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**Operations**

**AIRLIFT CONTROL FLIGHT  
(ALCF) REPORTING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Florette Brinkman)  
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This instruction implements AFRPD 10-2, *Readiness*. It establishes a uniform procedure for AFRC Airlift Control Flight (ALCF) reporting. It applies to all AFRC units assigned cadres.

**SUMMARY OF REVISIONS**

This revision changes MAJCOM acronym from AFRES to AFRC throughout publication, changes several office symbols in paragraph **2.1**, and changes reporting procedures for projected and scheduled dates in paragraph **3.2**. This revision deletes the requirement to submit quarterly unit mobility equipment status and adds the requirement to submit a monthly participation record in paragraph **3.7**.

**1. Requirement for Reporting.** The commander of the ALCF ensures the report, AFRC Form 8, **Monthly Airlift Control Flight (ALCF) Status (RCS: AFR-DOCR(M)9603)**, is prepared as of the last day of each month.

**2. Submission of Reports:**

- 2.1. Forward reports to arrive at HQ AFRC by the 5th calendar day following the as of date. Submit the report to the appropriate numbered air force (NAF) (4 AF/DOTT, 22 AF/DOTA) and HQ AFRC/DOCR.
- 2.2. The preferred method of submission is through e-mail by attaching the EXCEL version of the AFRC Form 8. E-mail the report to the offices specified in paragraph **2.1**.

**3. Completing ALCF Status Report:**

3.1. Personnel Status, Section I. Include control air force specialty code (CAFSC), grade, last name, and training status code of all assigned personnel. Use additional pages or the remarks section to report on additional personnel.

3.2. Qualifications/Training Status, Section II. Report dates training was accomplished. Projected/scheduled dates should be reported in parentheses and formatted in red. Use N/A when training is not applicable to specific AFSC.

3.3. Total Mandays Used This Fiscal Year, Section III. Report cumulative total of each type of mandays used. Separate officer and enlisted mandays.

3.4. ALCF Mission Summary, Section IV. Entries are self-explanatory. Include type of mandays (that is, annual tour, reserve personnel appropriation, military personnel appropriation, and school) and number of mandays for each participant to include travel time.

3.5. Affiliation Training, Section V. Entries are self-explanatory.

3.6. Projected Affiliation Training and Deployments for Next Quarter, Section VI. Entries are self-explanatory.

3.7. Participation Record for the Month. Entries are self-explanatory.

**4. Form Prescribed. AFRC Form 8, Monthly Airlift Control Flight (ALCF) Status (RCS: AFR-DOCR(M)9603).**

JAMES E. SHERRARD III, Maj Gen, USAF  
Commander