

**BY ORDER OF THE COMMANDER  
AIR FORCE DISTRICT OF  
WASHINGTON (AFDW)**

**AIR FORCE DISTRICT OF WASHINGTON  
INSTRUCTION 10-3**

**19 JANUARY 2012**

**Operations**

**AFDW CONTINGENCY SUPPORT CENTER**



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This instruction implements AF Mission Directive 13, *Air Force District of Washington (AFDW)*, AFDW Mission Directive 131. This instruction provides guidance and procedures and grants authority to the Contingency Support Center (CSC) to oversee logistics, installations and mission support to the Air Force District of Washington (AFDW) in the National Capital Region (NCR). The CSC oversees all Expeditionary Combat Support (ECS) actions/issues related to operations, mission capable (MICAP) parts, re-supply, fuels, maintenance, transportation, acquisition, readiness, anti-terrorism and security throughout the NCR. The CSC performs as ECS Control Center in the event of emergencies, contingencies, deployments or exercises. This publication does not apply to Air Force Reserve Command (AFRC) or Air National Guard (ANG) Units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847 (1535 Command Drive, Suite CD310 Andrews AFB, MD 20762). See Attachment 1 for a glossary of references and supporting information.

## Chapter 1

### ORGANIZATION AND RELATIONSHIP

**1.1. The CSC gives the AFDW/CC immediate access to ECS, logistics, installations and mission support information during contingency operations.** It supervises ECS actions related to mobilizations, deployment, employment, sustainment and redeployment.

**1.2. In the event of emergencies, contingencies, deployments or exercises, the AFDW/CC may direct activation of the CSC with functional staff (A-Staff) representation.**

**1.3. During normal daily operations (0700-1600), the CSC functions as AFDW/A4R/M Readiness Cell and maintains the capability to inform the Commander of minor crises and emerging phases of more serious situations.** The CSC Director may choose to increase CSC hours of operation and/or manning levels up to 24/7 coverage as indicated in Chapter 5, *“Operation and Manning Requirements.”* Tasking and situational awareness is maintained through the AFDW Staff using the normal suspense system, focus briefings and staff meetings.

**1.4. When activated the CSC supports day-to-day civil engineering, security forces, contracting, logistics, installations and mission support situational awareness for Homeland Operations support missions including communication between JFHQ-NCR, JTF-NCR J4, HQ USAF, AFDW Command Center, 11 WG, 79 MDW, 844 CG and other Department of Defense (DoD) organizations.**

**1.5. The CSC consists of a Director, Operations Officer (OPSO), Logistics Planner, Administrator and functional representatives.** The CSC Director is the senior staff officer or civilian appointed by the AFDW/A4/7 Director. Staff representatives represent their Directors and respond to CSC Director/Operations Officer direction.

**1.6. The CSC is comprised of seven functional areas – 1) Logistics Plans, 2) Transportation, 3) Supply/Fuels, 4) Aircraft Maintenance, 5) Force Protection, 6) Civil Engineer and 7) Contracting.** Each area is assigned different tasks and responsibilities, all of which contribute to the completion of CSC responsibilities listed in Chapter 3. Representatives working in the CSC should have working knowledge of procedures and directives pertinent to their assigned area of expertise as well as basic command and control functions.

## Chapter 2

### CSC FUNCTIONAL RESPONSIBILITIES

- 2.1. Monitor contingency support, consequence management and logistical coordination during exercises and contingencies.**
- 2.2. Establish essential communications links with JFHQ-NCR, JTF-NCR J4, AF Operations Group (AFOG), AFDW Command Center, deploying units, employing and supported units and other DoD organizations.**
- 2.3. Monitor tasked unit deployment requirements from reception through redeployment.**
- 2.4. Compile logistics, installations and mission support inputs for the Situation Report (SITREP), after-action reports and other requested reports.**
- 2.5. Expedite resolution of logistics, installations and mission support concerns.** Identifies and up-channels all shortfalls and limiting factors (LIMFACs) as they occur and conducts follow-up resolution. Shortfalls and LIMFACs are reported and included as action items on the SITREP.
- 2.6. Validate inter-service/intra-service support and mutual aid support arrangements.**
- 2.7. Maintain awareness of subordinate unit resources (personnel/equipment/facilities).**
- 2.8. Sustain constant communication with lateral agencies and lower echelons to ensure rapid reporting of the following:** battle damage; Unexploded Ordnance (UXO); Chemical, Biological, Radiological and Nuclear (CBRN) alert/contamination; fire; enemy/terrorist activity and all natural/industrial disasters. CSC representatives will rapidly coordinate with Explosive Ordnance Disposal (EOD), Security Forces, fire and disaster response teams to mitigate damage and threat.
- 2.9. Establish and maintain continuity books (each CSC Representative) containing, as a minimum:** recall rosters, key points of contact listing, samples of required functional area reports/briefings (i.e., aircraft maintenance status report) and functional area checklists. Additionally, each CSC Representative will maintain and execute checklists for Disaster Emergency Response/Reporting, Force Protection Condition (FPCON) implementation management, Ability to Survive and Operate (ATSO) exercises and other checklists as determined by the CSC Director or CSC Operations Officer.
- 2.10. Ensure timely dissemination of requested support from AFDW and associate units/agencies to the required support directorate.**

## Chapter 3

### ROLES AND RESPONSIBILITIES

#### 3.1. AFDW Commander.

3.1.1. Directs AFDW CSC activation/deactivation.

#### 3.2. AFDW/A4/7.

3.2.1. Implements the activation of the CSC.

3.2.2. Ensures information is provided to the AFDW/CC on the requirement for controlling, collecting, recording and displaying logistics and infrastructure information during CSC operations.

3.2.3. Ensures the timely augmentation of the CSC and directs recall of trained personnel from affected AFDW Directorates.

3.2.4. Designates highly qualified trained staff officers, NCOs, civilian personnel or contractors to serve as CSC Representatives. Ensures these individuals are aware of their duties as listed in this OI.

3.2.5. Ensures CSC Representatives are prepared to report immediately to staff the CSC for 24/7 operations when directed. Sustain CSC manning until released by the CSC Director.

3.2.6. Updates CSC rosters quarterly, at a minimum and sends updates to the CSC for posting/ distribution.

#### 3.3. AFDW/A6.

3.3.1. Acts as focal point for all communications support.

3.3.2. Augments computer support to the CSC as needed. The CSC possesses the following systems:

3.3.2.1. Twenty Secure Internet Protocol Router Network (SIPRNET) computers, twenty Non-Secure Internet Protocol Router Network (NIPRNET) computers, one Secure Terminal Equipment (STE) phone, one secret-capable fax machine, one unclassified-capable fax machine, twenty0 phones and one Tactical Local Area Network Encryption (TACLANE).

3.3.3. When the CSC is activated, response time for computer support is 60 minutes.

#### 3.4. CSC Director & Representatives. See Attachment 2 for responsibilities aligned by the Emergency Support Functions of the National Response Framework.

3.4.1. **CSC Director.** The CSC Director is responsible for overall command and control of AFDW Homeland Operation support missions. CSC Director derives command and control authority directly from the AFDW/A4/7 Director for all internal and external customer support operations. The CSC Director also supports AFDW/320th Air Expeditionary Wing (AEW) Command Center operations by way of liaising with the A4/7 Command Center Representative. The CSC Director coordinates with agencies across functional lines and outside the NCR for logistics and other mission support requirements. He/she ascertains the

adequacy of logistics support available to the AFDW/CC on a daily basis and recommends asset realignment for enhanced mission capability. The CSC Director will:

- 3.4.1.1. Direct all CSC operations and outline procedural guidance.
- 3.4.1.2. Monitor contingency support operations and complete executive summaries, briefings and presentations to the Commander and/or Command Center, as needed.
- 3.4.1.3. Prepare operations briefing in accordance with (IAW) AFDW battle rhythm for the AFDW/CC and A4/7 Director.
- 3.4.1.4. Inform the AFDW/A4/7 Director and appropriate functions of all potential mission-limiting factors, shortfalls, potential and actual problems.
- 3.4.1.5. Coordinate with external units on logistics support issues.
- 3.4.1.6. Coordinate with leadership for realignment of assets as required based on mission requirements.
- 3.4.1.7. Coordinate with CSC functional representatives on all responsibilities within their scope.
- 3.4.1.8. Ensure CSC members are briefed at shift change on all open actions and other significant items.
- 3.4.1.9. Periodically review listings of open/closed items from the Daily Operations Log.
- 3.4.1.10. Ensure preparation of an after action/lessons learned report.
- 3.4.1.11. The CSC Director and Operations Officer will prepare for a minimum operation for one hour in the designated alternate location in the event of an emergency evacuation/relocation.
- 3.4.1.12. Provide SITREP and Commander's update inputs to AFDW Command Center A4/7 Representative as appropriate (may require SIPRNET transmissions).

**3.4.2. CSC Operations Officer.** The CSC OPSO reports directly to the CSC Director. Responsibilities include the overall management of all contingency support operations. He/she supervises, supports and coordinates all logistics activities with agencies across functional lines and oversees and ascertains the adequacy of logistics assets and resources available to the CSC Director on a daily basis and directs all assigned CSC personnel. The CSC Operations Officer will:

- 3.4.2.1. Act as the CSC Director in his/her absence or when authority is delegated.
- 3.4.2.2. Remain on an on-call status when not physically in the CSC.
- 3.4.2.3. Develop work schedules to ensure the CSC is manned for 24/7 operations.
- 3.4.2.4. Ensure continuity between activation levels and across shifts.
- 3.4.2.5. Develop procedures to operate under less-than-optimum conditions such as forced relocation, communications outage, fire, natural disaster, etc.
- 3.4.2.6. Ensure Emergency Action checklists are available for anticipated scenarios/emergencies.
- 3.4.2.7. Monitor all daily AFDW contingency support operations.

- 3.4.2.8. Confer with the CSC Director on all potential mission-limiting factors.
- 3.4.2.9. Coordinate with above wing-level agencies for asset realignment as required.
- 3.4.2.10. Manage exercises, contingency preparation and execution.
- 3.4.2.11. Coordinate with the Transportation Representative on asset realignment.
- 3.4.2.12. Assist in development and delivery of the A4/7 Situation Briefing to the Command Center.
- 3.4.2.13. Monitor Time-Phased Force Deployment Data (TPFDD) taskings; Monitor the 11WG's execution and beddown of personnel and assets as they arrive at the employment site.
- 3.4.2.14. Monitor War Reserve Materiel (WRM) release activities to ensure they are accomplished according to AFI 25-101, *WRM Program Guidance and Procedures*.

**3.4.3. Administrative Representative will:**

- 3.4.3.1. Act as the CSC Client Support Technician (CST) to coordinate and solve communications issues.
- 3.4.3.2. Maintain AFDW Key Personnel Roster

**3.4.4. Logistics Plans Representative will:**

- 3.4.4.1. Work closely with the Administrative Representative to ensure the CSC is equipped with SIPRNET computers, classified secret storage capability, NIPRNET computers, STE, a secret-capable fax machine, an unclassified-capable fax machine, cable TV, sufficient phone lines available for all functions, cell phones, Land Mobile Radios (LMR), Core Automated Maintenance System (CAMS) access, Logistics Module (LOGMOD) access, projection capability, color laser printer, black and white laser printer and a copy machine (secret capable).
- 3.4.4.2. Collect/review data from CSC Representatives and provide inputs to the CSC Director/Operations Officer for the SITREP.
- 3.4.4.3. Enforce information security procedures defined in AFI 31-401, *Information Security Program Management*, and provide training as necessary.
- 3.4.4.4. Submit recommendations during emergency situations to the CSC Operations Officer and/or CSC Director, as necessary, in the event of crisis or urgent operations.
- 3.4.4.5. Ensure all significant activities are logged, tracked and turned over to on-coming Plans Officer/Civilian at shift change.
- 3.4.4.6. Monitor TPFDD movements into and within the NCR via Joint Operation Planning and Execution System (JOPES)/Deliberate and Crisis Action Planning and Execution Segment (DCAPES) movement reports, Global Decision Support System (GDSS), Global Transportation Network (GTN) and Single Mobility System (SMS). Inform the CSC Director and OPSO of occurrences having adverse impact on operations.
- 3.4.4.7. Act as primary liaison with JTF, CSC and AFDW Command Center A4/7 Representative regarding Unit Line Number (ULN) movement status and resolving movement concerns/conflicts.

3.4.4.8. Review the combatant commander's TPFDD and determine the readiness status of logistics plans forces tasked in the TPFDD.

3.4.4.9. Monitor the mobilization, deployment, employment and redeployment of logistics plans forces in the TPFDD.

3.4.4.10. Perform other tasks as assigned by the CSC Director or OPSO.

**3.4.5. Transportation Representative will:**

3.4.5.1. Monitor transportation contingency data received from subordinate units, higher headquarters and other transportation agencies.

3.4.5.2. Prepare transportation input for inclusion in the Commander's SITREP, addressing any significant transportation related events adversely impacting operations, (i.e., status of critical vehicles, critical personnel shortages or serious port backlogs).

3.4.5.3. Establish communications with each key transportation agency within the NCR.

3.4.5.4. Provide transportation assistance to other functional areas in the CSC. Assess transportation feasibility for unit moves, available transportation resources and estimated closure times.

3.4.5.5. Track and report status of critical vehicles such as Materiel Handling Equipment (MHE), refueling vehicles, fire trucks and runway sweepers supporting the contingency. Coordinate redistribution of assigned assets when deemed appropriate.

3.4.5.6. Monitor status reports and incoming message traffic to determine required vehicle reallocation actions needed to sustain operations within the NCR. Respond to requests for replacement vehicles by issuing redistribution orders or requesting higher headquarters assistance.

3.4.5.7. Maintain situational awareness over all modes of movement requirements throughout the NCR.

3.4.5.8. Coordinate with TMO/Air Terminal Operations (ATO) on passenger and cargo movement requests.

3.4.5.9. Monitor pallet, net and air cargo backlogs status at all aerial ports and ground transportation locations throughout the NCR. Monitor passenger and cargo movements.

3.4.5.10. Sustain capability to track cargo in Cargo Movement Operations System (CMOS) and Global Transportation Network (GTN) and provide status updates as required.

3.4.5.11. Complete after-action report upon CSC deactivation. Interest items covered should include discussion of any problems hindering operations, effective work-arounds implemented and observations/recommendations for the improvement of CSC operations.

3.4.5.12. Review the combatant commander's TPFDD and determine the readiness status of transportation forces tasked in the TPFDD.

3.4.5.13. Monitor the mobilization, deployment, employment and redeployment of transportation forces in the TPFDD.

3.4.5.14. Perform other tasks as assigned by the CSC Director or OPSO.

**3.4.6. Supply/Fuels Representative will:**

- 3.4.6.1. Report or identify supplies/fuels support and establish channels to resupply each Air Force Forces (AFFOR) (or as tasked) unit within the NCR.
- 3.4.6.2. Inform the CSC Director on all asset availability, shipments, estimated arrival dates, support equipment status and shortfalls, fuel capability and LIMFACs.
- 3.4.6.3. Determine supply personnel and equipment needed to support NCR requirements. Identify supply Unit Type Codes (UTCs) to support aviation UTCs and prepare a JOPES worksheet to load the UTCs into Global Command and Control System (GCCS).
- 3.4.6.4. Respond to all validated sourcing requests for spares. Establish and coordinate resupply channels for deploying units. Perform follow-up actions, initiate command supply assistance requests, review supply difficulty reports on requisitions/shipments and resolve any supply related issues.
- 3.4.6.5. Track and initiate follow-up details for MICAP items and coordinate on supply assist messages for parts in question.
- 3.4.6.6. Coordinate supply support for other operating locations within the NCR.
- 3.4.6.7. Conduct research, analyze trends and identify MICAP drivers to reduce Total Not Mission Capable Supply (TNMCS) rate and improve aircraft support.
- 3.4.6.8. Compute and refine fuels personnel and equipment requirements to support the NCR.
- 3.4.6.9. Determine mobile fuels support equipment and provide information to JTF-NCR and AFDW Command Center A4/7 Representative as required.
- 3.4.6.10. Determine appropriate fuels UTCs and non-standard UTC requirements and maintain close coordination with the OPSO for any changes in tasking.
- 3.4.6.11. Monitor and coordinate corrective action according to Petroleum Damage/Deficiency Reports (REPOL) and fuels shortfalls. Take action to eliminate LIMFACs and provide inputs to ensure fuels support.
- 3.4.6.12. Review the combatant commander's TPFDD and determine the readiness status of supply/fuels forces tasked in the TPFDD.
- 3.4.6.13. Monitor the mobilization, deployment, employment and redeployment of supply/fuels forces in the TPFDD.
- 3.4.6.14. Perform other tasks as assigned by the CSC Director or OPSO.

**3.4.7. Aircraft Maintenance Representative will:**

- 3.4.7.1. Obtain aircraft maintenance support, establish resupply channels and support contingency operations and ensure the CSC Director is informed of all issues pertaining to aircraft maintenance requirements, availability, transportation, personnel, delivery dates and shortfalls.
- 3.4.7.2. Validate aircraft maintenance UTCs to support aviation UTCs. Compute aircraft maintenance requirements.

3.4.7.3. Draft messages to appropriate agencies involving aircraft maintenance requirements, location and date required.

3.4.7.4. Maintain close liaison with other CSC functions for changes in requirements.

3.4.7.5. Establish/coordinate/monitor aircraft movement requirements for channel/strategic/intra-theater airlift, maritime shipping and/or intra-theater rail or line haul in GCCS.

3.4.7.6. Perform follow-up actions and resolve any aircraft maintenance issues.

3.4.7.7. Track aircraft servicing response times.

3.4.7.8. Coordinate with 1st Helicopter Squadron (1HS) and up-channel supply/fuels issues.

3.4.7.9. Monitor aircraft TNMCS status and coordinate with 1HS Mission Control to correct discrepancies.

3.4.7.10. Act as NCR focal point for CAMS management, data entry and aircraft/MICAP status monitoring. Flightline Logistics Representatives will have unimpeded access to CAMS.

3.4.7.11. Review the combatant commander's TPFDD and determine the readiness status of aircraft maintenance forces tasked in the TPFDD.

3.4.7.12. Monitor the mobilization, deployment, employment and redeployment of aircraft maintenance forces in the TPFDD.

3.4.7.13. Perform other tasks as assigned by the CSC Director or OPSO.

#### **3.4.8. Contracting Representative will:**

3.4.8.1. Be the focal point for directing and implementing contracting policies for the purchase of supplies, services and construction in the NCR.

3.4.8.2. Identify additional contracting manpower requirements during operations.

3.4.8.3. Establish relationships with HHQ for rear-echelon support to implement and manage UTC taskings for contracting support from stateside contracting activities.

3.4.8.4. Review the combatant commander's TPFDD and determine the readiness status of contracting forces tasked in the TPFDD.

3.4.8.5. Monitor the mobilization, deployment, employment and redeployment of contracting forces in the TPFDD.

3.4.8.6. Perform other tasks as assigned by the CSC Director or OPSO.

#### **3.4.9. Civil Engineer (CE) Representative will:**

3.4.9.1. Monitor the status of NCR facilities, airfield and services to include such activities as beddown of NCR operations, maintenance, construction, emergency war damage repair, crash and rescue, fire suppression, explosive ordnance disposal, nuclear, biological and chemical warfare defense and air base operability forces.

3.4.9.2. Coordinate actions between Air Staff, AFDW and JFHQ-NCR J4 on such matters as status and allocation of engineering resources, environmental issues, urgent construction funding and equipment fielding.

3.4.9.3. Assist supported forces in redistributing, sourcing and prioritizing CE assets.

3.4.9.4. Review the combatant commander's TPFDD and determine the readiness status of engineer forces tasked in the TPFDD.

3.4.9.5. Monitor the mobilization, deployment, employment and redeployment of civil engineer forces in the TPFDD.

3.4.9.6. Perform other tasks as assigned by the CSC Director or OPSO.

**3.4.10. Force Protection Representative will:**

3.4.10.1. Obtain information concerning the current situation/threat/contingency actions.

3.4.10.2. Serve as the primary representative on force protection matters.

3.4.10.3. Provide assistance and guidance for responding personnel.

3.4.10.4. Review the combatant commander's TPFDD and determine the readiness status of force protection forces tasked in the TPFDD.

3.4.10.5. Monitor the mobilization, deployment, employment and redeployment of force protection forces in the TPFDD.

3.4.10.6. Perform other tasks as assigned by the CSC Director or OPSO.

## Chapter 4

### COMMAND AND CONTROL PROCEDURES

**4.1. General.** In order to ensure positive control over contingency operations, CSC representatives must establish and maintain a responsive and reliable communications system with JFHQ-NCR J4/JTF-NCR J4, AFDW Command Center, 89 AW Air Terminal Operation, Andrews Operations Center (11WG/CP), Emergency Operations Center (EOC), 1HS Mission Control, Installation Deployment Control Centers (IDCC) and operational-support agencies at all times. The CSC Director must ensure the immediate relay of critical information to superior, lateral and subordinate agencies. The CSC provides critical logistics, mission support command/communications during all exercises and contingencies. The CSC fulfills AFDW-level responsibilities IAW AFI 10-403 and JOPEs Publications.

**4.2. Representatives within the CSC will:**

4.2.1. Be prepared to man the CSC 24-hours a day, 7 days a week, during exercise/contingencies as directed by AFDW commander. At a minimum, the CSC will be manned with one fully-trained OPSO and one fully-trained Log Plans Representative.

4.2.2. Establish and maintain physical security requirements IAW AFI 31-401, *Information Security Program Management* and local installation guidance if applicable. The CSC is a limited-access area and visitor entry will be strictly controlled through a single entry point. Personnel assigned to the CSC will control access and publish an Entry Authorization List (EAL) to all reps. The EAL provides a verification of security clearances and must be updated and approved by the AFDW/A4/7 Director on a quarterly basis. Personnel not listed on the EAL must be escorted. However, if classified processing is in-progress, or if classified information is displayed, the escorted individual's security clearance must be verified through the Joint Personnel Adjudication System (JPAS) before access is granted.

4.2.3. Maintain an electronic events log documenting daily shift activities and significant events/incidents. CSC personnel will make each events log available to the CSC Director and OPSO for daily review and will maintain electronic copies and other key documents regularly.

4.2.4. Possess, at a minimum, a secret security clearance. Each representative will complete AF Form 2586, *Unescorted Entry Authorization Certificate*. This form will be signed by the CSC Director as the approving official and kept on file in the CSC area.

4.2.5. Personnel assigned must not have negative quality factors (i.e., unfavorable security information file) as they will serve in sensitive positions managing classified information daily and communicating frequently with senior AFDW, JFHQ and HQ USAF leadership. Additionally, assigned personnel with additional duties will not be excused from CSC duties.

## Chapter 5

### OPERATION AND MANNING REQUIREMENTS.

**5.1. Tier 3 Operations.** The CSC will be staffed for 24/7 operations using two 12-hour shifts. Manning the CSC 24/7 will require 10 positions per shift as follows:

#Position/Function

|   |                                  |
|---|----------------------------------|
| 1 | CSC Director                     |
| 1 | CSC Operations Officer           |
| 1 | Administrator                    |
| 1 | Logistics Plans Representative   |
| 1 | Transportation Representative    |
| 1 | Supply/Fuels Representative      |
| 1 | Maintenance Representative       |
| 1 | Civil Engineering Representative |
| 1 | Security Forces Representative   |
| 1 | Contracting Representative       |

**5.2. Tier 2 Operations.** Full or tailored activation for normal or extended operations using overlapped daily 8-12 hour shifts.

**5.3. Tier 1 Operations.** Minimum manning necessary to maintain situational awareness.

**5.4. Normal Operations.** CSC Representatives operate from their normal work areas during normal duty hours.

DARREN W. MCDEW, Major General, USAF  
Commander, Air Force District of Washington

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

DoDI 5200.1-R, *Information Security Program*, 14 Jan 97  
JFHQ-NCR *State Funeral Plan*, 16 May 06  
Air Force Doctrine Document 3-27, *Homeland Operations*, 17 Sep 10  
AF Mission Directive 13, *Air Force District of Washington (AFDW)*, 6 Jun 08  
AFI 10-207, *Command Posts*, 4 Apr 08  
AFI 10-2501, *Air Force Emergency Management Program Planning and Operations*, 24 Jan 07  
AFI 10-401, *Air Force Operations Planning and Execution*, 7 Dec 06  
AFI 10-403, *Deployment Planning and Execution*, 13 Jan 08  
AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures*, 2 May 05  
AFI 31-101, *The Air Force Installation Security Program (FOUO)*, 08 Oct 09  
AFI 31-401, *Information Security Program Management*, 1 Nov 05, IC1-19 Aug 09  
AFI 31-601, *Industrial Security Program Management*, 29 Jun 05  
AFI 33-115V1, *Network Operations*, 24 May 06  
Air Force Records Information Management System (AFRIMS)  
USAF State Funeral Support Plan, 30 Sep 10  
AFDW Instruction 10-2, *AFDW Command Center*, 15 Oct 07  
AFDW Mission Directive 131, AFDW, 26 May 11  
AFDWI 10-1, *Alert Notification/Recall Procedures*, 27 Nov 06

***Abbreviations and Acronyms***

**AEW**—Air Expeditionary Wing  
**AFDW**—Air Force District of Washington  
**AFFOR**—Air Force Forces  
**AFI**—Air Force Instruction  
**AFOG**—Air Force Operations Group  
**ATO**—Air Terminal Operations  
**ATSO**—Ability to Survive and Operate  
**CAMS**—Core Automated Maintenance System  
**CBRN**—Chemical, Biological, Radiological and Nuclear  
**CC**—Commander

**CE**—Civil Engineer  
**CMOS**—Cargo Movement Operations System  
**CONPLAN**—Contingency Plan or Concept Plan  
**CST**—Client Support Technician  
**CSC**—Contingency Support Center  
**DCAPES**—Deliberate and Crisis Action Planning and Execution Segment  
**DoD**—Department of Defense  
**EAL**—Entry Authorization List  
**ECS**—Expeditionary Combat Support  
**EOD**—Explosive Ordnance Disposal  
**FOUO**—For Official Use Only  
**FPCON**—Force Protection Condition  
**GCCS**—Global Command and Control System  
**GTN**—Global Transportation Network  
**HHQ**—Higher Headquarters  
**HQ**—Headquarters  
**IDCC**—Installation Deployment Control Center  
**JFHQ**—NCR—Joint Force Headquarters-National Capital Region  
**JOPEs**—Joint Operation Planning and Execution System  
**JTF**—NCR—Joint Task Force-National Capital Region  
**LIMFAC**—Limiting Factor  
**LMR**—Land Mobile Radio  
**LOGMOD**—Logistics Module  
**MHE**—Material Handling Equipment  
**MICAP**—Mission Capability  
**NCO**—Non-Commissioned Officer  
**NCR**—National Capital Region  
**NIPRNET**—Non-Secure Internet Protocol Network  
**OPSO**—Operations Officer  
**REPOL**—Petroleum Damage and Deficiency Report  
**SIPRNET**—Secure Internet Protocol Network  
**SITREP**—Situation Report

**STE**—Secure Terminal Equipment  
**TACLANE**—Tactical Local Area Network Encryption  
**TMO**—Transportation Management Office  
**TNMCS**—Total Not Mission Capable Supply  
**TPFDD**—Time-Phased Force and Deployment Data  
**ULN**—Unit Line Number  
**USAF**—United States Air Force  
**UTC**—Unit Type Code  
**UXO**—Unexploded Ordnance  
**WRM**—War Reserve Materiel

## Attachment 2

**EMERGENCY SUPPORT FUNCTIONS (ESF) AND ESF RESPONSIBLE CSC REPRESENTATIVES**

**Table A2.1. Emergency Support Functions (ESF) and ESF Responsible CSC Representative.**

| <b>ESF #</b> | <b>ESF Title</b>  | <b>CSC OPR</b>      | <b>CSC OCR(s)</b>                                 |
|--------------|---|---------------------|---|
| 1            | Transportation  | Transportation Rep  |   |
| 2            | Communications  | N/A                 |   |
| 3            | Public Works & Engineering                                | CE Rep              |   |
| 4            | Firefighting  | CE Rep              |   |
| 5            | Emergency Management                                      | CE Rep              |   |
| 6            | Mass Care, Emergency Assistance, Housing & Human Services | N/A                 |   |
| 7            | Logistics Management & Resource Support                   | Supply Rep          | Log Plans, Contracting, Transportation, & CE Reps |
| 8            | Public Health & Medical Services                          | N/A                 |   |
| 9            | Search & Rescue   | N/A                 |   |
| 10           | Oil & Hazardous Materials Response                        | Fuels Rep           | CE Rep  |
| 11           | Agriculture & Natural Resources                           | N/A                 |   |
| 12           | Energy  | CE Rep              |   |
| 13           | Public Safety & Security                                  | Security Forces Rep |   |
| 14           | Long-Term Community Recovery                              | N/A                 |   |
| 15           | External Affairs  | N/A                 |   |
|              |   |                     |   |

**Note:** The assignment of a CSC Rep to an ESF does not mean that the CSC Rep is technically proficient in all responsibilities associated with the ESF. The CSC Rep is only the POC for matters within the scope of the ESF relating to the responsibility of responding to the AFDW and the CSC.