

**BY ORDER OF THE COMMANDER
515TH AIR MOBILITY OPERATIONS
WING**

**515TH AIR MOBILITY OPERATIONS
WING INSTRUCTION 10-206**

1 AUGUST 2025

Operations

OPERATIONAL REPORTING



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 515 AMOW/CC
(Col Jens D. Lyndrup)

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Pages: 14

This Instruction implements DAFMAN 10-206, *Operational Reporting* and the Air Mobility Command's (AMC) Supplement, DAFI 10-701, *Operations Security* and DAFMAN 10-207, *Command Posts* for all personnel assigned to or operating under the 515th Air Mobility Operations Wing (AMOW). It establishes policies and procedures and assigns responsibilities for command and control of resources, operational and emissions security and delineates the organizational hierarchy and critical information requirements for operational reports and notification to Wing leadership. This instruction implements policies from DAFMAN 10-206 regarding Operational Reporting. 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*.

SUMMARY OF CHANGES

This instruction has been revised and should be completely reviewed. Major changes include the Air Mobility Control Center (AMCC) organizational realignment from the 735th Air Mobility Squadron (AMS) to the 515 AMOW; transfer of all AMCC functions and duties and operational control to 515 AMOW/A3O; change of reports to CCIR reports; inclusion and expansion of HHQ reporting matrices; and updates to duty positions and titles for compliance with wing A-staff implementation and AFI 38-101, *Manpower and Organization*.

1. Objectives.

1.1. This plan is to provide policy, guidance and instructions for Commander's Notifications, Operational Reporting (OPREP), the Department of the Air Force (DAF) Commanders Critical Information Requirement (CCIR), the AMC CCIR, the United States Air Force (USAF) Expeditionary Center (EC) CCIR, and the 515 AMOW's CCIR procedures. It provides guidance for Quick Reaction Checklists (QRC) as well as seamless communication flow throughout the 515 AMOW.

2. Concepts of the Reporting System.

2.1. The en route OPREP-3 system will be implemented by the 515 AMOW/CC but executed through the en route commanders in conjunction with their Host Wing's Command Post (CP). The system relies on the timely passing of critical information through the chain of command to the higher headquarter commander and is to be augmented by good judgment and discretion. Attachment 3 provides information flow charts for geographically separated en route commanders.

2.2. An OPREP-3 system provides national leaders and their staffs the information necessary for timely operational decisions. Events that meet "PINNACLE" criteria will be routed to the National Military Command Center while events that meet "BEELINE" criteria will be reported to the Chief of Staff, United States Air Force (CSAF).

2.3. A CCIR is an informational report sent to senior leadership and staff for notification of events affecting a unit and/or installation that do not meet OPREP-3 BEELINE/PINNACLE criteria. Commanders may decide to send this report when an event meets criteria in the DAF, AMC, USAF EC or AMOW CCIR Matrix or for any event a commander feels may be of interest to senior leadership. CCIR reporting at the AMC level and below allows for timely operational decisions and should not be released to agencies outside of the reporting process unless permission is requested.

2.3.1. Timing criteria:

2.3.1.1. OPREP-3s will have the synchronous (initial) report submitted with a goal of being transmitted within 15 minutes of an event occurring with the exception of the Pinnacle Report "NUCFLASH," which has a 5 minute requirement. The asynchronous report (sometimes referred to as the hard copy report) will be submitted within 1 hour.

2.3.1.2. DAF CCIRs will have the synchronous (initial) report submitted with a goal of being transmitted within 30 minutes. The asynchronous report (sometimes referred to as the hard copy report) will be submitted within 4 hours. The OPREP-3 and DAF abbreviated requirements can be found in Matrix 1.

2.3.1.3. AMC CCIRs will have an abbreviated statement or initial report due within 30 minutes and the asynchronous report due within 4 hours.

515AMOWI10-206 1 AUGUST 2025

2.3.1.4. USAF EC CCIRs have the goal of being reported with enough time for the EC Commander to take timely action on the information provided IAW the expanded EC CCIR matrix. The report will primarily be transmitted over email. Certain situations will warrant an immediate phone call. The consolidated CCIR Matrix (see example, Table A2.2) will identify communication procedures.

2.3.1.5. AMOW CCIRs have the goal of being reported with enough time for the AMOW Commander to take timely action on the information provided IAW the expanded EC CCIR matrix. The report will primarily be transmitted over email and use the OPREP-3 5W format to ensure consistency in reporting (Attachment 4). Certain situations will warrant an immediate phone call prior to the report being submitted electronically. The consolidated CCIR Matrix (see example, Table A2.2) will identify communication procedures.

3. Responsibilities:**3.1. 515 AMOW/CC or delegated authority:**

3.1.1. Will initiate Wing Staff level CCIR reports through the 515 AMOW AMCC.

3.1.2. Will review, upon carbon copy receipt, all AMC CCIRs submitted to HHQ from PACAF Host Wing CPs. The AMC Command Center has added the EC/CC to CCIR reporting as of November 2024.

3.1.3. Will review and approve AMC CCIRs originated at 515 AMOW AMCC before submission to HHQ in accordance with the Memorandum of Understanding (MOU) with the 15th Wing.

3.1.4. Will be the final reviewer of all AMOW CCIRs received via email from subordinate units, and will action responses to those incidents, as appropriate.

3.1.5. Will review all EC CCIRs received via email and submit them to the EC/CC via the method prescribed (verbal or email).

3.1.6. Will review the 515 AMOW CCIR Matrix on a routine basis and provide Commander's intent to 515 AMOW/A3O to update and distribute as necessary.

3.2. All geographically-separated AMS and Air Mobility Operations Group (AMOG) Commanders will:

3.2.1. Coordinate with the Host Wing's CP to strictly limit the OPREP-3 and AMC CCIR review process to allow expeditious review, approval, and release of reports. Per DAFMAN 10-206, the CP will not seek multiple Commanders' approval to send a report and will only use Host Wing Commander's approval for reports.

3.2.2. Notify the Host Wing CP immediately when an event or incident meets reporting criteria. Do not delay notifying the CP to research an event or incident.

3.2.3. Ensure the Host Wing CP courtesy copies (cc's) OPREP-3 and DAF/AMC CCIR reports to all applicable commanders (AMOW, AMOG, and/or AMS), and affected MAJCOMs. Ensure this is captured in their Host Wing CP MOUs.

3.2.4. Ensure Host Tenant Service Agreements and MOUs outline reporting procedures, as well as Commander and First Sergeant Training requirements, to be validated no less than annually.

3.2.5. Have procedures in place to quickly submit AMOW CCIRs. These procedures can include the Host Wing CP or remain internal to the AMS or AMOG.

3.2.6. Coordinate with Host Wing CP when/if Host Wing Commanders delegate releasing authority to tenant commanders on station (co-located AMOW, AMOG, or AMS Commanders). This should be written in the Host-Tenant Support Agreements (HTSAs) / MOUs.

3.2.7. Contact AMCC via phone call or email for all OPREP-3 and AMC CCIR reports. The AMCC will monitor the reports until the final is submitted.

3.3. 515 AMOW AMCC will:

3.3.1. Design QRCs and templates to quickly generate and submit OPREP-3s and CCIRs.

3.3.2. Inform the 515 AMOW/CC of reportable situations, events or incidents under the OPREP-3, AMC, and USAF EC matrices. When the CC is not immediately available, notify the next in command. When the method of the report is electronic, ensure 515 AMOW/CCC, 515 AMOW/CD, 515 AMOW/COS, and 515 AMOW/A3/4/5 are included in any reports (cc'd on email). When reports are relayed on SIPR, ensure NIPR emails are sent notifying members to check SIPR.

3.3.3. Monitor all OPREP-3s and CCIRs that involve the 515 AMOW assets, to include Contingency-Emergency-Deployment tasked elements within the USINDOPACOM theater.

3.4. Deployed Air Mobility Team (AMT) chiefs will:

3.4.1. Submit CCIR reporting to the 515 AMOW AMCC for processing and concurrently notify their home-station AMS/CC (or designated representative). They will also comply with any additional reporting instructions prescribed by orders for the tasking they are on, such as a requirement to notify the 618 AOC.

4. 515 AMOW/CC Matrix Requirements:

515AMOWI10-206 1 AUGUST 2025

4.1. Commanders will utilize the USAFEC & EC CCIR matrix (see example, Table A2.3 A2.4) as well as the USAFEC CCIR Expanded Notification Matrix (see example, Table A2.5) for all notification requirements and timelines. The matrix is not all-inclusive nor is it intended to replace the requirements of DAFMAN 10-206, Operational Reporting, but is provided as a guide.

4.2. The CSAF OPREP-3/DAF CCIR Matrix (see example, Table A2.1), AMC CCIR Matrix (see example, Table A2.2), USAFEC CCIR Matrix (see example, Table A2.3), AMOW CCIR Matrix (see example, Table A2.4) have been included for convenience. However, these matrices are updated on a more frequent basis than this publication. Commanders must ensure they are using the most current CSAF, AMC and EC CCIR matrices. Contact the Host Wing CP or AMCC for the most current reporting matrices. For AMOW CCIRs, this publication may be updated with Interim Change (IC) procedures.

JENS D. LYNDRUP, Colonel, USAF
Commander

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

AFMAN 10-206, *Operational Reporting (OPREP)*, 17 June 2018, IC 1 September 2020

AFMAN 10-206, AMC Supplement, *Operational Reporting (OPREP)*, 4 November 2021

AFI 10-701, *Operations Security (OPSEC)*, 24 July 2019, IC 1, 9 June 2020

AFMAN 10-207, *Command Posts*, 10 April 2018, AFGM2025-01, 13 March 2025

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AMC—Air Mobility Command

AMCC—Air Mobility Control Center

AMOW—Air Mobility Operations Wing

AMOG—Air Mobility Operations Group

AMS—Air Mobility Squadron

CCIR—Commander's Critical Information Requirement

CP—Command Post

EC—Expeditionary Center

OPREP—Operational Report

QRC—Quick Reaction Checklist

515AMOWI10-206 1 AUGUST 2025

Attachment 2

REPORTING MATRICES

Table A2.1. Example CSAF OPREP-3/DAF CCIR Matrix (3 April 2025)

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

DAF Reporting Program Matrix Table of Contents	
<u>OPREP-3 PINNACLE</u>	
This message is used by any unit to provide the National Military Command Center (NMCC) – National Joint Operations and Intelligence Center (NJOIC), and, as appropriate, Services and Combatant Commands with immediate notification of any incident or event where national-level interest is indicated.	
Rule	Title
1A	NUCFLASH (OPREP-3PNE)
1B	Front Burner (OPREP-3PFB)
1C	Broken Arrow (OPREP-3PBA)
1D	Empty Quiver (OPREP-3PEQ)
1E	Emergency Disablement (OPREP-3PED)
1F	Emergency Evacuation (OPREP-3PEV)
1G	Elusive Lightning (OPREP-3PEL)
1H	Primary Flare (OPREP-3PPF)
1I	Nimbus Delirium (OPREP-3PND)
1J	General (OPREP-3)
1K	Bent Spear (OPREP-3BS)
1L	Faded Giant (OPREP-3FG)
<u>OPREP-3 BEELINE</u>	
This message is used by DAF Commanders to report any event or incident that the CSAF and/or CSO has deemed reportable, and/or meets DAF-level interest, but does not meet national or international level interest requirements (OPREP-3 Pinnacle reporting).	
Rule	Title
2A*	Aircraft / Missile Incident / Mishap (Aircraft related)
2B	Jettison Objects/Dropped Object/Off-DZ Airdrop/Aircraft Off-Range Weapons Fire/Strafe Incidents (Aircraft related)
2C	Aircraft Hijacking (Aircraft related)
2D	Missing Aircraft (Aircraft related)
2E*	Death/Injury (Personnel related)
2F*	Personnel Recovery (Personnel related)
2G	Active Shooter (Security related)
2H	Anti-Terrorism/Terrorist Activity (Security related)
2I	Bomb Threat (Security related)
2J*	Unauthorized Uncrewed System Event (Security related)
2K	Coups (US/Foreign related)
2L	CSO Special Reporting Item (SRI) (USSF related)
2M	Space System Degradation / Anomaly / Failure (USSF related)
2N	Service Watch Cell Directed Report (Miscellaneous)
Note: (*) represent rule numbers that fall under both OPREP-3 BEELINE and DAF CCIR categories based on A3O notification matrix. Further delineation can be found within rule number information below.	
<u>DAF CCIR</u>	
This message is used by DAF Commanders to report any event or incident that meet OPREP-3 BEELINE level interest but do not meet immediate notification criteria based on A3OW Notification Matrix.	
<u>(GEN)-series reports: General events/incidents (applies to DAF units)</u>	
Rule	Title
GEN-1	CSAF Special Reporting Item (SRI)
GEN-2	USAF Commander's Discretion
GEN-3	USSF Commander's Discretion
GEN-4	Media Coverage
GEN-5	Ground Mishap
GEN-6	Property Damage
GEN-7	Toxic Material/Fuel Spill
GEN-8	Infrastructure Failure/Outage (Power, Water, etc.)
GEN-9	Disease/Public Health Emergency

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

* This is a truncated example of a condensed quick-reference OPREP-3/CCIR Matrix produced by the 515 AMOW A3O. Host Wing CP and AMCC will update commanders of reporting changes. Current Matrices should be retained by commanders at all levels, and

refreshed via Host Wing CP and AMCC.

Table A2.2. Example AMC Matrix (1 October 2024)

HHQ AMC INTEREST			
RULE	TITLE	DESCRIPTION	REQUIRED INFORMATION
AMC-GEN-1	AMC Commander's Discretion	Any unusual occurrence or significant event/incident involving installation resources that does not meet any reporting criteria but in the judgement of the commander is deemed of high interest or value to AMC senior leaders, to include any OPLAN activation (minimum SECRET) or any pet fatalities resulting from Patriot Express Travel.	<ul style="list-style-type: none"> Mission Impact Any known circumstances which induced or contributed to the incident. Reason it is being elevated to this level; address potential/probable concern
AMC-GEN-2	Ground Mishap/ Property Damage	Damage to AMC property (other than aircraft), facilities or infrastructure systems (commercial or government owned/operated utility systems and/or runway, taxiway, barrier, fuel storage/hydrant systems) exceeding \$100K to \$600K significantly affecting (or projected to affect) the mission. Note: OPREP-3 verbiage "Class C or D damage not reportable under PINNACLE/BEELINE criteria.	<ul style="list-style-type: none"> Mission Impact Known Military Casualties (if applicable) Know Civilian Casualties (if applicable) Injured Type of Mishap Cause of Mishap Extent of damage Estimated cost of damage
AMC-GEN-3	Evacuation/Relocation	Any AMCC, AOC, CP or Command Center evacuation/relocation or COOP implementation (not to include semiannual training activation).	<ul style="list-style-type: none"> Reason for relocation Duration Media Attention Mission Impact
AMC-GEN-4	ICC/EOC Activation	ICC/EOC activation in response to a real world event that does not meet OPREP-3 criteria.	<ul style="list-style-type: none"> Mission Impact Any known circumstances which induced or contributed to the incident

* This is a truncated example of a condensed quick-reference AMC Matrix produced by the 515 AMOW A3O. Host Wing CP and AMCC will update commanders of reporting changes. Current Matrices should be retained by commanders at all levels and refreshed via Host Wing CP and AMCC.

Table A2.3. Example EC CCIR Matrix (01 August 2024)

USAFEC COMMANDER'S NOTIFICATION MATRIX					(current a/o 01 Aug 2024)		
CATEGORY	CCIR #	EVENT	USAFEC CC	USAFEC CD	USAFEC CCC	MA	
LEGEND: V = Verbal Call (0700 - 1800 EST); Notify Principal on Station B = Both Verbal and Email B (24) = Refer to expanded guidance on when to elevate to "Wake-up Criteria" /24-hour notification; if unable to contact CC, notify CD or CCC E = Email White Line = AMC CCIR Requirement (Cc USAFEC) Grey Line = USAFEC CCIR Requirement			1. DSN OFFICE: 690-7010 2. DUTY CELL: (609) 694-7228 3. PERSONAL CELL: (808) 753-6097 4. HOME OFFICE: (609) 754-2136	1. DSN OFFICE: 650-7010 2. DUTY CELL: (609) 658-5354 3. PERSONAL CELL: (843) 906-7597 4. HOME OFFICE: (609) 754-8656	1. DSN OFFICE: 690-7021 2. DUTY CELL: (609) 694-5812		
Aviation/ Munitions Incidents & Mishaps	AVI-1	Flight Ctrl/Flight Instrument Problems/Engine Failure	E	E	E	E	
	AVI-2	Class A or B Mishap at or near location	B (24)	B (24)	B (24)	E	
		Aircraft Evacuation	B (24)	B (24)	B (24)	E	
		Close Watch Deviations	B (24)	B (24)	B (24)	E	
HQ AMC / USAFEC INTEREST ITEMS	GEN-1	Commander's Discretion	B	B	B	E	
	GEN-2	Ground Mishap/Property Damage	E	E	E	E	
	GEN-3	Evacuation/Relocation	E	E	E	E	
	GEN-4	Real World CAT /ICC /EOC Activation	B	B	B	E	
	GEN-5	Any AMC Miscellaneous Event Report (AMER)	E	E	E	E	
	GEN-6	Weather/Significant natural disaster impacting personnel and/or mission	E	E	E	E	
CYBER EVENTS	CYB-1	Communication Outage	E	E	E	E	
	CYB-2	Communications/Computer Systems Intrusions	E	E	E	E	
Leadership Notification Events	LN-1	Death of a military member, civilian employee, DoD contractor, or dependent	B (24)	B (24)	B (24)	E	
	LN-2	Serious injury or disfigurement of a military member, civilian employee, or dependent	E	E	E	E	
	LN-3	Criminal activity or misconduct of AMC personnel arrested or detained that draws media attention	B	B	B	B	
		USAFEC: Report any allegations of misconduct for Officer & E8+ personnel	B	B	B	B	
	LN-4	Unexploded Ordnance (UXO) found on AMC installations unless pre-coordinated removal operations	E	E	E	E	
	LN-5	Bomb threats that result in facility closure and evacuations	E	E	E	E	
	LN-6	Civil Disturbances or demonstrations targeted against AMC installations	E	E	E	E	
	LN-7	Special Access Programs (SAP) potential impacts on National Security	E	E	E	E	
	LN-8	Suicide Attempt by a military, civilian, or dependent belonging to USAFEC unit	E	E	E	E	
	LN-9	Student training mishap resulting in hospitalization, serious injury or disfigurement	E	E	E	E	
		Event/incident that halts training or results in a delay of graduation for entire class	E	E	E	E	
	LN-10	Sexual Assault: report all allegations involving USAFEC personnel (Suspect or Victim); reference expanded for add'l guidance	E	E	E	E	
	LN-11	Host/Foreign Nation significant events; treaty inspection declarations	E	E	E	E	
		Foreign Government Declaration of Emergency	B (24)	B (24)	B (24)	E	
LN-12	Noncombatant Evacuation Operation Events	B (24)	B (24)	B (24)	E		
	Any unplanned events where media coverage is expected and not previously coordinated	B (24)	B (24)	B (24)	E		
LN-13	Terrorist activity or significant events/threats to USAFEC units and/or AMC installations	B (24)	B (24)	B (24)	E		
LN-14	Confirmed active shooter event resulting in lockdown, evacuation, and/or law enforcement response	B (24)	B (24)	B (24)	E		

* This is an example of a condensed quick-reference Combined CCIR Matrix produced by the 515 AMOW A3O. A3O will update commanders of reporting changes. Current Matrices should be retained by commanders at all levels and refreshed via A3O to include the USAFEC CCIR Notification Matrix.

Table A2.4. Example AMOW CCIR Matrix (25 October 2024)

515 AMOW COMMANDER'S NOTIFICATION MATRIX (25 Oct 24)			
LEGEND: V = Verbal Call (0700 - 1800 EST); Notify Principal on Station B = Both Verbal and Email B (24) = Refer to expanded guidance on when to elevate to "Wake-up Criteria"/24-hour notification; if unable to contact CC, notify CD, then CCC E = Email I/T = Immediate Call or Text ROEs: (1) This is not a source document for non-AMOW CCIRs, please refer to Command Post maintained matrices for DAF, AMC, & EC CCIRs (2) All OPREP, DAF, and AMC CCIRs reported to a CP/AMCC still require AMS & AMOG CCs to email notification to the AMOW/CC (carbon copy AMOW/CC and CD) (3) All EC notifications will be made through the AMOW/CC who include EC/CC, CCC, CD & MA			515 AMOW
			CC
			OFFICE DSN
			315-447-9900
			DUTY CELL:
			808-265-4616
CATEGORY	CCIR #	EVENT	AMOW Report:
Aviation	AVI-2	DV 1-3 Deviations or diverts with significant AF/AMC/PACAF impact	C/E
	AVI-3	Patriot Express and/or pet-related incidents and pet-related ICE comments (positive or negative)	E
	AVI-4	Contracted aircraft that departs an installation empty	E
	AVI-5	AMC aircraft impoundment	E
	AVI-6	Safety inspection/Review board on an aircraft that AMOW personnel have performed mix or load operations on	E
	AMOW Interest Items	GEN-1	An event which a CC believes the AMOW/CC should be made aware
GEN-7		Safety inspection/Review board on an aircraft that AMOW personnel have performed mix or load operations on	E
GEN-8		Major movements or increased workload periods	E
GEN-9		Events significant to host nation relations or foreign government declarations of emergency	E
Leadership Notification Events	LN-1	Death of a family member	I/T
	LN-2	Unscheduled admission to the hospital for a stay over 24 hours of a military member or family member or dependent	E
	LN-3	Allegations of misconduct for an Officer member, or an enlisted member of grade E-7 or above	E
	LN-4	Any domestic violence event involving a minor	E
	LN-9	Training international students or visitors	E
	LN-13	FPCON change	I/T
	LN-15	DV visit to an AMOW unit	E

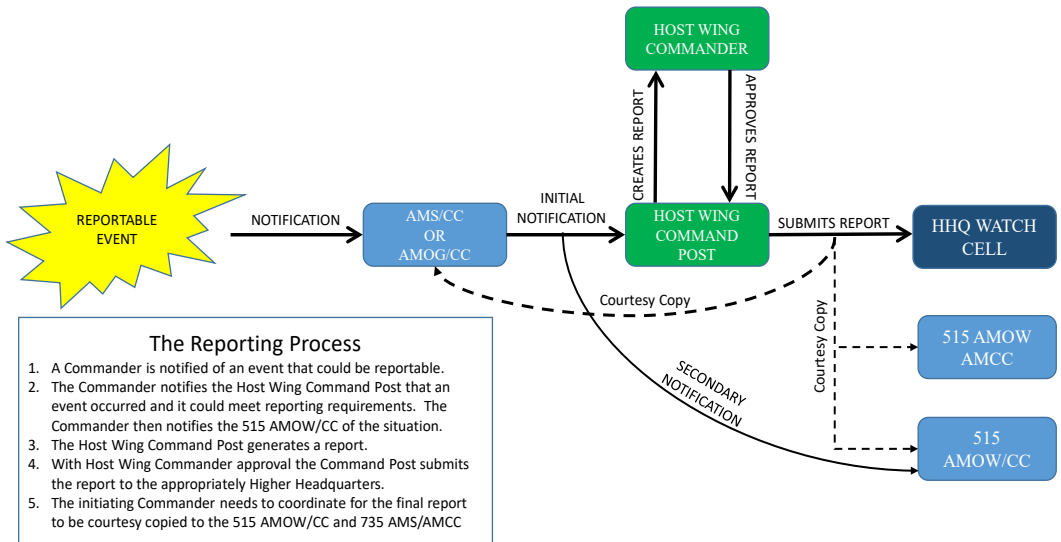
* This is an example of a condensed quick-reference AMOW CCIR Matrix produced by the 515 AMOW A3O. A3O will update commanders of reporting changes. Current Matrices should be retained by commanders at all levels and refreshed via A3O to include the AMOW CCIR Notification Matrix.

Table A2.5. Example USAFEC CCIR Expanded Notification Matrix (01 August 2024)

USAFEC CCIR Notification Matrix (CAO 01 AUG 2024)						
USAFEC CCIR	Title	Description	Required Information	Contact will be made via one of the following: V = Verbal Call to On-Station Principle 0700 - 1800 EST E = E-mail B = Both Verbal and E-mail 24 = Call Anytime Using Priority Order of Numbers Listed	USAFEC CC 1. DSN OFFICE: 658-7010 2. DUTY CELL: (609) 658-5354 3. PERSONAL CELL: (843) 906-7597	USAFEC CD 1. DSN OFFICE: 658-7010 2. DUTY CELL: (609) 658-5354 3. PERSONAL CELL: (843) 906-7597
AVIATION/MUNITIONS INCIDENTS						
AVI-1	Aircraft Incidents/Mishaps	a. Flight control/flight instrument problems that do not meet beeline/Pinnacle criteria, but in the judgement of the commander merits AMC attention b. Engine failure • Any in-flight emergency (IFE) engine shutdown • Any in-flight or maintenance run engine failures Note: Single engine failures on aircraft equipped with three or more engines need not be reported unless concurrent conditions jeopardize safety of flight c. Dropped objects valued over \$1,000	<ul style="list-style-type: none"> • Full Tail Number • Type of Aircraft • Home Base & Unit • Mission for Aircraft/ Was an IFE declared? • Stage of Flight incident occurred (i.e., take-off, approach) • Type of ordnance aboard or involved (if applicable) • Weather conditions at time and place of event or incident • Casualties (# of personnel hospitalized/seriously injured/deaths) • Estimate of property or equipment damage (Air Force, public, private) 		E	E
AVI-2	Aircraft/Munition Incidents/Mishaps	a. Class A or B mishap at or near location and/or resulting in personnel hospitalizations, serious injury, or aircraft damage b. Aircraft Evacuation c. Close Watch Mission Deviations Mishaps resulting in personnel hospitalizations, serious injury, or damage to the aircraft. Class C or D damage to include bird strikes, lightning strikes, or any other damage not reportable under PINNACLE/BEELINE criteria	<ul style="list-style-type: none"> • Full Tail Number • Type of Aircraft • Home Base & Unit • Mission for Aircraft/ Was an IFE declared? • Stage of Flight incident occurred (i.e., take-off, approach) • Type of ordnance aboard or involved (if applicable) • Weather conditions at time and place of event or incident • Casualties (# of personnel hospitalized/seriously injured/deaths) • Estimate of property or equipment damage (Air Force, public, private) 	24 Hour Notification IF: (b) Aircraft Evacuation was unexpected (c) Close Watch Msn Deviation caused by USAFEC unit	B (24)	B (24)

Attachment 3
REPORTING FLOW CHARTS

Figure A3.1. OPREP-3 and DAF/AMC CCIR Flow Chart for geographically separated units



Note: At Joint Base Pearl Harbor-Hickam, where the AMCC resides, the 515 AMOW/CC will be notified to review OPREP/DAF/AMC CCIR reporting for events impacting 735 AMS operations prior to routing to 15 Wg/CC. 15 Wg/CC remains final approving official.

Figure A3.2. USAF EC CCIR Flow Chart

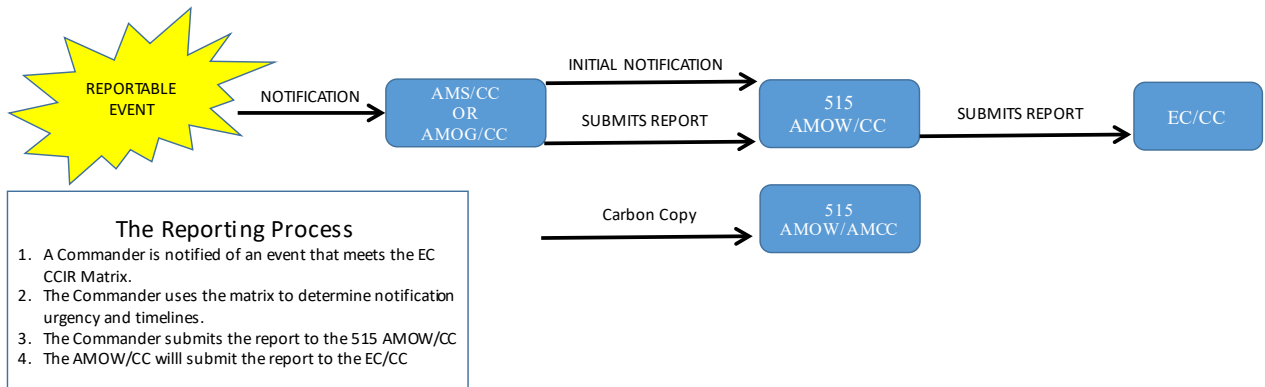
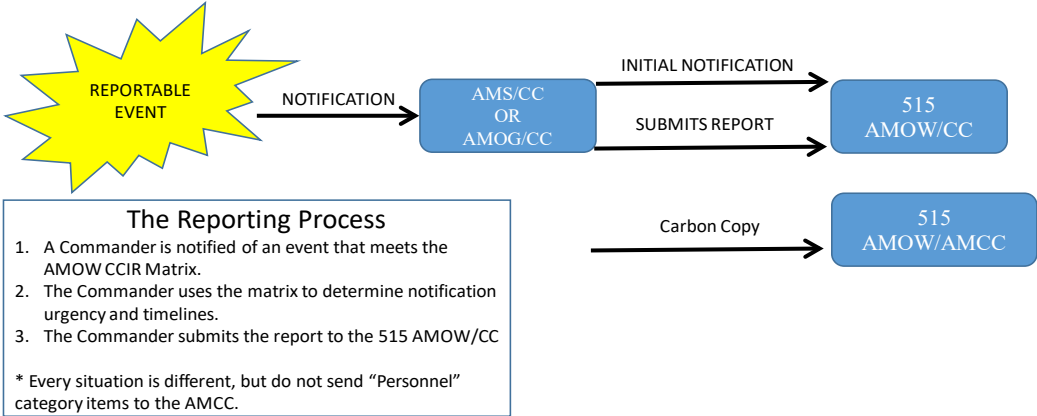


Figure A3.3. 515 AMOW CCIR Flow Chart



Attachment 4

REPORTING FORMAT EXAMPLES

Figure A4.1. OPREP-3 Body Example

Rule	Title	Potential CUI Category or Marking
2A*	Aircraft/Missile Incident/Mishap	Accident Investigation / CUI//SP-AIV//FEDCON or SECRET
<p>(U) OPREP-3B, DDHHMMZMMMYYYY, Location, Aircraft/Missile Incident/Mishap, Rule 2A</p> <p>(U) Report Type: Initial/Follow-up/Correction/Final</p> <p>1. (U) INCIDENT TIME, DATE: DDHHMMZMMMYYYY</p> <p>2. (U) UNIT: (owning/reporting wing, MAJCOM)</p> <p>3. (CUI) INCIDENT DETAILS: At DDHHMMZMMMYYYY, the Command Post was notified of (insert details, include, <u>type of aircraft/missile</u>, <u>home base/unit</u>, <u>mission of aircraft</u> (include point of departure and enroute stops, <u>stage of flight</u> (i.e., takeoff, approach, etc.), <u>type of ordnance aboard/involved</u>, <u>weather conditions at time/place of incident</u>, <u>casualties</u> (if any), <u>names of VIP casualties</u> (if any), <u>estimated property/equipment damage</u> (include DAF, public, and/or private), <u>security measures taken</u> (i.e., number and type of personnel used as sentries, include unit/base of assignment), <u>if nuclear weapons/components are involved</u>, <u>include whether or not a NDA was established</u>, <u>known circumstances which induced or contributed to the incident</u>, <u>identify if incident occurred in populated or unpopulated area</u> (if applicable), and as applicable, <u>annotate whether media attention did/did not occur</u>)</p> <p>4. (CUI or S) MISSION IMPACT/IMPAIRMENT: (insert GENTEXT or N/A, classify accordingly)</p> <p>5. (U) RELEASING/APPROVING AUTHORITY: Rank/Name, Office Symbol (ref AFMAN 10-206 para 2.4 to determine auth)</p> <p>Rule XX applies (Delete if no other rule numbers apply)</p>		

Note: Each OPREP-3 rule has a specific format or required information that must be in the report. The reporting C2 node is required to keep every template readily available.

Figure A4.2. DAF/AMC/AMOW CCIR 5W Body Example

<p>(U) DAF CCIR/(Rule identifier), DTG (DDHHMMZMYYYY format), location, event title</p> <p>(U) WHO: (Reporting Unit) Include Unit Designator for Unit and Wing or Installation Command Post submitting the DAF CCIR.</p> <p>(U) WHAT: Will include report FLAGWORD/DAF CCIR Rule identifier, event title, and Report Type: Initial, Initial/Final, Follow-Up, Final, or Corrected Report</p> <p>(U) WHEN/WHERE: (DTG/Location) DDHHMMZMYYYY/ (installation or city if off installation)</p> <p>(CUI / classified according to content) WHY: (Details) In the narrative format, include the details of the event/incident. Please refer to the DAF Reporting Program Matrix for additional requirements for each rule identifier.</p> <p>(CUI / classified according to content) Mission Impact/Impairment: The DAF CCIR Matrix identifies rules/events that are only reportable if they have an adverse impact on the installation, wing, or unit's mission. Commanders will provide a clear and detailed description of impact to the installation, wing, or unit's primary mission in this line. The primary mission refers to the mission identified in the Mission Statement which directly supports the parent MAJCOM/FLDCOM or Combatant Command mission (e.g. OPLAN/Pilot Training etc.) therefore, any incident which degrades or prevents the flying mission, could impact the tasked mission, or warrant notification outside of a MAJCOM to a CCMD. Use "N/A" for rule numbers that are not dependent on the impact to mission for reportable events. The use of "low," "medium," and/or "high" as a mission impact/impairment is not quantifiable and will no longer be used in DAF reporting.</p> <p>(U) Point of Contact: Used after consulting and confirming with the appropriate external agency/agencies and informing them that further reports should be accomplished through their channels, include rank, last name, office symbol and 10-digit DSN number. As a minimum, a POC will be provided for all initial/final and final reports. Initial and follow-up reports may use "N/A" in the POC line if a POC is not identified at the time of report transmission. Do not list the C2 Operations organization as the report's POC.</p> <p>(U) Approving Authority: Units will reference AFMAN 10-206 para 2.4 to determine appropriate authority.</p> <p>(U) Reviewing Command Center: Input applicable reviewing Command Center(s).</p>
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