. Commanders, Directors, and Supervisors.** Air Force leaders having responsibility for Administration personnel will:

2.9.1. Ensure Administrative personnel are aware of the policies within this instruction. **(T-1)**.

2.9.2. Identify and document position descriptions and other core documents to clearly establish work standards and other Administration requirements within their organization. **(T-1)**.

2.9.3. Appropriately place and utilize Administration personnel and ensure personnel are qualified in their assigned jobs and capable of meeting mission requirements. **(T-3)**.

2.9.4. Ensure the responsibilities of Administrative personnel are commensurate with their grade and size of their staff. Furthermore, will ensure duties are properly distributed according to established applicable Air Force Manpower Standards 10S100 and 10G100. **(T-1)**.

2.9.5. Identify training requirements, conduct on-the-job training, and evaluate training results. Support the temporary release of Administration personnel to participate in base-level training and other developmental opportunities. **(T-3).**

2.9.6. Support Wing 3A1X1 FM rotation plan for Administration personnel assigned. **(T-3).**

2.9.7. Recognize superior performance and nominate Administration personnel for quarterly and annual awards, within and external to their organization, as appropriate. **(T-3).**

**2.10. Administration Personnel.** Members of AFSC 3A1X1, including both military and civilians will:

2.10.1. Perform duties and fulfill responsibilities associated with this instruction and IAW program relevant guidance.

2.10.2. Actively participate with the base and organizational Administration community, to include requesting and offering assistance, training, and other group activities.

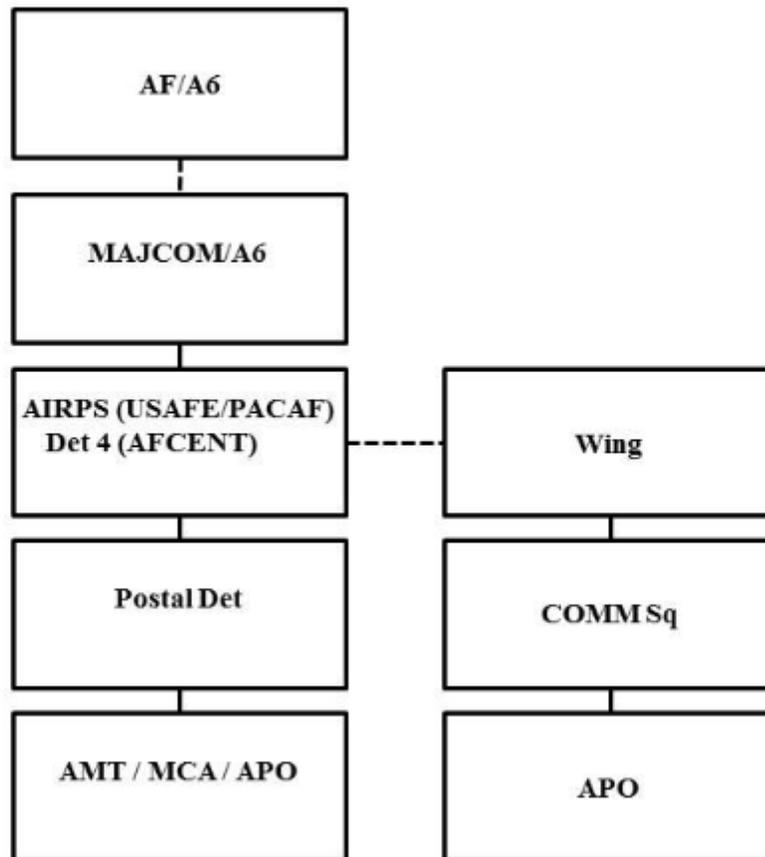
## Chapter 3

### POSTAL SUPPORT

**3.1. Overview.** The DoD and the United States Postal Service (USPS) Agreement in USPS Pub 38, *Postal Agreement with the Department of Defense*, establishes the Military Postal Service (MPS) as an extension of the USPS abroad. Section 406 of Title 39 United States Code, provides the legal authority to maintain and operate military post offices in support of Armed Forces operations and personnel at locations outside the United States, or inside the United States where the military installation requires postal support. MAJCOMs will seek both the affected COCOM(s) and SAF/CIO A6 approval before closing an operating location whose primary postal mission is the oversight of mail transportation. SAF/CIO A6 frequently assesses worldwide postal networks and must determine how the loss of any hub, Aerial Mail Terminal (AMT), or Mail Control Activity (MCA) will affect the DoD mail transportation network overall.

**3.2. Organization.** The Air Force standard for postal organizational overseas structure is shown in Figure 3.1. MAJCOMs will structure their Postal organizations in accordance with this structure. Any variations must be approved by SAF/CIO A6.

**Figure 3.1. Air Force Postal Organizational Structure.**



3.1.1. MAJCOM Air Postal Squadrons (AIRPS). AIRPS are established overseas under A6 Command and Control primarily to operate and manage theater-wide mail transportation functions. They manage these functions through Aerial Mail Terminals (AMT) and Mail Control Activities (MCA) at mail receipt, consolidation, and transfer points as necessary to ensure continuous and cost effective movement of mail to theater Air Force Post Offices (APO). In addition, AIRPS may operate APOs at geographically separated units or remote locations (not on an Air Force installation). There are special situations, by mutual consent of the MAJCOM, Wing, and SAF/CIO A6, that AIRPS may staff, operate, and manage APOs on installations.

3.2.1.1. AIRPS provides training, inspection, operational planning, policy oversight, and direct liaison with the Military Postal Service Agency and other federal agencies for all Air Force postal operations within a theater and will meet DoD and USPS mandated annual inspections as directed by JP1-0, *Doctrine for the Armed Forces of the United States* and DoD 4525.6-M, *DoD Postal Manual*.

3.2.1.2. Contingency and Mobility Operations. AIRPS provides support for contingency and mobility operations. APO and AMT operations maintain C-Kits containing postal materials and supplies to support postal operations downrange. The 6KDAX and 6KDBX Unit Type Codes (UTC) are used to provide postal support to contingency operations. Typically, combatant commanders designate how postal resources are postured within a contingency environment. If no specific designation is provided, guidance in this instruction will be used.

3.2.2. Postal Detachments. Postal Detachments are assigned to countries where an AIRPS has assets and functional requirements. Those assets normally report to the Postal Detachment who in-turn, report to the AIRPS. MAJCOMs may determine that a Postal Detachment is not required and assets may report directly to the AIRPS.

3.2.3. Aerial Mail Terminal (AMT). AMTs receive, sort, consolidate, and re-dispatch mail to APOs via a global mail network coordinated through the USPS. Mail may be received from commercial or military aircraft, surface container, truck, and/or APO.

3.2.4. Mail Control Activity (MCA). MCAs oversee airport flight line and warehouse operations on military and commercial airports. They construct country-specific flight schedules, manifest mail, safeguard mail, report mail loading/handling irregularities, and provide liaison with commercial airline or Air Mobility Command representatives to ensure continuous and cost effective mail movement. MCAs are often the singular, most critical point in the network to identify mail delays, improper handling, security, damage, or cost inefficiencies.

3.2.5. Air Force Post Office (APO). APOs provide retail postal services nearly identical to that of a Post Office in the Continental United States (CONUS). (Exempt for ANG and AFRC except when serving in deployed locations).

3.2.6. Postal Service Center (PSC). PSC delivers personal mail to authorized installation members.

3.2.7. Official Mail Center (OMC). OMCs will provide postal services for official units assigned to a location. OMC is also responsible for metering, postage, consolation, distribution, and tracking administrative communications and packages.

### 3.3. Key Postal Positions.

3.3.1. Special Experience Identifier (SEI) 984. Postal positions which involve extensive responsibilities and expertise are coded using SEI 984, Prior Postal Experience and Training.

3.3.1.1. Personnel assigned to SEI 984-coded positions are required to complete their tour in this position and are therefore not expected to rotate to other Administration positions during the same assignment and DLOC.

3.3.1.2. All 3A1X1 personnel may apply for SEI 984 coded positions; however, members who are selected for these positions and do not already hold the SEI 984 code will be scheduled to attend the Basic Postal Operations Course at the Interservice Postal Training Activity, Fort Jackson, South Carolina.

3.3.1.3. All 3A1X1 personnel will be coded with SEI 984 upon their completion of formal postal training and after they obtain at least 6 months of postal experience.

3.3.2. Certain positions require extensive postal training and experience. These include assignments in Joint and headquarters activities as well as leadership positions such as Detachment Chiefs, Operating Location Chiefs, Postal Superintendents, and Postmaster. These positions are identified using SEI 984 but are filled through EQUAL-Plus in the Assignment Management System. Only 3A1X1 personnel with extensive postal expertise should apply for these positions.

**3.4. Training.** Formal postal training is provided by the Interservice Postal Training Activity for personnel filling key postal positions. However, personnel assigned to all postal positions must complete applicable on-the-job training. Air Force Job Qualification Standard and Air Force Qualification Training Packages are Air Force publications and are mandatory for use by personnel in upgrade or qualification training. They are located on the 81st TRSS Q-Flight website. <https://cs3.eis.af.mil/sites/20946/default.aspx>.

WILLIAM J. BENDER, Lt Gen, USAF  
Chief of Information Dominance and  
Chief Information Officer

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDI 4525.7, *Military Postal Service and Related Services*, 2 April 1981

DoDI 4525.08\_AFI33-365, IC1, *DoD Official Mail Management*, 2 January 2013

DoDM 4525.8\_AFMAN33-306, IC1, *DoD Official Mail Manual*, 29 January 2007

DoDM 4525.6, *DoD Postal Manual*, 15 August 2002

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AFPD 33-3, *Information Management*, 8 September 2011

AFI 33-154, *Air Force On-The-Job Training Products for Cyberspace Support Enlisted Specialty Training*, 1 May 2013

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AFH 33-337, *The Tongue and Quill*, 1 August 2004

AFMAN 33-361, *Publishing Processes and Procedures*, 21 March 2014

Joint Pub 1, *Doctrine for the Armed Forces of the United States*, 25 March 2013

USPS Pub 38, *Postal Agreement with the Department of Defense*, 21 February 1980

***Prescribed Forms***

There are no prescribed forms.

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**ADO**—Activity Distribution Office

**AFCFM**—Air Force Career Field Manager

**AFI**—Air Force Instruction

**AFJQS**—Air Force Job Qualification Standard

**AFMAN**—Air Force Manual

**AFMS**—Air Force Manpower Standard

**AFPD**—Air Force Policy Directive

**AFQTP**—Air Force Qualification Training Package

**AFSC**—Air Force Specialty Code

**AIRPS**—Air Postal Squadron  
**AMT**—Aerial Mail Terminal  
**APO**—Air Force Post Office  
**CFETP**—Career Field Education and Training Plan  
**CIO**—Chief Information Officer  
**CIP**—Commander’s Involvement Program  
**CSS**—Commander Support Staff  
**DoD**—Department of Defense  
**DRU**—Direct Reporting Unit  
**DV**—Distinguished Visitor  
**FOA**—Field Operating Agency  
**MAJCOM**—Major Command  
**MCA**—Mail Control Activity  
**MFM**—MAJCOM Functional Manager  
**MPS**—Military Postal Service  
**OMC**—Official Mail Center  
**OMM**—Official Mail Manager  
**OPR**—Office of Primary Responsibility  
**PSC**—Postal Service Center  
**SEI**—Special Experience Identifier  
**USPS**—United States Postal Service  
**UTC**—Unit Type Code