

**BY ORDER OF THE COMMANDER  
AIR FORCE GLOBAL STRIKE COMMAND**

**AIR FORCE GLOBAL STRIKE COMMAND  
INSTRUCTION 20-100**



**24 JULY 2025**

**Logistics**

**LOGISTICS READINESS AFTER-  
HOURS SUPPORT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 20-1, *Integrated Life Cycle Management* and establishes responsibilities, requirements and procedures for the Air Force Global Strike Command's (AFGSC) Logistics Readiness Squadron (LRS) to provide points of contact for after-hours logistical support. This instruction applies to all AFGSC LRS. It is not applicable to Air Force Reserve, Air National Guard or United States Space Force. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 and request for waivers/deviations from the field through the appropriate chain of command to AFGSC/A4R workflow, [afgsc.a4r@us.af.mil](mailto:afgsc.a4r@us.af.mil). The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0 or T-3") number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures* for a description of the authorities associated with Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority utilizing guidance identified in DAFMAN 90-161, or alternately, to the Publication OPR for non-tiered compliance items. This publication may not be supplemented at any level.

## Chapter 1

### GENERAL

**1.1. Operational Requirement.** This instruction directs AFGSC Logistics Readiness Squadron (LRS) to develop an after-hours point of contact (POC) listing. The POC listing will outline functional areas responsibilities, establish common duty hours and after-hours support procedures for critical mission support functions and specify how the functional area in **Table 2.1** will support after-hours. LRS leadership must customize their after-hours contact listings to meet mission-specific and local requirements. The POC listing will contain contact information for each functional area deemed mission critical by LRS leadership and will include after-hours contact information for each designated person.

**1.2. After-Hours Definitions.** For this instruction, after-hours are defined as those hours immediately following the end of a normal duty day through the beginning of the next normal duty day. Additionally, after-hours include weekends, federal holidays, and holidays specific to the location.

**1.3. Contracted Personnel.** LRS units that have contractors must follow the Performance Work Statement and Contract Bargaining Agreements for after-hours support and ensure the POC listing reflects members that are available to provide appropriate support.

**1.4. Distribution.** LRS units must provide a copy of the POC Listing, signed by the LRS Commander (or designated representative) every quarter, or as changes to the listing occur, to each respective Wing's Maintenance Operations Center and Wing Command Post, Supply Chain Operation Squadron MICAP cell, the Joint-Global Strike Operations Center, Air Forces Strategic Logistics Directorate workflow J-GSOC/AFSTRAT/A4 Workflow [8AF.LG@us.af.mil](mailto:8AF.LG@us.af.mil) and AFGSC Logistics Readiness Division workflow [afgsc.a4r@us.af.mil](mailto:afgsc.a4r@us.af.mil).

**1.5. Regulations.** LRS Commanders/Leadership may include after-hours support in locally developed Operating Instructions. If after-hours support procedures are included in a locally developed Operating Instructions, the POC listing must still meet all the requirements outlined in **paragraph 1.1** and be distributed as required in **paragraph 1.4**.

**1.6. Validation Period.** Units will review the POC Listing quarterly to ensure all information is accurate and will make changes as needed. Additionally, when a LRS Commander and/or the Operations Officer switch out, the new Commander and/or Operations Officer must review and adjudicate the POC Listing within the first 90 days of assuming their roles to familiarize themselves with units after-hour support requirements. **(T-3)**

## Chapter 2

### ROLES AND RESPONSIBILITIES

#### 2.1. LRS Commander will:

2.1.1. Assign an after-hours POC for each Functional area in **Table 2.1** and consolidate the information into one master POC Listing.

2.1.1.1. Ensure POC Listing has at a minimum, the member's Rank, Name, work number (DSN & Commercial), contact number where the individual can be reached after-hours, work email, office symbol and the dates the member is expected to be available for after-hours support.

2.1.1.2. Ensure the POC listing includes contact information for LRS leadership representatives that will be available to provide guidance to de-escalate or elevate concerns not resolvable at the lowest levels.

2.1.2. Coordinate after-hours support with local supported/supporting units and validate the POC list quarterly thereafter.

2.1.3. Ensure members assigned to the after-hours POC listing are available and aware of their roles and responsibilities as dictated by mission requirements.

#### 2.2. LRS after-hours POC will:

2.2.1. Receive and coordinate all after-hours support requirements based on local guidance and direction.

2.2.2. Elevate any issues that cannot be resolved at the lowest level up to the LRS Commander (or representative), including non-responsiveness from Functional after-hours personnel.

2.2.3. Provide an acknowledge email the next official duty day to the requesting organization and courtesy copy LRS/Functional Leadership.

#### 2.3. Functional Areas.

2.3.1. The following **Table 2.1** contains common functional areas that may be required to provide guidance to support after-hours operation.

2.3.2. As determined by the LRS Leadership Team, the applicable Flight Leadership will determine when personnel go on standby to support after-hours service. Flight Leadership may make exceptions when mission requirements warrant. The LRS Commander or Operations Officer will be informed in advance of these exceptions.

**Table 2.1. LRS Functional Areas.**

FUNCTION
Aircraft Parts Store
Central Storage
Individual Protective Equipment
Decentralized Materiel Support

<b>FUNCTION</b>
Personal Property and Passenger Travel
Cargo Movement
Vehicle Dispatch/Document Control (Documented Cargo)
Installation Deployment Readiness Cell
Air Terminal Function
Fuels Management
Vehicle Management
Resource Advisor/Government Travel Card

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

AFPD 20-1, *Integrated Life Cycle Management*, 07 August 2018

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

***Prescribed Forms***

None

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFGSC**—Air Force Global Strike Command

**AFI**—Air Force Instruction

**DAF**—Department of Air Force

**DAFMAN**—Department of the Air Force Manual

**LRS**—Logistics Readiness Squadron

**OI**—Operating Instruction

**POC**—Point of Contact

***Office Symbols***

**AFGSC/A4R**—Logistics Readiness Division

***Terms***

None