

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**

**AIR FORCE MATERIEL COMMAND
INSTRUCTION 10-250**



5 SEPTEMBER 2025

Operations

**AIR FORCE MATERIEL COMMAND
(AFMC) OPERATIONS CELL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing web site at www.e-Publishing.af.mil

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AFMC/A3OX

Certified by: AFMC/A3/6

Pages: 21

This instruction implements the Department of the Air Force Policy Directive (DAFPD) 10-2, *Readiness*, to establish command and control structures to support the Chairman, Joint Chiefs of Staff (CJCS) and provide continuity of command and control in the event of hostile action or natural disaster. It establishes and defines the composition and functions of the Air Force Materiel Command (AFMC) Ops Cell. It applies to HQ AFMC 2-Ltr Directors, Center, Complexes and special staff agency personnel supporting the Ops Cell. It does not apply to Air National Guard (ANG) and Air Force Reserve Command (AFRC) field units and members but does apply to ANG and Air Force Reserve personnel assigned or attached for duty to HQ AFMC. This publication does not apply to the United States Space Force. Ensure that all records created because of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program* and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and/or questions about this publication to the Office of Primary Responsibility (OPR) using DAF Form 847, *Recommendation for Change of Publication*. Route DAF Form 847 from the field through the appropriate functional chain of command to the OPR. The authorities to waive wing/unit level requirements in this publication are identified with a tier number (“T-0, T-2 or T-3”) 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 the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority through the publication OPR, or alternately, to the requestor’s commander for non-tiered compliance items. This instruction may not be supplemented at any level. The use of the name or mark of any specific

manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of the Air Force.

Chapter 1—AFMC OPS CELL	4
1.1. Introduction.....	4
1.2. AFMC Ops Cell Functions.	4
Chapter 2—AFMC OPS CELL ORGANIZATION	6
2.1. Introduction.....	6
Figure 2.1. Ops Cell Day-to-Day Command and Control (C2) Structure.....	6
2.2. Commander, Air Force Materiel Command (AFMC/CC).....	6
2.3. Director of Air, Space and Cyberspace Operations (HQ AFMC/A3/6).	6
2.4. HQ AFMC 2-Ltr Directorates & Staff Agencies.	7
2.5. AFMC Operations Cell Director.....	7
2.6. AFMC Ops Cell Manager.....	7
2.7. AFMC Command Center.....	7
Chapter 3—CENTER OPS CELL	9
3.1. Introduction.....	9
3.2. Concept.	9
3.3. Center Commander will:.....	9
3.4. Center Ops Cells will:.....	9
3.5. AFMC Wings/Installations.	9
3.6. Other Organization(s) responsibilities (e.g., Program Offices, Program Executive Officers (PEOs), Air Logistic Complexes (ALCs), and non-host Wings).....	9
3.7. External Tasker Decision Matrix.	9
Figure 3.1. External Tasker Decision Matrix.	10
Chapter 4—OPS CELL PROCEDURES	11
4.1. Introduction.....	11
4.2. Ops Cell Contact Numbers.	11
4.3. Battle Rhythm.	11
4.4. Non-Duty Hour Coverage.....	11
4.5. Communication:.....	11
4.6. Outgoing Messages.....	11

4.7.	Operations Cell Directive (OCD).	11
4.8.	Ops Cell Reporting.	12
4.9.	Weekly Update Briefs/ Situational Report (SITREPs).	12
4.10.	Ops Cell Relationships.	12
4.11.	Transition to CAT Operations.	12
4.12.	Continuity of Operations Planning.	12
Chapter 5—MISSION TYPE ORDER (MTO) PROCEDURES		13
5.1.	Introduction.	13
5.2.	Concept.	13
5.3.	Types of Orders:	13
5.4.	External MTO Actions.	13
5.5.	Internal MTO Actions.	14
Table 5.1.	: MTO Notification Email Template.	14
Table 5.2.	: AFMC MTO Order Format.	16
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		18

Chapter 1

AFMC OPS CELL

1.1. Introduction. This instruction for the AFMC Ops Cell outlines the organization and responsibilities supporting the flow of information and to clearly present that information to the HQ AFMC Commander (AFMC/CC) as a warfighter supporting command. HQ AFMC A3/6, Director of Air, Space & Cyberspace Operations (AFMC/A3/6) established the AFMC Ops Cell to align and integrate activity across the HQ AFMC Staff, Centers, Complexes and Wings/Installations. The AFMC Ops Cell, as the standing operational watch, facilitates the command's transition from steady-state operations to a Crisis Command and Control in support of planning and operations execution.

1.2. AFMC Ops Cell Functions. The primary function of the AFMC Ops Cell is to provide a Command and Control (C2) node capable of operating outside normal crisis/contingency communication structure to quickly respond to DAF, CCMMD, AFOG/AFCAT and other Air Force MAJCOMs tasks, Requests for Information (RFI) to include the deployment, sustainment, redeployment, or reconstitution of the Air Force enterprise. The AFMC Ops Cell supports the AFMC Crisis Action Team (CAT) construct by providing a centralized hub to monitor, track, and integrate information throughout the Department of Defense (DoD). The major duties of the AFMC Ops Cell include, but are not limited to:

1.2.1. Manage deliberate collaboration and information sharing across all echelons, to minimize operational risk, and enhance synchronization.

1.2.2. Review external Mission Type Orders (MTO) for AFMC tasks to identify AFMC OPR and release to AFMC leaders and Center Ops Cells in Ops Cell Directive (OCD) format. Coordinate with AFMC/A3/6 or AFMC/DS (Director of Staff) to release internal MTOs in OCD format.

1.2.3. Maintain awareness of operations, contingencies, and current events impacting HQ AFMC, Centers, Complexes, and Wings/Installations within the AFMC structure.

1.2.4. Monitor ongoing and follow-on actions for AFMC mission activities supporting HAF and other MAJCOMs.

1.2.5. Monitor Command-wide increase/decrease of activities associated with national/local events.

1.2.6. Brief AFMC Senior Leaders bi-weekly at the Commander's Update Brief (CUB).

1.2.7. Produce and release weekly Situational Report (SITREP).

1.2.8. Maintain NIPRnet site located at: https://usaf.dps.mil/teams/AFMC-CAT/Operations_Cell and a SIPRnet site located at <https://intelshare.intelink.sgov.gov/sites/hqafmc-c3/SitePages/Home.aspx>. Both SharePoint pages include but is not limited to administrative functions, such as contact information, technical support, and links to external agencies, OCDs, weekly update briefs, SITREPs, messages, and MTOs.

1.2.9. Guidance to subordinate units will be published as an OCD and may be additive to this MAJCOM Instruction but is not intended to replace or modify the AFMCI as written. The

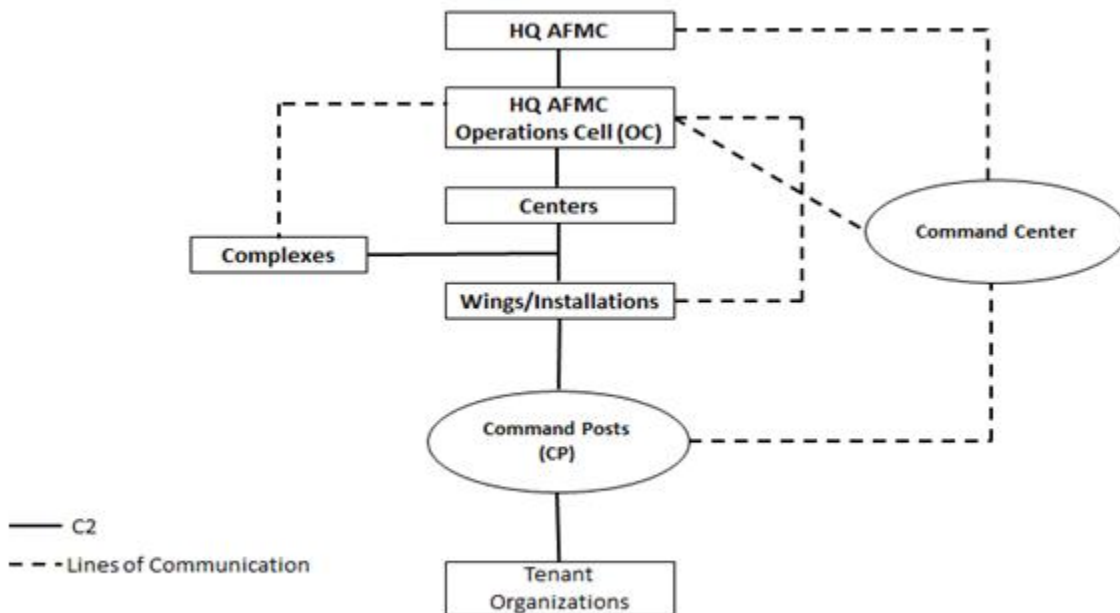
purpose of an OCD is to rapidly disseminate MAJCOM guidance where the time sensitive nature of an event or task may require direction down to subordinate Centers, Complexes, and wings, based on Air Staff delegated authorities to Commander AFMC (COMAFMC). OCDs will be annotated and archived through the AFMC Ops Cell and be sequentially numbered by Calendar Year and Julian Date (e.g., OCD 23135001, OCD 23135002, etc.) based on the date of release. OCDs will be posted and maintained by the AFMC Ops Cell on the AFMC Ops Cell SharePoint page at the following website: https://usaf.dps.mil/teams/AFMC-CAT/Operations_Cell or Secure Internet Protocol Network (SIPRNET) website: <https://intelshare.intelink.sgov.gov/sites/hqafmc-c3/SitePages/Home.aspx> depending on the classification of the OCD.

Chapter 2

AFMC OPS CELL ORGANIZATION

2.1. Introduction. The AFMC Ops Cell provides day-to-day C2 (Command and Control) communication on behalf of the AFMC/CC. Headquarters AFMC/A3O supports the execution of AFMC Ops Cell responsibilities with the assignment of the position of the AFMC Ops Cell Directors and AFMC Ops Cell Managers. HQ AFMC 2-Ltr Directorates/Staff offices, Centers, Complexes, and Installation/Wings will provide a capability to support the execution of day-to-day C2 of the AFMC Ops Cell. **Figure 2.1.**, Ops Cell Day-to-Day Command and Control (C2) Structure, depicts an example of the day-to-day C2 structure and communication between HQ AFMC staff, AFMC Command Center, Centers, and its servicing Command Post. Routine C2 operations are performed IAW AFMAN 10-206 *Operational Reporting*, AFMAN 10-207, *Command Posts*, and Emergency Action Procedures (EAP).

Figure 2.1. Ops Cell Day-to-Day Command and Control (C2) Structure.



2.2. Commander, Air Force Materiel Command (AFMC/CC). AFMC/CC is responsible for the overall C2 operation and execution of the AFMC Ops Cell. AFMC/CC delegates these duties to the AFMC/A3/6 Director of Air, Space and Cyberspace Operations, as prescribed in this AFMCI.

2.3. Director of Air, Space and Cyberspace Operations (HQ AFMC/A3/6). AFMC senior official designated to oversee AFMC crisis/contingency C2 response. HQ AFMC/A3O is the Office of Primary Responsibility (OPR) for AFMC steady-state and crisis/contingency C2 policy and execution. This responsibility has been further delegated to Chief, Current Operations Branch, HQ AFMC/A3OX.

2.4. HQ AFMC 2-Ltr Directorates & Staff Agencies. Identify a primary and alternate AFMC Ops Cell C2 focal point by updating the POC list at: <https://usaf.dps.mil/teams/AFMC-CAT/OC/SitePages/Home.aspx>. A dedicated focal point is needed to promptly respond to time sensitive tasks and ensure continuity of information provided to leadership at all levels.

2.5. AFMC Operations Cell Director.

2.5.1. Description. The AFMC Ops Cell Director, as AFMC/CC's direct representative, has operational oversight over Ops Cell assigned personnel, tasking authority over all AFMC subordinate organizations supporting Ops Cell operations, and approval authority over all information flow between AFMC Ops Cell, subordinate organizations, and AFMC senior leaders.

2.5.2. Duties include, but not limited to:

2.5.2.1. Ensure Ops Cell functions are executed to facilitate senior leader situation awareness on all aspects of Command operations.

2.5.2.2. Review and approve HQ AFMC responses to taskers after appropriate coordination.

2.5.2.3. Ensure C2 functions of the Ops Cell are operational to facilitate senior leader situation awareness on all aspects of subordinate unit operations.

2.6. AFMC Ops Cell Manager.

2.6.1. Description. The AFMC Ops Cell Manager is the AFMC Ops Cell representative for all activities and is responsible to the Director for management, coordination, and execution of all AFMC Ops Cell taskings.

2.6.2. Duties include, but are not limited to:

2.6.2.1. Review all incoming correspondence to the AFMC Ops Cell, then ensure those items are processed, tracked, and routed to the appropriate agencies for action.

2.6.2.2. Act as the primary AFMC Ops Cell liaison to other agency operation centers, crisis action teams, and component staffs for crisis and/or contingency operations.

2.6.2.3. Keep senior leaders and AFMC Ops Cell Director informed of all emergent or immediate Requests for Assistance or Request for Forces, as situations arise.

2.6.2.4. Executes and manages the daily AFMC Ops Cell battle rhythm.

2.6.2.5. When directed by HQ AFMC Senior Leaders, report all actions, as required, in the form of SITREPs to all appropriate Service and DoD agencies.

2.7. AFMC Command Center.

2.7.1. Description. Provides 24/7/365 command and control for 8 AFMC Wings, 6 Centers, 4 Complexes, numerous Geographically Separated Units (GSUs) and locations worldwide, Air Force Watch, AFMC Leadership and AFMC/CC's interface with subordinate wings.

2.7.2. Duties include, but are not limited to:

2.7.2.1. Receive and disseminate Commander's Critical Information Requirements (CCIR) and Operational Report (OPREP).

2.7.2.2. Initiate AF Emergency Message Notification System (EMNS) for AFMC recalls and emergencies when directed.

2.7.2.3. Provide C2 support for AFMC/CC, Deputy Commander (DCOM), and AFMC Ops Cell.

2.7.2.4. Process Emergency Action Messages (EAMs) in accordance with applicable directives.

Chapter 3

CENTER OPS CELL

3.1. Introduction. This chapter describes the AFMC Center's organizational responsibilities required to support AFMC Ops Cell operations.

3.2. Concept. The following six centers will establish a Center Operation Cell to provide a central, tailorable C2 structure, support functional expertise, or staff reach-back capability in support of AFMC Ops Cell taskers: Air Force Installation and Mission Support Center (AFIMSC), Air Force Life Cycle Management Center (AFLCMC), Air Force Nuclear Weapons Center (AFNWC), Air Force Research Laboratory (AFRL), Air Force Sustainment Center (AFSC), and Air Force Test Center (AFTC). Center Ops Cells will respond to time-sensitive tasks and information dissemination while providing leadership, at all levels, an increased awareness needed to perform their missions.

3.3. Center Commander will:

3.3.1. Identify a primary and alternate Center Ops Cell C2 focal point by updating the POC list at: <https://usaf.dps.mil/teams/AFMC-CAT/OC/SitePages/Home.aspx>.

3.3.2. Ensure subordinate organizations: (i.e., 2-Ltr Program Executive Officer (PEO)/Directorates, Complexes/Installations) appoint a C2 focal point in writing to the respective Center Ops Cell.

3.4. Center Ops Cells will:

3.4.1. Have access to the following capabilities: NIPRnet access, SIPRnet access, Secure Video Teleconferencing (SVTC) and standard and encrypted telephone communications system Voice over Secure Internet Protocol (VoSIP).

3.4.2. Establish standardized NIPRnet and SIPRnet Ops Cell email accounts identified as the "Center's organizational title organizational position Workflow" (e.g., "AFLCMC C2 Workflow"). This is the primary organizational account to which inbound tasks and requirements are sent, Center level sub-tasks are released and Wing responses to Center level Ops Cell tasks are sent.

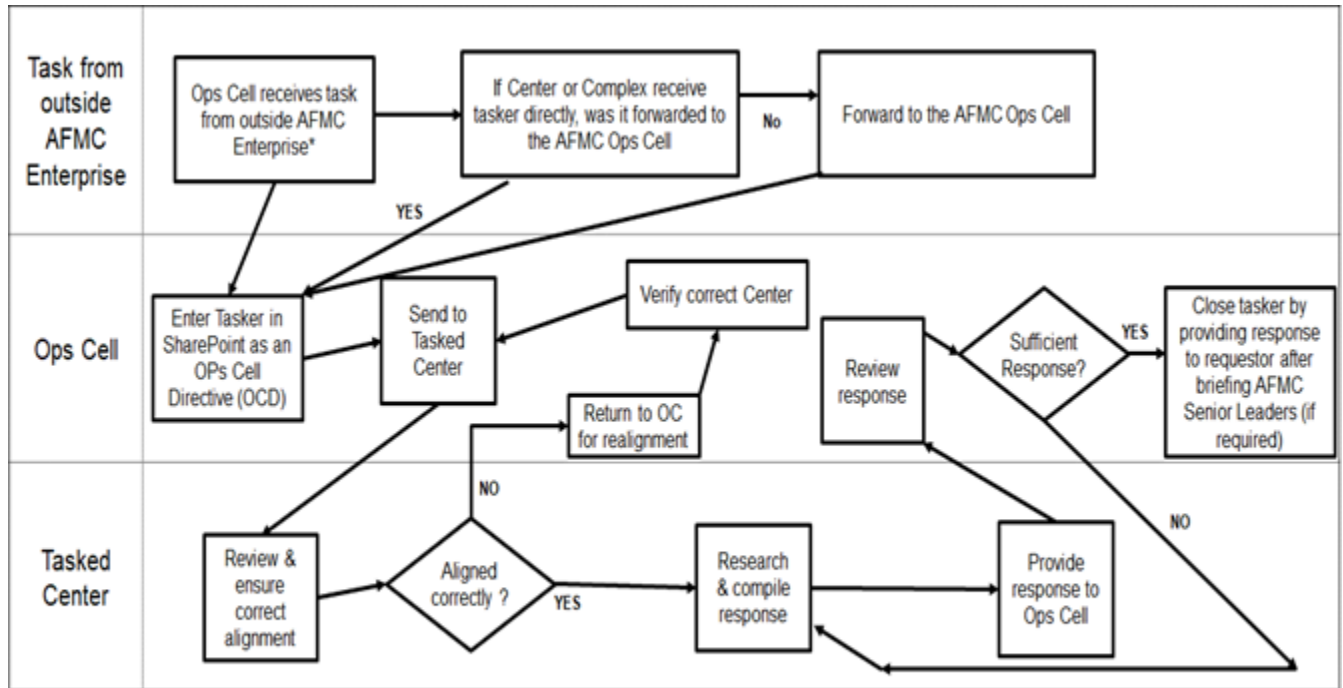
3.5. AFMC Wings/Installations. Further guidance will be provided by the parent Center.

3.6. Other Organization(s) responsibilities (e.g., Program Offices, Program Executive Officers (PEOs), Air Logistic Complexes (ALCs), and non-host Wings).

3.6.1. Any organization/individual receiving an external task from an outside agency relating to operational activities outside normal day-to-day activities should advise its Center Ops Cell who, in turn, will advise the AFMC Ops Cell via NIPR Workflow: hqafmc.ops.cell@us.af.mil or SIPR Workflow: usaf.wright-patt.afmc-rsrcmgmt.mbx.hq-afmc-ops-cell-workflow@mail.smil.mil

3.7. External Tasker Decision Matrix. **Figure 3.1.** External Tasker Decision Matrix depicts how tasks received from outside the command should be processed through the command. These are tasks that are outside the normal day-to-day communications between HQ AFMC, Centers, Complexes, and Installations and outside agencies.

Figure 3.1. External Tasker Decision Matrix.



*Tasker could come from HAF, DAF, COCOM, Center, Complex or 2-LTR or other government entity

Chapter 4

OPS CELL PROCEDURES

4.1. Introduction. This chapter describes how the AFMC Ops Cell operates in support of HQ AFMC priorities.

4.2. Ops Cell Contact Numbers. During normal business hours the AFMC Ops Cell phones will be answered by using one of the following numbers, DSN 312-787-7900/7914, Comm (937) 257-7900/7914, VoSIP 302-787-2253. The AFMC Ops Cell phone number is the central number for all situations possibly requiring Senior Leader briefing or involvement.

4.3. Battle Rhythm. The AFMC Ops Cell will be manned Monday through Friday 0700-1630 EDT/EST with after duty hours and weekends being monitored by the Command Center. When situations dictate, the AFMC Ops Cell Director can modify the hours of operation to include 24/7 posturing.

4.4. Non-Duty Hour Coverage. During periods when the AFMC Ops Cell is not manned/active, the AFMC Command Center will contact the AFMC Ops Cell Director as required. If the Command Center determines an inbound call/message requires immediate attention, they will contact the on-call AFMC Ops Cell Director who will determine if immediate action is required.

4.5. Communication: Incoming Messages: Any organization/individual receiving an external task from an outside agency relating to operational activities outside normal day-today activities should advise the appropriate Center Ops Cell and/or AFMC Ops Cell via NIPR Workflow: hqafmc.ops.cell@us.af.mil or SIPR Workflow: usaf.wright-patt.afmc-rsrcmgmt.mbx.hqafmc-ops-cell-workflow@mail.smil.mil

4.6. Outgoing Messages. Will prepare and route all OCD messages and MTOs through the AFMC Ops Cell Director. Prior to submission for approval, will ensure messages are coordinated through the AFMC Senior Staff as required. The AFMC Ops Cell in coordination with AFMC Senior Staff will determine message release requirements.

4.7. Operations Cell Directive (OCD). Tasks and Requests for Information (RFI) will flow from the AFMC Ops Cell Workflow to respective Center Operation Cell in the form of an OCD sent via organizational email either via NIPR or SIPR. The AFMC Ops Cell Director is the releasing authority for all outgoing messages. In certain instances, the AFMC Ops Cell may send OCDs directly to Center subordinate units, however this will only be done when necessary.

4.7.1. Major Commands (MAJCOMs) sit on top of a skip-echelon staffing structure (see AFI 38-101, *Manpower and Organization*, para 24.2.4.). MAJCOMs and Wings/Installations possess the full range of staff functions needed to perform the required crisis and contingency staff tasks. AFMC Centers may not possess the requisite staff nor expertise to effectively respond to the same emerging and time sensitive crisis response tasks and requests. The AFMC/CC may authorize Direct Liaison Authority (DIRLAUTH) IAW U.S. Air Force Doctrine, Annex 3-30, *Command and Control*, between the AFMC Ops Cell and Center Ops Cells. Additionally, IAW AFI 13-500, *Air Force Nuclear Mission Responsibilities*, Air Force Nuclear Weapons Center (AFNWC) is delegated direct support authority in support of Air Force Global Strike Command (AFGSC) regarding all areas of Nuclear Materiel Management.

4.7.2. When operating under DIRLAUTH, the AFMC Ops Cell will send courtesy copies of all correspondence to the owning Center Ops Cell. An example would be a task specific to a wing or installation with a very short response time as might be expected for a large Defense Support of Civil Authorities (DSCA) event.

4.8. Ops Cell Reporting. The AFMC Ops Cell requires reporting outside of established DoD/HAF/MAJCOM requirements. This reporting requirement is not a substitution for JCS/HAF OPREP reporting requirements or AFMC CCIRs and is used to provide additional information. Issues that require (or likely to require) MAJCOM/CC intervention or that have been briefed or brought forward by other MAJCOM or COCOM/CCs for which AFMC has equity are examples of what could be reported to the Ops Cell. Reporting should be provided to the AFMC Ops Cell via SIPR Workflow email (usaf.wright-patt.afmc-rsrcmgmt.mbx.hq-afmc-ops-cell-workflow@mail.smil.mil) or via NIPR Workflow email (hqafmc.ops.cell@us.af.mil). Reporting requirements are applicable to HQ AFMC 2-Ltr Directors, Staff Agencies, Centers, and Complexes.

4.9. Weekly Update Briefs/ Situational Report (SITREPs).

4.9.1. Brief AFMC Senior Leaders on a bi-weekly schedule at the Commander's Update Brief (CUB).

4.9.2. Status of Mission Type Orders (MTO) received by AFMC and internally issued MTOs will be briefed as part of the CUB.

4.9.3. The AFMC Ops Cell will send out a weekly SITREP to AFMC Senior Leaders to include the AFMC/CC, AFMC/CD, and AFMC Staff Ops Cells.

4.10. Ops Cell Relationships. AFMC Ops Cell supports the AFMC Crisis Action Team (AFMC CAT) by providing a centralized hub to monitor, track, and integrate information throughout HQ AFMC for tasks, including Request(s) for Information (RFIs) from outside agencies. Accordingly, the Ops Cell has tasking authority over directorate and special staff to accomplish integration. When conditions dictate, the AFMC/CC, CD, CA, A3/6, or appointed representative directs the transition of the current Ops Cell tasker to the AFMC CAT.

4.11. Transition to CAT Operations. When the HQ AFMC/CC, CD, CA, A3/6, or appointed representative directs AFMC CAT activation for an event being managed by the AFMC Ops Cell, the AFMC Ops Cell transfers that situation to the AFMC CAT per AFMCI 10-800, *Crisis Command and Control*. Upon CAT activation, the AFMC Ops Cell will continue to monitor day-to-day communications that is outside current CAT activation. When events allow, the Senior CAT Director recommends to the AFMC/CC/CD/CA, HQ AFMC A3/6 or their designated AFMC Command authority that the AFMC CAT will stand down and the day-to-day management of that operation will transition back to AFMC Ops Cell.

4.12. Continuity of Operations Planning. If the AFMC Ops Cell is forced to relocate due to natural or man-made disasters/incidents, the AFMC Continuity of Operations Program (COOP) Program Manager will implement the procedures necessary to transition operations from the HQ AFMC, Building 266 to an alternate location. The decision to relocate the AFMC Ops Cell will be made by AFMC Ops Cell Director or the AFMC/A3/6.

Chapter 5

MISSION TYPE ORDER (MTO) PROCEDURES

5.1. Introduction. This chapter describes the AFMC process for receiving, processing, and responding to Mission Type Orders (MTOs) received from Higher Headquarters and MTO's generated within AFMC.

5.2. Concept. An MTO is an order that contributes to the accomplishment of the total mission assigned to the higher headquarters; it does not necessarily specify how tasks are to be accomplished. MTOs focus on the purpose of an operation rather than the details of how to accomplish it. They empower subordinates with the greatest possible freedom of action within the guidelines of commander's intent. MTOs are most applicable and effective when there is a reasonable expectation that the assumptions captured in commander's intent will remain valid during execution. MTOs should be based on higher-level headquarters priorities and intent, nested within the five-paragraph order format, which can be adapted and applied to peer and lower echelons.

5.3. Types of Orders: MTOs will come in one of the following six formats.

5.3.1. Warning Order (WARNORD): A preliminary notice of an order or action that is to follow.

5.3.2. Planning Order (PLANORD): A planning directive that provides essential planning guidance and directs the development, adaptation, or refinement of a plan/order.

5.3.3. Operation Order (OPORD): A directive issued by a commander to subordinate commanders for the purpose of effecting the coordinated execution of an operation.

5.3.4. Execute Order (EXORD): An order to initiate military operations as directed.

5.3.5. Fragmentary Order (FRAGORD): An abbreviated operation order issued as needed to change or modify an order or to execute a branch or sequel.

5.3.6. Tasking Order (TASKORD): A direct task for subordinate unit execution

5.4. External MTO Actions.

5.4.1. AFMC Command Center will:

5.4.1.1. Upon receipt of MTO, forward MTO to the AFMC Ops Cell NIPR (hqafmc.ops.cell@us.af.mil) or SIPR (usaf.wright-patt.afmc-rsrcmgmt.mbx.hq-afmc-ops-cell-workflow@mail.smil.mil) Workflow depending on what system the MTO came in on.

5.4.1.2. Notify AFMC Ops Cell personnel of MTO via phone if after duty hours.

5.4.2. AFMC Ops Cell will:

5.4.2.1. Review the MTO for AFMC equities, specific AFMC tasks or, requirements and establish OPR(s) and response suspense as required.

5.4.2.2. Task OPR(s) via OCD to meet MTO requirements or any additional requirements levied by AFMC Leadership in support of MTO using [Table 5.1](#). MTO Notification Email Template.

5.4.2.3. Close MTO by providing HQ AFMC A3/6 or HQ AFMC/DS approved response to MTO requestor.

5.4.3. Tasked OPR(s) will:

5.4.3.1. Review MTO and start process to meet MTO request/task/requirement.

5.4.3.2. Compile response

5.4.3.3. Provide response to AFMC Ops Cell by requested suspense date.

5.5. Internal MTO Actions.

5.5.1. AFMC MTO Requestor will:

5.5.1.1. Requesting Center/HQ AFMC 2-Ltr develops and drafts MTO using [Table 5.2.](#), AFMC MTO Order Format.

5.5.1.2. Center/CC, Center/CD, 2-Ltr Director or Deputy Director reviews and approves the MTO.

5.5.1.3. Approved MTO is sent to the AFMC Ops Cell Workflow NIPR (hqafmc.ops.cell@us.af.mil) or SIPR (usaf.wright-patt.afmc-rsrcmgmt.mbx.hq-afmc-ops-cell-workflow@mail.smil.mil) Workflow.

5.5.1.4. Closes MTO by providing AFMC Ops Cell response to MTO.

5.5.2. AFMC Ops Cell will:

5.5.2.1. Contact AFMC/A3/6 or AFMC/DS for release approval prior to OCD release.

5.5.2.2. Tasks OPR(s) via OCD to meet MTO requirements.

5.5.2.3. Closes MTO and archives responses on SharePoint upon receipt of response from the requesting Center/HQ AFMC 2-LTR.

5.5.3. MTO Tasked OPR(s) will:

5.5.3.1. Review MTO and start the process to meet MTO request/task/requirement.

5.5.3.2. Compile response.

5.5.3.3. Submit compiled approved response to AFMC Ops Cell.

Table 5.1. : MTO Notification Email Template.

CLASSIFICATION:

SUBJECT:

From: AFMC Ops Cell

DTG: XXXXZ DDMMYYYY

To: Appropriate OPR

CC: Office symbol of applicable offices

OCD:

1. Narrative: *<Explain what this TASKORD is for and what it directs >*

2. Mission: *<In a single sentence, state who, what, when, where, and why?>*

3. Execution.

3.A. Concept of Operations.

3.A.1. *<Sub-paragraphs may include a general description of type or scope of the requirement and established timelines>*

3.B. Tasks to OPRs.

3.B.1. *<Sub-paragraphs provide specific tasks to OPRs with sufficient information of task requirement>*

3.B.2. *<Refer to attachment for any additional or amplifying information>*

4. Command and Control.

4.A. Command, Control, Communications.

4.A.1. AFMC Ops Cell Contact Information

- Phone Number: DSN 787-7900 or Comm (937) 257-7900
- NIPR Workflow: hqafmc.ops.cell@us.af.mil
- SIPR Workflow: usaf.wright-patterson.afmc-rsrcmgmt.mbx.hq-afmc-ops-cell-workflow@mail.smil.mil
- NIPR SharePoint: <https://usaf.dps.mil/teams/AFMC-CAT/OC/SitePages/Home.aspx>

4.A.2. AFMC Center Ops Cell POCs must acknowledge receipt of this message at the NIPR SharePoint site: <https://usaf.dps.mil/teams/AFMC-CAT/OC/SitePages/Home.aspx>

Table 5.2. : AFMC MTO Order Format.

<p>Subject: () TASKORD: <Title of Order></p> <p>CLASSIFICATION:</p> <p>SUBJECT:</p> <p>From: <Duty Title></p> <p>DTG: XXXXZ DDMMYYYY</p> <p>To: <Recipient></p> <p>CC: <Office symbol of applicable offices></p> <p>OCD #: <Will be assigned by the AFMC Ops Cell></p> <p><OVERALL CLASSIFICATION> REF/A/<PUBLICATION NAME>/<Publication date: DDMMYY></p> <p>ORDTYP/TASKORD/AFMC/<OFFICE SYMBOL OF THE "FROM" ABOVE></p> <p>Narrative () <Explain what this TASKORD is for and what it directs></p> <p>1. () <u>Situation.</u> <At a minimum, provide sufficient background information as to why the tasking is needed and timeline. Additional amplifying information as necessary></p> <p>2. () <u>Mission.</u> <In a single sentence, state who, what, when, where, and why?></p> <p>3. () <u>Execution.</u></p> <p>3.A. () <u>Commander's Intent.</u> <Sub-paragraphs include Purpose, Method, Key Tasks, and Endstate as necessary></p> <p>3.B. () <u>Concept of Operations.</u> <Sub-paragraphs may include a general description of type or scope of the requirement and establish timelines></p> <p>3.C. () <u>Tasks to Components, Subordinate Commands.</u> <Sub-paragraphs provide specific tasks to subordinate commands with sufficient information of task requirement></p>

3.D. () Coordination Instruction.

3.D.1. <Estimated duration of the task. Circumstance or date that terminates the task>

3.D.2. <Constraints, including any special ROEs applicable to this specific task>

4. () Administration and Logistics.

<Sub-paragraphs may include areas such as funding, legal, training, health requirements, status protections, transportation, public affairs, etc.>

5. () Command and Control.

5.A. () Command Relationships. <State supported/supporting relationships>

<Sub-paragraphs provide type of control exercised by the supported commander (OPCON, TACON, DIRLAUTH)>

5.B. () Command, Control, Communications.

<Sub-paragraphs may include requests for subordinate unit requirements, communications circuits to be used for reach-back, POCs, etc.>

Classified By: <Rank Name, USAF, Office Symbol (should be the "From" above)>

Derived From: <Source or "Multiple Sources">

Declassify On: <Authorized date or 25 years from date of issue, DDMMYY>

DUKE Z. RICHARDSON, General, USAF
Commander

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

AFI 13-500, *Nuclear, Space, Missile, Command and Control*, 14 November 2018
AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
AFI 38-101, *Manpower and Organization*, 29 August 2019
AFMAN 10-206, *Operational Reporting*, 18 June 2018
AFMAN 10-207, *Command Posts*, 11 April 2018
AFMCI 10-800, *Crisis Command and Control*, 11 April 2022
DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023
DAFPD 10-2, *Readiness*, 20 May 2021
DoDI 5200.48, *Controlled Unclassified Information (CUI)*, 03 March 2020

Prescribed Forms

None.

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFCAT—Air Force Crisis Action Team
AFIMSC—Air Force Installation and Mission Support Center
AFLCMC—Air Force Life Cycle Management Center
AFMC—Air Force Materiel Command
AFMCI—Air Force Materiel Command Instruction
AFNWC—Air Force Nuclear Weapons Center
AFOG—Air Force Operations Group
AFRIMS—Air Force Records Information Management System
AFRL—Air Force Research Laboratory
AFSC—Air Force Sustainment Center
AFTC—Air Force Test Center
ALC—Air Logistics Complex
C2—Command and Control
CAT—Crisis Action Team

CCIR—Commander’s Critical Information Requirements

CCMD—Unified Combatant Commander

COMAFMC—Commander AFMC

COOP—Continuity of Operations Program

CUB—Commander’s Update Brief

DAF—Department of the Air Force

DCOM—Deputy Commander

DIRLAUTH—Direct Liaison Authority

DoD—Department of Defense

EAM—Emergency Action Message

EAP—Emergency Action Procedures

EMNS—Emergency Message Notification System

EXORD—Execute Order

FRAGORD—Fragmentary Order

GSU—Geographically Separated Unit

IAW—In Accordance With

MAJCOM—Major Command

MTO—Mission Type Order

OCD—Ops Cell Directive

OPORD—Operation Order

OPREP—Operational Report

OPR—Office of Primary Responsibility

PEO—Program Executive Officer

PLANORD—Planning Order

RFI—Request for Information

SITREP—Situational Report

SVTC—Secure Video Teleconferencing

TASKORD—Tasking Order

VoSIP—Voice Over Secure Internet Protocol

WARNORD—Warning Order

Office Symbols

AFMC/CC—Commander

AFMC/CD—Deputy Commander

AFMC/CA—AFMC Executive Director

HQ AFMC/DS—Director of Staff

AFMC/A3O—Current Operations Division

HQ AFMC/A3/6—Directorate of Air, Space and Cyberspace Operations

AFMC/A3OX—Crisis C2 & Mission Operations

Terms

Awareness—The continual process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react effectively.

Commander's Critical Information Requirements (CCIR)—Information requirement identified by the commander as being critical to facilitating timely decision making.

Command and Control (C2)—The exercise of authority and direction by a properly designated commander over assigned and attached forces in the accomplishment of the mission. C2 functions are performed through an arrangement of personnel, equipment, communications, facilities, and procedures employed by a commander in planning, directing, coordinating, and controlling forces and operations in the accomplishment of the mission.

Contingency—A situation requiring military operations in response to natural disasters, terrorists, subversives, or as otherwise directed by appropriate authority to protect US interests.

Crisis—An incident or situation involving a threat to a nation, its territories, citizens, military forces, possessions, or vital interests that develops rapidly and creates a condition of such diplomatic, economic, political, or military importance that commitment of military forces and resources is contemplated to achieve national objectives.

Defense Support of Civil Authorities (DSCA)—Refers to DOD support, including Federal military forces, DOD civilians and DOD contractor personnel, and DOD agencies and components, for domestic emergencies and for designated law enforcement and other activities.

Emergency Operations Center (EOC)—For the purposes of the Air Force Incident Management System (AFIMS), the EOC is the C2 support elements that directs, monitors, and supports the installation's actions before, during, and after an incident. According to the National Response Plan (NRP), the EOC is defined as—The physical location at which the coordination of information and resources to support attack response and incident management activities normally takes place. An EOC may be a temporary facility or may be in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines such as fire, law enforcement, and medical services, by jurisdiction such as Federal, State, regional, county, city, tribal, or by some combination thereof.

Mission Type Order (MTO)—An order that contributes to the accomplishment of the total mission assigned to the higher headquarters; it does not necessarily specify how tasks are to be accomplished. Mission type orders focus on the purpose of an operation rather than the details of how to accomplish it. They empower subordinates with the greatest possible freedom of action within the guidelines of commander's intent. MTOs are most applicable and effective when there

is a reasonable expectation that the assumptions captured in commander's intent will remain valid during execution. MTOs should be based on higher-level headquarters priorities and intent, nested within the five-paragraph order format, which can be adapted and applied to peer and lower echelons.