

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 10-205**



**27 SEPTEMBER 2010**

**AIR MOBILITY COMMAND  
Supplement**

**23 SEPTEMBER 2011**

**Operations**

**AVAILABILITY OF KEY HQ AF  
PERSONNEL AND MAJOR COMMAND  
COMMANDERS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements CJCSI 3411.01B, *Key Personnel Location Reports to the National Military Command Center*, AFPD 10-2, *Readiness*. It requires Headquarters, United States Air Force (HAF) key personnel and major command (MAJCOM) commanders (hereafter referred to collectively and individually as "Principals") to keep Headquarters, United States Air Force (HQ USAF), informed of their location and to identify their designated alternates (if any) when they leave their permanent duty stations (PDSs). It does not change requirements established by the National Military Command System and must be used with AFPD 51-6, *Civil Law for Organizational Activities*, and AFI 51-604, *Appointment to and Assumption of Command*. It applies to select HQ USAF Deputy Chief of Staff (DCS) organizations and directorates (2-Letter and 3-Letter staffs), all MAJCOMs, the Director of the Air National Guard, and the Air Force Service Watch Cell (AFSWC). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through MAJCOM publications/forms managers. Ensure that all records created as a result of processes

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(AMC) AFI 10-205, 27 September 10, is supplemented as follows: This instruction implements AFPD 10-2, *Readiness*. This supplement requires specific AMC personnel to keep the AMC Commander (AMC/CC) and AMC Command Center advised of their location and to designate a representative during absences. It states the order of succession for AMC/CC when the commander is not available for duty, and defines the notification process for transferring command responsibilities. It establishes commander's availability criteria and stipulates acceptable response time(s). It uses the basic instruction criteria of "readily available", meaning able to establish contact within 15 minutes. It provides guidance regarding coordination and approval of AMC general officer travel. This supplement does not apply to Air National Guard and United States Air Force Reserve units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functionals chain of command.

### **SUMMARY OF CHANGES**

This publication has been substantially revised and must be completely reviewed. Changes include: The requirement of the HAF staff to report the location, itinerary, and contact information of key HAF personnel; changes Air Force Operations Center (AFOC) to Air Force Service Watch Cell (AFSWC); deletes requirement for telephonic notification to the AFSWC of a commander's arrival or departure times; adds requirement to update commander location information in the Key Personnel Locator (KPL) web-based system; provides a standard format and examples for the Commanders Availability Report (CAR); assigns responsibilities to Air Force District of Washington/HQ Air Force Continuity of Operations (COOP) and Emergency Preparedness Office (AFDW/A3C), AFSWC, HAF 2-Letter organizations, MAJCOM Commanders and MAJCOM Command Centers; provides email addresses and updates contact information.

(AMC) This publication has been revised and must be completely reviewed. Changes include: updates the reference to the USTRANSCOM/ AMC Command Center, as AMC Command Center, changes Air Force Operations Center (AFOC) to Air Force Service Watch Cell (AFSWC), and changes Air Mobility Warfare Center (AMWC) Commander to Air Force Expeditionary Center (AFEC) Commander.

## Chapter 1

### OVERVIEW AND RESPONSIBILITIES

**1.1. Overview.** This publication establishes guidance and procedures for reporting the location and availability of Headquarters Air Force (HAF) key personnel and major command (MAJCOM) commanders.

1.1.1. HAF Key Personnel. In order to provide the Secretary of the Air Force (SecAF) and the Chief of Staff, United States Air Force (CSAF) with timely and accurate information and provide an accurate picture for Continuity of Operations (COOP) plans and programs, tasked agencies must keep the Key Personnel Locator (KPL) up-to-date with accurate information.

1.1.2. In order to provide the CSAF with timely and accurate information, MAJCOM Command Centers must keep the KPL up-to-date with accurate information.

1.1.3. To ensure effective command and control, HQ USAF, AFSWC, and MAJCOM Command Centers must be able to contact commanders/designated alternates at all times.

1.1.4. Timely and responsive accessibility to voice communications within the limits stated in paragraph 4.5. is the primary criterion for establishing adequate knowledge of the commander's location.

### 1.2. Responsibilities.

1.2.1. AFDW/A3C will:

1.2.1.1. Maintain the KPL website.

1.2.1.2. Issue KPL accounts and passwords.

1.2.1.3. Periodically review the KPL and recommend account deletion to AFSWC for those individual/agencies/organizations whose status has not been updated in at least three months.

1.2.2. AFSWC will:

1.2.2.1. Maintain 24/7 capability to review the KPL for current location of HAF key leadership and MAJCOM Commanders.

1.2.2.2. Report commanders' availability status to the CSAF Monday through Friday, covering a 24-hour period starting at 1000Z. Friday's report will include the weekend and holiday, as applicable.

1.2.2.3. Initiate commanders' availability checks when directed by CSAF or Vice Chief of Staff of the Air Force (VCSAF).

1.2.2.4. Approve or disapprove deletion recommendations from AFDW/A3C.

1.2.2.5. Provide AFDW/A3C with the pertinent data for organizations/agencies not previously listed in the KPL that need to be added.

1.2.3. HAF Staff Offices designated in Table 2.1 will:

1.2.3.1. Ensure the Principal's data in the KPL is correct and up-to-date. This includes information for the individual appointed as the Successor/Acting.

1.2.3.2. The Executive Staff will update the Principal's status in the KPL no later than 0800 Eastern Time.

1.2.3.3. Attach the Principal's itinerary to the KPL.

1.2.3.4. Update the KPL with itinerary changes as soon as practical.

1.2.3.5. Provide immediate telephone/verbal notification to AFSWC upon updating Principal's mid-day itinerary changes within the KPL.

#### 1.2.4. MAJCOMs.

1.2.4.1. MAJCOM Commander's Executive Staff will provide their MAJCOM Command Center and the Commander's designated alternate (if appropriate) with a copy of the Commander's and/or Vice Commander's itineraries within the timelines prescribed in this instruction.

1.2.4.2. MAJCOM Command Centers will:

1.2.4.2.1. Ensure the Command Center is equipped with SIPRNET terminal in accordance with (IAW) AFI 10-207, *Command Posts*.

1.2.4.2.2. Ensure controllers can gain access to KPL website from within the Command Center.

1.2.4.2.3. Know the location and telephone number of their commander or designated alternate at all times and be capable of contacting them IAW paragraph 4.5. of this instruction.

1.2.4.2.4. Ensure AFSWC is informed of changes to their commanders' current location (home station, TDY location, etc.) and status (present for duty, leave, etc.) at all times.

1.2.4.2.5. Report/update the KPL with itinerary changes IAW this instruction.

1.2.4.2.6. Attach commanders' availability reports to the KPL.

1.2.4.2.7. Provide immediate telephone/verbal notification to AFSWC upon updating Principal's mid-day itinerary changes within the KPL.

## Chapter 2

### TASKED ORGANIZATIONS

**2.1. HAF Key Personnel.** Table 2.1 lists HAF Key personnel who must ensure their location, status, and itineraries (if applicable) are current and up-to-date in the KPL. The order of listing does not imply order of precedence or seniority. Administrative personnel in the Principal's office will update the KPL no later than 0800 Eastern Time, Monday through Friday (except holidays). Note: Those Principal's designated with an asterisk (\*) will have their status updated by their respective Command Center.

**TABLE 2.1. Key Headquarters Air Force Personnel.**

The Secretary of the Air Force (SAF/OS)
The Under Secretary of the Air Force (SAF/US)
Deputy Under Secretary of the Air Force, International Affairs (SAF/IA)
Assistant Secretary of the Air Force for Acquisition (SAF/AQ)
Assistant Secretary of the Air Force for Financial Management & Comptroller (SAF/FM)
Assistant Secretary of Air Force for Installations, Environment and Logistics (SAF/IE)
Assistant Secretary of Air Force for Manpower and Reserve Affairs (SAF/MR)
General Counsel (SAF/GC)
Administrative Assistant to the Secretary of the Air Force (SAF/AA)
The Auditor General of the Air Force (SAF/AG)
Inspector General of the Air Force (SAF/IG)
Director of Legislative Liaison (SAF/LL)
Director of Public Affairs (SAF/PA)
Chief of Warfighting Integration and Chief Information Officer (SAF/CIO A6)
Directorate of Cyberspace Operation (SAF/A6O)
Chief of Staff of the Air Force (AF/CC)
Vice Chief of Staff of the Air Force (AF/CV)
Assistant Vice Chief of Staff of the Air Force (AF/CVA)
Chief Master Sergeant of the Air Force (AF/CCC)
Deputy Chief of Staff, Manpower and Personnel (AF/A1)

Director of Force Management and Policy (AF/A1P)
Deputy Chief of Staff for Intelligence, Surveillance, and Reconnaissance (AF/A2)
Deputy Chief of Staff for Operations, Plans, and Requirements (AF/A3/5)
Assistant Deputy Chief of Staff, Operations, Plans, and Requirements (AF/DA3/5)
Director of Operations (AF/A3O)
Director of Cyber Operations (AF/A3O-C)
Director of Space Operations (AF/A3O-S)
Director of Operational Capability Requirements (AF/A5R)
Director of Operational Planning, Policy, and Strategy (AF/A5X)
Deputy Chief of Staff for Logistics, Installations, and Mission Support (AF/A4/7)
Director of Global Combat Support (AF/A4/7Z)
Director of Logistics (AF/A4L)
Director of Resource Integration (AF/A4/7P)
The Civil Engineer (AF/A7C)
Director of Security Forces (AF/A7S)
Deputy Chief of Staff for Strategic Plans and Programs (AF/A8)
The Director of Programs (AF/A8P)
Director of Studies & Analysis, Assessments, and Lessons Learned (AF/A9)
Assistant Chief of Staff for Strategic Deterrence and Nuclear Integration (AF/A10)
Chief of Chaplains (AF/HC)
Director of Air Force History and Museums Policies and Programs (AF/HO)
The Judge Advocate General (AF/JA)
*Director, Air National Guard (NGB/CFX)
* Chief of Air Force Reserve (AF/RE)
Chief of Safety (AF/SE)
The Surgeon General (AF/SG)
Director of Test and Evaluation (AF/TE)

**2.2. Major Command Commanders** . The MAJCOM Commanders identified in Table 2.2. must ensure their location, status, and itineraries (if applicable) are current and up-to-date in the KPL. The order of listing does not imply order of precedence or seniority. Staff officers or NCOs in the MAJCOM Commander's office or Command Center will update the KPL no earlier than 0500Z and no later than 0800Z, Monday through Friday, except holidays.

**2.2. (AMC)Major Command Commanders.** AMC key personnel or their designated representatives must be accessible at all times. The AMC Command Section and the AMC Command Center must be informed of their planned travel, leave, or other absences.

**TABLE 2.2. Major Command Commanders.**

Air Combat Command (ACC)
Air Education and Training Command (AETC)
Air Force District of Washington (AFDW)
Air Force Global Strike Command (AFGSC)
Air Force Materiel Command (AFMC)
Air Force Reserve Command (AFRC)
Air Force Space Command (AFSPC)
Air Force Special Operations Command (AFSOC)
Air Mobility Command (AMC)
Pacific Air Forces (PACAF)
US Air Forces Europe (USAFE)

**2.3. (Added-AMC) Availability of AMC Key Personnel.** National emergencies and contingencies may require the AMC/CC to be readily available for communication with HQ USAF and the Joint Chiefs of Staff. Certain AMC key personnel must be available to support these requirements. Incumbents in the following positions are (for the purpose of this publication) AMC key personnel:

**Table 2.3. (Added-AMC) Availability of AMC Key Personnel.**

<b>AMC Senior Leadership</b>	<b>HQ AMC "A staff"</b>	<b>HQ AMC Special Staff</b>	<b>AMC Subordinate Units</b>
Commander (CC)	Director of Manpower, Personnel, and Services (A1)	AMC Command Chief Master Sergeant (CCM)	Air Force Expeditionary Center (AFEC) Commander
Vice Commander (CV)	Director of Intelligence (A2)	Director of Staff (DS)	18 AF Commander
	Director of Operations (A3)	Command Chaplain (HC)	618 Air Operations Center Commander (TACC)
	Director of Logistics (A4)	Command Historian (HO)	15 EMTF Commander
	Directorate of Strategic Plans, Requirements, and Programs (A5/8)	Inspector General (IG)	21 EMTF Commander
	Director of Communications (A6)	Comptroller (FM)	
		Staff Judge Advocate (JA)	
	Director of Installations and Mission Support (A7)	Director of Public Affairs (PA)	
	Director of Analyses, Assessments, and Lessons Learned (A9)	Director of Safety (SE)	
Command Surgeon (SG)			
Director of Test and Evaluation (TE)			

## Chapter 3

### KEY PERSONNEL LOCATOR (KPL)

**3.1. Key personnel locator.** The KPL provides users with current information concerning the status and location of key HAF personnel and MAJCOM Commanders; their alternates or successors; and how to contact or reach these personnel. Users can enter and modify specified data for the designated personnel in their organizations.

#### **3.2. KPL Accounts.**

3.2.1. KPL accounts will be requested by emailing the request by SIPRNET email to AFDW/A3C at [KPL@af.pentagon.smil.mil](mailto:KPL@af.pentagon.smil.mil). Duty/Role accounts will not be created. Individual users must each maintain a separate login for security and audit control purposes. Questions regarding KPL accounts can be directed to AFDW/A3C at DSN 224-7147 or commercial 703-614-7147 during duty hours, 0700-1700 Eastern Time, Monday through Friday (excluding holidays) or the AFSWC, DSN 227-6103 or commercial 703-697-6103 at all other times. Requests for accounts must include the following information:

3.2.1.1. Role (“HAF 2-Letter,” “HAF 3-Letter,” or “MAJCOM Command Center”).

3.2.1.2. Office Symbol of Principal (e.g., “AF/A1,” “ACC/CC,” etc.)

3.2.1.3. Rank, Grade, or Title of requesting individual.

3.2.1.4. First and Last name of requesting individual.

3.2.1.5. SIPRNET email account of requesting individual.

3.2.2. Additions and deletions to the KPL (Principals). “Key Personnel” will be added or deleted from the KPL using the following criteria:

3.2.2.1. Additions. AFDW/A3C will add offices to the list as required to track key personnel associated with HAF continuity programs. If an office requests an addition to the KPL, AFDW/A3C will check to see if the new office has a prominent role in the HAF continuity program. If the requesting office does not have a prominent role in HAF continuity programs, the request for addition will be forwarded to the AFSWC for review. If the AFSWC does not have a requirement to track the requesting Principal (i.e., the CSAF has not provided direction to track the Principal), the request for addition will be denied. If the request is approved, the tasked office will be provided a copy of this instruction and a guide sheet outlining KPL operating procedures.

3.2.2.2. Deletions:

3.2.2.2.1. Offices already on the list may request removal. If the requesting office does not have a prominent role in HAF continuity programs, the request for deletion will be forwarded to the AFSWC for review. If the AFSWC does not have a requirement to track the requesting Principal (i.e., the CSAF has not provided direction to track the Principal), the request for deletion will be approved.

3.2.2.2.2. AFDW/A3C will periodically audit the KPL. Principals whose status has not been updated in three or more months will be nominated for deletion and forwarded to the AFSWC for review. If the AFSWC does not have a requirement to

track the Principal (i.e., the CSAF has not provided direction to track the Principal), the office will be deleted from the KPL.

**3.3. Security.** The KPL is maintained on the SIPRNET and is cleared for information up to SECRET. As travel itineraries for HAF Key Personnel and MAJCOM Commanders are posted, care must be taken not to post an itinerary that exceeds the security capabilities of the system. As a general rule, itineraries will be designated a minimum of UNCLASSIFIED, For Official Use Only. Consideration should be given to classifying itineraries where the Principal transits high-threat areas as CONFIDENTIAL. SecAF, USecAF, CSAF, and VCSAF itineraries will be classified SECRET. Other HAF Key Personnel and MAJCOM Commander itineraries will be classified SECRET if circumstances dictate. Those responsible for the principal's itinerary, including the commander, will determine the need to classify and when to declassify the itinerary.

**3.4. KPL Reporting Procedures.** The KPL will be updated using the following policies and procedures:

3.4.1. Update Time.

3.4.1.1. HAF Key Personnel status will be updated by the responsible offices no later than 0800 Eastern Time, for that duty day.

3.4.1.2. MAJCOM Commander status will be updated by MAJCOM command center's daily no earlier than 0500Z and no later than 0800Z.

3.4.2. Update Procedures. Updating the Principal's status include either No Change or Changes procedures.

3.4.2.1. No Change. If there is no change from the previous status (i.e., the Principal is still on station and available; or the Principal is still TDY or on leave), click the "Verify" button under the "Last Verified" column.

3.4.2.2. Changes. If there are changes to the Principal's status the following measures must be taken to update the KPL:

3.4.2.2.1. Click on the "Edit" button under the "Position" column; select the current status from the "Status" drop down box. If the Principal will be TDY and/or on Leave, in the text box below the "Status" drop down box, provide the date of departure for the absence and any significant information that should be visible on the main page. Do not insert the entire itinerary in this field.

3.4.2.2.2. Click on the "Return Date" box and add, remove, or update the estimated time of return, as appropriate.

3.4.2.2.3. Click on the "Successor/Acting" drop-down box and select or remove the individual acting for the Principal, as appropriate.

3.4.2.2.3.1. When the MAJCOM Commander is not designating an acting commander, insert the phrase, "No Designated Alternate" in the text box, below the date of departure.

3.4.2.2.3.2. When a MAJCOM Commander designates an alternate, the designated alternate will act for the commander in the commander's name, as is routinely done when the commander is present, and must be able to reach the

commander by telephone, if necessary.

3.4.2.2.4. An itinerary must be provided for TDYs and Leaves. Click on the “Manage” button under the “Attachments” column; provide a Title and description for the travel document and click the “Browse” button to browse to and attach the appropriate Commander’s Availability Report (CAR) (see Chapter 4 of this Instruction). The CAR must be posted to the KPL no later than 24 hours prior to the Commander’s scheduled departure. If the MAJCOM Commander must depart unexpectedly or if an unexpected deviation to a published schedule occurs, the Commander or his/her designated representative must notify the command center of the new itinerary (to include departure and arrival times) as soon as possible. Command centers will format the information into the CAR format and post the update to the KPL as soon as possible. The note “Amended Itinerary” will be added to the text box below the “Status” drop down box and the AFSWC will be telephonically notified of the new itinerary/changes immediately after posting the information. The “Amended Itinerary” note will be deleted by the AFSWC once they retrieve the new/amended CAR.

**3.5. (Added-AMC) AMC Procedures.** Use the following procedures to facilitate contact with AMC key personnel and to establish standardized guidelines to coordinate their absences from duty.

3.5.1. **(Added-AMC)** Availability of AMC senior leadership. The AMC/CC or designated representative will remain readily available for contact and must be reached within 15 minutes. This is accomplished by maintaining constant two-way communications via direct-line telephone, cellular telephone, or other means pre-coordinated between the AMC Command Section and the AMC Command Center. AMC/CC has designated AMC/CV, 18AF/CC, and 618 Air Operations Center as additional staff personnel required to maintain constant two-way communications with the AMC Command Center.

3.5.2. **(Added-AMC)** Availability of HQ AMC “A staff”, Special Staff, and subordinate commanders. These key personnel are not required to maintain constant two-way communication with the AMC Command Center. However, the AMC Directors of Operations, Logistics, Plans and Programs, Intelligence and Public Affairs must be readily available to support the AMC/CC. The AMC Command Center must be able to establish contact with the primary or his/her alternate within 15 minutes. The remaining HQ AMC “A staff”, Special Staff, and subordinate commanders must be available to support AMC/CC within 6 hours. HQ AMC “A staff”, Special Staff, and subordinate commanders are considered available at their duty station or home telephone unless reported otherwise to the AMC Command Center. All AMC A-Staff members must notify the AMC Command Center when the primary is off station or on leave to ensure continuity and prompt notification. The AMC Command Center will maintain the list of all A-Staff/Special Staff primary and alternate contact information.

**3.6. (Added-AMC) Absence within the continental United States (CONUS).** Key personnel will provide travel, leave, or other plans to AMC/CVS by E-mail (<mailto:amc.cv@scott.af.mil>) and courtesy copy the AMC Command Center (<mailto:amc.command.center@amc.af.mil>) and HQ AMC/A1L

3.6.1. **(Added-AMC)** Rank/Name/Position.

3.6.2. **(Added-AMC)** Reason for absence and inclusive dates.

3.6.2.1. **(Added-AMC)** TDY as a member of a Headquarters Air Force or AMC selection board will be cited as "USAF (AMC) Special Project."

3.6.3. **(Added-AMC)** Itinerary. Mode of travel, departure/arrival stations, and Zulu time and dates. When reporting leave, identify leave location, inclusive dates, and estimated date/time of departure/ return home.

3.6.4. **(Added-AMC)** Remarks. Include the rank and name of designated representative who will be readily available. When advising of a concurrent absence, include in the remarks section as appropriate "Dual absence".

**3.7. (Added-AMC) Absence involving travel outside the CONUS.** Notification and request for approval will be accomplished using the format specified in paragraph 3.6 (Added) with additional guidance as follows:

3.7.1. **(Added-AMC)** HQ AMC key personnel are expected to review and comply with requirements of the DoD Foreign Clearance Guide (FCG) and AFI 10-245, *Air Force Antiterrorism Standards*, as they pertain to their proposed areas of travel.

3.7.2. **(Added-AMC)** CONUS-stationed AMC general officers and civilian equivalents require AMC/CC approval prior to overseas travel. AMC/CC approval is not required if travel is strictly limited to aircrew member duties, including status as additional crewmember. AMC/CC approval is not required for EMTF/CCs visiting assigned OCONUS units. Coordinate clearance requests according to the DoD FCG.

3.7.3. **(Added-AMC)** General officer overseas travel plans should be coordinated with the supporting base Air Force Office of Special Investigations (AFOSI) representative to ensure a threat assessment is developed and briefed prior to departure.

3.7.4. **(Added-AMC)** General officers will have their overseas itineraries classified as follows:

3.7.4.1. **(Added-AMC)** Classify and protect as FOUO information necessary to coordinate support requirements for the itinerary (dates, time, and locations the distinguished visitor (DV) will require ground transportation or lodging). This information will not identify the DV by name or position.

3.7.4.2. **(Added-AMC)** Consider classifying travel itineraries as CONFIDENTIAL, IAW AFI 10-245, *Air Force Antiterrorism Standards*, if a senior Air Force officer is traveling to or through a high-threat area. Declassify itineraries upon completion of travel. Contact the local AFOSI unit to determine current threat status for areas of travel.

**3.8. (Added-AMC) Order of Succession.** In the absence of AMC/CC, the AMC/CV assumes command responsibilities. When both are absent, the person to assume command responsibilities will be designated by the Command Section IAW AFI 51-604, *Appointment and Assumption of Command*.

3.8.1. **(Added-AMC)** AMC Command Section will notify the AMC Command Center when AMC/CC transfers duties to a designated representative and when AMC/CC resumes responsibilities upon returning to duty.

## Chapter 4

### AVAILABILITY REPORTING

**4.1. COMMANDER'S AVAILABILITY REPORT (CAR).** The CAR is used by HAF Staff offices and MAJCOM Command Centers to report on the absence, itinerary, designated alternate (if one is identified), and contact information when key personnel will be absent for TDY and/or leave. In addition to providing the general information on the KPL, the CAR will be used to provide the additional detail needed to allow the SecAF and CSAF to maintain command and control of forces and run the HAF. The CAR will be attached to the HAF Key Personnel (as designated in Table 2.1) and MAJCOM Commander's profile outlining his/her itinerary during the period of absence. See Figure 4.1 for template and example.

**4.1. (AMC)AMC Command Center Responsibilities.** The AMC Command Center serves as the focal point for connecting AMC/CC with higher headquarters. If AMC/CC or designated representation is out of the office, but within the headquarters building, his or her location and the nearest nonsecure telephone number must be known. The Command Section will assist the AMC Command Center by keeping it informed of AMC/CC's movements.

4.1.1. **(Added-AMC)** The AMC Command Center controllers will retain for the duration of each key personnel absence all emails, messages, letters, or notifications concerning the absence.

**FIGURE 4.1. Commander's Availability Report (CAR).**

<i>CLASSIFICATION</i>		
1. <i>RANK AND NAME OF MAJCOM COMMANDER OR HAF KEY PERSONNEL</i>		
2. <b>PURPOSE:</b> (EXPLANATION OF ABSENCE, TDY OR LEAVE, ETC)		
3. <b>ITINERARY:</b>		
<b>ARRIVAL TIME</b>	<b>LOCATION</b>	<b>DEPARTURE TIME</b>
<i>DDHHMM MON YY</i>	<i>DESTINATION</i>	<i>DDHHMM MON YY</i>
4. <b>DESIGNATED ALTERNATE:</b> <i>RANK AND NAME, DUTY TITLE, COMMERCIAL AND DSN PHONE NUMBER</i>		
5. <b>CONTACT INFORMATION:</b> <i>CONTACT INFO FOR THE MAJCOM COMMAND CENTER OR HAF STAFF ORGANIZATION</i>		
FOR OFFICIAL USE ONLY		
1. GEN JOHN DOE		
2. TDY, WASHINGTON, DC TO ATTEND COMMANDERS CONFERENCE		
3. ITINERARY		
ARRIVAL TIME	LOCATION	DEPARTURE TIME
N/A	HICKAM AFB, HI	301800Z MAY 2009
310230Z MAY 2009	WASHINGTON, DC	041700Z JUN 2009
050500Z JUN 2009	HICKAM AFB, HI	N/A
4. DESIGNATED ALTERNATE: MAJ GEN JOHN PUBLIC, VICE COMMANDER, 808-123-4567, DSN 315-449-4567		
5. COMMAND CENTER CONTACT INFORMATION: 808-123-6789, DSN 315-449-		

6789.
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Note 1: Italicized items are provided by the report originator.

Note 2: GMT (Z) will be used for all times in Item 3 and identify the time using the “Z” designator.

#### 4.2. MAJCOM Commander and Alternates Concurrent Absences.

4.2.1. Keep MAJCOM Commander concurrent absences to an absolute minimum. Notify AF/CV by message at least three duty days before the concurrent absences, providing itineraries and specific reasons. Address message to the AF/CV Workflow and the AFSWC. This message will include the name and duty phone of the designated alternate. This person must also have full authority to act for the commander and must be able to reach the commander by telephone, if necessary.

4.2.2. **(Added-AMC)** The AMC Command Center relies on the Global Ops Div (XOCG) to flight follow key personnel and subordinate commanders when traveling via AMC aircraft and provide status updates as required. When traveling by other than AMC aircraft, the travelers’ itinerary is the primary source of information for their off-station location. If actual travel deviates from scheduled itinerary, the traveler is responsible for notifying the AMC Command Center.

**4.3. KEY PERSONNEL NOTIFICATIONS.** In addition to non-availability reporting in the KPL, the staffs for the individuals listed in Table 4.1 will submit travel itineraries to the agencies indicated. Tracking agency contact information for the agencies is located in Table 4.2.

**4.3. (AMC)AMC Command Section will address all parties to include the AMC Command Center upon the transfer of command responsibilities for the AMC Senior Leadership.** The AMC Command Center updates KPL during absences as they occur.

**TABLE 4.1. HAF Key Personnel Itinerary Reporting Requirements.**

HAF Key Leader	Air Force Service Watch Cell (AFSWC)	National Military Command Center (NMCC)	Office of the Secretary of Defense Executive Support Center (OSD-ESC)	KPL
SAF/OS	X		X	X
SAF/US	X		X	X
CSAF	X	X		X
VCSAF	X	X		X
AF/A3/5	X			X

**TABLE 4.2. Tracking Agency Contact Information.**

AGENCY	UNCLAS PHONE	SECURE PHONE	SECURE EMAIL
AFSWC	703-697-6103	703-693-5511	afwatch@af.pentagon.smil.mil
NMCC	703-697-6340	703-697-6340	opsea@js.pentagon.smil.mil
OSD-ESC	Use established courier procedures		

**4.4. MINIMIZE.** Submission of Commander's Availability Report will not be effected by the imposition of MINIMIZE.

**4.5. MAJCOM COMMANDER'S AVAILABILITY CHECKS.** MAJCOM Commanders listed in Table 2.2 or their designated alternate must be telephonically available to the AFSWC within fifteen (15) minutes of the AFSWC's initial attempt to contact. Commanders who do not designate an alternate while they are on leave or TDY are responsible for ensuring this line of communication remains available throughout their absence from their duty location.

**4.6. (Added-AMC) Exemption From Licensing.** Reports required by this instruction are exempt from the report control system outlined in AFPD 37-1, *Air Force Information Management*; and AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Inter-Agency Air Force Information Collections*.

PHILIP M. BREEDLOVE, Lt Gen, USAF  
DCS, Operations, Plans & Requirements

(AMC)

FREDERICK H. MARTIN, Brigadier General, USAF  
Director of Operations

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

CJCSI 3411.01B, *Key Personnel Location Reports to the NMCC*

AFPD 10-2, *Readiness*

AFPD 33-3, *Information Management*

AFPD 51-6, *Civil Law for Organizational Activities*

AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*

AFI 51-604, *Appointment to and Assumption of Command*

***Abbreviations and Acronyms***

**ACC**— Air Combat Command

**AETC**— Air Education and Training Command

**AFDW**— Air Force District of Washington

**AFGSC**— Air Force Global Strike Command

**AFMC**— Air Force Materiel Command

**AFSOC**— Air Force Special Operations Command

**AFSPC**— Air Force Space Command

**AFSWC**— Air Force Service Watch Cell

**AFRC**— Air Force Reserve Command

**AMC**— Air Mobility Command

**CAR**— Commander's Availability Report

**COOP**— Continuity of Operations

**CSAF**— Chief of Staff, United States Air Force

**DCS**— Deputy Chief of Staff

**DSN**— Defense Switching Network

**FOUO**— For Official Use Only

**GMT**— Greenwich Mean Time; also Coordinated Universal Time (UTC), also "ZULU"

**HAF**— Headquarters, United States Air Force

**IAW**— In accordance with

**IMT**— Information Management Tool

**KPL**— Key Personnel Locator

**MAJCOM**— Major Command  
**NCO**— Non-Commissioned Officer  
**PACAF**— Pacific Air Forces  
**PDS**— Permanent Duty Station  
**SecAF**— Secretary of the Air Force  
**SIPRNET**— Secret Internet Protocol Router Network  
**TDY**— Temporary Duty  
**USAF**— United States Air Force  
**USAFE**— United States Air Forces Europe  
**VCSAF**— Vice Chief of Staff, United States Air Force

### *Terms*

**Command Center**— A facility from which a commander and his or her representatives direct operations and control forces. It is organized to gather, process, analyze, display, and disseminate planning and operational data and perform related tasks.

**Designated Alternate**— The individual appointed by the MAJCOM Commander or HAF 2-Letter Principal to act for the Commander/Principal in administrative and operational matters while the Commander/Principal is absent from their place of duty. This is not the same as designating a successor nor does the MAJCOM Commander transfer command.

**Key Personnel Locator (KPL)**— The KPL is a web-based application hosted on the SIPRNET and is designed to maintain the current location, status, and relevant contact information of HAF key personnel and MAJCOM Commanders. Travel itineraries and other relevant scheduling information can be uploaded to the system as additional references and attachments. The KPL provides for HAF continuity tracking of key personnel and AFSWC emergency notification. The system was implemented to replace direct e-mail and phone reporting to AFSWC. (SIPR – <http://www.afv-cat.hq.af.smil.mil/presentation/Authorization/Login.cfm>)

**On Station**— For KPL system usage, On Station is to be used at all times while the commander is at his/her base of assignment. On Station will not be displayed if the commander is on leave or temporary duty (TDY).

**Permanent Duty Station (PDS)**— PDS is the base of duty or official station where the commander is assigned or attached for duty other than "temporary duty." PDS also includes the local travel area where immediate voice contact can be established.

**Principal**— The term used when referring to a particular commander or key leader in a general term.

**Temporary Duty (TDY)**— TDY is duty to one or more locations, other than the PDS, with return to the PDS upon completion of the TDY.