Air Force Enlisted Job Descriptions & Qualifications 3A0X1 -
INFORMATION MANAGEMENT – RAIS CODE: 1073CB O*NET CODE: 43-9022.00

**Specialty Summary.** Performs, supervises, or manages information management (IM) tasks and activities. Implements policy directives and instructions to manage information through its life cycle regardless of media. Related DOD Occupational Subgroup: 510.

**Duties and Responsibilities:** Performs IM functions. Performs workgroup administration duties. Helps conduct information analysis to determine proper information flow. Operates office automation equipment. Operates records staging area and records information management system database. Conducts records management surveys. Establishes and maintains office records. Operates publication distribution office and publication distribution office system. Fills requirements, and packages and distributes publications and forms. Defines format and publishes local forms, administrative publications, and correspondence. Performs and assists in planning and programming functions such as wartime and contingency needs, resource management, IM awards program, and preparing support agreements. Maintains publication sets and libraries. Operates the Base Information Transfer Center. Processes, controls, and delivers administrative communications and mail. Prepares and monitors accountable communication control records. Performs quality assurance duties.

Provides IM support. Helps customer determine life cycle management of their information. Provides guidance and assists customers in determining needs through information analysis. Assists customers in software application for commonly used office automation applications. Performs basic configuration management and initial system diagnostics. Identifies unsolved problems to the Base Network Control Center in assisting customers. Provides guidance to ensure communications, publications, and forms meet prescribed style, format, and legal statutory requirements. Complies with, and assist others with, provisions of the Freedom of Information Act and the Privacy Act. Provides document release service, and accounts for fees collected. Assists customers to determine proper maintenance and disposition of their records.

Manages IM processes and activities. Responsible for overall administration, management, and life cycle of records, publications, forms, and administrative communications. Manages central destruction facilities.

**Specialty Qualifications:**

**Knowledge.** Knowledge is mandatory of: policies and procedures relating to the life cycle of information, including administrative communications, office records, publications, and forms; general office management principles; organizational structure and its interrelationship with the mission; security practices; operating computers; and application of software.

**Education.** For entry into this specialty, completion of high school with courses in business, English composition, computer science or information systems, mathematics, and keyboarding is desirable.

**Training.** The following training is mandatory for award of the AFSC indicated:

- 3A031. Completion of a basic IM course.
- 3A071. Completion of the advanced IM course.

**Experience.** The following experience is mandatory for award of the AFSC indicated:
3A051. Qualification in and possession of AFSC 3A031. Also, experience performing functions such as office management; publications and forms management; or preparing, controlling, and processing written communications.

3A071. Qualification in and possession of AFSC 3A051. Also, experience performing or supervising functions such as distributing mail and messages; planning and programming; document security; records management; publications and forms; or preparing, monitoring, controlling, and processing written and electronic communications.

3A091. Qualification in and possession of AFSC 3A071. Also, experience managing and directing information management processes or resource management.

**Other.** The following are mandatory for award and retention of the AFSC indicated:

3A031. Ability to type 25 wpm.

3A051. Ability to type 35 wpm.

**Strength Req:** G

**Physical Profile** 333233

**Citizenship** No

**Required Aptitude Score:** A-32

**Technical Training:**

Course #: E3ABR3A031 004

Length (Days): 37

**Location:** K

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