

**BY ORDER OF THE COMMANDER
552D AIR CONTROL WING (ACC)**

**552D AIR CONTROL WING INSTRUCTION
10-301**



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Operations

**COMMANDERS AVAILABILITY STATUS
REPORTING**

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This publication implements procedures for 552d Air Control Wing (552 ACW) Command Post (CP). It enables the CP to contact the wing commander, vice wing commander, and group commanders quickly and reliably, specifically for emergency notifications. It is applicable to the 552 ACW. It does not apply to Air Force Reserve Command (AFRC) and Air National Guard (ANG) units, except where noted otherwise. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF IMT 847s through publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AF Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information System (AFRIMS) Records Disposition Schedule (RDS) or any updated statement provided by the AF Records Management office (SAF/CIO A6P).

SUMMARY OF CHANGES

This revision clarifies verbiage and updates procedures for group and wing leadership informing the command post of duty status to ensure timely and efficient notifications.

1. Responsibilities.

1.1. The Chief, 552 ACW/CP will ensure compliance with this instruction.

1.2. The 552 ACW/CC, 552 ACW/CV, 552 OG/CC/CD, 552 MXG/CC/CD and 552 ACG/CC/CD will provide contact and current duty status information to the CP as required by this instruction.

1.3. CP will utilize the information provided to maintain current availability status of the wing commander, vice wing commander, group commanders and group deputies.

1.4. CP will submit ACC Commanders Availability Reports IAW AFI 10-206, ACC Sup 1.

2. Status Reporting Procedures.

2.1. The Wing Commander's office will provide the CP a projected schedule of availability (leave, TDY, etc.) and information as required by AFI 10-206, ACC Sup 1 for Commanders Availability Reports (CAR) for the 552 ACW/CC/CV. Group Commanders off station/planned availability status should be emailed to the "552 ACW/CP Command Post" 552acw.cp2@us.af.mil or 552acw.cp@tinker.af.mil organizational account to ensure accurate and rapid notification when required.

2.2. Commanders will ensure CP is promptly notified upon the passing and resumption of command of their units to and from another person.

2.3. Dual Absences. Simultaneous absences of both group commander and deputy group commander require wing commander approval. Dual absences are discouraged and should not be planned unless absolutely necessary. When unavoidable, the period of overlapping absence will be as brief as possible.

3. Notification Procedures.

3.1. During duty hours, CP will attempt to establish contact with a commander using the following devices: mobile phone, duty phone, and then home phone. During non-duty hours, CP will attempt to establish contact using mobile and home phones.

3.2. If necessary, the 552 ACW/CC/CV may direct the CP to maintain rapid two-way communication, location, and status of group commanders/deputy commanders. Upon initiation, CP will notify all commanders to be "ON BRICK" to establish and maintain required connectivity. Commanders are required to maintain a posture that allows CP to contact them in one call attempt. When on base, commanders and their deputies will utilize Land Mobile Radios (LMR). When changing communications means, such as transitioning from LMR to a mobile phone or a home phone, commanders will notify CP prior to the change. If LMRs are unavailable, commanders will carry cell phones and provide CP with a land- line backup number when possible.

4. LMR Procedures.

4.1. Primary LMR working frequency for wing and group commanders is the 552 ACW/CC net. Use 72 ABW/CC net as a backup when directed by CP. Use Data Encryption Standard (DES) to the maximum extent possible unless specifically directed otherwise by 552 ACW/CC. The 552 ACNS will key all radios required for DES.

4.2. Call Signs. Use the following call signs for the 552 ACW leadership on both 552 ACW/CC net and 72 ABW/CC net unless specifically instructed otherwise.

4.2.1. 552 ACW/CC – SENTRY 1.

4.2.2. 552 ACW/CV – SENTRY 2.

4.2.3. 552 OG/CC – SENTRY 3.

4.2.4. 552 MXG/CC – SENTRY 4.

4.2.5. 552 ACG/CC – SENTRY 5.

4.2.6. Senior Flying Supervisor (normally 552 OG/CDF) – FOXTROT.

4.2.7. Supervisor of Flying (SOF) – RAMROD.

4.2.8. 552 ACW Command Post – COMMAND POST.

4.3. Call sign suffixes. Use the following call sign suffixes to commander call signs as applicable. Groups will set an order of precedence for deputy commander(s). Primary deputy commander will use ALPHA suffix (for example, 552 OG/CD will be “SENTRY 3A”). Further acting commanders or other positions on the LMR will be followed by additional suffixes B,C, etc., to denote order of precedence for the acting commander.

JAY R. BICKLEY, Col, USAF
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References***Prescribed Forms**

AF Form 847, *Recommendation for Change of Publication*