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MACDILL AIR FORCE BASE**

**MACDILL AIR FORCE BASE
INSTRUCTION 36-2602**

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Personnel

**MANAGEMENT OF THE RESERVE
ASSOCIATE PROGRAM**



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This is a new publication based off the local Memorandums of Agreements (MOA) between the 6th Air Mobility Wing (6 AMW) and the 927th Air Refueling Wing (927 ARW). This instruction provides policy guidance of a continuing nature for all 6 AMW and 927 ARW personnel involved in the daily management of the Reserve Associate Program. It applies to U.S. Air Force Reserve Command (AFRC) units, but does not apply to the Air National Guard. This instruction supersedes all MOAs signed prior to this document. 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 Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

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Chapter 1

GENERAL

1.1. Purpose. The purpose of this operating instruction is to outline the responsibilities and actions required for integrating the 6th Air Mobility Wing (6 AMW) and the 927th Air Refueling Wing (927 ARW).

1.2. Authority. The provisions of Department of Defense Instruction (DODI) 4000.19, *Interservice and Intragovernmental Support*, Air Force Instruction (AFI) 25-201, *Support Agreements Procedures*, AFI 65-601V1, Chapter 7, *Budget Guidance and Procedures*, Air Mobility Command Instruction (AMCI) 36-2602, *Management of the Reserve Associate Program*, and/or any other pertinent directives apply in the establishment of this instruction.

1.3. Background. Multiple MOAs were written to establish roles and responsibilities between the 6 AMW and the 927 ARW. The MOAs provided initial guidance but failed to encompass all agencies. Additionally, the MOAs do not provide good continuity for on-going operations. This instruction is intended to provide legacy guidance for roles and responsibilities of the 6 AMW and 927 ARW agencies.

1.4. Revisions. A joint review of this instruction will be conducted annually by 6 AMW/XP and 927 ARW/XP to determine if the instruction should be continued, modified, revised, or rescinded.

Chapter 2

WING STAFF AGENCIES

2.1. Command and Control.

2.1.1. Scope. This section provides guidance and documents agreement for command and control support of 6 AMW and 927 ARW assets. 6 AMW Command Post (CP) functions include emergency actions, operational reporting, recall procedures, physical security, Communications Security (COMSEC) procedures, mission management, training, certification, Status of Resources and Training System (SORTS), and Aircrew Command and Control Procedures training.

2.1.2. Basis. Both 6 AMW and 927 ARW will act as a combined CP.

2.1.3. Operational Chain of Command. CP leadership will be comprised of an active duty Officer in Charge (OIC) followed by a Reserve OIC, followed by an AFRC YC-02/Chief Master Sergeant (CMSgt) Superintendent. One active duty superintendent will comprise the middle management, one representing AMC and the other the AFRC assigned personnel. All of the aforementioned personnel will have operational command over subordinate CP members, but only retain MAJCOM specific administrative command over subordinate CP members to include, but not limited to, reporting, taskings, and disciplinary responsibilities.

2.1.4. Responsibilities.

2.1.4.1. Operational Reports. The Wing Commander (6 AMW/CC) will have sole responsibility to determine if an event or incident will be reported and will have approval and release authority for all operational reports (OPREP)-3 affecting 6 AMW assets. 927 ARW/CC will have sole responsibility to determine if an event or incident will be reported and have approval and release authority for all OPREPs-3 affecting 927 ARW assets. The 6 AMW will not interfere with, alter, or delay 927 ARW reports, nor will the 927 ARW interfere with, delay, or alter 6 AMW reports.

2.1.4.2. Recall Procedures. The MacDill CP will use pyramid recall procedures to recall CP and MacDill Air Force Base (AFB) personnel. Per Air Force Reserve Command Instruction (AFRCI) 10-404, *Unit Recall*, the 6 AMW will maintain a separate recall checklist for telephone notification of the 927 ARW personnel.

2.1.4.3. COMSEC. The 6 AMW and 927 ARW use identical COMSEC materials. Thus, both units will share COMSEC responsibilities. Primary and alternate COMSEC Responsible Officers (CRO) will be assigned with positions being filled by personnel from either unit. All CROs will be able to pick up COMSEC and drop off destruction documents from the MacDill AFB COMSEC Manager. Both 6 AMW and 927 ARW command post controllers will have knowledge and training on all COMSEC contained within the MacDill CP. All personnel will receive initial and annual training from the designated training personnel. A COMSEC binder will be updated and maintained by the appointed managers, and information will be kept in the same binder for continuity purposes. All regulations, supplements, and additional data will be kept in a binder for joint usage.

2.1.4.4. Security. The MacDill CP will have a primary and alternate AMC and AFRC security manager. Security managers from both MAJCOMs will work together to ensure the security requirements for both AMC and AFRC are met. Either manager will be able to pull Joint Personnel Adjudication System (JPAS) reports and update user lists monthly including maintaining security line badges, requesting new badges, and completing a list for personnel who possess the badges. They will also conduct initial training and annual training. The positions should be filled from each unit so that any security deviations can be handled by the respective unit representative. A security binder will be updated and maintained by the appointed managers, and information will be kept in the same binder for continuity purposes. All regulations, supplements, and additional data will be kept in binders for joint usage.

2.1.4.5. Mission Monitoring. All mission monitoring will be conducted by both 6 AMW and 927 ARW personnel. Flight following responsibilities will be the same for all controllers and all mission requirements will be met regardless of which unit a controller is assigned to console operations. All controllers will maintain proficiency in AFRC and AMC duties and become certified in all mission monitoring requirements.

2.1.4.6. Training. The CP will have a primary and alternate AMC and AFRC training managers. Training managers from both MAJCOMs will work together to ensure the training requirements for both AMC and AFRC are met. The CP will have a primary and alternate Command and Control Procedures Training Manager. These training managers will be responsible for teaching aircrew command and control procedures to all assigned 6 AMW and 927 ARW assigned aircrew personnel. All CP personnel will be trained using the same training plan. Training will be accomplished with monthly training sessions to be held on AFRC Unit Training Assemblies (UTA) weekends to accommodate AFRC personnel and then again during normal duty week periods to accommodate AMC personnel. Each controller will be certified by both respective wing commanders.

2.1.4.7. SORTS. Each unit will be responsible to maintain their own SORTS program to include reporting, training, and Staff Assistance Visits (SAV).

2.1.4.8. Emergency Actions. The MacDill CP has a United States Strategic Command (USSTRATCOM) Operation Plan 8010-08, *Global Deterrence and Strike* (OPLAN 8010) support commitment. All assigned personnel must be certified in USSTRATCOM and AMC Emergency Actions procedures. Training managers will create monthly closed book exams that will be administered to all assigned personnel. A joint Master Task Listing (MTL) and Annual Training Plan (ATP) will be completed and maintained on file. The joint MTL and ATP will provide an outline that encompasses all necessary requirements for the 6 AMW and 927 ARW command post personnel. Both units have like missions at this time and the MAJCOM requirements are identical. However, there are some AFRC specific tasks that must be delineated in the training plan.

2.2. Safety.

2.2.1. Scope. This section provides guidance and documents agreement for Wing Safety operations of 6 AMW and 927 ARW assets.

2.2.2. Basis. The 6 AMW and 927 ARW will operate as specified by the applicable regulations. The 6 AMW or the 927 ARW may provide additional support to the other wing on a by request basis. This may include use of office space, office supplies, personnel, vehicles, and safety equipment necessary to complete mission requirements. The 6 AMW Chief of Safety, 927 ARW Chief of Safety, 6 AMW Ground Safety Manager, and 927 ARW Ground Safety Manager will be the approving officials for any additional support.

2.2.3. Responsibilities. Responsibilities for wing safety programs are described in AFI 91-202, *The US Air Force Mishap Prevention Program*, and other applicable AFI guidance.

2.3. Comptroller Functions.

2.3.1. Scope. This section provides guidance and documents agreement for comptroller functions of 6 AMW and 927 ARW.

2.3.2. Basis. Both 6 AMW and 927 ARW will act as separate comptroller functions.

2.3.3. Operational Chain of Command. The 6th Comptroller Squadron (6 CPTS) leadership will be comprised of an active duty commander and an active duty superintendent and two flight chiefs. The 927 ARW Comptroller leadership will be comprised of a Civilian Budget Officer who reports directly to 927 ARW/CC.

2.3.4. Responsibilities.

2.3.4.1. Operational Reports. 6 CPTS will provide accounting and finance services according to applicable directives to include requisite training and support. The 927 ARW Budget Office will provide accounting and finance services according to applicable directives to include requisite training and support. No formal reporting is currently coordinated between the organizations.

2.3.4.2. Training. 6 CPTS and 927 ARW Budget Office will participate in discussions related to common interests, including but not limited to weekly staff meetings. The 927 ARW Budget Office may augment the 6 CPTS with personnel when needed and if available. The 6 CPTS may augment the 927 ARW Budget Office with personnel when needed and if available. Both organizations will engage as needed to provide each other's personnel with training for any functions required for the most effective long-term cooperation. Lines of communication will remain open to take advantage of all opportunities for joint training.

2.4. Equal Opportunity (EO).

2.4.1. Scope. This section provides guidance and documents agreement for EO support of 6 AMW and 927 ARW personnel. MacDill EO functions include Human Relations Education, Complaint Processing, Unit Climate Assessments, and SORTS.

2.4.2. Basis. Both 6 AMW and 927 ARW will act as separate EO offices servicing their respective personnel.

2.4.3. Operational Chain of Command. EO will maintain their individual chain of command. Supervision and leadership will not cross between the two wings.

2.4.4. Responsibilities.

2.4.4.1. Human Relations Education. The 6 AMW and 927 ARW are responsible to provide required training and support to their respective wings.

2.4.4.2. Newcomers Orientation. As host wing, 6 AMW will conduct monthly Newcomers Orientation.

2.4.4.2.1. First Duty Station (FDS) Orientation. The 6 AMW will conduct monthly FDS classes with the First Term Airmen Center which members of the 927 ARW can attend when required and/or requested.

2.4.4.3. Unit Climate Assessments (UCA)/Out-and-Abouts. The 6 AMW and 927 ARW will conduct their own UCAs and Out-and-Abouts in accordance with AFI 36-2706, *Military Equal Opportunity (MEO) Program*, and AFPAM 36-2704, *Military Equal Opportunity Unit Climate Assessment Program*.

2.4.4.4. Military EO Complaints. All 927 ARW members with EO concerns originating while a member is on active duty status (Title 10 orders) will file EO complaints with 927ARW/EO. 927 ARW/EO will process all formal EO complaints in accordance with AFI 36-2706, paragraph 5.15. 927 ARW will refer all 6 AMW complaints to 6 AMW/EO.

2.4.4.5. Civilian EO Complaints. All civilian complaints, to include complaints from Air Reserve Technicians (ART), will be processed and resolved by the 6 AMW.

2.4.4.6. Complaint Reporting. Each wing is responsible to properly report EO complaints to their wing commander. In accordance with AFI 36-2706, paragraph 2.1.6., the installation commander will review all closed formal complaints on a monthly basis.

2.4.4.7. Equal Opportunity and Treatment Incidents (EOTI). The 6 AMW will resolve all undisclosed EOTIs on and off the installation. EOTIs originating from 927 ARW will be resolved by 927 ARW/EO.

2.4.4.8. Installation Climate Assessment Committee (ICAC). In accordance with AFI 36-2706, paragraph 3.26.2., the installation commander will chair the ICAC on a semiannual basis. The 6 AMW and 927 ARW will work together to provide trend data to both the 6 AMW/CC and 927 ARW/CC. This information will be organized to highlight the trends within each wing and across wings.

2.4.4.9. SORTS/ART. Each unit will be responsible to maintain their own SORTS/ART program to include reporting, training, and SAVs.

2.5. Plans and Programs (XP).

2.5.1. Scope. This section provides guidance and documents agreement for wing plans and programs for the 6 AMW and 927 ARW. Wing plans and programs include exercise and inspections, wing plan management and OPLAN library, and OPLAN 8010 training and execution.

2.5.2. Basis. Both 6 AMW and 927 ARW will act as a combined XP office.

2.5.3. Operational Chain of Command. The 6 AMW/CC will appoint an active duty Chief of Wing Plans who reports directly to the 6 AMW/CC. The 927 ARW will appoint an AFRC Chief of Wing Plans who reports directly to the 927 ARW/CC.

2.5.4. Responsibilities.

2.5.4.1. Exercises and Inspections. MacDill AFB exercises are base-wide events. The 6 AMW and 927 ARW will participate jointly on exercise planning, execution, and after-actions reporting. 6 AMW and 927 ARW will maintain independent inspection programs reporting to their respective wing commanders.

2.5.4.2. Plans. The 6 AMW will maintain the master MacDill AFB plans library. The 927 ARW will be included in future revisions of MacDill AFB plans.

2.5.4.3. OPLAN 8010. The 6 AMW and 927 ARW will conduct current training and execution of this mission. Both wings will be actively involved in OPLAN 8010 revisions, planning, and exercises. Certification of aircrews can be conducted by either wing commander or designate.

2.6. Legal.

2.6.1. Includes the provision of advice and services on legal matters pertaining to legal assistance, claims processing, property utilization, award and execution of procurement contracts, environmental issues, personnel matters such as conflicts of interest, standards of conduct, grievance hearings reviews, civilian labor issues, and host base issues, provided that the 927 ARW Staff Judge Advocate (JA) shall be primarily responsible for legal assistance and advice to 927 ARW commanders and personnel during weekend UTAs.

2.6.2. The legal services outlined below will be provided in offices at the 6 AMW Legal Office (6 AMW/JA). Services may be provided at alternate locations upon request from the 927 ARW at the discretion of 6 AMW/JA.

2.6.3. Responsibilities for the 6 AMW/JA.

2.6.3.1. Provide advice to 927 ARW/CC and 927 ARW personnel on matters concerning legal assistance, claims processing, property utilization, award and execution of procurement contracts, environmental issues, personnel matters such as conflicts of interest, standards of conduct, civilian labor and employment issues, and host base issues, provided that the 927 ARW/JA shall be primarily responsible for legal assistance and advice to 927 ARW commanders and personnel during UTA weekends. The 6 AMW/JA will provide 927 ARW/JA with a copy of any written advice provided to 927 ARW commanders.

2.6.3.2. Provide advice to 927 ARW commanders on military justice matters in cases where the 927 ARW/JA is not available, when required by exigent circumstances, or otherwise requested. In cases where 6 AMW/JA provides assistance, notify the 927 ARW/JA as soon as practicable.

2.6.3.3. Provide 927 ARW personnel with powers of attorney and wills to meet worldwide deployment requirements and family care and as needed. Provide legal assistance, notary, and preventative law services to 927 ARW personnel as authorized by AFI 51-504, *Legal Assistance, Notary, and Preventive Law Programs*.

2.6.3.4. Provide access to legal office resources for reserve legal personnel and adequate work space.

2.6.3.5. Provide claims service as authorized by Air Force policy and AFI 51-501, *Tort Claims*, and AFI 51-502, *Personnel and Government Recovery Claims*.

2.6.3.6. Provide legal reviews of investigative reports and related investigation support when authorized and requested by 927 ARW/CC.

2.6.3.7. Pursuant to AFI 51-201 *Administration of Military Justice*, paragraph 2.4., the 6 AMW/CC is the Special Court-Martial Convening Authority and the 18th Air Force Commander (18 AF/CC) is the General Court-Martial Convening Authority for all military personnel assigned to the 927 ARW stationed at MacDill AFB. 927 ARW personnel stationed at other bases will be subject to the court-martial jurisdiction of their host installation. Nothing in this paragraph modifies the delegation of court-martial convening authority in AFI 51-201. The 6 AMW/JA is responsible for administration of the courts-martial process. The 6 AMW/JA will coordinate military justice actions with the 927 ARW/JA and leaves any further determination on coordination with Headquarters (HQ) AFRC/JA to the discretion of the 927 ARW. This does not limit 6 AMW/JA from providing required notifications to HQ AFRC/JA, 18 AF/JA, or any other Higher HQ office.

2.6.3.8. Comply with all provisions in accordance with AMCI 36-2602.

2.6.3.9. Notify 927 ARW/JA of any 927 ARW personnel who attended or are provided training by 6 AMW/JA. 927 ARW/JA will be responsible for tracking all required JA related training received by 927 ARW personnel.

2.6.4. Responsibilities for the 927 ARW.

2.6.4.1. Provide advice and legal reviews for all adverse administrative actions against military members of the 927 ARW in accordance with AFRC policy and procedures.

2.6.4.2. Provide advice and legal reviews of all medical, fitness for deployment, and related actions requiring review by a Judge Advocate that involves military members of the 927 ARW.

2.6.4.3. Confer with 6 AMW/JA prior to initiating Article 15 proceedings; advise 927 ARW commanders on the exercise of Article 15, Uniform Code of Military Justice (UCMJ) authority over its personnel and administratively process non-judicial punishment actions. Appeals of non-judicial punishment actions will follow HQ AFRC policy and procedure and be routed through appropriate AFRC appeal channels.

2.6.4.4. Coordinate reports of investigation for misconduct by military members requiring preferral of summary, special, or general courts-martial charges with 6 AMW/JA. Immediately notify 6 AMW/JA of any cases that are likely to result in court-martial or that require a Special Interest Report pursuant to 18 AF/JA policy and procedures.

2.6.4.5. Provide mobilization services (powers of attorney, wills) during UTAs. If assistance from 6 AMW/JA is required, the 927 ARW/JA will request the support in advance.

2.6.4.6. Comply with 6 AMW/JA policies and procedures as applicable to legal office policies, as authorized and required.

2.6.4.7. Safeguard all property, office space, and files of 6 AMW/JA in accordance with Air Force and authorized local policy.

2.6.4.8. Process all reserve related personnel administrative actions in accordance with policy as directed by HQ AFRC/CC and HQ AFRC/JA.

2.7. Public Affairs (PA).

2.7.1. Scope. 6 AMW/PA and 927 ARW/PA operate independently to support each respective agency's organization. However, certain specific instances require coordination and planning to be done concurrently.

2.7.2. Basis. Both 6 AMW/PA and 927 ARW/PA will act as separate offices servicing their respective commanders.

2.7.3. Responsibilities. Responsibilities for wing PA programs are described in AFI 35-101, *Public Affairs Policies and Procedures*. 6 AMW/PA will provide official studio photography, video documentation, and newspaper publishing support to 927 ARW/PA when required. 6 AMW/PA and 927 ARW/PA will provide scheduling, coordinating, and planning support to their associate PA unit for any necessary community relations, internal information, and media relations events. 6 AMW/PA and 927 ARW/PA will assist one another in planning and completing unique community relations events to include, but not limited to: distinguished visitors, congressional visits, deployments/re-deployments of personnel, and other base-wide events.

2.8. Air Force Smart Operations for the 21st Century (AFSO21) Office (CCO).

2.8.1. Scope. This section provides specific rules of engagement (ROE) and standardizes practices for the way MacDill will engage in and conduct Constant Process Improvement (CPI). These ROE will provide those personnel in the Officer of the Commander (CCO) office, the Process Managers at the Group level, and the lean practitioners throughout the base the standard work and continuity to maximize the lean efforts of both wings.

2.8.2. Basis. Both 6 AMW and 927 ARW will conduct CPI as a team where processes overlap and/or common personnel and equipment are utilized for mission accomplishment using the AF eight-step problem solving model.

2.8.3. Operational Chain of Command. Each respective CPI office will fall directly under their respective wing commander designated as CCO and as part of the wing staff. The respective wing commanders and their senior staff will set the context for all improvement efforts and their relevance to Air Force mission areas and processes. Operational reports on the status of all objectives and initiatives outlined in the 6 AMW Strategic Alignment and Deployment (SA&D) plan, and selected portions of the 927 ARW Strategic Plan will be presented at the Thursday wing staff meeting attended by both the 6 AMW and 927 ARW commanders. The meetings will be organized so that in the course of a month all major objectives will be covered.

2.8.4. Responsibilities.

2.8.4.1. Strategic Alignment and Deployment (SA&D)

2.8.4.1.1. Planning and development. Planning and development of the SA&D for each wing will be conducted as a joint effort. While some requirements will be

unique to each wing, the intent is to capture those areas with common processes and equipment/personnel requirements and to create synergies of effort. To that end, CCOs will establish new SA&D plans on an annual basis. Both wings' senior leadership will gather at an off-site location amenable to both commanders to develop the SA&D as required. Here the commanders and their senior staff will establish a comprehensive plan to ensure the following: 1) The plan is aligned with HHQ directives and guidance. 2) Both organizations work effectively toward the common goal. 3) Provide clear communication and direction to all airmen. 4) Set key performance measures. 5) Identify objective points of contact (POC) (at the O6 or group commander level) to act as champions to oversee the initiatives and report at the wing staff meeting.

2.8.4.1.2. SA& D Review. Both CCOs will review the SA&D semiannually. The objectives of the review will be as follows: 1) Review SA&D objectives and determine if they are on the mark (review the action taken, the results, the way ahead, and access any roadblocks). 2) Review progress on the objectives and initiatives. 3) Determine if there are any objectives to consider for adjustment or to be moved into the sustainment phase. 4) Determine if there are any targets (objectives or initiatives) that have been missed. The Vice Commander (6 AMW/CV) will chair a review of the Thursday staff meeting slides on the previous Wednesday. The group Process Managers (PM) will attend the meeting and assist in relaying direction and guidance to appropriate team leaders. The respective CCO offices will meet on a regular basis to plan and coordinate those CPI efforts that each wing has in common, referred to heretofore as 'joint CPI objectives'. Currently, the team meets on Fridays from 1000 to 1030 in the 6 AMW/CCO offices. On the Friday before the last Thursday of the month, a comprehensive meeting will be held with the goal to improve coordination of the joint CPI objectives with all team leads of the 6 AMW/927 ARW. The joint CPI objectives portion of the SA&D will be reported at the Thursday wing staff meeting on those months in which there are five Thursdays.

2.8.4.2. Continuous Process Improvement Management Tool (CPI-MT). The event team leader, with assistance from the Green Belt facilitator, will be responsible to ensure the appropriate documentation is included in CPI-MT.

2.8.4.3. Mission Monitoring. When available, both CCO office representatives will attend the monthly teleconference designed to establish a communication link and disseminate essential information.

2.8.4.4. CPI Events. Both CCO offices will work together to maximize integration of active and reserve personnel participating in events. This will ensure active and reserve concerns are considered, as well as provide synergy of effort and buy-in.

2.8.4.5. Training. Both CCO offices will be responsible for training per mission needs and as directed by HHQ. The training required includes, but is not limited to the following: 1) Green Belt and Black Belt facilitator training, as required. 2) Squadron Commander AFSSO21 training. 3) AFSSO21 awareness and just-in-time training. 4) First Term Airmen's Course AFSSO21 training. All AFSSO21 training will be completed in accordance with the AF AFSSO21 Playbook and other AFSSO21 doctrine and standardized training curricula as established by Secretary of the Air Force/United States Marshals

Service (SAF/USMS). CCO will track training and ensure adequate numbers of Green Belt and Black Belt certified personnel are on hand to meet mission requirements. Establish a plan to replace those personnel who permanent change of station (PCS) in a manner that does not disrupt wing CPI efforts.

2.9. Inspector General (IG). The 6 AMW and 927 ARW will maintain two independent IG programs. However, the 6 AMW will support the 927 ARW in accordance with Interservice Support Agreements (ISSA).

2.10. Sexual Assault Prevention and Response (SAPR). The 6 AMW and 927 ARW will maintain two independent SAPR programs in accordance with AFI 36-6001, *Sexual Assault Prevention and Response (SAPR) Program*. However, the 6 AMW will support the 927 ARW in accordance with ISSAs.

2.11. Historian. The 6 AMW and 927 ARW will maintain two independent historian programs. However, the 6 AMW will support the 927 ARW in accordance with ISSAs.

2.12. Antiterrorism (AT). The 927 ARW does not have this function where integration with an active component would take place. The 6 AMW will support the 927 ARW in accordance with ISSAs.

2.13. Defense Critical Infrastructure Program Protection (DCIP). The 927 ARW does not have this function where integration with an active component would take place. The 6 AMW will support the 927 ARW in accordance with ISSAs.

2.14. Information Protection (IP). The 927 ARW does not have this function where integration with an active component would take place. The 6 AMW will support the 927 ARW in accordance with ISSAs.

2.15. Chaplain. The 927 ARW does not have this function where integration with an active component would take place. The 6 AMW will support the 927 ARW in accordance with ISSAs.

2.16. Protocol. The 927 ARW does not have this function where integration with an active component would take place. The 6 AMW will support the 927 ARW in accordance with ISSAs.

Chapter 3

MAINTENANCE

3.1. Maintenance Group (MXG).

3.1.1. Scope. This section outlines the functional support responsibility of the 6th Maintenance Group (6 MXG) and the 927th Maintenance Group (927 MXG) in general terms. Additional guidance is furnished in AMC and AFRC basic directives governing each functional area. Support will be provided consistent with the capabilities and resources of the 6 MXG and 927 MXG.

3.1.2. Basis. Both 6 MXG and 927 MXG will act as an integrated unit to the maximum extent possible.

3.1.3. Operational Direction. Execution of the 6 MXG and 927 MXG maintenance operational direction and function will be in accordance with AMCI 10-202V1; *AMC Command and Control Operations*, and AFI 10-207_AMCSUP, *Command Posts*. The 6 MXG/CC and 927 MXG/CC will partner together to provide shared operational direction to align the combined groups' vision in accomplishing the 6 AMW and 927 ARW mission objectives. During the absence of one MXG/CC, the remaining MXG/CC will have operational direction. In the event both the 6 MXG/CC and 927 MXG/CC are not available, the Deputy Commander (6 MXG/CD) or 927 MXG/CD will assume operational lead for the group.

3.1.4. Responsibilities. All maintenance group support agreements are outlined in the following paragraphs of this document and are to be executed in compliance with the provisions stated in this document.

3.2. Aircraft Maintenance Squadron (AMXS).

3.2.1. Scope. This section provides guidance and documents agreement for command and control support of 6 AMW and 927 ARW assets. MacDill Aircraft Maintenance Squadron functions include, but not limited to, operational direction, emergency actions, operational reporting, recall procedures, physical security, mission management, training, certification, facility, and equipment management.

3.2.2. Basis. The 6 AMXS/CC and 927 AMXS/CC will retain administrative control of their respective units; however, they will operate as a combined AMXS for management and production of daily aircraft maintenance.

3.2.3. Operational Direction. Aircraft Maintenance Squadron's maintenance leadership will be comprised of an active duty Operations Officer/CMSgt Squadron Superintendent and AFRC Operations Officer and CMSgt Squadron Superintendent. Both operations officers will share overall operational direction of daily maintenance production. The superintendents will positively guide health of fleet trends and provide overall mission accomplishment direction as a team. The active duty superintendent will act as lead for these responsibilities with the ability to transfer lead decision making to the AFRC Superintendent during absences and/or as needed. All AMXS flight chiefs will be assigned in writing by both squadron superintendents to meet component specific requirements. Each

superintendent will correct negative personnel issues based on each component's administrative guidelines.

3.2.4. Responsibilities. The Operations Officers/Superintendents will follow the responsibilities established in accordance with AFI 21-101_AMCSUP, *Aircraft and Equipment Maintenance Management*, dated 1 January 2008, Chapter 3.8, *Operations Officer/Maintenance Superintendent Responsibilities*.

3.2.4.1. Recall Procedures. The AMXS will use pyramid recall procedures to recall personnel. Per AFRCI 10-404, the 6 AMW will maintain a separate recall checklist for notification of the 927 ARW personnel. Telephone notification will be the primary means of notification.

3.2.4.2. Facilities. Facilities and office space distribution will be agreed upon before any implementation or moves occur. Appointment of building custodian duties will fall on the active duty as primary and, if available, AFRC may be appointed as alternate.

3.2.4.3. Safety. The 6 AMXS and 927 AMXS Flights will maintain joint work center safety plans. These job safety training outlines will be developed in accordance with AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*, paragraph 7.3.

3.2.4.4. Training. Training managers from both units will work together to ensure training requirements for both active duty and reserve personnel are identified and met. All AMXS personnel will be trained using the same master training plans. These plans will be built to incorporate all KC-135 and work center requirements. Both 6 AMXS and 927 AMXS will collocate copies of the Special Certification Roster (SCR) within the squadron superintendent's offices for management of the SCR program. All management decisions based on training and certification requirements will be a collective agreement.

3.2.4.5. Equipment. As equipment providers, active duty personnel will be primary equipment account custodians whereas AFRC personnel may be alternates to provide an added level of continuity for program management.

3.3. Aircraft Maintenance Unit (AMU).

3.3.1. Scope. This section provides guidance and documents agreements for MacDill AMU functions to include, but not limited to, operational direction, emergency actions, operational reporting, recall procedures, physical security, mission management, training, certification, and facility management.

3.3.2. Basis. Both 6 AMXS/AMU and 927 AMXS/AMU will act as a combined AMU.

3.3.3. Operational Direction. AMU leadership will be comprised of an active duty OIC and a reserve OIC along with an active duty AMU Superintendent and a reserve AMU Superintendent. The active duty and AFRC OICs will positively guide health of fleet trends and provide overall mission accomplishment direction as a team. The active duty OIC will act as lead for these responsibilities with the ability to transfer lead decision making to the AFRC OIC during absences and/or as needed. Each OIC/Superintendent will correct negative personnel issues based on each components' administrative guidelines.

3.3.4. Responsibilities. The AMU OIC/Superintendents will follow the responsibilities established in accordance with AFI 21-101_AMCSUP, Chapter 3.9, *Flight*

Commander/Flight Chief or AMU OIC/Superintendent (SUPT), and Chapter 4.5., AMU OIC/SUPT Responsibilities.

3.3.4.1. Recall Procedures. The AMU will use pyramid recall procedures to recall personnel. Per AFRCI 10-404, the 6 AMW will maintain a separate recall checklist for notification of the 927 ARW personnel.

3.3.4.2. Facilities. The 6 AMXS/927 AMXS AMU personnel will cohabitate and share responsibilities for the facility.

3.3.4.3. Safety. The 6 AMXS/927 AMXS AMU will maintain a joint work center safety plan. The job safety training outline will be developed in accordance with AFI 91-301, paragraph 7.3.

3.3.4.4. Training. Training managers from both units will work together to ensure that all training requirements for both active duty and reserve personnel are met. All MacDill AMU personnel will be trained using the same master training plan. Training will be accomplished with monthly training sessions to be held on AFRC drill weekends to accommodate AFRC personnel and then again during normal duty week periods to accommodate active duty personnel

3.4. Aircraft Support Flight (ASF).

3.4.1. Scope. This section provides guidance and documents agreement for command and control support of 6 AMXS and 927 AMXS ASF functions. MacDill ASF functions include, but not limited to, operational direction, emergency actions, operational reporting, recall procedures, physical security, mission management, training, certification, and facility management.

3.4.2. Basis. Both 6 AMXS/ASF and 927 AMXS/ASF will act as a combined ASF.

3.4.3. Operational Direction. ASF leadership will be comprised of an active duty Flight Commander and Flight Chief. This leadership team will maintain operational direction over subordinate ASF flight members, but only retain component specific administrative control over subordinate flight members to include, but not limited to reporting, taskings, and disciplinary responsibilities. ASF Reserve authorizations will be supervised by the Aircraft Section Chief for administrative purposes only. Operational direction of reserve personnel in this flight will be by the active duty flight leadership.

3.4.4. Responsibilities. The ASF Flight Commander/Flight Chief will follow the responsibilities established in accordance with AFI 21-101_AMCSUP, Chapter 3.9., and Chapter 4.15., *Support Section*.

3.4.4.1. Recall Procedures. The ASF will use pyramid recall procedures to recall personnel. Per AFRCI 10-404, the 6 AMW will maintain a separate recall checklist for notification of 927 ARW personnel.

3.4.4.2. Facilities. The 6 AMXS/927 AMXS ASF personnel will cohabitate and share responsibilities for their building.

3.4.4.3. Safety. The 6 AMXS/927 AMXS ASF will maintain a joint work center safety plan. The job safety training outline will be developed in accordance with AFI 91-301, paragraph 7.3.

3.4.4.4. Training. Training managers from both units will work together to ensure that all training requirements for both active duty and reserve personnel are met. All MacDill ASF personnel will be trained using the same master training plan. Training will be accomplished with monthly training sessions to be held on AFRC UTAs to accommodate AFRC personnel and then again during normal duty week periods to accommodate active duty personnel.

3.5. Maintenance Squadron (MXS).

3.5.1. Scope. This section provides guidance and documents agreement for command and control support of 6 MXS and 927 MXS functions. MacDill Maintenance Squadron functions include, but not limited to, operational direction, emergency actions, operational reporting, recall procedures, physical security, mission management, training, certification, facility and equipment management.

3.5.2. Basis. The 6 MXS/CC and 927 MXS/CC will retain administrative control of their respective units; however, they will operate as a combined MXS for management and production of daily aircraft maintenance.

3.5.3. Operational Direction. Maintenance Squadron's maintenance operations leadership will be comprised of an active duty Operations Officer and CMSgt Squadron Superintendent and AFRC WS-16/CMSgt Squadron Superintendent. The Operations Officer will retain overall operational direction of daily maintenance production/direction. The active duty/AFRC Superintendents will positively guide health of fleet trends, and promote overall mission accomplishment direction as a team. The active duty Superintendent will act as lead for these responsibilities with the ability to transfer lead decision making abilities to the AFRC Superintendent during absences and/or as needed. All MXS flight chiefs will be assigned in writing by both Squadron Superintendents to meet component specific requirements. Each superintendent will correct negative personnel issues based on each component's administrative guidelines.

3.5.4. Responsibilities. The superintendents will follow the responsibilities established in accordance with AFI 21-101_AMCSUP, Chapter 3.8.

3.5.4.1. Recall Procedures. The MXS will use pyramid recall procedures to recall personnel. Per AFRCI 10-404, the 6 AMW will maintain a separate recall checklist for notification of 927 ARW personnel.

3.5.4.2. Facilities. Facilities and office space distribution will be agreed upon before any implementation or moves occur. Appointment of building custodian duties will fall on the active duty as primary and, if available, AFRC may be appointed as alternate.

3.5.4.3. Safety. The 6 MXS and 927 MXS flights will maintain joint work center safety plans. These job safety training outlines will be developed in accordance with AFI 91-301, paragraph 7.3.

3.5.4.4. Training. Training managers from both units will work together to ensure training requirements for both active duty and reserve personnel are identified and met. All MXS personnel will be trained using the same master training plans. These plans will be built to incorporate all KC-135 and work center requirements. Both 6 MXS and 927 MXS will collocate copies of the Special Certification Roster within the Maintenance

Operations Office for management of the SCR program. All management decisions based on training and certification requirements will be a collective agreement.

3.5.4.5. Equipment. As equipment providers, active duty personnel will be primary equipment account custodians, whereas AFRC personnel may be alternates to provide an added level of continuity for program management.

3.6. Aircraft Generation Equipment (AGE).

3.6.1. Scope. This section provides guidance and documents agreements for MacDill AGE Flight functions to include, but not limited to, emergency actions, operational reporting, recall procedures, physical security, mission management, training, certification, and facility management.

3.6.2. Basis. Both 6 MXS AGE Flight and 927 MXS AGE Flight will act as a combined AGE Flight.

3.6.3. Operational Direction. AGE Flight leadership will be comprised of an active duty Flight Chief and a reserve Flight Chief. The active duty/AFRC Flight Chiefs will positively guide health of fleet trends and promote overall mission accomplishment direction as a team. Flight Chiefs will be designated by the MXS Superintendents to establish clear lines of operational direction. Each Flight Chief will correct negative personnel issues based on each components' administrative guidelines.

3.6.4. Responsibilities. The AGE Flight Chiefs will follow the responsibilities established in accordance with AFI 21-101_AMCSUP, Chapter 3.9. and Chapter 5.7.2., *Flt CC/Chief Responsibilities*.

3.6.4.1. Recall Procedures. The MacDill AGE Flight will use pyramid recall procedures to recall personnel. Per AFRCI 10-404, 6 AMW will maintain a separate recall checklist for notification of 927 ARW personnel.

3.6.4.2. Facilities. Building 552 is where the 6 MXS and 927 MXS personnel will cohabitate and share responsibilities for the following buildings: 551, 552, and 557.

3.6.4.3. Safety. The 6 MXS and 927 MXS AGE Flights will maintain a joint work center safety plan. The job safety training outline will be developed in accordance with AFI 91-301, paragraph 7.3.

3.6.4.4. Training. Training managers from both units will work together to ensure that all training requirements for both active duty and reserve personnel are met. All MacDill AGE Flight personnel will be trained using the same master training plan. Training will be accomplished with monthly training sessions to be held on AFRC UTAs to accommodate AFRC personnel and then again during normal duty week periods to accommodate active duty personnel.

3.7. Fabrication Flight.

3.7.1. Scope. This section provides guidance on MacDill Metals Technology (MT) and Aircraft Structural Maintenance (ASM) functions to include, but not limited to, emergency actions, operational reporting, recall procedures, and physical security.

3.7.2. Basis. Both 6 MXS and 927 MXS Fabrication Flight, Metals Technology and Aircraft Structural Maintenance Sections, will be combined work centers.

3.7.3. Operational Direction. The Fabrication Flight leadership will be comprised of an active duty Flight Chief and a reserve Flight Chief. The active duty/AFRC Flight Chiefs will positively guide health of fleet trends and promote overall mission accomplishment direction as a team. Flight Chiefs will be designated by the MXS Superintendents to establish clear lines of operational direction. Each Flight Chief will correct negative personnel issues based on each component's administrative guidelines.

3.7.4. Responsibilities. Fabrication Flight Chiefs will follow the responsibilities established in accordance with AFI 21-101_AMCSUP, Chapter 3.9.

3.7.4.1. Recall Procedures. The MacDill Fabrication Flight will use pyramid recall personnel. Per AFRCI 10-404, the 6 AMW will maintain a separate recall checklist for notification of 927 ARW personnel.

3.7.4.2. Facilities. Fabrication Flights sections are collocated in Hangar 1, Hangar 3, and Building 14.

3.7.4.3. Safety. The 6 MXS and 927 MXS Fabrication Flight will maintain a joint work center safety plan. The job safety training outline will be developed in accordance with AFI 91-301, paragraph 7.3.

3.7.4.4. Training. Training managers from both units will work together to ensure that all training requirements for both active duty and reserve personnel are met. All MacDill Fabrication Flight personnel will be trained using the same master training plan. Training will be accomplished with monthly training sessions to be held on AFRC UTAs to accommodate AFRC personnel and then again during normal duty week periods to accommodate active duty personnel.

3.8. Metals Technology (MT) Flight.

3.8.1. Scope. This section provides guidance and documents agreement on all MacDill MT functions to include, but not limited to, emergency actions, operational reporting, recall procedures, physical security.

3.8.2. Basis. Both 6 AMW and 927 ARW will act as a combined MT Flight.

3.8.3. Operational Chain of Command. MT leadership will be comprised of an AFRC WS-09/MSgt Metals Technology Section noncommissioned officer in charge (NCOIC) and one active duty Metals Technology Section assistant NCOIC. All of the aforementioned personnel will have operational command over subordinate MT members, but only retain MAJCOM specific administrative command over subordinate MT members.

3.8.4. Responsibilities. The following responsibilities were established in accordance with AFI 21-101_AMCSUP, Chapter 3.10., *Section NCOIC*; and chapter 5.10.3., *Metals Technology Section*.

3.9. Accessories Flight.

3.9.1. Scope. This section provides guidance and documents on MacDill Fuel System Repair, Electrical and Environmental (E&E), and Hydraulic Repair Sections to include, but not limited to, emergency actions, operational reporting, recall procedures, and physical security.

3.9.2. Basis. Both 6 AMW/MXS and 927 ARW/MXS Accessories Flights, Fuel System Repair, E&E, and Hydraulic Sections will be combined work centers.

3.9.3. Operational Direction. The Accessories Flight leadership will be comprised of an active duty Flight Chief and a reserve Flight Chief. The active duty/AFRC Flight Chiefs will positively guide health of fleet trends and promote overall mission accomplishment direction as a team. The active duty Flight Chiefs will be designated by the MXS Superintendents to establish clear lines of operational direction. Each Flight Chief will correct negative personnel issues based on each component's administrative guidelines.

3.9.4. Responsibilities. Accessories Flight Chiefs will follow the responsibilities established in accordance with AFI 21-101_AMCSUP, Chapter 3.9. and Chapter 5.6., *Accessories Flight*, as it applies to our daily mission requirements.

3.9.4.1. Recall Procedures. The MacDill Accessories Flight will use pyramid recall procedures to recall personnel. Per AFRCI 10-404, the 6 AMW will maintain a separate recall checklist for notification of 927 ARW personnel.

3.9.4.2. Facilities. MXS personnel operate from Hangar 1 (flight leadership and E&E), Fuel Cell Building 1071, and Hangar 2 (Hydraulics).

3.9.4.3. Safety. The 6 MXS and 927 MXS Accessories Flight will maintain a joint work center safety plan. The job safety training outlines will be developed in accordance with AFI 91-301, Chapter 7.3.

3.9.4.4. Training. Training managers from both units will work together to ensure that all training requirements for both active duty and reserve personnel are met. All MacDill Accessories Flight personnel will be trained using the same master training plan. Training will be accomplished with monthly training sessions to be held on AFRC UTAs to accommodate AFRC personnel and then again during normal duty week periods to accommodate active duty personnel.

3.10. Maintenance Flight.

3.10.1. Scope. This section provides guidance and documents agreement guidance on MacDill Repair and Reclamation Section to include, but not limited to, emergency actions, operational reporting, recall procedures, and physical security.

3.10.2. Basis. Both 6 MXS and 927 MXS Repair and Reclamation Sections will be a combined work center.

3.10.3. Operational Direction. Flight leadership will be comprised of an active duty Maintenance Officer and SMSgt Flight Chief. This leadership team will maintain operational direction over subordinate Maintenance Flight members, but only retain component specific administrative control over subordinate flight members to include, but not limited to, reporting, taskings, and disciplinary responsibilities. Repair and Reclamation Section will have two reserve authorizations and will be supervised by the Accessories Flight Chief for administrative purposes only. Operational direction of reserve personnel in this section will be by the active duty section chief.

3.10.4. Responsibilities. Maintenance Flight Chief will follow the responsibilities established in accordance with AFI 21-101_AMCSUP, Chapter 3.9., Chapter 5.11.,

Maintenance Flight, as it applies to the daily mission requirements. The only reserve presence (aforementioned positions) will follow all appropriate guidance.

3.10.4.1. Recall Procedures. The MacDill Maintenance Flight will use pyramid recall procedures to recall personnel. Per AFRCI 10-404, the 6 AMW will maintain a separate recall checklist for notification of 927 ARW personnel.

3.10.4.2. Safety. The 6 MXS/927 MXS Maintenance Flights will maintain a joint work center safety plan. The job safety training outlines will be developed in accordance with AFI 91-301, chapter 7.3.

3.10.4.3. Training. Training managers from both units will work together to ensure that all training requirements for both active duty and reserve personnel are met. All MacDill Repair and Reclamation Section personnel will be trained using the same master training plan. Training will be accomplished with monthly training sessions to be held on AFRC UTAs to accommodate AFRC personnel and then again during normal duty week periods to accommodate active duty personnel.

3.11. Fuel System Section.

3.11.1. Scope. This section provides guidance and documents agreements on all MacDill MXS Fuel System Section functions to include, but not limited to, emergency actions, operational reporting, recall procedures, physical security, training, and certification of employees.

3.11.2. Basis. Both 6 AMW and 927 ARW will act as a combined MXS Fuel System Section.

3.11.3. Operational Chain of Command. Fuel System Section leadership will be comprised of one active duty Fuel System section NCOIC and one AFRC WS-09. All of the aforementioned personnel will have operational command over subordinate Fuel System members, but only retain MAJCOM specific administrative command over subordinate Fuel System members to include, but not limited to, reporting, taskings, and disciplinary responsibilities.

3.11.4. Responsibilities. The responsibilities are established in accordance with AFI 21-101_AMCSUP, Chapter 3.10., and Chapter 5.6.4., *Fuel Systems Section*.

3.12. Maintenance Operations Squadron (MOS).

3.12.1. Scope. This section provides guidance and documents agreements for command and control support of 6 MOS and 927th Maintenance Operations Flight (MOF) functions. The 6 MOS and 927 MOF functions include, but not limited to, operational direction, emergency actions, operational reporting, recall procedures, physical security, mission management, training, certification, facility and equipment management.

3.12.2. Basis. The 6 MOS/CC and 927 MOF/CC will retain administrative control of their respective units; however, will operate as a combined MOS for management and production of daily aircraft maintenance.

3.12.3. Operational Direction. The 6 MOS and 927 MOF leadership will be comprised of an active duty Operations Officer and/or CMSgt Squadron Superintendent and AFRC Commander and/or Superintendent. The Operations Officer will retain overall operational

direction of daily support functions. The active duty and AFRC Operations Officer and Superintendents will positively guide health of fleet trends and provide overall mission accomplishment direction as a team. The Operations Officer and/or Superintendent will act as lead for these responsibilities with the ability to transfer lead decision making to the AFRC leadership during absences and/or as needed. Both 6 MOS and 927 MOF leadership will correct negative personnel issues based on each component's administrative guidelines.

3.12.4. Responsibilities. The Operations Officer and Superintendents will follow the responsibilities established in accordance AFI 21-101_AMCSUP, Chapter 3.8., *Operations Officer/Maintenance Superintendent Responsibilities*.

3.12.4.1. Recall Procedures. The 6 MOS and 927 MOF will use pyramid recall procedures to recall personnel. Per AFRCI 10-404, the 6 AMW will maintain a separate recall checklist for notification of 927 ARW personnel.

3.12.4.2. Facilities. Facilities and office space distribution will be agreed upon before any implementation or moves occur. Appointment of building custodian duties will fall on the active duty as primary and, if available, AFRC may be appointed as alternate.

3.12.4.3. Safety. The 6 MOS and 927 MOF flights will maintain joint work center safety plans. These job safety training outlines will be developed in accordance with AFI 91-301, paragraph 7.3.

3.12.4.4. Training. Training managers from both units will work together to ensure training requirements for both active duty and reserve personnel are identified and met. All 6 MOS and 927 MOF personnel will be trained using the same master training plans. These plans will be built to incorporate all work center requirements. Both 6 MOS and 927 MOF will collocate copies of the Special Certification Roster within the Squadron Superintendent's offices for management of the SCR program. All management decisions based on training/certification requirements will be a collective agreement.

3.12.4.5. Equipment. As equipment providers, active duty personnel will be primary equipment account custodians whereas AFRC personnel may be alternates to provide an added level of continuity for program management.

3.13. Maintenance Operations Flight (MOF).

3.13.1. Scope. This section provides guidance and documents agreement on all MacDill MOF Flight functions to include, but not limited to, emergency actions, operational reporting, recall procedures, physical security, mission management, training, certification, and facility management.

3.13.2. Basis. Both 6 MOS and 927 MOF will act as a combined MOF.

3.13.3. Operational Direction. MOF Flight leadership will be comprised of an AFRC YC 301-02/SMSgt Flight Chief and one active duty MSgt Flight Chief. The aforementioned personnel will have operational direction over subordinate MOF Flight members, but only retain MAJCOM specific administrative command over subordinate MOF Flight members to include, but not limited to, reporting, taskings, and disciplinary responsibilities.

3.13.4. Responsibilities. The MOF Flight Chiefs will follow the responsibilities established in accordance with AFI21-101_AMCSUP, Chapter 3.9., and Chapter 6.3., *MOF Flight Chief*.

3.13.4.1. Recall Procedures. The MacDill MOF Flight will use pyramid recall procedures to recall personnel. Per AFRCI 10-404, the 6 MOS will maintain a separate recall checklist for notification of 927 MOF personnel.

3.13.4.2. Facilities. The 6 MOS and 927 MOF Flight to include engine managers, maintenance management, production, aircraft schedulers, and maintenance management analysts will cohabitate and share responsibilities for this facility.

3.13.4.3. Safety. The 6 MOS and 927 MOF Flight will maintain a joint work center safety plan. The job safety training outline will be developed in accordance with AFI 91-301, paragraph 7.3.

3.13.4.4. Training. Training managers from both MAJCOMs will work together to ensure the training requirements for both AMC and AFRC are met. All MacDill MOF Flight personnel will be trained using the same training plan. Training will be accomplished with monthly training sessions to be held on AFRC UTAs to accommodate AFRC personnel and then again during normal duty week periods to accommodate AMC personnel.

3.14. Quality Assurance (QA).

3.14.1. Scope. This section provides guidance and documents agreement for MacDill QA functions to include, but not limited to, emergency actions, operational reporting, recall procedures, physical security, mission management, training, certification, and facility management.

3.14.2. Basis. Both 6 MOS and 927 MOF will act as a combined QA Flight.

3.14.3. Operational Direction. QA Flight leadership will be comprised of one active duty SMSgt Superintendent and an AFRC WS-10/SMSgt Superintendent. The active duty Superintendent will act as lead for operational matters with the ability to transfer lead decision making to the AFRC Superintendent during absences and/or as needed. The aforementioned personnel will retain MAJCOM specific administrative direction over subordinate QA Flight members to include, but not limited to, reporting, taskings, and disciplinary responsibilities.

3.14.4. Responsibilities. The QA Flight Chiefs will follow the responsibilities established in accordance with AFI 21-101_AMCSUP, Chapter 3.9., and Chapter 5.7.2., *QA Flight Chief*.

3.14.4.1. Recall Procedures. The MacDill QA Flight will use pyramid recall procedures to recall QA Flight personnel and MacDill AFB personnel. Per AFRCI 10-404, the 6 MOS will maintain a separate recall checklist for telephone notification of the 927 MOF personnel.

3.14.4.2. Facilities. QA will reside in Hangar 2.

3.14.4.3. Safety. QA will maintain a joint work center safety plan. The Job Safety Training Outline will be developed in accordance with AFI 91-301, Chapter 7.3.

3.14.4.4. Training. Training managers from both MAJCOMs will work together to ensure the training requirements for both AMC and AFRC are met. All QA personnel will be trained using the same training plan. Training will be accomplished with monthly

training sessions to be held on AFRC UTAs to accommodate AFRC personnel and then again during normal duty week periods to accommodate AMC personnel.

3.15. Maintenance Training Flight.

3.15.1. Scope. This section provides guidance and documents agreement for all MacDill Maintenance Training Flight functions to include, but not limited to, emergency actions, operational reporting, recall procedures, physical security, mission management, training, certification, and facility management.

3.15.2. Basis. The 6 MOS and 927 MOF will be a collocated and combined Maintenance Training Flight.

3.15.3. Operational Direction. Maintenance Training Flight leadership will be comprised of an AFRC MSgt Flight Chief and one active duty MSgt Flight Chief. The aforementioned personnel will have operational direction over subordinate Maintenance Training Flight members, but only retain MAJCOM specific administrative command over subordinate Maintenance Training Flight members to include, but not limited to, reporting, taskings, and disciplinary responsibilities.

3.15.4. Responsibilities. The Maintenance Training Flight Chiefs will follow the responsibilities established in accordance with AFI 36-2232_AMCSUP, *Maintenance Training*, Chapter 5.4., *Maintenance Training Flight Chief Responsibilities*.

3.15.4.1. Recall Procedures. The Maintenance Training Flight will use pyramid recall procedures. Per AFRCI 10-404, the 6 MOS will maintain a separate recall checklist for notifications of 927 MOF personnel.

3.15.4.2. Facilities. The Maintenance Training Flight will be collocated in Hangar 4 and share facility responsibilities.

3.15.4.3. Safety. The Maintenance Training Flight will maintain a joint work center safety plan. The job safety training outline will be developed in accordance with AFI 91-301, Chapter 7.3.

3.15.4.4. Training. Training managers from both MAJCOMs will work together to ensure the training requirements for both AMC and AFRC are met. All MacDill Maintenance Training Flight personnel will be trained using the same training plan. Training will be accomplished with monthly training sessions to be held on AFRC UTAs to accommodate AFRC personnel and then again during normal duty week periods to accommodate AMC personnel.

3.16. Maintenance Operations Center (MOC).

3.16.1. Scope. This section provides guidance and documents agreements for all MacDill MOC functions to include, but not limited to, emergency actions, operational reporting, recall procedures, physical security, mission management, training, certification, and facility management.

3.16.2. Basis. Both 6 MOS and 927 MOF will act as a combined MOC.

3.16.3. Operational Direction. MOC leadership will be comprised of an AFRC GS-09/MSgt Superintendent and one active duty MSgt Superintendent. The aforementioned personnel will have operational direction over subordinate MOC Flight members, but only retain

MAJCOM specific administrative direction over subordinate MOC Flight members to include, but not limited to, reporting, taskings, and disciplinary responsibilities.

3.16.4. Responsibilities. The MOC Superintendents will follow the responsibilities established in accordance with AFI 21-101_AMCSUP, Chapter 3.10.

3.16.4.1. Recall Procedures. The MacDill MOC will use pyramid recall procedures to recall MOC Flight personnel and MacDill AFB personnel. Per AFRCI 10-404, the 6 MOS will maintain a separate recall checklist for notification of 927 MOC personnel.

3.16.4.2. Facilities. MOC will be collocated in Building 54.

3.16.4.3. Safety. MOC will maintain a joint work center safety plan. The job safety training outline will be developed in accordance with AFI 91-301, Chapter 7.3.

3.16.4.4. Training. Training managers from both MAJCOMs will work together to ensure the training requirements for both AMC and AFRC are met. All MOC personnel will be trained using the same training plan. Training will be accomplished with monthly training sessions to be held on AFRC UTAs to accommodate AFRC personnel and then again during normal duty week periods to accommodate AMC personnel.

Chapter 4

OPERATIONS

4.1. Operations Group (OG).

4.1.1. General. Support will be provided consistent with the capabilities and resources of the 6th Operations Group (6 OG). Support for the 927th Operations Group (927 OG) is based on the associate AFRC unit policy whereby an associate reserve air refueling unit without equipment is associated with and uses the equipment and facilities of an active AMC air refueling unit. However, certain 927 OG units own their own equipment and are not associated with nor use the equipment and facilities of the active duty group. The 927 OG uses the aircraft, facilities, training equipment, AGE, and spares of the 6 OG.

4.1.2. Scope. This section outlines the functional support responsibility of the 6 OG and 927 OG in general terms. Additional guidance is furnished in AMC and AFRC basic directives governing each functional area.

4.1.3. Basis. The 6 OG and 927 OG will act as an integrated unit to the maximum extent possible.

4.1.4. Operational Chain of Command. Execution of 6 OG and 927 OG assigned missions will be in accordance with AFI 11-2KC135V3, *C/KC-135 Operations Procedures*, paragraph 2.2., and AMCI 10-202, Volume 1, paragraph 3.4. Active duty and reserve inter-fly missions will be flown in accordance with AFI 11-2KC135V3, paragraph 3.15. Group Commanders will work collaboratively to resolve deviations and discrepancies during planning and execution.

4.2. Standardization and Evaluation (OGV). The 6 OG/OGV and 927 OG/OGV maintain separate and independent offices and programs. In accordance with AFI 11-202V2, *Aircrew Standardization/Evaluation Program*, active duty host unit will coordinate Flight Crew Information Files (FCIF) and Flight Crew Bulletins (FCB) with the reserve associate unit. The 927 ARW is an associate wing to the 6 AMW.

4.2.1. Responsibilities.

4.2.1.1. Flight Crew Information File (FCIF) and Flight Crew Bulletin (FCB) Program.

4.2.1.1.1. The 6 OG/OGV will:

4.2.1.1.1.1. Release all applicable AMC FCIFs to all 6 OG & 927 OG aircrew members.

4.2.1.1.1.2. Release all applicable AFRC FCIFs to all 927 OG aircrew members.

4.2.1.1.2. The 927 OG/OGV will:

4.2.1.1.2.1. Notify the 6 OG/OGV when an applicable AFRC-only FCIF has been made available for release.

4.2.1.1.2.2. Publish a quarterly FCB, to include AFRC-only FCIFs.

4.2.1.1.2.3. Monitor release of AFRC only FCIFs and notify 6 OG/OGV when these are made available for release.

4.2.1.1.2.4. Provide the Aeromedical squadron portion of the FCBs no later than seven duty days prior to the end of each quarter.

4.2.1.1.2.5. Assist 6 OG/OGV with the release of all FCIFs to aircrew members by monitoring the FCIF program.

4.2.1.1.2.6. In periods of low manning in the 6 OG/OGV office, ensure all applicable FCIFs are released to aircrew members in a timely manner.

4.2.1.1.2.7. Coordinate with the 6 OG/OGV prior to releasing an FCIF.

4.2.2. MacDill Supplements to AFIs.

4.2.2.1. The 6 OG/OGV will:

4.2.2.1.1. Publish a combined 6 OG and 927 OG MacDill Supplement to AFI 11-202V2; AFI 11-2KC-135V2; *C/KC-135 Aircrew Evaluation Criteria*, and AFI 11-2KC-135V3.

4.2.2.1.2. Properly annotate within these supplements the areas that are applicable to only the 6 OG or 927 OG.

4.2.2.1.3. Notify the 927 OG/OGV 60 days prior to a rewrite of these publications.

4.2.2.2. The 927 OG/OGV will provide 927 OG inputs to MacDill supplements at least 30 days after being notified of a publication rewrite, but no later than 60 days after said rewrite.

4.3. Intelligence (OGI). The 6 OG/OGI supports all 6 AMW sorties requiring intelligence support. The 927 OSF/ IN supports all 927 ARW sorties that require intelligence support.

4.3.1. Scope. This section provides guidance and documents agreement for all MacDill intelligence functions to include, but not limited to, intelligence training, intelligence unit operations, intelligence standardization and evaluation, Force Protection, Intelligence Oversight, physical security, COMSEC procedures, and SORTS.

4.3.2. Basis. Both 6 AMW and 927 ARW will act as a combined intelligence flight.

4.3.3. Operational Chain of Command. Intelligence flight leadership will be comprised of an active duty Senior Intelligence Officer (SIO) followed by a reserve SIO, and an ART OIC. Two NCOICs will comprise the middle management, one representing AMC and the other the AFRC assigned personnel. All of the aforementioned personnel will have operational command over subordinate intelligence members, but retain MAJCOM specific administrative command over subordinate intelligence members to include, but not limited to, reporting, taskings, and disciplinary responsibilities.

4.3.4. Responsibilities.

4.3.4.1. Unit Level Intelligence (IN). The 6 OG/OGI and 927 OSF/IN will share responsibilities in executing unit level operations per AFI 11-2KC-135V3 to include, but not limited to, supporting all KC-135 operations, wing staff briefings, pre-deployment briefings, and Personnel Deployment Function (PDF) lines. Mission reports (MISREP) and all other reporting will be filed in accordance with HQ AMC Operations Order (OPORD) and theater guidance as necessary. Both units will refer to AFI 11-202 and the AMC/A2 Pamphlet for further guidance.

4.3.4.2. Recall Procedures. The 6 OG/OGI and 927 OSF/IN will follow their respective unit's recall guidance. Each SIO can determine when recall procedures should combine in order to support operations or exercise as necessary.

4.3.4.3. Secure Voice Responsible Officers (SVRO). The 6 OG/OGI and 927 OSF/IN use identical COMSEC materials. Thus, both units will share COMSEC responsibilities. Primary and alternate SVROs will be assigned with positions being filled by personnel from either unit. All SVROs will be able to receive COMSEC from the MacDill AFB COMSEC Manager. The 6 OG/OGI and 927 OSF/IN intelligence personnel will have knowledge and training on all COMSEC contained within the flight office. All personnel will receive initial and annual training from the designated training personnel. An SVRO binder will be updated and maintained by the appointed managers and information will be kept in the same binder for continuity purposes. All regulations, supplements, and additional data will be kept in a binder for joint usage.

4.3.4.4. Security. The 6 OG/OGI and 927 OSF/IN will have primary and alternate AMC and AFRC security representatives. Security representatives from both MAJCOMs will work together to ensure the security requirements for both AMC and AFRC are met. Either representative will be able to pull JPAS reports and update user lists monthly including assisting with security line badges, requesting new badges, and completing a list for personnel who possess the badges. They will also conduct initial training and annual training. The positions should be filled from each unit so that any security deviations can be handled by the respective unit representative. A security binder will be updated and maintained by the appointed managers and information will be kept in the same binder for continuity purposes. All regulations, supplements, and additional data will be kept in binders for joint usage.

4.3.4.5. Training. The 6 OG/OGI and 927 OSF/IN will have a primary AMC and AFRC training managers as well as an alternate AMC and AFRC training manager. Training managers from both MAJCOMs will work together to ensure the training requirements for both AMC and AFRC are met. Each unit will train in accordance with AFI 11-2KC-135V1, *KC-135 Aircrew Training*, and document training separately on Weaponizing Intelligence Combat Capability-Training Documentation System (WICC-TDS). External trainers will share AIT and FP responsibilities as necessary. Training will be accomplished with monthly training sessions to be held on AFRC UTAs to accommodate AFRC personnel and then again during normal duty week periods to accommodate AMC personnel. Each SIO will maintain certification authority over their respective personnel.

4.3.4.6. Force Protection. The 6 OG/OGI will serve as the 6 AMW intelligence representatives to the base Threat Working Group, Force Protection Working Group, and Mission Assessment Group. The 927 OSF/IN will serve as the 927 ARW intelligence representatives to the base Threat Working Group and Force Protection Working Group.

4.3.4.7. Standardization and Evaluation. Each SIO will function as the other's Stan/Eval branch. Certified evaluators can evaluate both units. All evaluations will be documented in accordance with AFI 14-2KC-135V2, *KC-135 Unit Intelligence Evaluation Criteria*, using WICC-TDS.

4.3.4.8. SORTS. The 6 OG/OGI and 927 OSF/IN will be responsible to maintain their own SORTS program to include reporting, training, and SAVs.

4.3.4.9. Emergency Actions. The 6 OG/OGI and 927 OSF/IN will share common emergency action procedures.

4.4. Current Operations, Mission Planning, and Wing Scheduling.

4.4.1. Scope. This section provides guidance and documents agreement for all MacDill AFB Mission Planning and Wing Scheduling requirements including but not limited to scheduling, execution, and planning of all MacDill sorties.

4.4.2. Basis. Both 6 AMW and 927 ARW will act as an integrated scheduling unit combined scheduling, planning, and execution cell.

4.4.3. Operational Chain of Command. Current Operations leadership will be comprised of the 6th Operations Support Squadron (6 OSS) Chief, Wing Current Operations, and the 927 OSF Director of Operations. Aforementioned OICs will have operational command over subordinate members of their respective units, including, but not limited to, reporting, tasking, and disciplinary responsibilities.

4.4.4. Responsibilities.

4.4.4.1. Scheduling/Execution. The 6 OSS/OSO scheduling will be the primary office responsible for the scheduling and execution of all Tanker Airlift Control Center (TACC) and HHQ assigned missions. The 6 OSS and 927 OSF wing schedulers will jointly pre-coordinate for all training sorties to include, but not limited to, AR pattern only, and off-station training missions. All schedulers will utilize the Joint Training Schedule (JTS) as the source document to build the joint flying schedule. Wing schedulers for the 927 OSF and the 6 OSS are primarily responsible for the building and execution of their respective missions for which they have operational control. Schedulers from either wing will be prepared to assist and augment each other during periods of reduced manning. Any change to the flying schedule requires prior coordination with the executing unit. The 91st Air Refueling Squadron (91 ARS) and the 63rd Air Refueling Squadron (63 ARS) Operation Officers or representative will prioritize the execution of local training missions. A representative from the 6 OSS and the 927 OSF will attend the weekly pre-AFI 11-221, *Air Refueling Management (KC-10 and KC-135)*, AFI 11-221, and the daily flying schedule review meetings to finalize the joint flying schedule.

4.4.4.2. Planning. The 6 OSS and 927 OSF mission planners will plan all missions interchangeably based on the daily flying schedule. All 6 OSS and 927 OSF mission planners are required to forward all timing and fuel changes to the Wing Scheduling office not later than 1400 hours daily for the following day's missions. The 6 OSS and 927 OSF mission planners will coordinate Prior Permission Required (PPR), Diplomatic Clearances (DIP), billeting arrangements, rental vehicles, if required, as well as Integrated Flight Management (IFM) packages and weather package requests through TACC. The 6 OSS and 927 OSF will share COMSEC responsibilities. Primary and alternate COMSEC Responsible Officers (CRO) will be staffed with personnel from either unit. All CROs will be able to pick up COMSEC and drop off destruction documents from the MacDill AFB COMSEC Manager as needed for mission planning.

4.5. Air Refueling Squadrons.

4.5.1. Scope. This section provides guidance and documents agreements for day to day squadron operations including, but not limited to, Command and Control, scheduling, training, Stan/Eval, and Scheduling and Squadron Aviation Resource Management (SARMS). AMC and AFRC basic directives which apply to each respective functional area still pertain.

4.5.2. Basis. The 91 ARS and 63 ARS command and control, SARMS, scheduling, training, and Stan/Eval functions will operate in an integrated fashion as described below.

4.5.3. Responsibilities.

4.5.3.1. Command and Control. Command authority lies with the owner of the mission call sign. The 91 ARS/DO and 63 ARS/DO or designated representative will prioritize the execution of local training missions.

4.5.3.2. SARMS. The 91 ARS and 63 ARS SARMS offices are co-located and SARM personnel will assist each other in duties as needed.

4.5.3.3. Scheduling. The 91 ARS and 63 ARS schedulers will center their attention on respective unit requirements, but with prior coordination, assist each other as the situation dictates. The 91 ARS and 63 ARS schedulers will foster open communications to offset any shortfalls that may occur and utilize all crew members available. A representative from the 91 ARS and 63 ARS will attend the weekly AFI 11-221 meeting.

4.5.3.4. Training. 91 ARS/DOT and 63 ARS/DOP will act as a co-operative training flight, but maintain separate training programs. See also Section 4.8., Training.

4.5.3.5. Stan/Eval (DOV). 91 ARS/DOV handles all Stan/Eval responsibilities for the 91 ARS. The 927 OGV handles all Stan/Eval responsibilities for the 63 ARS. The squadron operations officer will approve all inter-flown check rides.

4.6. Combat Crew Communications (CCC).

4.6.1. Scope. This section provides guidance for daily operations of Combat Crew Communications (CCC). 6 OSS/OSAC primary responsibilities are to provide communications training and support to aircrews. 6 OSS/ OSAC trains and equips bomber, tanker, reconnaissance, and air mobility aircrews for peacetime, conventional, contingency, and Single Integrated Operational Plan (SIOP) missions.

4.6.2. Basis. The 6 OSS/OSAC will act as the OPR for Combat Crew Communications until an ART is in place to manage the function for the 927 OSF. The 6 OSS/OSAC maintains operational control over 927 OSS Combat Crew Communications Traditional Reservists.

4.6.3. Responsibilities.

4.6.3.1. Aircrew Training. The 6 OSS/OSAC personnel will conduct G080 training for both active duty and reserve personnel. G080 training classes will be held in accordance with the Aircrew Certification Schedule posted by 6 AMW/XP. 6 OSS/OSAC personnel will also conduct additional classes on an as needed basis by appointment. The 927 OSF Combat Crew Communications personnel will conduct training as needed for Traditional Reservist aircrew during their assigned UTA weekend.

4.6.3.2. Cryptographic Access Program (CAP). 6 OSS/OSAC will manage and ensure all authorized crew members are enrolled in the CAP. The 6 OSS/OSAC will manage

AFCOMSEC Form 9, *Cryptographic Access Certificate*, for all personnel who require access to COMSEC.

4.6.3.3. Access List. The 6 OSS/OSAC will manage the COMSEC authorized access list and provide it to MacDill CP when necessary.

4.6.3.4. CCC Internal Training. The OSS/OSAC will manage training for 927 OSF CCC personnel.

4.6.3.5. Scheduled Duty. The 927 OSS CCC Traditional Reservists will provide 6 OSS/OSAC with an annual projected schedule of duty to include weekend UTAs, annual tours, and Active Duty Force Support Work (aka Mandays).

4.7. Aircrew Flight Equipment (AFE).

4.7.1. Scope. This program includes day-to-day management of the AFE Program in accordance with AFI 11-301V1, *Aircrew Flight Equipment (AFE) Program*, and AMCI 11-301, *Aircrew Life Support (ALS) Program*. This includes initial, routine, post flight, and quality control inspections for the care and maintenance of all aircrew flight equipment in accordance with applicable technical orders; during normal duty hours, Monday through Friday, 0730–1630, and during scheduled unit-training assemblies. AFE will give prior notice to 927 ARW AFE Officer (AFEO)/Liaison if they cannot support weekdays and semiannual training due to deployments, exercises, 6 AMW duties, or manning shortfalls. All support referred to in this agreement will be provided at MacDill AFB.

4.7.2. Basis. Both 6 AMW and 927 ARW will act as a combined aircrew flight equipment flight.

4.7.3. Responsibilities.

4.7.3.1. The 6 OSS will:

4.7.3.1.1. Provide a listing with standby personnel (and a schedule of these personnel) for emergency and contingency support during non-duty hours.

4.7.3.1.2. Include 927 ARW AFEO/Liaison as a member of the Joint Aircrew Protection Working Group. As a minimum, ensure gaining command equipment and AFE continuation training requirements are addressed.

4.7.3.1.3. Provide initial equipment fitting when personnel are newly assigned to the unit. Schedule personnel for aircrew chemical defense equipment sizing.

4.7.3.1.4. Conduct training in accordance with AMCI 11-301. A detailed plan of training classes, locations, and requirements is in the Wing Operations Plan.

4.7.3.1.5. Provide initial/recurring AFE continuation training in accordance with AMCI 11-301, as scheduled during the work week (before initial cert week and after) and semiannual scheduled training, for all assigned reserve aircrew personnel. The minimum number to conduct a weekday training class will be annotated in Global Decision Support System (GDSSII). Training will be cancelled the Friday prior by 1500 if no aircrews are scheduled or the minimum aircrew number is not met. Provide annual training schedule identifying available classes for all AFE continuation-training events. All training provided will be local (MacDill AFB) home station training.

4.7.3.1.6. Provide classroom training facilities to meet AFE continuation training objectives, as required.

4.7.3.2. The 927 ARW will:

4.7.3.2.1. Appoint an AFE Officer/liaison to serve as focal point for AFE maintenance and continuation training with 6 AMW. Appoint a certified primary and alternate training instructor to help support weekly and semiannual scheduled training. Coordinate with 4th Air Force (4 AF) for AFE instructors if 6 AMW or 927 ARW AFE cannot support weekdays and semiannual training due to deployments, exercises, 6 AMW duties, or manning shortfalls. Coordinate with 4 AF for other aircrew flight equipment personnel if needed for deployments, exercises, or other off-station requirements. Provide AFE technician support to cover duty hours from 0730-1630 in addition to providing support for early shifts, late shifts, and weekend standby as needed.

4.7.3.2.2. Appoint a FEO/liaison to ensure, as a minimum, gaining command equipment and AFE continuation training requirements are addressed. Coordinate initial equipment fitting and initial local area survival training when personnel are newly assigned to the unit. Schedule personnel for sizing of aircrew chemical defense and AFE equipment. The 927 ARW will maintain aircrew equipment sizing records.

4.7.3.2.3. Appoint an Aircrew Flight Equipment Officer (AFEEO)/liaison who will participate in and represent 927 ARW in 6 AMW Joint Aircrew Protection Working Group. The individual will communicate with the active duty 6 OSS AFE Officer and Superintendent to establish communications and address issues related to 927 ARW flying requirements. Identify equipment and training required prior to weekday and semiannual scheduled training.

4.7.3.2.4. Appoint a primary and alternate supply custodian for 927 ARW AFE accounts. Aircrew chemical defense and AFE equipment inventories will be completed upon request.

4.7.3.2.5. Provide 6 AMW with aircrew and reserve personnel training requirements and assist with development of training schedules. The 927 ARW will comply with equipment requirements needed for training, class attendance policy, and slot availability in accordance with 6 AMW AFE operating instructions. Schedule student names in GDSSII by 1500 hours the Friday prior to class. Provide a copy of the 927 ARW annual training schedule to 6 AMW.

4.7.3.2.6. Provide 6 AMW with AFE requirements for peacetime, wartime, and contingency deployments.

4.7.3.2.7. Provide a financial plan for reserve AFE funding shortfalls and sustainment funding annually, with quarterly updates.

4.7.3.2.8. Elevate financial plan for reserve aircrew flight equipment funding shortfalls and sustainment funding annually, with quarterly updates to 4 AF and HQ AFRC for funding consideration. Provide funding for initial acquisition, sustainment, and shortfalls of AFE equipment identified by 6 OSS.

4.7.3.2.9. Coordinate with 4 AF to fund the upgrade of additional environmentally sound life support storage identified and needed by 6 OSS AFE to maintain, safeguard, and issue all 927 ARW AFE contingency, individually issued, and aircrew chemical defense equipment.

4.8. Training. The 6 OSS/OST supports all 6 AMW aircrew operational training requirements. The 927 OG/OST supports all 927 ARW aircrew operational training requirements.

4.8.1. Scope. This section provides guidance and documents agreements for all MacDill aircrew training functions to include, but not limited to, mission qualification training and unit operations.

4.8.2. Basis. The 6 OSS/OST and 927 OG/OST will act as a co-operative training flight, but maintain separate training programs.

4.8.3. Responsibilities. The 6 OSS/OST will direct all active duty personnel in formal training. This includes training folders, ground training, and flight training of active duty students. Active duty personnel can train reserve personnel, and will coordinate with the 927 OG/OST on a case by case basis. The 927 OG/OST will direct all reserve personnel training. This includes training folders, ground training, and flight training. Reserve personnel can train active duty personnel, but must coordinate with the 6 OSS/OST on a case by case basis.

4.8.3.1. Office of Primary Responsibility. Assignment of primary training responsibility and of a primary instructor does not preclude the use of other instructors from performing ground, simulator, or flight training. The primary instructor will ensure the student has good instructor continuity based on training and student performance.

4.8.3.2. Scheduling. The 6 OSS/OST and 927 OG/OST personnel will meet weekly to discuss training issues and to schedule training and instructors for the following week. Primary scheduling responsibilities belong to the respective OST for the time students are attached to them for training.

4.8.3.3. Documentation. To ensure standardization of training and documentation, 6 OSS, 91 ARS, and 63 ARS will use the training folder guidelines and course syllabi provided by OST. Instructors will schedule and execute syllabus pre-briefs and will accomplish locally developed training events to the maximum extent possible when conducting formal course training. The 6 OSS, 91 ARS and 63 ARS will each separately maintain the training folders for students designated as their primary responsibility while in training.

4.8.3.4. Training Materials. The 6 OSS/OST and 927 OG/OST will use training guidelines based on AFI 11-2KC-135V1 and AMC/A3T. The 6 OSS/OST and 927 OG/OST share guidance, syllabi, and pre-brief materials and update as changes occur.

4.8.3.5. OG Training Days. The 6 OSS/OST will schedule monthly OG Training Days.

4.9. Aviation Resource Management.

4.9.1. Scope. This section includes day-to-day management of the 6 AMW and 927 ARW Host Aviation Resource Management (HARM) offices. This support will be provided during normal duty hours, Monday through Friday, 0730-1630, and during UTAs.

4.9.2. Responsibilities.

4.9.2.1. The 6 AMW HARM will:

4.9.2.1.1. Provide complete aircrew resource management data system for all standard functions as prescribed by applicable directives for the Aviation Resource Management System (ARMS) and any HQ USAF approved command unique programs.

4.9.2.1.2. Consider AFRC directives when developing policies and procedures.

4.9.2.1.3. Maintain flight record folders (FRF) in accordance with applicable directives. It may not always be possible for 927 ARW 1C0X2 personnel to ensure continuous oversight of all FRFs. This will require the assigned active duty 1C0X2 personnel to perform a sufficient level of review of flight records in the absence of assigned ART 1C0X2, to allow the 927 ARW to then correct any noted deficiencies or problem areas. Host will also notify the ART, via electronic or hard copy, of any problem areas noted in the individual flight records.

4.9.2.1.4. Provide Aeronautical Orders (AO) with Military Pay Orders (MPO) section to AFRC for processing.

4.9.2.1.5. Update pay information in ARMs. Once all transactions have been completed, file MPO in FRF.

4.9.2.2. The 927 OSF will:

4.9.2.2.1. Comply with 6 OSS policies, procedures, and applicable directives.

4.9.2.2.2. Ensure that timely pre-coordination with HARM office is accomplished well in advance of any anticipated leave, temporary duty (TDY), school, training course, etc., in order to provide maximum assistance and flexibility possible for the 6 AMW.

4.9.2.2.3. Provide liaison assistance to resolve aviation management errors and deficiencies. Conduct annual and new flight record reviews in accordance with directives. Perform in and out processing in accordance with AFI 11-421, *Aviation Resource Management*.

4.9.2.2.4. Monitor and maintain incentive pay processes and programs, providing copies of MPOs to the HARM.

4.9.2.2.5. Provide an audited quarterly Entitlement Verification Report (EVR) to turn into the Reserve Finance office. Accomplished EVR will be signed by the 927 OSF and maintained on file in accordance with AFI 11-421.

4.10. Tactics. The Wing Tactics Office (6 OSS/OSK) supports all 6 AMW and 927 ARW aircrew operational tactics requirements and will work in conjunction with the 927 OG/OSK to accomplish all tactics related functions.

4.10.1. Scope. This section provides guidance and documents agreements for all MacDill aircrew tactics functions to include, but not limited to, tactics testing and annual tactics requirements.

4.10.2. Basis. The 6 OSS/OSK and 927 OG/OSK will act as a co-operative tactics flight.

4.10.3. Responsibilities. The 6 OSS/OSK will be responsible for all active duty personnel. Active duty personnel can train reserve personnel, and will coordinate with the 927 OG/OSK on a case by case basis. The 927 OG/OSK will be responsible for all reserve personnel. Reserve personnel can train active duty personnel, but must coordinate with the 6 OSS/OSK on a case by case basis.

4.10.3.1. Office of Primary Responsibility. The 6 OSS/OSK will hold assignment of primary responsibility for tactics programs with assistance from the 927 OG/OSK.

4.10.3.2. Tactics Materials. The 6 OSS/OSK and 927 OG/OSK share guidance and syllabi and update as changes occur.

4.10.4. 8010/Conventional Certification. The 6 OSS/OSK and 927 OG/OSK qualified members can represent and certify both active duty and reserve personnel on the 8010/Conventional certification board.

4.11. Survival, Evasion, Resistance, & Escape (SERE) Code of Conduct Continuation Training (CoCCT) Program.

4.11.1. Scope. CoCCT is a combination of refresher Code of Conduct Training (CoCT) and additional theater specific Contingency SERE Indoctrination (CSI) training. Frequency and depth of training are based on missions conducted (and associated perceived threats) of personnel requiring training. CoCCT is designed to ensure personnel maintain critical SERE skills gained at formal SERE training courses and to tailor SERE skills for specific aircraft, missions, and deployed locations.

4.11.2. Basis. The SERE Office (6 OSS/OSKP) will act as the OPR for all matters pertaining to SERE training.

4.11.3. Responsibilities.

4.11.3.1. 6 OSS/OSKP will:

4.11.3.1.1. Revise CoCCT, when necessary, to ensure training encompasses up-to-date procedures, equipment, and compliance with higher headquarters' directives.

4.11.3.1.2. Be the focal-point for all matters pertaining to CoCCT.

4.11.3.1.3. Provide all course dates and training schedules to 927 ARW. Provide revisions, as necessary.

4.11.3.1.4. Ensure safety of all personnel while conducting CoCCT.

4.11.3.2. 927 ARW will:

4.11.3.2.1. Provide a roster of course attendees to 6 OSS/OSKP one week prior to CoCCT class dates.

Chapter 5

MISSION SUPPORT

5.1. Mission Support Group (MSG).

5.1.1. Scope. This section outlines the functional support responsibility of the 6th Mission Support Group (6 MSG) and the 927 MSG in general terms. Additional guidance is furnished in AMC and AFRC basic directives governing each functional area. Support will be provided consistent with the capabilities and resources of the 6 MSG and 927 MSG.

5.1.2. Basis. Both 6 MSG and 927 MSG will act as an integrated unit to the maximum extent possible.

5.2. Logistics Readiness Squadron (LRS).

5.2.1. Scope. This section provides guidance and documents agreement for MacDill Logistics Readiness functions to include, but not limited to, material management, deployments, and distribution.

5.2.2. Basis. To the fullest extent possible, the 6 LRS and 927 LRS will act as separate squadrons supporting their respective personnel and organizations, but will remain in full compliance of the provisions established in AMCI 36-2602, with the 6 LRS providing key enablers to support the 927 LRS mission.

5.2.3. Operational Chain of Command. The 6 LRS and 927 LRS will maintain their individual chain of command. Supervision and leadership will not cross between the two wings.

5.2.4. Responsibilities. The following responsibilities supporting distinct LRS activities established and agreed upon by parties listed below:

5.2.4.1. Commander's Support Staff. 6 LRS will provide appropriate office space in Building 49 for 927 LRS/CC, Administrative Assistant, and two Operations Officers and conduct minor repairs and maintenance of office space. 927 LRS will maintain office space in coordination with 6 LRS facility manager.

5.2.4.2. Materiel Management.

5.2.4.2.1. The 6 LRS will provide the following:

5.2.4.2.1.1. Storage for reserve mobility/contingency equipment to include A, B, C bags and weapons. Provide two lockable storage areas in Building 49 for 927 ARW use.

5.2.4.2.1.2. Training and assistance with hands-on and computer based training. Ensure materiel management personnel assigned to 927 LRS activities are included in supply training to the maximum extent possible.

5.2.4.2.1.3. War readiness mobility bag support on Saturday and Sunday of each month's UTA with prior coordination with 927 LRS. Provide monthly Mission Capable (MICAP) roll-up reports to AFRC.

5.2.4.2.2. The 927 LRS will provide the following:

5.2.4.2.2.1. Proper housekeeping for all 6 LRS areas used by 927 LRS material management personnel.

5.2.4.2.2.2. Document all 927 LRS supply training in Training Business Area (TBA)

5.2.4.2.2.3. Identify required support 72 hours in advance. Provide personnel to assist 6 LRS with 927 ARW UTA and deployment support as available. Appoint trained equipment and weapons custodian by letter. Utilize reserve personnel to the fullest extent possible when ordering non-aircraft supplies and materials. Provide reserve supply personnel to assist 6 LRS personnel on UTA weekends for sortie generation supply support.

5.2.4.3. Plans and Integration; Small Air Terminal.

5.2.4.3.1. The 6 LRS will provide the following:

5.2.4.3.1.1. Access to Building 48, PDF Processing Area, Passenger Holding Room #1, Passenger Holding Room #2, Deployment Control Center (DCC) Room, DCC Storage Room. *Note:* Availability of Building 48 may be limited in the event facilities are in use for 6 AMW exercises that may occur during a UTA weekend. Access to Building 49, 6 LRS/LGRDX Room #8, 6 LRS/LGRDX Room #10, 6 LRS Classroom Room #12, and 6 LRS Conference Room #14.

5.2.4.3.1.2. On the job training within all areas to include systems and software programs of 2G0X1 career field during normal duty days. Training by 6 AMW on UTA weekends must be identified by 927 LRS not later than 2 weeks prior to requested training date. Host sponsored training with Mobile Training Team (MTT) and in-house training should include space for needs of 927 LRS 2G0X1 personnel.

5.2.4.3.1.3. Audio/visual equipment access for Building 48, Passenger Holding Room #1, and the DCC. Audio/visual equipment access for Building 49 - LRS Classroom #12 and LRS Conference Room #14. Access to security containers in Building 48, DCC Room, and Building 49, LGRDX Rooms 8 & 10. Access to SECRET Internet Protocol Router Network (SIPRNET) computers in Building 48, DCC, and Building 48, LGRDX Office Rooms 8 & 10. Access to Tactical Local Area Network (TACLAN) and Key in Building 48, DCC, and Building 49, LGRDX Rooms 8 & 10. Direct access to Air Freight & Passenger Terminal for 6 AMW supported manifesting, cargo inspection, uploading, and offloading of inbound and outbound aircraft supporting 927 ARW. In addition, include Hazardous Cargo Training opportunities for 927 ARW personnel when classes are offered. 6 AMW and 927 ARW shall work closely on base space allocation, to include both current and future space usage which may impact Part I of the In-Garrison Expeditionary Site Plan (IGESP). Allocated space in use by the 927 ARW should not be considered for reallocation as part of the IGESP.

5.2.4.3.2. The 927 LRS will provide the following:

5.2.4.3.2.1. Maintain office space in coordination with facility manager.

5.2.4.3.2.2. When possible, provide individuals to receive training under the

"train the trainer" philosophy. They will coordinate with 6 LRS prior to UTAs when training is needed.

5.2.4.3.2.3. Augment the 6 LRS deployment processes as appropriate and to the fullest extent possible.

5.2.4.4. Vehicle Operations.

5.2.4.4.1. The 6 LRS will provide the following:

5.2.4.4.1.1. Appropriate office space in Building 3175 for 927 LRS Vehicle Operations' ART, superintendent, and supervisor. Allow usage of the wash rack when necessary. Allow access to Building 175 on UTA for use of training room and Computer Automated Fleet Information System (CAFIS) Licensing Module.

5.2.4.4.1.2. Allow the use of assets for vehicle training. Provide vehicle training to the trainers. If training is conducted on a UTA weekend, prior coordination will be provided for scheduling purposes. Provide training to the 927 LRS vehicle trainers on 6 LRS Vehicle Operations policies and practices.

5.2.4.4.1.3. Maintain Vehicle Operations Control Center (VOCC) Dispatch and provide a dispatcher on UTA weekends.

5.2.4.4.2. The 927 LRS will provide the following:

5.2.4.4.2.1. Maintain office space in coordination with facility manager.

5.2.4.4.2.2. When possible, provide individuals to receive training under the "train the trainer" philosophy. Will coordinate with 6 LRS/LGRDDO prior to UTAs when training is needed. Will follow the procedures and guidelines set forth by the 6 LRS Vehicle Operations.

5.2.4.4.2.3. Adequate number of licensed vehicle operators on UTA weekends for dispatch support to cover duties required by the 6 LRS VOCC Dispatch.

5.2.4.5. Petroleum, Oils, and Lubricant (POL) Flight.

5.2.4.5.1. The 6 LRS will provide the following:

5.2.4.5.1.1. Appropriate office space for 927 LGRF personnel.

5.2.4.5.1.2. Equipment and personnel for training and certification in accordance with AFI 23-201, *Fuels Management*, AFRC Supplement 1 to AFI 23-201, and 2F0X1 CFETP.

5.2.4.5.1.3. Provide access to all equipment and personnel required for operations at 6 LGRF.

5.2.4.5.2. The 927 LRS will provide the following:

5.2.4.5.2.1. Maintain office space in coordination with 6 LGRF facility manager.

5.2.4.5.2.2. Supply 6 LGRF annual training plan and master training plan for personnel in upgrade training and list of qualified personnel.

5.2.4.5.2.3. Trained/certified personnel for LGRF operations. Yearly forecast of training dates and annual tour for scheduling of training resources.

5.3. Force Support Squadron (FSS).

5.3.1. Scope. This section provides guidance and documents agreement for Force Support Squadron support between the 6th Force Support Squadron (6 FSS) and 927 FSS. Force Support Squadron functions include, but not limited to Airman & Family Readiness, Manpower and Personnel, and Force Sustainment Activities.

5.3.2. Basis. The 6 FSS and 927 FSS will act as separate squadrons supporting their respective personnel and activities

5.3.3. Operational Chain of Command. The 6 FSS and 927 FSS will maintain their individual chain of command. Supervision and leadership will not cross between the two squadrons. The 927 FSS will occupy and use Building 372, third floor.

5.3.4. Responsibilities. The following responsibilities were established and agreed upon by parties listed below:

5.3.4.1. Airman and Family Readiness Center (A&FRC).

5.3.4.1.1. Facilities. The 927 ARW Airman and Family Readiness personnel will reside in Building 265, the Airman & Family Readiness Center (A&FRC), and has been allotted one office for use and storage of files at the discretion of the A&FRC Director as mission requirements dictate. Both 927 FSS and 6 FSS A&FRC personnel will have keys to Building 265. All personnel are responsible for maintaining security of the building, and ensuring equipment is properly cared for and left in a safe manner. All equipment, furniture, phone system, and building maintenance are the property of the 6 FSS A&FRC. The 927 FSS A&FRC personnel will utilize all assets within normal parameters and report all maintenance, damage, or loss to issues immediately to the 6 AMW A&FRC Director or Superintendent. The collocated facility maximizes the resources an integrated and augmented A&FRC provides.

5.3.4.1.2. Recall Procedures. The 927 FSS does not have any full-time A&FRC personnel. When 927 FSS A&FRC personnel are performing weekday duty, they will be included in all recall procedures, but still remain under the operational command of the 927 FSS. If assistance is requested from 927 FSS personnel, it will be provided as mission requirements allow.

5.3.4.1.3. Supplies. The 927 FSS will provide the office supplies needed to support the squadron mission. Major expenditures will be coordinated through both chains of command to determine how expenses will be handled. The same pooling process will apply to donations that are received and distributed from the A&FRC.

5.3.4.1.4. Manpower. The 927 FSS A&FRC consists of three 8C000 Traditional Reservists, whose duties and abilities most closely correspond with the active duty Deployment Readiness NCO. The active duty A&FRC should be actively planning and projecting their fiscal year schedules to both AMC and 927 ARW. The active duty A&FRC will coordinate requests to AMC for manpower authorizations days for 927 FSS A&FRC support as appropriate. Ensuring total force commitment by augmenting the active duty A&FRC will be a priority for the 927 FSS A&FRC

personnel as long as A&FRC programs are maintained to provide Air Force Reserve members service.

5.3.4.1.5. Training. Active duty A&FRC will have primary responsibility for AMC and AFRC training in regards to A&FRC specific training. Training managers will work together to ensure the training requirements for both AMC and A&FRC are met. All A&FRC personnel will be trained using the same training plan. Training will be accomplished as scheduling permits as A&FRC normal hours do not include weekend duty. When 927 FSS personnel are in status during weekdays, training will be a priority.

5.3.4.2. Sustainment Services Flight.

5.3.4.2.1. Food Service. Includes preparation and service of food to authorized personnel, and related dining facilities operations.

5.3.4.2.1.1. The 6 FSS Sustainment Services Flight will:

5.3.4.2.1.1.1. Provide flight meals or dining facility support to all authorized personnel in accordance with AFMAN 34-240, *Food Service Program Management*, and AFI 34-239, *Food Service Management Program*, while performing duty on MacDill AFB to include UTAs, Annual Tours, Mandays, rescheduled UTAs, Aircrew Flight Training Plans, Air Ground Training Plans, and all other Inactive Duty for Training Status.

5.3.4.2.1.1.2. Purchase all subsistence and paper products for use at the Dining Facility.

5.3.4.2.1.1.3. Provide opportunities for 927 ARW personnel to train on food service related tasks in the Dining Facility.

5.3.4.2.1.2. The 927 ARW will:

5.3.4.2.1.2.1. Provide 6 FSS/FSVFD 24-hour notice of any flight meal requirements.

5.3.4.2.1.2.2. Provide 6 FSS/FSVFD proper payment for all flight meals ordered.

5.3.4.2.1.2.3. Pay for any additional contract costs received to increase hours of operations to meet 927 ARW mission requirements.

5.3.4.2.1.2.4. Provide personnel, when manpower permits, to support the feeding operation.

5.3.4.2.1.2.5. Provide a trained Quality Assurance Evaluator as needed by the 6 FSS.

5.3.4.2.1.2.6. Provide an expected headcount to the 6 FSS to facilitate purchasing of subsistence.

5.3.4.2.1.2.7. Provide a Fiscal Year Unit Training Schedule; changes will be provided as much in advance as possible.

5.3.4.2.1.2.8. Comply with the 6 FSS guidance and directives. Ensure only

authorized personnel utilize the facility.

5.3.4.2.1.2.9. Coordinate and provide prior notice of food service training scheduled to be performed in the dining facility.

5.3.4.2.2. Lodging Services. Provide for billeting and lodging services on a space available basis consistent with all applicable directives.

5.3.4.2.2.1. The 6 FSS Sustainment Services Flight will:

5.3.4.2.2.1.1. Provide assistance in obtaining available lodging facilities on a space available basis in accordance with AFI 34-246, *Air Force Lodging Program*, AFI 34-246 Inactive Duty Training (IDT), Attachment 3, and all other Department of Defense (DoD) and AF directives.

5.3.4.2.2.1.2. Provide a room folio for each 927 ARW member utilizing any on base lodging facility performing UTAs, re-scheduled UTAs, or other duty statuses that are paid for on the Government Purchase Card to 927 ARW personnel.

5.3.4.2.2.1.3. Provide opportunities for 927 ARW personnel to train on the lodging system and related procedures for the 927 ARW training requirements.

5.3.4.2.2.2. The 927 ARW will:

5.3.4.2.2.2.1. Provide proper payment for any lodging costs, in compliance with governing directives, as they are incurred.

5.3.4.2.2.2.2. Advise 6 FSS of any changes or requirements as soon as they are known.

5.3.4.2.2.2.3. Will use only off base lodging accommodations approved by base contracting and 6 FSS.

5.3.4.2.2.2.4. Provide 927 ARW personnel, when manpower permits, to augment the lodging operations where needed.

5.3.4.2.2.2.5. Provide prior notice of lodging related training scheduled to be performed in the lodging facilities.

5.3.4.2.3. Mortuary Services. Includes all logistical functions related to the recovery, identification, care, and disposition of deceased personnel. It also includes continental United States port and overseas mortuary services.

5.3.4.2.3.1. 6 FSS Sustainment Services Flight will:

5.3.4.2.3.1.1. Provide for the performance of all logistics functions incidental to the recovery, identification, care, and disposition of any personnel while on active duty status in accordance with AFI 34-242, *Mortuary Affairs Program*, and any other applicable directives.

5.3.4.2.3.1.2. Provide, in case of active duty or reserve member fatalities, all Mortuary and Casualty Affairs Support required in that circumstance

5.3.4.2.3.2. The 927 ARW will:

5.3.4.2.3.2.1. Comply with all governing DoD and AF directives.

5.3.4.2.3.2.2. Provide an appointed and trained Family Liaison Officer (FLO) for those members who are entitled to this benefit.

5.3.4.2.3.2.3. Provide timely notification to AFRC Mortuary Affairs Officer through AFRC Command Post.

5.3.4.2.3.2.4. Provide trained personnel to assist the Mortuary Affairs section in their duties when manpower permits.

5.3.4.2.4. Fitness and Recreation. Fitness and recreation includes operation of recreational centers, gyms, fitness centers, parks, outdoor athletic courts and fields, recreational and general reference libraries, hobby shops, craft centers, and related services.

5.3.4.2.4.1. The 6 FSS Sustainment Services Flight will:

5.3.4.2.4.1.1. Provide support in compliance with governing directives.

5.3.4.2.4.1.2. Provide training to reserve personnel when requested in advance.

5.3.4.2.4.2. The 927 ARW will:

5.3.4.2.4.2.1. Notify the 6 FSS of all known requirements and comply with all governing directives.

5.3.4.2.4.2.2. Provide trained personnel to augment activities when manpower permits.

5.3.4.3. Military Personnel Section (MPS). The 6 AMW and 927 ARW will maintain two independent MPS programs servicing their respective personnel. However, either MPS will support both 6 AMW and 927 ARW personnel as required.

5.4. Communications Squadron.

5.4.1. Scope. This section provides guidance and documents agreements for base communications support. MacDill Communications functions include, but are not limited to, administrative services; Tier 1/Help Desk and Equipment Control Officer services; communications services; communications administrative services; records and forms management; and mail postage service.

5.4.2. Compliance. Both the 6th Communications Squadron (6 CS) and 927 ARW will comply with all provisions in accordance with AMCI 36-2602.

5.4.3. Responsibilities.

5.4.3.1. Administrative Services. Includes records management, document control and handling, base level forms and design, and publications.

5.4.3.1.1. The 6 CS will:

5.4.3.1.1.1. Ensure base-level electronic publications and forms are maintained on the AF Portal. Provide a web address (if needed) which will allow users to access the Air Force Publishing Electronic web site (ePubs) to order physical products electronically.

5.4.3.1.1.2. The 6 CS will provide technical assistance in the publishing management function.

5.4.3.1.1.3. The 6 CS will provide technical assistance/staging area support according to AFMAN 33-363, *Management of Records*, AFI 33-322, *Records Management Program*, and AFI 33-364, *Records Disposition-Procedures and Responsibilities*.

5.4.3.1.2. The 927 ARW will:

5.4.3.1.2.1. Ensure the AF Form 1846, *Request For and Record of Organization Account*, is completed and signed by the requesting organization and forwarded to the 6 CS/SCXK (Base Publishing Manager) to sign as the verifying official for all safeguard, accountable, and classified forms/IMTs and publications. The 6 CS/SCXK must return the AF Form 1846 to the 927 ARW Organization Account Representative (OAR) who will then send it via fax or mail to the Air Force Publishing Distribution Center (AFPDC) for account number assignment

5.4.3.1.2.2. Ensure the organization commander or designated approving official appoints an OAR.

5.4.3.1.2.3. Ensure receipt of an account number and password from AFPDC to order physical publications and forms/IMTs from the Air Force Publishing web site. The 927 ARW will request help from the 6 CS/SCXK if problems are experienced with the ordering process after the 927 ARW attempts have failed.

5.4.3.1.2.4. Manage individual unit and group records within their wing.

5.4.3.1.2.5. Order bulk printing of electronic products through the Document Automation Production Services (DAPS) or other printing services.

5.4.3.1.2.6. Provide input to postal directory services as required by the 6 CS.

5.4.3.2. Tier 1/Help Desk and Equipment Control Officer Services. Includes data processing services and systems analysis. Also, includes design, development, execution, and life cycle maintenance of data processing systems.

5.4.3.2.1. The 6 CS Help Desk will:

5.4.3.2.1.1. Provide guidance to 927 ARW help desk during normal duty hours, 0730-1630, Monday – Friday, and via telephone stand-by during all other hours.

5.4.3.2.1.2. Perform Equipment Control Officer (ECO) duties and responsibilities as outlined in AFI 33-112, *Information Technology Hardware Asset Management*.

5.4.3.2.2. The 927 ARW Tier-1 Help Desk will:

5.4.3.2.2.1. Provide the 6 CS with UTA and annual tour UTA training plans and schedules.

5.4.3.2.2.2. Provide the 6 CS with 24-hour contact information for 927 CF communications issues.

5.4.3.2.2.3. Provide base level Equipment Control (EC) qualification training to

all 927 personnel assigned as ECs.

5.4.3.2.2.4. Not install any device on the AMC-2K domain intended to operate as a server, with “server” operating system installed, without coordination and approval of 6 CS Communications Systems Officer.

5.4.3.2.2.5. Appoint in writing ECs and Computer Support Administrator (CSAs) for all personnel assigned to the 927 ARW Tier-1 Office. The appointed personnel must be approved by 6 CS/SCO prior to elevated network rights being granted.

5.4.3.2.2.6. Ensure only authorized Standard Desk Top Configuration and/or Federal Desktop Core Configuration versions are installed on computers connected to the AMC-2K domain. If unaware of authorized versions, technicians will contact 6 CS for that information.

5.4.3.2.2.7. Not modify security settings on any computer workstations connected to the AMC-2K domain without approval from the 6 CS Computer Systems Officer.

5.4.3.2.2.8. Assist 6 CS Network Control Center (NCC) technicians upon request when vulnerabilities are identified on 927 ARW computers and when corrective actions cannot be made via automated means.

5.4.3.2.2.9. The 927 ARW personnel with elevated network rights will complete the required 8570 commercial certifications appropriate for their assigned position.

5.4.3.3. Communications Service. Includes base communications facilities, telephone equipment, and services. This may also include leasing of communications equipment, lines, and special communications-electronics equipment services.

5.4.3.3.1. The 6 CS will:

5.4.3.3.1.1. Provide technical solutions and advise the 927 ARW on authorized logistically supported equipment required.

5.4.3.3.1.2. Provide basic equipment (defined as analog single line telephone) for official telephone service. Should the 927 ARW desire digital programmable telephone service, they will fund for both the telephone instruments and corresponding line cards with access to Defense Switched Network (DSN), leased lines, and the commercial telephone system (on-base only). The 6 CS will manage and submit monthly billing documents for installations, relocations, and special equipment service charges as required. The 6 CS will provide general notification of monitoring activity to all users of DoD telecommunications systems and devices to ensure they are aware and consent to telecommunications monitoring in accordance with AFI 33-219, *Telecommunications Monitoring and Assessment Program (TMAP)*. The 6 CS will provide TMAP POC personnel with access to operating instructions, security classification guides, and other applicable directives.

5.4.3.3.1.3. Provide support, as required, to maintain connection to data and telecommunications networks that have been approved by 6 CS prior to purchase,

installation, and activation.

5.4.3.3.1.4. Provide COMSEC keying material and Emissions Security (EMSEC) in support of 927 ARW mission requirements.

5.4.3.3.1.5. The 6 CS will provide COMSEC keying material for land mobile radio equipment as required.

5.4.3.3.1.6. Provide the 927 ARW with radio frequency (RF) guidance in accordance with all applicable regulations, policies and procedures.

5.4.3.3.2. The 927 ARW will:

5.4.3.3.2.1. Submit all comprehensive communications requirements through the current automated requirements database. For validation and approval of the proposed technical solutions, include a fund site. The AFRC is responsible for providing, developing, and maintaining Communications and Computer Systems (C-CS) unique to the 927 ARW. Close coordination is required between the 927 ARW and the 6 CS for the planning, developing, and implementing of new C-CS.

5.4.3.3.2.2. Furnish or arrange for specialized or dedicated C-CS services and facilities. The 927 ARW will furnish or finance common-user C-CS services required by the 927 ARW which exceeds the authority allowances of the base. Special C-CSs are budgeted and funded by the AFRC.

5.4.3.3.2.3. Appoint, in writing, a primary and alternate Telephone Control Officer (TCO) in writing to 6 CS/ SCOPS. The 927 ARW will also comply with TCO requirements and responsibilities in accordance with AFI 33-111, *Voice Systems Management*, Section A, paragraph 10., and Section B, paragraph 11.

5.4.3.3.2.4. Appoint, in writing, a primary and alternate unit Information Systems Security Officer (ISSO) as outlined in AFI 33-200, *Information Assurance (IA) Management*. ISSO duties should be performed by a CSA. Provide a copy of appointment letter to Wing Information Assurance (IA) Office (6 CS/SCXS). A sample copy can be found on Wing IA website at <https://www.my.af.mil/gcssaf/USAF/AFP40/d/1075472035/Files/editorial/TMAP%20%20Appt%20Ltr.DOC>.

5.4.3.3.2.5. Appoint, in writing, a primary and alternate Unit EMSEC Monitor as outlined in AFI 33-203V1_AMCSUP, *Emission Security*. Provide a copy of appointment letter to Wing IA Office (6 CS/SCXS). Sample copy can be found on Wing IA website at <https://www.my.af.mil/gcssaf/USAF/ep/browse.do?programId=1466734&channelPageId=-1426202&portletId=-2100721>.

5.4.3.3.2.6. If COMSEC key support is required, the 927 ARW will appoint in writing a primary and alternate COMSEC Responsible Officer (CRO) in accordance with AFI 33-201V2, *Communications Security (COMSEC) User Requirements*, Attachment 2. Address appointment letter to the wing COMSEC account, Functional Account Symbol (FAS): 6 CS/CA631554. The CRO will comply with roles and responsibilities in accordance with AFI 33-201V2.

5.4.3.3.2.7. Appoint, in writing, a primary and alternate Telecommunications

Monitoring and Assessment Program (TMAP) POC. Provide a copy of the appointment letter to Wing COMSEC Account using FAS: 6 CS/CA631554 and comply with TMAP POC requirements according to AFI 33-219, paragraph 1.3.8. Sample copy can be found on Wing IA website at <https://www.my.af.mil/gcssaf/USAF/AFP40/d/1075472035/Files/editorial/TMAP%20%20Appt%20Ltr.DOC>.

5.4.3.3.2.8. If secure voice (only) COMSEC support is required, the 927 ARW will appoint in writing, a primary and alternate Secure Voice Responsible Officer (SVRO) in accordance with AFI 33-201V9, *Operational Instructions for Secure Voice Devices*, paragraph 1.3.4. and Attachment 3. **Note:** An SVRO will not be appointed where there is a CRO unless CRO workload dictates otherwise. The SVRO will comply with roles and responsibilities in accordance with AFI 33-201V9. Address appointment letter to the Wing COMSEC account FAS: 6 CS/CA631554. Sample copy can be found on Wing IA website at <https://www.my.af.mil/gcssaf/USAF/AFP40/d/1075472035/Files/editorial/SVRO%20Appt%20Ltr.doc>.

5.4.3.3.2.9. Appoint a primary and alternate Personnel Wireless Communications Systems (PWCS) custodian in writing to 6 CS/SCOAR and comply with roles and responsibilities in accordance with AFI 33-106, *Managing High Frequency Radios, Personal Wireless Communication Systems, and the Military Affiliate Radio System*.

5.4.3.3.2.10. Reimburse 6 CS for all commercial charges incurred for specialized communications equipment and telephone services/tolls. The 927 ARW will initiate a DD Form 448, *Military Interdepartmental Purchase Request (MIPR)*, executable at the beginning of each fiscal year and send to 6 CS/SCXR, 8011 Red Hibiscus Place, MacDill AFB FL 33621, for acceptance

5.4.3.4. Communications Administrative Services.

5.4.3.4.1. The 6 CS will provide records management training, to include training in Air Force Records Information Management System (AFRIMS). The 6 CS will also perform records management SAV once during each 24-month period.

5.4.3.4.2. The 927 ARW will assign a primary and alternate functional area records manager (FARM) and Privacy Act monitor and send the manager/monitor to all applicable training.

5.4.3.4.3. The 927 ARW will provide a written response with corrective actions taken in response to the SAVs.

5.4.3.5. Mail Postage (Mail Service). Includes collecting/accepting, sorting, routing, and delivery of official and personal mail on DoD installations and in DoD owned or leased facilities.

5.4.3.5.1. The 6 CS will operate the Official Mail Center (OMC) and the 927 ARW will operate the Activity Distribution Office (ADO) in accordance with DODM 4525.8_AFMAN 33-306, *DoD Official Mail Manual*. The 6 CS will provide official mail delivery to the ADO.

- 5.4.3.5.2. The 6 CS will provide guidance on mail management procedures. The 927 ARW will comply with all DoD and local mail management regulations and procedures.
- 5.4.3.5.3. The 6 CS will provide service for receiving, processing, redirecting, and distributing mail for dormitory residents and members authorized General Delivery addresses. The 927 ARW will utilize General Delivery addressing for all authorized personal mail.
- 5.4.3.5.4. The 6 CS will provide postage metering services for official mail on a reimbursable basis.
- 5.4.3.5.5. The 6 CS will provide the 927 ARW monthly status of mailing costs attributable to 927 ARW in order to track reimbursable mailing costs. The 927 ARW will reimburse the 6 CS for all postage used if more than \$500.00 of postage will be expended during the fiscal year. The 927 ARW will initiate a DD Form 448, executable at the beginning of each fiscal year, for reimbursement of postal costs. Send DD Form 448 to 6 CS/SCXR, 8011 Red Hibiscus Place, MacDill AFB FL 33621, for acceptance.
- 5.4.3.6. Mail Postage Service. Includes postage and fees for official mail.
- 5.4.3.6.1. The 6 CS will operate the OMC.
- 5.4.3.6.2. The 927 ARW will establish a central ADO to receive communication from the OMC.
- 5.4.3.6.3. Both the 6 CS OMC and 927 ARW will mutually agree on ADO location to be serviced by the OMC.
- 5.4.3.7. Davis Conference Center (DCC) Scheduling. The DCC employs a 5-tier priority system for scheduling events. The 927 ARW is designated as a Priority 2 entity for scheduling the DCC.
- 5.4.3.7.1. Priority 1: 6 AMW/CC, Commander, U.S. Central Command (USCENTCOM/CC), and Commander, U.S. Special Operations Command (USSOCOM/CC) (and events directly sponsored by these individual commanders and approved at their Chief of Staff level). May schedule up to 12 months in advance/may bump lesser priority events up to 90 days prior to the scheduled event.
- 5.4.3.7.2. Priority 2: 6 AMW/CC, 927 ARW/CC, and all other 6 AMW and 927 ARW, USCENTCOM, USSOCOM, and other MacDill mission partners. May schedule up to 6-months in advance.
- 5.4.3.7.3. Priority 3: Off base DoD agencies. May schedule up to 4-months in advance.
- 5.4.3.7.4. Priority 4: Other Federal agencies. May schedule up to 4-months in advance.
- 5.4.3.7.5. Priority 5: Promotions/retirements for E-9s/O-6s & above on a space-available basis and must be officiated by a flag officer. May schedule up to 90 days in advance.

5.5. Contracting. The 927 ARW does not have a reserve contracting operation where integration with an active component would take place. The 6th Contracting Squadron will support the 927 ARW in accordance with ISSAs.

5.6. Civil Engineering. The 927 ARW does not have a reserve civil engineering function where integration with an active component would take place. The 6th Civil Engineering Squadron will support the 927 ARW in accordance with ISSAs.

5.7. Security Forces. The 927 ARW does not have a reserve security function where integration with an active component would take place. The 6th Security Forces Squadron will support the 927 ARW in accordance with ISSAs.

Chapter 6

MEDICAL

6.1. Medical Group.

6.1.1. Scope. This section addresses coordination of facilities, administration, clinical, logistics, deployment medicine, occupational health, and training support between the 6th Medical Group (6 MDG) and the 927th Aerospace Medical Flight (927 AMDF) defines the general concept of operations and framework for providing health care services, to include medical, dental, and optometric support, and physical exams and related actions for 927 ARW personnel assigned to MacDill AFB.

6.1.2. Assumptions. AMC is a force provider; AFRC is a resource manager, training component, and resource provider to a gaining command. Locally, the 6 MDG is the service provider, the 927 AMDF a service provider to the 927 ARW, and complementing provider to the 6 MDG. This agreement shall be in complement to the Host Tenant Support Agreement between the 6 AMW and the 927 ARW.

6.1.3. Responsibilities. The following schedule outlines specific responsibilities of the 6 MDG and 927 AMDF. It is further understood the 927 ARW will make every effort to meet its mission needs within its own resources and not call upon the 6 MDG for assistance on UTA weekends, as a rule, or otherwise for reasons of good order and preservation. The 927 AMDF needs, however, may necessitate assistance.

6.1.3.1. The 6 MDG will:

6.1.3.1.1. Provide medical and dental support to eligible beneficiaries in accordance with current directives.

6.1.3.1.2. Provide services to reserve personnel during periods of inactive duty training (IDT) to determine fitness for duty; in accordance with AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services System (MHSS)*, provide routine and acute care services during active duty training.

6.1.3.1.3. Initiate an AF Form 348, *Line of Duty Determination*, in accordance with AFI 36-2910, *Line of Duty (Misconduct) Determination*, as required when medical treatment is provided to a reserve member. 6 MDG will forward AF Form 348 to 927 AMDF for processing through reserve chain of command.

6.1.3.1.4. Provide pre/post deployment medical requirements and clearances to the same extent as that provided to active duty personnel.

6.1.3.1.5. Provide Flight Medicine and physical examination support, to include flying and non-flying physicals, during normal duty hours Monday through Friday on an as needed and space available basis. Coordinate AF Forms 1042, *Medical Recommendations for Flying or Special Operational Duty*, for all Flight Clearance/duty not involving flying (DNIF) actions with the 927 ARW.

6.1.3.1.6. Ensure physical examinations and other ancillary medical requirements are performed in accordance with current Air Force and HQ AFRC directives and policies governing medical examinations and standards.

6.1.3.1.7. Perform ancillary (laboratory, radiologic, diagnostic, etc.) medical requirements during normal duty hours, Monday through Friday, or on an as needed basis.

6.1.3.1.8. Initiate AF Form 422, *Notification of Air Force Member's Qualification Status*/AF Form 469, *Duty Limiting Condition Report*, changes for reserve personnel that are identified by 6 MDG providers with an illness, injury, or disease that precludes his/her ability to perform military duty or compromises worldwide duty. Forward original or copy of all profiles to the 927 ARW for final processing.

6.1.3.1.9. Provide immunization support to reserve personnel during normal duty hours, Monday through Friday, on an as-needed basis.

6.1.3.1.10. Provide Optometry services during normal duty hours, Monday through Friday, for the purpose of administering eye examinations for reserve members currently on orders. Acute eye problems will be seen on a walk-in basis through sick call, while appointments can be made to provide full eye exams and valid eyeglass prescriptions under specific conditions. An appointment can be made if the member is on orders for 30 consecutive days or more; or, if on orders for less than 30 consecutive days, the individual may make a request to book an appointment while they are on orders if an appointment is available within the time frame covered under those orders. Military spectacles and gas mask inserts will only be ordered through the 6 MDG if a member is on orders for 30 consecutive days or more; all others must go through the 927 AMDF to place these orders as they have a separate billing account in place. Prescription safety glasses may be ordered through the 927 AMDF if a medical billing account has already been set up by the 927 AMDF (as the unit will be billed directly), the individual has a current spectacle prescription (civilian or military), and the proper documentation for the request has been completed. Appointments will be coordinated on an as-needed basis directly through Optometry Services.

6.1.3.1.11. Include a 927 AMDF ART or designated representative as a member of the Aerospace Medicine Council (AMC), Occupational Health Working Group (OHWG), and Deployment Availability Working Group (DAWG).

6.1.3.1.12. Provide necessary Bioenvironmental Engineering (BE) and Public Health (PH) services required for the 927 ARW to comply with health and sanitation requirements. Including, but not limited to, Hearing Conservation Program, shop surveys, earplug fit testing, follow-up IPPD converters, and positive reactors. Conduct health surveys and provide technical support to supervisor developed and conducted training as required by applicable AF instructions, directives, or regulations to the same extent as provided to active duty.

6.1.3.1.13. Include all 927 ARW personnel (civilian employees, ARTs, and reserve personnel) in occupational risk assessment process. Provide 927 ARW personnel Occupational and Environmental Health Exposure Data (OEHD) to the OEHWG.

6.1.3.1.14. Include all reserve industrial work areas in the BE/PH surveillance program (AFI 48-101, *Aerospace Medicine Operations*). Maintain workplace case files and provide 927 ARW access to these files.

- 6.1.3.1.15. Provide health education, hazard and communication training, and personal protective equipment training to 927 ARW personnel as appropriate to the exposure.
- 6.1.3.1.16. Provide technical support to industrial shop supervisors to develop occupational health education, hazard communication training, and personal protective equipment training to 927 ARW personnel as appropriate to the exposure.
- 6.1.3.1.17. Provide consultation and support to 927 AMDF providers on the effect of occupational/environmental stress on pregnant reservists per AFI 44-102, *Medical Care Management*.
- 6.1.3.1.18. Reserve access to facility and provide administrative office/work space/systems access and joint use of facility for the accomplishment of physical examinations, Drug Demand Reduction Testing Facility, immunizations, and other medical administrative and ancillary requirements on 927 ARW scheduled UTAs and other active duty and/or inactive duty training periods as required. Space requirements include, but are not limited to, Laboratory, Optometry, Immunizations, Dental/Flight Medicine, and Physical Examinations/medical standards (audiograms, electrocardiograms, vision, medical histories, vital signs, provider's examination rooms, and office, briefing/waiting area).
- 6.1.3.1.19. Provide access to the skills laboratories, training aides and equipment, such as cardiopulmonary resuscitation manikins, in order to assist in 927 AMDF personnel proficiency training.
- 6.1.3.1.20. Conduct formal on-the-job training for 927 AMDF personnel where AMDF trainers are unavailable. Provide proficiency training and opportunities for 927 ARW personnel during normal duty hours, Monday through Friday, or on an as needed basis.
- 6.1.3.1.21. Credential 927 ARW medical providers in accordance with AF directives and mission needs. Maintain files and identify information shortfalls to 927 ARW medical unit credentials monitor in a timely manner to assist with credential transfer briefs when requested.
- 6.1.3.1.22. Provide medical logistical support for supplies and equipment provided under components of this agreement. Furnish medical equipment maintenance support to include routine and periodic inspections, repair of worn parts, and necessary calibration of in-use equipment. Medical Logistics will provide a Project Fund Management Record (PFMR) in Defense Medical Logistics Standard Support (DMLSS) to enable the 927 ARW to purchase supplies.
- 6.1.3.1.23. Be responsible for distribution of computer generated products in the process of providing medical logistical support to 927 ARW, as required.
- 6.1.3.1.24. Provide keys to all areas necessary to perform physical examinations and ancillary services, and 6 MDG briefing room in education and training.
- 6.1.3.1.25. Provide 6 MDG facility badges to 927 ARW medical unit personnel who routinely work in the 6 MDG facilities.
- 6.1.3.1.26. Coordinate scheduled power outages to occur on non-UTA weekends.

6.1.3.1.27. Provide 927 AMDF storage space of War Reserve Materiel for assigned Unit Type Codes (UTC).

6.1.3.1.28. Provide 927 AMDF access to Military Health System (MHS)/Air Force Medical Service (AFMS) Medical Information System.

6.1.3.1.29. Include 927 ARW in Medical Contingency Response Plan (MCRP).

6.1.3.2. The 927 AMDF will:

6.1.3.2.1. Ensure reserve members are eligible for care and will register eligible 927 ARW members in the Composite Health Care System (CHCS). Any 927 ARW member on orders for greater than 30 days will register for TRICARE upon receiving orders.

6.1.3.2.2. Advise 6 MDG of services required as soon as it is determined that the reserve member must be evaluated.

6.1.3.2.3. Ensure AF Form 348 has been prepared in accordance with AFI 36-2910, properly acted upon and routed.

6.1.3.2.4. Notify 6 MDG of any off-site deployments and ensure pre/post deployment medical requirements and clearances are met. Ensure reserve pre/post deployment procedures are in place through 6 MDG as required. 927 AMDF will monitor compliance of all DD Forms 2900, *Post Deployment Health Reassessments*, on Traditional Reservists.

6.1.3.2.5. Coordinate scheduling of physical examinations with 6 MDG Physical Examinations and Standards Section at least 48 hours in advance of requested appointment.

6.1.3.2.6. Ensure reserve personnel comply with Air Force and AFRC medical examinations/PHA and medical standards, appointments, requests, and medical determinations as directed.

6.1.3.2.7. Ensure laboratory and radiology tests are pre-ordered in CHCS.

6.1.3.2.8. Provide 6 MDG with AFRC guidelines for preparing AF Form 422, *Notification of Air Force Member's Qualification Status*, on reserve personnel; ensure members are processed in accordance with AFRC guidance.

6.1.3.2.9. Comply with policy guidance provided by 6 MDG.

6.1.3.2.10. Coordinate Optometry appointments; notify 6 MDG at least 48 hours prior to when appointment is required. Order reserve members' gas mask inserts and eye glasses.

6.1.3.2.11. Identify 927 AMDF representatives for AMC, OHWG, and Aerospace Medicine Council, and DAWG.

6.1.3.2.12. Representative will brief 6 MDG/OHWG of potential occupational health concerns.

6.1.3.2.13. Coordinate occupational physical examinations for the traditional reserve members assigned to the 927 ARW.

- 6.1.3.2.14. Provide 6 MDG BE/PH with a list of 927 ARW personnel and industrial work areas. Ensure 927 ARW personnel identified by 6 MDG as performing duty in hazardous noise areas are evaluated.
- 6.1.3.2.15. The 927 AMDF personnel will participate in the environmental and occupational health programs.
- 6.1.3.2.16. Ensure personnel potentially exposed to ionizing or non-ionizing radiation comply with radiation protection safety requirements. Pregnant reserve members enrolled in the Radiation Protection Program will be identified and monitored in accordance with applicable directives.
- 6.1.3.2.17. Document appropriate restrictions on AF Form 422/469 for pregnant reserve personnel working in areas with identified occupational hazards. 927 ARW must refer pregnant members to Public Health for pregnancy workplace interview in accordance with AFRCI 41-104, *Pregnancy of Air Force Reserve Personnel*.
- 6.1.3.2.18. Identify by Air Force Specialty Code (AFSC), office space, communication, and computer connection requirements.
- 6.1.3.2.19. Coordinate administrative office/work space and joint use of facility with designated representative or Liaison Officer. At the beginning of each fiscal year, provide 6 MDG a copy of 927 AMDF UTA schedule. Space requirements for active duty and/or inactive duty training periods will be coordinated at least 5 days prior to date required.
- 6.1.3.2.20. Maintain security of all equipment on UTAs and accept full responsibility for training aides and equipment while in use by 927 AMDF personnel. Ensure qualified trainers and assigned personnel are available for training purposes.
- 6.1.3.2.21. Coordinate training and provide 6 MDG representatives with 927 AMDF reserve personnel OJT records. Ensure 927 AMDF reserve personnel are available for scheduled training periods.
- 6.1.3.2.22. Request credentialing for 927 ARW medical providers. Supply information needed for each provider to the 6 MDG credentialing office in a timely manner. Each 927 ARW medical unit requesting provider credentialing will identify a full-time POC to the 6 MDG credentialing office.
- 6.1.3.2.23. Provide funding for medical supplies, equipment, and spare parts procured through 6 MDG utilized by 927 AMDF personnel.
- 6.1.3.2.24. Request and screen each computer product received from the 6 MDG for accuracy. Discrepancies will be annotated and a copy of the product, along with necessary support documents to substantiate corrections, will be returned to the 6 MDG facility for corrective action.
- 6.1.3.2.25. Provide a mechanism to control keys and access badges that are approved by the 6 MDG/SGA. Assume liability and cost of key replacement.
- 6.1.3.2.26. Request 6 MDG facility badges for 927 AMDF personnel who routinely work in the 6 MDG facilities. Provide for secure distribution and storage of badges when not in use.

6.1.3.2.27. Provide a schedule of the UTAs annually to the 6 MDG Liaison Officer, or representative.

6.1.3.2.28. Provide 6 MDG with a listing of space requirements to support UTCs and War Reserve Materiel.

6.1.3.2.29. Ensure all reserve personnel who have access are trained in its proper use.

6.1.3.2.30. Provide 6 MDG with UTC, member AFSCs, and skill levels assigned for utilization within the confines of the MCRP.

6.1.3.2.31. Provide own means for SIPR network access to include terminal and all associated equipment.

6.1.3.2.32. Provide means of securing classified material (i.e., procure authorized safe and store items in 927 AMDF controlled area). 927 AMDF classified material and safe will not be stored in the 6 MDG.

6.2. The 45th Aeromedical Evacuation Squadron (45 AES) for Narcotics Maintenance.

6.2.1. Scope. This section provides guidance and documents agreement on aspects of maintenance of two 45 AES operational narcotics kits. Actions and agreements herein apply only to the participating parties and are not intended to supersede any existing regulations.

6.2.2. Assumptions. "45 AES bags" is defined as two 45 AES operational narcotics kits which each include Allowance Standard 887 ABA and 887 ABB (total 4 boxes). 6 MDG/SGSP will assign "45 AES electronic pharmacy vault," which will be created by electronically subdividing the 6 MDG pharmacy vault.

6.2.3. Responsibilities.

6.2.3.1. Financial Management. The 45 AES/SGL will separate a portion of operational account 145898 to be used for narcotics. 45 AES/RA will provide the 6 MDG/RA a funding document to load targets into an established DMLSS account. 6 MDG pharmacy logistics manager will use 45 AES credits from returns to replenish 45 AES narcotics if possible. If enough credits are not available, 45 AES will place a narcotics order following the process listed below.

6.2.3.2. Logistics Support. The 45 AES/SGL will provide current copy of appointment letter for 45 AES controlled medical item custodian to 6 MDG/SGSL. The process to order 45 AES operational narcotics is as follows:

6.2.3.2.1. Operational narcotics will be ordered by 45 AES controlled medical item custodian to be delivered to 6 MDG/SGSL logistics vault.

6.2.3.2.2. When narcotics arrive, 45 AES controlled medical item custodian will sign for and receive narcotics from 6 MDG/SGSL vault personnel and transport them to 6 MDG pharmacy vault.

6.2.3.2.3. The 6 MDG/SGSP vault personnel will sign for and receive 45 AES operational narcotics and place them in 45 AES electronic pharmacy vault.

6.2.3.2.4. The 6 MDG/SGSP vault personnel will move 45 AES operational narcotics from the 45 AES electronic pharmacy vault to 45 AES bags. 6 MDG/SGSP

personnel will have AF Form 579, *Controlled Substance Register*, generated at this time.

6.2.3.2.5. Boxes used for 45 AES bags will be provided by 45 AES/SGL from the operational in-flight kits.

6.2.3.3. Operational Support. The 6 MDG/SGSP personnel perform monthly disinterested inventories and biannual inventory and monitor 45 AES narcotics for expiration dates. Items may be rotated with 6 MDG stock to prevent expiration. Maintenance of narcotics will be done according to 6 MDG/SGSP local guidance (6 MDG Instruction 41-22, Monthly-Disinterested Inventories: Narcotics and Controlled Drugs, Pharmacy OI-51, Pharmacy Flight Controlled Drugs). 6 MDG/SGSP will provide copies of monthly and biannual inventories, AF Forms 579, inventory adjustments, and records of destruction to 45 AES/SGL. 6 MDG/SGSP will provide current telephone contact information that is needed to access narcotics in the event they are needed with a two-hour notice. 45 AES/ CN will annually provide 6 MDG/SGSP an authorization letter listing nurses allowed access to narcotics for missions.

6.2.3.4. Mission Support. The 45 AES/DOO anticipates need for operational narcotics based on known mission requirements and informs 6 MDG/SGSP as soon as possible. If narcotics are required unexpectedly after duty hours, 6 MDG/SGSP personnel are contacted utilizing current contact information. A two-hour time is expected, allowing for time to contact pharmacy personnel and obtain narcotics. Narcotics will be signed out on the day they are required. An authorized 45 AES nurse will present a military identification (ID) card and either a flight authorization identifying the mission, or a letter from the 45 AES/CN or 45 AES/CC showing the narcotics requirement. The 6 MDG/SGSP personnel will verify authorization to obtain narcotics by comparing ID card with annual authorization letter listing nurses allowed access to narcotics. 45 AES nurse and 6 MDG/SGSP personnel will count narcotics and record information on AF Form 579. The 45 AES nurse will follow local 6 MDG guidance (Pharmacy 01-51) to sign out the narcotics. Narcotics are returned to 6 MDG/SGSP pharmacy immediately after return from a mission and are not stored in 45 AES facilities. The 45 AES/DOO will coordinate return of narcotics with 6 MDG/SGSP prior to aircraft arrival. The 45 AES nurse and 6 MDG/SGSP will count narcotics and record information on AF Form 579.

6.2.3.5. Manpower. The 6 MDG/SGSP will have personnel available at all times to support short notice 45 AES missions requiring use of operational narcotics. The 6 MDG/SGSP will have personnel available to support planned missions requiring access to operational narcotics outside normal pharmacy duty hours.

6.3. Forms Prescribed/Forms Adopted.

6.3.1. Forms Prescribed: None.

6.3.2. Forms Adopted:

AFCOMSEC Form 9, *Cryptographic Access Certificate (PA)(FOUO)*

AF Form 348, *Line of Duty Determination*

AF Form 422, *Notification of Air Force Member's Qualification Status*

AF Form 469, *Duty Limiting Condition Report*

AF Form 579, *Controlled Substance Register*

AF Form 847, *Recommendation for Change of Publication*
AF Form 1846, *Request For and Record of Organization Account*
DD Form 448, *Military Interdepartmental Purchase Request (MIPR)*
DD Form 2900, *Post Deployment Health Reassessment (PDHRA)*

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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AFI 65-601V1, Chapter 7, *Budget Guidance and Procedures*, 3 March 2005

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Executive Orders 9397, 9830, and 12107

Acronyms and Abbreviations

6 AMW—6th Air Mobility Wing

6 CPTS—6th Comptroller Squadron

6 CS—6th Communications Squadron

6 FSS—6th Force Support Squadron
6 LRS—6th Logistics Readiness Squadron
6 MDG—6th Medical Group
6 MSG—6th Mission Support Group
6 OG—6th Operations Group
6 OSS—6th Operations Support Squadron
4 AF—4th Air Force
18 AF—18th Air Force
45 AES—45th Aeromedical Evacuation Squadron
63 ARS—63rd Air Refueling Squadron
91 ARS—91st Air Refueling Squadron
927 AMDF—927th Aerospace Medical Flight
927 ARW—927th Air Refueling Wing
A&FRC—Airman and Family Readiness Center
ADO—Activity Distribution Office
AF—Air Force
AFB—Air Force Base
AFE—Aircrew Flight Equipment
AFE0—AFE Officer
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFMS—Air Force Medical Service
AFPDC—Air Force Publishing Distribution Center
AFRC—Air Force Reserve Command
AFRIMS—Air Force Records Information Management System
AFSC—Air Force Specialty Code
AFSO21—Air Force Smart Operations for the 21st Century
AGE—Aircraft Generation Equipment
AMC—Air Mobility Command
AMCI—Air Mobility Command Instruction
AMU—Aircraft Maintenance Unit
AMXS—Aircraft Maintenance Squadron

AO—Aeronautical Order
ARMS—Aviation Resource Management System
ART—Air Reserve Technician
ASF—Aircraft Support Flight
ASM—Aircraft Structural Maintenance
AT—Antiterrorism
ATP—Annual Training Plan
BE—Bioenvironmental Engineering
CAFIS—Computer Automated Fleet Information Service
CAP—Cryptographic Access Program
CCC—Combat Crew Communications
CC—Commander
CCO—Officer of the Commander
CS—Communications and Computer Systems
CD—Deputy Commander
CHCS—Composite Health Care System
CMSGT—Chief Master Sergeant
CoCCT—Code of Conduct Continuation Training
CoCT—Code of Conduct Training
COMSEC—Communications Security
CP—Command Post
CPI—Constant Process Improvement
CRO—COMSEC Responsible Officer
CSA—Computer Support Administrator
CSI—Contingency SERE Indoctrination
CV—Vice Commander
DAPS—Document Automation Production Service
DAWG—Deployment Availability Working Group
DCC—Davis Conference Center
DCC—Deployment Control Center
DCIP—Defense Critical Infrastructure Program Protection
DIP—Diplomatic Clearance

DMLSS—Defense Medical Logistics Standard Support

DNIF—Duty Not Involving Flying

DoD—Department of Defense

DOV—Standardization/Evaluation

DSN—Defense Switched Network

E&E—Electrical and Environmental

EC—Equipment Control

ECO—Equipment Control Officer

EMSEC—Emissions Security

EO—Equal Opportunity

EOTI—Equal Opportunity and Treatment Incident

EVR—Entitlement Verification Report

FARM—Functional Area Records Manager

FAS—Functional Account Symbol

FCB—Flight Crew Bulletin

FCIF—Flight Crew Information File

FDS—First Duty Station

FLO—Family Liaison Officer

FRF—Flight Record Folder

GDSSII—Global Decision Support System

HARM—Host Aviation Resource Management

HHQ—Higher Headquarters

HQ—Headquarters

IA—Information Assurance

ICAC—Installation Climate Assessment Committee

ID—Identification

IDT—Inactive Duty Training

IFM—Integrated Flight Management

IGESP—In-Garrison Expeditionary Site Plan

IG—Inspector General

IMT—Information Management Tool

IN—Intelligence

IP—Information Protection
ISSA—Interservice Support Agreement
ISSO—Information Systems Security Officer
JA—Judge Advocate
JPAS—Joint Personnel Adjudication System
JTS—Joint Training Schedule
MAJCOM—Major Command
MCRP—Medical Contingency Response Plan
MHS—Military Health System
MICAP—Mission Capable
MISREP—Mission Report
MOA—Memorandum of Agreement
MOC—Maintenance Operations Center
MOF—Maintenance Operations Flight
MOS—Maintenance Operations Squadron
MPO—Military Pay Order
MPS—Military Personnel Section
MSGT—Master Sergeant
MTL—Master Task Listing
MT—Metals Technology
MTT—Mobile Training Team
MXG—Maintenance Group
MXS—Maintenance Squadron
NCC—Network Control Center
NCOIC—Noncommissioned Officer in Charge
OAR—Organization Account Representative
OEHED—Occupational and Environmental Health Exposure Data
OGI—Intelligence
OGV—Standardization and Evaluation
OHWG—Occupational Health Working Group
OIC—Officer in Charge
OJT—On-the-Job Training

OMC—Official Mail Center

OPLAN—Operations Plan

OPORD—Operations Order

OPREP—Operational Report

OPR—Office of Primary Responsibility

OSK—Wing Tactics Office

OSKP—Survival, Evasion, Resistance, & Escape (SERE) Office

PCS—Permanent Change of Station

PDF—Personnel Deployment Function

PFMR—Project Fund Management Record

PH—Public Health

PM—Process Manager

POC—Point of Contact

POL—Petroleum, Oils, and Lubricant

PPR—Prior Permission Required

PWCS—Personnel Wireless Communications Systems

QA—Quality Assurance

RF—Radio Frequency

ROE—Rules of Engagement

SA&D—Strategic Alignment and Deployment

SAF/USMS—Secretary of the Air Force/United States Marshals Service

SAPR—Sexual Assault Prevention and Response

SARMS—Squadron Aviation Resource Management

SAV—Staff Assistance Visit

SCR—Special Certification Roster

SERE—Survival, Evasion, Resistance, and Escape

SIOP—Single Integrated Operational Plan

SIO—Senior Intelligence Officer

SMSGT—Senior Master Sergeant

SORTS—Status of Resources and Training System

SPIRNET—SECRET Internet Protocol Router Network

SVRO—Secure Voice Responsible Officer

TACC—Tanker Airlift Control Center

TACLAN—Tactical Local Area Network

TBA—Training Business Area

TCO—Telephone Control Officer

TDY—Temporary Duty

TMAP—Telecommunications Monitoring and Assessment Program

UCA—Unit Climate Assessment

UCMJ—Uniform Code of Military Justice

USCENTCOM—United States Central Command

USSOCOM—United States Special Operations Command

USSTRATCOM—United States Strategic Command

UTA—Unit Training Assembly

UTC—Unit Type Code

VOCC—Vehicle Operations Control Center

WICC-TDS—Weaponizing Intelligence Combat Capability-Training Documentation System