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SECRETARY OF THE AIR FORCE

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Operations

COMMAND POSTS

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This instruction implements Air Force Policy Directive (AFPD) 10-2, Readiness, and AFPD 10-8, Homeland Defense and Civil Support, and AFPD 10-25, Emergency Management. It expresses Air Force policy regarding the establishment, organization, manning, operation, equipment, training, and support of command posts (CP)/command centers. It applies to all US Air Force Major Commands (MAJCOM), Air National Guard (ANG), Air Force Reserve Command (AFRC), Field Operating Agencies (FOA), Direct Reporting Units (DRU) and specialized Command and Control (C2) work centers (i.e., Air Mobility Control Centers (AMCC), Rescue Coordination Centers (RCC), etc.) performing C2 functions, and all personnel assigned to said work centers. Command-level supplements will provide detailed command-unique procedural guidance. Send one copy of supporting supplements to HQ USAF/A3O-AO. Waiver authority for this instruction is HQ USAF/A3O-AO. The reporting requirement in **Chapter 3** of this publication is exempt from licensing in accordance with AFI 33-324, The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at **https://afrims.amc.af.mil**. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are Title 10 United States Code, Section 8013, Executive Order 9397, and AFI 10-207, Command Posts. This instruction is affected by the Paperwork Reduction Act of 1974 as amended in 1995. 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.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed.

This revision provides additional information on the Air Force (AF) C2 organization and direction; standardizes functional management responsibilities across the total force; standardizes the Command Post Manning Report format; redesignates the “operations control function” as “command and control operations”; deletes references to the “Battle Management Center” and “Battle Staff”; standardizes the term “Crisis Action Team”; establishes AF CP console operations requirements and procedures; standardizes CP/command center mission management and mission monitoring requirements; standardizes AF core task training, certification and documentation requirements; establishes a standardized events log and CP specific training and certification forms for use in addition to those prescribed by AFI 36-2201, Volume 3, Air Force Training Program On-The-Job Training Administration; establishes CP responsibilities in relation to joint and AF rescue coordination; standardizes facility requirements for CPs and command centers; standardizes requirements for C2 systems status reporting; provides CP contingency deployment guidance; provides guidance on CP assistance visits and CP specific self-inspection requirements; and deletes guidance on the Command Post Annual Awards Program (formerly Chapter 6) from AFI 10-207 as the program has been incorporated into AFI 36-2807, Headquarters United States Air Force Deputy Chief of Staff, Operations, Plans and Requirements Annual Awards Program.

Chapter 1

ORGANIZATION

1.1. Air Force Command and Control (C2).

1.1.1. Each Air Force (AF) installation (base, station, etc.) operating a command post (CP) will maintain and operate a single CP to support C2 activities/functions for all resident and tenant units/organizations (excludes Air Mobility Control Centers [AMCC]). In most cases the installation commander owns and operates the CP. In instances where an operational wing commander does not serve as the installation commander, the operational wing is permitted to own/operate the CP after reaching agreement with the host wing and parent MAJCOMs; a memorandum of agreement (MOA) between the wings and MAJCOMs involved is required in this instance. Resulting MOAs will be developed IAW AFI 25-201, Support Agreement Procedures and maintained on file.

1.1.2. Regional CPs facilitating C2 for two or more installations must be coordinated and approved by the CP MAJCOM Functional Manager(s) (MFM).

1.1.3. Separate CP facilities performing traditional CP functions are not authorized without waiver to this AFI. Waivers for active duty, ANG or AFRC units to operate separate CPs when a consolidated, combined or collocated CP is not practical due to mission considerations will be considered on a case-by-case basis. Command Representatives (COMREP) are not authorized without waiver to this AFI, and when required, will normally be addressed as a positive variance to Air Force Manpower Standard (AFMS) 135A, Command Post Air Force Manpower Standard. Waiver requests will be submitted to AF/A3O-AO through the appropriate MFM(s); waiver authority is AF/A3O-A. Refer to **Attachment 1** for definitions of consolidated, combined and collocated CPs.

1.1.3.1. Each MAJCOM headquarters/Numbered Air Force (NAF)/Air Force Component Headquarters (AFCHQ)/FOA/DRU is authorized to operate a separate, dedicated command center without waiver to this AFI when collocation with the host unit CP is not practical; however, MAJCOMs/NAFs/AFCHQs/FOAs/ DRUs will evaluate collocating their command center with the installation CP and collocate when practical.

1.1.3.2. AF organizations at the wing or group level residing on an installation operated by a sister Service may maintain and operate a CP when the C2 needs of the AF organization cannot be met by the host sister Service unit.

1.1.3.3. AMCCs are a key part of United States Transportation Command's en route structure and have a direct impact on AMC's mission velocity and precision. As a result, Air Mobility Squadrons may operate an AMCC without waiver to this AFI. AMCCs are not presently required to consolidate with the host/installation CP; however, collocation and consolidation efforts should be evaluated and undertaken where practical.

1.1.4. Consolidated CP manpower authorizations will be owned by the MAJCOM/component and unit operating the installation CP. Manpower at collocated or combined CPs will be owned by the MAJCOM/component and MAJCOM/component unit working in the installation CP (e.g., ANG will own ANG personnel).

1.1.5. Consolidated/Combined CPs will provide the same level of support to each supported unit's mission that existed prior to consolidation/combination. Accordingly, consolidated/combined CPs

must be properly staffed to ensure each supported MAJCOM/component mission is not degraded. Refer to paragraph **3.1.1.** for minimum requirements.

1.2. C2 Direction.

1.2.1. The Chief of Staff, United States Air Force (CSAF) exercises C2 of AF forces through a global structure of fixed and expeditionary C2 facilities. The Air Force Service Watch Cell (AFSWC), as part of the Air Force Operations Group (AFOG), provides positive and effective C2 of AF assets in support of the AF mission. The AFSWC and Air Force Operations Center (AFOC) communicate CSAF direction to MAJCOMs, FOAs and DRUs, oversees status and location of AF assets, and manages operational reporting.

1.2.1.1. The AFOG is a FOA reporting directly to the Director of Air Operations (A3O-A), Directorate of Current Operations and Training (A3O) under the Deputy Chief of Staff (DCS), Air, Space and Information Operations, Plans and Requirements (A3/5). It performs a multitude of functions such as providing briefings to the Secretary and Chief of Staff of the Air Force (SECAF/CSAF), contingency response and oversight for HQ USAF through the stewardship of the Headquarters Air Force (HAF) Crisis Action Team (CAT), weather operations in support of the White House and HQ USAF, aerial events and flyover coordination and approval, as well as operating the AFSWC.

1.2.1.2. The AFOG's primary mission is to enable SECAF/CSAF operational C2 as the centerpiece of the AFOC, which is composed of Personnel Readiness (AF/A1PR), Combat Support Center (AF/A4X), Checkmate (AF/A3OC), and the AF Continuity of Operations (COOP) Cell. As the vital information link between AF MAJCOMs and AFCHQ, Unified Commands, and the Joint Staff, the AFOG provides air and space power recommendations to the CSAF and Chairman of the Joint Chiefs of Staff (CJCS) during contingencies, crises, and wartime operations. Additionally, the AFOG is responsible for:

1.2.1.2.1. Organizing, training, equipping and running the HAF CAT.

1.2.1.2.2. Organizing, training, equipping and running the AFSWC.

1.2.1.2.3. Serving as the action officer on all requests for AF forces and personnel.

1.2.1.2.4. Providing daily operations/intelligence briefs to SECAF/CSAF.

1.2.1.2.5. Providing weather support to the President, Secretary of Defense, US Army, and other government agencies.

1.2.2. MAJCOM command centers ensure clear C2 of MAJCOM resources. Within the MAJCOM C2 structure, the MAJCOM command center is authorized to communicate command (CJCS, Combatant Command (COCOM), USAF, or MAJCOM) directions to operational organizations. However, there will be instances where CJCS or COCOM direction is communicated directly to the AFCHQ Air and Space Operations Center (AOC) or executing/supporting forces (e.g., Operations Plan (OPLAN) 8010 directives). MAJCOM command centers originate command directions, oversee status and location of MAJCOM resources, and manage operational reporting. MAJCOM command centers that fall under COCOM direction will continue to follow AF guidance unless relieved of the requirement in writing by AF/A3O-AO through the MFM.

1.2.3. To ensure clear C2 of installation resources, only the installation CP is authorized to communicate command (CJCS, COCOM, USAF, or MAJCOM) directions to operational organizations sup-

porting the entire installation (e.g., security forces, base operations, etc.). The CP remains the only installation C2 function authorized to receive and process Emergency Action Messages (EAM). Installation CPs will provide C2 support to tenant units to include relaying command directions, flight following, and operational reporting. Tenant units must coordinate and communicate operational requirements involving host resources through the CP. Resulting MOAs will be developed IAW AFI 25-201 and maintained on file.

1.3. Organization.

1.3.1. The MAJCOM command center is the focal point of the MAJCOM's operations and conducts activities according to MAJCOM plans and policies. MAJCOM command centers are organized as a staff agency under the MAJCOM commander, typically administratively aligned under the Director of Staff (DS), Director of Operations (A3), or NAF/CC. The functional configuration of MAJCOM command centers is a MAJCOM prerogative; however, the MAJCOM command center should not be confused with the AFCHQ AOC.

1.3.2. The installation CP is the focal point of a unit's operation and conducts activities according to a unit's plans and policies.

1.3.2.1. The installation CP serves as the executive agency for C2 for commanders during routine operations, emergencies, contingencies, and increased readiness. The CP/C2 center is a direct representative of the commander and serves as the sole agency responsible for executing CP related C2 activities. CP functions and responsibilities will not be delegated to external agencies.

1.3.2.2. The installation CP is a wing staff agency organized directly under the wing organizational structure. The CP Chief is tasked with the responsibility of operating the CP on behalf of the wing commander. As such, either the wing commander or vice wing commander will be the reporting official for the CP Chief. No additional operational layers of organization will be established between the CP Chief and the Wing Commander/Vice.

1.4. Operational Unit Responsibility. The responsibility to establish, staff, and operate the CP resides with the installation commander. If the host unit is not an operational unit, and an operational unit (group level or higher) is tenant on the installation, the tenant unit may exercise this responsibility at installation commander discretion. In this instance the command post operated by the tenant unit would serve as the core 24/7/365 C2 node of the Installation Control Center (ICC). Exceptions are authorized if a written agreement exists between the units and MAJCOMs involved. (**Note**: MAJCOMs will forward written agreements to AF/A3O-AO). Regardless of "ownership," the CP will always provide full C2 support to all installation units.

1.5. CP Functional Areas.

1.5.1. As a minimum, CPs consist of the following functional areas: Command and Control Operations (C2OP) with Emergency Action (EA) cell (if applicable); Reports; Training; and C2 Systems. These functional areas perform duties is support of four core competencies: Mission monitoring; EA; emergency management; and operational reporting (includes Status of Resources and Training System [SORTS]).

1.5.2. MAJCOMs (in coordination with assigned or supported COCOMs) should consider, and may specify, additional peacetime/wartime functions for collocation or removal from the CP when not

required due to mission type. Areas to consider are: security control; mobility control; air defense control; damage control; Chemical, Biological, Radiological, Nuclear and High-Yield Explosive (CBRNE) control; and base defense operations.

1.6. Provisions.

1.6.1. Unless otherwise indicated the term CP applies to high headquarters (HHQ) command centers, installation command posts, and AMCCs.

1.6.2. CPs/command centers will not be tasked to review/route base wide/MAJCOM headquarters message traffic. Additionally, the CP will not serve as the base telephone operator at any time.

1.6.3. At commander discretion, CP personnel may review high priority messages addressed to the Installation Commander/Vice Commander and tenant Wing Commander(s)/Vice Commander(s) during non-duty hour periods to determine whether the message warrants immediate delivery/action.

1.6.4. Enlisted controllers in CPs and HHQ command centers will receive Basic Allowance for Subsistence (BAS) at the standard rate due to the nature of assigned duties (e.g., inability to depart the work center, non-standard duty hours, etc.). IAW Defense Finance and Accounting Service-Denver Center Manual (DFAS-DEM) 7073-2, paragraph C6.8.9.2., enlisted controllers are authorized full BAS without automatically being placed on Essential Station Messing (ESM) upon arrival at their permanent duty station. Commanders retain the authority to stop a member's BAS when in the best interest of the member and the AF (e.g., instances where the member has demonstrated financial irresponsibility).

1.6.5. The CP is not responsible for manning, operating or supplying the CAT or the Shelter Management Team (SMT). This is a dormant function, typically activated at the discretion of the Installation or Mission Support Group Commander in response to any emergency, crisis, or contingency. Procedures for operating this center are addressed in Base Civil Engineering (BCE) Readiness OPLANs. When activated, this center is responsible for functions such as emergency, disaster and crisis management, resource allocation, and survival and recovery operations. CP managers (i.e., CP/Command Center Chief and Superintendent) serve as the CP representative to the CAT. MAJCOMs may assign additional functional responsibilities.

1.6.5.1. 1C3X1 personnel will not be used as CAT/Emergency Operations Center (CAT/EOC) runners, admin, door guards, or to supplement CAT/EOC manning during temporary contingencies, wartime, or other emergency requirements.

1.6.5.2. The CP/command center is not responsible for creating, funding or maintaining CAT/EOC facilities or CAT support material (books, checklists, slides, equipment, etc.).

1.6.6. The CP will not function as a primary or alternate base armory. This stipulation does not preclude the temporary storage of weapons for aircrews transiting an en route location if the CP is so equipped.

1.6.7. The CP/command center will not control access to, or issue keys to other owner/user facilities for non-emergency access, such as Protective Aircraft Shelters, security or communications compounds/facilities.

1.6.8. The CP/command center will not function as the base communications security (COMSEC) material storage facility. This stipulation does not preclude the CP from holding transient aircrew COMSEC material.

1.6.9. The CP will not function as a Unit Control Center (UCC) without MAJCOM approval.

Chapter 2

RESPONSIBILITIES

2.1. HQ USAF/A3O-AO will:

2.1.1. Develop USAF policy regarding CP operations, reporting, training, and systems functions.

2.1.2. Maintain, through the AFSWC, reliable and redundant secure/non-secure voice connectivity with all MAJCOM command centers at all times.

2.1.3. Develop, implement, and execute CSAF Emergency Action Procedures (CSAF-EAP), in support of EAP-CJCS.

2.1.3.1. Ensure AFSWC personnel are thoroughly familiar with CJCS procedures supported by the AF.

2.1.3.2. Ensure EA formats are available for each prescribed message. Use of emergency action checklists (EAC) is mandatory.

2.1.4. Ensure timely dissemination of information from individual reporting sources (e.g., MAJCOMs, FOAs, etc.) that may indicate an adverse trend impacting AF operations worldwide.

2.1.5. Develop, maintain, and administer a comprehensive training program designed to support initial qualification/certification and recurring training requirements for AFSWC controllers. As a minimum, recurring training will be conducted on a quarterly basis.

2.1.6. Develop and maintain AFMS 135A.

2.1.7. Develop and maintain the 1C3X1 Career Field Education and Training Plan (CFETP).

2.1.8. Develop and maintain the AF Master Training Plan (MTP) core documents used as the basis for all CP controller initial, recurring and refresher training. The MTP core documents are the Master Task List (MTL), Annual Training Plan (ATP) and supporting Plans of Instruction (POI). These documents will be posted on the Air Force Knowledge Now website under the “AF Command Post” Community of Practice (CoP) (**https://afkm.wpafb.af.mil**).

2.1.9. Ensure compliance with the 1C3X1 CFETP, and maintain AF 623, Individual Training Record Folder, and AF IMT 623A, On-the-Job Training Record – Continuation Sheet, IAW AFI 36-2201, Volume 3, Air Force Training Program On the Job Training Administration, and other applicable directives.

2.1.10. Establish/Manage the Command Post Enlisted Force Council (CPEFC).

2.1.10.1. The following are core members of the CPEFC.

2.1.10.1.1. CP Air Force Career Field Manager (AFCFM) - CPEFC Chairman.

2.1.10.1.2. AFRC 1C3X1 Functional Manager (FM).

2.1.10.1.3. NGB 1C3X1 FM.

2.1.10.1.4. Active Duty MAJCOM 1C3X1 FMs.

2.1.10.2. Other Organizations may be invited to participate in force development discussions on issues that impact their missions/organizations, to include AF/A1 organizations, Joint/Unified/

Combined Command 1C3X1 FMs, Air and Space Expeditionary Force Center (AEFC) personnel, the Chief of 1C3X1 Enlisted Assignments, etc.

2.1.10.3. The CPEFC is chartered to:

2.1.10.3.1. Focus on specific issues directed by AF/A3O.

2.1.10.3.2. Develop recommendations related to assignment, training, education, utilization and force development of the active duty, guard and reserve, enlisted CP personnel serving at the tactical, operational and strategic levels.

2.1.10.3.3. Develop/implement guidance on specific CP enlisted developmental/educational programs. The CPEFC will establish mechanisms to educate/inform the CP enlisted force of developmental programs and assignment opportunities.

2.1.10.3.4. Establish and maintain SMSgt and CMSgt position priority lists. These lists identify position priority order for assignment actions.

2.1.10.3.5. Identify MSgt, SMSgt and CMSgt positions for strategic leadership development of MSgt, SMSgt and CMSgt developmental assignment candidates.

2.1.10.3.6. Monitor the overall health of the CP enlisted force and prepare recommendations to improve enlisted force retention, utilization and employment.

2.1.10.3.7. Provide advice, guidance and assistance to AF/A3O, the AFCFM, the functional community and HAF offices on issues related to the CP enlisted force.

2.1.10.3.8. Evaluate AF policies/instructions/procedures and their impact on the CP enlisted force. Provide documentation, support information and recommended changes to AFI and policy updates/revisions.

2.1.10.3.9. Assist the CP AFCFM in reviewing/validating manpower and training requirements and establishing manning priorities.

2.1.10.3.10. Ensure training and educational programs are mapped to AF core competencies and AF/CP distinctive capabilities.

2.1.10.4. The CPEFC will meet at least twice a year. Meetings may be conducted in conjunction with other forums, such as Utilization and Training Workshops (U&TW), MAJCOM C2 conferences, etc.; the CPEFC will optimize use of virtual technology when appropriate.

2.1.11. The AFCFM serves as final approving authority for all 1C3X1 retraining packages.

2.1.12. Manage the Command Post Annual Awards Program IAW AFI 36-2807, Headquarters United States Air Force Deputy Chief of Staff, Operations, Plans and Requirements Annual Awards Program, Chapter 22.

2.2. MAJCOMs/FOAs/DRUs will:

2.2.1. Develop, coordinate, maintain, and publish all required documents outlining CP policies and procedures, policies and procedures in support of EAP-CJCS, CSAF-EAP and COCOM EAP (if applicable), and operational/readiness reporting requirements in MAJCOM supplements to this AFI, applicable EAP documents and supplements to AFI 10-206, Operational Reporting. Ensure EA formats are available for each prescribed message. Use of EACs is mandatory.

2.2.2. Establish, coordinate, and conduct Staff Assistance Visit (SAV) and Functional Assessment Visit (FAV) to enhance standardization, ensure the effectiveness of training, procedures, equipment, and facilities, and assist CP managers in identifying and correcting deficiencies. These visits will occur at least once every two calendar years.

2.2.3. Publish and maintain MAJCOM specific inspection checklists (e.g., Nuclear Surety Inspection (NSI), Unit Compliance Inspection (UCI), and Operational Readiness Inspection (ORI)) used by unit and MAJCOM personnel to evaluate unit compliance with published directives.

2.2.4. Provide MAJCOM Inspector General (IG) CP inspectors training, technical expertise, and all required inspection checklists, tests, and other necessary materials to conduct CP inspections.

2.2.5. Identify CP/C2 facility requirements and program/secure necessary funding for facility configurations, equipment, and communications systems to support reliable and efficient operations.

2.2.5.1. Ensure units maintain an alternate facility that supports fixed/deployed operations. Operational capability must be based on the “train as we fight” philosophy and support command, control, communications, computers and intelligence (C4I) needs.

2.2.5.2. Alternate facilities may be shared with another function, provided controllers maintain the ability to receive and process EAMs in a secure environment and can operate without interference from other activities.

2.2.5.3. Alternate facilities must be located outside the cordon area that would be applied to the permanent structure in the event of a fire, bomb threat, etc. The minimum distance between the primary and alternate CP must be 2,000 feet. The 1C3 MFM is the final waiver approval authority. Wings may submit waiver requests to their 1C3 MFM for consideration/approval. Waiver requests must be signed by the wing commander before submitting to the MFM.

2.2.6. Identify manning requirements for functional areas. Requirements will be defined by position title, grade, Air Force Specialty Code (AFSC) or Special Duty Identifier (SDI), and skill level according to AFMS 135A.

2.2.7. Develop, maintain, and administer a comprehensive training program designed to support initial qualification/certification, refresher, and recurring training requirements by tailoring the AF MTP core documents (see para **2.1.8.**) into a MAJCOM MTP. Training will be conducted as specified in **Chapter 7** of this AFI.

2.2.7.1. Ensure strict guidance is provided to commanders at all levels regarding compliance with established timing criteria for reports contained in Joint Publications, AFI 10-205, Commander’s Availability, AFI 10-206, Operational Reporting, and AFI 10-201, Status of Resources and Training System (SORTS).

2.2.7.2. Ensure all training required in the 1C3X1 CFETP, Part II, is conducted IAW AFI 36-2201, Volume 3, and applicable MAJCOM directives, and that mandatory qualification requirements from the 5- and 7-skill levels are included in MAJCOM training plans.

2.2.7.3. Ensure AF 623s are maintained IAW AFI 36-2201, Volume 3, and other applicable directives. AF 623 is maintained and kept current on E-6s and below and E-7s and above in retraining status.

2.2.8. Maintain reliable and redundant secure/non-secure voice connectivity with assigned CPs at all times.

2.2.9. Establish physical security requirements. The CP will either be a controlled or restricted area based on mission. Visitor entry into the CP will be controlled through a single entry point. Personnel permanently assigned to the CP will control access. During increased operations, security forces (SF) may control access.

2.2.9.1. Only EA personnel on duty are authorized to control access to EA cells.

2.2.9.2. Ensure all personnel performing duty in the CP environment are trained in physical and communications security requirements, (e.g., Admin, Maintenance Operations Center, Air Transportation Operations Center, etc.).

2.2.9.3. Ensure procedures are developed and in place to minimize CP access.

2.2.10. Standardize CPs to the maximum extent possible.

2.2.11. Ensure units document CP controller training and certification consistent with **Chapter 7** of this AFI.

2.2.12. Establish policy and procedures for response to 406 MHz emergency locator beacon (ELB) alert messages disseminated from Rescue Coordination Center (RCC) authorities. MAJCOM/FOA/DRU will:

2.2.12.1. Establish policy regarding which C2 function(s) will serve as focal points for receipt, processing, and response to 406 MHz ELB alert messages (e.g., Airfield Management Operations (AM Ops), CP, Maintenance Operations Center (MOC), etc.). Unless otherwise specified by the MAJCOM/FOA/DRU, this shall be the responsibility of wing/installation CPs or equivalent C2 functions.

NOTE: 406 MHz ELB systems include aircraft-mounted emergency locator transmitters (ELTs) and personal locator beacons (PLBs) installed in life support survival vests/kits, life rafts, and aircraft ejection seats.

2.2.12.2. Specify procedures to ensure the responsible C2 function's contact information is entered and kept updated in the DoD Joint Search and Rescue Satellite (SARSAT) Electronic Tracking System (JSETS) beacon registration database. Registration of 406 MHz ELBs in JSETS will normally be a life support responsibility (for PLBs) and aircraft maintenance function responsibility (for ELTs) IAW AFI 11-301, Life Support Equipment, and AFI 21-101, Aerospace Equipment Maintenance Management, respectively.

2.2.12.3. Establish policy regarding the scope of 406 MHz ELB responsibility for C2 functions. All 406 MHz ELB systems operated by the MAJCOM/FOA/DRU must have a C2 function responsible for response to alert messages generated by that ELB. Procedures must account for:

2.2.12.3.1. 406 MHz ELB systems and equipped aircraft deployed or transferred to/from other commands/wings. If operational control of 406 MHz ELB systems/aircraft is transferred to another command/wing, the gaining command/wing will normally assume responsibility for tracking the status of these ELBs and for updating the JSETS registration database with current contact information.

2.2.12.3.2. MAJCOM-owned ELB systems permanently stationed at non-command operated installations (e.g., tenant/associate units). Unless otherwise specified by the MAJCOM/FOA/DRU, alert response for these systems is the responsibility of the host wing/installation where the system is stationed.

2.2.13. MAJCOMs will align Policy and Procedures personnel as part of the MFM staff to promote continuity and facilitate the FAV process.

2.2.14. Ensure unit command posts employ any installation warning system/mass notification system (IWS/MNS) procured with Joint Program Guardian funds (e.g., At-Hoc, Communicator!™, or Reverse 911), and report system deficiencies to the AFCFM for resolution.

2.3. AFSC 1C3X1 and CP Officer MFMs will:

2.3.1. Coordinate CP manning for AFSC 1C3X1 enlisted and AFSC 86P officer personnel assigned to staff and unit positions.

2.3.2. Manage AFSC 1C3X1 enlisted and 86P officer assignments and CP manning to include tracking duty titles and date eligible to return from overseas (DEROS).

2.3.3. Monitor CP Unit Manpower Documents (UMD).

2.3.4. Communicate with AFSC 1C3X1 personnel and CP managers concerning career field issues and 1C3X1 career progression.

2.3.5. Manage Temporary Duty (TDY) manning assistance requests.

2.3.6. Establish, manage and source deployment requirements in support of AEFC, contingencies and other operations as directed by HAF, MAJCOM and other supported/supporting commands.

2.3.7. Comply with AFI 10-401, Air Force Operations Planning and Execution, AFI 10-403, Deployment Planning and Execution, and the CP Air and Space Expeditionary Force (AEF) sourcing instructions as set forth by the AFCFM. Refer to **https://aefcenter.acc.af.mil/team.aspx** for the current CP AEF Sourcing Guidance.

2.3.8. Manage and coordinate assignment allocations for MAJCOM 1C3X1s.

2.3.9. Coordinate and advise MAJCOM/A1 on changes to CPs manpower requirements.

2.3.10. Ensure the MAJCOM Policy and Procedures office conducts FAVs of their MAJCOM command center at intervals not to exceed 24 months.

2.3.11. Ensure tasked 1C3X1 personnel are completing the GDSS2 General Functions CBT not later than 60 days prior to entering their deployment vulnerability window IAW **Chapter 12** of this AFI.

2.3.12. Establish a MAJCOM Command Post Annual Awards Program to facilitate nomination of MAJCOM candidates to compete under the Air Force Command Post Annual Awards Program governed by AFI 36-2807, Chapter 22.

2.4. MAJCOM Command Centers will:

2.4.1. Be aligned as a MAJCOM staff agency IAW para **1.3.1.** of this AFI.

2.4.2. Operate communications systems to maintain C2 IAW AFI 10-207, EAP-CJCS, CSAF-EAP and COCOM/MAJCOM EAP.

2.4.3. Ensure command center personnel are thoroughly familiar with applicable EAPs.

2.4.4. Ensure timely dissemination of information from individual reporting sources (e.g., AFCHQ, ANG, etc.) that may indicate any adverse trend impacting the command.

2.4.5. Report directly to the National Military Command Center (NMCC) and AFSWC on incidents affecting AF and MAJCOM assets.

2.4.6. Comply with training requirements set forth in **Chapter 7** of this AFI.

2.4.7. Ensure command center personnel are thoroughly familiar with reporting requirements outlined in AFI 10-206.

2.5. Commanders will:

2.5.1. Ensure CP is organized, staffed, equipped, and operated as required by this instruction. Align the CP as a wing staff agency IAW paragraph **1.3.2.2.** of this AFI.

2.5.2. Consolidate, combine or collocate multiple CPs on a base into a single CP organization and facility when practical and assure the CP provides required C2 to tenant commanders and C2 of transient aircraft (e.g., mission monitoring of transient AMC missions IAW this and other relevant directives). Commanders will seek waiver to this AFI IAW para **1.1.3.** of this AFI when deemed impractical. Refer to **Attachment 1** for definitions of consolidated, combined and collocated CPs.

2.5.3. Ensure CP officers and enlisted personnel maintain certification requirements IAW **Chapter 3** of this AFI.

2.5.4. Establish and maintain a responsive and reliable communications system linking the CP with the NMCC, AFSWC, applicable MAJCOM, AFCHQ, and operational-support agencies at all times. Institute procedures to ensure the immediate relay of critical information to lateral and subordinate agencies.

2.5.5. Ensure CP controllers utilize C2 systems such as the Theater Battle Management Core System (TBMCS), Global Decision Support System – 2 (GDSS2), and other C2 enhancing force management systems for maximum resource management and force utilization.

2.5.6. Ensure EA formats are available for each prescribed message. Use of EACs is mandatory.

2.5.7. Ensure the operations, training, and reports management functional areas are staffed with qualified personnel.

2.5.8. Establish, maintain, and administer a comprehensive, up-to-date training program based on the MAJCOM MTP, supported command requirements, host/tenant unit requirements, and the 1C3X1 CFETP.

2.5.9. Establish a standardized notification system to ensure timely alerting/recall of unit personnel and support agencies under both normal and degraded communication conditions.

2.5.10. Develop written procedures to provide C2 under less-than-optimum conditions such as forced relocation, communications outage, fire, natural disaster, etc.

2.5.11. Ensure the CP is manned with certified personnel and continuously operational. CP controllers will not leave the CP console unmanned to perform other duties.

2.5.12. Develop and implement procedures, where applicable, for the CP or equivalent C2 function to act as focal point for receipt, processing, and response to 406 MHz ELB alert messages, unless MAJCOM policy specifies another C2 activity/function for this responsibility. Procedures will:

2.5.12.1. Specify, IAW MAJCOM policy, the scope of 406 MHz ELB system responsibility for the CP/C2 function, to include the specific wings/squadrons/units operating ELB systems for which the CP/C2 function is responsible.

2.5.12.2. Establish coordination responsibilities with applicable wing/squadron/unit life support (for PLBs) and aircraft maintenance functions (for ELTs) to ensure CP/C2 function has readily available and accurate status of all 406 MHz ELB systems (i.e. aircraft/raft/survival kit assignment and, when able, location) within their scope of responsibility.

2.5.12.3. Specify CP actions and provide quick reaction checklists (QRC) for receiving, processing, and responding to 406 MHz ELB alert messages.

2.5.12.3.1. Overdue and missing aircraft procedures shall be IAW AFI 13-202, Overdue Aircraft, MAJCOM/FOA/DRU supplements and established procedures.

2.5.12.3.2. Operational reporting procedures shall be IAW AFI 10-206, MAJCOM/FOA/DRU supplements and established procedures.

2.5.12.4. If the primary C2 function does not operate 24 hours a day/7 days a week, designate an alternate agency for those times when the primary C2 function does not operate. The alternate C2 function must have equivalent access to ELB status information.

2.5.12.5. Ensure accurate CP/C2 function (primary and alternate, if applicable) contact information is provided to applicable life support and aircraft maintenance functions for ELB registration in the DoD JSETS database.

2.5.13. Coordinate written MOAs with tenant units to ensure command alerting, reporting, and other support requirements are met. MOAs will be developed IAW AFI 25-201 and maintained on file.

2.5.13.1. All agreements addressing C2 issues will be forwarded to all concerned MAJCOM C2 staff agencies prior to local finalization.

2.5.13.2. ANG units will forward MOAs to the ANG 1C3X1 FM.

2.5.13.3. Agreements will be updated as changes occur. As a minimum, CP managers and affected commanders will review agreements annually. CP managers must document the review with the date accomplished and signature/initials of reviewers. Maintain review documentation with the agreement, unless otherwise directed.

2.5.14. As required, appoint a Top Secret Control Officer (TSCO) and alternate in writing and ensure the TSCO establishes and maintains a Top Secret Control Account (TSCA) IAW DoD 5200.1-R, Information Security Program and AFI 31-401, Information Security.

2.5.15. Ensure enlisted controllers are placed on full BAS IAW paragraph **1.6.2.** of this AFI.

2.6. CP Managers will:

2.6.1. Maintain certification and work at least two console shifts per month to maintain proficiency.

2.6.2. Appoint a NCOIC, C2OP and alternate in writing and ensure all console programs are developed, maintained, and administered IAW applicable JCS, AF, MAJCOM, and wing/unit directives.

2.6.3. Appoint a NCOIC, Training and alternate in writing and ensure training program is developed, maintained, and administered IAW **Chapter 7** of this AFI and applicable MAJCOM supplements.

2.6.4. Appoint a NCOIC, Reports and alternate in writing and ensure reports program is developed, maintained, and administered IAW AFI 10-206. CP managers will comply with AFI 10-201 when appointing SORTS program managers. The SORTS program manager is the only CP position that may be converted to a civilian position without waiver to this AFI.

2.6.5. Appoint a NCOIC, C2 Systems and alternate in writing and ensure C2 systems are properly maintained.

2.6.6. Appoint an Equipment Custodian and alternate in writing and ensure all equipment is maintained and accounted for IAW AFI 33-112, Computer Systems Management.

2.6.7. Appoint a Communications Security (COMSEC) Responsible Officer (CRO) and alternates in writing. Ensure the CRO establishes and maintains a COMSEC materials program IAW AFI 33-201 Vol 2, Communications Security (COMSEC) User Requirements, and as supplemented by MAJCOMs.

2.6.8. Appoint a Security Manager and alternate in writing, and ensure CP security program is developed and maintained IAW AFI 31-101, The Air Force Installation Security Program.

2.6.9. Appoint an Exercise Evaluation Team (EET) primary and alternate(s) in writing, to evaluate C2 operations during local/MAJCOM inspections and exercises.

2.6.10. Develop written procedures and exercise capability to adequately perform CP operations from an alternate facility on a semiannual basis. At a minimum, the alternate command post (ACP) must have the capability to receive, process and disseminate EAMs to required units (via secure voice), CAT directives, and reports. In addition, maintain the capability for emergency management disseminations via Giant Voice and mass network and telephonic notifications.

2.6.11. Develop, maintain, and utilize a CP self-inspection program IAW MAJCOM Supplements.

2.6.12. Coordinate on the unit recall plan and ensure it addresses communications outage notification procedures. They will also ensure supporting units/agencies update/submit recall rosters to the CP on a quarterly basis or as changes occur whichever occurs first.

2.6.13. Ensure CP budget requirements are prepared and submitted to the appropriate agency. Ensure CP projects for future upgrades and enhancements are planned and budgeted.

2.6.14. Ensure console personnel scheduled for Weighted Airman Promotion System (WAPS) testing receive a minimum of 24 hours off-duty immediately preceding the scheduled test.

2.6.15. Establish and maintain a CP publication library and an approved administrative filing plan.

2.6.16. Submit monthly manning reports IAW **Chapter 3** of this AFI.

2.6.17. Maintain a roster of AEF taskings for CP personnel and include in the monthly manning report as applicable.

2.6.18. Review and document review of all CP OIs and QRCs semi-annually.

2.6.19. Review and initial completed CP daily events logs NLT the next duty day.

2.6.20. Ensure Special Experience Identifiers (SEI) are awarded IAW the Air Force Enlisted Classification Directory (AFECD) and documented on the CP manning report IAW paragraph **3.5.** of this AFI.

2.6.21. Ensure tasked 1C3X1 personnel are completing the GDSS2 General Functions CBT not later than 60 days prior to entering their deployment vulnerability window IAW **Chapter 12** of this AFI.

2.6.22. Employ any IWS/MNS procured with Joint Program Guardian funds (e.g., At-Hoc, Communicator!™, or Reverse 911), and report system deficiencies to MAJCOM. The CP is the base OPR for IWS/MNS.

Chapter 3

PERSONNEL

3.1. Staffing.

3.1.1. Active duty CPs will be manned continuously with a minimum of two certified console controllers. Active duty manpower requirements will be reviewed by the AFCFM, AF/A1MR and AFMA and validated/published in AFMS 135A. ANG and AFRC 1C3X1 Functional Managers will address their respective manpower requirements in the appropriate manpower standard and their supplement to AFI 10-207. Consolidated or combined CPs supporting two or more wings/operational units will typically be manned continuously with a minimum of three certified console controllers. Variances to this requirement will be addressed by the MFM and AFCFM in AFMS 135A (AFMS 135A is applicable to active duty only) and validated as part of the capabilities based manpower study (CMS) process. CPs within the Continental United States (CONUS) with a substantial Mobility Air Forces (MAF) mission who are not owned by Air Mobility Command (AMC), such as Dyess AFB, will be manned continuously by three controllers. Although a dedicated MAF controller is required in instances described above, these additional controller positions will be validated through variances addressed in AFMS 135A. Overhead staffing of CPs, operations centers, control centers, and/or MAJCOM command centers performing C2 or C2 related duties will be IAW AFMS 135A. Variances to AFMS 135A, whether positive or negative, will be coordinated on by the MFM and CFM prior to submission to the Air Force Manpower Agency (AFMA). The AFECD identifies mandatory and minimum requirements for entry into and award/retention of AFSC 1C3X1. Additional on-the-job training (OJT) and upgrade requirements may be required by the 1C3X1 CFETP, governing MAJCOM, or locally determined directives. Waivers to the requirements put forth in this chapter must be submitted to AF/A3O-AO for consideration and action unless otherwise stated.

3.1.2. Conversions of CP manpower authorizations from military to civilian are not authorized without the written approval of the MFM and AFCFM. MFMs will analyze those positions within their respective command that were converted previously and take appropriate action, i.e., request a waiver from the affected unit and staff the waiver request IAW paragraph **3.1.1.** above, or ensure actions to convert the position back to a military position are taken.

3.1.3. According to the USAF Retraining Advisory, applicants applying for retraining into the CP career field must be interviewed by the local CP Chief/Superintendent to determine suitability for CP duty. If no CP exists, individuals must be interviewed and recommended for entry into the CP specialty by their commander. All recommendations must be reviewed and approved by the AFCFM. Personnel not meeting minimum requirements for entry into the career field (i.e., AQE score, physical requirements, etc.) may request waiver action through the Air Force Personnel Center (AFPC) Contact Center, to the AFCFM. Final approval/disapproval rests with the AFCFM.

3.1.3.1. The interview process is critical to maintaining the integrity of the CP career field. CP missions differ based on command of assignment and weapons systems employed. Therefore, the interviewer must consider the person's ability to meet all career field requirements when deciding whether to recommend a person for retraining into the CP career field.

3.1.3.2. Minimum requirements for a retraining interview are at **Attachment 2**.

3.1.4. CP Chief. When CPs are authorized a CP Chief IAW AFMS 135A, the CP Chief should be assigned/possess a special duty identifier, "86P" AFSC; however, other AFSCs are acceptable upon approval by the installation commander. Assign the appropriate officer grade IAW the AFMS as the CP Chief. Any deviation from AFMS 135A will be submitted as a variance by the MFM to the AFCFM for incorporation into AFMS 135A. The officer appointed as the Chief of the CP will report to the wing commander responsible for operating the CP (e.g., the installation commander or operational wing commander). The CP Chief will be trained and certified IAW **Chapter 7** of this AFI, and will perform a minimum of two console shifts per month to maintain proficiency. If the CP Chief cannot perform two full shifts on the console they must complete a minimum of 16 hours console duty per month as verified through Events Log review.

3.1.5. CP Superintendent. As a minimum, a MSgt (PAFSC 1C371) will be assigned the title and responsibilities of the CP Superintendent. Any deviation must be approved by the applicable 1C3X1 MFM. IAW AFMS 135A 1C3X1 is the only enlisted AFSC authorized in the CP/C2 Center and as such, no other enlisted AFSC will exercise control over the C2OP/EA, Training and Reports Functions. ANG units who are unable to fill the CP Superintendent position with a MSgt (PAFSC 1C371) will submit a waiver request to the ANG 1C3X1 FM. The CP Superintendent will be trained and certified IAW **Chapter 7** of this AFI, and will perform a minimum of two console shifts per month to maintain proficiency. If the CP Superintendent cannot perform two full shifts on the console they must complete a minimum of 16 hours console duty per month as verified through Events Log review.

3.1.6. NCOIC C2OP. CP managers will choose the most qualified 1C3X1 for this critical position. The individual filling this position must possess a primary AFSC 1C371, and is normally the next senior in rank to the Superintendent (preferably a TSgt or above). This position is responsible for the day-to-day operation of the console and, in concert with the NCOIC Training, ensures controllers are properly trained and equipped to perform the mission. The NCOIC C2OP will be trained and certified IAW **Chapter 7** of this AFI, and will perform a minimum of two console shifts per month to maintain proficiency. ANG and AFRC 1C3X1 Functional Managers will address their respective staffing requirements in the appropriate manpower standard and their supplement to AFI 10-207.

3.1.7. NCOIC Training. The NCOIC Training is responsible for establishing and maintaining requirements IAW AF/MAJCOM master training plan (MTP). As a minimum, the individual filling this position will be a SSgt who has at least six months experience as a certified controller and has completed all 7-level upgrade training (UGT) requirements. The NCOIC Training will be identified as such on the manning report to the MFM. The NCOIC Training will be trained and certified IAW **Chapter 7** of this AFI, and will perform a minimum of two console shifts per month to maintain proficiency. Training managers must maintain certification in all areas of which they train in order to develop, manage, and conduct training of CP controllers in support of mission requirements as required in AFI 36-2201, Volume 3, paragraph 5.2. In consolidated/combined CPs two or more training managers (one from each unit) will be assigned to create and manage the training program. The NCOIC Training is also referred to as the Training Manager throughout this document. The CP Chief or Superintendent may appoint a highly qualified SrA to serve as an Alternate Training Manager at their discretion. MAJCOMs with a positive variance to AFMS 135A for a civilian USCINCSTRAT OPLAN 8010 (hereafter referred to as OPLAN 8010) aircrew command and control procedures (CCP) training manager will ensure said individual is trained, certified, and performs proficiency shifts IAW this AFI if he/she also supports the NCOIC Training by providing training to console controllers.

3.1.8. NCOIC Reports. NCOIC Reports is responsible for maintaining current reports guidance and ensuring proper report formats are available to controllers and tailored to support mission requirements IAW AFI 10-206 and AFI 10-206 MAJCOM Supplements. They may also serve as the SORTS Program Manager. The NCOIC Reports will be trained and certified IAW **Chapter 7** of this AFI and are required to perform two console shifts per month to maintain proficiency.

3.1.9. NCOIC C2 Systems. NCOIC C2 Systems is responsible for the CP C2 systems and in most cases will be a 1C3X1; however, CP managers may appoint assigned 3A0X1 personnel to fulfill this function at their discretion. If filled by a 1C3X1, the NCOIC C2 Systems will be trained and certified IAW **Chapter 7** of this AFI and are required to perform two console shifts per month to maintain proficiency.

3.1.10. Console Manning Requirements. CPs will be manned by certified controllers on a 24-hour basis. Console crew size will be unique to each location depending upon the missions supported by the CP. For active duty CPs, variances to the two controller crew size requirement, whether positive or negative, will be addressed in AFMS 135A. For ARC CPs, manpower requirements will be addressed in the appropriate manpower standard and their supplement to AFI 10-207.

3.1.10.1. A 1C371 (SSgt/TSgt) must fill the senior controller position. Units experiencing a SSgt/TSgt shortage due to UGT or manning shortfalls may fill the senior controller position with a highly experienced SrA (CAFSC 1C351). CP managers must advise their respective CP MFM when filling the senior controller position with a SrA (CAFSC 1C351). Senior controller positions, in CPs with at least two controllers on-duty, will not be filled with 3-skill level personnel. Waivers to this policy may be requested through the MFM to AF/A3O-AO. MFMs will review waiver requests and forward the appropriate recommendation to AF/A3O-AO for action.

3.1.10.2. Single controller operations. Units requiring two or more controllers per shift will request a waiver to operate the CP with a single controller from AF/A3O-AO through their MFM when manning is insufficient to support the required console crew size. An approved waiver is required prior to commencing single controller operations. Rejected waiver requests will be accompanied by a manning assistance plan from the owning MAJCOM.

3.1.10.3. Additional Controller. CPs should be manned continuously by an additional controller during exercise/real world operations and other high-density periods. The CP Chief/Superintendent can perform additional controller duties, as manning allows. The additional controller acts as the liaison between the EA cell, reports cell, and the CAT/EOC assisting on-duty controllers.

3.1.10.4. Replacement Controller. If a controller must leave the console area for an extended period (e.g. longer than a restroom break), a replacement controller will be called in and a shift changeover completed. CP managers will ensure procedures are in place and a sufficient number of certified personnel are on call and able to report if needed. Controllers working in a CP having an exercise room may leave the console area to work out so long as one controller remains on the console and has the ability to immediately recall the other without leaving the console. MAJCOMs will define “immediate recall” for their units in the MAJCOM supplement to this AFI.

3.2. Security Clearances. All CP personnel assigned to operations, reports, training, or overhead positions to include assigned 3A0X1 personnel must possess a Top Secret security clearance. Due to the amount of time involved in security background investigations, individuals may perform CP controller duties after being granted an appropriate interim clearance while awaiting Defense Security Service actions, adjudica-

tion and award of final Top Secret clearance. Controllers serving in a critical Personnel Reliability Program (PRP) billet must be eligible for a Top Secret security clearance based on a SSBI or SSBI-PR completed and adjudicated within the last five years. At no time will the EA console be manned where both controllers on duty possess only an interim Top Secret clearance, refer to AFMAN 10-3902, Nuclear Weapons Personnel Reliability Program (PRP) for additional information on initial and interim certification. This restriction also applies to positions with single controllers trained in Headquarters, United States Strategic Command EAP (EAP-STRAT) and/or deployed to an overseas theater for OPLAN 8010 reconnaissance operations; at no time will the single controller possess only an interim Top Secret clearance. All personnel from other functional areas performing duties in the CP must possess, as a minimum, a Secret clearance (e.g., MOC, ATOC, etc.).

3.2.1. All 1C3X1 personnel will maintain a current Top Secret security clearance once an initial Top Secret has been awarded.

3.2.2. CP Chiefs/Superintendents will ensure each 1C3X1 assigned to the CP has a current Top Secret security clearance and submits their periodic review in a timely manner. This includes all 1C3X1 personnel serving in C2 facilities where Top Secret information is not processed/maintained on a routine basis.

3.2.3. If a 1C3X1's Top Secret security clearance has been permanently revoked, the CP Chief/Superintendent will immediately initiate procedures to remove the individual from AFSC 1C3X1.

3.3. Additional Qualifications. Additional qualifications may be required locally or by MAJCOMs to support unique mission or functional area requirements (e.g., certification under the PRP, access to Sensitive Compartmented Information (SCI), or OPLAN 8010).

3.4. Duty Schedule and Restrictions. Due to the 24-hours a day, 7 days a week, 365 days per year (24/7/365) manning requirement for the C2 facility, CP controllers working rotating shifts (i.e., console controller duty) will not perform additional duties/details beyond the scope of C2 functions (e.g., base clean up, snow removal, etc.) outside of the command post/C2 work center. This provision does not apply to personnel assigned to overhead positions and working normal day shift schedules. CP personnel who reside in the dormitory are not exempt from performing bay orderly functions in the dorm common areas.

3.4.1. The duty schedule is managed by the CP Superintendent or designated alternate.

3.4.2. When possible, CP controllers should be scheduled to work eight-hour shifts, typically six days on, three days off rotating between day-, swing- and mid-shifts. Controllers will not perform more than 12 hours of continuous duty (plus necessary time for shift changeover) and should have eight hours of uninterrupted rest before shift. EXCEPTION: In times of emergency, controllers may be required to perform duty in excess of 12 hours to ensure uninterrupted C2. The standard for deployed operations is 12-hour shifts, 6 days on duty, 1 day off. This standard supports the C2 force module concept of two 9ACP* Unit Type Codes (UTC) (6 x 1C3X1s) per location as the manpower baseline for deployed operations.

3.4.3. CP controllers will not consume alcohol within eight hours preceding a scheduled shift. More stringent requirements may apply due to position/unit of assignment. MAJCOMs will address this paragraph in their supplement to this AFI.

3.4.4. Within the CP, personnel may be assigned duties as deemed appropriate by the CP Chief or Superintendent with the exception of the issue/receipt of weapons while performing EA duties.

3.4.5. CP managers may appoint personnel as project officers for base activities or to attend/become full time members of base-level working groups (EET, Base Security Council, etc.) as long as it does not negatively impact day-to-day operation of the CP.

3.4.6. Controllers must coordinate leave requests and appointments with the duty scheduler NLT the 15th day of the preceding month of a published duty schedule. Controllers will plan for bay orderly duties, dental and medical appointments, WAPS testing, training requirements, and leave projections and make every effort to deconflict with the schedule. Controllers will advise supervisors of appointment scheduling/rescheduling problems immediately.

3.4.7. External agencies must consult with CP management NLT the 15th day of the previous month before scheduling CP personnel for WAPS testing, training, bay orderly, or mandatory appointments to prevent duty interference/impact to CP operations.

3.4.8. Personnel scheduled for WAPS testing will receive a minimum of 24-hours off prior to testing.

3.4.9. CP managers will designate one individual to attend mandatory formations (e.g., Commander's Call). The designated individual attending the mandatory formation will brief all CP personnel on items of interest during the next training meeting and/or establish a Controller Information File (CIF) item for information requiring immediate dissemination. CP overhead personnel are required to attend mandatory formations unless performing console duties or otherwise excused by CP managers.

3.4.10. To aid analysis of work distribution, duty schedules will be retained for a minimum of six months.

3.4.11. Proficiency Shifts. CP managers, and overhead staff required to perform console duties will work console a minimum of two shifts per month to maintain proficiency. Individuals not meeting this requirement will be decertified and must complete refresher training and be recertified IAW **Chapter 7** of this AFI. If the CP managers cannot perform two full shifts on the console they must complete a minimum of 16 hours console duty per month as verified through Events Log review.

3.5. Manning Report.

3.5.1. Purpose. The CP Manning Report provides CP functional leaders with current and projected manning status based on the UMD and Unit Personnel Manpower Report (UPMR). It is a valuable tool assisting in determining future manning and tasking priorities. OPR for this report is the 1C3X1 MFM. MAJCOMs may add to the content of the manning report; however, as a minimum the manning report will contain information as stipulated in paragraph **3.5.6.** Consolidated or combined CP manning reports will meet the requirements of all parent MAJCOMs/functional managers (e.g., the active duty MAJCOM, AFRC MFM, and/or ANG functional manager). Refer to **Attachment 3** for an example manning report.

3.5.2. UMD General Information.

3.5.2.1. Manpower management is an essential part of resource management and key to mission accomplishment. CP managers must understand the basics of identifying and managing manpower to meet the mission.

3.5.2.2. The UMD is a computer-generated product extracted from the Manpower Data System (MDS) and is a key product used in the management of manpower resources at all organizational levels. It lists the number and type of manpower (enlisted, officer, or civilian), authorized and required grades, and AFSC required by personnel accounting symbol (PAS), Functional Account

Code (FAC), Organizational Structure Code (OSC) and whether the positions are funded or unfunded requirements.

3.5.2.3. Additional data codes are also used to further define positions and organizational structure, such as duty titles, supervisory positions, organizational structure titles, authorization effective dates and Program Element Codes (PEC). The UMD does not reflect information about the individuals who are filling the authorized positions. The UPMR, generated by the personnel community, provides specific data associated with assigned personnel.

3.5.2.4. CP managers will request a UMD from the installation Manpower Office (MO) quarterly. Supervisors will then review their UMD to ensure it accurately reflects unit requirements. Immediately report any UMD changes or discrepancies to the unit manpower POC and MFM.

3.5.2.4.1. AF, MAJCOM, and unit actions can affect authorization levels. Some actions not only affect authorization levels, but can also impact the funded grade. A grade imbalance between what is required and what is funded (authorized) may occur as a result of legislative and budgetary constraints on the allocated grades or HHQ action.

3.5.2.4.2. HQ USAF implements congressional and DOD grade constraints by creating grade factors. Two types of factors created and distributed are: (1) overall command grade factors for each enlisted grade and (2) Career Progression Group (CPG) factors for each AFSC to the first three digits. Command grade factors ensure authorized grades do not exceed command ceiling constraints. A CPG factor ensures equitable allocation of the grades within each AFSC in each command. Both types of factors are applied to the budgeted end strength. AFCFMs can recommend adjustments to HQ USAF/A1M, but when making adjustments, they must maintain a zero sum gain of total grades allocated for each command.

3.5.3. Initiating and Tracking Manpower Changes to the UMD.

3.5.3.1. A unit will periodically need to change an existing requirement on the UMD to realign positions or grade conversions, etc. An authorization change request (ACR) is used to request this change. The unit identifies the requested change and provides detailed justification and installation functional POC information to the servicing MO office. The MAJCOM/A1 POC evaluates the request and coordinates it with the MFM before finalizing the request.

3.5.3.2. If the ACR request is approved, the MAJCOM POC updates the change in the MDS and the servicing MO office will receive an authorization change notice (ACN) generated by the MDS. The MO office will send a copy of the ACN to the affected unit's POC. The ACN details the approved change, rationale for the change, and the name of the MAJCOM project POC. To ensure the accuracy of the UMD, unit POCs should update their UMD as soon as they receive an ACN. If the request is disapproved, the MAJCOM provides rationale to the submitting unit through the servicing MO office.

3.5.4. UPMR. CP managers gather information on other full time/part time borrowed or loaned personnel and update this information monthly through the commander's support staff (CSS). The UPMR reflects all the "faces" to the UMD "spaces" and is critical to ensuring the personnel are assigned duties to the CP. An imbalance between the UMD and UPMR can have a negative impact on the mission and the unit's ability to meet AEF taskings. CP managers will request UPMR quarterly and report discrepancies to the CSS and MFM immediately.

3.5.5. CP managers will:

3.5.5.1. Ensure the personnel data system (PDS) accurately reflects personnel assignments.

3.5.5.2. Maintain an updated current copy of the UPMR.

3.5.5.3. Verify accuracy of duty AFSC and position number on personnel actions.

3.5.5.4. Maintain a suspense file of personnel actions and verify approved actions are correctly entered into the PDS.

3.5.5.5. Coordinate permanent change of assignment (PCA) actions. Ensure required documentation is completed and submitted.

3.5.5.6. Allocate projected gains against pending or actual vacant slots.

3.5.5.7. Review all inbound 1C3X1 technical training Graduate Assessment Survey (GAS) and AETC Form 156, Student Training Report. Provide same to supervisor for completion and review responses from supervisors and graduates prior to returning the GAS.

3.5.5.8. Ensure all UGT requirements identified in the 1C3X1 CFETP are met prior to upgrade approval.

3.5.5.9. Ensure all 1C3X1 Occupational Surveys are completed and returned to the appropriate Occupational Measurement Squadron.

3.5.6. Manning Report Submission Instructions. The manning report is submitted monthly based on MAJCOM guidance and will be unclassified. When significant changes occur that require HHQ involvement, CP managers will notify the MFM ASAP by telephone, e-mail, FAX, etc. Format manning report as follows:

3.5.6.1. Position. The 7-digit position number (PN) from the UMD.

3.5.6.2. Authorized Rank. Rank authorized for PN.

3.5.6.3. Authorized AFSC. AFSC authorized for PN.

3.5.6.4. Assigned Rank. Rank of person currently assigned to PN. If the person has been selected for promotion, include a “(P)” immediately after the current rank.

3.5.6.5. Name. The full name and middle initial of person assigned to PN. If more than one person is assigned to a single PN, ensure this is properly reflected. Include projected gains and annotate month and year gained in remarks. Designate Senior Controller status next to name (e.g., Jones-SR).

3.5.6.6. Certification Type. The following abbreviations will be used for certified positions: EA – Emergency Actions, C2OP – C2 Operations, MM – Mission Management, and TNG – Initial/Refresher training.

3.5.6.7. Date Arrived Station (DAS). The date individual arrived on station.

3.5.6.8. Permanent Change of Station (PCS) Projection. The date member is scheduled to perform a PCS move. Use month and year (e.g., Feb 07).

3.5.6.9. Deployment Status. This block reflects the last date an individual deployed to support a contingency tasking. Use “none” if an individual has not previously deployed. Use “non-deployable” if an individual cannot deploy. Do not state the reason a member cannot deploy as this may

violate The Privacy Act of 1974 or the Health Insurance Portability and Accountability Act (HIPAA). Finally, include the AEF bucket the member is assigned to.

3.5.6.10. Remarks. Mandatory remarks, if applicable, are listed below. Other remarks may be added as necessary (e.g., if individual is “DECERTIFIED”, has PRP or security clearance issues, or anything else affecting CP manning). Mandatory remarks follow:

3.5.6.10.1. Identify CP Chief, Superintendent, NCOIC C2OP, NCOIC Training, NCOIC Reports and NCOIC C2 Systems.

3.5.6.10.2. Projected gains and losses to include rank, name and projected gain/loss date.

3.5.6.10.3. TDY status for those TDYs 15 or more days in duration, to include estimated time of return (ETR) or projected departure date (PDD). For example: “TDY JEFX 07-1, ETR 15 Jun 06”, or “Tasked for AEF 1, PDD 28 Aug 06”.

3.5.6.10.4. CPs supporting OPLAN 8010 taskings or US Air Forces Europe (USAFE) Non-strategic Nuclear Forces (NSNF) must aggressively track award of the Nuclear C2 SEI. CP managers will denote rank and last name of CP controllers not yet awarded the Nuclear C2 SEI and state the reason and estimated date of award (EDA). For example: SrA Smith/Has attended the Joint Nuclear C2 (JNC2) Course and is formally certified, but does not have 12 months experience/EDA Feb 07.

3.5.6.10.5. Security Clearance using one of the following entries: NONE; “IS” for interim Secret; “S” for Secret; “ITS” for interim Top Secret; “TS” for Top Secret; or “SCI” for Top Secret-SCI.

3.5.6.10.6. PRP Status if filling a PRP billet.

3.5.6.10.7. CP managers will add a remark to the manning report for all SrA and below with PAFSC 1C351 who have been approved to serve as senior controllers.

Chapter 4

COMMAND POST FUNCTIONAL AREA RESPONSIBILITIES

4.1. Command and Control Operations (C2OP). C2OP is a 24/7/365 function responsible for, as a minimum, the following actions/events:

4.1.1. EA. CP personnel performing EA duty must remain in the immediate vicinity of the console at all times in order to respond to EAMs in a timely manner.

4.1.2. Initiating and completing EACs, QRCs, and Controller Basic Checklists (CBC).

4.1.3. Emergency/crisis notification, coordination, and disaster response.

4.1.4. Flight following or mission monitoring and coordination.

4.1.5. Maintaining proficiency in use of assigned C2 systems to include: Defense Switching Network (DSN), telephone console, secure telephone, Defense Messaging System (DMS)/Automated Message Handling System (AMHS), Global Command and Control System (GCCS), GDSS2, TBMCS, Installation Notification and Warning Systems (INWS) such as Giant Voice, Telephone Alerting System, Network Alerting System, etc., as applicable.

4.1.6. Tracking location and availability of key personnel.

4.1.7. Maintaining a CP daily events log documenting daily shift activities and significant events/incidents. Unclassified CP daily events logs will be marked “For Official Use Only”.

4.1.8. Keeping vital displays current and updated. If computer generated displays are used, a back-up method for these displays will be available in case of system failure.

4.1.8.1. The CP will maintain the following displays as applicable: Key Personnel location, Navigational Aid Status chart, Base/Airfield Grid map, Alert Conditions (LERTCON), Force Protection Conditions (FPCON), and Information Operations Condition (INFOCON) status displays.

4.1.8.2. When posting displays with classified information, mark and protect them IAW applicable security classification guidance.

4.1.9. CPs on installations with an active runway will have receive and transmit capability on the Secondary Crash Net (SCN). When relaying critical information to AM Ops, the CP will recommend AM Ops activate the SCN for situations such as those described in para **4.1.9.5.**; however, the decision to activate the SCN remains with AM Ops unless otherwise delegated. Not applicable to CPs on a host nation installation.

4.1.9.1. All stations on the SCN will be on lines dedicated to the dissemination of emergency information that affects airfield or aircraft operations. The SCN may be a separate telephone instrument, integrated into a multi-line call center, or make use of other technologies as long as two-way communication is assured. All stations on the SCN must use a noise reduction feature such as push-to-talk handsets or Confidencor (Trademark of National Communications Inc.) that filters out background noise.

4.1.9.2. SCN agencies are limited to agencies requiring emergency action/response to aircraft incidents/mishaps IAW AFI 13-213, Airfield Management. As a minimum, the SCN stations include:

4.1.9.2.1. AM Ops (if not activation authority).

4.1.9.2.2. Fire Department.

4.1.9.2.3. Weather station.

4.1.9.2.4. Civil Engineering (CE) Readiness and Emergency Management.

4.1.9.2.5. Medical Treatment Facility.

4.1.9.2.6. CP.

4.1.9.2.7. SF.

4.1.9.3. Requests for additions/deletions (excluding those listed in paragraph **4.1.9.2.**) to SCN must be coordinated through the Chief, Airfield Management (CAM) and forwarded to the Operations Support Squadron Commander (OSS/CC) for approval/disapproval.

4.1.9.4. The SCN activation authority, typically AM Ops, tests the SCN system daily and backup procedures at least once quarterly. CP controllers will document results of the daily SCN tests and SCN backup procedures tests in the CP daily events log.

4.1.9.5. The SCN activation authority uses the SCN to relay information critical to aircraft and airfield operations (e.g., hazardous weather warnings, in-flight emergencies (IFE), ground emergencies (GE), FPCON levels, EOC activations/recalls, bomb threats or terrorist activities).

4.1.9.6. AM Ops is the primary activation authority for the SCN IAW AFI 13-213. When mission requirements dictate, the SCN may be installed/activated by another agency provided a letter of agreement exists between AM Ops and the other agency. Operating procedures will be clear, concise on whom the activation authority is, and when the SCN is used. Regardless of activation authority, the SCN will be operated and maintained IAW AFI 13-213. Additionally, AFI 13-213 will take precedent over AFI 10-207 in all matters pertaining to the use and maintenance of the SCN.

4.1.10. Initiate and test the INWS as prescribed by AFI 10-2501, Air Force Emergency Management (EM) Program Planning and Operations. Results of this test will be annotated in the CP daily events log.

4.1.11. Ensure accurate and timely submission of reportable incidents to HHQ IAW AFI 10-206.

4.2. Reports Function. The Reports function performs, as a minimum, the following:

4.2.1. Operational reporting IAW AFI 10-206.

4.2.2. SORTS reporting IAW AFI 10-201.

4.2.3. Reporting functions required by arms control and other treaties.

4.2.3.1. Treaties may include the Chemical Weapons Convention (CWC), Confidence and Security Building Measures (CSBM), Conventional Forces Europe (CFE), Open Skies (OS), and Strategic Arms Reduction Treaty (START).

4.2.3.2. Units subject to START will comply with AFMAN 16-602, The Strategic Arms Reduction Treaty (START) Tracking and Reporting System (STARS) User Manual. The unit's Treaty Compliance Office will provide specific guidance for other treaties.

4.2.4. Develops operational reports checklists for console controller.

4.2.5. Develops operational reports training scenarios in concert with the CP Training Manager to evaluate and validate controller proficiency.

4.2.6. Strategic Force Accounting Module (SFAM) reporting for OPLAN 8010 committed units IAW United States Strategic Command Directive (SD) 501-14, Strategic Force Accounting Module (SFAM) Reporting Procedures.

4.3. Training Function. The training function is responsible for, as a minimum, the following:

4.3.1. Training CP controller personnel on items outlined in **Chapter 7** of this AFI.

4.3.2. Developing, maintaining, and administering the training program.

4.3.3. Ensuring training documentation is accomplished IAW applicable directives.

4.3.4. Assisting supervisors/trainees with upgrade and qualification training issues.

4.4. Systems Function. The CP systems function is responsible only for CP unique systems and will not be utilized as a WGA or CSA. As a minimum, the Systems function is responsible for the following within technical ability/constraints:

4.4.1. Monitors and maintains all CP communication systems.

4.4.2. Monitors and maintains all CP communications software and program applications.

4.4.3. Ensures the CP has all required communications systems IAW this regulation and MAJCOM CP Requirements Documents.

4.4.4. Researches/attends training for all associated CP systems and communications programs.

4.4.5. Provides initial, refresher and recurring training to all CP controllers on CP communications systems.

4.4.6. Provides inputs to CP training manager on communication systems and programs for inclusion in the unit training plan (UTP) and training scenarios.

4.4.7. Coordinates, monitors and maintains MOA(s) with the local communications squadron.

4.4.8. Acquires/maintains maintenance contracts for systems under contract.

4.4.9. Conducts/documents quarterly review of all valid contracts for currency and compliance.

4.4.10. Prepares/submits all necessary certification and accreditation documentation.

4.4.11. Identifies unfunded equipment and systems requirements.

4.4.12. Advises CP management of critical unfunded communication requirements and upgrades.

4.4.13. Programs/plans for future CP requirements based on technological advances.

4.5. Crisis Action Team (CAT). The CAT is not a CP function. When activated, the CP, as the core 24/7/365 C2 node of the ICC, typically hosts the unit or installation CAT and possibly the EOC. The composition and function of the CAT is largely mission driven and therefore a MAJCOM or unit commander prerogative. However, membership for the CAT is most frequently a combination of the commander's senior

staff and special staff which includes a CP representative, typically the CP managers. The composition of a CAT varies according to the situation.

Chapter 5

CONSOLE OPERATIONS REQUIREMENTS AND PROCEDURES

5.1. Publications Library. The CP will establish and maintain a publications library IAW this chapter, MAJCOM guidance and Air Force Restoration Information Management System (AFRIMS). A sufficient number of copies will be maintained to support console operations, training, and ACP/alternate command center requirements. Publications that are allowed to be maintained electronically (soft copy) must have backup copies available (CD-ROM, server) to ensure document survivability during equipment outages/ catastrophic failures.

5.2. Operating Instructions (OI).

5.2.1. OIs will be developed when the situation cannot be completely covered by QRCs. OIs must contain complete information to accomplish the specific task involved and reference all applicable publications and background materials (policy directives, instructions, operator's manuals, etc.). They must be reviewed by CP managers prior to publication and semi-annually after publication.

5.2.2. CP OIs relating to Nuclear Surety will be reviewed by Unit Weapons Safety annually IAW AFI 91-101, Air Force Nuclear Weapons Surety Program. The review will be documented on a letter of promulgation.

5.2.3. Each CP will maintain current applicable OIs. They will be prepared and numbered IAW AFI 33-360, Publications and Forms Management. The minimum required OIs are listed below. MAJCOMs may modify (add or delete) the list of required OIs at their discretion through publication in MAJCOM supplements to this AFI. OIs may be combined at the discretion of CP managers so long as the topics are adequately addressed (e.g., Equipment Operation and Communications systems listing, outages and reporting).

5.2.3.1. Specific controller duties and responsibilities.

5.2.3.2. Training and certification of personnel.

5.2.3.3. Operational reporting.

5.2.3.4. Maintenance of standardized operational forms used by the CP/C2 agency.

5.2.3.5. Equipment Operation (emergency power, automated data processing equipment (ADPE), alarm systems, closed circuit flight line video, Giant Voice, etc.).

5.2.3.6. Communication system listing, outages, and reporting.

5.2.3.7. Self-Inspection Program (SIP).

5.2.3.8. Policies and procedures for preparing the CP daily events log.

5.2.3.9. ACP/alternate command center activation or relocation site activation.

5.2.3.10. Hazardous cargo mission procedures.

5.2.3.11. Special category mission procedures; such as CLOSE WATCH, National Airborne Operations Center (NAOC) Support, Nuclear Airlift, CLOSE HOLD, Special Operations, as applicable.

5.2.3.12. Security. This OI should address all aspects of security to include physical, personnel, industrial, computer, emissions, communications and operations as applicable.

5.2.3.13. Mobility Requirements – Controller Responsibilities.

5.3. Checklists. Checklist use is mandatory. Checklists outline actions to be taken in response to emergencies, abnormal or recurring circumstances, to implement LERTCON actions (i.e., EAMs), or to implement an OPORD or OPLAN requirements. They should be brief and concise and lead controllers through an orderly and prioritized sequence from initiation to completion. The CP Chief/Superintendent must ensure checklists are developed, maintained and reviewed semi-annually or immediately after a procedural change is made to the checklist. Semi-annual reviews will be documented on a letter of promulgation.

5.3.1. EACs. EACs are maintained IAW applicable EAP and MAJCOM procedures for the receipt, validation, verification and dissemination of EAM directives. EACs must be immediately available to controllers for use. A minimum of three complete, identical sets of EACs will be maintained: one at each controller position and one for the ACP/alternate command center. A separate copy will be maintained if CP managers and the training manager are not able to access electronic copies of the EACs for reference and training.

5.3.2. CBCs. CBCs address routine recurring subjects that are not time sensitive in nature, including, but not limited to, shift checklists and changeover checklists. A minimum of one set of CBCs is required. CBCs will not be intermingled with QRCs. They may be placed in the same binder with the QRCs, but will be maintained in a separate section. CBCs include:

5.3.2.1. Shift Changeover Checklists. Shift Changeover Checklists are developed and maintained to ensure oncoming CP controllers complete all required actions prior to assuming duty. Shift Changeover Checklists, as a minimum, will include:

5.3.2.1.1. CIF items. Review and ensure all entries are initialed.

5.3.2.1.2. Events logs. Review current day and previous logs since controller's last shift.

5.3.2.1.3. AF Form 1109, Visitor Register Log. Review visitor register log to ensure visitor accountability.

5.3.2.1.4. Review incoming and outgoing messages.

5.3.2.1.5. Controller weapons transfer if applicable. Events log entry is required upon physical exchange and inspection of weapons.

5.3.2.1.6. COMSEC material inventory. Physically identify, inventory and document equipment and systems as required.

5.3.2.2. Changeover Briefing. CPs will develop a briefing controllers will receive prior to assuming shift or "sitting in", including, as a minimum, the following items:

5.3.2.2.1. EAM/FPCON/LERTCON/INFOCON Status. Address the current alert status, review of applicable EAMs, and the status of any open EACs.

5.3.2.2.2. Airfield Status, if applicable. For a unit with an operational airfield, address the status of runways, taxiways, lighting, Navigational Aids (NAVAID), and aircraft communications.

5.3.2.2.3. Weather Conditions. Cover current and forecasted weather to include weather watches, weather warnings, and other weather conditions that may impact unit mission accomplishment.

5.3.2.2.4. Off-Station and Transient Aircraft if applicable. Cover the location and status of unit aircraft that are off station and any transient aircraft currently on station or projected to arrive.

5.3.2.2.5. Key Personnel. Address the location of designated key personnel and distinguished visitors.

5.3.2.2.6. Open QRCs. All incomplete QRCs requiring further action.

5.3.2.2.7. Upcoming events (e.g., expected visitors, CP or unit exercises, planned commander off-station, etc.)

5.3.2.2.8. Duress codes to include primary, alternate, and exercise.

5.3.2.2.9. Status of required reports.

5.3.2.2.10. Safe and entry combination. Verify correct combination with off-going controller and verify combination change dates.

5.3.2.2.11. Equipment Status. Review current operational condition of equipment, call signs and frequencies, and any in-progress or scheduled maintenance.

5.3.2.2.12. Two Person Control/Two Person Integrity (TPC/TPI) material, if applicable. Address the next safe inventory date and required combination change date, if applicable.

5.3.2.3. Controller Shift Checklists. Shift Checklists are developed and maintained to ensure controllers complete all required actions throughout their shift. Shift Checklists, as a minimum, will include:

5.3.2.3.1. Secure Voice Equipment Tests. Accomplish communication checks with another unit after each change of keying material or at least weekly for each secure voice telephone system (e.g., NATO Secure Voice, Secure Telephone Unit-III (STU-III) and Secure Telephone Equipment (STE)) installed in the CP console area. Log test completion and deficiencies in the CP daily events log.

5.3.2.3.2. Installation Warning/Base Notification Systems Tests. Log test completion and any deficiencies in the CP daily events log. Report any deficiencies to the appropriate agency.

5.3.2.3.3. Periodic Security Checks. Controllers will log results of periodic security checks in the CP daily events log. Report any discrepancies to the appropriate agency.

5.3.2.3.4. Emergency Lighting Test. Conduct weekly functional checks of emergency lighting systems. Log test completion and any deficiencies in the CP daily events log. Report any deficiencies to appropriate agency.

5.3.2.3.5. Time Standardization. CP clocks will be hacked at least once daily with the U.S. Naval Observatory Master Clock (DSN 762-1401/312-762-1401) to within one second. Log time hack accomplishment in the CP daily events log.

5.3.2.3.6. Required Reports. List all recurring/routine reports.

5.3.2.3.7. Housekeeping Tasks. List tasks to be accomplished by duty controllers.

5.3.2.3.8. CP duress alarm test if applicable. Test CP duress alarm weekly. Log test completion and any deficiencies in the CP daily events log. Report any deficiencies to appropriate agency.

5.3.2.4. End of Month COMSEC Checklist. The End of Month COMSEC Checklist is developed and maintained to ensure all required COMSEC actions are completed each month.

5.3.3. QRCs. QRCs will be structured to save life, protect resources, and rapidly disseminate time sensitive information. QRCs should be brief and concise, and lead controllers through an orderly and prioritized sequence of actions. QRC automated notifications and conferences are authorized and encouraged (e.g., Telephone Alerting Systems, Network-Centric Emergency Notification Systems, Installation Notification and Warning Systems).

5.3.3.1. QRCs must be organized to allow controllers to instantaneously select appropriate QRC (i.e., tabs). Each controller position will have identical QRCs. A minimum of three complete, identical sets of QRCs will be maintained: one at each controller position and one for the ACP/alternate command center. A soft copy of these QRCs should be maintained external to the CP in the event of a catastrophic event that prevents proper evacuation of the primary facility. An additional copy will be maintained if CP managers and the training manager are not able to access electronic copies of the QRCs for reference and training. MAJCOMs may authorize the use of electronic QRCs; however, paper copies must be maintained in the event of a complete power failure/inability to access electronic media.

5.3.3.2. QRC books will be conspicuously labeled to identify the contents as QRCs. Additionally, QRC books containing classified information/formats will be marked and maintained IAW DoD 5200.1-R and AFI 31-401.

5.3.3.3. QRC Construction. Use the following guidelines when constructing QRCs:

5.3.3.3.1. Only emergency response notifications (i.e., ambulance, fire department, etc.) will be made prior to initiating required operational reporting actions.

5.3.3.3.2. Prioritize all checklist steps. Agencies and individuals listed to be contacted should be prioritized based on the initial data collected.

5.3.3.3.3. Telephone notifications should be limited to essential agencies/personnel only. The maximum number of initial notifications per checklist will not exceed ten per controller. Conference calls count as one notification. Include appropriate primary and alternate agency contacts, during duty and non-duty hours when practical.

5.3.3.3.4. QRCs must indicate when CP daily events log entries are required. This step usually occurs at the second to the last step of QRCs.

5.3.3.3.5. QRC steps will refer controllers to the CP reports guidebook when applicable.

5.3.3.3.6. Checklist design will include the following considerations:

5.3.3.3.6.1. Warnings. Critical information found in checklists that, if not followed, could result in mission failure, serious injury, or death.

5.3.3.3.6.2. Cautions. Serious information that, if not followed, could result in mission degradation or equipment damage.

5.3.3.3.6.3. Notes. Important checklist information that helps explain procedures or provides additional information.

5.3.3.3.6.4. Lead-ins. Statements found in checklists that direct which steps should be accomplished in a particular situation; they can also direct the use of a different checklist. Lead-ins are usually presented in an "if, then" format and are always underlined.

5.3.4. The example QRC subjects listed in **Attachment 4** are not all-inclusive. CP managers should develop and maintain QRCs that are based on their unit mission and/or probability of occurrence.

5.3.5. Checklist Markings. The use of "read a step, do a step, mark a step" checklist discipline is required. Controllers will not proceed from one step to the next without appropriately marking each step. All steps must be annotated appropriately before a checklist is considered complete. The following standard markings will be used:

5.3.5.1. A "v" (check) indicates an action was accomplished.

5.3.5.2. An "O" indicates an action was noted or initiated but not completed. (Opening a step prior to reading/acting on the step is not required.)

5.3.5.3. An "N" indicates that the action does not apply.

5.3.5.4. A "P" indicates a checklist item was previously accomplished.

5.3.5.5. An "S" indicates that the checklist item is to be simulated.

5.3.6. QRC Review. At a minimum, semi-annual reviews will be conducted/documented on a locally developed form or promulgation letter in the applicable binders. QRCs relating to Nuclear Surety will be reviewed by Unit Weapons Safety personnel annually IAW AFI 91-101. Safety review will be documented on a letter of promulgation or other tracking sheet.

5.3.7. Checklist Changes. The CP Chief/Superintendent must approve all new checklists, as well as significant revisions to existing ones. The training manager will ensure all controllers are trained in new procedures and significant changes to existing procedures prior to posting. Controllers will be advised of checklist changes by CIF. Changes to QRCs relating to Nuclear Surety must also be reviewed by Unit Weapons Safety personnel prior to posting.

5.4. CP Daily Events Log. All CPs will maintain a CP daily events log using AF Form 4377, Events Log or other media prescribed by the owning MAJCOM. At minimum, CP daily events logs will be marked For Official Use Only (FOUO) and classified according to content. The object of the CP daily events log is to serve as an official continuous record of events affecting the unit or functions of the CP. CPs must be able to reconstruct the events that occur during any given duty shift. CP management will develop and maintain an OI governing the policies and procedures for preparing the log. A CP daily events log will be completed for each 24-hour period. Each CP daily events log will typically be opened at 0001Z and closed at 2359Z, continuous 24-hour logs, whether web-based or not, are authorized at MAJCOM discretion. Entries will be made in chronological sequence using Zulu time. Events logs for exercises will not be maintained with real world CP daily events logs. At a minimum, the log will document the following:

5.4.1. All controllers on duty.

5.4.2. Shift checklist/changeover completion.

5.4.3. Significant events and notifications. The entry will include the checklist used and actions taken.

5.4.4. Receipt of EAMs (include, as a minimum, originator and date-time-group (DTG)).

5.4.5. Changes to unit posture/preparedness.

5.4.6. Results of tests and exercises.

5.4.7. Any event that requires initiation of a QRC.

5.4.8. Results of communications and equipment checks and/or outages.

5.4.9. All actions taken for operational reports. This includes checklists used, voice message up channeled, and all record copy messages sent.

5.4.10. Other actions prescribed by this AFI, such as time hacks, emergency light tests, secure voice tests, etc.

5.4.11. CP managers will review the preceding day's CP daily events log NLT the next duty day. The CP manager reviewing the log will denote review by annotating their initials on the event's log. MAJCOMs will ensure any MAJCOM mandated CP daily events log has a location for CP managers to annotate review.

5.5. Reports Guidebook. This guide provides a quick reference to assist controllers in submitting Operational Reports (OPREP) and SFAM reports, as applicable. The reports guidebook will include:

5.5.1. Minimum Essential Address Listings for each report format as extracted from AFI 10-206 and MAJCOM supplements. The NCOIC Reports will be responsible for ensuring all addressees are accurate and up to date at all times.

5.5.2. Checklists containing step-by-step procedures to ensure required reports are submitted in the proper format, within established timelines, and with the correct content.

5.5.3. Individual report formats/instructions. Formats and instructions will include message map and detailed procedures for submitting classified and unclassified OPREP-3 reports IAW AFI 10-206 and AFI 10-206 MAJCOM supplements, and SFAM reports IAW SD 501-14.

5.5.4. Report Tracking Logs. A tracking log will be used for each type of OPREP-3 report (HOMELINE, BEELINE, PINNACLE). Also, maintain separate tracking logs for actual and exercise events. Actual logs will be maintained on a calendar year basis beginning with report 001 and ending with report 999. Exercise logs are typically exercise unique and maintained from STARTEX to ENDEX.

5.5.4.1. MAJCOM Command Centers will maintain a tracking log and track/monitor status of all OPREP-3 reports (HOMELINE, BEELINE and PINNACLE) until incident is closed.

5.5.4.2. AFCHQ AOCs will track each type (HOMELINE, BEELINE and PINNACLE) of OPREP-3 report by unit, for all agencies within their perspective area of responsibility (AOR).

5.6. Controller Information File (CIF). The CIF is a file used to keep command post personnel informed of operational information such as HHQ policy/guidance, commander's policy letters, leave and duty schedules, training requirements, access letters, events, etc. The CIF is maintained in the immediate console area. Types of CIFs include:

5.6.1. Temporary CIF Items. CIF items that are temporary in nature and support procedures that are expected to pass or be integrated permanently into checklists, operating instructions, MAJCOM instructions, or moved to Permanent CIF items. Temporary CIF items expire within 90 days of issue.

5.6.2. Permanent CIF Items. CIF items that support procedures that are permanent in nature and do not fit into checklists, operating instructions, or MAJCOM instructions. These items either originated as permanent items or have been moved from Temporary CIF items. Permanent CIF items are maintained until no longer needed.

5.6.3. C2CIF Items. CIF items produced by the AFSWC or MAJCOM Policy and Procedures that support procedural changes impacting the AF/MAJCOM C2 community (Command Center, Installation/Wing Command Posts, subordinate units.) C2CIF items can be temporary or permanent. (See C2CIF details in Para **5.6.9.**)

5.6.4. CIF Numbering. CIF items are numbered by category and sequentially for the annual calendar. For example, 07-017 means the CIF item is the 17th item for 2007 for the category specified.

5.6.5. CIF Logs. A listing of each active CIF assigned to each CIF category. The log contains an assigned CIF number, title, date and person making entry, date and person removing, and remarks.

5.6.6. Operational Information: This includes Commander's policy letters, duty schedules, leave forecast, training requirements, and miscellaneous items such as base activity flyers, Fitness Center exercise schedules, need-to-know items, etc., that do not fit CIF criteria but serve to keep controllers informed of opportunities on base and in the community.

5.6.7. CIF Procedures. The CP Chief, Superintendent, NCOIC of C2OP and Training Manager will post CIF items. Items posted by the NCOICs of C2OP and Training must be coordinated with the CP Chief/Superintendent prior to being posted. CP managers will establish procedures to ensure each controller reviews all entries prior to shift, and old material is removed and filed/destroyed as appropriate.

5.6.8. Controller Responsibilities:

5.6.8.1. Upon reading the CIF, controllers place their initials on the corresponding line on the CIF log. Initialing the CIF log is an official statement by the controller that the CIF has been read and understood.

5.6.8.2. Controllers are required to read all temporary, permanent, C2CIFs, and policy letters and initial all new items prior to assuming shift. Day staff personnel must read all temporary, permanent, C2CIFs and policy letters and initial all new items at least once a week, or prior to assuming shift, whichever occurs first.

5.6.9. AFSWC/MAJCOM C2CIF Program. The C2CIF program ensures that important information on C2 operations is disseminated in a rapid and formalized manner.

5.6.9.1. Program Overview. C2CIF messages are sent via record systems directly to all CPs. Messages address a variety of issues such as test programs, interim policies and procedures, SORTS, operational reporting, etc. CP managers are responsible for setting up procedures to ensure this program is fully implemented at the local level.

5.6.9.2. Release Authority. AFSWC and MAJCOM Policy and Procedures.

5.6.9.3. Program Administration. AFSWC/MAJCOM C2 Policies and Procedures office maintains a master list of C2CIF items released and controls their respective C2CIF program. AFSWC C2CIF items are identified by the designator "AF", calendar year (CY) and sequence number. As an example, the first AFSWC originated C2CIF item for CY 2006 is coded AF06-001, the second AF06-002, and so on. MAJCOM C2CIFs are identified by the appropriate MAJCOM acronym,

CY and sequence number. As an example, the first Air Force Space Command (AFSPC) C2CIF item for CY 2006 is coded AFSPC06-001, the second AFSPC06-002, and so on.

5.6.9.4. Controller Actions. When controllers receive a C2CIF message, they will:

5.6.9.4.1. Log message receipt in the CP daily events log.

5.6.9.4.2. Acknowledge Receipt and Understanding (ARU), via voice to the MAJCOM Command Center. If there is confusion about the actions directed, do not ARU. Pass the message to CP managers, who will seek clarification and direct ARU when the issue is resolved.

5.6.9.4.3. Take appropriate action as directed by the C2CIF message.

5.6.9.4.4. File the message sequentially in the appropriate section of the local CIF.

5.6.10. CP managers will conduct a monthly review of the CIF and remove items reviewed by all controllers that are no longer required. Items of continuing value will be incorporated into directives, OIs, or filed in the file plan.

5.7. CP Displays. CP displays provide controllers, command cab, CAT, and EOC all information necessary to lead, direct, execute and report the status of all assigned mission resources. Computer generated displays are preferred in lieu of manually updated displays; however, CPs must maintain the capability to manually update and display data in case of system failure. Ensure displays are functional in design and are large enough for all personnel who need access to see. System inputs/updates must be reflected on all systems simultaneously and should be input at the direction of or by competent authority (i.e., CAT coordinator/admin, CP controller, EOC commander, etc.). If computer generated, the files must be secured limiting access only to those who require it. **Note**: TBMCS, GDSS2, or unit-developed systems (or combination of both) may be used to satisfy the requirement of this paragraph. Recommended displays include, but are not limited to:

5.7.1. Mission Monitoring.

5.7.2. LERTCON, FPCON and INFOCON status.

5.7.3. Distinguished Visitor.

5.7.4. Key Personnel Locator.

5.7.5. Airfield Diagram/Shelters.

5.7.6. Airfield Status.

5.7.7. Airfield/base camera system (if installed in CP).

5.7.8. Alert Status.

5.8. ACP Operations. CP managers are required to develop a local ACP/alternate command center OI and QRC that outlines procedures for the emergency and planned transition of operations to the ACP/alternate command center facility and return to the primary facility. These procedures will be exercised semi-annually as a minimum. Considerations include:

5.8.1. Publications and materials required for operations. CP managers will establish a “CP Bug Out Kit” that includes flashlights, one copy of all checklists, paper copies of required forms, computer(s), radios, cellular telephone and other materials deemed necessary for sustained C2 operations.

5.8.2. Expedient and secure transport for controllers, classified, and COMSEC material to and from the alternate facility. If flying operations are ongoing, consideration toward obtaining a vehicle with suitable communications will be made.

Chapter 6

MISSION MANAGEMENT/MONITORING

6.1. Mission Movement. Execution of the mission is accomplished by controllers performing pre-flight, in-flight, and post-flight coordination, direction, and reporting necessary to ensure successful mission accomplishment for all tasked missions.

6.1.1. Mission management is the function of organizing, planning, directing, and controlling Combat Air Forces (CAF), MAF, and training missions operating worldwide. Mission management includes mission execution authority: the authority to direct where and when a mission goes and what it does once it arrives. This function is typically performed at the AOC level. An example of mission management is the Tanker Airlift Control Center (TACC).

6.1.2. Mission monitoring is the function of organizing, planning, directing (limited), and controlling missions operating from or through a location. Mission monitoring does not include mission execution.

6.1.3. General Responsibilities for Mission Execution. C2 agencies such as the CP, MOC, ATOC, AM Ops, etc. are responsible for managing activities surrounding the execution of the mission and reporting the status of those activities. CPs will generate and utilize a mission Sequence of Events (SOE) tracking mechanism. Some of these activities include, but are not limited to, monitoring the current maintenance status and parking spot of aircraft committed for, or operating missions, and alert/alert backup aircraft. Controllers track loading spots and aircraft towing intentions, and as required, accidents/incidents involving aircraft and associated equipment. They also monitor the actual times passenger, cargo, and fleet service operations are completed; revisions to payload figures; locations of preferred remote parking spots; information concerning any hazardous cargo (including that required by AFJI 11-204, Operational Procedures for Aircraft Carrying Hazardous Materials), Department of Transportation (DOT) class and division, gross weight, and net explosive weight (NEW)); air transportation data pertaining to the required and actual movement of Mission Impaired Capability Awaiting Parts (MICAP) and Very Very Important Parts (VVIP) items; and information concerning sensitive cargo and/or passengers (for example, third country nationals) which may restrict reroutes or diversions or require action to comply with the DoD Foreign Clearance Guide; and DV movement information. Other responsibilities and functions are based upon specific unit missions.

6.1.4. The CP will mission monitor all locally executed and transient missions IAW applicable directives.

6.1.5. CP controllers must maintain complete situational awareness concerning status and location of unit and transient aircraft. Controller situation awareness is instrumental to the prevention of and rapid response to instances of aircraft piracy (i.e., Hijacking). IAW AFI 13-207, Preventing and Resisting Aircraft Piracy (HIJACKING), commanders are required to immediately notify the NMCC through the CP of any suspected or confirmed act of aircraft piracy. A step early in the Aircraft Piracy/Aircraft Hijacking QRC must address this requirement. Waiting to notify the NMCC when the required OPREP-3 PINNACLE voice report is ready does not meet this requirement; OPREP-3 report submission occurs independent of this requirement.

6.2. Aircrew/Mission Support. The aircrew and CP interface is accomplished to provide an exchange of required mission information.

6.2.1. CPs will provide information to support aircrew needs as necessary, such as:

6.2.1.1. Aircraft tail number and call sign.

6.2.1.2. Aircraft maintenance status.

6.2.1.3. Aircraft parking spot.

6.2.1.4. Departure time, route, and mission number.

6.2.1.5. Fuel load.

6.2.1.6. Cargo/passenger load.

6.2.1.7. Advanced Computer Flight Plan (ACFP) (when needed).

6.2.1.8. Unique mission requirements.

6.2.1.9. VIP information.

6.2.1.10. Deadhead crew, additional crewmember (ACM), etc., information.

6.2.1.11. Itinerary to next crew rest point.

6.2.1.12. Diplomatic clearance information.

6.2.1.13. 24-hour access to an Aircrew Intelligence Read File.

6.2.1.14. Air Refueling (A/R) information (i.e., receiver/tanker, mission status, A/R track weather, unique A/R radio frequencies, etc.)

6.2.1.15. GDSS2 Airfield Database (AFD) printout.

6.2.1.16. Latest copy of North Atlantic Track (NAT) message (if applicable).

6.2.1.17. Coordinate with the Flight Manager when local events will impact a flight managed mission. Conversely, the Flight Manager will coordinate changes to flight managed missions with the CP. (Refer to **Attachment 1** for definition of "Flight Manager")

6.2.2. Although not mandatory for all aircrews, CP controllers must be able to direct aircrews to information regarding local departure briefings upon request. The CP may be also be designated by the local commander as a location where aircrews on flight-managed missions will receive their Aircrew Papers package containing much of the information in the list above. Controllers can also provide a telephone patch to the most appropriate agencies to support aircrews as required.

6.2.3. Aircraft commanders will ensure they receive applicable information for each mission. When requested by the aircraft commander, the CP will provide or arrange for additional information or briefings related to such matters as, but not limited to:

6.2.3.1. Hazardous cargo.

6.2.3.2. Electronic warfare activities.

6.2.3.3. Intelligence/terrorist threat.

6.2.3.4. Diplomatic clearance.

6.2.4. For all en route arrivals, the aircraft commander and ACMs will contact the appropriate CP and provide or receive the following information, as applicable:

6.2.4.1. Stage posture.

6.2.4.2. Legal for alert time/alert window.

6.2.4.3. Crew/ACM orders.

6.2.4.4. Base information handout.

6.2.5. CPs contacted by any aircraft in need of assistance will take action to guarantee safety of flight and coordinate assistance requested.

6.3. Originating Mission Setups.

6.3.1. Not less than six hours prior to mission departure, CP will ensure that the following agencies have entered their information into GDSS2, TBMCS or other MAJCOM approved system for each mission departing their station:

6.3.1.1. Current operations: Mission identifier and schedule.

6.3.1.2. Applicable flying squadron: AC name and last four digits of social security number, squadron, wing, scheduled return time (SRT), call sign, number of officer and enlisted crewmembers, and the breakdown of the aircrew (numbers of officers male and female and enlisted male and female).

6.3.1.3. Maintenance Group: Aircraft tail number and aircraft due home date.

6.4. Special Category Missions. Occasionally, CP controllers manage missions that are operated with requirements and procedures different from standard missions. These special category missions may place additional demands on the C2 system above those required for normal operations.

6.4.1. CLOSE WATCH. CLOSE WATCH procedures expedite the flow of essential mission information up channel to the agency imposing the procedure and ensure designated missions receive special attention. CPs will adhere to the following procedures for CLOSE WATCH missions:

6.4.1.1. Mission movement forms including computer equipment screen faces, i.e., TBMCS, GDSS2, used by the CP will be prominently annotated with the words "CLOSE WATCH" or the letters "CW" to facilitate the rapid identification of CLOSE WATCH missions.

6.4.1.2. The CP monitoring a Special Assignment Airlift Mission (SAAM) CLOSE WATCH mission will ensure the onload and offload contacts (airlift) or receivers (air refueling) are promptly notified of delays that affect on time operation of the mission and will advise them of the revised scheduling.

6.4.1.3. PHOENIX BANNER/SILVER/COPPER Missions. (Refer to AFI 11-289, Phoenix Banner, Silver, and Copper Operations)

6.4.1.3.1. Operational Concept. PHOENIX BANNER resources consist of designated aircraft and certified aircrews that support the President of the United States. PHOENIX SILVER missions support the Vice President. PHOENIX COPPER missions support the Secret Service. These missions have an established priority of 1A1 and will be tasked and mission managed as

"CLOSE WATCH" missions by TACC/XOC. PHOENIX BANNER missions are the highest JCS priority missions flown by HQ AMC.

6.4.2. CLOSE HOLD Missions. AMC operates certain missions that are highly sensitive. These missions place an unusual burden on the command and control system since any facet of the mission may require special handling procedures and limited access. The sensitive information may include the itinerary, the material being transported, or the unit being supported. By identifying a mission as "CLOSE HOLD," HQ AMC limits the access to particular mission information and requires modification of certain command and control procedures. Real time mission movement reporting WILL NOT be accomplished on CLOSE HOLD missions. Specific modifications to normal command and control procedures, when required, are identified in the tasking order (mission operating directive, OPORD, etc.).

6.4.3. PHOENIX PUSH. PHOENIX PUSH is a code name used to designate a mission with high-level interest from senior AF and DoD leadership, Congress, or the national or international media. PHOENIX PUSH may be designated for an entire mission or a particular segment of a mission; the designation may also be added after a mission has departed home station. While PHOENIX PUSH missions are CLOSE WATCH/CLOSE HOLD missions, they must receive special attention in addition to normal CLOSE WATCH/CLOSE HOLD procedures.

6.4.3.1. Once a mission has been designated as PHOENIX PUSH, the GDSS2 CLOSE WATCH/CLOSE HOLD fields will be annotated and a remark will be added indicating PHOENIX PUSH status.

6.4.3.2. The PHOENIX PUSH designator mandates expeditious handling of the mission at all levels of operations.

6.4.3.3. CP controllers will keep the TACC informed of any unusual actions relating to a PHOENIX PUSH mission. This must be done immediately via the most expeditious communications means available, normally telecon. Due to the sensitive nature of PHOENIX PUSH missions, an advisory message will not suffice.

6.4.4. Silent Running. Silent Running operations are designed to permit aircraft movement while minimizing the transmission of in-flight data and air/ground communications. They will operate within the command and control system and will be designated CLOSE HOLD missions. These missions will be preplanned to operate along a specified track or within a planned corridor to minimize conflict with other military missions or civilian air traffic. These procedures may be used in the event normal ICAO procedures become unworkable or undesirable. CPs will not transmit to the aircraft unless:

6.4.4.1. The aircraft commander requests information.

6.4.4.2. Emergency situations dictate.

6.4.4.3. Radio transmissions are made at pre-determined times and with pre-determined information required by the mission-operating directive.

6.4.5. Special Operations. While most special operations missions can be executed with either normal or CLOSE HOLD procedures, some missions operate outside the scope of the normal C2 system. In such cases, CPs will not be provided mission operating directives, OPORD, etc. No services will be required or expected from the CP. Special care must be exercised to preclude compromising such missions by queries as to the mission/status of the aircraft. Such queries will not be made without the spe-

cific approval of the commander. Special operations aircraft commanders or trusted agents will advise CPs of services required.

6.4.6. Nuclear Airlift Operations. Nuclear airlift missions are all designated as CLOSE WATCH. The exact status of each mission is continuously monitored by the appropriate CP and the TACC. Peacetime Nuclear Airlift missions are flown by the AMC Prime Nuclear Airlift Force (PNAF) IAW AFI 11-299, Nuclear Airlift Operations (FOUO). Emergency nuclear airlift will be conducted IAW AFI 11-2C-C130V3, C130 Operations Procedures; and AFI 11-2C-17V3, C17 Operations Procedures. The guidance contained in this paragraph is general in nature. For specific guidance refer to AFI 11-299. Classification of nuclear mission information is governed by the USAF Special Weapons Overflight Guide (SWOG), AF Nuclear Weapons Security Classification Guide for Nuclear Weapons, mission directives, and nuclear transportation technical orders.

6.4.6.1. Do not use terms that reveal nuclear cargo is on board a specific aircraft, mission, or at a specific location. The following guidelines should be used for nuclear airlift missions:

6.4.6.1.1. Do not try to talk around classified information on the radio, telephone, or message by substituting terms.

6.4.6.1.2. When discussing a particular mission, use only the mission number. References to the mission number and itinerary are unclassified in themselves. However, including type of security required, mission priority, cargo data, or special regulations that reveal that nuclear cargo is involved may be classified.

6.4.6.2. The TACC exercises operational control (OPCON) over all AMC nuclear airlift missions.

6.5. Mission Movement Reporting. Real-time mission movement reporting is essential for effective and responsive global C2.

6.6. Radio Discipline. Radio discipline is essential to mission effectiveness. CPs will ensure only information essential to mission execution and not available by other means will be transmitted to, or requested from, airborne aircraft. Every effort will be made to exchange required information with an aircrew prior to departure or after arrival, and by means other than radio when possible. CPs will use voice call signs from the Voice Call Sign Listing (VCSL) to the maximum extent to identify military aircraft, organizations, activities, and geographical locations when establishing and maintaining voice communications.

6.7. Hazardous Weather/Runway Conditions. The C2 system must ensure local hazardous weather and runway condition information is disseminated to appropriate agencies and that confirmation is received from those agencies when actions have been taken to prevent damage to AF assets.

6.7.1. CPs will ensure that met watch advisories, weather warnings, and runway surface condition data are received from weather units and AM Ops and disseminated to local agencies and departing/arriving aircraft.

6.7.2. The requirements outlined above are in no way intended to constrain commanders from exercising their inherent responsibilities for safety of assigned aircraft, both in-flight and on the ground. Commanders will establish procedures that provide "feedback" through the C2 system to indicate met watch advisories, weather warnings, and runway surface conditions have been disseminated.

Chapter 7

TRAINING, TESTING, AND CERTIFICATION

7.1. Training Requirements.

7.1.1. CP training falls into three categories: initial, refresher, and recurring. Units will develop and implement a training program for all three categories using MAJCOM MTP developed using the AF standardized MTP core documents (MTL, ATP and POI) posted on the AF Knowledge Now website under the "AF Command Post" CoP (**https://afkm.wpafb.af.mil**). Instructional System Development (ISD) is the official AF process for training personnel and developing instruction materials. To ensure learning activities are based on the desired learning outcome, AFMAN 36-2234, Instructional System Development, should be used. Other training systems meeting or exceeding the ISD standard may be used provided the desired learning outcome is achieved. MAJCOMs may prescribe ISD training for unit CP Training Managers at their discretion.

7.1.2. The goal of using ISD or a comparable system is to increase the effectiveness and cost-efficiency of education and training by fitting CP training and instructions to the job. With ISD, CP training products are constantly evaluated for improvement and quality. Other systems must provide an evaluation capability comparable to ISD.

7.1.3. Prior to performing unsupervised duties, CP personnel will be trained and certified IAW this instruction and MAJCOM supplements. Certification equates to qualification. Consequently, all CP personnel must be trained, certified, and maintain certification to support worldwide deployment requirements.

7.1.4. Training manager requirements are established in **Chapter 3** of this AFI.

7.1.5. All training will be administered by a CP controller certified in the duties/tasks being trained. Task trainers must be recommended by their supervisor, qualified to perform the task being trained, and have completed the Air Force Training Course. Training managers must maintain a copy of each task trainer's AF Training Course certificate in the Training and Certification Binder.

7.1.6. CP Chief/Superintendent will periodically review the progress of trainees in initial/refresher certification training and evaluate feedback to ensure training remains effective. This review will be documented on the controller-training outline (CTO).

7.2. MTP. The MTP consists of the MTL, the ATP, POIs, examples of completed AF controller training forms mandated by the AFI, evaluation scenario scripts and self-study letters. The MTP contains specific instructions for documenting and administering the controller-training program. The AF CP community has developed a standard MTL/ATP/POI that MAJCOMs/units must use as the basis for the MTP.

7.3. Creating the Unit Training Plan (UTP). The UTP is the AF and MAJCOM MTP tailored to meet unit needs. All units will create a UTP. CP managers will ensure the UTP is used to train personnel during initial, recurring and refresher training.

7.3.1. Units will not deviate from the direction listed below when creating their UTP without written approval from their respective MAJCOM.

7.3.2. Tailoring of the MTP will be completed by adding unit unique subtasks to the MTL, modifying the ATP to include these new tasks, creating a POI for each added task, and then updating the Performance Standards portion of the document.

7.3.3. MTL. The MTL consists of two certification areas: C2OP (Phase 1) and EA (Phase 2). Manage Reports Program (Phase 3) and Manage Training Program (Phase 4) are position specific and will be accomplished prior to assuming duty. With the exception of AFSOC, AEF just-in-time training (Phase 5) will be accomplished immediately after notification of AEF vulnerability/tasking.

7.3.3.1. Adding: MAJCOM/Unit unique tasks will be added to the end of the respective phase. MAJCOM/Unit unique subtasks will be added to each respective task, as appropriate.

7.3.3.2. Deleting/Modifying: MAJCOM C2 elements/Units are not authorized to delete/modify (i.e., reword) tasks from the MTL. However, CP managers may submit requests to delete/modify subtasks to their MAJCOM for approval. The request must be in writing and include the justification for modification. No deletion of Air Force subtasks is allowed.

7.3.4. ATP:

7.3.4.1. Adding: Tasks and subtasks will be added to the ATP under the same phase or task that it was added to in the MTL. Units will determine the frequency of recurring training for each added task/subtask. Units will identify the subtask by type: Knowledge, Performance, or Both. Frequency of required recurring training will be annotated by placing an “X” in the respective “month” column of the ATP.

7.3.4.1.1. Knowledge. Use of mental processes that enable a person to recall facts, identify concepts, apply rules or principles, solve problems, and think creatively. Knowledge is obtained through self-study formal training, and testing.

7.3.4.1.2. Performance. Part of a criterion objective that describes the observable controller behavior (or the product of that behavior) that is acceptable to the evaluator as proof that learning has occurred. Performance is demonstrated through the observance of evaluation/scenario training.

7.3.4.1.3. Both. Ability to recall facts, identify concepts, apply rules or principles, and demonstrate observable behavior as pertains to the task.

7.3.4.2. Deleting/Modifying: MAJCOM C2 elements/Units are not authorized to delete/modify tasks or subtasks from the ATP. However, CP managers may submit requests to delete/modify subtasks to their MAJCOM for approval. The request must be in writing and include the justification for modification. No deletion of Air Force subtasks is allowed.

7.3.5. POIs:

7.3.5.1. Adding: MAJCOM C2 elements/Units will develop a POI for each task added to the MTL. Subtasks will be added to the end of the respective POI for that task. References to include specific OIs and QRCs will be added for each added subtask. Training managers will establish a training/evaluation standard to ensure trainee/controller proficiency on the added subtask. Finally, learning steps will be added to the subtask to ensure trainee receives all pertinent information required to accomplish the subtask.

7.3.5.2. Deleting/Modifying: MAJCOM C2 elements/Units are not authorized to delete/modify POIs. However, CP managers may submit requests to delete/modify POIs to their MAJCOM for

approval. The request must be in writing and include the justification for modification. No deletion of Air Force subtasks is allowed.

7.3.6. Performance Standards:

7.3.6.1. Adding: MAJCOM C2 elements/Units may create a Performance Standard for each added subtask identified as a "Performance" or "Both" type subtask. Units will put an "X" in the "month" column if the subtask will be evaluated.

7.3.6.2. Deleting/Modifying: MAJCOM C2 elements/Units are not authorized to delete/modify Performance Standards. However, CP managers may submit requests to delete/modify Performance Standards to their MAJCOM for approval. The request must be in writing and include the justification for deleting/modifying the Performance Standard.

7.3.7. CTO. MAJCOMs/Units will maintain completed CTOs (individualized MTL) until the individual is no longer assigned (e.g., PCSs, separates, retires, etc.). An individual's CTO will be maintained in the AF 623. Completed CTOs for E-7 will be maintained in a unit developed individual training folder/binder.

7.4. Certification Areas. Personnel will be certified after satisfactorily completing initial or refresher training. All certification, decertification and recertification actions will be documented on AF Form 4374, Command Post/C2 Center Controller Certification Record, and AF Form 4375, Command Post/C2 Center Controller De/Recertification Record.

7.4.1. The following certification areas are AF approved areas for CP personnel. Units will not use/create other certification areas without MAJCOM approval.

7.4.1.1. Command and Control Operations (C2OP). This is a mandatory certification area that encompasses the below items and other aspects of the CP CFETP and MTL with the exception of EA and Mission Management (TACC only).

7.4.1.1.1. Mission Monitoring. CP controllers assigned to a CP on an AF installation with an active runway are required to be trained and proficient in all aspects of mission monitoring. It encompasses all facets of mission movement and includes the general C2 skills needed to perform duties at home station and deployed, i.e., flight following aircraft, maintaining physical security, running QRCs, detailed understanding of **Chapter 6** of this AFI, etc. The skills necessary to become proficient in this certification are trained in the Mission Monitoring phase of the MTP.

7.4.1.1.2. Operational Reporting. This training area is required for all CP controllers assigned to a CP. The skills necessary to become proficient in this area are trained in the Operational Reports Phase of the MTP. Minimum requirements will cover AFI 10-206, applicable treaties, LERTCON Status of Action (LSOA) reporting, and SD 501-14 for controllers assigned to OPLAN 8010 committed CPs.

7.4.1.2. EA. This is a mandatory certification area for all CP controllers assigned to a CP and the MAJCOM Command Center. Personnel at OPLAN 8010 units will be trained in both MAJCOM and OPLAN 8010 EAP, and will normally be certified in both requirements at the same time. The skills necessary to become proficient in this certification are trained in the Emergency Actions phase of the MTP.

7.4.1.3. Mission Management. This is a mandatory certification area for all CP controllers assigned to the TACC. It encompasses all facets of unit mission movement as well as those requirements and techniques unique to the global management mission. The skills necessary to become proficient in this area are developed by HQ AMC are trained in the Mission Monitoring phase of the MTP.

7.5. Certification Timelines.

7.5.1. Initial certification in all areas must be accomplished as soon as the controller has completed all required phases in initial training. All controllers will enter initial training within 15 calendar days of being assigned to the CP.

7.5.1.1. Active duty and full time ANG/AFRC CP controllers will complete initial/refresher certification training within 90 calendar days from the date-entered training (120 days for controllers with a nuclear command and control (NC2) mission); if training goes beyond 90/120 days the MFM or ANG functional manager must be notified immediately. Actions in this situation may include approval of a unit submitted waiver to continue training, recommending removal from the 1C3X1 AFSC based on training history, or recommending administrative separation based on the member's failure to progress.

7.5.1.2. Active duty and full time ANG/AFRC CP managers will complete initial/refresher certification training within 120 calendar days of assuming the position (180 days for CP managers with a NC2 mission); if training goes beyond 120/180 days the MFM or ANG functional manager must be notified immediately. Actions in this situation may include approval of a unit submitted waiver to continue training, recommending removal from the 1C3X1 AFSC based on training history, or recommending administrative separation based on the member's failure to progress. MAJCOMs/ANG will address specific procedures in the MAJCOM/ANG supplement to this AFI. All officers, enlisted and civilians assigned to the CP and performing controller duties must meet training, certification and evaluation requirements as outlined in this chapter. All training outlines will be maintained for the duration of assignment to the unit.

7.5.1.3. Traditional ARC CP controllers will be certified in at least one area within one year of reporting for duty. All ARC controllers will be certified in C2OP and EA. Upon certification in the first area the trainee will be immediately entered into initial training for the second area. Certification for subsequent areas should occur within nine months of entry into training for that area. Certification will be accomplished IAW this AFI and gaining MAJCOM supplements.

7.5.1.4. Personnel at OPLAN 8010 units awaiting a Top Secret clearance will begin training in areas not requiring a Top Secret clearance; however, these personnel will not be certified in EA until an interim or final Top Secret clearance is attained and they have completed the Top Secret portions of training. USAFE NSNF unit CP personnel are required to have access to Cosmic Top Secret Atomal (CTSA). CTSA access cannot be granted for individuals with an interim TS security clearance. Individuals with an interim TS security clearance may be certified in EA, however, CTSA training requirements will not be completed until a final TS security clearance is granted.

7.5.2. For airmen participating in the First Term Airman Center (FTAC) program, the date entered training is the first duty day after FTAC completion in most instances. For those airmen with a delayed entry into FTAC, CP managers should defer completion of FTAC until the controller has been certified to mitigate its impact on training.

7.5.3. If a controller fails to certify within the required time frame, CP managers will notify their MAJCOM Policy and Procedures of the reason for delay and the estimated certification date. CP managers will evaluate progress and provide recommendations regarding continuance of training or retention/non-retention for those individuals experiencing significant and continued training challenges. A copy of this notification, typically an e-mail or MFR, will be filed with the individual's CTO and documented on the AF IMT 623A (E-1 thru E-6 and E-7 and above in retraining status). Documentation for E-7 and above not in retraining status will be retained with the individual's CTO.

7.6. Initial Training.

7.6.1. CP controllers without recent C2 experience (within the past three years) will receive initial training. Initial training will encompass all areas of the AF/MAJCOM MTL and UTP.

7.6.2. Initial training provides controllers with the knowledge and skills necessary to perform duties effectively at home station or in a deployed environment. During initial training, personnel will accomplish all training requirements identified in the UTP for the certification area being trained. Documentation of initial training will be accomplished and maintained IAW this chapter. Personnel will complete initial training within the timelines established in paragraphs **7.5.** and **7.7.**

7.6.3. During initial training, the trainee will be administered a multiple-choice test or performance evaluation after completing each task of the UTP. Phase tests must be completed prior to being administered a certification test.

7.7. Refresher Training. Refresher training is a condensed version of the initial training program. It is designed to teach CP controllers, with prior C2 experience, local procedures and command unique mission requirements. It is also used to re-certify CP controllers who have not performed C2 duties for a period of 60 or more calendar days in their respective command. Training managers will use the MTL to create a Refresher MTL for controller certification/recertification.

7.8. Recurring Training. The purpose of recurring training is to ensure CP controllers remain qualified in all areas pertaining to their unit's mission. This training is based on the requirements established in the AF/MAJCOM/Unit ATP. Training managers will cover tasks on the ATP through a combination of formal training, self-study and proficiency training. Ensure 100% coverage of all subtasks identified on the ATP is documented on the self-study letter.

7.8.1. Formal Training. Formal training is conducted in a classroom environment and normally called the "training meeting." All personnel will receive formal training, typically during the monthly training meeting. A minimum of three hours of formal training is required every quarter.

7.8.1.1. CP managers can satisfy formal training requirements by either, 1) conducting lectures or briefings that contain the information provided in lesson plans for the subtask being trained or 2) conducting scenario based training on the identified subtasks. CP managers will ensure formal training is structured, thorough and trainee focused.

7.8.1.2. Training managers will document formal training on AF Form 4371, Record of Controller Formal Training.

7.8.1.3. All CP controllers must attend the monthly training meeting unless excused by the CP Chief/Superintendent. CP managers will ensure all personnel not present at the primary formal

training event (training meeting) receive training no later than five calendar days after returning to duty.

7.8.2. Self-Study. The training manager will create a monthly self-study letter outlining that month's training requirements based on the ATP. The self-study letter will be signed by the CP Chief or Superintendent and detail the subtask areas to be studied/reviewed by all personnel. Personnel will thoroughly review (self-study) all identified requirements to include each learning step within the POI of the identified subtask. CP managers will ensure supervisors are involved with helping subordinates complete and understand self-study requirements. The self-study letter will be published NLT the first day of each month. The original self-study letter will be placed in the Controller Training and Certification Binder, and a copy will be placed in the CIF.

7.8.2.1. At a minimum, the self-study letter will contain the following information:

7.8.2.1.1. The agenda for that month's training meeting (briefings, lectures, guest speakers, etc.).

7.8.2.1.2. The subtask areas to be studied/reviewed (self-study) by all CP personnel.

7.8.2.1.3. The performance evaluation/scenario training schedule for the month (as applicable).

7.8.2.1.4. New/revised publication and checklists.

7.8.2.1.5. Areas that require extra study.

7.8.3. Proficiency Training. Proficiency training consists of monthly written examinations (EA and general knowledge) and performance evaluations/scenario training.

7.8.3.1. Monthly examinations. A 90% score (critiqued to 100%) is required to pass monthly examinations. Personnel failing to achieve a passing score are required to be trained in areas of deficiency and must be retested within 5 duty days (ARC forces prior to the next monthly examination).

7.8.3.1.1. Results of examinations will be recorded on AF Form 4372, Record of Controller Recurring Training. The controller's score will be entered in the upper left hand corner of the applicable test column. Reexamination scores will be entered in the lower right hand corner of the same test column. Training managers will document all missed questions by adding the subtask identifier of the missed question in the remarks column. Additional remarks may be entered on the back of the form or a separate MFR may be created. A note referencing the MFR will be annotated in the remarks column and the MFR will be filed behind the form. MAJCOMs may also prescribe the use of AF Form 4373, Consolidated Record of Controller Training in addition to the AF Form 4372.

7.8.3.1.2. CP managers will ensure personnel failing to achieve a passing score on examinations are trained in deficient areas (missed subtask areas). This training will be documented in the individual's training records to include the AF Form 623A. The AF Form 623A for E-7 and above not in retraining status will be filed with the individual's CTO.

7.8.3.1.3. Training managers will ensure controller-training materials (tests, scenarios, etc.) are properly controlled to prevent compromise or disclosure. Paper or electronic copies of all will be retained for 12 months from the end of the month they cover. Ensure electronic copies are archived on a recordable device (e.g., CD or thumb drive) at least quarterly.

7.8.3.2. General Knowledge Examination. All certified personnel will be administered a monthly "General Knowledge" open-book written examination covering the "Knowledge" and "Both" based subtasks derived from the C2OP phase and identified in the ATP. This examination will consist of at least 25 questions. Minimum passing score is 90%.

7.8.3.3. Emergency Actions Examination. All personnel certified in EA will be administered a monthly closed book written examination covering "Knowledge" and "Both" based subtasks derived from the EA phase and identified in the ATP. This examination will consist of at least 25 questions. Minimum passing score is 90% unless more restrictive guidance is directed in a supported EAP.

7.8.3.4. OPLAN 8010 EA Examination and TPC Material Examination. All personnel certified in OPLAN 8010 EA will be administered a monthly closed book written examination covering the OPLAN 8010 specific "Knowledge" and "Both" based subtasks derived from the EA phase and identified in the ATP. This examination will consist of at least 25 questions. All certified CP controllers with access to TPC material will be administered a monthly closed book written examination covering the TPC "Knowledge" and "Both" based subtasks derived from the TPC phase and identified in the ATP. This examination will consist of 10 questions at the minimum.

7.8.3.5. Performance Evaluations. All certified personnel will be administered a semi-annual performance evaluation covering "Performance" and "Both" based subtasks identified on the ATP. Note: Only the "Performance" and "Both" based subtasks identified on the AF and MAJCOM ATP must be evaluated. CP managers are encouraged to evaluate some, or all, of the "Performance" and "Both" subtasks that were identified/created during the UTP creation process, but this is not a requirement. Semi-annual performance evaluations will be administered during March and September each year.

7.8.3.5.1. All evaluations will be graded either "SAT" or "UNSAT". An evaluation is graded "SAT" if the controller completes all of the tasks within the number of allowable "assists" or "errors" that is identified in the Performance Standards portion of the MTP. An evaluation is graded "UNSAT" if the controller exceeds the allowable number of "assists" or "errors" for an evaluated task that is identified in the Performance Standards.

7.8.3.5.2. Evaluations should not be conducted on the console.

7.8.3.5.3. A HHQ evaluation or local exercise can satisfy all, or portions, of the performance evaluation. Training managers must determine which subtasks were evaluated and whether they meet the "SAT"/"UNSAT" standards. Evaluation results will be documented IAW paragraph **7.8.3.5.1.**

7.8.3.5.4. Performance evaluation/scenario training results will be recorded on AF Form 4372. Entries on this form will indicate whether the controller receives a pass or fail rating with an entry of "SAT" or "UNSAT" on the form. If a fail rating is received, the training manager will identify the task(s) that were not proficiently performed. Reevaluation grades will be annotated on the same form once completed. MAJCOMs may also prescribe use of AF Form 4373 to provide a consolidated view of the month's recurring training.

7.8.3.5.5. CP managers will ensure personnel failing to achieve a passing score on performance evaluations are trained in deficient areas (missed subtask areas). Controllers receiving an "UNSAT" will be retrained and reevaluated on deficient areas within ten calendar days of the initial performance evaluation. This training will be documented on an AF Form 623A.

The AF Form 623A for E-7 and above not in retraining status will be filed with the individual's CTO.

7.8.3.5.6. Paper copies of all performance evaluation scripts will be retained for 12 months from the end of the month they cover.

7.8.4. Conducting Missed Training:

7.8.4.1. Active duty personnel:

7.8.4.1.1. All personnel absent from duty for 30 days or less will review the C2CIF, CIF, and make up all missed training within ten calendar days of returning to duty.

7.8.4.1.2. All personnel absent from duty for 31 or more days, but performing CP duties at another location, will review the C2CIF, CIF, and make up all missed training not accomplished at the TDY location, i.e., training meetings, examinations, training scenarios, performance evaluations, etc., within ten calendar days of returning to duty.

7.8.4.1.3. All personnel absent from duty 60 days or more and NOT performing CP duties will be decertified and entered into refresher training when returning to duty. Decertification and recertification will be documented IAW this chapter. Personnel must be recertified within 30 calendar days (45 calendar days for OPLAN 8010/NSNF committed units) of returning to duty.

7.8.4.2. ARC personnel:

7.8.4.2.1. ARC personnel that miss 2 consecutive UTA weekends. Personnel in this category will review the C2CIF, CIF, and make up all missed training. Supervisors or training managers will ensure personnel are briefed on all procedural changes and/or significant events that occurred during their absence. This training must be accomplished prior to assuming duty.

7.8.4.2.2. ARC personnel that miss 3 or more consecutive UTA weekends without a make up weekend. Personnel in this category will be decertified and entered into refresher training upon returning to duty. Prior to returning to duty, personnel will be recertified. Certification will be documented IAW this chapter.

7.9. Certification. Certifying officials must document CP controller certification. At the MAJCOM level, certification is completed by the MAJCOM Director of Operations or designated representative (this authority will not be delegated below the Air Operations Squadron Commander or comparable position). At wing level, the wing commander or designated representative is the certifying official (this authority will not be delegated below the Vice Wing Commander or comparable position). The wing commander may delegate certifying authority to the CP Chief for controller recertification as a result of a TDY outside the command in excess of 60 days. CP personnel assigned to C2 elements below wing level, such as a Contingency Response Group or Air Mobility Support Squadron will be certified by the commander (this authority will not be delegated below the deputy commander or comparable position). The certifying official must conduct a personal interview with each CP controller prior to certification.

7.9.1. Certification is accomplished following successful completion of initial/refresher training.

7.9.2. Certification provides a consistent standard against which personnel are judged and serves to quickly determine who has the necessary skills for the job. All CP Chiefs and 1C3X1 CP personnel must be certified prior to performing unsupervised duties. Certification must be sustained by comple-

tion of all recurring training requirements. Failure to maintain established certification standards will result in immediate decertification.

7.9.3. Prior to certification, CP managers will ensure personnel have been trained and are proficient on all tasks required for the individual certification area. This is accomplished by administering closed book certification tests in C2OP and EA, and a certification performance evaluation. Results will be recorded on the AF Form 4374.

7.9.3.1. Certification tests will be a minimum of 25 questions covering tasks from C2OP (Phase 1) and EA (Phase 2). A 90% passing score is required, and failures will result in remedial training of the tasks that were missed.

7.9.3.2. The certification performance evaluation will be conducted in the same manner as identified in paragraph **7.8.3.5.** Certification performance evaluations will cover "Performance" and "Both" based subtasks identified on the ATP. The certification performance evaluation script will not be the same script used for the semi-annual performance evaluations.

7.9.4. Personnel in OPLAN 8010 committed units are required to have access to Nuclear Command and Control – Extremely Sensitive Information (NC2-ESI) materials prior to certification. IAW CJCSI 3231.01B, Safeguarding Nuclear Command and Control Extremely Sensitive Information, wing commanders may grant NC2-ESI access to persons assigned to positions requiring permanent access to NC2-ESI materials. Access can be granted once an interim Top Secret clearance is obtained, and the requirements of CJCSI 3231.01B are met. The CP Security manager will coordinate with the supporting SF 1736 agency for the award of the interim clearance. However, the COMSEC TPI requirement to have an individual present with a final TS clearance to handle TPI material cannot be waived. USAFE NSNF unit CP personnel are required to have access to CTSA. CTSA access cannot be granted for individuals with an interim TS security clearance. Individuals with an interim TS security clearance may be certified in EA; however, CTSA training requirements will not be completed until a final TS security clearance is granted. CP Managers will ensure that two interim TS certified controllers are not on duty at the same time. In addition, CP Managers will ensure that procedures are established to preclude interim TS controllers from accessing CTSA material.

7.9.5. AF Form 4374 will be maintained on each certified controller until the controller PCSs, PCAs, separates, or retires from his/her assigned unit. A change in the certifying official does not result in a requirement to accomplish new certification documents.

7.9.6. The AF Form 4374 must indicate the areas the CP controller is certified in, i.e. C2OP, EA or Both. Additionally, results of the certification tests and Certification Performance Evaluation will be recorded on the AF Form 4374.

7.9.7. After the certifying official has interviewed the controller and found them to be fully qualified, the certifying official must sign and date the AF Form 4374.

7.9.8. Certification will be documented on the AF Form 623A. The AF Form 623A for E-7 and above not in retraining status will be filed with the individual's CTO.

7.10. Controller Decertification/Recertification. CP managers will ensure personnel remain proficient in all certification areas, take immediate action to correct deficiencies, and remove personnel found not suitable for C2 duty. Controllers who have been decertified for substandard performance two times or more will be evaluated by the CP managers and certifying official for removal from the AFSC. All reassign-

ment, retraining, or discharge actions due to training deficiencies will be submitted through the local Military Personnel Flight and coordinated with the MFM.

7.10.1. Personnel can be decertified for several reasons. These reasons include extended periods of absence, failure to maintain regulatory and locally established certification standards, failure to maintain proficiency standards (e.g., failing three EA exams within a six month period), or a security clearance withdrawal. Decertification will be approved by the certification authority based on a recommendation of one of the following:

7.10.1.1. CP Chief, Superintendent or Training Manager.

7.10.1.2. MAJCOM/IG Inspectors.

7.10.1.3. Others as designated by MAJCOM.

7.10.2. The wing commander may delegate decertifying and recertifying authority to the CP Chief only for controller decertification/recertification as a result of a TDY where the controller does not perform CP duties in excess of 60 days.

7.10.3. AF Form 4375 will be used to document controller decertification and recertification. Each form can document three individual decertification and recertification actions.

7.10.3.1. The AF Form 4375 will identify the area(s) the controller is to be decertified in, the reason for decertification (unclassified comments only), the date decertified, and the name of the decertification authority once action is approved. The training manager will enter the date the controller enters refresher training, and the date the controller completes refresher training when the controller is ready to be evaluated for recertification in the area(s).

7.10.3.2. Following completion of refresher training, the training manager will document review in the appropriate spaces on the AF Form 4375 and forward to the CP Chief/Superintendent for further review. The CP Chief/Superintendent will review the trainee's progress and document review in the appropriate area. Signatures of the training manager and CP Chief/Superintendent indicate "recommend for recertification" to the certifying official. Recertification will be documented by identifying the area the CP controller is being recertified in.

7.10.3.3. The certifying official interviews the controller and if the member is found to be qualified, the certifying official signs and dates the AF Form 4375.

7.10.3.4. Decertification and recertification will be documented on the controller's AF Form 623A. The AF Form 623A for E-7 and above not in retraining status will be filed with the individual's CTO.

7.11. Training and Certification Binder Requirements. Certification and recurring training documentation will be maintained in a single Controller Training and Certification Book. The book will be divided into five sections:

7.11.1. Section I – Controller Certification Records. Include the certification record(s) for all certified controller assigned, i.e., AF Form 4374 and AF Form 4375. CPs will maintain records until the individual PCSs, PCAs, separates, or retires. Records will be given to the individual (unless classified) to transfer to the next unit or assignment.

7.11.2. Section II – Monthly Formal Training Records. This section will contain a Record of Controller Formal Training for each month. CPs will use the AF Form 4371 to record controller formal training records will be retained for 12 months

7.11.3. Section III – Recurring Training. This section will contain the monthly self-study letters. Original self-study letters will be retained for 12 months from the end of the month they cover.

7.11.4. Section IV – Controller Recurring Training Records. AF Form 4372 will be used to document individual recurring training. Document all recurring training on this form. Units will maintain this record for a minimum of 12 months from the end of the month they cover. MAJCOMs may prescribe and CPs may use the AF Form 4373 in addition to the AF Form 4372 to consolidate the results of monthly recurring training for a given CP/C2 center.

7.11.5. Section V – The MAJCOM/Unit ATP/MTL.

7.12. Higher Headquarters Testing. IG and MAJCOM CP Policy and Procedures personnel may test CP controllers on C2 procedures.

7.12.1. Results of MAJCOM CP Policy and Procedures administered tests should not be used as sole reason for decertification of an individual. CP controller decertification should be based on team performance and test failure.

7.12.2. Testing involving positive control material procedures may involve stricter criteria.

7.12.3. MAJCOMs will stipulate actions to be taken by CP managers in the event controllers fail a closed book EA examination given by IG inspectors during an OPLAN 8010 inspection in the MAJCOM supplement to this AFI.

7.13. Training of C2OP Certified Controllers in Newly Consolidated/Combined CPs. Controllers assigned to newly consolidated/combined CPs who are certified in C2OP will be entered into a training program created by the consolidated/combined training managers to ensure all aspects of the installation mission can be supported regardless of ADCON/OPCON or TACON. Controllers will attend mandated C2 courses such as the Joint Nuclear Command and Control Course to meet consolidated/combined training requirements when required. CP managers should work with the MFM(s) involved to determine additional training requirements.

Chapter 8

JOINT AND AIR FORCE RESCUE COORDINATION

8.1. Rescue Coordination Center (RCC). The RCC is a specialty team assigned to the Combat Operations Division with the RCC Director responsible to the Chief Combat Operations. It may vary in size and composition and is organized based upon mission requirements. Duties revolve around the five personnel recovery tasks: report, locate, support, recover, and reintegrate. Specific duties are addressed in AFI 13-1AOCV3, Operational Procedures—Air and Space Operations Center. The RCC can be designated the Joint Search and Rescue Center (JSRC) in support of the Joint Forces Commander (JFC).

8.2. Joint Personnel Recovery Center (JPRC). The JPRC is responsible for planning, coordinating, monitoring, and/or executing all personnel recovery activities for DoD within a COCOM's AOR. The JPRC is the action agent for personnel recovery and coordinates DoD support for civil search and rescue (SAR). The JPRC develops, reviews, and coordinates policy for Personnel Recovery Coordination Cells (PRCC), JPRC operations, and Evasion and Recovery for their respective COCOM. The JPRC coordinates for the use of any and all civil and DOD resources used to recover isolated US military personnel, DoD civilians, and DoD contract employees. The JPRC plans, assists, coordinates and/or recovers other personnel as directed by POTUS and/or IAW existing international agreements. Additionally, the JPRC will be the COCOM's standing JPRC for mobilization during contingencies or war.

8.3. Air Force Rescue Coordination Center (AFRCC). The United States Air Force is designated by the National Search and Rescue Plan (NSP) as the Search and Rescue Coordinator for the Inland region and has delegated this responsibility, through HQ ACC/CC, to 1 AF/CC. The National Search and Rescue Plan describes the U.S. SAR organization, key authorities and their responsibilities, and primary principles and polices within the SAR system. AFRCC operates the national search and rescue network ensuring timely and effective lifesaving operations. It is responsible for the execution of the NSP. AFRCC personnel mobilize to provide SAR C2 in support of wartime combat search and rescue (CSAR) taskings, disaster response, and mass rescue operations (MRO). The AFRCC provides advanced SAR planning instruction through the National Search and Rescue School to federal, state, and local agencies as well as volunteer SAR organizations and AFRCC Controllers. The AFRCC acts as the proponent for worldwide rescue coordination operations and can be contacted using the following numbers: 1-800-851-3051, DSN 523-5955, and commercial 850-523-5955.

8.4. Responsibilities.

8.4.1. MAJCOMs/FOAs/DRUs will:

8.4.1.1. Publish C2CIF items on applicable RCCs as deemed necessary to maintain CP controller awareness of the importance of timely requests for assistance to life saving efforts.

8.4.1.2. Publish RCC contact numbers in AFI 10-207 MAJCOM Supplements.

8.4.1.3. Identify MAJCOM directed QRCs requiring mandatory RCC notification steps.

8.4.2. CP managers will:

8.4.2.1. Ensure CP controllers know to contact the AFRCC or applicable RCC immediately in the event of a missing person, search, rescue, and overdue aircraft investigations by incorporating AFRCC/RCC notification requirements into initial and recurring training.

8.4.2.2. Incorporate steps addressing AFRCC or applicable RCC notification into applicable QRCs as directed by their respective MAJCOM.

Chapter 9

FACILITY REQUIREMENTS

9.1. General. This chapter outlines the minimum facility requirements for CPs/command centers.

9.1.1. The working area for a CP/command center is based on the functions performed and maximum number of personnel required to perform the tasks during peak periods. CP managers will ensure the CP/command center facility is IAW AFH 32-1084, Facility Requirements.

9.1.2. Commanders must consider survivability in a CBRNE environment when selecting a CP/command center. A CP/command center must provide protection against threats IAW AFI 10-2501.

9.1.3. Commanders are not required to modify an existing CP/command center to meet the specifics of this instruction unless the CP/command center is unable to support the unit's mission. However, all programmed modification/renovation must meet the criteria of this instruction.

9.2. Construction Requirements.

9.2.1. Structure. The EA cell/console area will be physically separated from the remainder of the ICC/CP/command center by a locking door to limit access during EAM processing.

9.2.2. Outer Door. The CP/command center will have a primary external entrance door. The door will be of a construction type and installation that assures appropriate security IAW AFI 31-101, and it should be equipped with a mechanical or electronically operated cipher lock. The outer door can be either solid construction or heavy metal-wire mesh. When key lock systems are used, it will be for emergency use only. Strict safeguards must be incorporated to ensure keys are used for emergency purposes only.

9.2.3. Inner Door. The inner entrance door must be of solid construction except for a reinforced window or peephole and securable credentials slot. Solid wood constructed doors will be reinforced externally with a steel sheet cover to prevent removal of the door. Ensure each external pin, bolt, screw or other fastening device has been protected to prevent removal. Doorframes shall be compatible with both the strength of the door and the adjoining wall construction IAW AFI 31-101.

9.2.4. EA Cell/Console Area. Wall and ceiling silencing materials or other means of noise reduction should be used keeping audible levels to a minimum. The CP/command center will have a raised, pedestal-style floor or dropped ceiling in order to accommodate cableways. Ceilings and floors will be constructed with adequate security safeguards. All efforts should be made to ensure that communications and electrical supply cableway, ducts and associated outlets are constructed in the floors, wall and ceiling to assure complete coverage and flexibility for additional needs and for the ease of access and servicing. When the CP/command center and the supporting areas (CAT, CAT/EOC, etc.) are located adjacent to each other, they will be physically separated by a securable means that facilitates message transfer (e.g., a small pass through door which is securable from the CP/command center side).

9.3. Facility Requirements.

9.3.1. Emergency Power. All CPs/command centers must have and are authorized IAW AFH 32-1084, a non-interruptible power supply. The emergency power system must be capable of accommodating the maximum CP/command center load. The emergency power source should start automat-

ically with load assumption. It should also be designed for manual paralleling and manual restoration. CPs/command centers will have Uninterrupted Power Supply (UPS) for selected computer equipment and other vital equipment or systems with power during the transfer to the emergency generator, or any other disruptions. CP managers should attempt to obtain an external connection for hook-up of an alternate emergency generator. This connection will allow for the timely hook-up of an external generator should the primary fail. Generator operation shall be trained semi-annually by the base civil engineering function.

9.3.2. Emergency Lighting. The entire CP/command center must be equipped with emergency lighting (i.e. battery-powered lighting).

9.3.2.1. The CP/command center will augment the emergency lighting system with flashlights, spare batteries, and bulbs to permit continued safe occupancy for at least two hours after a complete power loss or the length of time required to evacuate. The emergency lighting system and flashlights must be functionally checked once a week. Test results, including discrepancies and corrective actions, will be annotated in the daily events log.

9.3.2.2. At locations with TPC material, the emergency lighting will be focused on TPC material safes, or the entire area will be lighted to ensure control can be maintained until material is secured.

9.3.3. Locks. Each door of the standoff area will be equipped with an electronic door lock. Selected locks must provide remote unlocking capabilities from the EA console, local unlocking by cipher pad and key on the exterior side of the door or door frame, and shielded push button unlocking on the inner side of the door, door frame, or wall. The locks must be configured so remote unlocking from the EA consoles can only be done to a door when the other door is locked. It is not necessary to be able to lock an individual inside the standoff area. In the event of failure, electronic locks should fail in the locked position to prohibit unauthorized entry. Cipher locks are authorized for use on CP/command center inner and outer doors. Inner and outer doors will not have the same combination. Cipher locks are also authorized for EA cell/console area doors. Change cipher lock combinations annually (minimum), when the combination is compromised, when personnel PCS/PCA/retire or when a person having access is permanently decertified.

9.3.4. Closed-circuit television. A closed circuit television must be installed if the CP/command center entrance is located where controllers would have to leave the console to perform personal identification. If this system is not available a one-way glass must be installed.

9.3.5. EAM processing light and written instructions. A light will be placed outside the EA cell/console area and outside the standoff area adjacent to the entrance phone or door of CP/command center. The light will be activated from within the EA cell/console area by on duty controllers processing EAM traffic. A sign will be placed with written instructions in English and host nation language (if applicable) next to the phone for entry procedures when the EAM processing light is activated.

9.3.6. Telephone. A telephone will be mounted on the exterior of the standoff area next to the outer door. It will provide direct lines to the console.

9.3.7. Ventilation. The CP/command center will have air conditioning and heating that is controlled from within the CP/command center. All ventilation and access openings will be constructed with security safeguards.

9.3.8. EA Cell/Console Area. The EA cell/console area door must allow for visual identification of personnel requesting cell entry and for rapid emergency exit from the cell. All transparent partitions or windows in the EA cell/console area must have drapes, blinds, or one-way glass to secure the cell during EAM processing. Whatever the method used, it must prevent direct or indirect visibility of the console area.

9.4. Facility Layout.

9.4.1. EA Cell/Console Area. The EA cell and console area are normally one in the same, i.e., a separate space to process EA physically separated from the normal CP console is not required unless otherwise unable to meet the requirements of this paragraph. CP managers will ensure the EA cell/console area is a secure area within the facility to process EA. EAM formats are extremely sensitive and a means of restricting visibility by other personnel in the CP, other than those authorized by the wing commander, must be in place and used during EAM processing. The EA cell/console area must have adequate space for day-to-day operations and also for additional personnel during contingency operations. The EA cell/console area must be constructed and equipped to accomplish the required duties. Additionally, it must be fitted with a duress capability terminating at the SF desk/Central Security Control (CSC). MAJCOMs may specify units where the EA cell and console area are physically separated from one another in order to preserve synergy with lateral C2 agencies (e.g., CPs collocated with MOC/ATOC controllers where employment of other methods of isolation such as windows, shades, sliding doors, etc. are not practical).

9.4.2. CP managers and administrative section. An area should be reserved for the Chief, Superintendent, and the administrative staff with adequate office space to accommodate the number of personnel and any equipment necessary to perform their day-to-day duties. Privacy and immediate access to the console area are key considerations for the administrative area. The area will have workspace, seats, standard office equipment, safes, and file storage.

9.4.3. Training Section. The training section should have easy access to the console area to facilitate training and testing of controller personnel. The area will have a dedicated workspace, seats, standard office equipment, safes, and file storage. The training area will have adequate office space to accommodate the number of personnel and any equipment necessary to perform their day-to-day duties. The key considerations for determining where to locate a dedicated training room are: assure privacy to conduct classified training up to and including Top Secret or Secret (depending on mission) and assure immediate access to the console area.

9.4.4. Reports Cell. CPs/command centers must have an operational reports cell whose size and duties are based on the mission they support. The reports cell design and layout must meet physical security requirements and facilitate timely and accurate reporting.

9.4.4.1. Locate the reports cell to allow all CP/command center areas easy access. The reports cell must have the necessary workspace, seating capacity, display space, and communications equipment to monitor or submit required operational reports, SORTS reports, and to monitor unit response to alert directives.

9.4.4.2. At a minimum, the reports function requires sufficient table space and a multi-line telephone unit capable of contacting the next higher controlling/tasking agency.

9.4.5. CAT Area. To ensure a good cross flow of information, a collocated CAT area is highly recommended. If not possible due to space limitations, secure communications (i.e., dedicated phones,

visual displays, etc.) must exist between the CP/command center and CAT to ensure effective coordination. The CAT area is sized at the discretion of the unit commander, but should accommodate all CAT positions and associated equipment.

9.4.6. Frame Room. The CP/command center will have a room physically separated from the rest of the CP/command center by fixed walls and a locking door to hold the telephone switch frame, remote satellite communications (SATCOM) equipment, assorted radio cabinets, and COMSEC equipment, as applicable. The preferred location for the frame room is within the CP/command center secure area. Frame rooms located outside the CP/command center area must be identified as the same protection level (PL) as the CP/command center, secured, and treated as restricted areas.

9.4.7. Other CP Areas.

9.4.7.1. Kitchen. CP managers will ensure controllers have proper food preparation equipment, food storage equipment (i.e. refrigerator and microwave), and a sink within the CP/command center.

9.4.7.2. Restrooms. CP managers will ensure sufficient restrooms support the maximum number of personnel required during peak periods (i.e., CAT activation). When possible, restrooms should be located within the CP/command center.

9.4.7.3. Storage. The CP/command center will have sufficient storage space to store housekeeping supplies, controller chemical warfare ensembles, emergency rations, and in-place equipment spares, as applicable.

9.4.8. Emergency Exit. All CPs/command centers must have an emergency exit that can only be opened from inside the CP/command center. Entrance doors will not open directly into the EA cell.

9.5. General CP/Command Center Requirements. Ensure all CP/command center console positions (i.e., senior, duty, reports controller) are provided enough “immediate” workspace for computer systems, checklists, and other material deemed necessary in the performance of the mission.

9.5.1. Reproduction Equipment. The CP/command center will have a copier authorized to reproduce, as a minimum, SECRET material located within the CP in the immediate vicinity of the console.

9.5.2. The EA cell/console area will have a minimum of two 24-hour wall clocks; one set to local time, the other set to Universal Time Coordinated, Zulu time. The clocks must have a battery back up and hacked, at a minimum, daily with the U.S. Naval Observatory Master Clock to within one second.

9.5.3. Event Timer. The EA cell/console area must have the means to provide an audible alarm for required or recurring events.

9.5.4. Safes. Ensure the EA cell/console area has a General Services Administration (GSA) approved security container equipped with XO-style digital lock dedicated to store TS, TPC material, COMSEC TPI, and COMSEC material as applicable.

9.6. ACP/Alternate Command Center. The goal for an ACP/alternate command center is to replicate the “capabilities” housed in the primary facility. CP managers must develop procedures to perform CP duties from an alternate site located away from the primary facility. This facility is not required to be an exact duplicate of the primary CP/command center, but must provide continued C2 and comply with mission/PL status requirements should the primary CP/command center become unusable/incapacitated. MAJCOMs will supplement this paragraph to establish minimum specific facility/equipment requirements.

9.6.1. General Requirements. The general requirements for CPs/command centers and EA cells/console areas outlined in this instruction also apply to ACP/alternate command center in the areas of building construction, security, power, emergency lighting, ventilation, emissions security (EMSEC) or computer security (COMPUSEC), immediate access storage, and display space.

9.6.2. Activation of ACP/alternate command center. CP managers will develop and maintain OIs or QRCs to ensure timely placement of required CP/command center personnel and material in the ACP/alternate command center in response to either an EAM or commander directive. The following items that should be addressed in the ACP/alternate command center activation OI/QRC:

9.6.2.1. Required Material. Either pre-position required materials or plan for the transportation of the material to the ACP/alternate command center. Classified pre-positioned material must be stored according to applicable security directives.

9.6.2.1.1. Controller weapons. Provide controller weapons if applicable and follow procedures IAW AFMAN 31-229, USAF Weapons Handling Manual.

9.6.2.1.2. Assorted administrative supplies and forms. Provide as a minimum, pens, pencils, markers, blank paper, and any forms directed by the publications/OIs.

9.6.2.2. Information Updates. Provide primary and alternate methods for the timely transfer of pertinent information between the primary CP/command center and the ACP/alternate command center, if applicable.

9.6.2.3. Transfer of Control. Provide procedures for transfer control from the primary CP/command center to the ACP/alternate command center and back and notification of appropriate HHQ agencies.

9.6.2.4. CP managers must ensure the ACP/alternate command center is activated and all systems are tested semiannually. Activations as a result of real world events will fulfill the semiannual requirement as long as all systems are tested/activated. ACP/alternate command center activation and facility/systems status will be annotated in the daily events log. ACP/alternate command center facility/systems discrepancies must be corrected as soon as practical. Additionally, all ACP/alternate command center facility/systems discrepancies will be briefed as part of the shift change briefing until resolved.

9.7. CP Facility Remodeling. Prior to construction, CP managers will coordinate design/plans with the installation SF Information Security and Physical Security section, Communications Squadron EMSEC personnel and MAJCOM C2 Policy and Procedures to ensure compliance with guidelines. This includes initiation of equipment installation/removals affecting CP/command center layout. CP managers will maintain a copy of the most current configuration drawing(s). Include the following items:

9.7.1. Location of each functional area.

9.7.2. Level of clearance of personnel working in each area.

9.7.3. Location of classified processing equipment and level of classification. (STE, TBMCS, etc.).

9.7.4. Open storage areas and highest level of classification stored. Point out any open storage areas unmanned during non-duty hours.

9.7.5. Physical separation barriers (temporary or permanent) between console, MOC, and support functions.

9.7.6. Duress capability between the CP/command center and the local monitoring facility (LMF)/ remote monitoring facility (RMF) or CSC that provides the controllers with the capability to passively indicate duress to SF personnel.

Chapter 10

SYSTEMS AND STATUS REPORTING

10.1. General Information. This chapter identifies required communications systems/capabilities in the CP/command center.

10.2. Required C2 Systems and Applications.

10.2.1. Minimum Requirements for all CPs/command centers.

10.2.1.1. C2 Systems.

10.2.1.1.1. SIPRNET/NIPRNET Computer. Secure and non-secure internet protocol router networks must be established to ensure proper information traffic flow. Additionally SIPRNET/NIPRNET capabilities are necessary to operate communication database-run applications enabling all CPs/command centers to mission monitor, transmit/receive operational reports, and perform overall C2 liaison duties for the command.

10.2.1.1.2. Secure/Non-Secure Facsimile. The capability to scan printed text and graphic material, and transmit the information through the telephone network via secure/unsecured means.

10.2.1.1.3. Land Mobile Radio (LMR). Radio communication service between mobile and land stations, or between mobile stations. LMRs are required for commanders' quick-time recall and availability status. Other suitable systems, such as Blackberry or cellular phone with mass notification capability, may be approved in lieu of LMRs once evaluated and approved by the MAJCOM.

10.2.1.1.4. STU-III/STE. STU-III is the encrypted telephone communications system allowing units to talk classified and is being replaced with the STE. STE lines offer higher speeds (128k bits per second) and digital capabilities. The greater bandwidth allows higher quality voice and can also be better utilized for data and fax transmissions.

10.2.1.1.5. Cellular Telephone. At least one cellular telephone must be maintained within the CP/command center to maintain communication with external agencies when landlines are not in service. CP managers will ensure cellular phone maintenance practices do not violate EMSEC requirements.

10.2.1.1.6. Command Post Alerting Network (COPAN). MAJCOM command centers will use the COPAN to maintain connectivity with the AFSWC and Air Force Emergency Operations Center (AFEOC). The COPAN is a dedicated network of DSN lines which provides immediate and uninterruptible, unclassified, voice communications between the AFSWC/AFEOC and all MAJCOM and other designated command centers.

10.2.1.2. C2 Applications.

10.2.1.2.1. DMS/AMHS. A database-run application installed on the SIPRNET/NIPRNET providing secure, reliable and efficient messaging communication ability.

10.2.1.2.2. GDSS2. GDSS2 is an automated C2 application for unit and headquarters-level planning, scheduling and tracking of airlift and mobility missions. It enables the MAF to glo-

bally support the war fighter with modernized, comprehensive capabilities framed in a readily accessible global information technology system available to all air mobility decision makers regardless of organizational level. This system integrates the Command and Control Information Processing System (C2IPS) and Global Decision Support System (GDSS) functionality into a global C2 system. GDSS2 is not required at CPs on installations without an active runway.

10.2.1.2.3. GCCS. GCCS is an automated information system, typically accessed through organic SIPRNET terminals, designed to input and review accurate planning and deployment data including SORTS. GCCS supports six mission areas: operations, mobilization, deployment, employment, sustainment, and intelligence, and provides commanders with a real-time, true picture of the battle space and the ability to order, respond, and coordinate the degree necessary to successfully prosecute the war fighting mission.

10.2.2. Additional Requirements for CP/command centers. MAJCOMs will determine applicability to their CPs/command centers.

10.2.2.1. C2 Communications Console. Consoles will integrate network and application technology enabling calls, recording, UHF, and phone-patch capability. The console must meet JCS directed Joint Interoperability Testing Command (JTIC) certification (DODI 8100.3 Department of Defense (DoD) Voice Networks) and Multi-Level Precedence and Preemption (MLPP) compliance (CJCSI 6215.01B Policy for Department of Defense Voice Networks) for all C2 communication systems.

10.2.2.2. High Frequency (HF)/Ultra High Frequency (UHF)/Very High Frequency (VHF) Radio. HF/UHF/VHF radios are required to communicate directly with aircraft and mission essential personnel and are mission dependent. All CPs should have a UHF radio as a minimum to facilitate C2 with aircraft transiting their area regardless of installation mission/configuration, i.e., lack of an operational mission/active runway.

10.2.2.3. Giant Voice System/INWS allows CP controllers to provide base/installation-wide personnel with information such as, Mission Oriented Protective Posture (MOPP) levels, alarm conditions, FPCON changes, klaxons, CAT recalls, personnel recall, INFOCONs, and natural disaster warnings. Additionally, other locally determined information may be broadcast at the commander's discretion.

10.2.2.4. TBMCS. TBMCS is the CAF information and decision support application supporting combined and joint air operations for the JFC. It provides the means to plan, direct and control all theater air operations and coordinates with ground and maritime elements, and can be tailored to large or small-scale operations. TBMCS functionality includes: intelligence processing; air campaign planning, execution and monitoring; aircraft scheduling; unit-level maintenance operations; unit and force-level logistics planning; and weather monitoring and analysis. Threat evaluation tools allow users to perform modeling actions of potential threats to help determine their lethality and assess the probability of detection and engagement. Target selection tools give mission planners automated capabilities for selecting targets and developing weapons solutions to destroy them, matching aircraft and munitions to the mission. The system provides a capability to receive and process imagery data. It is a significant aid in the production of the Air Tasking Order (ATO).

10.2.2.4.1. Theater Battle Management Core System-Force Level (TBMCS-FL) provides automated C2 and decision support tools to improve the planning, preparation, and execution

of joint air combat capabilities for the senior theater air commander, the Joint Force Air Component Commander (JFACC).

10.2.2.4.2. Theater Battle Management Core System-Unit Level (TBMCS-UL) provides automated C2 and decision support tools to improve the planning, preparation, and execution of joint air combat capabilities for wing commanders.

10.3. Controller Consoles. Controller consoles should be centrally located to allow controllers easy view of all display boards and other areas. The EA cell/console area must have console positions for two controllers. Consoles must be configured with all the equipment required by controllers to perform CP/command center duties. The consoles must be side-by-side. The consoles must provide for rapid and assured selection of radios, telephone systems, direct lines, remote controls, and voice recording capability. They must also provide for ground-to-air, radio-to-wire phone patch, and conference calls. The console must provide sufficient controller workspace or desktop area. Minimum console capabilities include:

10.3.1. Consoles will have a covert electronic duress system that alarms the CSC/LMF/RMF.

10.3.2. Consoles will have voice recording capability for both landline and radio communications as applicable. The console installed recording system will be capable of generating recording warning tones when required.

10.3.2.1. Voice EAM transmissions must be recorded without a warning tone (beeper).

10.3.2.2. Actual or exercise situations pertaining to the subjects listed below may be recorded without a warning tone.

10.3.2.2.1. Implementation of war mobilization plans.

10.3.2.2.2. Increased defense readiness posture.

10.3.2.2.3. Natural disasters.

10.3.2.2.4. Civil disorders.

10.3.2.2.5. Crisis situations.

10.3.2.2.6. Aircraft in-flight emergencies or hijackings.

10.3.2.2.7. Bomb threats.

10.3.2.2.8. Terrorist threats.

10.3.2.2.9. Other official conversations may only be recorded when a warning tone is used or prior consent by participating parties is obtained.

10.4. EMSEC and COMPUSEC Requirements.

10.4.1. CP/command centers will comply with EMSEC, COMPUSEC, and Information Awareness (IA) Training requirements specified in AFI 33-203, Emission Security, AFI 33-204, Information Awareness (IA) Program, and other applicable directives.

10.4.2. Facilities. All facilities with electronic equipment will be EMSEC and COMPUSEC certified and accredited by an EMSEC and COMPUSEC inspection.

10.4.3. Inspection Reports. Maintain a copy of the latest EMSEC and COMPUSEC inspection report.

10.4.4. Push-to-Talk. All phones in the CP/command center will have a push-to-talk feature installed.

Chapter 11

COMMAND POST/COMMAND CENTER SECURITY AND ENTRY CONTROL REQUIREMENTS

11.1. Physical Security Considerations. It is the responsibility of CP managers, in conjunction with the unit Resource Protection Program Manager, to ensure appropriate security measures are in-place and maintained. The CP/command center facility must be designated and controlled as a USAF Controlled Area or USAF Restricted Area at the PL equal to the highest PL resource(s) owned/supported/executed by the CP IAW AFI 31-101, The Air Force Installation Security Program and AFI 31-101 MAJCOM Supplement.

11.2. Entry and Circulation Control. Entry and circulation control procedures are based on the PL assigned to the facility and contained in each Installation Security Instruction or Installation Security Plan in addition to the AFI 31-101 and AFI 31-101 MAJCOM Supplement. The CP/command center must have an OI or QRC for CP/command center entry and circulation control. At a minimum, the following areas will be addressed:

11.2.1. Verification of Unescorted Entry Authorization. Limit the supporting identification and verification procedures used by controllers to validate the AF Form 1199 series, US Air Force Restricted Area Badge (RAB), or a control picture identification badge, to those described in security directives. Procedures include personal recognition, signature and credential check, and Entry Authority List (EAL); telephone or radio verification. CP managers should coordinate procedures for radio or telephone verification with the unit CSC or LMF/RMF as applicable. Controllers do not need to annotate the following individuals on the AF Form 1109: IG or MAJCOM SAV members authorized unescorted entry into the CP/command center. Such inspectors and evaluators will use their own RAB or AF Form 1199 from their home unit for entry if a Joint Personnel Adjudication System (JPAS) visit request or valid EAL is in place.

11.2.2. CP/Command Center Escort Official. CP/Command center personnel may be designated to escort visitors. Following notification and permission of the on-duty controller team, controllers may grant entry to the CP/command center by following procedures outlined below.

11.2.2.1. Only personnel designated by CP managers are authorized to sign personnel into the CP/command center using the AF Form 1109.

11.2.2.2. Escort officials for the CP/command center restricted area will be limited to CP/command center personnel, wing commander, and vice wing commander as applicable.

11.2.2.3. Escort officials must be trained IAW AFI 31-101.

11.2.3. Entry and Exit Procedures. Strict entry procedures are required to provide adequate protection for personnel working inside the restricted area and to eliminate unnecessary traffic. CP/command center entry is controlled by the on-duty controllers during normal day-to-day operations. Armed SF or SF augmentees control entry during CAT activation, contingencies, increased FPCONs, or as determined by the commander. No other individuals will admit or allow entry of any persons desiring access without the specific approval of an on-duty controller. Unit procedures must comply with the following, if applicable:

11.2.3.1. Only one door of an entrapment/standoff area may be open at a time during routine operations. An armed entry controller must be present if both doors are open for operational reasons.

11.2.3.2. Escort officials will visually confirm personnel inside the entrapment/standoff area prior to opening the inner door to verify that only the expected personnel are present, that no apparent duress exists and that the individual is in possession of a RAB or other applicable identification credentials. Escort officials will check the contents of bags or packages before allowing access to visitors. Personal recognition is a valid technique and can be used after initial verification of the individual's authorization to enter. All visitors to the CP/command center must be initially identified and processed. Visitors authorized unescorted access to the CP/command center may be permitted re-entry upon examination of their RAB or a controlled picture identification badge and personal recognition and search of any hand carried items.

11.2.3.3. When personal recognition cannot be made, escort officials will direct personnel requesting entry to pass their restricted area badges and other identification credentials through the entrapment/standoff area credentials slot for verification. The inner door shall remain secured until the process is complete.

11.2.3.4. During actual and exercise CBRNE conditions, personnel entering a restricted area will use a local entry code.

11.2.3.5. During routine operations, personnel exiting the CP/command center must ensure the entrapment/standoff area is clear (no one in entrapment/standoff area) before opening the inside door. When an armed entry controller is present, he or she will control access into the entrapment/standoff area and CP/command center.

11.2.4. Circulation Control.

11.2.4.1. EA cell/console area direct access will be restricted to essential CP/command center personnel and key personnel designated by the CP managers. The duty controllers will control access to the EA cell/console area.

11.2.4.1.1. Routine Operations. During routine operations, only those CP/command center personnel authorized direct access (i.e. controllers, CP/command center administrative personnel) into the CP/command center will be given the cipher lock combinations to the external doors. Only certified EA controllers will have the cipher lock combination to EA cell door, if the CP/command center is so equipped. Cipher lock combinations will be changed IAW paragraph **9.3.3.**

11.2.4.1.2. CAT Operations. During CAT or high-density operations, when an armed SF or SF augmentee has been posted, the SF/augmentee may be given the cipher lock combinations to CP/command center inner and outer doors to control entry (not the EA cell door). The cipher lock combinations will be changed immediately upon completion of the exercise/operation.

11.2.4.1.3. During CAT or high density operations when an SF or SF augmentee is not available, the commander may authorize the outer door cipher lock combination be given to CAT members, as required, who have unescorted access authority to the CP/command center (e.g., 11 – if 11 is your CP/command center area on the line badge). Cipher lock combinations will be changed immediately upon completion of the exercise/operation or resolution of the crisis situation.

11.2.4.2. Once visitors requiring escort have been processed into the CP/command center by an escort official, the escort official may designate another individual authorized unescorted entry to control visitors. The escort official must ensure the escort is aware of the safety and security requirements pertinent to the visit. Procedures must be in-place to ensure personnel without both a need to know and the proper security clearance are cleared from the EA area and restricted from hearing conversations when the unit missions dictate classified discussion between controllers.

11.2.4.3. Collocated CPs occupied by personnel with differing levels of clearances must ensure provisions are made to ensure protection of the classified material or equipment. For example, administrative personnel could not be left alone with access to EAM formats.

11.3. US Air Force Restricted Area Badges. Security directives require the base or unit to have an instruction covering the administrative procedures for granting restricted area entry. In most, if not all cases, AF Form 1199 series grants access to appropriate restricted areas. Although the base regulation is not the functional responsibility of the CP/command center, CP managers must ensure that the base regulation does the following:

11.3.1. Designates enough CP/command center personnel by position authorized to sign the AF Form 2586, Unescorted Entry Authorization Certificate, and to ensure timely coordination of the form, but not so many that close control is lost.

11.3.2. Have a restricted area number designated for EA cell. When coordinating on an AF Form 2586, authorize this area only for those personnel who work in the EA cell, i.e., the commander, EA controllers and CP managers.

11.3.3. CP/command centers may assign a restricted area number designated for all others. When coordinating the AF Form 2586, authorize this area for MOC, CAT, and all other personnel.

11.3.4. IG team members and SAV/FAV team members are not required to have the locally designated CP area numbers open on their RAB provided there is an EAL designating the individuals and specifying the areas that they are permitted to visit.

11.4. Entry Authority Lists (EAL). The CP/command center will prepare and maintain records that contain all permanent EALs, active one-time EALs, and EALs applicable for duration of evaluations/inspections/exercises. All EALs must be validated and authenticated according to AFI 31-101, MAJCOM Supplements and local procedures.

11.4.1. Unit EALs. The CP will request validated and signed copies of EALs from the SF function to support unescorted entry procedures.

11.4.2. Emergency Power Generator Access List. This access list will include maintenance personnel and all personnel trained to start emergency generators.

11.4.3. Frame Room Access List. This list is required when the frame room is located outside the CP/command center and will contain the names of essential maintenance personnel.

Chapter 12

COMMAND POST CONTINGENCY DEPLOYMENTS

12.1. Contingency Deployments.

12.1.1. In support of crises and contingencies, the USAF and CP career field are committed to provide forces where and when needed throughout the world. Preparing CP personnel for deployment is necessary and entails requirements and actions to be completed; also known as personnel readiness responsibilities.

12.1.2. To achieve maximum personnel readiness, IAW AFMAN 10-100, Airman's Manual, Section 2, ensure the following requirements and actions are completed (**Note**: this list is not all inclusive): readiness (ancillary) training, information assurance awareness training, contingency out-processing, medical out-processing, current and available documentation that must be hand-carried for in-processing at Forward Operating Location (FOL), and possession of all required equipment/uniforms/personal baggage. Supervisors will ensure scheduling of training/appointments and requirements/actions are completed in a timely manner.

12.2. Contingency Training.

12.2.1. MAJCOM and unit-level leaders and managers need to look beyond the normal training scope of satisfying home unit mission requirements because of our increased involvement in contingency deployments. MAJCOMs, working in conjunction with the AFCFM and unit-level CP leaders, will identify contingency training to support mission requirements at FOLs in the ATP/MTL.

12.2.1.1. MAJCOMs will cross-tell information of tasks being performed at the FOLs. MAJCOMs will use this cross-share information to identify in their ATP/MTL needed contingency training to support mission requirements at the FOL.

12.2.1.2. MAJCOMs/Units will take the information identified in the ATP/MTL and build required and needed contingency training into their Master Lessons Plans.

12.2.1.3. MAJCOMs/Units will ensure tasked 1C3X1 personnel are completing the GDSS2 General Functions CBT not later than 60 days prior to entering their deployment vulnerability window. The GDSS2 General Functions CBT can be accessed and downloaded at the following URL: **https://gdss2support.scott.af.mil**, then by accessing the Training section and CBT list. CP managers will document completion of this training requirement in the member's AF 623 (E6 and below) or by memorandum for record attached to the CTO (E7 and above).

12.2.2. The AFCFM and MFMs are encouraged to attend the Contingency Wartime Planning Course (CWPC) at Maxwell AFB AL. This course provides senior leaders and managers with a foundation of knowledge in Joint and AF contingency and deliberate planning processes and systems.

12.3. Contingency Management. Contingency Management ensures personnel and equipment are properly sourced to meet the demands of wartime/contingency operations. Based upon inputs provided by individual CP managers, the MFM will posture all MAJCOM 1C3 resources in UTC Availability. The AEFC will recommend sourcing of resources to meet worldwide contingency requirements based upon what is postured within the AEF Time Phased Force Deployment Data (TPFDD) Library. The MFM will

validate the AEFC recommendations, and then the tasking will flow to the unit via a Joint Operations Planning and Execution System (JOPES) Levy.

12.3.1. AEF Assignment.

12.3.1.1. The assigning of controllers to an AEF pair is mandated by CSAF to ensure each member of the AF knows the specific AEF pair they are assigned. This provides each member with stability and predictability of AEF deployment window.

12.3.1.2. CP Chief/Superintendent are responsible for assigning controllers, by name, to a specific UTC and ensuring controllers know which AEF pair they are assigned to within 30 days of arrival on station.

12.3.1.3. Priority for placement of controllers against a UTC is based on deployment coding. DWS is first, DXS is second, and DXX is last. Additional personnel assigned over authorizations are spread across the AEF pairs to provide reserve assets. Refer to AFI 10-401, Air Force Operations Planning and Execution for further guidance concerning planning, deployment, employment, sustainment, posture coding, redeployment and reconstitution of forces.

12.3.2. Commanders Remarks. It is highly recommended that CP leaders enter specific remarks in the "Commanders Remarks" section of the AEF Reporting Tool (ART) assessment report when a UTC is marked "Yellow" or "Red". Remarks need to be specific enough that the MFM and AEF Center know exactly what portion (if any) of a UTC is available to deploy and what portion is not. **Table 12.1.** is an example for a 9ACP5 assessed as yellow due to one 5-level non-deployable for pregnancy. Names will not be included in order to protect personal data protected under The Privacy Act/Health Information Privacy Act.

Table 12.1. Example 9ACP5 Commander Remarks.

1C371	Available	MSgt/1C371
1C351	Available	SrA/1C351
1C351	Not Available – Medical	SrA/1C351

12.4. CP Deployment Critique. MFMs and CP managers are responsible for ensuring CP personnel returning from a deployment complete a CP Deployment Critique Form (**Attachment 5**) within 30 calendar days of returning to duty following a deployment. Critiques will be reviewed by the individual's unit and sent to the MFM. MFMs will forward all critiques to the AFCFM for review and action.

12.5. CP Equipment UTC.

12.5.1. CP equipment UTC 9ACP7 is required for deployable contingency operations. In early 2001 an Air Staff directive removed several functional areas from Leadership Packages to support the development of small-scale UTCs for AEF taskings. CP personnel UTCs have been established; however, the equipment UTC was delayed by post-11 Sep 01 events (Operations NOBLE EAGLE and ENDURING FREEDOM). Equipment UTC 9ACP7 was specifically designed to meet wartime requirements levied in the C2 CSAF-directed Force Module (FM).

12.5.2. Air Staff message DTG 17/1830Z Dec 03, Subject: AEF Cycle 5 Posturing Guidance, Para 3.3.1.1, requires posturing UTCs to handle eight distinct C2 FMs in each AEF pair. This guidance requires posturing 40 separate 9ACP7 UTCs. The following MAJCOMs will posture equipment UTC

9ACP7 against designated wing CPs in the UTC Availability/AEF Library, and maintain the necessary equipment at the designated base for each UTC.

12.5.3. MAJCOM units that will posture equipment for UTC 9ACP7:

Table 12.2. MAJCOM Units Required to Posture 9ACP7.

Air Combat Command:	Air Mobility Command:
1) 1 FW - Langley AFB	1) 6 AMW - MacDill AFB
2) 2 BW - Barksdale AFB	2) 22 ARW - McConnell AFB
3) 4 FW - Seymour-Johnson AFB	3) 43 AW - Pope AFB
4) 5 BW - Minot AFB	4) 60 AMW - Travis AFB
5) 347 RQW - Moody AFB	5) 62 AW - McChord AFB
6) 28 BW - Ellsworth AFB	6) 92 ARW - Fairchild AFB
7) 33 FW - Eglin AFB	7) 305 AMW - McGuire AFB
8) 49 FW - Holloman AFB	8) 319 ARW - Grand Forks AFB
9) 55 WG - Offutt AFB	9) 436 AW - Dover AFB
10) 57 WG - Nellis AFB	10) 437 AW - Charleston AFB
11) 366 WG - Mountain Home AFB	Pacific Air Forces:
12) 509 BW - Whiteman AFB	1) 3 WG - Elmendorf AFB
United States Air Forces Europe:	2) 15 AW - Hickam AFB
1) 31 FW - Aviano AB, Italy	3) 18 FW - Kadena AB
2) 48 FW - RAF Lakenheath, United Kingdom	4) 36 ABW - Andersen AB
3) 52 FW - Spangdahlem AB, Germany	5) 354 FW - Eielson AFB
4) 86 AW - Ramstein AB, Germany	6) 374 AW - Yokota AB
5) 100 ARW - RAF Mildenhall, United Kingdom	Air Force Material Command:
6) 435 ABW - Ramstein AB, Germany	1) 75 ABW - Hill AFB
Air Education and Training Command:	Air Force Special Operations Command:
1) 56 FW - Luke AFB	1) 1 SOW - Hurlburt Field
2) 325 FW - Tyndall AFB	2) 27 SOW – Cannon AFB
3) 344 AW - Little Rock AFB	

12.6. 9ACP7 Description.

12.6.1. The 9ACP7 UTC contains the minimum essential elements needed to establish a Bare Base Command Post. Some of the equipment in the UTC (i.e., computers, STEs, etc.) will require periodic software updates. C2 managers may utilize the equipment and supplies from the UTC in the home station CP. This will ensure equipment is fully operational and up-to-date with latest software. Use of equipment and supplies from the UTC does not alleviate C2 managers from purchasing required

equipment and supplies in the CP. Any equipment or supplies utilized by CPs will need to be replenished at the CPs expense. The 9ACP7 UTC must be able to be immediately deployed without interrupting the home station CP operations.

12.7. Responsibilities.

12.7.1. Wings:

12.7.1.1. Provide an environmentally safe and secure location to store the 9APC7 UTC, taking into consideration that some of the equipment is electronic. This location must be easily accessible by C2 personnel, enabling them to perform training, maintenance and conduct inventories.

12.7.1.2. Report any shortfalls in meeting this tasking via ART.

12.7.2. Command Post Leadership:

12.7.2.1. Ensure C2 controllers are familiar with the content and trained on the deployment/setup of the UTC during the controller's two-month final deployment preparation period for the AEF pair they are assigned.

12.7.2.2. Ensure all equipment is accounted for and maintained IAW above paragraphs. Inventories and inspections of equipment must be conducted at a minimum of every two months and be documented on a locally developed form. The forms must be maintained for a minimum of one year.

12.7.2.3. Promptly report any shortfalls in obtaining the equipment for these packages directly to the respective MAJCOM POC.

12.7.2.4. Ensure any shortfalls in meeting this tasking are reported via ART.

12.8. 9ACP7 Deployment.

12.8.1. The 9ACP7 UTC may be deployed for AEF contingency or upon request for Homeland Defense support during natural or man-made disasters. In the event of a deployment a hand receipt must be accomplished to record UTC location and a POC for the UTC. Hand receipts must be maintained until either the UTC is returned or it has been determined that the UTC will not return to home unit.

Table 12.3. C2 Contingency Management UTCs.

UTC	86P Requirement	1C391 Requirement	1C371 Requirement	1C351 Requirement	Remarks
9ACP1	1	0	0	0	See Note 1
9ACP2	0	1	1	1	See Note 2
9ACP3	0	0	2	1	See Note 2
9ACP9	0	0	1	0	See Note 7
9ACPR	0	0	0	0	See Note 8
9ACZZ	0	0	0	0	See Note 9
HFNR7	0	0	2	2	See Note 10
HFNR8	0	0	2	2	See Note 11

Note 1. Provides augmentation for CP work centers at the air expeditionary wing level. Provides C2 for wing operations coordinating air operations with the AOR to include a variety of tactical airlift and support aircraft, ATO production and mission data collection. The 86P may be substituted with rated officer having experience on mission design and series (MDS) at deployed location and must have C2 experience.
Note 2: Provides augmentation for command post work centers. Coordinates air operations with the AOR to include a variety of tactical airlift and support aircraft, air tasking order production and mission data collection. Any 9ACP UTC may be substituted as long as required skill-levels and quantities are maintained.
Note 3: Provides augmentation for command post work centers. Provides command and control operations coordinating air operation within the AOR to include a variety of tactical airlift and support aircraft, air tasking order production and mission data collection. Any 9ACP UTC may be substituted as long as required skill-levels and quantities are maintained.
Note 4: Provides augmentation for command post work centers. Provide command and control operations coordinating air operations with the AOR to include a variety of tactical airlift and support aircraft, air tasking order production and mission data collections. Any 9ACP UTC may be substituted as long as required skill-levels and quantities are maintained.
Note 5: This is an equipment only UTC. Personnel can be tasked via 9ACP1/2/3/4/5/6/9. This UTC directly supports command post deployed operations and provides required communications and support equipment to affect command and control for Air Expeditionary Wing (AEW) senior leadership.
Note 6: Provides stand-alone C2 capability during nuclear operations to provide C2 support to the nuclear bomber force.
Note 7: Provides augmentation for command post work centers. Provides command and control operations coordinating air operations within the AOR to include a variety of tactical airlift and support aircraft, air tasking order production and mission data collections. Any 9ACP UTC may be substituted as long as required skill-levels and quantities are maintained.
Note 8: Provides command post for reconnaissance forces or directed nuclear ops at FOLs. Enables the recon task force commander (RTF/CC) to exercise command and control over assigned forces to include control of tankers chopped to RTF/CC. Assigned controllers must be certified in procedures for reconnaissance aircraft and qualified to operate the amp system or applicable follow-on system. All positions may be filled with either 1C3X1's or 086P0 as long as the above requirements are met. Controllers require excess carry-on baggage (up to four each to facilitate movement or classified items). Additional seating to support movement is authorized. Excess baggage is authorized to support equipment and mobility bag gear movement. 6KTAN must be executed with this UTC.
Note 9: Associate UTC.
Note 10: Provides the capability to recover and regenerate 20 KC-135R aircraft at wartime locations during Post/Trans attack periods as defined by USCINCSTRAT OPLAN 8010-98, Revision 5.
Note 11: Provides the capability to recover and regenerate 20 KC-135E aircraft at wartime locations during Post/Trans attack periods as defined by USCINCSTRAT OPLAN 8010-98, Revision 5.

Chapter 13

COMMAND POST ASSISTANCE VISITS

13.1. Overview. The self-inspection, SAV and FAV programs are designed to review unit CP/MAJCOM command center programs for compliance with published guidance. Additionally, the SAV and FAV programs provide command advice, clarification, and assistance to facilitate unit compliance with existing policies and identify potential deficiencies and corrective actions.

13.2. Staff Assistance Visit/Functional Assistance Visit (SAV/FAV). The SAV/FAV is not an inspector general related inspection. SAVs/FAVs are periodic or recurring visits given by personnel from MAJCOM headquarters to headquarters and subordinate units to improve resource management, mission effectiveness, and assure compliance with established procedures. Teams will not give inspector general type ratings related to programs or personnel performance. They may be:

13.2.1. Requested by the unit commander, or:

13.2.1.1. Directed by the MAJCOM Director of Operations.

13.2.2. Unit commander SAV/FAV requests should be forwarded to appropriate MFM or MAJCOM CP Policy and Procedures Branch.

13.2.3. The body of the request should provide the following information:

13.2.3.1. What specific areas the unit commander wants reviewed (e.g., SORTS, mission monitoring, etc).

13.2.3.2. Timeframe the unit commander wants the SAV/FAV to be conducted.

13.2.3.3. Complete justification.

13.2.3.4. Name, rank, and phone numbers (DSN and FAX) of the unit POC.

13.2.4. CP SAVs will not be conducted three or fewer months before or after a unit's target inspection/evaluation month unless otherwise approved by the MFM.

13.2.5. MAJCOMs will supplement this paragraph to provide subordinate units with MAJCOM SAV/FAV program guidance.

13.3. Self-Inspection Program (SIP). CP managers will develop, maintain and utilize a SIP to continuously monitor unit compliance. MAJCOM identified self-inspection checklists (SIC) will be completed semi-annually, NET 60 days, and NLT 30 days prior to MAJCOM SAV/FAV team arrival. CP managers will maintain a copy of the last two completed SICs, and the last SAV, UCI, ORI, OPLAN 8010, and NSI IG generated reports along with documentation of follow up corrective actions. Open items will be reviewed, documented and monitored IAW MAJCOM guidance. The CP Chief will appoint the SIP monitor in writing; the SIP monitor should be the CP Superintendent or other SNCO assigned to the CP.

13.3.1. Unit Self-Inspection programs must:

13.3.1.1. Be tailored to the organization's structure and mission.

13.3.1.2. Contain oversight mechanisms to provide adequate coverage of the organization's mission, resources, training, and people programs. These mechanisms may consist of periodically

administered checklists, quality control or assurance reviews, internal audits, functional inspections, management information systems, numerical summaries, management objective reviews, analysis programs (trend, management, or comparative), etc.

13.3.1.3. Identify problems without regard to the difficulty of resolution.

13.3.1.4. Contain a feedback mechanism so identified problems can be tracked until resolved, waivers or outside assistance obtained, or limiting factors reported formally.

13.3.1.5. Contain a mechanism that will, according to importance or severity, direct problems to the proper level for action or attention.

13.3.2. Maintain the following items in a continuity binder or folder:

13.3.2.1. Self-inspection checklists, providing comprehensive, semi-annual inspections of all aspects of CP functions and procedures.

13.3.2.2. A current copy of the most recent IG, SAV, and C2 review (C2R) reports (as applicable). CP managers may remove SAV reports from the binder prior to an IG inspection to prevent inspectors from developing a perception based on previous findings.

13.3.2.3. Documentation and results of semi-annual self-inspection reviews.

13.3.2.4. Track findings or problems until they are resolved or either waivers or assistance are obtained. Maintain documentation reflecting the current status of actions to date.

13.3.3. Conduct self-inspections according to local unit directives or singularly as a CP-only function. Active duty CP managers will ensure a self-inspection is conducted semi-annually. ARC CP managers will ensure a self-inspection is conducted annually.

Chapter 14

FORMS PRESCRIBED AND ADOPTED

14.1. Prescribed Forms: The following forms are prescribed by this AFI:

AF Form 4371, Record of Controller Formal Training.

AF Form 4372, Record of Controller Recurring Training.

AF Form 4373, Consolidated Record of Controller Recurring Training.

AF Form 4374, Command Post/C2 Center Controller Certification Record.

AF Form 4375, Command Post/C2 Center Controller De/Re-certification Record.

AF Form 4377, Events Log.

14.2. Adopted Forms:

AF Form 422, Notification of Air Force Member's Qualification Status.

AF 623, Individual Training Record Folder.

AF IMT 623A, On-the-Job Training Record – Continuation Sheet.

AF Form 1109, Visitor Register Log.

AF IMT 2586, Unescorted Entry Authorization Certificate.

DANIEL J. DARNELL, Lt Gen, USAF
DCS/Air, Space and Information Operations, Plans & Requirements

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Note: All references marked with an "*" are used to assist CP managers in determining which publications should be maintained in the CP publications library (to include this AFI). The list is not all-inclusive and is intended primarily as a guide. MAJCOMs will determine which publications (if any) may be maintained electronically.

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Abbreviations and Acronyms

ACFP—Advanced Computer Flight Plan

ACM—Additional Crew Member

ACN—Authorization Change Notice

ACP—Alternate Command Post

ACR—Authorization Change Request

ADPE—Automated Data Processing Equipment

AEF—Air and Space Expeditionary Force

AEFC—Air and Space Expeditionary Force Center

AEW—Air Expeditionary Wing

AFCFM—Air Force Career Field Manager

AFCHQ—Air Force Component Headquarters

AFECD—Air Force Enlisted Classification Directory

AFMS—Air Force Manpower Standard

AFOC—Air Force Operations Center

AFOG—Air Force Operations Group

AFPC—Air Force Personnel Center

AFRC—Air Force Reserve Command

AFRCC—Air Force Rescue Coordination Center

AFRS—Air Force Recruiting Service

AFSWC—Air Force Service Watch Cell

AMCC—Air Mobility Control Center

AMD—Air Mobility Division

AMHS—Automated Message Handling System

AMOG—Air Mobility Operations Group

AMOS—Air Mobility Operations Squadron

AMS—Air Mobility Squadron

ANG—Air National Guard

AOC—Air and Space Operations Center

AQP—Airport Qualification Program

ARC—Air Reserve Component

ART—AEF Reporting Tool

ART—Air Reserve Technician

ATO—Air Tasking Order

ATP—Annual Training Plan

BAS—Basic Allowance for Subsistence

C2—Command and Control

C2R—Command and Control Review

C4I—Command, Control, Computers, Communications and Intelligence

CAF—Combat Air Forces

CAT—Crisis Action Team

CBC—Controller Basic Checklist

CBRNE—Chemical, Biological, Radiological, Nuclear and High-Yield Explosive

CCP—Command and Control Procedures

CFETP—Career Field Education and Training Plan

CFP—Computer Flight Plan

CIF—Controller Information File

COCOM—Combatant Command

COMPUSEC—Computer Security

COMREP—Command Representative

COMSEC—Communications Security

COOP—Continuity of Operations

CPEFC—Command Post Enlisted Force Council

CPG—Career Progression Group

CRO—COMSEC Responsible Officer

CSAR—Combat Search and Rescue

CSBM—Confidence and Security Building Measures

CSC—Center Security Control

CSS—Commander's Support Staff

CWC—Chemical Weapons Convention

DAS—Date Arrived Station

DCS—Deputy Chief of Staff

DEFCON—Defense Readiness Condition

DEROS—Date Estimated Return from Overseas

DMS—Defense Messaging System

DOC—Designed Operational Capability

DOT—Department of Transportation

DSN—Defense Switching Network

EA—Emergency Actions

EAC—Emergency Action Checklist

EAL—Entry Authority List

EAM—Emergency Action Message

EAP—Emergency Action Procedures

EET—Exercise Evaluation Team

EHDC—Electromagnetic Pulse Hardened Dispersal Communications

ELB—Emergency Locator Beacon

ELT—Emergency Location Transmitter

EMP—Electromagnetic Pulse

EMSEC—Emissions Security

ENS—Emergency Notification System

EOC—Emergency Operations Center

ETIC—Estimated Time in Commission

FAV—Functional Assistance Visit

FM—Functional Manager

FPCON—Force Protection Condition

GAS—Graduate Assessment Survey

GATES—Global Air Transportation Execution System

GCCS—Global Command Control System

GDSS—Global Decision Support System

GETS—Government Emergency Telecommunications Service

GSA—General Services Administration

HAF—Headquarters Air Force

ICAR—INFOCON Attainment Report

ICC—Installation Control Center

IFE—In-Flight Emergency

INFOCON—Information Operations Condition

ISD—Instructional System Development

JFACC—Joint Forces Air Component Commander

JFC—Joint Forces Commander

JNC2—Joint Nuclear Command and Control Course

JSETS—Joint Search and Rescue Satellite (SARSAT) Electronic Tracking System

JPRC—Joint Personnel Recovery Center

JSRC—Joint Search and Rescue Center

LAN—Local Area Network

LERTCON—Alert Condition

LMR—Land Mobile Radio

MAF—Mobility Air Forces

MEGP—Mission Essential Ground Personnel

MFM—Major Command Functional Manager

MICAP—Mission Impaired Capability Awaiting Parts

MOA—Memorandum of Agreement

MOC—Maintenance Operations Center

MTL—Master Training List

MTP—Master Training Plan

NAT—North Atlantic Track

NEW—Net Explosive Weight

NMCC—National Military Command Center

NMCS—National Military Command System

NSI—Nuclear Surety Inspection

NSP—National Search and Rescue Plan

OPCON—Operational Control

OPLAN—Operation Plan

OPREP—Operational Report

OPSEC—Operations Security

ORI—Operational Readiness Inspection

OS—Open Skies

PL—Protection Level

PLB—Personal Locator Beacon

PNAF—Prime Nuclear Airlift Force

POC—Point of Contact

PRCC—Personnel Recovery Control Center

PRP—Personnel Reliability Program

QRC—Quick Reaction Checklist

RAB—Restricted Area Badge

RCC—Rescue Coordination Center

RCR—Runway Condition Reading

SAAM—Special Assignment Airlift Missions

SACCS—Strategic Automated Command and Control System

SAR—Search and Rescue

SATCOM—Satellite Communications

SAV—Staff Assistance Visit

SCATANA—Security Control of Air Traffic and Air Navigation Aids

SCN—Secondary Crash Network

SEI—Special Experience Identifier

SEV—Stockpile Emergency Verification

SF—Security Forces

SFAM—Strategic Force Accounting Module

SIC—Self-Inspection Checklist

SIP—Self-Inspection Program

SOE—Sequence of Events

SORTS—Status of Resources and Training System

SRT—Scheduled Return Time

START—Strategic Arms Reduction Treaty

STE—Secure Terminal Equipment

STU-III—Secure Telephone Unit - III

TACC—Tanker Airlift Control Center

TACSAT—Tactical Satellite Communications

TALCE—Tanker Airlift Control Element

TBMCS—Theater Battle Management Core System

TBMCS-FL—Theater Battle Management Core System - Force Level

TBMCS-UL—Theater Battle Management Core System - Unit Level

TOC—Tanker Operations Center

TPC—Two-Person Control

TPI—Two-Person Integrity

TRA—Theater Readiness Action

TSCA—Top Secret Control Account

TSCO—Top Secret Control Officer

TSV—Tactical Secure Voice

U&TW—Utilization and Training Workshop

UCI—Unit Compliance Inspection

UGT—Upgrade Training

UMD—Unit Manpower Document

UPMR—Unit Personnel Management Roster

UPS—Uninterrupted Power Supply

USMTF—United States Message Text Format

UTC—Unit Type Code

UTP—Unit Training Plan

VVIP—Very, Very Important Parts

WAPS—Weighted Airman Promotion System

WHMO—White House Military Office

WMP—War and Mobilization Plan

Terms

Additional Crew Member (ACM)—An individual possessing valid flight orders who is required to perform in-flight duties and is assigned in addition to the normal aircrew complement required for a mission.

Advanced Computer Flight Plan (ACFP)—An AMC system that replaced the Optimized MAC Computer Flight Plan (formerly Jeppesen). ACFP provides flight crews with winded, optimized flight plans for improved fuel economy and increased payloads. The flight planner uses a Microsoft Windows based interface and communicates with the mainframe located at Scott AFB IL. Once the optimized flight plans are calculated, they are returned to the user. Flight plans can be received in a format which will allow the user to open that flight plan in PFPS (Portable Flight Planning Software), ultimately allowing the user to manipulate the data and/or load the flight plan electronically into the aircraft mission computer. Creates electronic flight plan Forms 175 and 1801 for filing with FAA. Database derived from Digital Aeronautical Flight Information File (DAFIF) provided by NIMA. Future developments include a Web based interface and improved interoperability with AFMSS and AMC C2 systems.

Aeromedical Evacuation—Airlift service provided for the movement of patients by AMC aircraft assigned for aeromedical evacuation purposes.

Aeromedical Evacuation Control Team (AECT)—The AECT is the central source of expertise for aeromedical evacuation. This team is responsible for operational planning, scheduling, and execution of scheduled and unscheduled AE missions through the appropriate AE elements. The AECT monitors execution of AE missions and coordinates and communicates with theater planning cells and AE elements. The AECT advises and briefs the DIRMOBFOR on AE issues.

Air and Space Expeditionary Force (AEF)—An organization comprised of air and space capabilities that provides tailored force packages to meet combatant commander needs across the full spectrum of military operations. AEFs are inherently capable of performing one or more of the AF's basic functions: counterair, counterspace, counterland, countersea, strategic attack, counterinformation, command and control, airlift, air refueling, spacelift, space support, special operations employment, intelligence, surveillance, reconnaissance, and combat search and rescue. The fundamental underpinning to the sustained execution of these functions is the AF's ability to provide the full complement of Expeditionary Combat Support forces.

Airborne Report (AIREP)—A report made by an aircraft while airborne concerning position, weather, and aircraft data. It is used for recording in-flight weather and position reports primarily when flying on over water missions.

Airlift Coordination Center (ALCC)—Organization that functions within the AOC to plan, coordinate, manage, and execute theater airlift operations in the AOR.

Airlift Control Team (ALCT)—The ALCT is the source of intra-theater expertise within the AMD. The ALCT brings intra-theater airlift functional expertise from the theater organizations to plan and coordinate intra-theater airlift operations in the AOR/JOA for the JFACC. TRANSCOM/AMC may augment the ALCT with intra-theater airlift expertise. These two sources of airlift expertise integrate into a single ALCT within the AMD.

Air Mobility Control Center (AMCC)—AMCC is the functional name for the Command and Control (C2) flight that is a part of each Air Mobility Squadron (AMS). AMCCs provide C2 support at key en route locations. Normally OCONUS AMCCs manage all aircraft and aircrews operating AMC and AMC-gained missions through their location. Assigned personnel monitor strategic mobility missions, report mission movement for theater assigned C-130 forces (when operating on AMC missions), and coordinate ground support activities to include maintenance, aerial port services, and aircrew support for all AMC and AMC-gained missions transiting their station.

Air Mobility Control Unit (AMCU)—The terms "AMS, AMCF, ALCS, ALCF, USAFE AMS, and PACAF OSD" are interchangeable and describe the in-garrison unit identifier. Unless otherwise noted, the term "Air Mobility Control Unit (AMCU)" collectively refers to those units.

Air Mobility Control Team (AMCT)—The AMCT serves as AMD's centralized source of air mobility C3 during mission execution. The Chief of AMD uses the AMCT to direct or redirect, as required, air mobility forces in concert with aerospace forces to respond to requirement changes, higher priorities, or immediate execution limitations. The AMCT deconflicts all air mobility operations into, out of, and within the AOR/JOA. The AMCT maintains execution process and communications connectivity for tasking, coordinating, and flight following with the AOC COD, subordinate air mobility units, and mission forces.

Air Mobility Division (AMD)—One of five divisions that make up the AOC. The AMD plans, coordinates, tasks and executes the air mobility mission. The AMD is comprised of five elements: Air Mobility Control Team; Airlift Control Team; Aerial Refueling Control Team, Air Mobility Element, and the Aeromedical Evacuation Control Team. The AMD is directed by the DIRMOBFOR.

Air Mobility Element (AME)—The AME deploys to the theater as an extension of the AMC TACC. The AME may be requested when a DIRMOBFOR is established and TRANSCOM-assigned air mobility aircraft are employed in support of aerospace operations. It becomes an element of the AMD. The AME provides air mobility integration and coordination of TRANSCOM-assigned air mobility forces. The AME receives direction from the DIRMOBFOR and is the primary team for providing coordination with the TACC. Direct-delivery inter-theater air mobility missions, if required, will be coordinated through the AMD and tasked by the AMC TACC. The TACC commander maintains OPCON of direct-delivery missions during execution. The AME ensures the integration of inter-theater air mobility missions with intra-theater air and space operations planning. The Air Mobility Element coordinates with the TACC to resolve problems and provide C2 information on air mobility operations (i.e., deconflict use of airspace, airfield operations, and other assets to ensure the seamless integration of intra-theater and inter-theater air mobility operations).

Air and Space Operations Center (AOC)—The senior agency of the Air Force component commander that provides command and control of Air Force air and space operations and coordinates with other components and Services.

Air Refueling Control Point (ARCP)—The planned geographic point over which the receiver(s) arrives in the observation/precontact position with respect to the assigned tanker.

Air Refueling Control Team (ARCT)—The ARCT plans and tasks air refueling missions to support theater aerospace operations and coordinates air refueling planning, tasking, and scheduling to support an air bridge and/or global attack missions within the AOR/JOA.

Air Refueling Exit Point (A/R EXIT PT)—The designated geographic point at which the refueling track terminates. In a refueling anchor it is a designated point where tanker and receiver may depart the anchor area after refueling is complete.

Air Refueling Initial Point (ARIP)—A point located upstream from the ARCP at which the receiver aircraft initiates a rendezvous with the tanker.

Air Refueling Track—A track designated for air refueling.

Airlift Requirement—That tonnage (passengers, cargo, medical evacuees, and/or mail) required to be airlifted to or from an area during a definite period.

Allowable Cabin Load (ACL)—The maximum payload that can be carried on a landing gross weight, or by the maximum zero fuel weight.

Alternate Airfield—An airfield specified in a flight plan to which a flight may proceed when a landing at the point of first intended destination becomes inadvisable.

AMC-Assigned Airlift Forces—Airlift forces assigned to AMC and over which AMC/CC exercises operational control.

Anchor Refueling—Air refueling performed as the tankers maintain a prescribed pattern, which is anchored to a geographical point, or fix.

Attainment—The time a commander completes all actions for a specific directed Defense Condition (DEFCON) or completes all implemented individual readiness actions.

Augmented Aircrew—A basic aircrew supplemented by additional aircrew members to permit in-flight rest periods. As a minimum, an augmented crew provides for in-flight rest for crewmembers, if they are authorized and required for aircraft being flown or missions being performed.

Authentication—A security measure designed to protect a communication system against the acceptance of fraudulent transmission or simulation by establishing the validity of a message, transmission, or originator.

Block Time—Block-out time is the time when the aircraft chocks are withdrawn, brakes released, and the aircraft begins to taxi from parking for takeoff. Block-in-time is the time when the aircraft physically stops in its parking slot upon arrival and is chocked.

Blue Bark—US military personnel, US citizen civilian employees of the DoD, and the dependents of both categories who travel in connection with the death of an immediate family member. It also applies to escorts for dependents of military members traveling under competent orders.

Border Clearance—Those clearances and inspections required to comply with Federal, state, and local Agricultural, Customs, Immigration, and immunization requirements.

Channel Airlift—Common-user airlift service provided on a scheduled basis between two points.

Channel Traffic—The movement of passengers and cargo over established worldwide routes served by scheduled aircraft under the control of AMC or commercial aircraft under contract to AMC.

Change Of Operational Control (CHOP)—The date and time (Greenwich Mean Time-GMT) at which the responsibility for operational control of a force or unit passes from one operational control authority to another. The CHOP point is the geographical position where responsibility for operational control of a mission is transferred.

Civil Reserve Air Fleet (CRAF)—A fleet made up of civil aircraft volunteered by US carriers to augment the airlift capability of AMC in times of crisis or national emergency.

Closed Circuit Flightline Video (CCFV)—Provides closed circuit television system with taping capability. Monitors and camera controls are located in AMC Command Posts, Air Mobility Control Centers, and Security Forces control centers. Cameras are strategically placed and monitor aircraft parking, maintenance, and loading areas.

Close Hold Missions—Certain highly sensitive missions that require special handling, limited access, and modification to normal command and control procedures.

Close Watch Missions—Term used to ensure designated missions receive special attention, all possible actions are taken to ensure on-time accomplishment, and users are notified when delays occur or can be anticipated.

Coin Assist—Nickname designating dependent spouses, accompanying dependent children, and dependent parents of military personnel reported missing or captured who may travel space available on military aircraft for humanitarian purposes upon approval of the Chief of Staff, US Army; Chief, Naval Operations; Chief of Staff, US Air Force; or the Commandant of the Marine Corps.

Collocated Command Post—Not applicable above wing level. A CP comprised of CP elements from two or more separate wings/units from different components (active duty, guard or reserve) who share a

common facility. Each CP element has its own CP managers, chain of command and C2 responsibilities. Controllers in a collocated CP may share information with one another but do not share work, i.e., controllers are not trained to perform one another's taskings or support the C2 requirements of commanders other than their own or those with whom there is an approved MOA. Additionally, both administrative control (ADCON) and tactical control (TACON) of CP controllers reside with the commander and CP managers from each controller's component. This type of CP only applies to a CP whose elements are from different components, where organization of a combined CP is deemed impractical. This type of CP is not applicable where only active duty, guard or reserve CP elements are concerned (component pure).

Combined Command Post—Not applicable above wing level. A CP comprised of CP elements from two or more separate wings/units from different components (active duty, guard or reserve) who share a common facility with each element responsive to the same CP managers. The CP manager team will normally be a mixture of the components involved (e.g., a CP Chief who is from the reserve and a CP Superintendent who is active duty or guard). ADCON of controllers resides with the component they are a member of, i.e., reservists work administratively for reservists. TACON of controllers falls to the CP managers who assure the combined CP facilitates C2 for all supported commanders. Combined CPs continue to have two or more distinct chains of command, depending on the number of CPs coming together to form the combined CP; however, this number will not exceed three (i.e., one for each component). Controllers in a combined CP are trained on every mission supported by the combined CP and can float from one position to another; however, Title 10 and Title 32 considerations limit the ability for an active duty controller to execute a state mission and likewise preclude a Title 32 guard controller from executing Title 10 related functions when serving solely in Title 32 capacity. This type of CP applies to a CP where the determination has been made that component specific mission aspects can be mutually supported by the CP console crew in most instances. This type of CP is not applicable where CP elements from only one component are concerned (component pure).

Command and Control (C2)—The exercise of authority and direction by a properly designated commander over assigned and attached forces in the accomplishment of the mission. C2 functions are performed through an arrangement of personnel, equipment, communications, facilities, and procedures employed by a commander in planning, directing, coordinating and controlling forces, and operations in the accomplishment of the mission.

Command and Control System—The facilities, equipment, communications, procedures, and personnel essential to a commander for planning, directing, and controlling operations of assigned forces pursuant to the mission.

Command Center—A facility from which a commander and his/her representative direct operations and control forces. It is organized to gather, process, analyze, display, and disseminate planning and operational data and perform other related tasks.

Command Post (CP)—A C2 center from which the commander and staff direct actions in support of the unit's assigned mission. The CP is the focal point of the unit operation, and as such receives and disseminates orders, information, and requests necessary for the C2 of assigned forces and operations. Each Air Force base has some type of CP--base, wing, major command (MAJCOM)- or a combination of CPs at the same base. The number of personnel required to operate a CP depends on the mission supported. Air Mobility Control Centers (AMCCs) are primarily located overseas with the exception of Dyess AFB TX. The DOD defines a command post as a unit or sub-unit's headquarters where the commander and the staff perform their activities. In combat, a unit or sub-unit's headquarters is often

divided into echelons; the echelon where the unit or sub-unit commander is located or from which such commander operates is called a CP. (**http://www.dtic.mil/doctrine/jel/doddict/index.html**) See also **Collocated Command Post**, **Combined Command Post**, and **Consolidated Command Post**.

Command Post—Installation Commander—The individual typically responsible for all operations performed by an installation, normally the host unit commander.

Command Post Managers—The CP Chief and Superintendent directly in charge of the CP/command center.

Common User Airlift Service—The airlift service (military or commercial augmentation) provided on a common basis for all DoD agencies and as authorized for other components of the US government.

Consolidated Command Post—Not applicable above wing level. A CP that is fully integrated into one facility and originally comprised of CP controllers from different units under different MAJCOMs. In this instance, once consolidation has been completed, all CP manpower is owned by the commander owning/operating the CP. There is one set of CP managers, one chain of command, and the controllers are capable of facilitating C2 for every mission aspect represented by the host and tenant units. Comprehensive MOAs are vital to the success of a consolidated CP. ADCON and TACON on CP controllers rest with the CP managers and owning commander. Because ADCON and TACON reside with the CP managers, this type of CP applies only to CPs where the CP elements coming together to facilitate C2 for the commanders involved are from the same component (active, guard or reserve).

Contingency Response Element (CRE)—A provisional, deployed AMC organization established at fixed, en route, and deployed locations where AMC operational support is non-existent or insufficient. A CRE provides continuing on-site management of AMC airfield operations including C2, communications, aerial port, maintenance, security, services, weather, finance, contracting and intelligence--the critical elements needed to ensure a safe and highly efficient air base for all tanker and airlift operations. The CRE is composed of Contingency Support elements from various units and deploys in support of Special Assignment Airlift Mission (SAAM), Joint Airborne/Air Transportability Training (JA/ATT), tanker support, and contingency and emergency relief missions on both planned and "no notice" basis. Since CREs are deployed primarily to support AMC's global air mobility mission, they will normally remain under the operational control of COMAMC.

Contingency Response Group (CRG)—CRGs are designed to be first responders for opening airbases. These units will bridge the gap between the seizure forces and the follow-on combat/expeditionary combat support forces. CRGs are critical to the AF's ability to rapidly deploy U.S. military forces and initiate air operations of any type in minimal time at any base or location around the globe. CRGs may also provide C2, aerial port services, quick turn maintenance, force protection and various airbase support capabilities for AMC's Global Mobility mission. The CRG CONOPs and AFI 10-202, Contingency Response Groups, describes CRG operations.

Contingency Response Wing—The Air Forces global reach crisis response force. Rapidly deploy tailorable, multi-role, multi-skilled, expeditionary mobility teams, organized to quickly assess and effectively open forward contingency airbases and conduct air mobility support operations anywhere in the world. Exercise command authority over the respective CRGs, Global Support Squadrons (GSS) and Air Mobility Liaison Officers (AMLO) at their Operating Locations (OL) for organization, control of resources and equipment, personnel management, logistics, training, readiness, mobilization, demobilization, discipline, and any other appropriate matters. Ensures mission-ready airfield assessment teams, airfield operations, C2, aerial port, quick-turn aircraft maintenance, weather, intelligence, air

traffic control, security forces, finance, fuels, supply, and contracting personnel are available to project and sustain combat forces worldwide.

Contingency Response Team (CRT)—Performs the same functions as a Contingency Response Element, but on a smaller scale. CRTs are normally led by an enlisted 7-level member certified as a CRT chief.

Contingency Support Element (CSE)—CSEs provide a specific mission support capability other than the core command and control, logistics, or aerial port services. They may be deployed as an element of a CRE or CRT, or as a small scale stand alone entity.

Crisis Action Team (CAT)—A staff formed by the commander to plan, direct, and coordinate forces in response to contingencies, crises, natural/manmade disasters, or wartime situations. The CAT develops courses of action and executes the commander's and HHQ's directives. The composition and function of the CAT is largely mission driven and therefore a MAJCOM or unit commander prerogative. However, membership for the CAT is most frequently a combination of the commander's senior staff and special staff which includes a CP representative. The composition of a CAT varies according to the situation.

Deadhead Time—Duty time for crewmembers, positioning or de-positioning for a mission or mission support function while not performing crew duties.

Defense Switched Network (DSN)—The basic general-purpose switched voice network of the Defense Communications System (DCS).

Departure Time—The take off time for an aircraft as recorded by a control tower (or flight service station) and relayed to base operations or applicable command and control agency.

Designated Courier—An officer or enlisted members in the grade of E-7 or above of the US Armed Forces, or a Department of State Diplomatic Courier selected by the Defense Courier Service to accept, safeguard, and deliver courier material as directed.

Diversion—Operational term for the in-flight change of an aircraft's intended destination to any other airfield. Diversion is differentiated from a reroute in that a diversion occurs during flight.

DV/VIP—Distinguished visitor/very important person. Military passengers, including those of friendly nations, of star, flag rank, or equivalent status to include diplomats, cabinet members, and members of Congress. Others may be designated as VIPs due to their mission or position by the agency of the Department of Defense authorizing the individual's travel. BLUE BARK passengers are handled by AMC as VIPs. DV/VIP Codes are listed in the DoD Flight Information Publication, General Planning. The codes listed in **Table A1.1.** on the following page are extracted from paragraph 4-3 of that document:

Table A1.1.

Designator Letter	Service Category
A	Air Force
R	Army
C	Coast Guard
M	Marine Corps
V	Navy
S	Civilian
F	Foreign Civilian or Military
1	President, Head of State of Foreign Country or Reigning Royalty
2	Vice President, Governor (in his own state), former Presidents, Cabinet members, CJCS, Service Chiefs, Unified/Specified Command Commanders (4 star rank)
3	Governor of Guam/Virgin Islands, General/Admiral (O-10), Unified/Specified Command Vice-Commanders (3 star rank)
4	Lieutenant Generals/Vice Admirals (O-9), GS-18
5	Major Generals/Rear Admirals (upper half) (O-8), GS-17
6	Brigadier Generals/Rear Admirals (lower half) (O-7), GS-16
7	Colonels (USAF, USA, USMC)/Captains (USN) (O-6), GS/GM-15
8	Senior Enlisted Advisors of the Armed Services (E-9)

Emergency Actions—The term used by command and control agencies identifying actions, procedures, and communications used during periods of tension or increased readiness, whether or not an increased LERTCON/DEFCON has been declared.

Emergency Action Messages (EAM)—Messages through which JCS and subordinate commanders pass significant directives to their forces.

Emergency Operations Center (EOC)—The central emergency management C2 element for expanded emergency or contingency response operations that require additional support beyond the Incident Command Staff capabilities; including major accidents, natural disasters, enemy attack and terrorist use of CBRNE materials. The EOC is organized into 15 Emergency Support Functions (ESF) as mandated by the Air Force Incident Management System (AFIMS) and identified in AFI 10-2501.

En Route Station—Station between points of origin and destination at which missions will stop.

Engines Running Onload And Offload (ERO)—Off or onload of passengers and cargo with aircraft engines running to expedite aircraft movement or meet the time requirements of unit moves, joint training operations, exercises, and contingencies.

Expeditionary Aerospace Force (EAF)—The EAF is the 21st Century Air Force. A force that is organized, trained, and equipped to execute Global Engagement while meeting the National Military Strategy's mandate to shape the international environment, respond to a full spectrum of crises, and prepare now for the demands of the modern security environment.

Flight Manager—Flight Managers are FAA and Air Force trained and certificated aircraft dispatchers who perform many sortie-related tasks traditionally accomplished by Aircrews and provide a proactive point of contact for real time support to MAF Aircrews both on the ground and in the air. The Flight Manager is in partnership with the Aircraft Commander for the safety and operational control of sorties in collaboration with Air Traffic Service (ATS) agencies. To expedite mission accomplishment and ensure safety of flight, Flight Managers perform final validation of information and planning for assigned sorties, create flight profiles, file flight plans, provide direct support to MAF Aircrews, and coordinate all relevant activities directly related to the accomplishment of the sortie according to military instructions and applicable civil regulations.

Force Protection Condition (FPCON)—The FPCON system is a program standardizing the military services identification of, and recommended responses to terrorist threats against U.S. personnel and facilities. FPCONs are declared IAW AFI 31-101, Air Force Installation Security Program (FOUO). Complete descriptions and measures are detailed in AFI 31-210, Air Force Antiterrorism Program.

Global Air Traffic Management (GATM)—AMC's program to equip for future worldwide Communication Navigation Surveillance/Air Traffic Management (CNS/ATM) requirements.

Global Command and Control System (GCCS)—GCCS is a single, global C4I architecture to support the war fighter, whether from a foxhole or from a Combatant Commander's command post. A major part of the initial GCCS application environment is JOPES, which was migrated, translated, and developed from legacy and prototype subsystems, to run within the GCCS infrastructure. GCCS replaced the Worldwide Military Command and Control System (WWMCCS).

Global Decision Support System (GDSS)—AMC's primary force-level command and control (C2) system. The primary node at Scott AFB supports the Tanker Airlift Control Center (TACC) and other HQ AMC users. GDSS is used to manage the execution of airlift and tanker missions. GDSS receives airlift schedules from the Airlift Deployment Analysis System (ADANS) and interfaces with the Global Transportation Network (GTN) at the Joint level.

Ground Time—Period of time an aircraft is on the ground. Ground time for military and commercial aircraft differs; military aircraft ground time is computed from landing to takeoff, while commercial aircraft is from block-in to block-out.

Global Transportation Network (GTN)—An integrated network of command, control, communication, and computer systems as well as related procedures, policy, and personnel in support of USTRANSCOM's global transportation management and operations.

Greenwich Mean Time (GMT)—Also called Zulu time. Used as the standard time throughout the world.

Hazardous Cargo/Materials—Explosive, toxic, caustic, nuclear, combustible, flammable, biologically infectious, or poisonous materials that may directly endanger human life or property, particularly if misused, mishandled or involved in accidents.

Hammer Ace—Air Force Communications Agency (AFCA) assigned personnel performing essential communication missions carried by OSA aircraft for accident investigations.

Information Operations Condition (INFOCON)—Identifies the criteria for posturing forces to combat attacks against our information infrastructure. INFOCONs will be established to defend against a different type of warfare that's not limited to physical boundaries. INFOCONs address protection of AF assets against electronic offensive actions and defensive countermeasures, jamming, and denial of

service. They will also prompt the response to generate offensive forces and detail defensive countermeasures. An INFOCON establishes specific alert levels and defines graduated response AF commanders must take at all organizational levels.

Integrated Flight Management (IFM)—IFM is designed to increase the utilization and effectiveness of air mobility operations. It is the basis of an improved command and control capability that allows for collaborative planning; resource visibility; and logistics planning and execution. IFM creates a seamless integration of planning, allocation and execution of air mobility missions. The core of Integrated Flight Management is the Flight Manager. Flight Managers will work with supporting functions through a collaborative decision making process to make more informed decisions for the successful execution of the mission. IFM will improve command and control and enhance timely information flow between aircrews, air mobility operations representatives, and air traffic management agencies. The objective of IFM is to coordinate air mobility mission requirements with the air traffic control/management system then assure the safe execution of the mission by proactively assisting aircrews in flight planning, flight filing, proactive flight following, and to act as a resource to aircrews as they perform their missions.

International Civil Aviation Organization (ICAO) Codes—Four letter codes that identify specific locations. The first letter indicates the ICAO region and the nation/location by the last three letters. All Continental US codes begin with "K." (For example: "KCHS" designates Charleston AFB and "KDOV" stands for Dover AFB.) This listing also includes Encode and Decode listings, i.e., 4-letter code to airport and airport to 4-letter code.

Installation Control Center (ICC)—The ICC provides the commander of a USAF home station or an Air Expeditionary Wing (AEW) or Air Expeditionary Group (AEG) deployed to an expeditionary base with a single, consolidated C2 center from which to monitor, assess, plan, and execute the full range of installation activities. A key function of the ICC is the C2 Controllers serving in the CP function.

Joint Airborne/Air Transportability Training (JA/ATT)—A JCS-directed, AMC-managed program which provides basic airborne and combat airlift proficiency/continuation training for airdrop, assault landing, and aircraft static loading conducted in a joint DoD environment. It ensures continued combat readiness of forces assigned and/or programmed for assignment to unified commands.

Logistics Airlift (LOGAIR)—Long-term commercial airlift service within CONUS contracted by AMC and administered by HQ Air Force Materiel Command for the movement of cargo in support of the logistics systems of the military services.

Maintenance Codes—

Fully Mission Capable (FMC)

Partially Mission Capable (PMC)

Not Mission Capable (NMC)

Maintenance (NMCM)

Supply (NMCS)

Both (NMCB)

Manifest—Hard copy record of cargo and passengers airlifted on aircraft operated by, for, or under the control of the Air Force.

M-Day—The effective date for mobilization.

Mission Management—The function of organizing, planning, directing, and controlling AMC airlift and/or tanker mission operating worldwide. Mission management includes mission execution authority, the authority to direct where and when a mission goes and what it does once it arrives there. The TACC and AME controllers are mission managers.

Mission Monitoring—The function of organizing, planning, directing (limited), and controlling AMC airlift and/or tanker missions operating through their location. Mission monitoring does not include mission execution authority. CP controllers are mission monitors.

Minimize—A procedure for reducing traffic on common-user record and voice circuits during emergencies.

Operations Center—The facility or location on an installation/base used by the commander to command, control, and coordinate all crisis activities.

Operational Unit—A numbered Air Force organization, which employs assigned combat air and space forces, and is listed in USAF War and Mobilization Plan (WMP), Volume 3, Part 1, Combat Forces (WMP-3).

Payload—The combined weight of passengers, baggage, mail, and cargo carried on an airlift mission.

Prime Nuclear Airlift Force (PNAF)—Designated AMC airlift squadrons and aircrews trained and certified for peacetime movement of nuclear cargo

Quick Turn—Procedures designed to expedite the movement of selected airlift missions by reducing ground times at en route or turnaround stations.

Readiness—JCS defines Operational Readiness as the capability of a unit, weapon system, or equipment to perform the mission or function it is organized or designed to undertake. It may also be used in general sense to express a level or degree of readiness posture. When used in this latter context, JCS has directed all references to readiness posture be classified SECRET.

Rescue Coordination Center (RCC)—A primary search and rescue facility suitably staffed by supervisory personnel and equipped for coordinating and controlling search and rescue and/or combat search and rescue operations. Personnel of a single Service or component operate the facility unilaterally. For Navy component operations, this facility may be called a rescue coordination team. Also called RCC (or RCT for Navy component).

Scheduled Takeoff Time—That takeoff time as established in the AMC cargo or passenger schedule or operation orders. For air aborts and diversions, this will be the total of block-in plus authorized ground time. Early deviation does not apply to aborts and diversions unless the mission is formally rescheduled.

Security Control Of Air Traffic And Air Navigation Aids (SCATANA)—Emergency plan that allows Commander in Chief, North American Aerospace Defense Command's to implement measures for security and control of both civil and military air traffic and navigational aids.

Special Assignment Airlift Mission (SAAM)—Those airlift requirements that require special consideration due to the number of passengers involved, weight or size of cargo, urgency of movement, sensitivity, or other valid factors that preclude the use of channel airlift.

Special Air Mission (SAM)—Those missions operated by the 89 AW in support of the special airlift requirements of the Department of Defense.

Status of Resources and Training System (SORTS)—The Joint Staff controlled system that provides authoritative identification, location, and resource information to the President, Secretary of Defense and the Joint Chiefs of Staff (JCS).

Tactical Secure Voice (TSV)—Provides COMSEC equipment to secure radio communications between AMC Command Posts/Air Mobility Control Centers and AMC aircraft.

Tanker Airlift Control Center (TACC)—The HQ AMC agency conducting centralized command and control of AMC-assigned and AMC-gained resources. This facility is responsible for scheduling and control for all air refueling and airlift resources worldwide. It is the focal point for managing Air Force taskings and Department of Defense support.

Theater-Assigned/Attached Airlift Forces—Airlift forces of AMC that are assigned or attached to a unified command for employment within the unified commander's theater of operations. These forces are under the command of the AMC/CC and under the operational control of the theater commander.

UHF Satellite Terminal System (USTS)—A ground and airborne, portable data and voice communications system to be used over DoD satellite assets for command and control of AMC operations. System will provide multiple access message and data communications in both secure and nonsecure modes.

United States Message Text Format (USMTF) Program—The Secretary of Defense mandated message format standard. The objective of the program is to produce messages that are both human readable and machine processable; reduce the time and effort required to draft, transmit, analyze, interpret, and process messages; improve information exchange through vocabulary control; provide uniform reporting procedures to be used in all defense conditions from peacetime through crises, war, and post-attack; and facilitate exchange information between the United States and allied commands and reduce or eliminate dual reporting by U.S. units when they operate with allied commands or units or after their change of operational control to allied nations or organizations.

Very Very Important Parts (VVIP)—A designation applied to certain spare aircraft parts which due to their high value, critical shortage, or immediate need to support NMCS requirements, must receive special handling during shipment.

Transportation Working Capital Fund (TWCF)—Established to finance the operations of the Single Manager Operating Agency for Airlift Service. TWCF pays for operating costs, which are replenished by charging airlift users for services performed. It is also used as a management tool to promote the efficient use of the airlift by-product of AMC's peacetime training program.

ZULU—Universal Coordinated Time, used as the prime basis of standard time throughout the world. ZULU time is used in all EAMs and OPREPs.

Attachment 2

RETRAINING INTERVIEW REQUIREMENTS

A2.1. The following items are intended to provide an effective means of assessing if an individual meets the mandatory requirements for entry into the 1C3X1 AFSC/CP career field. All references in items **A2.1.1.** – **A2.1.11.** are taken from the 1C3X1 CFETP, AFI 10-207, AFI 48-123, and the Air Force Enlisted Classification Directory (AFECD).

A2.1.1. Individual must be interviewed by the CP Chief/Superintendent.

A2.1.2. Individual must be eligible for a TOP SECRET security clearance.

A2.1.3. Individual must have an AQE score of 49 in the General category of the AF Aptitude Test.

A2.1.4. Individual must be able to speak clearly and distinctly and have normal color vision as defined in AFI 48-123.

A2.1.5. Individual must be a United States citizen.

A2.1.6. Individual must have a completed AF Form 422, Physical Profile Serial Report. The form must indicate at least a two (2) for areas “P, U, L, and E” and a one (1) for areas “H and S.” It must also indicate the individual is worldwide qualified, passed color vision examination, is medically qualified for mobility, and is able to speak English clearly and distinctly as demonstrated through successful completion of the Reading Aloud Test (RAT) administered IAW AFI 48-123, Physical Examination Techniques.

A2.1.7. The interviewer should request the individual bring a Report Individual Personnel (RIP) printout and his/her last five (5) EPRs (or as many as the individual has on file).

A2.1.8. As part of the interview, give the individual a tour of the CP, explain the controller positions, overhead positions, shift work schedules, training and certification requirements, monthly testing requirements, and general career progression as explained in the 1C3X1 CFETP.

A2.1.9. If the workload and classification environment permits, the individual should be allowed to sit in the console area with certified CP controllers to “get a feel” for CP operations and to talk with his/her future peers.

A2.1.10. Advise the individual applying for retraining that the AFCFM must approve the recommendation to retrain into the 1C3X1 AFSC/CP career field (not applicable to the ARC). Additionally, advise the individual that an approved waiver is required to enter the career field if the individual fails to meet the requirements in paragraphs **A2.1.1.** – **A2.1.7.** above. Waiver authority is the AFCFM.

A2.1.11. Prepare a letter of recommendation or disapproval to be included in the individual’s Retraining Application Package.

Attachment 3

SAMPLE MANNING REPORT FORMAT

Position Number	Auth Rank	Asgn Rank	Auth/ASGN AFSC	Name	CERT TYPE	DAS	PCS PROJ	DEPLOY STATUS
REMARKS:								
0001233	LT COL	MAJ	86P	DOE	TNG	13 NOV 06	-	MAR 04
REMARKS: CP CHIEF; SCI; PRP; PROJECTED C2OP CERTIFICATION DATE 25 JAN 07; AEF 1/2.								
0001234	SMSGT	SMSGT	1C391/1C391	SMITH	C2OP	1 JAN 06	-	MAY 05
REMARKS: CP SUPERINTENDENT; ITS; INTERIM PRP; TASKED FOR AEF 5/6, PDD 26 DEC 06; SEI 903 AWARDED; AEF 5/6.								
0001238	MSGT	MSGT	1C371/1C371	HARRIS	MULTI	15 JUN 05	-	JAN 06
REMARKS: NCOIC C2OP; SCI; PRP; CERTIFIED IN C2OP AND OR; SEI 903 AWARDED; AEF 9/10; PROJECTED RETIREMENT DATE: 1 JUN 07.								
0001235	TSGT	TSGT	1C371/1C371	WILSON	MULTI	15 MAR 04	JUN 07	DEPLOYED
REMARKS: NCOIC TRAINING; SCI; PRP; CERTIFIED IN C2OP AND OR; DEPLOYED ALI BASE, ETR 6 JAN 07; SEI 903 AWARDED; AEF 3/4.								
0001236	TSGT	SSGT	1C371/1C371	JONES	MULTI	26 AUG 04	-	MAY 06
REMARKS: NCOIC REPORTS; TS; PRP; TDY NCO ACADEMY, ETR 14 FEB 07; SEI 903 AWARDED; AEF 1/2.								
0001231	SSGT	SSGT	1C351/1C351	JOHNSON	C2OP	21 AUG 05	-	MAY 05
REMARKS: NCOIC C2 SYSTEMS; TS; PRP; SEI 903 AWARDED; AEF 7/8.								
0001230	SSGT	SSGT	SSGT	BROWN	C2OP	10 APR 03	MAR 07	MAY 05
REMARKS: TS; PRP; SEI 903 AWARDED; AEF 9/10.								

Position Number	Auth Rank	Asgn Rank	Auth/ASGN AFSC	Name	CERT TYPE	DAS	PCS PROJ	DEPLOY STATUS
0001232	SSGT	SSGT	1C351/1C331	GREENE	TNG	12 DEC 06	-	NONE
REMARKS: TS; INTERIM PRP; CURRENTLY A 1C331 DUE TO RETRAINING, IN UGT TO 1C351; SEI 903 AWARDED; AEF 5/6.								
0001237	SSGT	SSGT	1C351/1C351	SMYTHE	C2OP	12 DEC 03	-	MAY 05
REMARKS: TS; PRP; SEI 903 AWARDED; AEF 5/6.								
0001239	SRA	SRA	1C351/1C351	ABLE	C2OP	12 MAR 06	-	NONE
REMARKS: TS; PRP; ATTENDED JNC2 COURSE JUL 06, CERTIFIED AND AWAITING 12-MONTHS EXPERIENCE EDA SEI 903 JUL 07; AEF 1/2, APPROVED TO SERVE AS SENIOR CONTROLLER.								
0001240	SRA	SRA	1C351/1C351	EDISON	C2OP	13 MAR 05	-	DEPLOYED
REMARKS: TS; PRP; DEPLOYED BALAD, ETR 9 JAN 07; SEI 903 AWARDED; AEF 3/4.								
0001241	SRA	SRA	1C351/1C351	WATTS	C2OP	13 JAN 05	-	NONE
REMARKS: TS; PRP; SEI 903 AWARDED; AEF3/4, LINE NUMBER FOR SSGT.								
0001242	SRA	VACANT	1C351	-	-	-	-	-
REMARKS: NO PROJECTED GAIN								
0001243	A1C	AB	1C331/1C331	FRANKLIN	TNG	1 DEC 06	-	NONE
REMARKS: IS; NO PRP CERT; EST C2OP CERT DATE 10 APR 07; JNC2 COURSE DATE 12 JAN 07, EDA SEI 903 APR 08; AEF 9/10.								
0001240	SRA	A1C	1C351/1C331	EDISON	-	-	-	-
REMARKS: PROJECTED GAIN FROM TECH SCHOOL FEB 07.								

Attachment 4

SAMPLE QUICK REACTION CHECKLIST TOPICS

A4.1. The following list represents possible QRCs and is provided to stimulate thought vice establish a requirement. This list is not all-inclusive. CP managers should develop and maintain QRCs that are based on their unit mission and/or probability of occurrence.

A4.1.1. Airborne Aircraft Accountability.

A4.1.2. Aircraft Anti-Hijack/Theft.

A4.1.3. Alarm Conditions/Attack Response.

A4.1.4. Aircraft Contamination.

A4.1.5. Aircraft Ditching/Forced Landing.

A4.1.6. Aircraft Emergency/Accident.

A4.1.7. Alpha Aircraft/Aircrew Constitution.

A4.1.8. Alpha Alert/Launch.

A4.1.9. BENT SPEAR.

A4.1.10. Bird Strike.

A4.1.11. Bomb Threat.

A4.1.12. Border Violations.

A4.1.13. Bravo Alert.

A4.1.14. BROKEN ARROW.

A4.1.15. Cargo Jettisoning/Dropped Object.

A4.1.16. Casualty Assistance/Serious Injury/Suicide.

A4.1.17. CAT Activation/Deactivation.

A4.1.18. Civil Request for Military Assistance.

A4.1.19. Commercial Power Failure.

A4.1.20. Communication Out Procedures.

A4.1.21. Compromise/Suspected Compromise of Classified or Cryptographic Material.

A4.1.22. Disaster Response.

A4.1.23. Distinguished Visitor (DV) Arrival/Departure.

A4.1.24. Emergency Aerial Refueling.

A4.1.25. Emergency Disablement of Munitions.

A4.1.26. Emergency Disassociation/Reassociation of Munitions.

A4.1.27. Emergency Evacuation of Munitions.

A4.1.28. Emergency Locator Beacon/Personnel Locator Beacon (ELB/PLB) Activation.

A4.1.29. Emergency Power Procedures.

A4.1.30. EMPTY QUIVER.

A4.1.31. Entry Authority List (EAL) Authenticating/Processing/Receipt.

A4.1.32. EOD Assistance.

A4.1.33. Evacuation/Alternate CP Activation.

A4.1.34. FADED GIANT (CONUS units only).

A4.1.35. Fire/Evacuation Procedures.

A4.1.36. Ground Emergency.

A4.1.37. Hazardous Cargo.

A4.1.38. Hazardous Substance Spill.

A4.1.39. HELPING HAND/COVERED WAGON.

A4.1.40. Hostage Situation.

A4.1.41. Hostile Action/Attack/PINNACLE FRONT BURNER.

A4.1.42. Hung Ordnance.

A4.1.43. Hurricane Condition/Tropical Cyclone Condition of Readiness (HURCON/TCCOR) Change.

A4.1.44. IG Arrival Notification.

A4.1.45. In-Flight Emergency (IFE).

A4.1.46. INFOCON Attainment Report.

A4.1.47. NAOC/Airborne CP (ABNCP)/Take Charge and Move Out (TACAMO) Arrival.

A4.1.48. Nuclear Laden Aircraft Diversion (active units only).

A4.1.49. Open Skies.

A4.1.50. Overdue Aircraft.

A4.1.51. PNAF Type I and Type II Procedures.

A4.1.52. Runway Closure.

A4.1.53. SAFEHAVEN (CONUS active units only).

A4.1.54. Sexual Assault.

A4.1.55. Stockpile Emergency Verifications (SEV) Procedures.

A4.1.56. Unit/Personnel Recall (Pyramid Alert).

A4.1.57. Unusual Incident.

A4.1.58. Weather Watch/Warning/Advisory.

Attachment 5

COMMAND POST DEPLOYMENT CRITIQUE FORM

A5.1. Rank and name:

A5.2. Current organization and duty station:

A5.3. Deployed location, period/dates deployed, number of CP personnel assigned:

A5.4. Organizational make-up at deployed location:

A5.5. Duty schedule:

A5.6. Description of work performed:

A5.7. Positive aspects of the deployment:

A5.8. Negative aspects of the deployment:

A5.9. List any non CP -related duties you were tasked to accomplish:

A5.10. If not performing CP related duties, list AFSC/career field that should be assigned to position:

A5.11. List any CP equipment/systems shortages encountered at your deployed location:

A5.12. List any CP personnel shortages encountered at your deployed location:

A5.13. List any specific CP experience shortages encountered at your deployed location:

A5.14. List all training (CP related and other) received prior to deployment:

A5.15. List all training (CP related and other) you should have received prior to deployment but did not. Provide assessment of how it impacted your ability to support the mission of the deployed unit:

A5.16. List all personal equipment (CP related and other) received prior to deployment:

A5.17. List all personal equipment (CP related and other) you should have received prior to deployment but did not. Provide assessment of how it impacted your safety and/or ability to support the mission of the deployed unit:

A5.18. Provide overall assessment of TDY:

A5.19. Miscellaneous/additional comments: