BY ORDER OF THE SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 10-207

11 JUNE 2014

AIR FORCE MATERIEL COMMAND Supplement

13 MARCH 2015

Operations

COMMAND POSTS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at **www.e-publishing.af.mil**

RELEASABILITY: There are no releasability restrictions on this publication

---

OPR: HQ USAF/A3O-A

Certified by: HQ USAF/A3O (Maj Gen Steven M. Shepro)

Pages: 101

Supersedes: AFI10-207, 1 February 2012

(AFMC)

OPR: HQ AFMC/A3XP

Certified by: HQ AFMC/A3X (Mr. Kurt Grabey)

Pages:14

Supersedes: AFI 10-207_AFMCSUP1, 4 February 2013

This instruction implements Air Force Policy Directive (AFPD) 10-2, *Readiness and* AFPD 10-25, *Emergency Management.* It provides Air Force (AF) guidance for the establishment, organization, manning, operation, equipment, training, and support of command posts (CP)/command centers/watches/specialized C2 elements. It also establishes basic guidance for the 1C3 Air Force Specialty Code (AFSC). It applies to all Air Force C2 organizations and personnel, including those in the Air National Guard (ANG), Air Force Reserve Command (AFRC). Refer recommended changes and questions about this publication to AF/A3, 1480 Air Force Pentagon, Washington, D.C. 20330-1480, Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. MAJCOMs/DRUs/FOAs are authorized to supplement this Air Force Instruction (AFI) instead of repeating instructions in separate directives. MAJCOM/DRU/FOA supplements to this instruction must be approved by the 1C3 Career Field Manager (CFM). The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, Publications and Forms Management, Table 1.1 for a

description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. The reporting requirement in Chapter 3 of this publication is exempt from licensing in accordance with AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974, 5 United States Code (USC) section 552a. The authorities to collect and or maintain the records prescribed in this publication are Title 10 United States Code, Section 8013 and Executive Order 9397. Forms affected by the PA have an appropriate PA statement. The applicable Privacy Act System Notice(s) is available online at: **http://www.defenselink.mil/privacy/notices/usaf**

(AFMC) This supplement implements Air Force Instruction (AFI) 10-207. This supplement is applicable to all Air Force (AF) organizations performing Command and Control (C2) functions for Air Force Materiel Command (AFMC). This publication does not apply to the Air National Guard (ANG) or the Air Force Reserve Command (AFRC) and their units. 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. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination

SUMMARY OF CHANGES

AFI 33-360 and AFI 90-201 tier identification and waiver requirements have been incorporated. Other major changes include: Incorporated CSAF One Command Post (One-CP) language under Command Post Organization and Definitions. Specialized Command and Control (C2) Element (SC2E) guidance and definitions have been added. Roles and responsibilities were modified for AFSWC, MAJCOM/DRU/FOA Staffs, MAJCOM Command Centers, Commanders, and CP Managers. CP Manager Certification proficiency requirements have been updated. The NCOIC, Systems position has been added back to manage the systems function. Official CP and SC2E duty titles have been incorporated. CP Training Program has been overhauled with removal of the AFJQS, adding the AF MTL, and exclusive use of the CFETP Specialty Training Standard for documentation. Mandatory CP facility and security requirements have been corrected to fall in line with existing DoD and AF standards. CP retraining requirements have been updated to mandate inclusion of a Competent Medical Authority letter with retraining package. Examples of retraining documents and memorandums have been attached to the AFI. This document has been substantially revised and should be completely reviewed.

(AFMC) This document has been substantially revised and must be completely reviewed. This supplement expands on the instructions provided in AFI 10-207 to show support of the requirements of HQ AFMC and it is the basis for performance of C2 functions within AFMC.

This revision provides tiering and waiver authority guidance IAW AFI 33-360, *Publication and Forms Management* and AFI 90-201, *The Air Force Inspection System*.

Chapter 1—ORGANIZATION **7**

1.1. Command Post 7

1.2. C2 Direction 10

1.3. Organization. 10

1.4. CP Functional Areas 11

1.5. Provisions 11

Chapter 2—RESPONSIBILITIES **12**

2.1. AF 1C3 Career Field Manager (CFM) and the AF 1C3 Policy & Procedures (P&P) office will: 12

2.2. Air Force Service Watch Cell (AF Watch) will: 12

2.3. MAJCOMs/DRUs/FOAs will: 12

2.4. MAJCOM Command Centers will: 15

2.5. Commanders will: 15

2.6. CP Managers (Chief and Superintendent) will: 16

Chapter 3—PERSONNEL **20**

3.1. Staffing 20

3.2. Security Clearances. 25

3.3. Authorized Duty Titles. 25

3.4. Duty Schedule and Restrictions. 27

3.5. Unit Manning 28

Chapter 4—COMMAND POST FUNCTIONAL AREA RESPONSIBILITIES **32**

4.1. Console Operations. 32

4.2. Reports Function. 32

4.3. Training Function. 33

4.4. Systems Function. 33

Chapter 5—CONSOLE OPERATIONS REQUIREMENTS AND PROCEDURES **35**

5.1. Publications Library. 35

5.2. OIs 35

5.3. Checklists. 35

5.4. CP Daily Events Log. 39

5.5. CIF Binder. 40
5.6. Changeover Briefing. 42

Chapter 6—MISSION MANAGEMENT/MONITORING 43

6.1. Mission Movement. 43
6.2. Aircrew/Mission Support. 44
6.3. Originating Mission Setups. 44
6.4. Special Category Missions. 45
6.5. Mission Movement Reporting. 47
6.6. Radio Discipline. 47
6.7. Hazardous Weather/Runway Conditions. 47
6.8. Aircraft Flying DV Personnel. 47

Chapter 7—TRAINING, TESTING, AND CERTIFICATION 48

7.1. AF Master Training Plan (MTP). 48
7.2. CP Certification. 51
7.3. CP Recurring Training. 53
7.4. Controller Decertification. 54
7.5. Controller Recertification. 55
7.6. Testing, Training, and Evaluations. 55
7.7. HHQ Testing. 58
7.8. 623 Requirements. 58
7.9. Training Binder Requirements. 59

Chapter 8—FACILITY REQUIREMENTS 60

8.1. General. 60
8.2. Construction Requirements (T-3 unless otherwise specified): 60
8.3. Facility Requirements (T-3): 60
8.4. Facility Layout (T-3). 61
8.5. General CP Requirements (T-3). 62
8.6. ACP. 62
8.7. CP Facility Remodeling (T-3): 63

Chapter 9—SYSTEMS AND STATUS REPORTING 64

9.1. General Information. 64
9.2. C2 Systems and Applications. 64

9.3. Controller Consoles. 65
9.4. EMSEC Requirements. 65
9.5. Cryptographic and Communications Security (COMSEC). 65

Chapter 10—COMMAND POST SECURITY AND ENTRY CONTROL REQUIREMENTS 66

10.1. Physical Security Considerations. 66
10.2. Entry and Circulation Control. 66
10.3. EALs/Access Lists. 67
10.4. (Added-AFMC) Physical security requirements: 67

Chapter 11—COMMAND POST CONTINGENCY DEPLOYMENTS 68

11.1. Contingency Deployments. 68
11.2. Contingency Training. 68
11.3. Contingency Management. 68
11.4. CP Post Deployment Critique. 69
Table 11.1. C2 Contingency Management UTCs 70

Chapter 12—COMMAND POST SELF-ASSESSMENT PROGRAM 72

12.1. Overview. 72
12.2. Self-Assessment Checklist (SAC). 72
12.3. Formal Inspections. 72
12.4. (Added-AFMC) AFMC SAV/FAV 72
12.5. (Added-AFMC) AFMC Formal Inspections 73

Chapter 13—COMMAND POST ENLISTED FORCE COUNCIL 74

13.1. Command Post Enlisted Force Council. 74
13.2. CPEFC charter is to: 74
13.3. Enlisted Development Team (EDT). 75

Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 77

Attachment 2—RETRAINING INTERVIEW REQUIREMENTS 92

Attachment 3—SAMPLE QUICK REACTION CHECKLIST TOPICS 94

Attachment 4—COMMAND POST DEPLOYMENT CRITIQUE FORM 96

Attachment 5—MEDICAL RECORD REVIEW MEMO 98

Attachment 6—RETRAINEE INTERVIEW LETTER 99

Attachment 7—(Added-AFMC) EVENTS LOG 101

Chapter 1

ORGANIZATION

1.1. Command Post

1.1.1. Command Post (CP).The CP serves as one of the core functions of the Installation Control Center (IC2) construct. The CP is a full-time, 24/7 C2 node, directly responsible to commander(s) and serves as the focal point of operations, including the receipt and dissemination of orders, information, and requests necessary for the C2 of assigned forces and operations. This AFI is applicable to all CPs.

1.1.1.1. Consolidated Command Post. A CP comprised of CP elements from two or more separate MAJCOMs/wings/units from the same component who merge together to share a common facility with each element responsive to the same CP managers. There is one set of CP managers, and below the managers, one chain of authority, direction, and control. Controllers are trained and certified to facilitate C2 for every mission aspect represented by the host and former tenant CP, to include all applicable supporting MAJCOM guidance. All individuals assigned to a Consolidated CP will attend supporting/supported MAJCOM's required course(s) prior to certification (T-2). At Active Component (AC) installations, all Consolidated CP manpower authorizations will be owned by the MAJCOM operating the installation and 1C3 billets will be assigned to the host wing Program Element Code (PEC) (T-2).

1.1.1.1.1. CPs supporting an AMS will have five of the merged AMC billets program element code (PEC) coded as AMC to ensure availability for future and emerging combatant command and AMC requirements (T-1). If emerging AMC mission requirements demand additional 1C3 support within the EUCOM or PACOM Area of Responsibility (AOR)s, the 515th or 521st Air Mobility Operations Wing (AMOW) Superintendent will notify the AMC 1C3 Functional Manager and theater (USAFE or PACAF) MAJCOM 1C3 Functional Manager (MFM) to temporarily deploy controllers to the location as directed by the applicable AMOW Commander (T-2). The tasked locations/members will be at the discretion of the respective theater MFM, based on manning levels at his/her specific units (T-2). **NOTE**: NAF/AFCHQ/FOAs are included in consolidation actions.

1.1.1.1.2. All personnel working in a Consolidated CP must be thoroughly trained and certified on mission tasks performed prior to the consolidation (T-2). All mission tasks and responsibilities (e.g., operating instructions [OIs] and quick reaction checklists [QRC]), applicable MAJCOM guidance to include: Supplements, CCIRs, CIFs, CONOPs and MTPs will be incorporated into the Consolidated CP mission, and training program (T-2). CP managers will continue training on mission tasks using the Specialty Training Standard (STS), 1C3 Master Training Plan (MTP), AFI 36-2201, *Air Force Training Program* and Chapter 7 of this instruction (T-2).

1.1.1.1.3. Consolidated CPs are referred to as (Base name) CP.

1.1.1.2. CP Association. A CP comprised of CP elements from two or more separate wings/units from different components (AC or ARC) who share a common facility with

each element responsive to the same CP managers. Normally, the CP manager team is a mixture of the components involved. Administrative Control (ADCON) of controllers resides with the component they are a member of, i.e., ARC personnel work administratively for ARC. Controllers in a CP Association are trained on all mission tasks supported by the CP Association. This type of CP applies where the determination has been made that component-specific mission aspects can be mutually supported by the CP console crew. This type of CP is not applicable where CP elements from only one component are concerned; in that instance refer to Consolidated CP.

1.1.1.2.1. All personnel working in a CP Association must be thoroughly trained and certified on mission tasks performed prior to combining (T-2). All mission tasks and responsibilities (e.g., OIs, QRCs, and duties and responsibilities) will be incorporated into the CP Association mission (T-3). CP managers ensure continued training on mission tasks using the STS, 1C3 MTP, AFI 36-2201, and Chapter 7 of this instruction (T-2).

1.1.1.2.2. Use AFI 90-1001, *Responsibilities for Total Force Integration,* as guidance when preparing proposals to form CP Associations.

1.1.1.2.3. CP Associations must be properly staffed according to approved memoranda of agreement/memoranda of understanding (MOA/MOU) that adhere to the Chief of Staff, United States Air Force (CSAF)-approved construct (T-1). Coordination among component and MAJCOM 1C3 Functional Manager (MFM) is vital to ensure each mission is supported without degradation.

1.1.1.2.4. CP Associations are referred to as (Base name) CP.

1.1.1.3. Collocated Command Post. A CP comprised of CP controllers from two or more separate wings/units from different components (AC or ARC) who share a common facility. Each CP element has its own CP managers, chain of command and C2 responsibilities. Controllers in a Collocated CP may share information with one another, but do not share work, (e.g., controllers are not trained to perform one another's component specific mission). Additionally, ADCON of CP controllers reside with the commander from each controller's component. This type of CP only applies to a CP whose elements are from different components, where organization of a CP Association, is deemed impractical. This type of CP is not applicable where only the CP elements from a single component are concerned.

1.1.1.3.1. All personnel working in a Collocated CP must be thoroughly trained and certified on mission tasks performed (T-2). CP managers will ensure continued training on mission tasks using the STS, 1C3 MTP, AFI 36-2201, and Chapter 7 of this instruction (T-2).

1.1.1.4. Regional Command Post. A CP that is fully integrated into one facility comprised of CP elements from two or more installations in the same geographical region may include CP elements from different components (AC or ARC). ADCON of ARC CP personnel reside with the ARC unit commander to which they are assigned. There is one set of CP managers and all CP controllers are capable of facilitating C2 for every mission aspect represented by all wings and tenant units supported. Once established,

Regional CPs follow the same guidance as Consolidated CP/CP Association as outlined in this instruction.

1.1.1.4.1. All personnel working in a Regional CP must be thoroughly trained and certified on mission tasks performed prior to the regionalizing (T-2). All mission tasks and responsibilities (e.g., OIs, QRCs, and duties and responsibilities) will be incorporated into the Regional CP mission (T-3). CP managers will ensure continued training on mission tasks using the STS, 1C3 MTP, AFI 36-2201, and Chapter 7 of this instruction (T-2).

1.1.1.4.2. When creating a Regional CP composed of more than one component, all coordination requirements listed in AFI 90-1001 must be met, prior to implementation (T-1).

1.1.1.4.3. Regional CP establishment is coordinated with the CP MFM(s), MAJCOM A3(s), and the AFCFM. Final approval authority is the AF Director of Air Operations.

1.1.1.4.4. At installations, AC manpower authorizations at a Regional CP will be owned by the MAJCOM operating the installation (T-2). 1C3s billets will be under the host wing PEC (T-2).

1.1.1.4.5. ARC manpower authorizations at a Regional CP will be owned by the ARC element they represent (T-2).

1.1.1.4.6. Regional CPs are referred to as (Region) CP.

1.1.2. Specialized C2 Element (SC2E). These are activities that perform operations in support of specialized mission requirements. The following are SC2Es: Air Mobility Control Center (AMCC); Crisis Response Group (CRG); Air Operations Center (AOC); Office of Special Investigations Operations Center; 1 HS MCC, MAJCOM Command Centers, AF Watch, USAFE MUNSS or MAJCOM-defined SC2Es. This AFI is applicable to SC2E where directly specified. MAJCOMs will determine additional applicability of this AFI in their respective MAJCOM supplements (T-1).

1.1.3. MAJCOMs will provide the CFM a list of their Command's CP designations depicting which units have been merged and their title (i.e.: Consolidated CP, CP Association, Collocated CP, Regional CP). The CFM will maintain this list on the 1C3 Intelink.

1.1.3.1. **(Added-AFMC)** All AFMC Command Posts (CP) will be referred to as "(Base name) Command Post" for all C2 communications (with the exception of jabber), regardless of CP type (CP, Consolidated CP, CP Associations, Installation Control Centers, etc.). Exception: AFMC Command Center is authorized to use AFMC Command Center in place of Command Post. The AFMC Command Center is also the 88 ABW Command Post.

1.1.4. Each installation (base, station, joint-base, etc.) operating a CP will maintain and operate a single CP (where determined to be legal and beneficial) to support C2 activities/functions for all resident and tenant units/organizations (T-2).

1.1.4.1. **(Added-AFMC)** The Air Force Manpower Standard (AFMS) 135A00, *Command Post,* is located on the Air Force Personnel Center (AFPC) Manpower

Directorate Enterprise Information Management (EIM) site **https://afma.eis.af.mil/default.aspx** under the AF Manpower Standards.

1.1.5. AF organizations at the wing or group level residing on an installation operated by another service component (e.g., Joint Basing) may maintain and operate a stand-alone CP when the C2 needs of the AF organization cannot be met by the host service.

1.2. C2 Direction

1.2.1. The CSAF exercises C2 of AF forces through a global structure of fixed and expeditionary C2 facilities. The AF Service Watch Cell (AF WATCH) provides positive and effective C2 of AF assets in support of the AF mission. The AF WATCH communicates CSAF direction directly to MAJCOMs, FOAs, DRUs, and Units.

1.2.2. MAJCOM command centers direct/exercise C2 of MAJCOM resources. Within the MAJCOM C2 structure, the MAJCOM command center is authorized to communicate command (CJCS, Combatant Command [COCOM], USAF, or MAJCOM) directions to operational organizations. However, there will be instances where CJCS or COCOM direction is communicated directly to the AFCHQ AOC or executing/supporting forces (e.g., Operational Plan [OPLAN] 8010 directives). MAJCOM command centers originate command directions, oversee status and location of MAJCOM resources, and manage commander-directed reporting or Commander's Critical Information Requirements (CCIR).

1.2.3. The installation CP is the primary agency authorized to communicate command (CJCS, COCOM, USAF, or MAJCOM) directions to operational organizations supporting the entire installation (e.g., security forces, base operations) (T-1). The CP is the only installation C2 function authorized to receive and process Emergency Action Messages (EAM) and prepare and transmit AF operational reports (AF OPREP-3) (T-1). Installation CPs provide C2 support to tenant units, to include relaying command directions, flight following, and operational reporting. Tenant units must coordinate and communicate operational requirements involving host resources through the CP (T-3). Resulting MOAs are developed IAW AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreement Procedures*, and maintained on file.

1.3. Organization.

1.3.1. The MAJCOM command center is the focal point of the MAJCOMs' operations and conducts activities according to MAJCOM plans and policies. MAJCOM command centers are organized as a staff agency under the MAJCOM commander, typically administratively aligned under the Director of Staff (DS) or Director of Operations (A3).

1.3.2. The installation CP is the focal point of an installation's operations and conducts activities according to assigned units' plans and policies.

1.3.2.1. The installation CP serves as the executive agency for C2 for commanders during routine operations, emergencies, contingencies, and increased readiness. The CP is a direct representative of the commander and serves as the sole agency responsible for executing CP-related C2 activities.

1.3.2.2. The installation CP is a wing staff office organized directly under the wing organizational structure. CP managers are tasked with the responsibility of operating the CP on behalf of the wing commander. As such, either the wing commander, vice wing

commander, or director of staff will be the reporting official for the CP Chief or Superintendent (T-2).

1.3.2.3. At joint bases where the AF is the supporting component, the CP remains the responsibility of the Operational (Mission) Wing Commander (T-1).

1.4. CP Functional Areas

1.4.1. As a minimum, CPs consist of the following functional areas: Command Post Operations (includes Emergency Actions (EA) processing capability [if applicable]), Reports, Training, and Systems. These functional areas perform duties in support of the career field's four core competencies: Mission monitoring/management, EA, emergency management, and operational reporting (includes readiness reporting: Defense Readiness Reporting System [DRRS], Mission Essential Task/List [METL]Assessments, Status of Resource and Training Systems [SORTS]/Category-Level [C-Level]).

1.5. Provisions

1.5.1. Installation Notification and Warning Systems (INWS) should only be used to make emergency notifications and should not be relegated to a daily pop-up notification, which would de-emphasize the emergency notification process.

1.5.2. At the commander's discretion, CPs may review high-priority messages addressed to the installation commander/vice commander, and tenant wing commander(s)/vice commander(s) during non-duty hour periods, to determine whether the message warrants immediate delivery/action. CPs will not be tasked to review/route routine or non-emergency base-wide/MAJCOM headquarters message traffic (T-3).

1.5.3. 1C3X1 controllers receive Basic Allowance for Subsistence (BAS) at the standard rate, due to the nature of assigned duties (e.g., inability to depart the work center, non-standard duty hours) IAW AFMAN 65-116V1, *Defense Joint Military Pay System Active Component (DJMS-AC) FSO Procedures* (T-1). 1C3X1s will be placed in dorm rooms that have cooking facilities to enable them to process meals for rotating shift work schedules (T-3).

Chapter 2

RESPONSIBILITIES

2.1. AF 1C3 Career Field Manager (CFM) and the AF 1C3 Policy & Procedures (P&P) office will:

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

2.1.2. Provide MFM and P&P guidance/support to 1C3 Regular Air Force (REGAF) DRU/FOA locations.

2.1.3. Develop and maintain the AF MTP core documents used as the basis for all CP controller initial, recurring, and recertification training. These documents will be posted on the NIPR Intelink/Intelshare 1C3 Continuity Sites.

2.1.4. Develop HAF Self-Assessment Checklists, IAW AFI 90-201.

2.1.5. Validate AF Manpower Agency (AFMA) changes to CMS 135A00.

2.1.6. Develop, maintain, and ensure compliance with the 1C3X1 Career Field Education and Training Plan (CFETP).

2.1.7. Establish/manage the CPEFC, IAW Chapter 13 of this instruction.

2.1.8. Serve as final approving authority for all 1C3X1 retraining packages.

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

2.1.10. Serve as the sole authority for developing and establishing CP guidance and standards for award and retention of the CP AFSC 1C3X1 in the Classification Directory. If this guidance conflicts with any other instructions, this AFI is the prevailing authority.

2.2. Air Force Service Watch Cell (AF Watch) will:

2.2.1. Maintain reliable and redundant secure/non-secure voice connectivity with all MAJCOM command centers.

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

2.2.3. Report directly to the National Military Command Center (NMCC) on incidents affecting AF assets.

2.2.4. Ensure AF WATCH personnel are thoroughly familiar with reporting requirements outlined in AFI 10-206, *Operational Reporting*.

2.2.5. Ensure compliance with requirements outlined in this AFI.

2.2.6. Update the AF C2 Directory when changes are received from MAJCOM/DRU/FOA command centers or P&P staffs.

2.3. MAJCOMs/DRUs/FOAs will:

2.3.1. Develop, coordinate, maintain, and publish all required documents outlining CP policies and procedures in support of AF/COCOM guidance. Due to the organizational structure of DRUs/FOAs, REGAF DRUs/FOAs are not required to create a policy and procedure branch nor HQ command center. REGAF DRU/FOA requirements are coordinated by the AF 1C3 CFM, through the 1C3 DRU/FOA Functional Manager. ANG requirements are coordinated by the AF and ANG 1C3 CFMs.

2.3.2. Ensure guidance is provided to commanders at all levels, regarding compliance with established timing criteria for reports contained in joint publications and AFI 10-201, *SORTS*, AFI 10-252, *Defense Readiness Reporting System*, AFI 10-205, *Availability of Key HQ AF Personnel and Major Command Commanders*, and AFI 10-206.

2.3.3. Ensure a comprehensive training program is designed to support initial certification, recertification, and recurring training requirements by tailoring the AF MTP core documents into a MAJCOM/DRU/FOA MTP.

2.3.3.1. **(Added-AFMC)** Additional AFMC documents will be posted on the Non-secure Internet Protocol Router Network (NIPR) AFMC C2 Policy EIM site (**https://org.eis.afmc.af.mil/sites/HQAFMCA3/A3X/ccc2p/default.aspx**) and the AFMC C2 Secure Internet Protocol Router Network (SIPR) EIM site (**http://www.intelink.sgov.gov/sites/afmc-cp/default.aspx**).

2.3.4. Supplement this AFI with amplifying instructions.

2.3.5. Ensure Self-Assessment Checklists are approved by CFM, IAW AFI 90-201.

2.3.5.1. **(Added-AFMC)** AFMC C2 Policy and Procedures Branch (HQ AFMC/A3XP) will review CP specific Inspection Checklists (located on the Management Internal Control Toolset (MICT) website: (**https://mict.us.af.mil**/) on a semi-annual basis, no later than (NLT) 31 March and 30 September. The focus of this review will be on question validity, applicability, and clarity.

2.3.5.2. **(Added-AFMC)** HQ AFMC/A3XP will develop and maintain current assessment communicator criteria for AFMC unit CPs/Command Center. Assessment criteria is used during higher headquarter visits (Functional Area Visit [FAV], Staff Assistance Visit [SAV], Inspector General [IG]) and unit self assessments. See **Chapter 12** for additional information on AFMC staff/functional assistance visits.

2.3.6. Conduct Staff Assistance Visits (SAV) when/if officially requested by units, IAW AFI 90-201.

2.3.7. Ensure that MAJCOM P&P personnel are aligned as part of the Functional Manager staff. MAJCOM/DRU/FOA 1C3 P&P personnel (to include the MFM) are exempt from maintaining certification requirements.

2.3.7.1. **(Added-AFMC)** The function of HQ AFMC/A3XP is to provide policy, guidance, and procedures to AFMC Command Posts/Command Center. The AFMC Operations Readiness Branch (HQ AFMC/A3X) provides the command support required for Status of Resources and Training System (SORTS), Defense Readiness Reporting System (DRRS) and other readiness systems/issues as deemed appropriate by the major command (MAJCOM) and AFMC staff directors. These functions are separate from the AFMC Command Center.

2.3.8. Provide MAJCOM 1C3 Inspector General (IG) personnel training, technical expertise, all required inspection tests, and other necessary materials to conduct CP inspections. 1C3 IG personnel are exempt from maintaining certification requirements.

2.3.9. Oversee CP manning for MAJCOM/DRU/FOA 1C3 enlisted personnel assigned to staff and subordinate unit positions. Manage and coordinate assignment allocations for 1C3s. Coordinate and advise applicable A1 office on changes to CP manpower requirements.

2.3.10. Identify manning requirements for functional areas. Requirements will be defined by position title, grade, AFSC (and Special Experience Identifier [SEI], if required), Special Duty Identifier (SDI), and skill level, IAW CMS 135A00.

2.3.11. Review CP Unit Manpower Documents (UMD)/Unit Personnel Management Rosters (UPMR) quarterly, as a minimum.

2.3.12. Establish, manage, and source deployment requirements in support of Air Force Personnel Center/AEF Center (AFPC/DPW), contingencies, and other operations as directed by HAF, MAJCOM, and other supported/supporting commands. Comply with AFI 10-401, *Air Force Operations Planning and Execution*, AFI 10-403, *Deployment Planning and Execution*, and the CP Air and Space Expeditionary Force (AEF) sourcing instructions, as set forth by the AFCFM.

2.3.13. Communicate with MAJCOM/DRU/FOA 1C3 personnel and CP managers concerning career field issues and 1C3 career progression.

2.3.13.1. **(Added-AFMC)** The AFMC 1C3 MAJCOM Functional Manager (MFM) will act as AFMC point of contact (POC)/liaison with the Air Force Career Field Manager for all C2 related issues.

2.3.14. Manage temporary duty (TDY) manning assistance requests.

2.3.14.1. **(Added-AFMC)** Submit manning assistance requests via e-mail through the unit commander (wing or group as applicable) to HQ AFPC/DPAPP (Assignment Programs, Procedures) IAW AFI 36-2110, *Assignments*, and provide an information copy to the AFMC 1C3 MFM.

2.3.15. Establish a MAJCOM/DRU/FOA CP Annual Awards program to facilitate nomination of MAJCOM/DRU/FOA candidates to compete under the AF CP Annual Awards Program, IAW AFI 36-2807.

2.3.16. Standardize CPs to the maximum extent possible.

2.3.17. Coordinate with other applicable MAJCOM staffs for all Consolidated CP/CP Association/Regional CP under its authority for resolution and clarification of training, staffing, and procedural issues.

2.3.18. Create and maintain a MAJCOM/DRU/FOA email distribution (distro) list containing all respective subordinate units distro lists.

2.3.19. Provide an updated distro to AF 1C3 P&P quarterly.

2.3.20. Review and validate subordinate unit data/contact information in the AF C2 Directory (located on SIPR Intelink/Intelshare Continuity Site) quarterly. Consolidate changes from subordinate units and submit to the AF WATCH. Ensure all subordinate 1C3

organizations are included on AF C2 Directory, including, but not limited to, Task Forces and NAFs.

2.3.20. **(AFMC)** As applicable, HQ AFMC/A3XP will ensure AFMC CPs and Command Center are provided current Emergency Actions Procedures (EAP) material in support of the Chairman of the Joint Chiefs of Staff (CJCS), United States Air Force (USAF).

2.3.21. MAJCOMs' supporting Consolidated/Regional/Association CPs are responsible for ensuring all the supported MAJCOM/DRU/FOA's guidance, CCIRs, CIFs, CONOPs and MTPs are distributed to such CP(s).

2.3.22. MAJCOM/DRU/FOA's supported by a Consolidated/Regional/Association CP will provide the host MAJCOM their guidance, CCIRs, CIFs, CONOPs and MTPs for implementation and dissemination to applicable CPs.

2.3.23. **(Added-AFMC)** AFMC A3XP will manage and schedule unit CP members to attend necessary C2 related courses (i.e. CP Managers and Training Managers). Information on these courses can be found on the on the NIPR AFMC C2 Policy EIM site.

2.3.24. **(Added-AFMC)** The AFMC 1C3 MFM is assigned to HQ AFMC/A3X.

2.3.25. **(Added-AFMC)** The AFMC 1C3 MFM will represent the AFMC Air Force Specialty Code (AFSC) 1C3X1/C2 community at the Utilization & Training Workshop, provide input and attend other MAJCOM-sponsored C2 conferences and forums.

2.4. MAJCOM Command Centers will:

2.4.1. Operate communications systems to maintain C2 IAW AF/MAJCOM/COCOM guidance.

2.4.2. Ensure command center personnel are thoroughly familiar with AF/COCOM guidance.

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

2.4.4. Report directly to the AF WATCH on incidents affecting AF and MAJCOM assets.

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

2.4.6. Maintain reliable and redundant secure/non-secure voice connectivity with assigned CPs.

2.4.7. Maintain a MAJCOM/DRU/FOA email distribution (distro) list containing all respective subordinate units organizational e-mail accounts.

2.5. Commanders will:

2.5.1. Establish and maintain a responsive and reliable communications system linking their CP with the NMCC, AF WATCH, applicable MAJCOM, AFCHQ, and operational-support agencies, IAW AFI 10-206 and MAJCOM or COCOM Emergency Action Plans (EAP) (T-1).

2.5.2. Institute procedures to ensure the immediate relay of critical information to lateral and subordinate agencies (T-3).

2.5.3. Ensure a comprehensive and up-to-date training program is established, maintained, and administered based on the AF 1C3 MTP, supported command requirements, host/tenant unit requirements, and the 1C3X1 CFETP (T-2).

2.5.4. Develop written procedures to provide C2 under less-than-optimum conditions such as forced relocation, communications outage, fire, natural disaster, etc. (T-3).

2.5.5. Ensure the CP is manned with certified 1C3 personnel and continuously operational (T-1). (This is T-2 for ARC)

2.5.6. Coordinate written MOA/MOUs with tenant units to ensure command alerting, reporting, and other support requirements are met (T-3). All MOA/MOUs will be developed IAW AFI 25-201 and maintained on file (T-3). MOA/MOUs are not required if all requirements are outlined in a Host-Tenant Support Agreement.

2.5.7. As required, appoint a Top Secret Control Officer (TSCO) and alternate in writing and ensure the TSCO establishes and maintains a TS Control Account (TSCA), IAW AFI 31-401, *Information Security* (T-0).

2.5.8. Assign a CP Chief, by position number, in the appropriate officer grade, IAW CMS 135A00 (T-3).

2.5.9. Establish and maintain an alternate CP (ACP) facility that supports fixed/deployed operations (T-3). The operational capability of the ACP must mirror the capability of the primary facility, to support command, control, communications, computers, and intelligence (C4I) needs (MUNSS locations are exempt) (T-3).

2.5.9.1. ACP must be located outside the cordon area that would be applied to the permanent structure in the event of a fire, bomb threat, etc (T-3). The minimum distance between the primary and ACP must be 2,000 feet (T-3).

2.5.9.2. When activated, the ACP will be afforded the same protection level (PL) as the primary CP (T-3).

2.5.10. Commanders responsible for Consolidated CPs at locations with an AMS will ensure PRIME KNIGHT is accomplished (T-2).

2.5.11. Commanders responsible for Consolidated CPs at locations with an AMS will ensure full cooperation with AMC/IG inspection teams, during an AMS inspection, and ensure all deficiencies are corrected IAW AFI 90-201 (T-2). AMC C2 functions will be inspected by AMC/IG during an AMOW/AMS inspection (T-2). This is not intended to be a full inspection of the installation CP, but rather an inspection of the Flight Following/Management of the AMS operations (IAW AMCI 10-202, Vol 1, *AMC Command and Control Operations*, & Vol 6, *Mission Management and Reliability Reporting System*, AMCI 11-206, *Mobility Force Management*, AMCI 11-208, *Tanker/Airlift Operations*,).

2.6. CP Managers (Chief and Superintendent) will:

2.6.1. Appoint an Noncommissioned-Officer-In-Charge (NCOIC), Command Post Operations and alternate in writing and ensure all console programs are developed, maintained, and administered IAW AFI 10-207 (T-2).

2.6.1.1. **(Added-AFMC)** Post the Non-Commissioned Officer in Charge (NCOIC), Command Post Operations appointment letter on the AFMC C2 Policy EIM site. **(T-3)**.

2.6.2. Appoint an NCOIC, Training and alternate in writing and ensure training program is developed, maintained, and administered IAW Chapter 7 (T-2).

2.6.2.1. **(Added-AFMC)** Post the NCOIC, Training appointment letter on the AFMC C2 Policy EIM site. **(T-3)**.

2.6.3. Appoint an NCOIC, Reports and alternate in writing and ensure reports program is developed, maintained, and administered IAW AFI 10-206. CP managers will comply with AFI 10-201 and AFI 10-252 when appointing DRRS/SORTS POCs (T-2).

2.6.3.1. **(Added-AFMC)** Post the NCOIC, Reports appointment letter on the AFMC C2 Policy EIM site. **(T-3)**.

2.6.4. Appoint an NCOIC, Systems and alternate in writing and ensure systems program is developed, maintained, and administered IAW para 4.4.1. through 4.4.13. (T-2).

2.6.4.1. **(Added-AFMC)** Post the NCOIC, Systems appointment letter on the AFMC C2 Policy EIM site. **(T-3)**.

2.6.5. Appoint a COMSEC Responsible Officer (CRO) and alternates in writing (as applicable). Ensure the CRO establishes and maintains a COMSEC materials program IAW AFI 33-201 Vol 2, *Communications Security (COMSEC) User Requirements* (T-1).

2.6.5.1. Ensure all personnel performing duty in the CP facility are trained on physical and COMSEC requirements (e.g., Admin, Maintenance Operations Center [MOC], Air Transportation Operations Center [ATOC]) (T-2).

2.6.6. Appoint a Security Manager and alternate in writing and ensure CP security program is developed and maintained IAW AFI 31-101, *Integrated Defense,* AFI 31-401, *Information Security Management Program,* AFI 31-501, *Personnel Security Program Management,* AFI 31-601, *Industrial Security Program Management* (T-1).

2.6.7. Develop written procedures and exercise capability to adequately perform CP operations from an alternate facility on a semiannual basis (T-3).

2.6.7.1. **(Added-AFMC)** The events log will be maintained detailing which systems worked and how long the alternate was activated in the performance of CP related duties. **(T-3)**.

2.6.8. Develop and maintain a CP self-assessment program, IAW Chapter 12, AFI 90-201 (T-2).

2.6.9. Manage CP budget. Prepare and submit requirements to the appropriate agency. Ensure CP projects for future upgrades and enhancements are planned and budgeted (T-2).

2.6.9.1. Minimum CP (unit-funded) budget items will include funding for: All applicable 1C3 training courses required for duty positions or certification (e.g., JNC2 Course, CP Training Manager Course, CP Manager Course, and AMC C2 Course) (T-2).

2.6.9.1.1. **(Added-AFMC)** Superintendents will request funding for CP training managers' course. All CP training manager(s), primary and alternate, without prior C2 training manager experience, will attend aforementioned training course. If the request is denied, the request will need to be maintained until funding is provided. **(T-3)**.

2.6.10. Ensure console personnel scheduled for Weighted Airman Promotion System (WAPS) and Career Development Course (CDC)/Upgrade Training End of Course (EOC) testing receive a minimum of 24 hours off-duty immediately preceding the scheduled test (T-2).

2.6.11. Submit monthly manning reports, IAW Chapter 3 applicable MAJCOM guidance (T-2).

2.6.12. Ensure SEIs are awarded IAW the Air Force Enlisted Classification Directory (AFECD) and documented on the CP manning report, IAW para 3.5.4.9.4. (T-2).

2.6.13. Semiannually or when changed, review and document the review of all CP OIs, Emergency Action Checklist (EAC), Controller Basic Checklist (CBC), QRCs, and Controller Information File (CIF) binders, documented using AF Form 4436, *Command Post Publications Review Log* (T-2).

2.6.14. Review and initial completed CP daily events logs NLT the next duty day by placing their initials and date in the “reviewed by” block or by digitally signing the "reviewed by" block (T-3).

2.6.15. Coordinate written MOA/MOUs with tenant units to ensure command alerting, reporting, and other support requirements are met (T-3).

2.6.16. Create and maintain a CP email distro list containing all CP personnel. Provide name of distro lists to appropriate MAJCOM/DRU/FOA (T-2).

2.6.17. Ensure units update the AF C2 Directory information when changes occur (located on SIPR Intelink/Intelshare Continuity Site). Changes should be submitted to appropriate MAJCOM/DRU/FOA (T-2).

2.6.18. CP Managers at Consolidated CPs will ensure all the supporting MAJCOM’s CCIRs, CIFs, CONOPs and MTPs are incorporated within CP operations and training (T-2).

2.6.19. CP Managers will ensure on-duty controllers monitor the *af.watch* room in Jabber continuously (24/7) for Emergency Action Message Traffic, Force Protection Notifications, and any other HHQ directed information and/or information requests (T-2).

2.6.20. **(Added-AFMC)** Continuity Binder. AFMC unit CPs/Command Center/Managers will establish and maintain a CP Continuity Binder. Continuity pages will be maintained on each functional area and additional duties. Continuity pages will list, at a minimum, the Subject/Title, Program Manager, outside points of contact, and procedures required for completing assigned tasks. **(T-3)**. The AFMC unit CPs/Command Center/ /Superintendent will complete a review of each page at least annually. This will be documented on AF Form 4436, *Command Post Publications Review Log.* **(T-3)**.

2.6.21. **(Added-AFMC)** AFMC unit CPs/Command Center will ensure the Emergency Actions Conference (EAC) rings on a separate line with a distinct audible tone or visual recognition. The EAC is the primary voice system used to notify AFMC units of Emergency Action (EA) traffic. Procedures are required to be written and in place to ensure that under no circumstances will the EAC ring to a routine administrative line, be placed on hold, or be used for other than duty related notifications. The EAC can be placed on speaker. **(T-2)**.

2.6.22. **(Added-AFMC)** Coordinate with HQ AFMC/A3XP to ensure appropriate personnel are granted privileges to restricted unit folders on the AFMC C2 Policy EIM site. Submit waiver requests, manning reports, memorandums of agreement (MOA's), etc. via the AFMC C2 Policy EIM site. Upon approval, coordination, or denial, the unit will be notified that the items are available on the EIM site. **(T-3)**.

2.6.23. **(Added-AFMC)** All Command Post Controllers will establish an intelink account and become a member of the AFMC C2 SIPR and NIPR EIM sites. **(T-3)**.

Chapter 3

PERSONNEL

3.1. Staffing

3.1.1. REGAF manpower requirements will be reviewed by the AFCFM, AF/A1MR, AFMA, and MFM and validated/published in CMS 135A00. The ANG 1C3 CFM addresses ANG-specific manpower requirements and the appropriate manpower standard in their supplement to AFI 10-207. The AFRC 1C3 MFM will address AFRC-specific manpower requirements and the appropriate manpower standard in their supplement to AFI 10-207.

3.1.1.1. CPs will be manned continuously with certified controller(s) (T-1).

3.1.1.1.1. CP managers will be certified to work console and maintain certification IAW Chapter 7 (T-3). All other 1C3s and officers assigned to the CP will be certified to work console and maintain certification, IAW Chapter 7 (T-2).

3.1.1.1.2. CP will be manned with a minimum of two certified controllers, IAW CMS 135A00, approved variances, and CFM console crew size waivers (T-2).

3.1.1.1.2.1. Consolidated CP locations with an AMS, will have one controller dedicated to air mobility support and/or other supported commander/tenant mission requirements (T-2).

3.1.1.1.3. SC2Es may be manned with a minimum of one certified controller, unless otherwise directed by MAJCOM/COCOM guidance.

3.1.1.2. Reduced Manning. When manning is insufficient to support two controllers per shift, CP Managers may request waivers to operate the CP with reduced manning. Waiver requests will include a copy of their last three and next three draft duty schedules and current manning reports (T-2). For locations where CP leaders' certification has been waived, CP leaders must develop a plan to certify and include a timeline outlining their projected certification (T-2). An approved waiver is required prior to commencing single controller operations (T-2). ANG 1C3 CFM and AFRC 1C3 MFM will be the waiver authority for manning waivers at all non-CP Association ANG/AFRC units (T-2).

3.1.1.2.1. **(Added-AFMC)** Specific AFMC manning requirements for functional areas outlined in AFI 10-207. AFMS 135A00 establishes staffing levels for CP controllers and staff positions to include waivers. AFMC 1C3 MFM is the office of primary responsibility for C2 staffing issues. Coordinate Air Force Specialty Code (AFSC) 1C3X1 C2 issues through the AFMC 1C3X1 MFM.

3.1.1.2.2. **(Added-AFMC)** Due to manning shortfalls, some AFMC CPs, to include the AFMC Command Center, may request single controller operations. Waiver requests must be signed/approved by the wing commander (Division Chief for the AFMC Command Center) and specify when single controller operations may be implemented prior to submission to HQ AFMC/A3XP (T-2). (This is N/A for units that are manned for single controller based on AFMS 135A00, i.e., Hanscom).

3.1.1.2.3. **(Added-AFMC)** A single controller must meet the minimum controller standards identified in AFI 10-207 paragraph 3.1.1.2. and must have at least 6 months console experience at the unit assigned. **(T-3)**.

3.1.1.2.4. **(Added-AFMC)** During single controller operations, a second certified controller must remain on "standby" status with a constant means of immediate contact (immediate contact will be determined by the Superintendent/Chief) and an ability to report for duty within 1 hour of being recalled. **(T-3)**.

3.1.1.2.5. **(Added-AFMC)** During single controller operations, the Base Defense Operations Center (BDOC) must be notified whenever the single controller has to leave the console area for any extended period of time (i.e., restroom breaks). **(T-3)**.

3.1.1.2.6. **(Added-AFMC)** CPs will notify the AFMC Command Center at the start and conclusion of single controller operations. **(T-3)**.

3.1.1.2.7. **(Added-AFMC)** CPs will not utilize single controller operations when they are responsible for alerting aircraft crews on alert status. **(T-3)**. (This is N/A for units that are manned for single controller based on AFMS 135A00) (i.e. Hanscom).

3.1.1.3. REGAF Overhead staffing of CPs will be IAW CMS 135A00 and this instruction (T-1).

3.1.1.4. Variances to CMS 135A00, whether positive or negative, are coordinated with the MFM(s) and AFCFM prior to submission to AFMA, who will validate the variances using the CMS process.

3.1.1.5. The AFECD identifies mandatory and minimum requirements for entry into, award, and retention of the 1C3X1 AFSC. Additional on-the-job training (OJT) and upgrade requirements may be required by the 1C3 CFETP, governing MAJCOM, or locally determined directives.

3.1.2. Conversions of REGAF CP manpower authorizations from military to civilian or adding any outside billets are not authorized without the written approval of the AFCFM (T-2).

3.1.2.1. **(Added-AFMC)** The Kirtland Command Post is authorized a civilian CP Chief.

3.1.3. **(Not applicable to AFRC)** Personnel cross training into the 1C3 AFSC are required to be interviewed by a CP Superintendent and a Competent Medical Authority (CMA) for the personnel reliability program (PRP) eligibility prior to being approved for cross-training (T-1). The superintendent will review the member's current Assignment Management System (AMS) Single Unit Retrieval Format (SURF), last five EPRs, individual assessment history print out, and conduct a face-to-face interview (T-2). If any potential negative trends or issues which would impact the member receiving a top secret security clearance, they should non-recommend the individual for cross training. The CMA reviews the member's records for potential disqualifying information (PDI) that would result in permanent PRP disqualification. If PDI that would result in permanent PRP disqualification is discovered, the CMA does not recommend the member to cross train into the 1C3 career field.

3.1.3.1. The interview process is critical to maintaining the integrity of the 1C3 AFSC. CP missions differ based on command of assignment and weapon systems employed. Therefore, the interviewer considers the person's ability to meet all AFSC requirements

when deciding whether to recommend a person for retraining into the 1C3X1 AFSC. Minimum requirements for a retraining interview are listed in Attachment 2.

3.1.3.2. If the applicant does not have access to a CP (e.g., deployed/assigned location has no CP), individuals are interviewed and recommended for entry into the 1C3X1 AFSC by their MAJCOM 1C3 Functional Manager (telephone interviews are acceptable).

3.1.3.3. All recommendations to allow the member to cross train into the 1C3 AFSC are reviewed and approved by the AFCFM; all documentation is to be sent with the recommendation.

3.1.4. CP Chief. When CMS 135A00 authorizes a CP Chief, the CP Chief should be assigned/possess the 86P SDI or 13N AFSC; however, other AFSCs are acceptable upon approval by the installation commander. MAJCOM/A3 or equivalent will approve MAJCOM command center use of other AFSCs.

3.1.5. CP Superintendent. The CP Chief and wing leadership will choose the most qualified 1C3X1 for this critical position (T-3).

3.1.5.1. The CP Superintendent is a leadership and developmental position, and is normally held by the highest ranking MSgt/7-level or SMSgt.

3.1.5.1.1. IAW AFI 36-2618, *The Enlisted Force Structure*, MSgts filling leadership roles are expected to have completed their Community College of the Air Force (CCAF) degree and their senior noncommissioned officer (SNCO) Professional Military Education (PME) (minimum of correspondence). MSgts who have not completed their CCAF and SNCO PME, have demonstrated their unwillingness to properly lead by failing to complete the AFI 36-2618 SNCO requirements; the CP Chief or Wing Commander are encouraged to consider replacing them with a MSgt/7-level who has demonstrated the knowledge and leadership qualities to be the CP Superintendent. NOTE: For Consolidated CPs/CP Associations/Regional CPs, MAJCOMs determine component leadership, which is documented via MOA/MOU

3.1.5.1.2. The minimum grade for a CP Superintendent is a MSgt holding a primary AFSC (PAFSC) of 1C371 and will have 36 months of 1C3 experience (T-3).

3.1.5.1.3. Per CMS 135A00 and the CFETP, when not authorized a CP Chief, only personnel holding the 1C3X1 will exercise control over the CP (T-2).

3.1.5.2. CP Superintendents will:

3.1.5.2.1. Ensure all Upgrade Training (UGT) requirements identified in the 1C3X1 CFETP are met prior to upgrade approval (T-3).

3.1.5.2.2. Ensure all 1C3X1 occupational surveys are completed and returned to the appropriate occupational measurement squadron (T-2).

3.1.5.2.3. **(Added-AFMC)** The CP Chief/Superintendent will review the progress of personnel in upgrade training to 5- or 7-skill level monthly to ensure training remains effective. The review will be documented on the trainee's AF Form 623A, *On-the-job Training Record--Continuation Sheet.* **(T-3)**.

3.1.6. NCOIC Command Post Operations. CP managers will choose the most qualified 1C3X1 for this critical position and the most qualified individual as an alternate (T-3).

3.1.6.1. The individuals filling these positions must possess a 1C371 PAFSC, and are normally the next senior in rank to the Superintendent (preferably a TSgt or above), and will have 18 months of 1C3 experience (T-3).

3.1.6.1.1. Short-tours are exempt from timing requirements. CP managers at short tour locations should determine the best qualified 1C371 to fill the NCOIC CP Operations position and alternate.

3.1.6.2. This position is responsible for the operation of the console. Additionally, the NCOIC CP Operations works with the NCOIC CP Training to, ensure controllers are properly trained and equipped to perform the mission (T-3).

3.1.6.3. The NCOIC CP Operations is responsible for the following duties, as applicable (T-3):

3.1.6.3.1. ACP

3.1.6.3.2. Controller Duty Schedule

3.1.6.3.3. COMSEC

3.1.6.3.4. Checklists

3.1.6.3.5. CP Displays

3.1.6.3.6. OIs

3.1.6.3.7. Controller Information File (CIF)

3.1.6.3.8. Weapons Management

3.1.7. NCOIC CP Systems.

3.1.7.1. The individual filling this position must possess a primary AFSC 1C351/1C371 (T-3).

3.1.7.2. This position is responsible for the systems function as described in paragraph 4.4.

3.1.8. NCOIC CP Training. CP managers will choose the most qualified 1C3X1 for this critical position and an alternate (T-3). The NCOIC CP Training or alternate, as applicable, is responsible for establishing and maintaining requirements IAW Chapter 7.

3.1.8.1. As a minimum, the individual filling the NCOIC CP Training position will be a SSgt who has at least 6 months experience as a certified controller at their assigned unit and has completed all 7-level UGT requirements (T-3).

3.1.8.1.1. For CPs identified as short-tour assignments, CP managers should determine the best qualified 1C371 to fill the NCOIC CP Training position.

3.1.8.1.2. It is highly recommended the NCOIC CP Training and alternate attend the CP Training Manager Course at Offutt AFB.

3.1.8.2. As a minimum, the individual filling the Alternate NCOIC CP Training will have at least 6 months experience as a certified controller at their assigned unit and have

completed all 5-level UGT requirements (T-3). At their discretion, CP managers may appoint a highly qualified SrA, meeting the above requirements.

3.1.8.2.1. For CPs identified as short-tour assignments, CP managers should determine the best qualified 1C351 to fill the Alternate NCOIC CP Training position.

3.1.8.3. Locations that have an approved variance for a second training position, per CMS 135A00 or CPs with four or more console crew positions, may appoint a Training NCO/Airman (T-2). As a minimum, the Training NCO or Airman will have at least 6 months experience as a certified controller at their assigned unit and have completed all 5-level UGT requirements (T-3). At their discretion, CP managers may appoint a highly qualified SrA, meeting the above requirements. The Training NCO or Airman is considered a duty title for Enlisted Performance Report (EPR) purposes and should be used in the duty title block of the individual's EPR.

3.1.8.4. CP Associations will appoint/have one NCOIC CP Training from each unit/component, to share responsibility for creating and managing the training program (T-3). Regional CPs with more than one component will have an NCOIC CP Training from each component (e.g., not from each unit.) (T-3).

3.1.8.5. **(Added-AFMC)** Primary and alternate training manager must have completed the Air Force Training Course (commonly referred to as Train the Trainer) IAW AFI 36-2201, *Air Force Training Program* prior to assuming position. **(T-2)**.

3.1.9. NCOIC Reports. The NCOIC Reports is responsible for maintaining current reports guidance and ensuring proper report formats are available to controllers and tailored to support mission requirements, IAW AFI 10-206 and applicable MAJCOM supplements to AFI 10-206 (T-2).

3.1.9.1. The NCOIC Reports will oversee the Readiness Reporting Program, controlling SORTS and DRRS (T-3).

3.1.10. Console Manning Requirements.

3.1.10.1. The senior controller position will be manned with a 1C371 (T-3). Units experiencing a 1C371 shortage may fill the senior controller position with a highly experienced (1C351). CP managers must advise their respective MFM(s), before filling the senior controller position with a 1C351 (T-2). CPs will not fill senior controller positions with a 1C331 (T-2).

3.1.10.2. Augmentees. If required, CPs may use augmentees during severe manning shortage, emergencies, contingencies, natural disasters, and exercises, as warranted. Augmentees must: (T-2):

3.1.10.2.1. Complete and maintain certification/training requirements, IAW Chapter 7.

3.1.10.2.2. Possess a clearance commensurate to the unit's mission.

3.1.10.3. Replacement Controller. If a controller must leave the console area for an extended period (e.g., longer than a restroom break), a replacement controller will be called in and a shift changeover completed (T-3). CP managers will ensure procedures are in place and a sufficient number of certified personnel are on call and able to report if

needed (T-3). Controllers working in a CP having an exercise room may leave the console area to work out, so long as one controller remains on the console and has the ability to immediately recall the other controller. MAJCOMs will define immediate recall for their units in their MAJCOM supplement to this AFI.

3.1.11. **(Added-AFMC)** After being appointed, NCOICs or alternates of a CP Functional Area must be trained IAW 1C3X1 Career Field Education and Training Plan (CFETP). **(T-2)**.

3.2. Security Clearances. All 1C3s/officers assigned to CP must possess a TS clearance (T-1). Due to the amount of time involved in security background investigations, individuals may perform CP controller duties after being granted an appropriate interim TS clearance while awaiting investigation actions, adjudication, and award of a final TS clearance.

3.2.1. At no time will PRP units, NC2 units, or units requiring daily access to TS documents man EA consoles solely with controllers having only an interim TS clearance (T-1). This applies to single, dual, and multiple controller operations.

3.2.2. All personnel from other functional areas performing duties in the CP must possess, as a minimum, a Secret clearance (e.g., MOC, ATOC) (T-2).

3.2.3. All 1C3 personnel, regardless of assignment, will maintain a current TS security clearance once initial TS has been awarded (T-1). CP managers ensure each 1C3X1 assigned to their CP has a current TS security clearance and submits their periodic review in a timely manner. This includes all 1C3X1 personnel serving in C2 facilities where TS information is not processed and/or maintained on a routine basis. If a 1C3's TS security clearance has been permanently revoked, CP managers will immediately initiate procedures to remove the individual from the 1C3X1 AFSC (T-1).

3.3. Authorized Duty Titles. The following are the only authorized duty titles for 1C3 personnel at each level (T-2):

3.3.1. CP/SC2E Personnel:

3.3.1.1. Chief, Command Post is the only authorized duty title for the individual in the CP Chief UMD position.

3.3.1.2. Superintendent, Command Post is the only authorized duty title for the individual in the CP Superintendent UMD position. IAW AFI 36-2618, only SNCOs will hold the duty title of Superintendent; if a TSgt or below is placed in the Superintendent UMD billet, their duty title will be NCOIC Command Post (CP).

3.3.1.3. Command and Control (C2) Functional Manager (Wing CMSgt Positions).

3.3.1.4. Deputy Chief, Command Post (CP) (where there is a CMSgt sitting in a SMSgt position and there is an officer as the CP Chief).

3.3.1.5. NCOIC, Command Post (CP) Operations.

3.3.1.6. NCOIC, Command Post (CP) Training.

3.3.1.7. Training NCO or Training Airman (Only used at CPs where four or more person console crews are authorized).

3.3.1.8. NCOIC, Reports (or Reports Airman, if SrA is assigned).

3.3.1.9. NCOIC, Command Post (CP) Systems.

3.3.1.10. Senior Emergency Actions (EA) Controller or Senior Controller (for SC2E).

3.3.1.11. Emergency Actions (EA) Controller or Controller (for SC2E).

3.3.1.12. Command and Control Procedures (CCP) Instructor (NC2 Bomber, Tanker, and RECCE bases).

3.3.2. CRG Personnel:

3.3.2.1. Superintendent, Mobile C2 1C3s.

3.3.2.2. NCOIC, 1C3 Training.

3.3.2.3. Senior Mobile C2 Controller.

3.3.2.4. Mobile C2 Controller.

3.3.3. Mobility Support Advisory Squadron (MSAS) Personnel:

3.3.3.1. Command and Control (C2) Advisor.

3.3.4. Air Mobility Operations (AMOS) Personnel:

3.3.4.1. Senior Contingency Mission Manager.

3.3.4.2. Contingency Mission Manager.

3.3.5. 618 AOC (Tanker/Airlift Control Center [TACC]) Personnel:

3.3.5.1. Flight Chief.

3.3.5.2. Shift Supervisor.

3.3.5.3. Flight Controller.

3.3.5.4. Mission Manager.

3.3.6. HHQ SC2E (Command Centers, Watches, etc.) Personnel:

3.3.6.1. Superintendent, Command Center.

3.3.6.2. Command Center (CC) NCOIC, Command Center Operations.

3.3.6.3. Command Center (CC) NCOIC, Training.

3.3.6.4. Command Center (CC) NCOIC, Reports.

3.3.6.5. Command Center (CC) NCOIC, Systems.

3.3.6.6. Senior Command Center Emergency Actions (EA) Controller.

3.3.6.7. Command Center Emergency Actions (EA) Controller.

3.3.7. MAJCOM Staff Personnel:

3.3.7.1. MAJCOM Functional Manager.

3.3.7.2. Manager, Command Post (CP) Operations (over both P&P and Training & Standardization [T&S]).

3.3.7.3. Manager, Command Post (CP) Policy and Procedures (P&P).

3.3.7.4. Manager, Command Post (CP) Training and Standardization (T&S).

3.3.7.5. Command Post (CP) Training Manager.

3.3.7.6. Lead Command and Control (C2) Instructor.

3.3.7.7. Command and Control (C2) Instructor (all other instructors).

3.3.7.8. Lead Nuclear Command and Control (NC2) Instructor.

3.3.7.9. Nuclear Command and Control (NC2) Instructor.

3.3.7.10. Manager, Readiness Reporting.

3.3.7.11. NCOIC, Readiness Reporting.

3.3.8. If someone is an alternate to any position, it will be reflected in the Additional Duty block of the EPR (T-3). The primary duty title will be assigned IAW appropriate duty titles listed above for respective level of assignment (e.g., EA Controller, Controller) (T-2).

3.4. Duty Schedule and Restrictions. Due to the 24-hours a day, 7 days a week manning requirement for C2 facilities, CP controllers working rotating shifts (e.g., console controller duty) will not perform additional duties/details beyond the scope of C2 functions (e.g., base clean up, snow removal, augmentee duties) outside of the CP (T-3). This provision does not apply to personnel assigned to overhead positions who work less than six shifts a month. CP personnel who reside in the dormitory are not exempt from performing bay orderly functions in the dorm common areas.

3.4.1. The duty schedule is approved by the CP Superintendent or designated alternate. CP managers will post duty schedules no later than (NLT) 20th of each month (T-3).

3.4.2. Each CP is different with regard to creating a work schedule. Controllers will not perform more than 12 hours of continuous duty (plus necessary time for shift changeover) (T-3). Each controller will be provided eight hours of uninterrupted rest before shift or any scheduled CP meetings (T-1). *EXCEPTION: In times of emergency, controllers may be required to perform duty in excess of 12 hours to ensure uninterrupted C2*. Recommended work schedules for home station consoles is a panama combination with the same shift for two weeks or the same shift for the entire month, which helps controllers maintain circadian rhythm. The standard work schedule for deployed operations is 12-hour shifts, 6 days on duty, 1 day off or panama combination.

3.4.3. Controllers will not consume alcohol within eight hours preceding a scheduled console shift (T-1).

3.4.4. Controllers should coordinate leave requests and appointments with the duty scheduler NLT the 15th day of the preceding month of a published duty schedule. Controllers should plan for bay orderly duties, dental and medical appointments, WAPS testing, training requirements, and leave projections and make every effort to de-conflict with the schedule. Not notifying leadership of schedule deviation(s) can cause conflicts and may potentially cripple mission accomplishment.

3.4.5. Managers should designate a minimum of one individual to attend mandatory formations (e.g., Commander's Call). The designated individual attending the mandatory formation will brief all CP personnel on items of interest during the next training meeting

and/or establish a CIF item for information requiring immediate dissemination. CP overhead personnel will attend mandatory formations, unless performing console duties or otherwise excused by CP managers (T-3).

3.4.6. To aid analysis of work distribution, duty schedules (to include changes) will be retained IAW AFI 33-322, *Records Management Program* (T-2).

3.4.7. Shift Requirements. All certified controllers are required to perform at least two full shifts per calendar month, verified through events log review (T-2). Individuals not meeting this requirement will be decertified and must complete recertification training and be recertified, IAW Chapter 7 (T-2). ARC Traditional CP managers and controllers must perform 4 hours of console currency a month or 8 hours in 60 days to maintain certification, verified by events log entry (T-3). **NOTE**: Certified controllers can take up to 59 days of consecutive leave or TDY without being decertified for not working two full shifts per month.

3.5. Unit Manning

3.5.1. UMD General Information. Manpower management is an essential part of resource management and key to mission accomplishment. It is critical that CP managers understand the basics of identifying and managing manpower to meet the mission.

3.5.1.1. The UMD is a computer-generated product extracted from the Manpower Programming and Execution System (MPES) and is a key product used in the management of manpower resources at all organizational levels. It lists the number and type of manpower (enlisted, officer, or civilian); authorized and required grades, and AFSC required by personnel accounting symbol (PAS); Functional Account Code (FAC); Office Symbol Code (OSC); and whether the positions are funded or unfunded requirements.

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

3.5.1.3. CP managers will request a UMD from the installation Manpower Office (MO) quarterly (T-3). It is imperative managers review their UMD to ensure it accurately reflects unit requirements. UMD changes or discrepancies are reported to the unit manpower POC and MFM (T-3).

3.5.1.3. **(AFMC)** 1 **(Added)** Updated copies of the Unit Manpower Document (UMD) will be posted at the beginning of each quarter (Jan, Apr, Jul, and Oct) and stored either electronically (location determined by CP Managers) or in record copy format. Record copies will be stored in the Superintendent's Continuity Binder. **(T-3)**.

3.5.2. UPMR. CP managers gather information on other full-time/part-time borrowed or loaned personnel and update this information monthly through the commander's support staff (CSS), or equivalent. The UPMR reflects personnel and the UMD reflects the positions; it is critical to ensure personnel are assigned to the correct grade and position on the CP UMD. An imbalance between the UMD and UPMR can have a negative impact on the mission and

the unit's ability to meet AEF taskings. CP managers will request an UPMR quarterly, and report discrepancies to the CSS and MFM immediately (T-3).

3.5.2.1. **(Added-AFMC)** Updated copies of the Unit Personnel Management Roster (UPMR) will be posted at the beginning of each quarter (Jan, Apr, Jul, and Oct) and stored either electronically (location determined by CP Managers) or in record copy format. Record copies will be stored in the Superintendent's Continuity Binder. **(T-3)**.

3.5.3. Preparing the CP Manning Report. The CP manning report provides CP functional managers with current and projected manning status based on the UMD and UPMR. It is a valuable tool in determining future manning and tasking priorities. MAJCOMs may add to the content of the manning report; however, as a minimum, the manning report contains the information stipulated in para 3.5.4. CP manning reports will meet the requirements of all parent MAJCOMs/functional managers (e.g., MFMs and ANG Functional Manager) (T-2). CP managers will (T-2):

3.5.3.1. Ensure the UMD accurately reflects authorizations.

3.5.3.2. Maintain an updated current (quarterly) copy of the UMD and UPMR.

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

3.5.3.4. Maintain a suspense file of personnel actions and verify approved actions are correctly entered into the Personal Data System (PDS).

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

3.5.3.6. Allocate projected gains against forecasted or actual vacant authorizations.

3.5.4. CP Manning Report Submission Instructions. The manning report will be submitted monthly to MFMs (AD FOAs/DRUs will submit reports to 1C3 DRU/FOA Functional Manager) (T-2). When significant changes occur that require HHQ involvement, CP managers will notify the MFM/AFCFM (as applicable) ***as soon as possible*** (T-2). MAJCOMs will develop guidance or instruction for submitting manning reports; however, they need to contain the following:

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

3.5.4.2. Authorized Rank. Rank authorized for PN.

3.5.4.3. Authorized AFSC. AFSC authorized for PN.

3.5.4.4. Assigned Rank. Rank of person currently assigned to PN. If the person has been selected for promotion, include the letter P immediately after the current rank.

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

3.5.4.6. Date Arrived Station (DAS). The date individual arrived on station. Use month and year (e.g., Feb 07).

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

3.5.4.8. Deployment Status. This block reflects the last date an individual deployed to support a contingency tasking. Use month and year (e.g., Feb 07). Annotate "none" if an individual has not previously deployed. Use "non-deployable" if an individual cannot deploy. **NOTE:** Do not state the reason a member cannot deploy as this may violate The Privacy Act of 1974 or the Health Insurance Portability and Accountability Act (HIPAA). Finally, include the AEF Tempo Band the member is assigned to.

3.5.4.9. Remarks. Mandatory remarks, if applicable, are listed below. Other remarks may be added as necessary (i.e., if individual is decertified, has PRP or security clearance issues, or anything else affecting CP manning). Remarks:

3.5.4.9.1. Identify CP Chief, Superintendent, NCOIC CP Operations, NCOIC CP Training, NCOIC Systems, and NCOIC Reports.

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

3.5.4.9.2.1. **(Added-AFMC)** The projected gains will be forecasted in Section II of the AFMC Command and Control Manning Report.

3.5.4.9.3. TDY status for TDYs 15 or more days in duration, to include estimated time of return (ETR) or projected departure date (PDD). For example: TDY JEFX 07-1, ETR 15 Jun 06, or Tasked for D 1, PDD Aug 14.

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

3.5.4.9.5. Security clearance using one of the following entries: NONE; —IS for interim Secret; —S for Secret; —ITS for interim Top Secret; —TS for Top Secret; or —SCI for Top Secret-Sensitive Compartmented Information.

3.5.4.9.6. PRP status, if filling a PRP billet.

3.5.4.9.7. Add a remark to the manning report for all SrA and below with PAFSC 1C351 who have been approved to serve as a senior controllers.

3.5.4.10. **(Added-AFMC)** Manning Reports will be unclassified and submitted directly to the AFMC 1C3 MFM via AFMC C2 Policy EIM site using the format in **Figure A4.1**, AFI10-207_ AFMCSUP. **(T-3)**.

3.5.4.10.1. **(Added-AFMC)** The Authorized/Assigned/Available information within the manning report pertains to the number of positions authorized, the number of bodies assigned to those positions, and the number of active duty 1C3 personnel available to work console (includes back office personnel). **(T-3)**.

3.5.4.10.2. **(Added-AFMC)** AFMC unit CPs/Command Center will submit monthly manning reports NLT close of business on the fifth calendar day of each month.

When significant changes requiring Higher Headquarters involvement occur, notify AFMC 1C3 MFM as soon as possible. Indicate significant changes since the last report with an asterisk (*) preceding the individual's name.

3.5.4.10.3. **(Added-AFMC)** Double billeting positions in AFMC unit CPs and Command Center are not authorized unless all authorized positions are filled, the CP is manned above 100 percent, and approval is given by the AFMC 1C3 MFM.

3.5.4.10.4. **(Added-AFMC)** Position & Availability Line Numbers (ALNs) will be included. Date certified will be included.

Chapter 4

COMMAND POST FUNCTIONAL AREA RESPONSIBILITIES

4.1. Console Operations. Console Operations is a 24/7 function responsible for, as a minimum, the following actions/events:

4.1.1. EA. CP personnel performing EA duty should remain in the immediate vicinity of the console at all times, in order to respond to EAMs in a timely manner (T-3)

4.1.2. Initiating and completing EACs, QRCs, and CBCs (T-3)

4.1.3. Emergency/crisis notification, coordination, and disaster response (T-3)

4.1.4. Mission management/monitoring and coordination (T-3)

4.1.5. Proficiency using assigned C2 systems, to include (but not limited to): Defense Switched Network (DSN), telephone console, secure telephone, Command Flight Following/Mission Monitoring System (e.g., Global Decision Support System [GDSS], PEX), INWS (e.g., Giant Voice, telephone-alerting systems, network-alerting systems), Common Operating Pictures, Readiness and Force Status Reporting Systems (FSR), as applicable. (T-3)

4.1.6. Tracking location and availability of key personnel (T-3)

4.1.7. Keeping vital displays current and updated (T-3). If computer-generated displays are used, a back-up method for these displays will be kept current and made available in case of system failure (T-3).

4.1.7.1. The following displays are maintained based on unit mission or local CP requirements (T-3): Key personnel location, base/airfield grid map, Alert Condition (LERTCON), Force Protection Condition (FPCON), and Information Operations Condition (INFOCON). NOTE: Electronic displays and books are authorized.

4.1.7.2. When posting displays with classified information, mark and protect them IAW AFI 31-401 (T-0).

4.1.8. Initiating and testing of all INWS will be accomplished on a weekly basis (T-3). Results of this test will be annotated in the CP daily events log (T-3).

4.2. Reports Function. The reports function is responsible for the following:

4.2.1. Oversight of Operational Reporting, IAW AFI 10-206 (T-3).

4.2.1.1. Developing AF OPREP-3 checklists for console controllers (T-3).

4.2.1.2. Developing monthly AF OPREP-3 training scenarios, in concert with the NCOIC CP Training, to evaluate and validate controller proficiency (T-3).

4.2.1.3. **(Added-AFMC)** Commander's Critical Information Requirements (CCIR) reporting IAW AFI10-206_ AFMCSUP, *Operational Reporting.*

4.2.2. Readiness reporting (SORTS and DRRS), IAW AFI 10-201 and AFI 10-252 (T-3).

4.2.3. Reporting functions required by arms control and other treaties (T-3).

4.2.3.1. Treaties may include the Chemical Weapons Convention (CWC), Confidence and Security Building Measures (CSBM), Conventional Forces Europe (CFE), Open Skies (OS), and New Strategic Arms Reduction Treaty (START) (NST). The unit's Treaty Compliance Office will provide specific guidance on treaty reporting requirements. (T-3).

4.2.3.2. Units subject to the NST will comply with AFI 16-608, *Implementation of, and Compliance With, the New START Treaty* (T-2).

4.2.4. Strategic Force Accounting Module (SFAM) and FSR reporting for OPLAN 8010 committed units, IAW United States Strategic Command Directive (SD) 501-14, *Strategic Force Accounting Module (SFAM) Reporting Procedures* (T-3).

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

4.3.1. Training CP controllers, IAW AFI 36-2201, *Air Force Training Program* and Chapter 7 (T-1)

4.3.2. Developing, maintaining, and administering the training program (T-3).

4.3.3. Ensuring training documentation is accomplished IAW Chapter 7 (T-3).

4.3.4. Assisting supervisors/trainees with UGT and qualification training issues (T-3).

4.4. Systems Function. The CP systems function is responsible, as a minimum, for the following (within technical ability/constraints) (T-3):

4.4.1. Monitoring and maintaining all CP communication systems, software, and program applications.

4.4.2. Ensuring the CP has all required communications systems, IAW AFI 10-207 and the Units EAP(s).

4.4.3. Researching and attending training for all CP-associated systems and communications programs.

4.4.4. Developing C2 systems briefings and injects into training scenarios, in concert with the NCOIC CP Training, to evaluate and validate controller proficiency.

4.4.5. Coordinating, monitoring and maintaining MOA(s) with the local communications squadron, for CP-unique systems (if applicable).

4.4.6. Acquiring and maintaining maintenance contracts for systems under contract. If managed/maintained by the communications squadron and/or contracting squadron, obtain and maintain a copy of the contract.

4.4.7. Managing database administration and training of the INWS program. Facilitate rapid and effective dissemination of emergency information to include signals or messaging appropriate to FPCONs, watches, warnings, evacuation routes, and other alerting information to meet DoD and federal warning requirements. Facilitate recurring training with Disaster Response Force (DRF) personnel on the use of the INWS (as required).

4.4.8. Conducting and documenting on AF Form 4436, a quarterly review of all valid contracts for currency and compliance.

4.4.9. If procuring a “CP unique” system not accredited or certified through the communication squadron or HHQ levels of communication, prepare and submit all necessary certification and accreditation documentation.

4.4.10. Identifying unfunded equipment and systems requirements

4.4.11. Advising CP managers of critical unfunded communication requirements and upgrades

4.4.12. Programming/planning for future CP requirements based on technological advances

4.4.13. Managing CP distribution lists

Chapter 5

CONSOLE OPERATIONS REQUIREMENTS AND PROCEDURES

5.1. Publications Library. The CP will maintain all publications required for CP operations, training, and execution of unit contingency and home station plans (T-3). Publications may be maintained electronically, as long as backup copies are available to ensure document survivability during equipment/network outages/catastrophic failures.

5.2. OIs

5.2.1. OIs will be developed when the situation cannot be completely covered by QRCs or as mission changes dictate (e.g., new requirements, consolidating/combining CP) (T-3). OIs must contain complete information to accomplish the specific task involved and reference all applicable publications and background materials (e.g., policy directives, instructions, operator's manuals) (T-3). OIs must be reviewed by CP managers prior to publication, when changed, and semiannually after publication (T-3). The review will be documented on the AF Form 4436 and maintained in all OI binders (T-3).

5.2.2. CP OIs relating to Nuclear Surety will be reviewed by Unit Weapons Safety semiannually or as changes occur and documented on the AF Form 4436 (T-2).

5.2.3. CPs will maintain current applicable OIs (T-3). OIs are prepared and numbered IAW AFI 33-360. OIs may be combined, at the discretion of CP managers, as long as the topics are adequately addressed (e.g., equipment operation and communications systems listing, outages, and reporting). The minimum required OIs are (T-3):

5.2.3. **(AFMC)** In addition to AFI10-207 minimum requirements, maintain an operating instruction (OI) on the following:

5.2.3.1. CP Operations (Leave, Schedule, Events Logs, ACP activation, Equipment Operations, and Airfield Operations).

5.2.3.2. Other OIs are optional as mission or leadership dictates (e.g., Training, Reports, Hazardous Cargo, Security, Mobility)

5.2.3.3. CP Entry Control and Circulation OI is required, unless a CBC is developed and/or used.

5.2.3.4. **(Added-AFMC)** Communications Security (COMSEC) (33-series).

5.2.3.5. **(Added-AFMC)** Controller Information File (CIF) (10-series). The OI will provide procedures for its use, review, updating, and item removal.

5.3. Checklists. Checklist use is mandatory (T-1). Checklists outline actions to be taken in response to emergencies, abnormal or recurring circumstances, to implement LERTCON actions (e.g., EAMs), or to implement operational order (OPORD) or OPLAN requirements. They are brief, concise, and lead controllers through an orderly and prioritized sequence from initiation to completion. CP managers must review checklists semiannually or immediately after a procedural change is made to the checklist (T-3). Semiannual reviews will be documented on AF Form 4436 and maintained in all checklists (EAC, CBC, QRC) binders (T-3). Checklist containing classified information/formats will be marked and maintained IAW AFI 31-401 (T-0).

5.3.1. Checklist Markings. The use of "read a step, do a step, mark a step" checklist discipline is required. Controllers will not proceed from one step to the next without appropriately marking each step (T-3). All steps must be annotated appropriately before a checklist is considered complete (T-3). The following standard markings will be used (T-3):

5.3.1.1. √ (check): Indicates an action was accomplished

5.3.1.2. **O:** Indicates an action was initiated, but not completed. Opening a step prior to reading/acting on the step is not required.

5.3.1.3. **N:** Indicates an action does not apply

5.3.1.4. **P:** Indicates an action was previously accomplished

5.3.1.5. **S:** Indicates an action was simulated

5.3.2. EACs. EACs are developed and maintained IAW applicable EAPs for the receipt, validation, and dissemination of HHQ directives.

5.3.2.1. EACs must be immediately available to controllers for use (T-3)

5.3.2.2. Each CP will have a minimum of two identical EAC binders (T-3)

5.3.2.3. Actual and exercise EACs should be maintained in separate binders and be clearly identifiable as real world or exercise (T-3)

5.3.3. CBCs. CBCs address routine recurring subjects that are not time-sensitive in nature, including, but not limited to, shift checklists and changeover checklists. A minimum of one set of CBCs is required (T-3). CBCs will not be intermingled with QRCs (T-3). They may be placed in the same binder with the QRCs, but should be maintained in a separate section. CBCs will include (T-3):

5.3.3.1. Shift Changeover Checklists. Shift changeover checklists are developed and maintained to ensure oncoming CP controllers complete all required actions prior to assuming duty, including, as a minimum, the following items (as applicable) (T-3):

5.3.3.1.1. Review and ensure all CIF items are initialed

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

5.3.3.1.3. AF Form 1109, Visitor Register Log. Review visitor register log to ensure visitor accountability, and account for all visitor badges.

5.3.3.1.4. Review incoming and outgoing messages

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

5.3.3.2. Controller Shift Checklists. Upon shift checklist completion, log results in the CP daily events log to show all items complete. If not all items were completed, include a reason the step was not completed along with log entry. As a minimum, controller shift checklists will include (T-3):

5.3.3.2. **(AFMC)** Shift checklists are required for all 8-hour and 12-hour shifts. Applicable checklists will include "Zulu changeover" requirements. **(T-3)**.

5.3.3.2.1. Secure voice equipment tests. Accomplish communication checks with another unit after each change of keying material or at least weekly for each secure voice telephone system (e.g., NATO Secure Voice, voice over secure IP [VOSIP], Defense Switched Red Network [DSRN], and Secure Terminal Equipment [STE]) installed in the CP console area. Report any discrepancies to the appropriate agency and document work order/trouble ticket information on change over brief and daily events log.

5.3.3.2.2. Daily security checks. Controllers will conduct daily security checks, IAW AFI 33-201V2. Controllers will annotate actions on the SF 701, *Activity Security Checklist*, and report any discrepancies to the security manager.

5.3.3.2.3. Time standardization. CP clocks will be hacked at least once daily with the U.S. Naval Observatory Master Clock (DSN 312-762-1401/Commercial 202-762-1401) to within one second.

5.3.3.2.4. Required reports. List all recurring/routine reports

5.3.3.2.5. CP duress alarm test. Test each CP duress alarm activation point weekly. Report any discrepancies to the appropriate agency.

5.3.3.3. End of month COMSEC checklist. The end of month COMSEC checklist is developed and maintained to ensure all required COMSEC actions are completed each month.

5.3.4. QRCs. QRCs are structured to save lives, protect resources, and rapidly disseminate time sensitive information. QRCs are brief, concise, and lead controllers through an orderly and prioritized sequence of actions. QRC automated notifications and conferences are authorized and encouraged (e.g., telephone alerting systems, network-centric emergency notification systems, INWS).

5.3.4.1. QRCs are organized in a manner that allows controllers to instantaneously select the appropriate QRC. A minimum of three complete, identical sets of QRCs will be maintained, one at each controller position and one for the ACP (T-3). An electronic copy of the QRCs will be maintained external to the CP, in the event of a catastrophic event that prevents proper evacuation of the primary facility (T-3). MAJCOMs may authorize the use of electronic QRCs; however, one paper copy set must be maintained in the event of a complete power failure/inability to access electronic media. (T-2).

5.3.4.2. The QRC binder will be conspicuously labeled to identify the contents as QRCs (T-3). QRC binders are divided into seven series; MAJCOMs/units are authorized to add additional series as needed. The QRC binders will include the following, as a minimum (T-2):

5.3.4.2.1. 100 Series - Emergency Management

5.3.4.2.2. 200 Series - Aircraft/Missiles/Satellites

5.3.4.2.3. 300 Series - Recalls

5.3.4.2.4. 400 Series - Security

5.3.4.2.5. 500 Series - Weather

5.3.4.2.6. 600 Series - Nuclear Related

5.3.4.2.7. 700 Series - Miscellaneous

5.3.4.3. QRC construction. Use the following guidelines when constructing QRCs (T-3 unless otherwise specified):

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

5.3.4.3.2. Only emergency-response notifications (e.g., ambulance, fire department, security forces) will be made prior to considering/initiating required AF OPREP-3 actions (T-2).

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

5.3.4.3.4. QRCs will include a step indicating CP daily events log entries are required; this step usually occurs at the second to the last step of QRC.

5.3.4.3.5. QRC steps will refer controllers to Reports Guidebook and/or AFI 10-206, when applicable.

5.3.4.3.6. QRC design should include the following considerations:

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

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

5.3.4.3.6.3. Notes. Important checklist information that helps explain procedures or provide additional information.

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

5.3.4.3.6.5. QRC references. List the specific reference(s) used to develop the checklist in the reference block at the bottom of the QRC; using "Local Procedures" is only permitted in the event of no other governing document requiring the checklist. Using "N/A" for a reference is not an option.

5.3.4.3.6.6. List the date of checklist development or latest change in the date block.

5.3.5. QRC subjects listed in **Attachment 3** are not all-inclusive. CP managers develop and maintain QRCs based on their unit mission and/or probability of occurrence.

5.3.6. Nuclear Surety QRC Review. QRCs relating to Nuclear Surety will be reviewed by unit weapons safety personnel semiannually or when changes occur (T-3). Safety reviews are documented on the AF Form 4436.

5.3.7. QRC Changes. CP managers approve all new checklists, as well as significant revisions to existing ones. The NCOICs of CP Operations and CP Training will ensure all controllers are trained on new procedures and significant changes to existing procedures prior to checklists being posted (T-3). CP managers will advise controllers of significant checklist changes via CIF (T-3).

5.3.8. **(Added-AFMC)** The following checklist will be maintained.

5.3.8.1. **(Added-AFMC)** End of Month/End of Year changeover. **(T-3)**.

5.3.9. **(Added-AFMC)** Maintain Quick Reaction Checklists (QRCs) to accomplish procedures and required actions for the following at a minimum:

5.3.9.1. **(Added-AFMC)** Deployment/mobility alert/warning/preparation order receipt. **(T-3)**.

5.3.9.2. **(Added-AFMC)** Force Protection (FPCON) change. **(T-3)**.

5.4. CP Daily Events Log. The purpose of the CP daily events log is to serve as an official continuous record of events affecting the unit or functions of the CP. Because CPs must be able to reconstruct the events, which occur on any given day, events logs will be completed for each 24-hour period (T-3).

5.4.1. All CPs will maintain a CP daily events log using the AF Form 4377, *Events Log*, or other media prescribed by the owning MAJCOM (T-3). CPs are authorized to use a computer-generated (CG) AF Form 4377, as long as all fields are replicated and the bottom left of the form clearly states CG AF FORM 4377. CP daily events log will be opened at 0001Z and closed at 2359Z (T-3).

5.4.2. Classifying CP daily events logs. Unclassified CP daily events logs will be marked UNCLASSIFIED//For Official Use Only; classified logs will be marked according to content (T-0).

5.4.2.1. **(Added-AFMC)** Units maintaining event logs on NIPRNet-connected computers will establish procedures to maintain classified log entries on a SIPRNet or otherwise isolated/secured computer and cross-reference classified events to ensure continuity. **(T-3)**.

5.4.3. Entries to the CP daily events log will be made in chronological sequence using Zulu time (T-3).

5.4.4. Events logs for exercises will be maintained separate from real world CP daily events logs and clearly marked as EXERCISE at the top and bottom (T-3).

5.4.5. As a minimum, the CP daily events log will document the following (T-3):

5.4.5.1. All controllers on duty

5.4.5.2. Shift checklist/changeover completion

5.4.5.3. Significant events and notifications. Entries will include the checklist used and actions taken.

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

5.4.5.5. Changes to unit posture/preparedness

5.4.5.6. Any event that requires initiation of a QRC

5.4.6. Events logs are to be maintained as an official record IAW AFI 33-322 (T-2).

5.4.6.1. **(Added-AFMC)** All events logs will be retained for 3 months IAW the Air Force RDS (Located on the AF Records Information Management System AFRIMS). **(T-3)**.

5.4.7. **(Added-AFMC)** CP Daily Events Log. Log entries will be made as soon as possible after the event including the times of occurrence. Log entries must be accurate and contain enough information to explain the situation fully (who, what, when, where, why, and how). **(T-3)**. See **Figure A7.1** AFMC Sample Events Log.

5.4.8. **(Added-AFMC)** Three logs may be maintained concurrently in the AFMC unit CPs/Command Center:

5.4.8.1. **(Added-AFMC)** Unclassified Events log.

5.4.8.2. **(Added-AFMC)** Classified Events log. All entries in a classified log will begin with a parenthetical classification marking, i.e.; (S), (C), and (U). Controllers will note the opening of a classified log in the unclassified events log.

5.4.8.3. **(Added-AFMC)** Exercise log. All entries in an Exercise log will begin with a parenthetical classification marking, i.e.; (S), (C), and (U). The Exercise Log may be classified and will be marked according to content.

5.4.9. **(Added-AFMC)** AFMC unit CPs/Command Center will use the Daily Events Log template in **Attachment 7** AFI10-207_AFMCSUP or AFMC MFM approved Format. **(T-3)**. The AFMC Events Log template can be accessed from the AFMC C2 Policy EIM site.

5.5. CIF Binder. The CIF binder is used to keep CP personnel informed of operational information, such as HHQ policy/guidance, commander's policy letters, leave and duty schedules, training requirements, events, etc. The CIF should be maintained in the immediate console area or electronically on a shared drive.

5.5.1. The CIF binder will contain three distinct sections, one for each type of CIF item (T-2). Types of CIF items include:

5.5.1.1. Temporary CIF Items. CIF items that are temporary in nature and support procedures that are expected to pass or be integrated permanently into checklists, OIs, AF Component/MAJCOM instructions, or moved to Permanent CIF items. Temporary CIF items should be integrated, moved, or rescinded within 90 days of issue.

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

5.5.1.3. C2CIF Items. CIF items are produced by AF and/or MAJCOM P&P that support procedural changes impacting the AF/MAJCOM CPs. C2CIF items are retained until rescinded or superseded by the issuing level.

5.5.1.4. **(Added-AFMC)** Electronic copies of all AFMC C2 CIF items will be made available to all AFMC unit CPs/Command Center performing C2 functions for AFMC through the AFMC C2 SIPR EIM site or the NIPR AFMC C2 Policy EIM site, depending on content and classification. AFMC C2 CIF messages will be maintained in the same binder as all other CIFs but separated in a designated area for easy identification. **(T-3)**.

5.5.2. AF/AF Component/MAJCOM C2CIF Program. The C2CIF program ensures important information on CP operations is disseminated in a rapid and formalized manner. C2CIFs address a variety of issues such as test programs, interim policies and procedures, Readiness Reporting, operational reporting, etc.

5.5.2.1. C2CIF Release Authority. AF/AF Component/MAJCOM CP P&P.

5.5.2.2. C2CIF Numbering. AF/AF Component/MAJCOM CP P&P offices maintain a master list of C2CIF items released and controls their respective C2CIF program. AF items are identified by the designator: AF, calendar year (CY), and sequence number. As an example, the first AF originated C2CIF item for CY 2014 is designated "AF 14-001", the second "AF 14-002", etc. MAJCOM C2CIFs are identified by the appropriate MAJCOM acronym, CY, and sequence number. As an example, the first Air Force Space Command (AFSPC) C2CIF item for CY 2014 is designated "AFSPC 14-001", the second "AFSPC 14-002", etc.

5.5.2.3. C2CIF Log. A listing of each active C2CIF issued is identified on a C2CIF log. The C2CIF log contains an assigned C2CIF designator, subject/title, rescind date, and "Applies to AFI" column.

5.5.3. Unit CIF Program. The CP managers, NCOIC CP Operations, and NCOIC CP Training are authorized to post Unit CIF items. Items posted by the NCOICs of CP Operations or CP Training will be coordinated with CP managers prior to being posted (T-3).

5.5.3.1. Unit CIF Numbering. Unit CIF items are designated by CY and sequence number. As an example, the first Unit CIF item for CY 2014 is designated "14-001", the second "14-002", etc.

5.5.3.2. Unit CIF Logs. Develop a listing of each active CIF assigned to each CIF category. The log needs to contain an assigned CIF designator, title, date and person making entry, date and person removing, and remarks (T-3).

5.5.3.3. CIF Disposition. CP managers should ensure old material is removed and filed/destroyed as appropriate, and that controllers are initialing CIF items IAW 5.5.4.2. Items of continuing value will be incorporated into directives, OIs, or filed in the file plan (T-3).

5.5.4. Personnel Actions/Responsibilities:

5.5.4.1. On-coming controllers will read and initial all new CIFs prior to assuming shift (T-2). All day staff personnel will read and initial all new items at least once a week, or prior to assuming shift, whichever occurs first (T-2).

5.5.4.2. Upon reading a CIF, controllers place their initials on the corresponding line on the CIF log. Initialing the CIF log is an official statement by the controller that the CIF has been read and understood (T-2).

5.5.4.3. Upon receipt of a C2CIF message, on-duty controllers will (T-2):

5.5.4.3.1. Log message receipt in the CP daily events log

5.5.4.3.2. Take appropriate action as directed by the C2CIF message

5.5.4.3.3. File the message sequentially in the appropriate section of the CIF binder

5.6. Changeover Briefing. CPs will develop a (classified, on SIPR if required) briefing controllers receive prior to assuming shift or sitting in, include as a minimum the following items (T-3):

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

5.6.2. Airfield Status. For units with an operational airfield, address the status of runways, taxiways, lighting, Navigational Aids (NAVAID), and aircraft communications.

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

5.6.4. Local, off-station and transient aircraft. Cover the location and status of unit aircraft that are on station, off station and any transient aircraft currently on station, or projected to arrive.

5.6.5. Aircrew Alerts. List/brief all upcoming alerts. Include aircraft commander's name and contact details.

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

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

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

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

5.6.10. Status of required reports

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

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

5.6.13. COMSEC. List any events concerning COMSEC material/account, (e.g., supersessions, compromises).

Chapter 6

MISSION MANAGEMENT/MONITORING

6.1. Mission Movement. Execution of the mission is accomplished by controllers performing pre-flight, in-flight, and post-flight coordination, direction, and reporting necessary to ensure successful mission accomplishment for all tasked missions. Specific controller mission management/monitoring duties are based off Mobility Air Forces (MAF) or Combat Air Forces (CAF) specific mission sets and unit requirements to support those mission sets. Information in this chapter will not apply to all controllers at every location. MAF Controllers and those supporting MAF transit operations (regardless of command), select Special Operations Forces (SOF), and controllers at Consolidated CP locations supporting Air Mobility Squadron (AMS) operations will adhere to mission execution procedures in AMCI 10-202 Vol 6, to include all required forms and C2 systems (i.e.: GDSS, mission cards, etc) (T-2). MAF Controllers supporting AMS operations will also follow guidance outlined in applicable AMC Instructions to include, but not limited to: AMCI 10-202 V1 & V6, AMCI 11-206, AMCI 11-208) (T-2).

6.1.1. Mission management is the function of organizing, planning, directing, and controlling CAF, MAF, SOF, and training missions operating worldwide. Mission management includes mission execution authority, i.e., the authority to direct where and when a mission goes and what it does once it arrives. This function is typically performed at the AOC level. An example of mission management functions are those performed by the 618 AOC (TACC).

6.1.1.1. Overall C2 mission management of MAF is provided by the NAF AOC that tasked the mission (e.g., 618 AOC will mission manage 18 AF-tasked missions and the 613 AOC will mission manage 13 AF-tasked missions).

6.1.1.1.1. 18 AF, through the 618 Air Operations Center (AOC) (TACC), will retain control of all AMC missions/operations at Consolidated CPs and will exercise that authority through the air mobility support controller(s) (T-2). Additionally, the AMS Commander at Consolidated CP locations will have authority to direct TACON over the AMC mission through the dedicated AMC controller(s) position (T-2).

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

6.1.3. General responsibilities for mission execution. C2 agencies such as the CP, MOC, ATOC, Airfield Management (AM Ops), etc., manage activities surrounding the execution of the mission and reporting the status of those activities.

6.1.4. CP controllers maintain complete situational awareness concerning status and location of unit and transient aircraft. Controller situation awareness is instrumental to the prevention of and rapid response to instances of aircraft piracy (i.e., hijacking).

6.1.4.1. Ensure procedures are developed to notify the NMCC of suspected or confirmed aircraft piracy (T-2).

6.1.4.2. Controllers are highly encouraged to review the Crisis Management Guideline located in AFI 13-207, *Preventing and Resisting Aircraft Piracy* (Attach 3).

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

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

6.2.1.1. Aircraft tail number and call sign

6.2.1.2. Aircraft maintenance status

6.2.1.3. Aircraft parking spot

6.2.1.4. Departure time, route, and mission number

6.2.1.5. Fuel load

6.2.1.6. Cargo/passenger load

6.2.1.7. Advanced Computer Flight Plan (ACFP)

6.2.1.8. Unique mission requirements

6.2.1.9. DV information

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

6.2.1.11. Itinerary to next crew rest point

6.2.1.12. Diplomatic clearance information

6.2.1.13. 24-hour access to an aircrew intelligence read file

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

6.2.1.15. GDSS Airfield Database (AFD) printout

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

6.2.2. Coordinate with the Flight Manager, when local events will impact a flight managed mission (T-2). Conversely, the Flight Manager will coordinate changes to flight managed missions with the CP (T-2).

6.2.3. When requested by the aircraft commander, the CP should have the ability to provide or arrange for additional information or briefings related to such matters as, but not limited to:

6.2.3.1. Hazardous cargo

6.2.3.2. Electronic warfare activities

6.2.4. For all en-route arrivals, the aircraft commander and ACMs will contact the appropriate CP and provide or receive the following information, as applicable (T-2):

6.2.4.1. Stage posture

6.2.4.2. Legal for alert time/alert window

6.2.4.3. Crew/ACM orders

6.2.4.4. Base information handout

6.3. Originating Mission Setups.

6.3.1. When supporting MAF missions/aircraft, controllers will ensure the below agencies have entered their information into GDSS not less than 6 hours prior to scheduled mission departure time (T-3):

6.3.1.1. Current operations: Mission identifier and schedule.

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

6.3.1.3. Maintenance group: Aircraft tail number, aircraft due home date (DHD), and parking.

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

6.4.1. CLOSE WATCH. CLOSE WATCH procedures expedite the flow of essential mission information up channeled to the agency imposing the procedure and ensure designated missions receive special attention. As applicable, CPs adhere to the following procedures for CLOSE WATCH missions (T-2):

6.4.1.1. Mission movement forms, including computer equipment screen faces (e.g., Theater Battle Management Core Systems [TBMCS], GDSS) used by the CP, are prominently annotated with the words "CLOSE WATCH" or the letters "CW", to facilitate the rapid identification of CLOSE WATCH missions.

6.4.1.2. CPs monitoring Special Assignment Airlift Mission (SAAM) CLOSE WATCH missions will ensure the on-load and off-load contacts (airlift) or receivers (air refueling) are promptly notified of delays that effect on time operation of the mission and will advise them of the revised scheduling (T-2).

6.4.1.3. PHOENIX BANNER/SILVER/COPPER Missions (Refer to AFI 11-289, *Phoenix Banner, Silver, and Copper Operations*). PHOENIX BANNER resources consist of designated aircraft and certified aircrews that support the President of the United States (POTUS). PHOENIX SILVER missions support the Vice President of the United States (VPOTUS). PHOENIX COPPER missions support the Secret Service. These missions have an established priority of 1A1 and will be tasked and mission managed as "CLOSE WATCH" missions by 618 AOC (TACC) (T-2). PHOENIX BANNER missions are the highest JCS priority missions flown by HQ AMC.

6.4.2. CLOSE HOLD Missions. AMC operates certain missions that are highly sensitive. These missions place an unusual burden on the C2 system, since any facet of the mission may require special handling procedures and limited access. The sensitive information may include the itinerary, the material being transported, or the unit being supported. By identifying a mission as "CLOSE HOLD," HQ AMC limits the access to particular mission information and requires modification of certain C2 procedures. Real-time mission movement reporting WILL NOT be accomplished on CLOSE HOLD missions (T-2). Specific modifications to normal C2 procedures, when required, are identified in the tasking order (mission operating directive, OPORD, etc.).

6.4.3. PHOENIX PUSH. PHOENIX PUSH is a code name used to designate a mission with high-level interest from senior AF and DoD leadership, Congress, or the national/international media. PHOENIX PUSH may be designated for an entire mission or a particular segment of a mission; the designation may also be added after a mission has departed home station. While PHOENIX PUSH missions are CLOSE WATCH/CLOSE HOLD missions, they must receive special attention in addition to normal CLOSE WATCH/CLOSE HOLD procedures (T-2).

6.4.3.1. Once a mission has been designated as PHOENIX PUSH, the GDSS CLOSE WATCH/CLOSE HOLD fields will be annotated, and a remark will be added indicating PHOENIX PUSH status (T-2).

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

6.4.3.3. CP controllers will keep the 618 AOC (TACC) informed of any unusual actions relating to a PHOENIX PUSH mission. This must be done immediately, via the most expeditious communications means available, normally telephone. Due to the sensitive nature of PHOENIX PUSH missions, an advisory message will not suffice.

6.4.4. Silent Running. Silent Running operations are designed to permit aircraft movement while minimizing the transmission of in-flight data and air/ground communications. They will operate within the C2 system and will be designated CLOSE HOLD missions (T-2). These missions will be preplanned to operate along a specified track or within a planned corridor to minimize conflict with other military missions or civilian air traffic (T-2). These procedures may be used in the event normal International Civil Aviation Organization (ICAO) procedures become unworkable or undesirable. CPs will not transmit to the aircraft unless (T-2):

6.4.4.1. The aircraft commander requests information

6.4.4.2. Emergency situations dictate

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

6.4.5. Special Operations. While most special operations missions can be executed with either normal or CLOSE HOLD procedures, some missions operate outside the scope of the normal C2 system. In such cases, CPs will not be provided mission operating directives, OPORD, etc. No services will be required or expected from the CP. Special care must be exercised to preclude compromising such missions by queries as to the mission/status of the aircraft. Such queries will not be made without the specific approval of the aircraft commander (T-2). Special operations aircraft commanders or trusted agents will advise CPs of services required (T-2).

6.4.6. Nuclear Airlift Operations. Nuclear airlift missions are all designated as CLOSE WATCH. The exact status of each mission is continuously monitored by the appropriate CP and the 618 AOC (TACC). Classification of nuclear mission information is governed by the USAF Special Weapons Overflight Guide (SWOG), AF Nuclear Weapons Security Classification Guide for Nuclear Weapons, mission directives, and nuclear transportation technical orders.

6.4.6.1. Do not use terms that reveal nuclear cargo is on board a specific aircraft, mission, or at a specific location. The following guidelines are used for nuclear airlift missions (T-0):

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

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

6.4.6.2. The 618 AOC (TACC) exercises control over all AMC nuclear airlift missions.

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

6.6. Radio Discipline. Radio discipline is essential to mission effectiveness. CPs ensure only information essential to mission execution and not available by other means will be transmitted to, or requested from, airborne aircraft. Make every effort to exchange required information with an aircrew prior to departure or after arrival, and by means other than radio when possible. CPs may use voice call signs from Voice Call Sign Listing (VCSL) to identify military aircraft, organizations, activities, and geographical locations when establishing and maintaining voice communications (T-2).

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

6.7.1. CPs ensure meteorological watch (METWATCH) advisories, weather warnings, and runway surface condition data are received from weather units and AM Ops and disseminated to local agencies and departing/arriving aircraft (T-2).

6.7.2. Commanders should establish procedures that provide "feedback" through the C2 system to indicate METWATCH advisories, weather warnings, and runway surface conditions have been disseminated.

6.8. Aircraft Flying DV Personnel. All C2 facilities will notify the AF Watch of any USAF aircraft carrying the DVs listed below that divert (T-2):

6.8.1. POTUS/VPOTUS

6.8.2. SECDEF

6.8.3. CJCS/VCJCS

6.8.4. SECAF

6.8.5. SECSTATE

6.8.6. All Service Chiefs

6.8.7. All Combatant Commanders

Chapter 7

TRAINING, TESTING, AND CERTIFICATION

7.1. AF Master Training Plan (MTP). This chapter, the AF MTP, 1C3 CFETP, and AFI 36-2201 contain specific instructions for documenting and administering the training program. The AF 1C3 MTP consists of the AF Master Task List (MTL), CFETP, the AF Annual Training Plan (ATP), Plans of Instruction (POI), and Performance Standards. All upgrade training is identified and documented IAW AFI 36-2201, AF MTP, and 1C3 CFETP.

7.1.1. AF MTL. The AF MTL is a comprehensive list of tasks performed within the career field. The AF MTL contains all CFETP Part II STS tasks. A reformatted version of the STS (found in the AF Form 623) is used as the AF MTL document and is attached to the MTP. The AF-mandated "*CONTROLLER*" duty position tasks for all CPs are listed in the AF MTL and must be trained to certify as a controller (T-1).

7.1.1.1. The MTL is used in conjunction with MAJCOM/FOA/DRU/unit AF Form 797, *Job Qualification Standard Continuation*, if applicable, to create the unit MTL. NOTE: MAJCOMs/FOAs/DRUs/Units are encouraged to incorporate all non AF tasks under a related STS task and expand the new requirement in existing AF POIs, which will help eliminate the need for AF Form 797s and extraneous documentation.

7.1.1.2. **(Added-AFMC)** The AF Form 797, *Job Qualification Standard/Continuation/Command JQS*, if applicable, with AFMC items can be accessed from the AFMC C2 Policy EIM site.

7.1.1.3. **(Added-AFMC)** A copy of all MAJCOM approved modifications, if applicable, to the MTL for subtask performance standards will be posted on the AFMC C2 Policy EIM site.

7.1.2. AF ATP. The ATP takes selected training received during initial training and applies it throughout the year for recurring training and proficiency.

7.1.2.1. **(Added-AFMC)** A copy of all MAJCOM approved modifications, if applicable, to the Annual Training Plan (ATP) for subtask performance standards will be posted on the AFMC C2 Policy EIM site.

7.1.2.2. **(Added-AFMC)** The ATP will be reviewed by CP/Command Center leadership annually and documented on AF Form 4436, located in the front of the ATP. Newly assigned Training Managers and alternates must review the ATP and sign the AF Form 4436 within 30 days of assuming position. **(T-3)**.

7.1.3. POI. POIs represent the minimum training standard for all tasks represented in the MTL and STS. By successfully completing a POI(s) teaching step(s), trainees achieve the minimum qualification standard for that task. The POIs identify three types of training standards:

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

7.1.3.2. Performance. Part of a criterion objective that describes observable controller behavior (or the product of that behavior) that is acceptable to the evaluator as proof that learning has occurred.

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

7.1.4. Performance Standards. Performance standards are developed for tasks identified as "Performance" or "Both". Performance standards provide objectives with pre-existing conditions (when applicable), available resources (if applicable), allowable evaluator/trainer assists/errors, and a timeliness standard (when applicable) to clearly evaluate controller accuracy, timeliness, and correct use of procedures in meeting the learning objective.

7.1.5. Develop Unit Training Plan. The UTP is a single, comprehensive document consisting of the MTL, ATP, POIs, and Performance Standards, all integrated with AF/MAJCOM/FOA/DRU and Unit-specific training items and requirements.(e.g. AF, USAFE, and Unit merged into one seamless document or AF, AMC, USAFE and Unit merged into one seamless document). When applicable, units capture their specific mission requirements by selecting appropriate STS tasks, adding to the POIs, or adding an AF Form 797, when required. The UTP is used to train personnel during initial training, recurring training, recertification training, skill-level upgrade training, and position qualification training. MAJCOMs/FOAs/DRUs may develop more restrictive Command Standards for any of the areas below. Units are authorized to expand upon AF or MAJCOM standards for any of the areas below.

7.1.5.1. AF Form 797. If a MAJCOM/FOA/DRU or unit AF Form 797 is developed, it will follow STS numbering in the applicable section (e.g., STS Task 3.1.11, *Operate Tactical Systems*, is supplemented as (ACC) 3.1.11.1, *Operate COBRA*, is used as a sub-bullet because "COBRA" is a Tactical System-Common Operating Picture). If not a sub-bullet, it must follow the next available number (e.g., STS Task 3.1.18. is the last task in the CP Systems/IT/Equipment section, by adding a new task that wouldn't fall under any other task in that section it would be numbered as (ACC) 3.1.19.).

7.1.5.2. MTL/STS Unit Task Identification.

7.1.5.2.1. CP Managers and the NCOIC CP Training will identify all duty position training requirements and controller certification requirements using the STS/MTL (T-2).

7.1.5.2.2. CP managers verify that all mission requirements are identified and trained (T-2).

7.1.5.2.3. CP Managers and the NCOIC CP Training will develop a legend for the master CFETP identifying all the work center duty positions and task required for each position (T-2). The STS is documented and maintained IAW AFI 36-2201 (T-2).

7.1.5.3. ATP.

7.1.5.3.1. CP Managers and the NCOIC CP Training will identify tasks from the UTP for recurring training and determine the training standard (identified in para 7.1.3.) and frequency (T-3).

7.1.5.3.1.1. Tasks trained on a recurring basis through scenario, examinations, or formal training will be annotated on the ATP with an "X" in the applicable month column on the applicable task row.

7.1.5.3.2. NCOIC CP Training will evaluate selected tasks marked as Performance or Both in either March or September (or both months) (T-2). Identify when the task will be evaluated by placing an "E" in the applicable evaluation month column on the applicable task row (T-2). Tasks will be trained in at least one of the months prior to the evaluation month (T-2).

7.1.5.3.3. **(If applicable)** Added AF Form 797 Tasks. Tasks and subtasks requiring recurring training will be added to the ATP within the section it was added to on the AF Form 797.

7.1.5.3.4. **(Added-AFMC)** All items will be covered during the month of frequency to the level that is written on the ATP (i.e. P, K, B). **(T-3)**.

7.1.5.4. POI.

7.1.5.4.1. MAJCOM/FOA/DRU/Unit-specific tasks should be incorporated under an existing AF POI and the related STS task. If a similar STS task cannot be identified, then an AF Form 797 can be created. If an AF Form 797 is created, a new POI must be created to accompany it (T-2). POIs will include:

7.1.5.4.1.1. References to specific instructions, manuals, pamphlets, OIs, and QRCs for each added task/subtask (T-2).

7.1.5.4.1.2. NCOIC CP Training will establish a training standard to ensure trainee/controller proficiency on the added task/subtask (T-2).

7.1.5.4.1.3. Teaching steps will be added to the task/subtask to ensure trainee receives all pertinent information required to accomplish the task/subtask (T-2).

7.1.5.5. **(If applicable)** Adding Performance Standards. Create a performance standard for MAJCOM/FOA/DRU/Unit-specific tasks added into existing POIs and/or any AF Form 797 tasks identified as Performance or Both (T-3).

7.1.5.6. **(Added-AFMC)** New/Modified AF MTP Subtasks. Training Managers will ensure all certified controllers receive training on the new/modified subtask and complete the required blocks of the CFETP/AF Form 797. Additional training must be completed IAW the time frame outlined in AFI 36-2201 concerning the issue date of the new CFETP/797. **(T-3)**.

7.1.5.6.1. **(Added-AFMC)** A copy of all MAJCOM approved modifications to performance standards, if applicable, will be posted on the AFMC C2 Policy EIM site.

7.1.5.7. **(Added-AFMC)** Repeated AF MTP Subtasks. For subtasks that have not changed from the previous CFETP/AF Form 797 training managers will follow the transcribe instructions IAW AFI 36-2201. **(T-3)**.

7.1.5.8. **(Added-AFMC)** Transcribing: When in receipt of a new CFETP, units will transcribe each controller's CFETP/AF Form 797 to the new CFETP/AF Form 797 IAW AFI 36-2201. **(T-3)**.

7.2. CP Certification.

7.2.1. Initial Training.

7.2.1.1. Certified CP controllers administer all training. AFI 36-2201 identifies task-trainer requirements.

7.2.1.1.1. **(Added-AFMC)** The CP Chief or Superintendent will identify all CP task trainers in a signed Memorandum for Record (MFR). The MFR will be posted in the Controller Certification and Training Binder. **(T-3)**.

7.2.1.2. CP controllers <u>without</u> CP console experience within the past 2 years will receive initial certification training (T-3).

7.2.1.3. Initial certification training provides controllers with the knowledge and skills necessary to perform duties effectively at home station or in a deployed environment. During initial certification training, personnel will accomplish all training requirements identified in the STS and the MAJCOM/FOA/DRU/unit 797 (if applicable) for certification as a controller (T-2).

7.2.1.4. The NCOIC CP Training will conduct the initial orientation and evaluation, IAW AFI 36-2201, on behalf of the supervisor/rater (T-2). The orientation and evaluation with the trainee will be conducted within 5 duty days of entering training to determine the tasks to be trained and project a certification date (T-3).

7.2.1.4.1. **(Added-AFMC)** Review by the CP Chief or Superintendent will be conducted a minimum of once monthly during Initial and Recertification training to ensure training remains effective. **(T-3)**.

7.2.1.5. **(Added-AFMC)** When documenting a training evaluation, Training Managers will place a statement and any additional remarks/concerns within the AF Form 623A. Statement must contain the date entered training, estimated completion date and any foreseen problems as a minimum. ***Example:*** *SrA Smith entered initial training on 5 Jan 14 with an estimated completion date of 4 Apr 14. I have conducted an initial evaluation of the trainees' qualifications on duty position knowledge and skills. Based on this evaluation, I do not foresee any problems with SrA Smith completing training on time.* **(T-3)**.

7.2.2. Certification Requirements.

7.2.2.1. Written Examination

7.2.2.1.1. General Knowledge Test (GKT)

7.2.2.1.2. Emergency Actions Test

7.2.2.2. Performance Evaluation

7.2.2.3. Controllers performing PRP duties will be certified under PRP IAW DoD 5210.42-R_AFMAN 13-501, Nuclear Weapons Personnel Reliability Program (PRP) (T-0). Administrative Qualification is not a certification.

7.2.3. Training Timelines.

7.2.3.1. All controllers will enter training within 15 calendar days of reporting for duty to the CP (T-3).

7.2.3.2. For Airmen participating in the First Term Airman Center (FTAC) program, the date entered training is the first duty day after FTAC completion. If a class date is not available within 15 days of date arrived station, initial certification training will begin and an annotation in the AF Form 623A, *On the Job Training Record Continuation Sheet,* will be made detailing the break in training (T-3). CP Controllers will not participate in any base detail that extends the FTAC program beyond the standard AF 2-week period (T-3).

7.2.3.3. REGAF and full-time ARC CP managers will complete initial certification training within 120 calendar days of assuming the position (180 days for CP managers with an NC2 mission); if training goes beyond 120/180 days the MFM must be notified immediately (T-2).

7.2.3.4. REGAF, full-time ARC, or Traditional Reservist (TR) CP controllers on 90 consecutive Military Personnel Account (MPA) days will complete certification training within 90 calendar days from the date entered training (120 days for units with a NC2 mission) (T-3). If training goes beyond 90/120 days, the MFM must be notified immediately (T-2).

7.2.3.5. TR CP controllers not serving 90 consecutive MPA days will be certified within one year of reporting for duty (T-2). TR CP controllers not serving 90 consecutive MPA days in NC2 units will be certified within 18 months or 120 man-days, whichever comes first (T-2).

7.2.3.6. **(Added-AFMC)** Notify HQ AFMC/A3X if an individual does not have the appropriate clearance eligibility to complete the EA portion of training. Training should continue on all tasks commensurate with the trainee's clearance eligibility and need to know. **(T-2)**.

7.2.3.7. **(Added-AFMC)** All CP personnel assigned to an AFMC unit CPs/Command Center will be trained and certified in Console Operations and EA. **(T-3)**.

7.2.4. Certification Authority.

7.2.4.1. At CPs the installation commander or designated representative is the certifying official(s); this authority will not be delegated below the vice installation commander or director of staff (T-2).

7.2.4.1.1. The CP Chief is authorized to recertify controllers who have been absent for 60 days or more, performing command post related duties (i.e., deployments). All other certification actions are the responsibility of the certifying official(s) (T-2). NOTE: CP Superintendents (regardless if CP Chief is assigned or available) are not authorized to recertify controllers.

7.2.4.2. The certifying official(s) should conduct a personal interview with each CP controller prior to certification.

7.2.5. Certification Documentation.

7.2.5.1. Results of the certification tests and certification performance evaluation are recorded on the AF Form 4374, *Command Post/Center Controller Certification Record* (T-2).

7.2.5.2. After the certifying official(s) has interviewed the controller and determined they are fully qualified, the certifying official(s) signs and dates the AF Form 4374 (T-2).

7.2.5.3. AF Form 4374s are maintained on each certified controller until the controller PCSs/PCAs (until arrival at new duty station), separates, or retires from his/her assigned unit. Do not re-accomplish certification documents when new certification forms are published or when the certifying official changes (T-3).

7.2.5.4. For Consolidated CP/CP Association, AF Form 4374s should be signed by all applicable wing commanders with 1C3 personnel assigned to perform duties, for the Consolidated CP/ CP Association.

7.3. CP Recurring Training. The purpose of recurring training is to ensure CP controllers remain qualified in all areas pertaining to their unit's mission. This training is based on the requirements established in the AF/MAJCOM/Unit ATP. The NCOIC CP Training will cover tasks on the ATP through a combination of formal training meetings, self-study, and proficiency training (T-3).

7.3.1. Training meetings will be conducted in a classroom environment and occur a minimum of once per quarter (T-3).

7.3.1.1. The NCOIC CP Training will document training meeting minutes, as well as the subtasks trained on the AF Form 4371, *Record of Controller Formal Training* (T-3). If short notice training was accomplished during the training meeting that was not listed on the ATP or self-study letter, it will be documented on the Form 4371 as supplemental formal training (e.g. recall procedures or areas of concern for a pending exercise need emphasis) (T-3).

7.3.1.2. All CP controllers must attend the CP training meetings, unless excused by CP managers (T-3). The NCOIC CP Training will ensure all personnel not present at the training meeting receive training NLT 5 calendar days after returning to duty (T-3).

7.3.1.3. **(Added-AFMC)** There is no length requirement to the training meetings but ensure all ATP requirements for the month are accomplished at least once via the combination of the training meeting, proficiency training, and scenario/performance evaluations. **(T-3)**. Training meetings and scenario training will be annotated on the duty schedule. **(T-3)**.

7.3.2. Self-Study. The NCOIC CP Training will create a monthly self-study letter outlining that month's training requirements, based on the ATP (T-3). All subtasks identified on the ATP for that month will be documented on the self-study letter (T-3). Additional training not required by the ATP can be added to the self-study letter each month without modifying the ATP. The self-study letter is signed by the CP Chief or Superintendent. Certified controllers thoroughly review all identified requirements, to include each teaching step within the POI of the identified task/subtask. CP managers ensure supervisors are involved with helping subordinates complete and understand self-study requirements. The self-study letter is

published NLT the first day of each month. The self-study letter is retained in the CIF Binder until the next month (T-3).

7.3.2.1. As a minimum, the self-study letter will contain the following information (T-3):

7.3.2.1.1. When applicable, the agenda for the training meeting, (briefings, lectures, guest speakers, etc.)

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

7.3.2.1.3. The performance evaluation or scenario training schedule for the month, if applicable

7.3.2.1.4. New/Revised publications and checklists

7.3.2.1.5. **(Added-AFMC)** Reference specific chapters, annexes, and pages to the maximum extent possible, rather than entire instructions or operational plans. **(T-3)**.

7.3.3. Proficiency Training. Proficiency training consists of monthly written exams (EA and GKT) and performance evaluation or scenario training.

7.3.4. Missed Training.

7.3.4.1. Active-Duty/Full-Time ARC Personnel: All personnel absent from duty for 59 days or less will review and make up all missed training not accomplished (e.g., training meetings, examinations, training scenarios, performance evaluations), within 10 calendar days of returning to duty (T-3). The NCOIC CP Training will ensure personnel are briefed on all procedural changes and/or significant events that occurred during their absence (T-3).

7.3.4.2. TR and Drill Status Guardsmen (DSG) Personnel:

7.3.4.2.1. TR and DSG personnel that miss monthly training, should review the C2CIF, and make up all missed training. Supervisors or the NCOIC CP Training will ensure personnel are briefed on all procedural changes and/or significant events that occurred during their absence. This training must be accomplished prior to assuming duty (T-3).

7.3.4.2.2. TR and DSG personnel who miss two or more consecutive Unit Training Assembly (UTA) weekends will be decertified and entered into recertification training upon returning to duty (T-3). Prior to returning to duty, personnel will be recertified (T-3).

7.4. Controller Decertification.

7.4.1. Decertification Requirements.

7.4.1.1. Decertification. Personnel are decertified for several reasons, to include:

7.4.1.1.1. Extended periods of absence longer than 60 days (T-3).

7.4.1.1.2. Failure to maintain proficiency standards, to include failing three EA exams within a 6-month period or receiving an UNSAT on a performance evaluation (T-3).

7.4.1.1.2.1. REGAF/full time ARC members failing to pass the monthly

examinations will be required to complete a minimum of 8 hours of remedial/supplemental training (T-3). This training will take place on their next non shift/duty day (T-3). The failing member cannot be utilized as one of the on-duty controllers during this remedial/supplemental training (T-3). This training is documented in the AF 623A (T-2). ARC members will follow MAJCOM guidance.

7.4.1.1.3. Security clearance withdrawal (T-1)

7.4.1.1.4. AEF Deployments. Controllers will be decertified when tasked to deploy for 60 days or longer (T-3). Decertification will be documented once the controller has been gone for more than 60 days (T-3).

7.4.1.1.5. Not working 2 shifts per month (T-2). **NOTE**: Certified controllers can take up to 59 days of consecutive leave or TDY without being decertified for not working two full shifts per month.

7.4.2. Removal from Career Field.

7.4.2.1. Controllers who have been decertified for substandard performance two times within a 6-month period will be evaluated by CP managers and certifying official(s) for removal from the 1C3X1 AFSC (T-3). Controllers who have been decertified for substandard performance three times within a 6-month period will be removed from the 1C3X1 AFSC, IAW with the AFECD (T-3). All reassignment, retraining, or discharge actions due to training deficiencies will be coordinated with the MFM and submitted through the local Force Support Squadron (FSS) (T-3).

7.4.3. Decertification Authority. Decertification records can be signed by the CP Chief or certification authority.

7.4.4. Decertification Documentation. The AF Form 4374 is used to decertify and recertify controllers.

7.5. Controller Recertification. Recertification training is a condensed version of initial certification training. The NCOIC CP Training will identify if a trainee receives recertification or initial certification training by conducting an evaluation of the trainee.

7.5.1. If being recertified for a previous decertification, retrain only the deficient tasks (T-3). Controllers going through recertification training are not required to make up missed training given during absences (if applicable) (T-3).

7.5.2. Recertification Documentation**.** The AF Form 4374 is used to decertify and recertify controllers.

7.6. Testing, Training, and Evaluations.

7.6.1. Written Examination Requirements for Monthly Training and Certification.

7.6.1.1. Examinations. A 90% score (critiqued to 100%) is required to pass all written examinations.

7.6.1.2. Monthly examination scores will be documented on the AF Form 4372, *Record of Controller Recurring Training* (T-3).

7.6.1.3. All written examinations will consist of at least 30 questions and be multiple-choice with four answer choices (T-3). The individual writing the exam is exempt from taking that test.

7.6.1.4. Paper or electronic copies of all written examinations will be retained for 12 months from the end of the month they cover (T-3). **NOTE**: If EA materials are involved, the electronic files must be password protected (T-0).

7.6.1.4.1. GKT.

7.6.1.4.1.1. Monthly Test. All certified personnel will be administered a monthly general knowledge, open-book written examination, covering all the "Knowledge" and "Both" based task/subtasks identified on the ATP for that month (T-3).

7.6.1.4.1.2. Certification Test. Will cover all the "Knowledge" and "Both" based task/subtasks identified for initial certification (T-3).

7.6.1.4.2. EA Examination.

7.6.1.4.2.1. Monthly Test. All certified personnel will be administered a monthly EA closed-book written examination covering all the "Knowledge" and "Both" based task/subtasks identified on the ATP for that month (T-3).

7.6.1.4.2.2. Certification Test. Will cover all the "Knowledge" and "Both" based task/subtasks identified for initial certification (T-3).

7.6.1.4.3. COCOM EAP written examinations are administered IAW governing procedures specified by the COCOM for that unit. If COCOM EAPs do not dictate specific examination requirements, a minimum of 30 questions and a minimum passing score of 90% will be required (T-3).

7.6.1.5. **(Added-AFMC)** Retests will consist of a minimum of 30 questions, including at least three questions from each deficient Unit Training Plan (UTP) subtask. **(T-3)**.

7.6.1.6. **(Added-AFMC)** The CP Chief or Superintendent will review and determine if additional retesting is required for all personnel failing to achieve a passing score on any retest administered. This review will be documented on the controller's AF Form 4372, *Record of Controller Recurring Training* and AF Form 623A.

7.6.1.7. **(Added-AFMC)** Controllers with recurring test failures should be analyzed for potential reading or testing deficiencies and referred to outside agencies for assistance.

7.6.1.8. **(Added-AFMC)** No more than one retest per subject will be administered per day.

7.6.2. Scenario Scripts for Monthly Training, Evaluations, and Certification.

7.6.2.1. At a minimum, all scripts will include an emergency management situation, processing of two EAMs, and creation and submission of an AF OPREP-3 (T-3).

7.6.2.2. All scripts will contain a minimum of four situations, and be progressive in nature when possible (T-3).

7.6.2.3. For units with multiple EAPs/EA responsibility, at least one EAM format from each supported EAP must be used/covered in the scenario (T-3).

7.6.2.4. Paper or electronic copies of all scripts will be retained for 12 months from the end of the month they cover (T-3). **NOTE** If EA materials are involved, the electronic files must be password protected (T-0).

7.6.2.5. Monthly Scenario Training. Scenario training is not graded, but rather used as a learning tool for controller performance proficiency. Scenario ride can be conducted on the console.

7.6.2.5.1. Scenario scripts will rotate between actual and exercise EAM traffic (T-2). Jan, Apr, Jun, Aug, and Nov will be exercise scripts and Feb, May, Jul, Oct, and Dec will be actual scripts (T-2). Units can inject an exercise message into an actual scenario to show prioritization and vice versa.

7.6.2.5.2. A HHQ or locally evaluated exercise can satisfy all or some of the scenario training requirements. The NCOIC CP Training will determine which task/subtasks were performed and whether they meet the standards (T-3).

7.6.2.6. Performance Evaluations. All certified personnel will be administered a semiannual performance evaluation covering ALL "Performance" and "Both" based subtasks identified on the ATP (T-3). Semiannual performance evaluations will be administered during March and September each year (T-2). Performance evaluation scripts will contain a minimum of four situations and be progressive in nature when possible. Evaluations will not be conducted on the console (T-3).

7.6.2.6.1. Evaluation scripts will rotate between actual and exercise EAM traffic (T-2). The Mar script will use actual messages and the Sep script will use exercise messages (T-2).

7.6.2.6.2. All performance evaluations are rated either SAT or UNSAT, with results documented on the AF Form 4372.

7.6.2.6.2.1. An evaluation is rated as “SAT” if the controller completes all of the tasks within the number of allowable assists or errors identified in the Performance Standards portion of the MTP.

7.6.2.6.2.2. An evaluation is rated as “UNSAT” if the controller exceeds the allowable number of assists or errors for an evaluated task identified in the Performance Standards portion of the MTP.

7.6.2.6.3. **(Added-AFMC)** All performance evaluations and monthly scenarios will be conducted using a team concept whenever possible. Evaluations can be administered by another highly qualified certified controller (CP Chief, Superintendent, NCOIC, C2OP, etc.) when the Training Manager(s) are absent or being evaluated.

7.6.2.6.4. **(Added-AFMC)** Initial/recertification performance evaluations will include a relocation of the primary CP.

7.6.2.7. Certification Scripts. Certification scripts will use actual and exercise EAM traffic and will follow performance evaluation ratings and scoring.

7.6.3. The NCOIC, CP Training will ensure controller training materials (tests, scenarios, and evaluations) are properly controlled to prevent compromise or disclosure (T-0).

7.6.4. **(Added-AFMC)** Units will not use monthly/recurring tests or scenarios for certification examinations & performance evaluations. **(T-3)**.

7.6.5. **(Added-AFMC)** If a failure occurs during certification testing/evaluation, the trainee will obtain additional training in the areas missed and be re-tested with a different test/evaluation including the areas previously missed.

7.6.6. **(Added-AFMC)** Reevaluations will consist of at least one situation from each deficient UTP subtask.

7.6.7. **(Added-AFMC)** No more than one retest/reevaluation per subject will be administered per day.

7.7. HHQ Testing.

7.7.1. Higher Headquarters Testing. IG and MAJCOM P&P personnel may test controllers on CP procedures.

7.7.1.1. Results of MAJCOM P&P-administered tests will not be used as the sole reason for decertification of an individual. Controller decertification recommendation should be based on overall performance during the HHQ visit and test failure.

7.7.1.2. IAW all HQ EAP directives, the passing score for EA/Nuclear Control Order Procedures (NCOP) testing is 90%. During an IG inspection, if the entire unit's HHQ EA/NCOP test average is below 90%, the section in the report where CP/EA/NCOP testing is documented will be rated UNSAT. Not applicable to AFRC CPs.

7.8. 623 Requirements.

7.8.1. All certified controllers will have an AF Form 623, CFETP Part II/STS, and AF Form 623A, regardless of rank and position (T-2). For MSgts through CMSgts and Officers requiring certification, the STS is used for controller certification and position qualification training documentation only. MSgts through CMSgts entered into training without a previous STS are not required to reaccomplish documentation for 5/7 skill level training previously awarded in the 1C3 career field. This does not apply to MSgts in retraining status; they must document the STS IAW AFI 36-2201 for core task completion.

7.8.2. AF Form 623s will be set up in the following manner (T-2):

7.8.2.1. Tab 1 – AF Form 4374

7.8.2.2. Tab 2 – AF Form 4372

7.8.2.3. Tab 3 – CFETP Part II STS

7.8.2.4. Tab 4 – MAJCOM/FOA/DRU and unit 797s (if applicable)

7.8.2.5. Tab 5 – AF Form 623A. AF Form 623As will be maintained for current plus previous two assignments (T-2). When PCSing, hand-carry AF Form 623s to next duty station, so the gaining NCOIC CP Training can evaluate the individual's knowledge level, unless electronic 623s are used.

7.8.2.6. Tab 6 – Training Certificates

7.8.2.7. Tab 7 – Miscellaneous (e.g., AF Form 2096, *Classification or On-the-Job Training Action,* EOC score card)

7.8.3. **AF Form 623s are not required to be taken with personnel to deployed locations unless otherwise indicated in applicable deployment reporting instructions.**

7.9. Training Binder Requirements. The following training documentation will be maintained in a Training Binder (T-3). The binder will be divided into four sections (T-3):

7.9.1. Section I – Self Study. This section contains the monthly self-study letters. Self-study letters will be retained for 12 months from the end of the month they cover (T-3).

7.9.2. Section II – Training Meeting Records. This section contains the training meeting minutes for each month conducted. The AF Form 4371 will be retained for 2 years from the end of the month they cover (T-3).

7.9.3. Section III – The Master CFETP-STS, MAJCOM/FOA/DRU and unit 797s (if applicable) and ATP (T-3).

7.9.4. Section IV – Miscellaneous. Waivers, appointment letters, and MFM correspondence.

7.9.4.1. **(Added-AFMC)** Training certificates from the Training Managers Course (If applicable).

7.9.4.2. **(Added-AFMC)** Miscellaneous training related MFR as applicable.

Chapter 8

FACILITY REQUIREMENTS

8.1. General. This chapter outlines the minimum facility requirements for CPs.

8.1.1. The working area for a CP is based on the functions performed and maximum number of personnel required to perform the tasks during peak periods. CP managers ensure the CP facility meets standards in UFC 4-010-01 DoD, *Unified Facility Criteria;* AFH 32-1084, *Facility Requirements;* AFI 31-101 and AFI 10-2501, *Air Force Emergency Management Program Planning & Operations* (T-1).

8.1.2. When selecting a facility for the CP, commanders should consider survivability in a chemical, biological, radiological, and nuclear (CBRN) environment, as well as its ability to provide protection against threats IAW AFI 10-2501.

8.1.3. Commanders are not required to modify an existing CP to meet the specifics of this instruction, unless the CP is unable to support the unit's mission or violates a standing security requirement outside of this AFI.

8.2. Construction Requirements (T-3 unless otherwise specified):

8.2.1. Structure. Consoles, telephones, Information Technology (IT), and all other CP equipment will be set-up IAW current Information Assurance (IA) guidelines (e.g., AFSSI 7700, *Emissions Security*; AFI 33-200, *Information Assurance*; AFI 33-201V1, *Computer Security (COMSEC)*; AFI 33-201V2) and Information Protection Guidance (e.g., DoDM 5200.01V1/V2, AFI 31-401) (T-0).

8.2.2. Outer Door. The CP will have a primary external entrance door. As a minimum, the door will be of a construction type and installation that assures appropriate security IAW AFI 31-101, and it will be equipped with a mechanical or electronically operated cipher lock or electronic badge system. The outer door can be either solid construction (if no inner door installed) or heavy metal-wire mesh (if inner door installed). If equipped with a key lock system, it will only be for emergency use.

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

8.2.4. EA Area. The EA area needs to be physically separated or shielded from view during EAM processing to limit access to formats and checklists during EA processing.

8.3. Facility Requirements (T-3):

8.3.1. Emergency Power. All CPs will have an Emergency Generator system, IAW AFI 32-1063, *Electrical Power Systems*.

8.3.1.1. **(Added-AFMC)** Emergency Power. The emergency power system will have an adequate fuel storage tank and an automatic switchover system. When the emergency

power system is located outdoors, it will be secured at the same level as the AFMC unit CPs/Command Center. **(T-2)**.

8.3.2. Emergency Lighting. At a minimum the CP console area must be equipped with emergency lighting (i.e., battery-powered lighting).

8.3.2.1. The CP should augment the emergency lighting system with flashlights (to include spare batteries and bulbs), to permit continued safe occupancy for at least 2 hours after a complete power loss or the length of time required to evacuate.

8.3.3. Locks. Cipher pad or individually-pinned badge systems, approved IAW AFI 31-101 for the CP protection level, are authorized for use on all CP inner, outer, EA area, and console doors.

8.3.3.1. The outer and inner door to the standoff area will be equipped with a key on the exterior side of the door or door frame for emergencies. They must also provide remote unlocking capabilities from the console. Electronic locks must be configured so only one door is open at any time (to include remote unlocking from the consoles). In the event of failure, electronic locks will fail in the locked position and have a manual override to allow for emergency egress.

8.3.4. Closed-Circuit Television. If the CP entrance is located where controllers would have to leave the console to perform personal identification, consider installing a closed-circuit television system. If this system is not available, one-way glass must be installed.

8.3.5. Telephone. A telephone will be mounted on the exterior, next to the outer door. It should provide a direct line (hotline or speed dial) to the console. If hotline or speed dial is not available, CP managers will post phone numbers and instructions for dialing console controllers.

8.3.6. **(Added-AFMC)** When provisions of this chapter cannot be complied with, requests for waivers will be accompanied with supporting rationale. Requests for waiver(s) do not need to be submitted when a work order or equipment request is pending and being actively pursued.

8.4. Facility Layout (T-3).

8.4.1. EA Area or Console Area. CP managers will ensure there is a secure area within the facility to ensure protection of EACs and EA formats while processing EA (e.g. partitions blocking the view from other agencies or un-cleared personnel are acceptable). The console area must have adequate space for day-to-day operations and also for additional personnel during contingency operations. The console area must be fitted with a duress capability at each console position, terminating at the local monitoring facility (LMF)/remote monitoring facility (RMF), or Base Defense Operations Center (BDOC).

8.4.2. CP Manager and Administrative Area. An area within the confines of the CP facility will be reserved for the CP Chief, Superintendent, and the administrative staff, with adequate office space to accommodate the number of personnel and any equipment necessary to perform their day-to-day duties. Privacy and close proximity to the console area are key considerations for the administrative area. The area will have workspace, seats, standard office equipment, and file storage.

8.4.3. Training Area. An area within the confines of the CP facility will be reserved for the training area, with easy access to the console area, to facilitate training and testing of controllers. The area will have workspace, seats, standard office equipment, safes, and file storage.

8.4.4. CAT Area. To ensure a good cross flow of information, a collocated CAT area is highly recommended. If not possible due to space limitations, secure communications (e.g., dedicated phones, visual displays) must exist between the CP and CAT to ensure effective coordination.

8.4.5. Other CP Areas.

8.4.5.1. Kitchen. CP managers will ensure controllers have proper food preparation and storage appliances (e.g., refrigerator and microwave) and a sink within the CP.

8.4.5.2. Restrooms. CP managers will ensure sufficient restrooms support the maximum number of personnel required during peak periods (e.g., CAT activation). When possible, restrooms should be located within the CP secure area.

8.4.5.3. **(Added-AFMC)** Fitness Area. The CP/Command Center may utilize additional space for fitness equipment to enable controllers to maintain physical fitness while on shift during non-peak periods. See console manning requirements in AFI 10-207 and also **Chapter 3** in this supplement.

8.4.6. Emergency Exit. All CPs must have an emergency exit that can only be opened from inside the CP. The doors must have an audible alarm for controllers on the console to be alerted when opened.

8.5. General CP Requirements (T-3). Ensure all CP console positions (e.g., senior, duty, reports controller) are provided enough immediate workspace for computer systems, checklists, and other material deemed necessary in the performance of the mission.

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

8.5.2. The console area will have a minimum of one 24-hour wall clock which displays a minimum of two time zones. One zone will be set to local time and the other set to Universal Time Coordinated (UTC) time. In addition, the clock must have a battery back-up.

8.5.3. **(Added-AFMC)** Shredder. NSA-approved. Utilized for the destruction of classified documents, and COMSEC material.

8.6. ACP. (T-3): The goal for an ACP is to replicate the capabilities housed in the primary facility. CP managers must develop procedures to perform CP duties from an alternate site located away from the primary facility. This facility is not required to be an exact duplicate of the primary CP, but must provide the ability to provide continued C2 capability and comply with mission/PL requirements and communication systems, should the primary CP become unusable/incapacitated.

8.6.1. ACP Activation. CP managers will develop procedures to evacuate the primary facility in response to either an emergency situation requiring evacuation or commander directive. As a minimum, the following items should be addressed in the ACP activation procedures:

8.6.1.1. Required Material. Either pre-position required materials or plan for the transportation of the material to the ACP.

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

8.6.1.3. Transfer of Control. Provide procedures for transfer control from the primary CP to the ACP and back, to include notification of appropriate HHQ agencies.

8.6.1.4. Systems. ACP systems will be tested quarterly.

8.6.1.5. Semiannual Activation. CP managers will ensure ACP is activated semiannually for a minimum of 2 consecutive hours. Activations as a result of real-world and or exercise events will fulfill the semiannual requirement, as long as all systems were tested and or activated. Document the activation on the events log or MFR and maintain in a file plan. for a minimum of 2 years.

8.6.1.6. **(Added-AFMC)** AFMC unit CPs and Command Center alternate facilities require as a minimum: SIPR, NIPR, Classified Phone, Ultra High Frequency (UHF), Land Mobile Radio (LMR), Telephones, and Mass Notification System (e.g., Giant Voice/AtHoc). **(T-3)**.

8.7. CP Facility Remodeling (T-3): Prior to construction, CP managers will coordinate design/plans with the installation Security Force Squadron (SFS) Information Security and Physical Security section, Civil Engineering, Communications Squadron EMSEC personnel, and MAJCOM CP P&P, to ensure compliance with guidelines. This includes initiation of equipment installation/removal affecting CP layout. CP managers will maintain a copy of the most current configuration drawing(s).

8.7.1. Location of each functional area

8.7.2. Clearance-level required for personnel working in each area

8.7.3. Location of classified processing equipment and level of classification (Secure Terminal Equipment [STE], TBMCS, etc.)

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

8.7.5. Duress capability between the CP and the local monitoring facility (LMF)/remote monitoring facility (RMF), or BDOC that provides controllers the capability to passively indicate duress to SF personnel.

Chapter 9

SYSTEMS AND STATUS REPORTING

9.1. General Information. This chapter identifies typical communications systems and capabilities in the CP.

9.2. C2 Systems and Applications. The following is a list of common C2 systems and applications CPs use to carry out their C2 functions. The list is not all inclusive. Mandatory items are identified below with the word (REQUIRED). (T-3 unless otherwise specified):

9.2.1. **(REQUIRED)** Secure/Non-Secure Internet Protocol Router Networks (SIPRNET/NIPRNET) Computers. Access to SIPRNET/NIPRNET is required at each console position, allowing for proper information flow; operating communication database-run applications; mission monitoring; transmitting/receiving reports; and performing overall C2. Controllers must have active accounts and be able to log in to all systems.

9.2.2. Land Mobile Radio (LMR). Radio communication service between mobile and land stations, or between mobile stations. LMRs are used for commanders' quick-time recall and availability status. Other suitable systems, such as smart phones with mass notification capability, may be approved in lieu of LMRs.

9.2.3. **(REQUIRED)** Secure Voice Communication. Secure phones are encrypted telephone communication systems allowing units to discuss classified (e.g., REDSWITCH, STE, Voice over Secure IP [VOSIP]).

9.2.4. **(REQUIRED)** Telephones or Communications Consoles. Telephones or Communication consoles will meet requirements outlined in DoDI 8100.04., DoD *Unified Capabilities* (T-0).

9.2.5. **(REQUIRED)** High-Frequency (HF)/Ultra High-Frequency (UHF)/Very-High-Frequency (VHF) Radio (at least one of the three). HF/UHF/VHF radios are used to communicate directly with aircraft and mission essential personnel and are mission dependent. As a minimum, all CPs, regardless of installation mission/configuration (e.g., lack of an operational mission/active runway) should have a UHF radio, to facilitate C2 with aircraft transiting their area.

9.2.6. **(REQUIRED)** INWS. INWS allows controllers to provide personnel installation-wide information such as: Mission Oriented Protective Posture (MOPP) levels, alarm conditions, FPCON/INFOCON changes, recalls, natural disaster warnings. The CP will be the lead INWS manager, and the primary INWS activation node will be located on console.

9.2.7. GDSS. GDSS is a system for flight following MAF and SOF aircraft worldwide.

9.2.7.1. **(Added-AFMC)** MAJCOM MFM may approve locally developed flight following systems in lieu of Global Decision Support System (GDSS).

9.2.8. **(Added-AFMC)** AFMC CPs are encouraged but not mandated to utilize Unit Level Bridge to Unit Command and Control (UL/UC2) formerly known as Theater Battle Management Core System (TBMCS).

9.2.9. **(Added-AFMC)** AFMC unit CPs/Command Center will have basic cable TV or satellite services to ensure controllers are able to monitor emerging world/local events.

9.3. Controller Consoles. (T-3): Controller consoles should be centrally located to allow controllers easy view of all display boards and other areas. As a minimum, the console area must have console positions for two controllers, unless it is a non-operational CP. Consoles must be configured with all the equipment required by controllers to perform CP duties. The consoles should be side-by-side. The consoles should provide for rapid and assured selection of radios, telephone systems, direct lines, remote controls, and voice recording capability. They should also provide for ground-to-air, radio-to-wire phone patch, and conference calls. The console should provide sufficient controller workspace or desktop area. Minimum console capabilities include:

9.3.1. Consoles will have a covert electronic duress system that alarms the LMF/RMF/BDOC.

9.3.2. Consoles will have voice-recording capability for both landline and radio communications.

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

9.3.2.1.1. Implementation of war mobilization plans

9.3.2.1.2. Increased defense readiness posture

9.3.2.1.3. Natural disasters

9.3.2.1.4. Civil disorders

9.3.2.1.5. Crisis situations

9.3.2.1.6. Aircraft in-flight emergencies or hijackings

9.3.2.1.7. Bomb threats

9.3.2.1.8. Terrorist threats

9.3.3. **(Added-AFMC)** AFMC unit CPs and Command Centers will have Emergency Actions Conference (EAC) capabilities. **(T-2)**.

9.4. EMSEC Requirements.

9.4.1. CP will comply with EMSEC and assurance program IAW AFI 33-200 and AFSSI 7700 (T-1).

9.4.2. Push-to-Talk. All telephone handsets within the CP console and EA area, to include any collocated agencies (e.g., ATOC, MOC, Emergency Operations Center [EOC]) will have a push-to-talk feature installed (T-3).

9.5. Cryptographic and Communications Security (COMSEC). The AKAC-1553, *Triad Numerical Cipher/Authentication System*, is the primary 1C3 authentication document and will be maintained in all CPs (T-3). The AKAC-1553 may be used by any AF C2 node to authenticate with other AF C2 nodes in time of suspected duress, validate direction/orders received, and/or to authenticate with transiting aircraft.

Chapter 10

COMMAND POST SECURITY AND ENTRY CONTROL REQUIREMENTS

10.1. Physical Security Considerations. It is the responsibility of CP managers, in conjunction with the unit Resource Protection Program Manager, to ensure appropriate security measures are in-place and maintained. The CP must be designated and controlled as a USAF Controlled Area (PL-4) or Restricted Area (PL-1–3), IAW AFI 31-101 (T-2). Installation and tenant CPs that function in the operational chain of command as C2 systems are designated the same PL as the highest PL resource they support operationally (i.e. OPREP support doesn't equal operational support). Tenant or geographically separated units are not in the wing's operational chain of command (T-2).

10.1.1. **(Added-AFMC)** In the event of a CP medical or fire emergency on console, the duty controller will provide emergency access to base Fire Department and/or Medical responding personnel. To ensure positive control of the situation in a classified environment and limit any security infractions/compromises, the duty controller will work with the Lead Emergency Response Team member to obtain the names of all personnel responding to the emergency. **(T-3)**.

10.1.2. **(Added-AFMC)** Security Forces will be provided a letter identifying AFMC unit CPs/Command Center personnel to be notified whenever contact is lost with the duty controller. This letter will be updated annually or as changes occur. **(T-3)**.

10.2. Entry and Circulation Control. (T-3 Unless otherwise specified): Entry and circulation control procedures are based on the PL assigned to the facility and contained in each Installation Security Instruction (ISI) or Installation Defense Plan (IDP) and in addition to AFI 31-101. The CP must have procedures for CP entry and circulation control either in an OI or CBC. As a minimum, the following areas will be addressed:

10.2.1. Entry and Exit Procedures. Strict-entry procedures are required to provide adequate protection for personnel working inside the restricted area and to eliminate unnecessary traffic. Facility entry is controlled by properly trained individuals, granted unrestricted access and escort responsibilities into the facility during normal day-to-day operations. Armed SF, SF augmentees, and CAT augmentees trained in CP entry and circulation control procedures will control entry during CAT activation, contingencies, and increased FPCONs. All un-cleared, escorted visitors will be announced to the on-duty controller team when transiting common CP facility space (outside of the EA area or console area) for situational awareness. Unit procedures must comply with the following, when applicable:

10.2.1.1. During routine operations, only one door of an entrapment/standoff area may be open at a time.

10.2.1.2. During routine operations, personnel exiting the CP should ensure the entrapment/standoff area is clear (i.e., no one in entrapment/standoff area) before opening the inside door. When an entry controller (SF/SF Augmentee/CAT augmentee) is present, he or she controls access into the entrapment/standoff area and CP.

10.2.2. IG team members and SAV/Functional Assistance Visit (FAV) team members are not required to have the locally-designated CP area numbers open on their Restricted Area

Badges (RAB); inspectors and evaluators will use their own military ID (CAC), RAB, and/or advanced entry control card from their home station for entry, if a valid EAL is in place.

10.2.3. Escorted entry will be IAW AFI 31-101 controlled or restricted area procedures. CP managers will ensure there are procedures to preannounce the presence of escorted personnel requiring authorized entry to a restricted area.

10.2.4. In the console/EA area, ensure only authorized personnel have viewing access to EACs and formats IAW applicable EAP guidance.

10.2.5. CAT Operations. During CAT or high-density operations, when an armed SF member/SF augmentee/CAT augmentee has been posted, they should be given the cipher lock combinations to CP inner and outer doors to control entry (not the EA area door, if equipped). The cipher lock combinations are changed immediately upon completion of the exercise, operation, or resolution of the crisis situation.

10.3. EALs/Access Lists. The CP maintains all permanent EALs, active one-time EALs, and EALs applicable for duration of evaluations/inspections/exercises (T-3). All EALs are validated and authenticated according to AFI 31-101 (T-2).

10.4. (Added-AFMC) Physical security requirements: Are outlined in Chapter 11, AFI31-101, *Integrated Defense (FOUO)*, and AFI31-101_AFMCSUP. Information security requirements are outlined in AFI31-401, *Information Security Program Management*, and AFI31-401_AFMCSUP. Do not delay required security upgrades outlined in these instructions for programmed facility renovations or upgrades. **(T-3)**.

Chapter 11

COMMAND POST CONTINGENCY DEPLOYMENTS

11.1. Contingency Deployments.

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

11.1.2. To achieve maximum personnel readiness, IAW AFPAM 10-100, *Airman's Manual*, Section 2, complete all required items given by the Unit Deployment Manager (UDM). (T-3)

11.1.3. **(Added-AFMC)** Once a tasking is forwarded to a unit, the CP Superintendent will verify the remarks. Any off-station training requirements will be scheduled as soon as possible and must be complete NLT 30 days prior to deployment. CP Superintendents will provide a status update to the AFMC 1C3 MFM at the 60 day point showing the current status of any deployment remarks or any issues that will prevent a controller from being fully ready to deploy. **(T-3)**.

11.1.3.1. **(Added-AFMC)** 5-level Career Development Course (CDC) must be completed before being assigned to a deployment tasking. **(T-3)**.

11.1.4. **(Added-AFMC)** Theater Mobility C2 Course (TMC2C) Requirements. CP Managers are responsible for providing the AFMC C2 Policy and Procedures Office all required information via email, in a timely manner, to ensure their individuals deploying receive the training. **(T-3)**. The information that is required can be found on the AFMC C2 Policy EIM site under C2 Training Courses. Fill out the Formal request worksheet and transmit via e-mail IAW with the worksheet instructions. Requests to waiver from this mandatory requirement must be submitted by CP Managers, through AFMC MFM, who will in turn submit the request to the Air Forces Central Command (AFCENT) 1C3 MFM. It is highly recommended the gaining Superintendent have a teleconference with the owning Superintendent to ensure a clear picture of the deploying controller's capabilities/experience.

11.1.4.1. **(Added-AFMC)** Once required information is received; the AFMC C2 Policy and Procedures Office will take all necessary actions to schedule the training and will email the CP Chief/Superintendent the Training Line Number (TLN) for the individual.

11.2. Contingency Training.

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

11.3. Contingency Management. Contingency management ensures personnel and equipment are properly sourced to meet the demands of wartime/contingency operations. Based on CP manager inputs, MFMs posture all MAJCOM 1C3X1 resources in UTC Availability. AFPC/DPW recommends sourcing of resources to meet worldwide-contingency requirements, based upon what is postured within the AEF Time Phased Force Deployment Data (TPFDD)

Library. MFMs validate AFPC/DPW recommendations, and then the tasking flows to the unit via a Joint Operations Planning and Execution System (JOPES) Levy.

11.3.1. AEF Assignment.

11.3.1.1. All controllers will be assigned an AEF tempo band, ensure each Airman knows the specific AEF band and block they are assigned (T-1). This provides each Airman with stability and predictability of their AEF deployment window.

11.3.1.2. CP managers will assign controllers, by name, to a specific UTC and ensure controllers know which tempo band they are assigned to within 15 days of arrival on station (T-1).

11.3.1.2.1. CP managers should ensure their resources (controllers) are evenly distributed across all bands, to prevent being over-tasked in a single band, as well as providing AFPC/DPW personnel in every band.

11.3.1.2.2. Before placing a controller in a tempo band, CP managers should consider factors such as the member's date arrived station, previous deployments, and any other factors which may impact their ability to deploy in an assigned band. Once assigned to a tempo band, the member remains in that tempo band, IAW AFI 10-401.

11.3.2. **(Added-AFMC)** Units are to provide an updated ART POC listing to the HQ AFMC/A3X office once quarterly by the fifth of the month or as changes occur Jan, Apr, Jul, and Oct. (N/A Command Center).

11.3.3. **(Added-AFMC)** CP Chief/Superintendent will ensure at least one person assigned to the CP (e.g., Superintendent, Reports Manager, etc.) has an AEF UTC Reporting Tool (ART) account and reviews CP Unit Type Codes in ART for accuracy every month. **(T-3)**. (N/A Command Center). HQ AFMC/A3XP will check the ART database by the 7th of the month to ensure the information is in the system correctly. See AFI 10-244, *Reporting Status of Air and Space Expeditionary Forces*, and the corresponding AFMC Supplement for additional information regarding ART.

11.4. CP Post Deployment Critique. MFMs and CP managers ensure CP personnel returning from a deployment complete a CP Post Deployment Critique Form (**Attachment 4**) within 30 calendar days of returning to duty (T-2). Critiques are reviewed by the individual's CP managers and sent to the MFM. MFMs forward all critiques to the AFCFM for review and action.

Table 11.1. C2 Contingency Management UTCs

UTC	86P Req	1C391 Req	1C371 Req	1C351 Req	Remarks
9ACP1	1	0	0	0	See Note 1
9ACP2	0	1	0	0	See Note 2
9ACP6	0	0	0	1	See Note 3
9ACP8	0	0	2	2	See Note 4
9ACP9	0	0	1	0	See Note 5
9ACPR	1	0	2	2	See Note 6
9ACPZ	0	0	0	0	See Note 7
9ACPT	0	0	2	2	See Note 8
HFNR8	0	0	2	2	See Note 8

Note 1: Provides augmentation for CP work centers at the air expeditionary wing (AEW) level. Provides C2 for wing operations coordinating air operations with the AOR to include a variety of tactical airlift and support aircraft, Air Tasking Order (ATO) production and mission-data collection. The 86P may be substituted with a rated officer having experience on mission design and series (MDS) at deployed location and must have C2 experience.

Note 2: Provides augmentation for CP work centers. Coordinates air operations with the AOR to include a variety of tactical airlift and support aircraft, ATO production and mission-data collection. Any 9ACP UTC may be substituted, as long as required skill-levels and quantities are maintained.

Note 3: Provides augmentation for CP work centers. Provides C2 operations coordinating air operation within the AOR to include a variety of tactical airlift and support aircraft, ATO production and mission data collection. Any 9ACP UTC may be substituted, as long as required skill-levels and quantities are maintained.

Note 4: Provides stand-alone C2 capability during nuclear operations to provide C2 support to the nuclear bomber force.

Note 5: Provides augmentation for CP work centers. Provides C2 operations coordinating air operations within the AOR to include a variety of tactical airlift and support aircraft, ATO production and mission data collections. Any 9ACP UTC may be substituted, as long as required skill-levels and quantities are maintained.

Note 6: Provides CP for reconnaissance forces or directed nuclear ops at Forward Operating Locations (FOL). Enables the recon task force commander (RTF/CC) to exercise C2 over assigned forces, to include control of tankers CHOPPED to RTF/CC. Assigned controllers must be certified in procedures for reconnaissance aircraft and qualified to operate the Single Channel Anti-JAM Man-Portable (SCAMP) terminal or applicable follow-on system. All positions may be filled with either 1C3X1s or 086P0, as long as the above requirements are met. Controllers require excess carry-on baggage (up to four each to facilitate movement or classified items). Additional seating to support movement is authorized. Excess baggage is authorized to support equipment and mobility bag gear movement. 6KTAN must be executed with this UTC equipment and mobility bag gear movement.
Note 7: Non-Standard UTC.
Note 8: Provides the capability to recover and regenerate 20 KC-135R aircraft at wartime locations during Post/Trans attack periods.

Chapter 12

COMMAND POST SELF-ASSESSMENT PROGRAM

12.1. Overview. Self-assessment general guidance, purpose, and implementation are governed by AFI 90-201.

12.2. Self-Assessment Checklist (SAC). SACs are developed, published, and executed IAW AFI 90-201. CP managers utilize the HAF and MAJCOM/DRU/FOA SAC to facilitate their self-assessments. As a minimum, SACs will be accomplished semiannually for REGAF CPs (T-3) and annually for ARC CPs (T-2).

12.2.1. **(Added-AFMC)** AFMC SAV/FAV results will not be used to fulfill semi-annual self-inspection requirements.

12.2.2. **(Added-AFMC)** Self-inspections will be conducted by a person other than the program manager who is knowledgeable in the area being assessed.

12.2.3. **(Added-AFMC)** IAW AFI 90-201. Commanders will appoint a Self-Assessment Program Manager at the Wing, Group and Squadron level. The monitor will utilize Management Internal Control Toolset (MICT) to record self-assessments (**https://mict.us.af.mil**). Additionally, self-assessments will be kept on file in a Self Assessment Program binder, with documentation being maintained for 2 years.

12.2.3.1. **(Added-AFMC)** All areas that are not fully compliant will have a "GET WELL DATE."

12.2.3.2. **(Added-AFMC)** Once the self-inspection is complete, it will be reviewed by the CP leadership.

12.3. Formal Inspections.

12.3.1. Locations where the CP supports multiple MAJCOMS, the MAJCOM that owns the installation is responsible for evaluating the CP. The report is shared with the supporting MAJCOMs, and will suffice for the supporting MAJCOM inspection requirements.

12.3.1.1. The AMC/IG inspections, at Consolidated CP locations, will encompass the host installation CP as part of their inspection (T-2). Only required AMC C2-related items will be inspected (i.e., coordination with ATOC and Maintenance, data entry into MAF C2 systems, Prime Knight) (T-2). This is not intended to be a full inspection of the host installation CP.

12.3.2. The CP is responsible to meet all supported-MAJCOM mission/inspection requirements (T-2).

12.3.3. **(Added-AFMC)** The reviewed self-inspection will be forwarded to the HQ AFMC/A3X no later than the 4th Thursday of the month in May and November.

12.4. (Added-AFMC) AFMC SAV/FAV

12.4.1. **(Added-AFMC)** SAVs will be conducted in all AFMC unit CPs, and a FAV will be conducted on the Command Center every two years (subject to funding. If funding is unavailable the SAV/FAV will be conducted virtually via MICT and AFMC C2 SIPR EIM sites).

12.4.1.1. **(Added-AFMC)** HQ AFMC/A3X will provide units with an Entry Authority List approximately two weeks prior to a visit.

12.4.2. **(Added-AFMC)** During HQ AFMC/A3X SAV/FAVs, a closed book EA test, consisting of 30 questions, will be administered. Minimum passing score is 90%. Controllers not obtaining a passing score will, at a minimum, be retrained in the deficient areas. Results will be included in the unit's final report to the wing and CP leadership.

12.4.3. **(Added-AFMC)** SAV Requests. To request a SAV, contact HQ AFMC/A3X via official memorandum. A unit requested SAV will be funded by the requesting unit.

12.4.4. **(Added-AFMC)** SAV Team Composition. The SAV team composition will be determined based upon unit needs.

12.4.5. **(Added-AFMC)** The SAV/FAV team chief will complete a final report NLT 10 duty days after the team returns. Final reports will be sent by HQ AFMC/A3XP and will be addressed to the visited wing commander and CP Chief/Superintendant.

12.4.6. **(Added-AFMC)** SAVs are MAJCOM funded. HQ AFMC/A3XP visits are to help units identify and alleviate problem areas within their CPs and are non-retribution.

12.4.6.1. **(Added-AFMC)** Feedback mechanism must include specific actions being accomplished to correct the deficiency, an estimated completion date and procedures to preclude future occurrences (if applicable).

12.5. (Added-AFMC) AFMC Formal Inspections

12.5.1. **(Added-AFMC)** During HQ AFMC/IG inspections, a closed book EA test, consisting of 30 questions, will be administered. Minimum passing score is 90%. Controllers not obtaining a passing score will, at a minimum, be de-certified and retrained in the deficient areas. Results will be included in the unit's final report to the wing and CP leadership.

Chapter 13

COMMAND POST ENLISTED FORCE COUNCIL

13.1. Command Post Enlisted Force Council.

13.1.1. The following are core members of the CPEFC:

13.1.2. AFCFM - CPEFC Chairman

13.1.3. NGB 1C3X1 CFM

13.1.4. MAJCOM/DRU 1C3X1 FM/FOA 1C3X1 FMs

13.1.5. Joint/Unified/Combined Command 1C300 CMSgts (to include CMSgt-selects).

13.1.6. Other organizations may be invited to participate in force development discussions on issues that impact their missions/organizations, to include AF/A1 organizations, AFPC/DPW personnel, Chief of 1C3X1 Enlisted Assignments, etc.

13.2. CPEFC charter is to:

13.2.1. Focus on specific issues directed by AF/.

13.2.2. Develop recommendations related to assignments, training, education, utilization, and force development of enlisted CP personnel serving at the tactical, operational, and strategic levels.

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

13.2.4. Establish and maintain MSgt, SMSgt, and CMSgt position-priority lists. These lists identify position priority order for assignment actions.

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

13.2.6. Provide advice, guidance, and assistance to AF Director of Operations, the AFCFM, the functional community, and HAF offices on issues related to the CP enlisted force.

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

13.2.8. Assist the AFCFM in reviewing and validating manpower and training requirements and establishing manning priorities.

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

13.2.10. The CPEFC meets at least twice a year. Meetings may be conducted in conjunction with other forums, such as Enlisted Development Team (EDT), Utilization and Training Workshops (U&TW), Worldwide CP Conferences, etc.

13.3. Enlisted Development Team (EDT).

13.3.1. Purpose. Define and integrate the processes required to develop 1C3s to meet current and future AF requirements. Develop sustainable grade structure, clear career path objectives, and continue to refine educational and training opportunities.

13.3.2. Objective. Deliberately develop 1C3 SNCOs through a carefully series of experiences and challenges combined with education and training opportunities.

13.3.3. Goal. Produce 1C3 controllers qualified to lead and manage C2 operations during peacetime and through all phases of conflict, regardless of MAJCOM or mission.

13.3.4. The EDT is chaired by the AFCFM and a council of at least six 1C3 Chiefs. The EDT will be selected by the AFCFM and consist of three voting members and three advisor members, with the AFCFM as the president.

13.3.4.1. Voting and Advisor members are selected by position, time in position, time in grade, and experience.

13.3.5. Roles and Responsibilities:

13.3.5.1. Review requirements, identify experience, and expertise for 1C3s.

13.3.5.2. Provide oversight of personal development to meet both functional and AF corporate leadership requirements.

13.3.5.3. Develop and review guidance and policy on Airmen Development Plans (ADP), mentoring, accessions, cross-flow, special duties, career-path, and other issues.

13.3.5.4. Update and execute a prioritization plan for MSgts, SMSgts, and CMSgts.

13.3.5.5. Review ADPs and provide vectors when 1C3s meet appropriate vector gates.

13.3.5.6. Participate in nominative and Commander Involvement Program (CIP) selection processes and other special selections, as required.

13.3.5.7. Provide advice and guidance or assistance to AFPC functional community in charge of 1C3 assignments.

13.3.6. Developmental Positions/Vectors:

13.3.6.1. D1 = Policy and Procedures MAJCOM/IG (NC2)

13.3.6.2. D2 = Policy and Procedures MAJCOM/IG (Conventional)

13.3.6.3. D3 = Command Centers MAJCOM/COCOM (NC2)

13.3.6.4. D4 = Command Centers MAJCOM/COCOM (Conventional)

13.3.6.5. D5 = Wing Superintendent (NC2)

13.3.6.6. D6 = Wing Superintendent (Conventional)

13.3.6.7. D7 = Needs of the AF

13.3.6.8. D12 = Developmental NC2

13.3.7. Records Review Process.

13.3.7.1. The EDT will conduct a thorough review of each SNCO's record; EDT survey, EPRs, decorations, and SURF.

13.3.7.2. The EDT will have an open discussion on the individual's record; documenting improvement codes and comments for each SNCO. The EDT will choose at least one, up to, three vectors for each SNCO.

13.3.8. The EDT will meet twice a year; once to vector MSgts and once to vector SMSgts/CMSgts.

BURTON M. FIELD, Lt Gen, USAF
DCS, Operations, Plans and Requirements

(AFMC)

CATHERINE A. CHILTON, Major General, USAF
Director of Air, Space and Information Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoD 3025.18, *Defense Support of Civil Authorities (DSCA), 29 Dec 2010**

DoD 5210.42-R, *Nuclear Weapons Personnel Reliability Program (PRP), 16 Jul 2012**

DoD 7000.14-R, Volume 7A, *DoD Financial Management Regulations – Military Pay Policy and Procedures – REGAF and Reserve Pay, April 2013*

CJCSM 3150.03D, *Joint Reporting Structure Event and Incident Reports, 07 Sep 10**

CJCSI 3231.01B, *Safeguarding Nuclear Command and Control Extremely Sensitive**

Information, 21 Jun 06

(Added-AFMC) AFMCI 10-203, Availability of Designated AFMC Senior Personnel, 3 Sep 2009

AFPD 10-2, *Readiness, 6 Nov 12*

AFPD 10-25, *Emergency Management, 26 Sep 2007*

AFPAM 10-100, *Airman's Manual, 01 Mar 2009*

AFI 10-201, *Status of Resources and Training System, 19 Apr 2013**

AFI 10-205, *Availability of Key HQ AF Personnel and Major Command Commanders, 27 Sep 2010*

AFI 10-206, *Operational Reporting, 15 Jun 2014**

(Added-AFMC) AFI 10-206_AFMCSUP, *Operational Reporting, 9 Mar 2015*

(Added-AFMC) AFI 10-207, *Command Posts*, 11 Jun 2014

AFPAM 10-243, *Augmentation Duty, 01 Aug 2002*

AFI 10-245, *Antiterrorism (AT), 21 Sep 2012**

AFI 10-401, *Air Force Operations Planning and Execution, 07 Dec 2006**

AFI 10-403, *Deployment Planning and Execution, 20 Sep 2012**

AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations, 24 Jan 2007**

AFMAN 13-1501, *Nuclear Weapons Personnel Reliability Program (PRP), 26 Feb 2014**

AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials, 11 Nov 1994*

AFI 11-289, *Phoenix Banner, Silver, and Copper Operations, 16 Feb 2006**

AFI 13-207, *Preventing and Resisting Aircraft Piracy (Hijacking) (FOUO), 21 Jun 2010**

AFI 16-608, *Implementation of, and Compliance with, the New Start Treaty, 18 Jan 2011**

AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreement Procedures, 18 Oct 2013**

AFI 31-101, *Integrated Defense (FOUO), 08 Oct 2009**

AFI 31-401, *Information Security Program Management, 01 Nov 2005**

AFI 31-501, *Personnel Security Program Management, 27 Jan 2005**

AFI 31-601, *Industrial Security Program Management, 29 Jun 2005**

AFM 32-1084, *Facility Requirements, 20 Apr 2012**

AFI 33-200, *Information Assurance (IA) Management, 23 Dec 2008**

AFI 33-201, Volume 1, *Communications Security (COMSEC), 01 May 2005**

AFI 33-324, *The Air Force Information Collection and Reports Management Program, 6 Mar 2013**

AFI 33-360, *Publications and Forms Management, 25 Sep 2013**

AFI 36-2201, *Air Force Training Program, 15 Sep 2010**

AFMAN 36-2234, *Instructional System Development, 01 Nov 1993**

AFI 36-2807, *Headquarters United States Air Force Deputy Chief of Staff, Operations, Plans and Requirements Annual Awards Program, 18 Jul 2007*

AFI 36-3803, *Personnel Accountability in Conjunction with Natural Disasters or National Emergencies, 21 Dec 2010**

AFI 48-123, *Medical Examinations and Standards, 24 Sep 2009*

AFI 90-1001, *Responsibilities for Total Force Integration, 29 May 2007*

AFI 91-101, *Air Force Nuclear Weapons Surety Program, 13 Oct 2010**

AFI 91-204, *Safety Investigations and Reports, 24 Sep 2008**

CMS 135A00, *Command Post, 19 Sep 2012**

1C3X1 CFETP, *Command Post, 26 Feb 2014*

(Added-AFMC) 1C3X1 CFETP, *Command Post*, 26 Feb 2014 ***NOTE: AFMC added references are required to be maintained in the CP publications Library. The publications that are in AFI 10-207 may be maintained electronically at CP managers discretion.***

USAF War and Mobilization Plan, Volume 3, Part 1, *Combat Forces (S)*

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

Prescribed Forms

AF Form 4371, *Record of Controller Formal Training, 15 Jun 14*

AF Form 4372, *Record of Controller Recurring Training, 15 Jun 14*

AF Form 4374, *Command Post/Center Controller Certification Record, 15 Jun 14*

AF Form 4377, *Events Log, 4 Apr 08*

AF Form 4436, *Command Post Publications Review Log, 29 Dec 11*

Adopted Forms

AF Form 422, *Notification of Air Force Member's Qualification Status, 25 Oct 07*

AF Form 623, *Individual Training Record Folder, 1 Oct 96*

AF Form 623A, *On-the-Job Training Record – Continuation Sheet, 1 Mar 79*

(Added-AFMC) AF Form 797, Job Qualification Standard/Continuation/Command JQS

(Added-AFMC) AF Form 847, Recommendation for Change of Publication

AF Form 1109, *Visitor Register Log, 1 May 1999*

AF Form 2586, *Unescorted Entry Authorization Certificate, 1 Oct 98*

Abbreviations and Acronyms

AC—Active Component

ACFP—Advanced Computer Flight Plan

ACM—Additional Crew Member

ACP—Alternate Command Post

ADCON—Administrative Control

AEF—Air and Space Expeditionary Force

AEG—Air Expeditionary Group

AEW—Air Expeditionary Wing

AFCFM—Air Force Career Field Manager

AFCHQ—Air Force Component Headquarters

AFECD—Air Force Enlisted Classification Directory

AFI—Air Force Instruction

AFIMS—Air Force Information Management System

AFJQS—Air Force Job Qualification Standards

AFMA—Air Force Manpower Agency

AFMS—Air Force Manpower Standard

AFMSS—Air Force Mission Support System

AFOG—Air Force Operations Group

AFPC/DPW—Air Force Personnel Center/AEF Center

AFPD—Air Force Policy Doctrine

AFRC—Air Force Reserve Command

AFRCC—Air Force Rescue Coordination Center

AFRIMS—Air Force Record Information Management System

AFSC—Air Force Specialty Code

AFSOC—Air Force Special Operations Command

AMC—Air Mobility Command

AMCC—Air Mobility Control Center

AMD—Air Mobility Division

AMS—Air Mobility Squadron

ANG—Air National Guard

ADP—Automated Data Processing

AOC—Air Operations Center

ARC—Air Reserve Component

ART—AEF Reporting Tool

ART—Air Reserve Technician

ATO—Air Tasking Order

ATOC—Air Terminal Operations Center

ATP—Annual Training Plan

ATS—Air Traffic Service

BAS—Basic Allowance for Subsistence

BDOC—Base Defense Operations Center

C2—Command and Control

C4I—Command, Control, Computers, Communications and Intelligence

CAF—Combat Air Forces

CAT—Crisis Action Team

CBC—Controller Basic Checklist

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

CCP—Command and Control Procedures

CFETP—Career Field Education and Training Plan

CFP—Computer Flight Plan

CG—Computer Generated

CHOP—Change of Operational Control

CI—Compliance Inspection

CIF—Controller Information File

CMS—Capabilities Based Manpower Study

COCOM—Combatant Command

COMPUSEC—Computer Security

COMSEC—Communications Security

CONOPS—Concept of Operations

COOP—Continuity of Operations

CP—Command Post

CPEFC—Command Post Enlisted Force Council

CRG—Contingency Response Group

CRO—COMSEC Responsible Officer

CSAR—Combat Search and Rescue

CSBM—Confidence and Security Building Measures

CSS—Commander's Support Staff

CWC—Chemical Weapons Convention

DAFIF—Digital Aeronautical Flight Information File

DAS—Date Arrived Station

DCS—Deputy Chief of Staff

DEFCON—Defense Readiness Condition

DEROS—Date Estimated Return from Overseas

DCS—Defense Communication System

DIRMOBFOR—Director of Mobility Forces

DOC—Designed Operational Capability

DoD—Department of Defense

DOT—Department of Transportation

DRRS—Defense Readiness Reporting System

DRU—Direct Reporting Unit

DSN—Defense Switched Network

DV—Distinguished Visitor

EA—Emergency Actions

EAC—Emergency Action Checklist

EAL—Entry Authority List

EAM—Emergency Action Messages

EAP—Emergency Action Procedures

EDA—Estimated Date or Award

EDT—Enlisted Development Team

EMSEC—Emissions Security

EOC—Emergency Operations Center

ETIC—Estimated Time in Commission

FAV—Functional Assistance Visit

FM—Functional Manager

FPCON—Force Protection Condition

FOA—Forward Operating Agency

GAS—Graduate Assessment Survey

GCCS—Global Command Control System

GDSS—Global Decision Support System

GKT—General Knowledge Test

GSA—General Services Administration

HAF—Headquarters Air Force

HIPAA—Health Insurance Portability and Accountability Act

IAAP—Information Assurance Assessment & Assistance Program

IC2—Installation Command and Control

IDO—Installation Deployment Officer

IFE—In-Flight Emergency

INFOCON—Information Operations Condition

INWS—Installation Notification Warning System

JFACC—Joint Forces Air Component Commander

JFC—Joint Forces Commander

JNC2—Joint Nuclear Command and Control

JPRC—Joint Personnel Recovery Center

LAN—Local Area Network

LERTCON—Alert Condition

LMF—Local Monitoring Facility

LMR—Land Mobile Radio

MAF—Mobility Air Forces

MEGP—Mission Essential Ground Personnel

MFM—MAJCOM Functional Manager

MICAP—Mission Impaired Capability Awaiting Parts

MOA—Memorandum of Agreement

MOC—Maintenance Operations Center

MOU—Memorandum of Understanding

MPA—Military Personnel Account

MTL—Master Task List

MTP—Master Training Plan

MUNSS—Munitions Support Squadron

NAT—North Atlantic Track

NMCC—National Military Command Center

NMCS—National Military Command System

NSI—Nuclear Surety Inspection

NSNF—Nonstrategic Nuclear Forces

OPLAN—Operation Plan

OPREP—Operational Report

OPSEC—Operations Security

ORI—Operational Readiness Inspection

OS—Open Skies

PEC—Program Element Code

PL—Protection Level

PLB—Personal Locator Beacon

PNAF—Prime Nuclear Airlift Force

POC—Point of Contact

POI—Plan of Instruction

PRP—Personnel Reliability Program

QRC—Quick Reaction Checklist

RAB—Restricted Area Badge

RCC—Rescue Coordination Center

RDS—Record Disposition Schedule

RCR—Runway Condition Reading

RMF—Remote Monitoring Facility

SAAM—Special Assignment Airlift Missions

SAR—Search and Rescue

SATCOM—Satellite Communications

SAV—Staff Assistance Visit

SCN—Secondary Crash Network

SDI—Special Duty Identifier

SEI—Special Experience Identifier

SEV—Stockpile Emergency Verification

SF—Security Forces

SFAM—Strategic Force Accounting Module

SAC—Self-assessment Checklist

SMT—Shelter Management Team

SOE—Sequence of Events

SOF—Special Operations Force

SORTS—Status of Resources and Training System

SRT—Scheduled Return Time

START—Strategic Arms Reduction Treaty

STE—Secure Terminal Equipment

TACON—Tactical Control

TFE—Total Force Enterprise

TPC—Two-Person Control

TPI—Two-Person Integrity

TR—Traditional Reservists

TRA—Theater Readiness Action

TSCA—TS Control Account

TSCO—TS Control Officer

TSV—Tactical Secure Voice

U&TW—Utilization and Training Workshop

UGT—Upgrade Training

UMD—Unit Manpower Document

UPMR—Unit Personnel Management Roster

UPS—Uninterrupted Power Supply

USCG—United States Coast Guard

UTA—Unit Training Assembly

UTC—Universal Time Coordinated

UTC—Unit Type Code

UTP—Unit Training Plan

VVIP—Very, Very Important Parts

WAPS—Weighted Airman Promotion System

WMP—War and Mobilization Plan

Terms

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

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

Air and Space Expeditionary Force (AEF)—An organization comprised of air and space capabilities that provides tailored force packages to meet combatant commander needs across the full spectrum of military operations. AEFs are inherently capable of performing one or more of the AF's basic functions: Counterair, counterspace, counterland, countersea, strategic attack, counterinformation, C2, airlift, air refueling, spacelift, space support, special operations employment, intelligence, surveillance, reconnaissance, and combat search and rescue. The fundamental underpinning to the sustained execution of these functions is the AF's ability to provide the full complement of Expeditionary Combat Support (ECS) forces.

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

Air Mobility Division (AMD)—The AMD of an AOC plans, coordinates, tasks, and executes air mobility operations for the COMAFFOR/JFACC. As one of the five divisions of the AOC under the AOC Director, the AMD provides integration and support of all JOA air mobility

missions. The AMD Chief ensures the division effectively participates in the AOC planning and execution process. The AOC director provides policy and guidance to the AMD regarding the air and space planning and execution process. The AMD tasks intratheater air mobility forces through wing and unit CPs when those forces operate from home bases, and through applicable forward C2 nodes. The AMD usually consists of the following four teams: the air mobility control team (AMCT), the airlift control team (ALCT), the air refueling control team (ARCT), and the aeromedical evacuation control team (AECT). The DIRMOBFOR should be collocated in the AOC to facilitate their close working relationship with the AMD.

Air and Space Operations Center (AOC)—The senior agency of the AF component commander that provides C2 of AF air and space operations and coordinates with other components and services.

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

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

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

CLOSE HOLD Missions—Certain highly sensitive missions that require special handling, limited access, and modification to normal C2 procedures.

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

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

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

Command Center—The Command Center serves as the Higher Headquarters (HHQ) full-time 24/7 C2 node. The Command Center is a direct representative of the HHQ commander and serves as the focal point of the HHQ operation, 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.

Command Post (CP)—The CP serves as one of the Installation Command and Control (IC2) full-time 24/7 C2 nodes, directly responsible to the installation commander for IC2. The CP is a

direct representative of the (installation) commander and serves as the focal point of the unit operation, and as such receives and disseminates orders, information, and requests necessary for the C2 of assigned forces and operations.

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

NOTE:—Unless specifically addressed, the use of the term **—**CP managers in this AFI implies actions may be completed by either the Chief or Superintendent.

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

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

Defense Readiness Reporting System (DRRS)— As a capabilities-based system, DRRS indicates what tasks a unit can accomplish, based upon the mission(s) for which a unit was organized or designed. DRRS provides this information on measured units at a specific point in time. This information supports crisis planning, deliberate planning, and management responsibilities to organize, train, and equip combat-ready forces for the Combatant Commanders (CCDRs).

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

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

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

Designator Letter—Service Category

A—Air Force

R—Army

C—Coast Guard

M—Marine Corps

V—Navy

S—Civilian

F—Foreign Civilian or Military

1—President, Head of State of Foreign Country, or Reigning Royalty

2—Vice President, Governor (in his own state), former Presidents,

Cabinet members, CJCS, Service Chiefs, Unified/Specified Command Commanders (4 star rank)

3—Governor of Guam/Virgin Islands, General/Admiral (O-10)

Unified/Specified Command Vice—Commanders (3 star rank)

4—Lieutenant Generals/Vice Admirals (O-9), GS-18 and Senior Enlisted Advisors of the Armed Services (E-9)

5—Major Generals/Rear Admirals (upper half) (O-8), GS-17

6—Brigadier Generals/Rear Admirals (lower half) (O-7), GS-16

7—Colonels (USAF, USA, USMC)/Captains (USN/USCG) (O-6), GS/GM-15

Emergency Actions (EA)—The term used by C2 agencies identifying actions, procedures, and communications used during periods of tension or increased readiness, whether or not an increased LERTCON/DEFCON has been declared.

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

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

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

Flight Manager—Flight Managers are trained in accordance with (IAW) AFI 11-255, Volume 1, *Integrated Flight Management Training*, and evaluated and certified IAW FAA, AF, and MAJCOM standards. Flight Managers confirm information (weather, NOTAM, intelligence) needed to plan assigned sorties is accurate, complete, and de-conflicted; create risk-mitigated flight plans; file flight plans with Air Traffic Service (ATS), prepare, publish, and transmit accurate and complete ADPs, provide verbal departure briefings to aircrews when contacted by the aircrew, flight watch the sortie from takeoff to landing assisting aircrews in execution as required, and coordinate sortie mission issues with appropriate authorities. They serve as the focal point of a centralized support network which proactively monitors the sortie's operational environment, predicatively analyzes changes in key information elements that could pose hazards/risks to sortie success, derives alternatives and pushes actionable plans (dynamic re-tasking) to the aircrew and ATS.

Force Protection Condition (FPCON)—The FPCON system is a program standardizing the military services identification of, and recommended responses to terrorist threats against U.S. personnel and facilities. FPCONs are declared IAW AFI 31-101. Complete descriptions and measures are detailed in AFI 10—245, *Antiterrorism(AT).*

Global Decision Support System (GDSS)— GDSS is used for MAF and SOF aircraft worldwide. It is also used by CAF for selected missions. It is capable of unclassified/classified operations and interfaces with over 40 systems, to include GCCS and TBMCS accessed via GDSS client, remotely from the WWW, with a deployable remote (disconnect) capability. AMC is the lead command, responsible for GDSS development, testing, fielding, requirements, and application training.

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

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

(Added-AFMC) Host—(Derived from: AFI 65-601V1, 16 Aug 2012)A unit or activity that has management control of facilities, and provides services or facilities to another unit or activity (tenant). Within the Air Force, the Air Force MAJCOM that has jurisdiction over the installation and other real property (including use rights such as leases, permits, easements, and licenses). Also, the host may be the organization which has been designated by the MAJCOM, or by HQ USAF as a supplier (reference AFI 25-201), to furnish tenant support.

Information Operations Condition (INFOCON)—Identifies the criteria for posturing forces to combat attacks against our information infrastructure. INFOCONs will be established to defend against a different type of warfare that is not limited to physical boundaries. INFOCONs address protection of AF assets against electronic offensive actions and defensive countermeasures, jamming, and denial of service. They will also prompt the response to generate offensive forces and detail defensive countermeasures. An INFOCON establishes specific alert levels and defines graduated response AF commanders must take at all organizational levels.

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

Installation Command and Control (IC2)—The IC2 construct provides the commander of a USAF home station or a deployed AEW/AEG to an expeditionary base with a single, consolidated C2 center from which to monitor, assess, plan, and execute the full range of installation activities. A key function of IC2 is the CP; other key IC2 functions may include the CAT, MOC, EOC, SFD, Fire (911), and a basic intelligence function. Regardless of physical location, all IC2 nodes should be linked virtually (virtual IC2) to expedite information flow during disasters/contingencies.

Installation Notification and Warning Systems (INWS)—The INWS is a combination of methods using audible and visual signals, verbal messages, and electronic communication.

Communication modes include sirens, horns, radio tone alerting, MNS, unaided voice systems, public and broadcast address systems, local area network messaging, telephone alert conferencing, pagers, television, radio, flags, signs, and other electronic or mechanical

methods. See UFC 4—021-01, *Design and O&M: Mass Notification Systems* for details about warning standards.

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

Jabber—Common instant messaging platform that works in a fashion similar to chat rooms, using a distributed architecture. CPs utilize SIPRNet Jabber to transmit time-sensitive operational information (AF OPREP-3s).

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

Mission Monitoring—The function of organizing, planning, directing (limited), and controlling aircraft operations. Mission monitoring does not include mission execution authority.

Operations Center—The facility or location on an installation/base used by the commander to command, control, and coordinate all crisis activities.

Operational Readiness—JCS defines Operational Readiness as the capability of a unit, weapon system, or equipment to perform the mission or function it is organized or designed to undertake. It may also be used in general sense to express a level or degree of readiness posture. When used in this latter context, JCS has directed all references to readiness posture be classified a minimum of SECRET.

Operational Unit—A numbered AF organization, which employs assigned combat air, space and cyber forces, and is listed in USAF War and Mobilization Plan (WMP), Volume 3, Part 1, *Combat Forces* (WMP-3).

Prime Nuclear Airlift Force (PNAF)—Designated AMC airlift squadrons and aircrews trained and certified for peacetime movement of nuclear cargo.

Rescue Coordination Center (RCC)—A primary search and rescue facility suitably staffed by supervisory personnel and equipped for coordinating and controlling search and rescue and/or combat search and rescue operations. Personnel of a single service or component operate the facility unilaterally.

Special Assignment Airlift Mission (SAAM)—Those airlift requirements that require special consideration due to the number of passengers involved, weight or size of cargo, urgency of movement, sensitivity, or other valid factors that preclude the use of channel airlift.

Special Air Mission (SAM)—Those missions operated by the 89 AW in support of the special airlift requirements of the DoD.

Status of Resources and Training System (SORTS)—The Joint Staff controlled system that provides authoritative identification, location, and resource information to the President, Secretary of Defense, and the JCS.

Strategic Knowledge Integration Web (SKIWeb)—provides net-centric, asynchronous, collaborative event management capability in order to improve situational awareness for all SIPRNET and Joint Worldwide Intelligence Communications System (JWICS) authorized users.

(Added-AFMC) Tenant: Interservice, Interdepartmental, and Interagency-(Derived from: AFI 65-601V1, 16 Aug 2012)— A unit or activity of one department, agency or command that occupies the facilities of, or receives support from, another department, agency or command, usually on a continuing basis (see DoD Instruction 4000.19).

Very, Very Important Parts (VVIP)—A designation applied to certain spare aircraft parts which due to their high value, critical shortage, or immediate need to support NMCS requirements, must receive special handling during shipment.

ZULU—UTC, used as the prime basis of standard time throughout the world. ZULU time is used in all EAMs, events logs, and AF OPREP-3s.

Attachment 2

RETRAINING INTERVIEW REQUIREMENTS

A2.1. The following items are intended to provide an effective means of assessing if an individual meets the mandatory requirements for entry into the 1C3X1 (Command Post(CP) AFSC. All references in items A2.1.1. – A2.1.13. are taken from the 1C3X1 CFETP, AFI 10-207, AFI 48-123, *Medical Examinations Standards*, and the Air Force Enlisted Classification Directory (AFECD) (T-2):

A2.1.1. Individual must be interviewed by a CP Superintendent

A2.1.2. Individual must be eligible for a TS security clearance

A2.1.3. Individual must have an AQE score of 67 in the General category and a 55 in the Admin category of the AF Aptitude Test

A2.1.4. Individual must be able to speak clearly and distinctly and have normal color vision as defined in AFI 48-123

A2.1.5. Individual must be a United States citizen

A2.1.6. Individual must have a completed AF Form 422, *Physical Profile Serial Report*. The form must indicate at least a two for areas —P, U, L, and E and a one for areas —H and S. It must also indicate the individual is worldwide qualified, passed color vision examination, is medically qualified for mobility, and is able to speak English clearly and distinctly, as demonstrated through successful completion of the Reading Aloud Test (RAT), administered IAW AFI 48-123.

A2.1.7. Individual must be interviewed and have medical records reviewed by a CMA for PDI that would potentially disqualify the individual from PRP. The CMA will complete the Medical Record Review Memo (Attachment 5) and provide to the individual. The memo can only be signed by a CMA.

A2.1.8. The interviewer will request the individual bring a Report Individual Personnel (RIP) printout, AF Fitness Management System (AFFMS) individual assessment history print out, and his/her last five EPRs (or as many as the individual has on file).

A2.1.9. As part of the interview, give the individual a tour of the CP, explain the controller positions, overhead positions, shift work schedules, training and certification requirements, monthly testing requirements, and general career progression, as explained in the 1C3X1 CFETP.

A2.1.10. If the workload and classification environment permits, the individual should be allowed to sit in the console area with certified CP controllers, to get a feel for CP operations and to talk with his/her future peers.

A2.1.11. Advise the individual applying for retraining that the AFCFM must approve the recommendation to retrain into the 1C3X1 AFSC (not applicable to the ARC). Additionally, advise the individual an approved waiver is required to enter the career field if the individual fails to meet the requirements in para A2.1.1. – A2.1.7. above. Waiver authority is the AFCFM.

A2.1.12. Prepare the Retrainee Interview Letter (Attachment 6) with approval/disapproval to be included in the individual's Retraining Application Package. Address the letter through the 1C3 MFM/COCOM Functional Manager (FM) to the 1C3X1 AFCFM.

A2.1.13. As the final approval authority, the AFCFM will send back the letter of approval/disapproval to the 1C3 MFM/COCOM FM for distribution back to the individual and their MPF retraining section.

Attachment 3

SAMPLE QUICK REACTION CHECKLIST TOPICS

A3.1. The following list represents possible QRCs and is provided to stimulate thought, not establish a requirement. This list is not all-inclusive. CP managers should develop and maintain QRCs based on their unit mission and/or probability of occurrence.

A3.1.1. Airborne Aircraft Accountability

A3.1.2. Aircraft Anti-Hijack/Theft

A3.1.3. Alarm Conditions/Attack Response

A3.1.4. Aircraft Contamination

A3.1.5. Aircraft Ditching/Forced Landing

A3.1.6. Aircraft Emergency/Accident

A3.1.7. Alpha Aircraft/Aircrew Constitution

A3.1.8. Alpha Alert/Launch

A3.1.9. BENT SPEAR

A3.1.10. Bird Strike

A3.1.11. Bomb Threat

A3.1.12. Border Violations

A3.1.13. Bravo Alert

A3.1.14. BROKEN ARROW

A3.1.15. Cargo Jettisoning/Dropped Object

A3.1.16. Casualty Assistance/Serious Injury/Suicide

A3.1.17. CAT Activation/Deactivation

A3.1.18. Civil Request for Military Assistance

A3.1.19. Commercial Power Failure

A3.1.20. Communication Out Procedures

A3.1.21. Compromise/Suspected Compromise of Classified or Cryptographic Material

A3.1.22. Disaster Response

A3.1.23. Distinguished Visitor (DV) Arrival/Departure

A3.1.24. Emergency Aerial Refueling

A3.1.25. Emergency Disablement of Munitions

A3.1.26. Emergency Disassociation/Re-association of Munitions

A3.1.27. Emergency Evacuation of Munitions

A3.1.28. Emergency Locator Beacon/Personnel Locator Beacon (ELB/PLB) Activation

A3.1.29. Emergency Power Procedures

A3.1.30. EMPTY QUIVER

A3.1.31. Entry Authority List (EAL) Authenticating/Processing/Receipt

A3.1.32. EOD Assistance

A3.1.33. Evacuation/Alternate CP Activation

A3.1.34. FADED GIANT (CONUS units only)

A3.1.35. Fire/Evacuation Procedures

A3.1.36. Ground Emergency

A3.1.37. Hazardous Cargo

A3.1.38. Hazardous Substance Spill

A3.1.39. COVERED WAGON

A3.1.40. Hostage Situation

A3.1.41. Hostile Action/Attack/PINNACLE FRONT BURNER

A3.1.42. Hung Ordnance

A3.1.43. Hurricane Condition/Tropical Cyclone Condition (HURCON/TCCOR) Change

A3.1.44. IG Arrival Notification

A3.1.45. In-Flight Emergency (IFE)

A3.1.46. INFOCON Attainment Report

A3.1.47. NAOC/Airborne CP (ABNCP)/Take Charge and Move Out (TACAMO) Arrival

A3.1.48. Nuclear Laden Aircraft Diversion (active units only)

A3.1.49. Open Skies

A3.1.50. Overdue Aircraft

A3.1.51. PNAF Type I and Type II Procedures

A3.1.52. Runway Closure

A3.1.53. SAFEHAVEN (CONUS active units only)

A3.1.54. Sexual Assault

A3.1.55. Stockpile Emergency Verifications (SEV) Procedures

A3.1.56. Unit/Personnel Recall (Pyramid Alert)

A3.1.57. Unusual Incident

A3.1.58. Weather Watch/Warning/Advisory

Attachment 4

COMMAND POST DEPLOYMENT CRITIQUE FORM

A4.1. Rank and name:

A4.2. Current organization and duty station:

A4.3. Deployed location, period/dates deployed, number of CP personnel assigned:

A4.4. Organizational make-up at deployed location:

A4.5. Duty schedule:

A4.6. Description of work performed:

A4.7. Positive aspects of the deployment:

A4.8. Negative aspects of the deployment:

A4.9. List any non CP-related duties you were tasked to accomplish:

A4.10. If not performing CP related duties, list AFSC/career field that should be assigned to position:

A4.11. List any CP equipment/systems shortages encountered at your deployed location:

A4.12. List any CP personnel shortages encountered at your deployed location:

A4.13. List any specific CP experience shortages encountered at your deployed location:

A4.14. List all training (CP related and other) received prior to deployment:

A4.15. List all training (CP related and other) you should have received prior to deployment but did not. Provide assessment of how it impacted your ability to support the mission of the deployed unit:

A4.16. List all personal equipment (CP related and other) received prior to deployment:

A4.17. List all personal equipment (CP related and other) you should have received prior to deployment but did not. Provide assessment of how it impacted your safety and/or ability to support the mission of the deployed unit:

A4.18. Provide overall assessment of TDY:

A4.19. Miscellaneous/additional comments:

Figure A4.1. (Added-AFMC) AFMC Sample Manning Report

AFMC COMMAND AND CONTROL MANNING REPORT

XXXXXX AFB 20 XXXXXX XXXXXX AFB, XX 12345	DSN Number: CHIEF – N/A SUPT – 555-5555	DATE: 15 July 11

SECTION I. CURRENT MANNING

ASSIGNED

Position #/ ALN	Authorized Grade	DAFSC	Rank	Name (Last, First, Middle Initial)	Date Arrived	Date Certified	DOS/ DEROS	AEF PAIR	Deployed Last / Current Status
	LT COL	086P0	LT COL	XXXX CHIEF (TS)	4 Aug 08	Est 15 May 11	N/A	P1	Y
	SMSGT	1C391	CMSGT	XXXX SUPERINTENDENT (TS)	4 Nov 08	PCS 1 June	16 Jan 12	P4	Y
	MSGT	1C371	MSGT MSGT	XXXX (Sr) NCOIC, C2 SYSTEMS (TS)	7 Feb 08	15 May 08	6 Feb 11	P1	Y
	MSGT	1C371	MSGT	XXXX (SR) (TS)	22 Apr 11	Est. 2 Sep 11	22 Apr 12	P1	Y
	TSGT	1C371	SSGT	XXXX (Sr) NCOIC, REPORTS (TS)	10 Jun 09	25 Sep 09	26 Jun 13	P4	N
	TSGT	1C371	TSGT	XXXX (Sr) NCOIC, C2OP (TS)	4 Feb 08	1 May 08	5 Feb 11	P1	N
	TSGT	1C371	TSGT	XXXX (Jr) (S)	4 Apr 11	Est 4 Aug 11	4 Aug 12	P1	N
	SSGT	1C351	SSGT	XXXX (TS)	18 Feb 11	Est 6 Jul 11	18 Feb 14	P1	Y
	SSGT	1C351	SSGT	XXXX (Jr) (TS)	14 Jan 11	Est 10 May 11	21 Jul 12	P4	Y
	SSGT	1C351	SSGT	XXXX (SR) (TS)	25 Oct 10	27 Jan 11	25 Oct 14	P1	Y
	SSGT	1C371	SSGT	XXXX (Sr) (TS) NCOIC, TRAINING	20 Feb 08	15 May 08	21 Feb 12	P1	Y
	SSGT	1C331	SSGT	XXXX (Sr) (TS)	23 Jan 09	1 Jul 09	9 Jan 14	P4	Y
	SRA	1C351		VACANT Proj: 20 Jun 11 XXXX	18 Feb 11	Est 6 Jul 11	18 Feb 14		
	SRA	1C351		VACANT (No proj)					

PERSONNEL REMARKS

SECTION II. PROJECTED GAINS / LOSSES / TDYS

DAFSC	RANK	NAME: (LAST, FIRST, MIDDLE INITIAL)	DATE GAIN	DATE LOSS	TDY DATES	REMARKS
1C371	MSgt	XXXX	31 Jul 11		UNK	PCS Inbound
1C371	MSgt	XXXX			7-16 Jun	AMC2 School
1C391	CMSgt	XXXX		1 Jun 11		PCS
1C351	SSgt	XXXX		15 Sep 11		PCS

SECTION III. AUTHORIZED / ASSIGNED / AVAILABLE

CIVILIAN			1C3X1			TOTAL			SECTION IV. PROJECTED AUTHORIZED/ASSIGNED/ AVAILABLE								
									3 MONTH (Oct 11)			6 MONTH (Jan 11)			12 MONTH (Apr 11)		
0	0	0	16	14	9	18	16	11	0	2	2	16	14	9	16	14	9
0	*0*	*0*	-	*87%*	*50%*	-	*88%*	*61%*	-	*87%*	*75%*	-	*87%*	*75%*	-	*87%*	*75%*

Attachment 5

MEDICAL RECORD REVIEW MEMO

Figure A5.1. Medical Record Review Memo

Mon 20XX

MEMORANDUM FOR

FROM:

SUBJECT: Medical Record Review for 1C3X1 Applicant

1. The medical record of _____ was reviewed for possible retraining into the 1C3X1 AFSC IAW AFI 10-207 para 3.1.3. The medical record was reviewed for potentially disqualifying information (PDI) IAW DoD 5210.42R_AFMAN 13-1501.

2. This review will not disclose specific PDI and is not a recommendation regarding PRP administrative qualification.

3. The review of the medical record DID / DID NOT reveal PDI. IAW AFI 10-207, if PDI was found, _____ is / is not medically recommended for retraining into the 1C3X1 career field.

FIRST M. LAST, Rank, USAF, MC, FS
Competent Medical Authority

Attachment 6

RETRAINEE INTERVIEW LETTER

Figure A6.1. Retrainee Interview Letter

DD MMM YY

MEMORANDUM FOR HQ MAJCOM/A*XXX*
AF/A*XXX*

FROM: XX XXX/CP

SUBJECT: Retrainee Interview for _____ (Name)

1. IAW AFI 10-207, Attachment 2, _____ (Name) was interviewed for retraining into the 1C3X1 career field by _____ (CP Superintendent / CP Chief).

a. Individual's AQE score was _____ in the General category and _____ in the Administrative category on the AF Aptitude Test.

b. Individual has been interviewed by Competent Medical Authority (CMA) for potential permanently disqualifying information (PDI), for the personnel reliability program (PRP)._____(CMA's Name)

c. Individual has a completed AF Form 422, Physical Profile Serial Report and meets all physical requirements in AFI 10-207, Attachment 2._____.

d. Individuals' AF Fitness Management System (AFFMS) sheet has been reviewed and the individual has a current/passing PT score_____.

e. The last five EPRs and SURF have been reviewed_____.

f. The individual has been briefed on aspects/expectation of the 1C3X1 Career field (Top Secret Clearance, PRP, etc).

2. The member meets / does not meet the minimum requirements for retraining IAW AFI 10-207, Attachment 2 and the Air Force Enlisted Classification Guide and I recommend / do not recommend the individual for retraining.

- Explain rationale for recommending individual for retraining if minimum requirements are not met, if required.
- Explain rationale for not recommending individual for retraining if minimum requirements are met, if required.

3. Please contact me or my POC: _____, DSN: _____, if you have questions.

Attachments:
1. Additional Supporting Documentation (as required)

Name, Rank, USAF
Position_____

1st Ind, MAJCOM/A*XXX* (Attn: CMSgt Garcia)

MEMORANDUM FOR AF/A*XXX*

I concur / non-concur with the retraining package.

TIMOTHY W. GARCIA, CMSgt, USAF
AETC 1C3 Functional Manager

2nd Ind, AF/A*XXX*

MEMORANDUM FOR ____/CP

_____ (Name) is approved / disapproved for retraining in to the 1C3X1 career field.

RONALD E. ALBERS, CMSgt, USAF
1C3 Career Field Manager

Attachment 7 (Added-AFMC)

EVENTS LOG

Figure A7.1. (Added) AFMC Sample Events Log

FOR OFFICIAL USE ONLY

EXERCISE EVENTS LOG	DATE:	22-Sep-2011	PAGE:	1	of	1
FACILITY: ROBINS COMMAND POST	STAFF REVIEW:	X Command Post Manager				

NAME	INITIALS	TIME (Z) ON	TIME (Z) OFF	NAME	INITIALS	TIME (Z) ON	TIME (Z) OFF

ZULU	CLASS	RECORD OF EVENTS	INIT
1400	U	LOG OPEN—NEW ZULU DAY: CBC'S/QRC'S/ITEM'S CARRIED OVER FROM PREVIOUS LOG: NONE	
2359	U	LOG CLOSED—END OF ZULU DAY: CBC'S/QRC'S/ITEM'S CARRIED OVER TO NEXT LOG: CBC 12N—12-HOUR NIGHT SHIFT CHECKLIST; QRC 103 (REF ENTRY 091235Z), 103 (REF ENTRY 091235Z), 103 (REF ENTRY 091235Z), 201 (REF ENTRY 091235Z) AND OPREP-1 (REF ENTRY 091235Z); 1 RED BAG (#005) STORED IN THE CP (REF ENTRY 091235Z). ALL LOG ENTRIES HAVE BEEN REVIEWED FOR COMPLETENESS AND ACCURACY. EVENTS LOG REVIEW: SC: _____	

AF FORM 4377, 20080404 REPLACES APSPC IMT 1924, APR 94, WHICH IS OBSOLETE

FOR OFFICIAL USE ONLY