COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements DAFPD 10-2, *Readiness,* to establish command and control (C2) structures to support the Chairman, Joint Chiefs of Staff (CJCS) that provide continuity of C2 in the event of hostile action or natural disaster. It establishes and defines the composition, functions, training requirements, and activation procedures of the Headquarters (HQ) Air Combat Command (ACC) Operations Center (OC). It applies to HQ ACC and special staff agency personnel performing duties as members of the OC. It does not apply to the United States Space Force , the Air National Guard (ANG) or the Air Force Reserve Command (AFRC) field units and members, but does apply to ANG and AFRC personnel assigned or attached for duty to HQ ACC. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed IAW the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Contact supporting records managers as required for approval. Send comments and suggested improvements to this instruction on DAF Form 847, *Recommendation for Change of Publication*, through normal channels, to ACC Air Operations Division (ACC/A3O), 22 Rickenbacker Rd, Building 10, Langley AFB VA 23665 or email at **acc.A3X@us.af.mil**. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Submit requests for waivers through the chain of command to the Publication OPR for non-tiered compliance items. 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 DAF.

SUMMARY OF CHANGES

This publication is substantially revised and must be completely reviewed. This revision incorporates major guidance and process changes to support the evolution of the ACC Operations Center in support of the COMACC directed ACC Force Optimization Initiative, per HQ ACC Planning Order (PLANORD) 18-001, date time group 281530Z Aug 18.

Chapter 1

SUPPLEMENTAL GUIDANCE

1.1. Supplemental Guidance. Guidance to subordinate units or other AF agencies will be published as an Operations Center Directive (OCDIR) and may be additive to this Major Command (MAJCOM) Instruction but is not intended to replace or modify the ACC Instruction (ACCI) as written. OCDIRs will be submitted through the Operations Center Duty Officer (DO) to the ACC Operations Center Deputy Director (DD) for release, approval and signature. The purpose of an OCDIR is to rapidly disseminate MAJCOM guidance in the ACC OC where the nature of an event or task may require direction down to subordinate Numbered Air Forces (NAFs) and wings, or to other AF Agencies based on the Secretary of the Air Force (SecAF) Air Force Force Coordinator for Conventional Forces delegated authorities to Commander, ACC (COMACC). OCDIRs will be annotated and archived through the ACC OC and organized sequentially by Calendar Year (CY) (e.g., OCDIR 23-A01, OCDIR 23-A02, etc.) based on the date of approval. OCDIRs will be posted and maintained by the DO or the Orders Team (OT) on the ACC OC unclassified and classified SharePoint® pages at the following:

1.1.1. Non-classified Internet Protocol Router Network (NIPRNet) website: **https://intelshare.intelink.gov/sites/accopscenter/SitePages/Home.aspx**

1.1.2. Secure Internet Protocol Router Network (SIPRNet) website: **https://intelshare.intelink.sgov.gov/sites/accopscntr/SitePages/Home.aspx**.

1.1.3. Administrative information will be published and posted as an OC Item of Interest (IOI) or as an OC Placemat. OC IOIs will be released, as required, to senior leaders based on the severity of event, criticality of the issue or time sensitive nature of the data being relayed. OC Placemats will be posted in the daily "ACC Operations Briefing" and distributed to senior leaders through the ACC Command Center channels.

1.1.4. OCDIRs, IOIs and Placemats will be posted and maintained by the DO or the OT on the ACC OC Home Page at the following SIPRNet website: **https://intelshare.intelink.sgov.gov/sites/accopscntr/SitePages/Home.aspx**. The DOs will conduct an annual review of current OCDIRs and IOIs no later than (NLT) the 31st of January every year and will determine when documents are no longer valid. The DO will move old/outdated documents to the ACC OC archive, as required.

Chapter 2

ACC OPERATIONS CENTER (OC)

2.1. General Information. HQ ACC functions in a component-like role in support of Headquarters Air Force (HAF), and supports the Air Force Operations Group (AFOG), Joint Force Providers (JFPs), and the Joint Force Coordinator (JFC) (JS J35 South, Norfolk VA). The ACC OC is the single point of entry and exit for all operational activities regarding Joint Operations Planning (JOP), Joint Planning and Execution, and Global Force Management (GFM). OC responsibilities cover the entire range of military operations to include current, contingency, crisis, emergent, rotational, and joint exercise requirements. IAW AFPD 10-4, *Operations Planning: Air Expeditionary Force and Global Force Management*, DAFI 10-401, *Operations Planning and Execution,* and AFMD 2, *Air Combat Command (ACC)*, SecAF has delegated Service Force Provider (SFP) authority to COMACC as Air Force Force Coordinator for conventional forces to:

2.1.1. Make global allocation nominations for all AF conventional forces, including assigned and unassigned forces, in response to Joint Staff (JS) validated Combatant Commander (CCDR) requirements. AF conventional forces include all forces not specifically designated as mobility, special operations, cyber, or space, both Unified Combatant Command assigned and Military Department assigned/unassigned/Service Retained forces, per the *Secretary of Defense's (SecDef's) Forces for Unified Combatant Command Memo* (known as the "SecDef's Forces For Memo").

2.1.2. Report readiness and availability data of AF conventional forces to the JFC and JFP.

2.1.3. Publish SecAF's Force Provider Deployment Order (DEPORD) upon SecDef approval of the Fiscal Year (FY) GFM Allocation Plan (GFMAP) Annexes and subsequent modifications.

2.1.4. Verify accuracy of deployment requirements in Joint Operation Planning and Execution System (JOPES) and Deliberate and Crisis Action Planning and Execution Segments (DCAPES). In conjunction with HAF, provide AF Major Commands (MAJCOMs) guidance in verifying requirements in JOPES/DCAPES.

2.1.5. Liaise with HAF, AFOG, JFPs, and JFC to provide feasibility of AF sourcing solutions for conventional forces, to conduct plan assessments and to contingency source AF conventional forces, assigned/unassigned/Service Retained, in support of CCDRs' Operation Plans (OPLANs) and Concept Plans (CONPLANs).

2.2. Air Combat Command Operations Center (ACC OC) Functions. The primary function of the ACC OC is to bring together the necessary, empowered individuals required to quickly respond to Higher Headquarters (HHQ) or AFOG operational, planning, or joint tasks involving deployment, sustainment, redeployment, or reconstitution of AF conventional assigned/unassigned/Service-retained forces. All personnel who serve in the ACC OC perform duties in direct support of COMACC's delegated SecAF authorities and direct MAJCOM operational roles and responsibilities. The major duties of the ACC OC include, but are not limited to:

2.2.1. Coordinate, prepare, and/or submit rotational/enduring force schedules, rotational force allocation plans, recommended sourcing solution nominations, and military risk assessments for the HAF/JS to be submitted to the SecDef for final approval.

2.2.2. Represent the SecAF for all operational conventional force recommended sourcing nominations and deployment actions. AFPD 10-4, DAFI 10-401, and AFMD 2 identify COMACC as the SecAF delegated Air Force Force Coordinator for conventional forces to perform SFP functions for GFM conventional force allocation nominations and outlines the procedures/policies in support of Joint processes.

2.2.3. Nominate and provide forces as directed by the President of the United States (POTUS), SecDef, CJCS, JS, SecAF, United States Air Force Chief of Staff, HAF, or AFOG.

2.2.4. Provide feedback, information, and/or recommended sourcing nominations to the JFC (JS J35 South), JFPs, and/or AFOG, as appropriate, in response to HHQ, AFOG, JS Logbook, Joint Capabilities Requirements Manager (JCRM) system, and Joint Staff Action Process (JSAP) taskings. Concur responses require OC DD (O-6 level) approval; Non-Concur responses require approval from the Director or a General Officer (GO) or Senior Executive Services (SES) in the ACC OC chain (**Figure 3.1**.).

2.2.5. Update and coordinate with HAF, AFOG, MAJCOMs, Air Force Component Commands, and the Air Force Personnel Center (AFPC) when sourcing and verifying a JOPES Time-Phased Force and Deployment Data (TPFDD) to ensure expeditious force deployment.

2.2.6. Ensure proper Command and Control (C2) structure for presentation of AF conventional force capabilities in support of combatant commander (CCDRs) and their combatant commands (CCMDs).

2.2.7. Maintain awareness of operation plans, contingencies, and current events impacting HQ ACC and subordinate NAFs and Wings within the ACC and Combat Air Force (CAF) structure. Provide updated information to leadership, as appropriate.

2.2.8. Maintain ACC OC SIPRNET and NIPRNET SharePoint® Homepage sites to house pertinent reference data for OC operations.

   2.2.8.1. The secure SIPRNET site is located at: **https://intelshare.intelink.sgov.gov/sites/accoperationsdivision/SitePages/Home.aspx**. The SharePoint® page includes, but is not limited to:

      2.2.8.1.1. Administrative functions, such as contact information, duty rosters, OC training materials, checklists, technical support, and links to external agencies.

      2.2.8.1.2. OCDIRs, OC Items of Interest (OCIoIs), daily briefs, ACC Situation Reports (SITREPs), messages, and orders.

      2.2.8.1.3. OC organizational team and ACC Functional Area Representative (FAR) items.

      2.2.8.1.4. Contingency and Exercise information, as required.

      2.2.8.1.5. Continuity of Operations (COOP) information.

   2.2.8.2. The unsecure NIPRNET site is located at: **https://intelshare.intelink.gov/sites/accopscenter/SitePages/Home.aspx**. The SharePoint® page includes, but is not limited to:

      2.2.8.2.1. Administrative functions, such as contact information, duty rosters, OC training materials, checklists, technical support, and links to external agencies.

2.2.8.2.2. OCDIRs, OCIoIs, daily update briefs, ACC SITREPs, messages, and orders.

2.2.8.2.3. OC Mission Assurance Team (MAT).

2.2.8.2.4. Contingencies Response Team, Exercises, and Defense Support of Civil Authorities (DSCAs) as required.

2.2.8.2.5. Severe Weather Readiness support.

2.2.8.2.6. ACC FAR Training.

2.2.8.2.7. Air Force Force Generation (AFFORGEN) Execution Team.

2.2.8.2.8. GFM Team.

2.2.8.2.9. OC Support Team.

Chapter 3

ACC OPERATIONS CENTER (ACC OC) ORGANIZATION

3.1. Introduction. The ACC OC functions on behalf of the COMACC and consists of the OC Director, OC DD, DO, and FARs, with additional supporting individuals, organizations, and agencies. The ACC OC organizational chart is shown in **Figure 3.1**.

Figure 3.1. OC Organization.
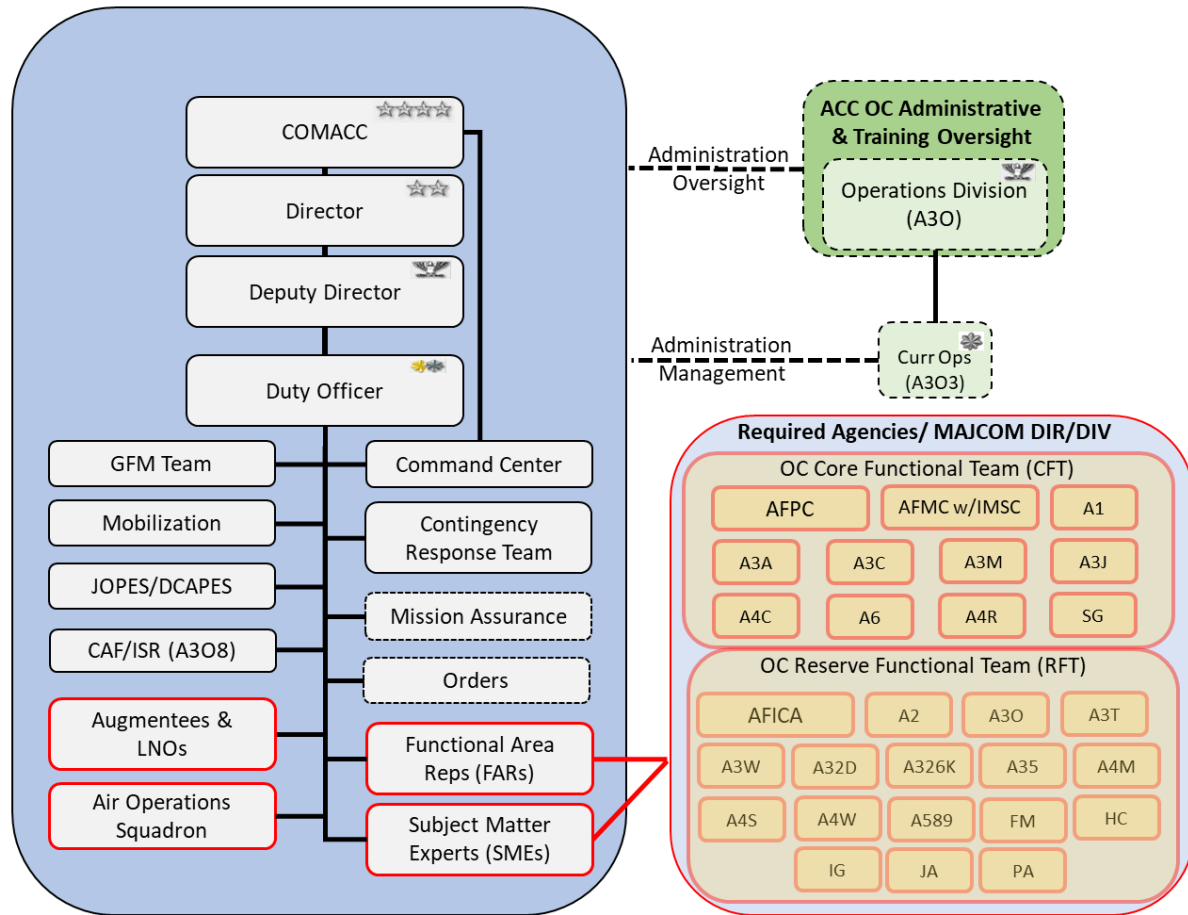
3.2. General OC personnel responsibilities.

3.2.1. While performing OC duties, personnel will act for and directly report to the OC DO and DD. OC duties will take priority over all other MAJCOM Organize, Train, and Equip (OT&E) and MAJCOM staff responsibilities.

3.2.2. Individuals identified to perform OC duties will be familiar with the contents of this ACCI, complete OC-sponsored training, and be familiar with their Directorate policies and requirements pertaining to both OT&E and GFM functions.

3.2.3. Have individual NIPRNET, SIPRNET, and Intelink (NIPRNET and SIPRNET) accounts.

3.2.4. Be identified by their respective Director or Division Chief to perform OC duties.

3.2.5. Complete ACC/A3O familiarization and certification training as outlined in this instruction.

3.2.6. Ensure all OC support is identified on the Directorate or Division Entry Access List (EAL) required for access into building 10, Ryan Center, Langley AFB VA.

3.3. Commander Air Combat Command (COMACC). COMACC is responsible for the overall C2 operation and execution of the ACC OC. COMACC has appointed these duties to the ACC Director of Operations (ACC/A3)for the management and oversight of the ACC OC.

3.4. ACC Operations Center (OC) Director.

3.4.1. Description. The OC Director, as COMACC's direct representative, has oversight and tasking authority over all OC personnel in support of OC operations and is responsible for the overall performance and execution of the ACC OC.

3.4.2. Manning. COMACC has designated the ACC/A3, Director of Operations, as the ACC OC Director.

3.4.3. Duties. OC Director duties include, but are not limited to:

3.4.3.1. Provide GO endorsement for all AF non-concur sourcing solution submissions.

3.4.3.2. Certify all DDs prior to assumption of OC duties.

3.4.3.3. Ensure C2 functions of the OC are operational to facilitate senior leader situation awareness on all aspects of subordinate unit operations.

3.4.3.4. Ensure Mission Assurance (MA) functions within the OC are followed and direction is provided to subordinate wings and leadership to ensure operational continuity and resilience.

3.5. ACC Operations Center (OC) Deputy Director (DD).

3.5.1. Description. The DD is the OC Director's representative for command taskings and information during steady state operations and ongoing crises or contingency response. The DD is also responsible for directing all OC personnel and actions in response to current, contingency, or crisis operations or HHQ taskings.

3.5.2. Manning. The OC Director will designate selected ACC Staff O-6s (or civilian equivalents) as OC DDs. DD duties will take priority over all other HQ ACC staff functions.

3.5.3. Duties. DD duties include, but are not limited to:

3.5.3.1. Provide senior leadership oversight and direction over all aspects of ACC OC operations.

3.5.3.2. Provide DO prioritization and direction for daily management of ACC OC taskings and operations.

3.5.3.3. Provide O-6 nomination or endorsement as the SFP for concur responses on all Logbook, JSAP, and other taskings released from the ACC OC.

3.5.3.4. Review, sign, and forward packages requesting GO Non-Concur endorsement or approval to the Director for review, coordination, and action, as appropriate.

3.6. ACC Operations Center (OC) Duty Officer (DO).

3.6.1. Description. The DO is the focal point for all OC activities and is responsible for management, coordination, and execution of all OC/Crisis Action Team (CAT) taskings. The DO will also serve as the senior daily DO and supervisor in absence of the DD.

3.6.2. Manning. ACC/A3O will provide oversight and the preponderance of Field Grade Officers (FGOs), or General Schedule (GS) civilian equivalents, to support the OC DO requirements. Additional OC DO manning will be provided from the ACC MAJCOM Staff as directed by the ACC/A3, in coordination with the affected Director/Division Chief.

3.6.3. Duties. DO duties include, but are not limited to:

3.6.3.1. Orchestrate all operational activities of the OC and act as the single point of entry and exit for all external correspondence, as the SecAF delegated SFP and Air Force Force Coordinator under GFM, to the JS, CCDR/components, or sister service organizations.

3.6.3.2. Review all incoming correspondence to the OC, then ensure those items are processed, tracked, and routed to the appropriate agencies for action.

3.6.3.3. Ensure staff packages are formatted according to guidance in the ACC Action Officer handbook for issues requiring action above the DD level.

3.6.3.4. Coordinate and release AF and ACC orders, OCDIRs and messages with the OT, as appropriate.

3.6.3.5. Act as the primary OC liaison to other agency OCs, CAT, and component staffs for crisis and/or contingency operations.

3.6.3.6. Executes the OC battle rhythm when directed by the DD during all contingency operations.

3.6.3.7. When directed by HHQ or OC senior leadership, report all actions, as required, in the form of SITREPs or Placemats to all appropriate Service and Department of Defense (DoD) agencies.

3.6.3.8. Coordinate all recall actions through the co-located ACC Command Center for contingency operations or when directed by the DD.

3.6.3.9. Produce all changeover and situational briefings presented to the OC staff and senior leadership during contingency operations.

3.6.3.10. Keep senior leaders and OC Director informed of all emergent or immediate Requests for Assistance (RFAs) or Request for Forces (RFF), as required.

3.6.3.11. Monitor world events which may require AF response and up channel awareness messages in the form of SITREPs or placemats when appropriate or directed.

3.6.3.12. Use quick reaction checklists to ensure critical actions are completed. All quick reaction checklists will be stored on the SIPRNET shared drive, the DO binder in the OC, and the relocation kits in the ACC OC.

3.6.3.13. Monitor the TPFDD and understand the functional Unit Type Code (UTC) availability, per the FAR, Capability Manager (CM), Demand Force Team (DFT), AFPC Scheduler inputs, and track the Air Force Specialty Code (AFSC) resident in the Type Unit

Characteristic file (TUCHA) and executed in the CCMD/component developed Force Requirement Number (FRN) / Unit Line Number (ULN) within the CCMD managed TPFDD.

3.6.3.14. During a national crisis or manmade/natural emergency the DO will recommend to the DD and/or senior leadership that the CAT should be formed within the ACC OC for response and support to the present event.

3.6.3.15. The DO will determine the most expeditious manner to accomplish a CAT recall (either in-person or virtual) contingent on the totality of the situation (nature of crisis, time of day, personnel requirements etc.). In most cases, the Ops Center will initiate the recall via Emergency Mass Notification System (EMNS).

3.7. Functional Area Representatives (FARs).

3.7.1. Description. FARs are the designated authoritative subject matter experts and OC representatives for their respective functional areas. They are knowledgeable, experienced, and empowered to represent and make decisions on behalf of their Director and Division Chiefs. When designated by the Air Force Deputy Chief of Staff for Operations (AF/A3), some functional areas will be considered CMs and/or DFT Leads responsible for their respective UTC/AFSC management and will be primary members of the Core Functional Team (CFT) in most disaster scenarios when directed/recalled via EMNS.

3.7.2. Manning. Each Division/Directorate that is identified as a CFT/Reserve Functional Team (RFT) member (see **Figure 3.2**) will designate a primary and alternate POC for the EAL, EMNS, and MA rosters and maintain monthly recall rosters of "on-call" personnel available for short-notice taskings. Directorates/Divisions will be required to provide POC contact information to the ACC OC/DO e-mail (**acc.contingencyteam.opsofficer@us.af.mil**).

Figure 3.2. Required Functional Area Representatives (FARs).
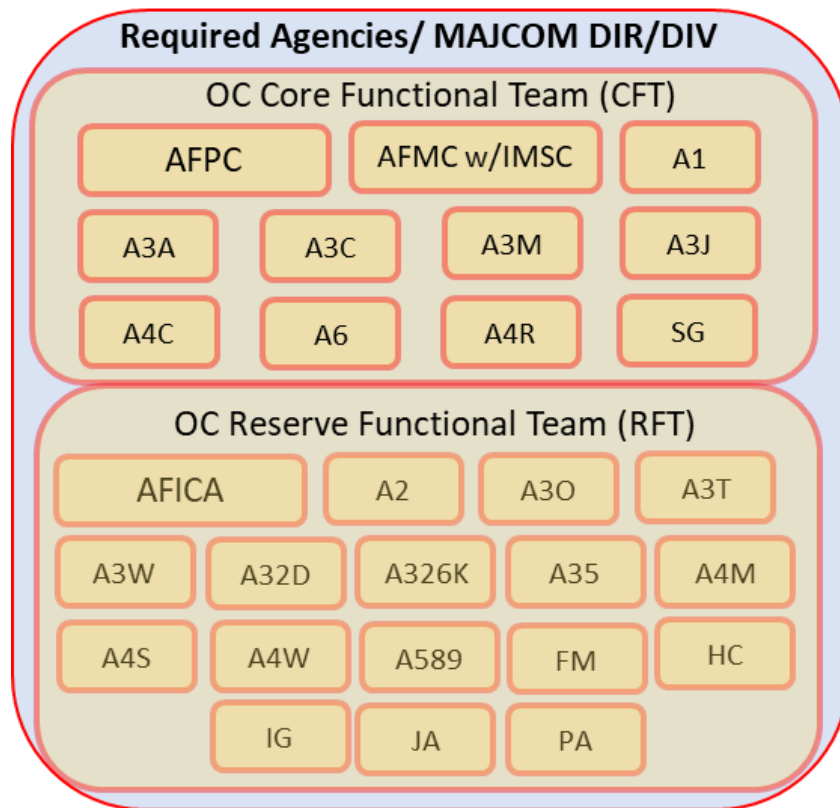
3.7.3. Duties. FAR duties include, but are not limited to:

3.7.3.1. When recalled or asked by the DD/DO to respond to a CAT formation, functionals will identify, source, and track all MAJCOM forces in support to contingency or crisis operations and/or requirements from a Unified CCMD. Help track deployed AF resources in support of contingency operations (including ANG and AF Reserve resources) in support of a contingency or crisis response under DSCA.

3.7.3.1.1. Core Functional Team (CFT): The CFT represents the HQ ACC Staff offices with MAJCOM Functional Subject Matter Experts (SMEs) and/or HAF delegated CM and DFT Lead responsibilities and are primary in most disaster scenarios. CFT members will respond to all CAT formation events (in-person or virtual) per EMNS message traffic. **Figure 3.2** reflects the primary members of the CFT. The CFT POCs will:

3.7.3.1.1.1. -Respond to all CAT formation events in-person or virtual per EMNS message traffic.

3.7.3.1.1.2. -Relocate to HQ ACC Alternate sites when JBLE facilities are unavailable or threatened.

3.7.3.1.1.3. -Ensure reach-back to Directorate/Division representatives and SMEs when data/information is requested by the DO and/or Director that is not available to the CAT CFT member present.

3.7.3.2. Reserve Functional Team (RFT): The RFT is comprised of HQ ACC Staff offices (Directorates, Special Staff, and A3 Divisions) not currently assigned to the CFT. All directorates/divisions that are part of the RFT will be on standby and could be recalled to the CAT, as required, based on the Directors need or unfolding events. **Figure 3.2** reflects the primary members of the CFT. The CFT POCs will:

3.7.3.2.1. - Respond to CAT formation events (in-person or virtual) when called/directed per EMNS message or direct contact from either the CAT Director or DO.

3.7.3.2.2. - Be prepared to relocate to HQ ACC alternate sites when necessary.

3.7.3.2.3. Coordinate with the Reserve Component (RC) Mobilization (MOB) Team to activate or deactivate RC forces using mobilization and demobilization processes when HHQ directed or approved through the AF mobilization process.

3.7.3.3. Verify, as required, and manage UTCs in response to CCMD Requirements. Coordinate with the ACC OC and AFPC to ensure rapid verification within DAFI 10-401 timelines.

3.7.3.4. Develop and coordinate AF recommended sourcing solutions and nominations. As required, coordinate with AFPC, Functional Area Managers (FAMs) (Component, MAJCOM, and HAF), CM, and other ACC OC members to develop recommended AF global sourcing solutions in response to JS Logbook tasking in response to a CCMD's RFF or Request for Capabilities requirements.

3.7.3.5. If necessary, initiate Requests for Information (RFI) to the DO or appropriate OC Team for action.

3.7.3.6. Coordinate Severe Mission Impact shortfalls and reclamas with the HAF, Execution Team, and AFPC IAW DAFI 10-401.

3.7.3.7. Monitor the TPFDD and understand the functional UTC Availability and the corresponding AFSC resident in the TUCHA file and executed in the CCMD or component developed FRN or ULN within the CCMD managed TPFDD.

3.7.3.8. Access continuity or tracking logs to answer OC leadership questions about the status of open RFFs and other sourcing issues.

3.7.3.9. Monitor individual and organizational SIPRNET and NIPRNET accounts during normal duty hours.

3.7.3.10. Check appropriate OC (Ryan Center) SIPRNET, NIPRNET, continuity binder data, and phone or Secure Voice over Internet Protocol (SVOIP) equipment, at least once each month to ensure good connectivity and operability of workstations.

3.7.3.11. Review and provide verification of all sourced rotational and emergent requirements for which they are functionally responsible when tasked or directed by the Execution Team, DD or GFM Team.

3.7.3.12. Log on to SIPRNET and C2 accounts monthly as a minimum.

3.7.3.13. Maintain a JCRM account for functional access to CCMD requirements, as required.

3.7.3.14. Complete MAJCOM FAR or service CM/DFT Lead training and certification IAW Directorate/Division requirements, per **Chapter 6** of this instruction.

3.7.3.15. Prepare packages and documents for ACC OC DD information or action IAW MAJCOM guidance.

3.7.3.16. Ensure their Directorate/Division functional primary and alternate POC list is current for EAL, EMNS, and MS Team roster maintenance. Provide POC contact information to the OC DO and the ACC Mission Assurance/COOP Manager.

3.7.3.17. Maintain a log of the issues and events of the shift activities. FARs will use the provided hardcopy contingency continuity book maintained in the OC, so personnel have a reference for previous actions taken and so FARs have the ability to answer questions on issues from the DD, DO and outside agencies.

3.7.3.18. Outgoing FARs will conduct a changeover briefing with the on-coming OC member and ensure they are aware of open/upcoming taskers when the ACC OC is activated in a higher posture described in **Chapter 5**.

3.8. Global Force Management (GFM) Team.

3.8.1. Description. Develops, coordinates, and submits global AF sourcing solution nominations for conventional AF forces in response to CCDR FY rotational and emergent requirements or Change Requests (CRs). Provides DoD, Joint, and AF operational planning and execution policy, guidance, and doctrine subject matter expertise.

3.8.2. Manning. Air Combat Command Current Operations Branch ACC/A3O3 will provide oversight and qualified individuals to support ACC OC GFM taskings. ACC OC members and the ACC Staff provide support and augmentation as required.

3.8.3. Duties.

3.8.3.1. Exercise overall responsibility to devise, coordinate, codify, execute and/or improve rotational and emergent GFM processes to meet SecAF responsibilities to JS for global AF sourcing nominations and support allocation actions to meet CCDR or CCMD conventional force requirements.

3.8.3.2. Create, coordinate, and disseminate the annual ACC and SecAF Conventional GFMAP PLANORD consolidating guidance, timelines and deliverables necessary to comply with JS taskings.

3.8.3.3. Create, staff, and prepare responses to tasks concerning rotational and emergent requirements and CRs: Logbooks, JSAPs, orders, and HHQ taskers.

3.8.3.4. Oversee approval, accuracy, entry, and/or submission of conventional AF sourcing solution nominations in JCRM, JOPES, and DCAPES data systems.

3.8.3.5. Coordinate with the JFC, JFPs, HAF, AFOG or Air Force Crisis Action Team (AFCAT), AF Components, AFPC, ACC OC, FARs, FAMs, and other agencies, as required.

3.8.3.6. Assist Air Force War Planning & Policy Division (AF/A3OD), AFOG and AFCAT in its role as the formal HAF interface to the JS by providing or coordinating on products, briefings and information to support GFM processes.

3.8.3.7. Review, assess, prepare, and/or submit responses to Logbooks, JSAPs, orders, and HHQ taskers ensuring AF conventional force sourcing solution nominations are sustainable, relevant, and accurate.

3.8.3.8. Submit Logbook RFI when additional detail is required.

3.8.3.9. Upon appropriate O-6 or GO approval, make final JCRM and Logbook submissions.

3.8.3.10. Develop, coordinate, and submit inputs identifying AF policy impacts and issues with regard to legal, DoD, JS, and AF operational planning and/or execution document reviews.

3.8.3.11. Develop and review briefings and documents involving GFM operational planning and execution policy, guidance, or doctrine in support of force management, generation, force providing, or training events.

3.8.3.12. Attend or host conferences, work groups, and meetings, as required.

3.9. JOPES/DCAPES/AFFORGEN Execution Team.

3.9.1. Description. The Execution Team provides full time support in planning, analyzing and monitoring TPFDDs, to include requirements determination, sourcing, verification, validation and execution. It also functions as the JOPES Support Element (Agile Combat Support (ACS) and Aviation). It leads ACC FARs in validating CAFs to the CCDRs and is the point of contact for ACC shortfalls and reclamas.

3.9.2. Manning. ACC/A3O3 will provide oversight and qualified individuals to support the OC Execution Team. FARs, other OC Cells, and the ACC Staff will provide additional JOPES expertise, support, and augmentation, as required.

3.9.3. Duties.

3.9.3.1. Analyze and manage ACS forces and CAF TPFDD.

3.9.3.2. Provide full time support in planning, analyzing and monitoring TPFDDs to include requirements determination, sourcing, verification, validation, and execution.

3.9.3.3. Provide JOPES Support Element (ACS and Aviation) subject matter expertise and execution of AF JOPES DCAPES via the Global Command and Control System (GCCS).

3.9.3.4. Analyze and manage ACC Reclamas, Shortfall Reclamas, or Shortfall process facilitation.

3.9.3.5. Build all deployment CAF expeditionary aviation personnel Deployment Requirements Manning Document (DRMD) rotational requirements IAW ACC's Consolidated Planning Schedule (CPS) designated for the CCMD Area of Responsibilities to include Air Force deploying passengers (PAX) & Cargo packages via Logistics Module (LOGMOD). Uploads cargo requirements via LOGMOD data or manually builds level 4/6 cargo detail into the TPFDD. Build and maintains ULN's in deployment Plan Identification Numbers (PIDs) for Fighters, Intelligence, Surveillance, and Reconnaissance (ISR), ACS and search and rescue moves in support of national policy and objectives.

3.9.3.6. Analyze and manage ACS forces and CAF TPFDD databases of OPLANs.

3.9.3.7. Provides direct interface with subordinate, ancillary, and supported organizations providing ACC and appropriate Air Reserve Component (ARC) forces in support of campaign, deliberate, crisis, or exercise planning through JOPES.

3.9.3.8. Coordinates with units, Air National Guard Bureau and AFRC on mobility requirements and TPFDD development.

3.9.3.9. Provides JOPES support during contingency and Theater Security Package operations.

3.9.3.10. Per DAFI 10-401, Table 6.1/note 4, Execution Team will validate SecAF retained forces sourced requirements to owning Air Component and CCMD.

3.10. ACC Command Center.

3.10.1. Description. Serves as ACC's full-time 24/7 C2 node. The Command Center is a direct representative of COMACC and serves as a focal point of ACC operations, and as such receives and disseminates laterally, up and down the chain-of-command, orders, information, and requests necessary for the C2 of assigned forces and operations. Oversees reporting C2 Operations for 12 ACC Wings, 5 NAFs, and ACC leadership.

3.10.2. Manning. ACC Command Center will be manned IAW applicable Command Post regulations.

3.10.3. Duties.

3.10.3.1. Communicates command (CJCS, CCMD, USAF, or MAJCOM) directions to operational organizations.

3.10.3.2. Ensures immediate dissemination of information from individual reporting sources (e.g., AF Component HQ, ANG) that may indicate any adverse trend impacting the command.

3.10.3.3. Receives and disseminates Operational Reports (OPREPs), Commander's Critical Interest Requirement Reports, DSCA Reports, and SITREPs.

3.10.3.4. Initiates AF EMNS (AtHoc) for ACC recalls and emergencies when directed.

3.10.3.5. Provides C2 support for COMACC, Deputy Commander (DCOM), OC Director, DD, and DO.

3.10.3.6. Processes Emergency Action Messages (EAMs) IAW applicable directives.

3.11. Orders Team (OT).

3.11.1. Description. Develops, coordinates, distributes, and maintains all forms of orders and directives related to ACC operations. This includes AF FP DEPORD per FY GFMAP base orders, General Administration (GENADMIN) messages, and ACC OCDIRs. Provides DoD, Joint, and AF operational planning and execution policy, guidance, and doctrine subject matter expertise.

3.11.2. Manning. ACC/A3O3 will provide oversight and qualified individuals to support ACC OT taskings. ACC OC members and the ACC staff provide support and augmentation as required.

3.11.3. Duties.

3.11.3.1. Process the approval of all ACC originated orders and directives through ACC Director of Operations. This is delegated to the DD for orders with a current and corresponding standing Execute Order (EXORD). Also, process the distribution and maintain the SharePoint repository of, orders upon approval and release.

3.11.3.2. Create, coordinate, and disseminate the annual AF GFMAP base order that consists of consolidated guidance for the execution of all subsequent GFMAP modification orders coming from ACC OC on behalf of the HAF.

3.11.3.3. Manage the process of all Air Force Automated Message Handling System (AMHS) communications with the JS and CCDR/CCMDs.

3.11.3.4. Manage distribution emails for all ACC NAFs, 2-letter directorates and wings on NIPR and SIPR for OCDIRs and orders.

3.11.3.5. Manage processing and repository of all orders, AMHS messages and SDOB updates (SharePoint Library) on both NIPRNET and SIPRNET.

3.11.3.6. Coordinate and publish ACC GENADMIN messages, Olympic Titan, Glass Titan, Polo Hat, and other messages, as required.

3.12. Mission Assurance Team (MAT).

3.12.1. Description. The MAT is responsible for synchronizing mission assurance initiatives pertaining to both the ACC OC and ACC subordinate units. The MAT conducts and coordinates analysis focused on identifying potential threats to ACC missions and assists with developing executable risk mitigation strategies. Additionally, the MAT is responsible for the support programs, policies, and plans necessary to ensure the ACC OC (primary and alternate) is ready for steady-state and contingency operations. The MAT has three primary goals:

3.12.1.1. Organize - Provide ACC leadership with a MA-centric program designed to synchronize MA-related programs, consolidate staff efforts, provide multi-functional perspectives, and facilitate all-hazards threat information sharing and collaboration.

3.12.1.2. Support - Support and assist ACC units to ensure they can execute assigned DoD critical and service-specific missions in any operating environment or condition.

3.12.1.3. Plan - Establish ACC-wide MA policies and processes designed to synchronize risk management efforts, enhance resiliency, and improve training.

3.12.2. ACC MA Objectives. ACC's ability to execute its Mission Essential Functions (MEFs) faces ongoing risk from a variety of threats. Naturally occurring weather events, unintentional or deliberate man-made incidents, and/or hostile kinetic/non-kinetic attacks jeopardize our ability to support national security strategy and protect ACC equities. Mitigating these risks requires a synergistic, multi-functional approach that continually identifies, assesses, manages, and monitors risk. To that end, the ACC MA Program will:

3.12.2.1. Establish ACC structures and processes that focus on establishing MA priorities, managing risk to critical assets, prioritizing strategic missions, and addressing emergent threats.

3.12.2.2. Facilitate collaboration between ACC Staff efforts with MA linkages to ensure a collaborative approach that ultimately supports subordinate commanders.

3.12.2.3. Consolidate MA-related programs under a single program architecture designed to eliminate or reduce duplicative efforts (meetings, Working Groups (WGs), conferences, etc.) amongst staff functions. Note: MA-related programs include the 17 AF-mandated Mission Assurance Program Elements and Activities (MARPA) as well as ACC-specific capabilities and functions deemed essential for mission execution (weather forecasting, logistics, civil engineers, etc.).

3.12.2.4. Work directly with ACC NAFs/Wings to ensure ACC commanders have the tools they need to protect, execute, and sustain assigned MEFs.

3.12.2.5. Work with ACC Staff and NAFs/Wings to identify and prioritize critical ACC missions, functions, and supporting assets/infrastructure. Additionally, examine the interconnectedness of critical assets, external dependencies, and potential cascading consequences from asset failure or capability disruption.

3.12.2.6. Collect, analyze, and disseminate MA-related threats/hazard warnings as appropriate (ACC OC SITREPs, Placemats, OCDIRs, etc.).

3.12.2.7. Develop a holistic approach to identify, analyze, and resolve vulnerabilities affecting ACC missions.

3.12.2.8. Develop or adopt standardized MA risk management tools and templates designed to assist commanders in evaluating, preparing for, and mitigating threats.

3.12.2.9. Implement and encourage the use of the Primary, Alternate, Contingency, and Emergency (PACE) methodology in all planning processes. The PACE methodology forces planners to factor in the potential impact of cascading failures and ensures some degree of operational resiliency if done correctly.

3.12.2.10. Implement/support risk-informed, MA-centric decision making by leveraging existing integrative processes, advocacy forums, and awareness products to inform ACC decision makers of MA risks and risk mitigation options.

3.12.3. ACC MA Structure.

3.12.3.1. ACC MA Program Office. ACC/A3 is the single OPR (OPR) for MA at ACC and is responsible for the synchronization and integration of the 17 AF-identified MARPA as well as ACC-specific capabilities and functions deemed essential for mission execution. ACC/A3O is the Executive Secretariat for the ACC MA Program and is responsible for the following programmatic functions and duties:

3.12.3.1.1. Advocate and lead a multi-functional team to collaborate on MA. The MA Team will, through the ACC OC, develop/nurture relationships and enhance information sharing with key internal and external stakeholders to facilitate information sharing and collaboration on MA issues affecting ACC.

3.12.3.1.2. Develop and disseminate MA-related products and tools to ACC NAFs/Wings.

3.12.3.1.3. Coordinate with MA Planners as required. Refer to **paragraph 4.2** for details on MA Planners.

3.12.3.1.4. Coordinate with ACC Readiness and Command and Control Systems (ACC/A3OR) on Readiness functions to identify and document Mission Essential Task

(MET)/MEF, core functions, and required capabilities for which the command has overall responsibility.

3.12.3.1.5. Advocate for a MA perspective in policy, planning and resource prioritization.

3.12.3.1.6. Maintain and disseminate an ACC Mission Assurance Working Group (MAWG) roster.

3.12.3.1.7. Facilitate Mission Assurance Forum (MAF) and MAWG meetings, products, and communications and maintain oversight of tasks as directed.

3.12.3.1.8. Initiate MA-related IOI or SITREPs as required. The IOI is a brief SITREP about a subject or event that is of immediate interest to COMACC.

3.12.3.2. Directorate/Special Staff MA Planners. ACC directorates and special staff agencies will appoint two MA Planners (primary and alternate) to support the ACC MA program as well as HQ ACC consequence management and COOP planning. MA Planners are members of the MAWG (refer to **paragraph 3.12.4** for MAWG requirements).

3.12.3.2.1. To consolidate efforts, MA Planners should be the same personnel responsible for current MA-related programs (Critical Risk Assessment Management (CARM), COOP, Antiterrorism (AT), Operations Security (OPSEC), logistics, etc.). MA Planners can be trained FAMs or FARs CAT representatives so long as those individuals can represent all aspects of their respective agencies effectively.

3.12.3.2.2. MA Planners should be O-5/GS-13/E-7 and below with at least a secret clearance, possess a thorough understanding of directorate/special staff organizational processes, and responsibilities, and be able to respond to ACC OC/CAT recalls when necessary.

3.12.4. Mission Assurance Working Group (MAWG).

3.12.4.1. The MAWG will focus primarily on short-term and/or emergent/immediate risks and threats to ACC equities. This includes kinetic/non-kinetic, severe weather, and cyber threats.

3.12.4.2. To eliminate duplicative efforts, the MAWG can/should fulfill the functions of other MA-related WGs (Action Officer Threat WG (TWG); Antiterrorism/Emergency Management (AT/EM) WG; CARM WG, etc.) mandated by DoD and AF guidance. When fulfilling the role of other mandated WGs, meeting conduct and leadership will be determined by the nature of the meeting and the primary organization requesting the meeting.

3.12.4.3. ACC/A3O (ACC OC) will facilitate the MAWG and provide continuity and oversight for the group.

3.12.4.4. The MAWG is comprised of action officer representatives (MA Planners) from ACC Intelligence Directorate (ACC/A2), ACC/A3, ACC Directorate of Logistics, Engineering and Force Protection (ACC/A4), ACC Communications Directorate (ACC/A6), ACC Public Affairs (ACC/PA), ACC Command Surgeon (ACC/SG), ACC Office of the Staff Judge Advocate (ACC/JA), ACC Information Protection Office (ACC/IP), ACC Comptroller (ACC/FM), Office of Special Investigation – 2nd Field

Investigation Region (OSI 2FIR), and Air Force Installation and Mission Support Center (AFIMSC) Detachment 8. Other functional representatives or SMEs will be called in as necessary based on the threat, mission, or situation.

3.12.4.5. MAWG members are responsible for attending meetings, serving on committees, and providing functional expertise as required and/or directed. Functional or special action panels may be established to address specific issues, initiatives, or programs.

3.12.4.6. MAWG representatives should have a Top Secret clearance; however, lack of a Top Secret clearance does not preclude participation in the group.

3.12.4.7. The MAWG will convene to address threats that jeopardize ACC equities, meet the regulatory requirements of the other mandated WGs, and/or to conduct MA-related planning and integration efforts within ACC.

3.12.4.8. At a minimum, the MAWG must meet quarterly (in-person or virtually); however, ACC/A3O will leverage available technology (Microsoft Teams, SharePoint®, etc.) to facilitate continual collaboration and interaction while minimizing unnecessary meetings.

3.12.4.9. If necessary, the MAWG will convene committees or WGs with appropriate SMEs to address specific risks to ACC missions (severe weather, pandemics, kinetic threats, etc.).

3.12.4.10. MAWG members will receive ACC-specific MA training. This training will be conducted by OC representatives and/or specific directorate MA program managers (initial/recurring FAM/FAR training, event-specific CAT training, recurring FAR training, etc.). Training will include essential elements of MA-related programs deemed critical to ACC's mission and WGs mandated by DoD or USAF policy and guidance.

3.12.5. Mission Assurance Forum (MAF).

3.12.5.1. The MAF will focus efforts on enduring vulnerabilities affecting ACC equities with an end goal of risk mitigation through the programing and budget process.

3.12.5.2. The MAF will be chaired by the ACC/A3 or the ACC Deputy Director of Operations (ACC/A3-2); however, all directorates and special staff agencies are expected to have senior level (O-6/GS-15 or above) representatives present.

3.12.5.3. The MAF will meet as required but at least annually, between April and June, or as required. **Note:** The MAF will fulfill the annual requirement for a Senior Threat Working Group.

3.12.5.4. MAF meetings will be structured decision briefs designed to address prioritized vulnerabilities and MA issues. Supporting information and briefing material will be compiled and presented by the MAWG.

3.12.5.5. Annually, the MAF will present COMACC and DCOM an MA report and recommendations based on team analysis. The report, presented either in person or electronically, will detail the status of MA within ACC and make specific recommendations designed to enhance readiness and reduce a specific vulnerability.

3.12.6. Threat Monitoring Process. The ACC MA Program will leverage multiple sources to detect, monitor, and evaluate potential threats to ACC operations. Those sources include, but are not limited to, the ACC Command Center, OC, and the ACC TWG.

3.12.6.1. All-hazard and all-threat information will be shared through the most expeditious manner possible with all members of the MAWG. Validated threats and potential courses of action (COAs) can be shared with senior leaders and/or the MAF when appropriate.

3.12.6.2. The ACC OC will:

3.12.6.2.1. Monitor various information sharing portals, classified and unclassified data sources, and publicly available information for indications of events that may pose a threat to ACC missions and assets within the Continental United States (CONUS).

3.12.6.2.2. Liaise with the Department of Homeland Security and its subordinate agencies on disaster response, antiterrorism, and law enforcement issues relevant to ACC operations and CONUS operating locations.

3.12.6.2.3. Produce and disseminate threat information and awareness products for ACC as required.

3.12.6.2.4. Work with SMEs from across the ACC staff to promote a collaborative approach to threat information analysis and information sharing.

3.12.6.3. The ACC Command Center will assist in threat monitoring and detection during off-duty hours and follow appropriate checklists to notify key personnel when threats are detected.

3.13. ACC Operations Center (OC) Support.

3.13.1. Description. The MAT OC Support function is led by the OC Non-Commissioned Officer in Charge (OC NCOIC). The OC NCOIC is directly responsible to the MAT Chief and is responsible for the overall readiness, operation, safety, and security of the OC. Specific duties are as follows:

3.13.2. Duties.

3.13.2.1. Operations. Responsible for the operational status and readiness of the ACC OC during normal and contingency postures.

3.13.2.2. Safety and Security. Oversee OC (JBLE or alternate location) facilities to ensure safe and secure operations. This includes adherence to applicable security and antiterrorism measures, entry control procedures, and applicable facility cleanliness standards.

3.13.2.3. Logistics. Ensure OC has necessary supplies, administrative and functional, for normal and surge operations. Work with alternate sites to ensure supplies are also available and/or transported during emergency relocations.

3.13.2.4. Surge Planning. Develop plans and checklists to facilitate surge operations within the OC. This includes seating charts, computer priority charts, printer plans, communication plans, and any other infrastructure and plans deemed necessary.

3.13.2.5. Support Agreements. Author, coordinate, and maintain Support Agreements specific to OC operations and support IAW with Department of Defense Instruction (DoDI) 4000.19, *Support Agreements*. Examples include memorandums of understanding

(MOUs) pertaining to communications support, logistics, facility maintenance, and administrative support.

3.14. Communications Support Team (CST).

3.14.1. Description. The CST is directly responsible for the installation, configuration, maintenance, and restoration of all information systems within the OC.

3.14.2. Manning. ACC/A3O3 will provide oversight and qualified individuals to support the CST. If required, other ACC staff directorates and agencies may be tasked to provide CST augmentation to support surge operations.

3.14.3. Duties.

3.14.3.1. Monitor and maintain OC information systems (e.g., computers, printers, scanners, and phones) within the Ryan Center and, the greatest extent possible based on agreements at alternate locations, to provide highest possible availability.

3.14.3.2. Respond in a timely manner to provide service to end-users for operation, restoration, and configuration of information systems to resolve issues. Communicate with host base or other agencies to resolve system and network degradation issues.

3.14.3.3. Conduct technology refreshes as needed. Install and configure hardware, systems, and printers. Remove and replace components and peripherals to restore system operation.

3.14.3.4. Manage software installation. Performs configuration, management, and troubleshooting for the end-user.

3.14.3.5. Maintain detailed accountability of all OC information systems and equipment.

3.14.3.6. Conduct annual inventory of all systems and report to 663rd Communications Squadron (633 CS) to keep equipment account in good standing.

3.14.3.7. Complete annual emission security validation package IAW local policy to maintain operational readiness.

3.14.3.8. Assist with the creation, maintenance, and support of OC SharePoint® sites.

3.14.3.9. Validate and submit network user account requests for all personnel performing OC duties.

3.14.3.10. Assist customers in resolving network account issues.

3.14.3.11. Implement information systems security policies IAW all applicable guidance to safeguard systems and information. Report security incidents and execute corrective actions as required.

3.14.3.12. Provide administrative and network support for over 120 positions (e.g., a NIPR or SIPR, GCCS, Secure Telephone Equipment, Red Switch).

3.15. Knowledge Management Cell (KMC).

3.15.1. Description. The KMC develops and manages the aggregation of all OC data to include all OC orders to external entities, OC directives, and internal and external policy or guidance documents. The KCM will present the data in the form of an ACC OC "Dashboard" that can

be accessed by DoD personnel with access to the secure ACC OC Intelink SharePoint®
website.

3.15.2. Manning. ACC/A3O3 will provide oversight and qualified individuals to support the
KMC. If required and funds have been appropriately allocated, contract support may be
provided to support the functions of the KMC.

3.15.3. Duties.

> 3.15.3.1. Monitor and maintain all ACC OC SharePoint® websites on both NIPRNET and
> SIPRNET.

> 3.15.3.2. Develop and maintain the ACC OC Dashboard for use by the ACC staff, senior
> leaders, and external customers.

> 3.15.3.3. Be the single repository for all ACC OC Data to include the following: GFM
> Urgent and/or crisis force nominations to the JS, all external DoD orders, all ACC
> GENADMIN message traffic to external forces, and all MA data that is collected when
> responding to a crisis or action within the OC.

3.16. Mobilization (MOB) Team.

3.16.1. Description. The mobilization and military personnel appropriation team is
responsible for the planning, building, executing, and retiring and archiving of ARC and CAF
aviation mobilization packages and serves as the Manpower Authorization (MPA) FAM for
ACC/A3 in coordination with ACC Directorate of Manpower and Personnel (ACC/A1).

3.16.2. Manning. Aligned to ACC/A3O3 will provide oversight and qualified individuals to
support the MOB/MPA processes and programs.

3.16.3. Duties.

> 3.16.3.1. Provide, coordinate, and process Partial Mobilization orders and Mobilization
> orders for ARC and CAF aviation forces IAW public law, DoDIs, DAFIs and AFIs.

> 3.16.3.2. Manage all CRs to packages through lifecycle of Mobilization packages.

> 3.16.3.3. Manage, validate, and allocate MPA man-days IAW public law, DoDIs, DAFIs
> and AFIs.

3.17. Contingency Response Team (CRT).

3.17.1. Description. The CRT is responsible for immediate or urgent GFM sourcing,
contingency execution, and CAT preparation.

3.17.2. Manning. Aligned to ACC/A3O Unit Manning Document (UMD).

3.17.3. Duties.

> 3.17.3.1. Schedule and publish OC manning for DDs and DOs.

> 3.17.3.2. Publish and maintain ACC OC Instructions, checklists, continuity folders, and
> the OC training materials (web-based, etc.) for DDs, DOs, and FARs.

> 3.17.3.3. Develop, schedule, and conduct OC training in support of **Chapter 6**
> requirements.

3.17.3.4. Provide DO training and certification for all aspects of OC mission and CAT operations resident within the OC construct.

3.17.3.5. Provide initial sourcing nomination and recommendations to the JS on behalf of HAF in order to (IOT) facilitate SecAF's responsibility as the AF's conventional FP.

3.17.3.6. Provide joint planning and execution and contingency sourcing support, as required.

3.18. Augmentees and Liaison Officers (LNOs).

3.18.1. Augmentees.

3.18.1.1. Description. OC augmentees are personnel temporarily assigned to the OC, as required, to augment or support the primary OC positions outlined in this instruction.

3.18.1.2. Manning. Augmentees are normally provided from HQ ACC-assigned active-duty personnel, ANG, AFRC, or civilians.

3.18.1.3. Duties. May include any of the duties outlined in this instruction for general OC and functional personnel, or supporting tasks assigned by the DD or DO.

3.18.1.4. OC augmentee training requirements are the same as the FAR requirements (listed in **Chapter 6**). Augmentees work directly for and support the Director or DD when working OC taskings.

3.18.2. Liaison Officers (LNOs).

3.18.2.1. Description. LNOs provide information crossflow and facilitate the flow of communications between the OC and their parent organization.

3.18.2.2. Manning. Supplied by appropriate organizations, directorates, and divisions, as required.

3.18.2.3. Duties. Provide organizational subject matter expertise and support.

3.18.2.4. LNOs are not required to complete OC training and certification, as described in **Chapter 6**. However, it is highly recommended they become familiar with ACC OC policy, procedures, and guidance.

3.18.2.5. 1 AF LNO: Focal point for 1 AF coordination action within ACC HQ. During contingency and exercise events, serves as the 1 AF Liaison Element in the ACC OC.

3.18.2.6. 12 AF LNO: Focal point for 12 AF coordination action within ACC HQ. During contingency and exercise events, serves as the 12 AF Liaison Element in the ACC OC.

3.18.2.7. 15 AF LNO: Focal point for 15 AF coordination action within ACC HQ. During contingency and exercise events, serves as the 9 AF Liaison Element in the ACC OC.

3.18.2.8. Air Force Global Strike Command (AFGSC) LNO: AFGSC has designated AFGSC Detachment 1, Langley Air Force Base VA, as the LNO focal point for AFGSC coordination action within ACC HQ. During contingency and exercise events, serves as the AFGSC Liaison Element in the ACC OC.

3.18.2.9. AFPC LNO: Maintain direct contact with AFPC Directorate of Military Personnel Operations (AFPC/DPM) and the OC to ensure leadership is knowledgeable and involved on AF GFM and/or conventional sourcing issues for all aspects of OC and CAT

mission sets. Facilitates and coordinates activities with HAF, Air Force Component Commands and Lead-MAJCOMs on service conventional sourcing issues, as required or requested by OC personnel or senior ACC leadership. Articulate and help define AF sourcing based personnel rule sets as they pertain to the ACS process team and Air Staff directed methodologies between ACC and AFPC for the DoD GFM Process.

3.18.2.10. Guard/Reserve LNOs: NGB and AFRC OC liaisons for ARC issues to the ACC OC. Guard or Reserve LNO should be familiar with the policies and procedures of the ANG Crisis Action Team or Reserve policy for steady state and crisis response postures.

3.19. Back Shop Personnel and Subject Matter Experts (SMEs).

3.19.1. ACC OC may conduct extended periods of crisis operations. Directorates, divisions, and special staff may stand up a functional area "back shop" to support OC operations. Back shop personnel who will not directly perform OC duties are not required to be OC trained or certified. If back shop personnel are required to directly support the ACC OC in a functional role from their office location or directly in the Ryan Center, then all training requirements will apply per **Chapter 6**.

3.19.2. Depending on the circumstances of current, contingency, or crisis operations, additional SME may be required to assist with OC operations. Examples include adding an F-22 SME for an incident at a F-22 base, a Bioenvironmental SME for a chemical incident, or a Safety Officer for a safety incident in which the OC is responding. These personnel will not be required to meet the **Chapter 6** training requirements.

Chapter 4

STAFF RESPONSIBILITIES

4.1. Introduction. This chapter describes the ACC Staff's organizational responsibilities required to support OC manning and operations. It also outlines AFPC's supporting role to the ACC OC during steady state, contingency and crisis operations, per ACC OCDIR FY-A02 through FY-A06.

4.2. ACC Director of Operations (ACC/A3).

4.2.1. Provides the force pool for DD and DO manning. GS personnel may be used as DDs and DOs provided their grade level is commensurate with the position requirements. Special consideration should be taken when using GS personnel due to the OC's dynamic work environment and possible short-notice and extended hours of operation. Civil service personnel must have OC duties annotated in their position descriptions and be deployable in support of ACC OC COOP execution.

4.2.2. DD manning. Due to the requirement to provide O-6 chop (endorsement) and being a high-profile position, the DD force pool is limited to O-6s. To ensure proper proficiency levels, the available pool of DDs should be limited to 6-8 individuals.

4.2.2.1. On a case-by-case basis, the Director of Operations may approve select GS-14s (or higher) to fill DD positions; however, consideration must be given to duties authorized in the member's position description and the ability to work extended duty hours when considering GS individuals for this position.

4.2.2.2. Contractors will not be used to accomplish DD duties.

4.2.2.3. ACC/A3O, in conjunction with the OC Director of Operations, will identify the specific individuals available from within the ACC staff to perform DD duties.

4.2.3. DO manning. Due to the high profile and demanding pace of the DO position, the DO force pool is limited to O-4s and O-5s. To ensure proper proficiency levels, the available pool of DOs should be limited to approximately 8-10 individuals.

4.2.3.1. On a case-by-case basis, the ACC/A3O may approve select GS-12 though 14s to fill DO positions; however, consideration must be given to duties authorized in the member's position description and the ability to work extended duty hours when considering GS individuals for this position.

4.2.3.2. Contractors will not be used to accomplish DO duties.

4.2.3.3. ACC/A3, in conjunction with the A3O, will identify the specific individuals available to perform DO duties. While ACC/A3O provides the preponderance of the DO force pool (4-6 DOs), additional DOs will be identified from other ACC/A3 divisions.

4.2.3.4. The ACC/A3 has delegated the final approval authority for certifying newly trained DOs supporting the OC to ACC/A3O, OC DD.

4.3. ACC Directors and Division Chiefs.

4.3.1. Designate highly qualified staff officers, Non-Commissioned Officers (NCOs), GS civilians, and contractors to serve in the ACC OC. GS and contractor personnel must have OC

duties annotated in their Standard Form (SF)-50, *Notification of Personnel Action*, and be deployable in support of ACC OC COOP execution. Contractors may not fill any duty position that requires the individual to be empowered to represent and make decision on behalf of their MAJCOM Director or functional community.

4.3.2. Keep applicable EALs current as per ACC Operation Center Directive (OCDIR) 22-A10, *EAL Access Procedures for the Ryan Center*. See **Attachment 2** for an example.

4.3.3. Develop detailed procedures and reference material for all functional tasks their representatives may be required to perform in support of OC operations. Provide their FARs specific guidance and/or training to successfully perform FAR duties.

4.4. ACC Current Operations Branch (ACC/A3O3).

4.4.1. Description. ACC/A3O3 manages the daily functions of the ACC OC, steady state operations, and maintenance of the OC. The CRT within ACC/A3O3 is responsible for immediate and urgent GFM sourcing, contingency execution, and CAT preparation and management, when activated, within the OC.

4.4.2. Manning. Aligned to ACC/A3O UMD.

4.4.3. Duties.

   4.4.3.1. Responsible for training and certification of all new members assigned to DO positions within the ACC OC.

   4.4.3.2. Prepare a letter of certifications "letter of Xs" on newly trained OC personnel (DD, DO, and FAR) for ACC/A3O, DD, approval.

   4.4.3.3. Coordinate OC hours of operation based on the current manning level as determined by the ACC Senior DD (ACC/A3O Chief).

   4.4.3.4. Coordinate with A3OR for access to the Status of Resources and Training System (SORTS) / Defense Readiness Reporting System (DRRS), AFPC/DPM Reporting Tool and Force Management Information System data and data base access to the OC.

4.4.4. Provide OC specific training to DDs and DOs.

4.4.5. Provide and coordinate sourcing for current operations and contingencies.

4.4.6. Provide joint planning and execution and contingency sourcing support.

4.4.7. Provide Force Provisioning GFM Training for CCMD enduring requirements, as required, to OC and CAT personnel.

4.5. ACC Air Operations Squadron (ACC AOS).

4.5.1. Coordinate the movement and flow of CAF aircraft with the OC as required.

4.5.2. Provide weather briefing support for MA operational execution within the ACC OC.

4.5.3. ACC Air Operations Squadron Weather (ACC AOS/WX) will provide weather support to the ACC OC so long as OC support does not interfere with higher priority weather support to ACC AOS-controlled CORONET aircraft movement missions. Weather support will not be provided after normal duty hours or on weekends unless authorized by the ACC Air Operations Squadron Commander (ACC AOS/CC). ACC AOS/WX support to the OC and MA Team will include:

4.5.3.1. Advance notifications and periodic updates of potential severe weather (e.g., hurricanes, tornadoes, high winds, hail, flooding, snow, fires, etc.) that may affect ACC operating locations within the CONUS.

4.5.3.2. Weather updates in the ACC OC daily briefings during contingency operations (e.g., in support of select CAT operations).

4.5.3.3. Provide one weather technician to provide weather support for ACC COOP relocations.

4.6. ACC Staff, NAFs, Units.

4.6.1. Provide reach back support, as required, to deployed warfighters.

4.6.2. Provide sustainment support as required.

4.6.3. Respond to ACC OCDIRs or OC COMACC taskings when directed to provide general information or status of forces in responding to a natural or man-made disaster scenario or MA event.

4.7. Air Force Personnel Center (AFPC).

4.7.1. Maintain two GS employees as OC LNOs, permanently assigned to HQ AFPC with temporary duty to the ACC OC as mission dictates, per the *ACC/AFPC Memorandum of Agreement*.

4.7.2. Deploy LNO(s) to the OC within 48 hours of OC recall.

4.7.3. Provide LNO(s) to participate in OC crisis action exercises to maintain C2 relationships and GFM force sourcing proficiency between ACC and AFPC, per ACC OCDIR CY-A06.

4.7.4. Ensure LNO(s) coordinate activities with ACC for execution of Joint Planning and Execution, GFM, and AFFORGEN, per ACC OCDIR CY-A02 through CY-A05.

4.7.5. Ensure the LNO(s) coordinate within ACC/A3O and ACC OC, as appropriate, by using established protocols to facilitate communication, support, and the smooth and timely execution of ACS related operational activities.

4.7.6. Ensure the LNO(s) keep the ACC OC informed of AFPC Force Generation, Operations & Readiness Division (AFPC/DPMW) actions and activities which impact or may impact ACC's ability to fulfill its responsibilities as the AF JFP.

4.7.7. Ensure the LNO(s) are available for limited periods of extended duty as required by the ACC/A3 or Senior DD based on extended ACC OC/CAT operations.

Chapter 5

OC RESPONSE POSTURES

5.1. Introduction. The ACC OC will respond and be manned according to three levels of activity: Level 3, steady-state operations; Level 2, surge operations; and Level 1, maximum surge operations. The DD may tailor manning requirements IAW the situation at any level of operation.

5.2. Response Posture Overview.

5.2.1. **Level 3** , steady-state operations. The OC operating hours will be normal duty hours, unless otherwise directed. Normally, during ACC duty hours the OC will be manned by a DO, and other personnel as required, to meet ACC's routine force provision mission requirements. Responsibilities for other OC personnel are further delineated in **paragraph 5.3**. At all times there will be a designated OC Director available. The DO will be responsible for the opening and closing checklists. **Note:** The DD and DO are on-call through the ACC Command Center outside normal duty hours. The DO will make daily checks, as required, of the DO organizational email accounts (SIPRNET & NIPRNET) and check AMHS message traffic for any possible taskings during weekends, holidays and COMACC directed ACC Family Days. The DO may forward the primary OC unclassified Defense Switched Network (DSN) phone number to the ACC Command Center to maintain 24/7 operations during steady state operations after posted duty hours. The ACC Command Center will contact the on-call DO or DD on any OC issue after posted duty hours.

5.2.2. **Level 2** , surge operations. The OC will be manned as required (in-person or virtual) to provide information for force provision, COA development, execution planning, or sustainment in support of a contingency or crisis operations. The actual hours of operation will be dependent upon the contingency or crisis scenario and will be defined and approved by the Director or DD. The DO(s) may remain manned 24/7 as directed by the DD. When directed, the DO will initiate the EMNS message and recall the CFT to report for in-person or virtual operations within a specified period in order to respond to a national crisis or man-made or natural disaster. The RFT will remain on standby until recalled or activated by the on call DD or DO.

5.2.3. **Level 1** , maximum surge operations. The OC will be fully manned (CFT and possible RFT), all personnel in-place at the Ryan Center (Building 10), for 24/7 operations. The DD may adjust manning requirements depending on circumstances and has authority to release non-essential personnel. Each specialty will provide continuous manning for work shifts as determined by the Director and/or DD. Changeover briefs during 24-hour operations will normally be at 0700 hours and 1900 hours but may be changed to sync with the supported CCMD battle rhythm or operational events. **Note:** Not all HQ ACC directorates and divisions have sufficient manning to sustain continuous OC presence. Although OC FARs work for the OC Director during recall operations, respective Directors and Division Chiefs will coordinate directly with the DD to determine appropriate manning levels, responsibilities, support, and recall procedures.

5.3. Steady-State (Level 3) Operations.

5.3.1. Level 3 manning is used for steady-state operations. Steady-state operations are defined as normal operations where there are no contingencies, crises or other urgent situations that

require Level 1 or 2 manning. The ACC OC is still responsible for routine contingency operations that are handled during normal duty hours. While all force provisioning requires a sense of urgency, steady-state operations do not require the ACC OC to operate at Level 1 or 2 manning. Functional Directors and Division Chiefs must keep their FARs informed on the current situations and taskings to allow for smooth transitions.

5.3.2. Most ACC Staff organizations can accomplish their OC duties from their back shops using all electronic means available. OC members are not required to stay in the OC, but they must either report in at the OC NLT mid-morning or check their OC SIPRNET and NIPRNET organization boxes from their office.

5.4. Surge (Level 2) Operations (In-person or Virtual).

5.4.1. Surge operations are defined as crisis operations where there are contingencies or crises that require the ACC OC to maintain short term Level 1 or 2 manning in an in-person or virtual environment. Typical contingency operations are incidents or events, natural or man-made, that place a base, command, state, or nation in immediate danger, or incidents that require urgent humanitarian assistance and support which the military can provide. These events require quick reaction to ensure the initial security and safety of ACC forces and to provide the fastest response of forces requested to assist in the crisis.

5.4.2. The OC will be at Level 1 or 2 manning (CFT and RFT as required) for the duration of an incident at the discretion of the COMACC, ACC/A3 Director, or DD.

5.4.3. Duties.

5.4.3.1. OC members will report to the OC based on EMNS direction (in-person or virtual) and remain on duty until released by the DD or shift change as defined by this instruction. OC members are reminded they work for the DD during all OC operations. During Level 1 or 2 operations, when in-person attendance is required, members must check out with the DO or DD on duty before departing for alternate work locations. **Exception:** positive checkout is not required for regular shift change turnover.

5.4.3.2. OC members will ensure their functional area primary and alternate OC recall roster is current.

5.4.3.3. OC members will maintain a log of the issues and events of the shift activities including a status of current sourcing requests for FAR or FAM reference.

5.5. Maximum Surge (Level 1) Operations.

5.5.1. Maximum surge operations are defined as incidents or contingency operations that require the ACC OC maintain long term Level 1 manning for 24/7 in-person support and may comprise the CFT and part or all of the RFT.

5.5.2. The OC will be manned for the duration of an incident at the discretion of the COMACC, ACC/A3 Director, or DD.

5.5.3. Duties.

5.5.3.1. OC members will report to the OC and remain on-duty until released by the DD or shift change.

5.5.3.2. OC members will request DD permission anytime they need to leave the OC floor for an extended period and provide location and contact information prior to departing the Ryan Center.

5.6. Notification / Recall Procedures.

5.6.1. OC recalls will be conducted at the discretion of COMACC, ACC/A3, ACC/A3O, or the senior DD. At a minimum, the OC notification procedures will be exercised via a quarterly OC recall (as determined by the ACC/A3O). If the DD directs a full recall of the OC the DO will follow applicable checklists and the ACC Command Center will recall the applicable OC CFT FARs/CMs/DFT Leads, RFT Functionals as required and external agencies (e.g., AFPC/DPMW, Air Force Material Command/Installation Mission and Support Center, AFOG etc.). When directed via EMNS for in-person recall, personnel will report to duty in uniform; GS and contractor personnel will report in appropriate attire. If an OC CFT/RFT representative cannot be contacted, the DD will contact the applicable Director or Division Chief for an immediate replacement. The OC will be capable of full operations within two hours of activation. All OC members will ensure they have identified themselves as ACC OC personnel in EMNS (e.g., under Self Service Actions, My Info). EMNS will be the primary OC recall system.

5.6.2. Notification/Recall Options.

5.6.2.1. Full OC Recall. All CFT and selected RFT members required to report to the OC within two (2) hours of being recalled to be briefed on an incident, contingency or crisis operation.

5.6.2.2. Select OC Recall. CFT members and/or selected RFT members are recalled in-person or virtually to the OC based on the expertise needed for the situation. When possible, a selected virtual recall with FAR reach back to Directorates and Division SMEs enhances efficiency.

5.6.2.3. During off-duty hours (holidays, weekends, and COMACC directed ACC Family Days) taskers may come in that require immediate action. The DO will make the initial assessment on who should be recalled from either the CFT and/or RFT and then coordinate with the senior DD (ACC/A3O Chief) for approval to recall personnel in a timely and expeditious manner.

5.6.2.4. A full or select OC recall will be directed at least once quarterly by the ACC/A3O to exercise the recall system.

5.7. Continuity of Operations (COOP) Planning. If the ACC OC is forced to relocate due to a natural or man-made disaster or incident, the ACC COOP Program Manager and the ACC OC MAT will implement the procedures necessary to transition operations from the Ryan Center to an alternate location. The decision to relocate the OC will be made by COMACC, DCOM, or the ACC/A3. For additional information, refer to *ACC Continuity of Operations (COOP)Plan* and **paragraph 3.12.1.4** of this document.

Chapter 6

ACC OPERATIONS CENTER (OC) TRAINING AND CERTIFICATION

6.1. Introduction. Personnel selected for OC duty must complete all directorate and division required training prior to assuming OC duties.

6.2. Training Responsibilities. The ACC/A3O3 Branch Chief is responsible for the development, maintenance, scheduling, and execution of all OC initial, familiarization, and continuation training. ACC/A3O3 will conduct OC on-site and/or virtual training for FARs quarterly, to keep up with the natural flow of personnel changes.

6.3. Training Concept. All personnel selected for OC duty are expected to go through an initial qualification training and certification program. Training session times and dates will be updated and posted on the OC Training SharePoint® sub-site and released via e-mail to CFT leads and RFT offices.

6.3.1. Directorate training. An individual must complete the specific directorate training responsibilities listed in **Table 6.1**.

6.3.2. ACC/A3O familiarization training. ACC/A3O will provide familiarization briefings and training on the specific equipment operations and force provision concepts and procedures. Specific training events are listed in **paragraph 6.7**.

6.4. Training Schedule. OC familiarization training will only be required once per FAR. Familiarization training provided by ACC/A3O3 will be given quarterly. The ACC/A3O3 Branch Chief has the authority to exempt any OC personnel from any or all OC continuation training. Training exemptions will be documented and filed on the OC SharePoint® Training sub-site.

6.5. Documentation. ACC/A3 expects Directorates and Divisions to track training for FARs supporting the ACC OC.

6.6. Certification.

6.6.1. Each Directorate and/or Division Chief will ensure their representatives are trained and qualified in their functional areas before they are assigned to OC duty. Once individuals are selected for OC duty based on the minimum qualifications listed in **Table 6.1**, directorates should ensure the individuals are added to the Ryan Center EAL.

Table 6.1. Minimum Qualifications.

	DEPUTY DIRECTOR (DD)	**DUTY OFFICER (DO)**	**FAR**
Rank	O-6	O-4	Per Directorate
Clearance	Top Secret	Top Secret	Secret
Operational Experience	Recommended	Recommended	Recommended
HQ ACC Experience	6 Months Mandatory	6 Months Highly Recommended	6 Months Highly Recommended
C2 Systems Access (JCRM/JOPES/DCAPES)	Optional	Mandatory	Optional
SIPR Account	Mandatory	Mandatory	Mandatory

6.6.2. The OC Director will certify all DDs prior to assumption of OC duties.

6.6.3. ACC/A3O will certify all DOs and FARs prior to assumption of OC duties.

6.7. Directorate Training Responsibilities.

Table 6.2. Directorate Training Responsibilities.

Training Event	**DEPUTY DIRECTOR (DD)**	**DUTY OFFICER (DO)**	**FAR**
Item 1: ACC STARS	Mandatory	Mandatory	Mandatory
Item 2: AMHS Training	Desired	Mandatory	Recommended
Item 4: JOPES Spt Personnel Course	Not Required	Recommended	Recommended
Item 6: CWPC	Not Required	Recommended	Recommended

6.8. Continuation Training Topics. Continuation training will be conducted on a Quarterly basis. Topics will be determined as necessary. Recommended topics are listed in the following chart:

Table 6.3. Continuation Training Chart.

TRAINING EVENT	DEPUTY DIRECTOR (DD)	DUTY OFFICER (DO)	FAR
1st Qtr (Virtual): GFM basics, OC/CAT functions, COOP, Disaster prep	Desired	Mandatory	Mandatory
2nd Qtr (In-seat): Hurricane Centric Dual-track: • CFT – GFM functions and COOP; • Flex DD team – C2, GFM, COOP	Mandatory	Mandatory	Mandatory
3rd Qtr (Virtual): GFM basics, OC/CAT functions, COOP, Disaster prep	Desired	Mandatory	Mandatory
4th Qtr (In-seat): GFM/OCONUS Centric Dual-track: • CFT – GFM functions and COOP; • Flex DD team – C2, GFM, COOP	Mandatory	Mandatory	Mandatory

6.9. Training Information. FAR rosters, training schedule, and training slides can be found at the following web address:
https://intelshare.intelink.gov/sites/accopscenter/FARTraining/_layouts/15/start.aspx#/SitePages/Home.aspx

6.10. Training Event POCs. The POCs for scheduling other important training events are listed in **Table 6.4**.

Table 6.4. Training Event POCs.

Training Events	Duration	POC
ACC Staff Training to Assure the Right Start (STARS)	3 hours	ACC/DSC; acc.dsc@us.af.mil
Automated Message Handling Service (AMHS)	2 hours	ACC/A3O3; acca3.a3o3@us.af.mil
JOPES Support Personnel Course (JSPC)	5 days	ACC/A3OR; acc.A3XR@us.af.mil
DCAPES	5 days	ACC/A3OR; acc.A3XR@us.af.mil
Contingency Wartime Planning Course (CWPC)	2 weeks	ACC/A3OR; acc.A3XR@us.af.mil
Joint Planning Orientation Course (JPOC)	2 weeks	ACC/A3OR; acc.A3XR@us.af.mil
Joint Capabilities Requirements Management (JCRM)	5 days	ACC/A3OR; acc.A3XR@us.af.mil

Chapter 7

SECURITY PROCEDURES

7.1. Requirements. OC members must possess at least a SECRET clearance and be on the appropriate EAL. Refer to ACC OCDIR FY22-A10 and **Attachment 2** for Ryan Center EAL procedures. Directorates are responsible for processing required paperwork to ensure access is available for personnel requiring access to the Ryan Center/OC.

7.2. Operations Security (OPSEC). OC personnel must follow strict OPSEC procedures during both normal and contingency operations.

7.2.1. Electronic devices (cellular phones, Smart Watch, Blackberry devices, or other "smart" technology devices) are not allowed in the OC at any time. These items may be temporarily stored in the cabinet at the Ryan Center entryway.

7.2.2. During all briefings and presentations (classified or unclassified) OC members will refrain from using telephones. Personnel can/should forward or place telephones on hold prior to briefings; open unclassified lines are not allowed during classified briefings.

7.2.3. Access to the OC during briefings is based on a valid need to know. During all briefings and presentations (classified or unclassified), doors to the OC will be secured to ensure only authorized personnel are allowed into the room. **Note:** Possessing a blue or green Ryan Center badge and/or a security clearance does not equate to a need to know.

7.3. Classified Material. Personnel must take great care with discarded classified material. To keep classified material from getting inadvertently compromised, the OC implements a 100% shred policy. This applies to all documents, including unclassified working papers, when they are no longer required. A shredder is located on the OC floor. No paperwork of any kind will be mixed with the garbage/trash. Although the OC is cleared for open storage of classified materials, personnel will not leave classified papers unattended on their desks unless they are in binders or folders with proper classification markings on the outside. These binders or folders will be positioned in a manner that prevents passers-by from viewing their contents.

7.4. Red Badge Personnel. All personnel working as part of the OC will possess a Secret Clearance. In the event that personnel without a Secret Clearance (or personnel whose clearance cannot be verified by a trained Security Manager) need to access the floor, they will need to obtain a Red Badge from the security office and be escorted at all times. Prior to coming onto the main floor, coordinate with the DO or the DD to ensure their presence will not adversely impact operations. There are a series of rotating blue lights in the OC; these lights will be turned on anytime personnel without proper clearances are in the OC/Ryan Center work area.

7.5. Responsibility. The DO or the DD are directly responsible for the overall control of classified information; however, each OC member has the responsibility to exercise control over his/her functional area workstation.

DAVID G. SCHOEMAKER
Brigadier General, USAF
Director of Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

ACC OCDIR FY22 – A10, *EAL Access Procedures for the Ryan Center,* 111800Z Oct 2022

AFI 33-322, *Records Management and Information Governance Program*, 23 Mar 2020

AFPD 10-4, *Operations Planning: Air Expeditionary Force and Global Force Management,* 04 Apr 2019

AFMD 2, *Air Combat Command (ACC)*, 25 Aug 2021

DAFI 10-401, *Operations Planning and Execution,* 13 Jan 2021

DAFPD 10-2, *Readiness,* 20 May 2021

DoDI 4000.19, *Support Agreements*, 16 Dec 2020

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

SF-50, *Notification of Personnel Action*

Abbreviations and Acronyms

ACS—Agile Combat Support

AFCAT—Air Force Crisis Action Team

AFFORGEN—Air Force Force Generation

AFGSC—Air Force Global Strike Command

AFSC—Air Force Specialty Code

ACC—Air Combat Command

AFIMSC—Air Force Installation and Mission Support Center

AFOG—Air Force Operations Group (AF/A3O)

AFPC—Air Force Personnel Center

AFRC—Air Force Reserve Command

AMHS—Automated Message Handling System

ANG—Air National Guard

ARC—Air Reserve Component

AT—Antiterrorism

C2—Command and Control

CAF—Combat Air Force

CARM—Critical Asset Risk Management

CAT—Crisis Action Team

CCDR—Combatant Commander

CCMD—Combatant Command

CM—Capability Manager (AF/A3OD Designated)

COA—Course of Action

CONPLAN—Concept Plan

CONUS—Continental United States

COOP—Continuity of Operations

CPS—Consolidated Planning Schedule

CR—Change Request

CRT—Contingency Response Team

CST—Communications Support Team

CWPC—Contingency Wartime Planning Course

CY—Calendar Year

DCAPES—Deliberate and Crisis Action Planning and Execution Segments

DCOM—Deputy Commander / ACC Vice Commander

DD—Deputy Director

DEPORD—Deployment Order

DFT—Demand Force Team

DO—Duty Officer

DoD—Department of Defense

DODI—Department of Defense Instruction

DRMD—Deployment Requirements Manning Document

DRRS—Defense Readiness Reporting System

DSCA—Defense Support of Civil Authorities

DSN—Defense Switched Network

EAL—Entry Access List

EAM—Emergency Action Message

EM—Emergency Management

EMNS—Emergency Mass Notification System

EXORD—Execute Order

FAM—Functional Area Manager

FAR—Functional Area Representative

FGO—Field Grade Officer

FRN—Force Requirement Number

FY—Fiscal Year

GCCS—Global Command and Control System

GENADMIN—General Administration (Message)

GFM—Global Force Management

GFMAP—Global Force Management Allocation Plan

GO—General Officer

GS—General Schedule

HAF—Headquarters Air Force

HHQ—Higher Headquarters

HQ—Headquarters

IOI—Item of Interest

ISR—Intelligence, Surveillance, and Reconnaissance

JCRM—Joint Capabilities Requirements Manager

JOP—Joint Operations Planning

JOPES—Joint Operation Planning and Execution System

JPOC—Joint Planning Orientation Course

JFC—Joint Force Coordinator

JFP—Joint Force Provider

JS—Joint Staff

JSAP—Joint Staff Action Process

KMC—Knowledge Management Cell

LNO—Liaison Officer

LOGMOD—Logistics Module

MA—Mission Assurance

MAF—Mission Assurance Forum

MAJCOM—Major Command

MARPA—Mission Assurance Program Elements and Activities

MAT—Mission Assurance Team

MAWG—Mission Assurance Working Group

MEF—Mission Essential Function

MOB—Mobilization

MOU—Memorandum of Understanding

MPA—Manpower Authorization.

NAF—Numbered Air Force

NCO—Non-Commissioned Officer

NCOIC—Non-Commissioned Officer in Charge

NIPRNET—Non-Classified Internet Protocol Router Network

NLT—No Later Than

OCIoI—Operations Center Item of Interest

OC—Operations Center

OCDIR—Operation Center Directive

OPLAN—Operation Plan

OPREP—Operational Report

OPSEC—Operations Security

OT—Orders Team

OT&E—Organize, Train and Equip

PACE—Primary, Alternate, Contingency, and Emergency

PID—Plan Identification Number

PLANORD—Planning Order

RC—Reserve Component

RFA—Request for Assistance

RFC—Request for Capability

RFI—Request for Information

RFT—Reserve Functional Team

SES—Senior Executive Service

SF—Standard Form

SFP—Service Force Provider

SIPRNET—Secure Internet Protocol Router Network

SME—Subject Matter Expert

SITREP—Situation Report

SORTS—Status of Resources and Training System

STARS—Staff Training to Assure the Right Start

TPFDD—Time-Phased Force and Deployment Data

TWG—Threat Working Group

ULN—Unit Line Number

UTC—Unit Type Code

WG—Working Group

Office Symbols

ACC/A1—ACC Directorate of Manpower and Personnel

ACC/A2—ACC Intelligence Directorate)

ACC/A3—ACC Director of Operations

ACC/A3—2—ACC Deputy Director of Operations

ACC/A3O—ACC Operations Division

ACC/A3O3—ACC Current Operations Branch

ACC/A3OR—ACC Readiness and Command and Control Systems

ACC/A4—ACC Directorate of Logistics, Engineering and Force Protection

ACC/A6—ACC Communications Directorate

ACC AOS—ACC Air Operations Squadron

ACC AOS/CC—ACC Air Operations Squadron Commander

ACC AOS/WX—ACC Air Operations Squadron Weather

ACC/DSC—ACC Creech Conference Center

ACC/FM—ACC Comptroller

ACC/IP—ACC Information Protection Office

ACC/JA—ACC Judge Advocate

ACC/PA—ACC Public Affairs

ACC/SG—ACC Command Surgeon

AF/A3—Air Force Deputy Chief of Staff for Operations

AF/A3OD—Air Force War Planning & Policy Division

AFPC/DPM—AFPC Directorate of Military Personnel Operations

AFPC/DPMW—AFPC Force Generation, Operations & Readiness Division

COMACC—Commander, ACC

CJCS—Chairman, Joint Chiefs of Staff

OSI 2FIR—Office of Special Investigation – 2nd Field Investigation Region

POTUS—President of the United States

SecAF—Secretary of the Air Force

SecDef—Secretary of Defense

UMD—Unit Manning Document

Attachment 2

SAMPLE ENTRY ACCESS LIST (EAL)

Figure A2.1. Sample Entry Access List (EAL).

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR COMBAT COMMAND
JOINT BASE LANGLEY-EUSTIS VA

1 August 2023

MEMORANDUM FOR Det 4 Security Office

FROM: HQ ACC/XXX

SUBJECT: Entry Access List (EAL) for Ryan Center/ACC Operations Center

1.   Request authorization for unescorted access to the 4 FW Command Post for the following individuals:

Category	Name (LAST, FIRST MI)	EDIPI	DOB	SEC CLR	Investigation Date/Status
Civ	Doe, John A.	xxxxxxxxxx	1 Dec 72	TS	Closed 2013 02 20
Mil	Moe, Shelia B.	xxxxxxxxxx	14 Feb 66	TS	Closed 2016 06 20
Ctr	Coe, David A.	xxxxxxxxxx	12 Jan 84	TS	Closed 2018 03 20

2.   These individuals require unescorted access to the ACC Operations Center/Crisis Action Team and all A3O workspaces (1st and 2nd floor) for real-world or exercise contingency operations, or meetings. Individuals will have unescorted access for the duration of the event(s).

3.   This letter will expire one year from the date signed. Deletions may be made via pen and ink change to the existing EAL. Agencies must provide an email to "acca3.opscenter.supportteam@us.af.mil" showing the requested deletion(s). Additions must be made by providing an updated EAL.

4.   This letter is subject to the Privacy Act of 1974 and supersedes all previous letters, same subject.

Snowden, Edward P, Civ, USAF
Security Manager, ACC/XXX

Boss, The B., Col, USAF
Deputy Director, ACC/XXX

Controlled by: ACC/A3tterhead)
Controlled by: A3O3
CUI Category: Privacy
Distribution/Dissemination Control: FEDCON
POC: mickey.mouse@ua.af.mil

Agile Combat Power