

**BY ORDER OF THE COMMANDER
HQ AIR FORCE PERSONNEL CENTER**



**AIR FORCE PERSONNEL CENTER
INSTRUCTION 10-100**

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Operations

**AIR FORCE PERSONNEL CENTER
OPERATIONS CENTER**

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This instruction implements Air Force Policy Directive (AFPD) 10-2, *Readiness*. The purpose of this operating instruction (OI) is to establish and define the composition, functions, training requirements, and activation procedures of the Air Force Personnel Center Operations Center (AFPC OC). It establishes command and control structures and provides continuity of command and control in the event of hostile action or natural disaster. This instruction establishes and defines AFPC OC's responsibility to execute Air and Space Expeditionary Force (AEF) sourcing and scheduling policy; provide visibility over deployed AF forces; assess readiness and projected reconstitution requirements; and integrate and execute personnel operations, Airmen development and meet commanders' personnel requirements. Adjustments to procedures contained in this instruction that occur between published revisions or interim changes thereto will be issued as an AFPC OC Interim Change (AFPC OC IC). The purpose of an AFPC OC IC is to rapidly disseminate changing guidance throughout the AFPC OC. They are approved by the AFPC OC Director (DIR). A complete listing of current AFPC OCICs can be found on the AFPC OC Secret Internet Protocol Router Network (SIPRNET) website: <https://aef.afpc.randolph.af.smil.mil/default.aspx>.

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3001.02; as implemented by Air Force Instruction (AFI) 36-3803, *Personnel Accountability In Conjunction With Natural Disasters Or National Emergencies*, dated 7 Jun 16; and Executive Order 9397 (SSN), as amended. DoD System of Records Notice (SORN) DPR 39 DoD Personnel Accountability and Assessment System (March 24, 2010, 75 FR 14141) applies. This publication may not be supplemented or further implemented/extended.

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SUMMARY OF CHANGES

This document has been revised and must be completely reviewed. The revision captures more current relationships, mission sets, and functions of the Air Force Personnel Center Operations Center (AFPC OC).

Chapter 1

INTRODUCTION

1.1. Introduction. This OI establishes operational functions and procedures for the AFPC Operations Center (OC), and the AFPC Personnel Readiness Cell (PRC). The PRC function is incorporated into the OC in the event of hostile action or natural disaster or as directed by the AFPC/CC or AFPC OC DIR for the purpose of total force accountability. It coordinates the actions required for total force personnel issues spanning the operational continuum in the event of hostile action or natural disaster as well as or in support of exercises. The OC is also the focal point for actions concerning AFPC's three mission essential functions when directed by the AFPC/CC during the above-mentioned events (hostile actions, natural disasters, exercises):

1.1.1. Warfighter sourcing. The process of matching an identified requirement with an asset.

1.1.2. Casualty Management. The process of casualty reporting, notification, and assistance as it relates to the function of the OC. The remainder of the Casualty mission will remain under the direction of AFPC/DPF.

1.1.3. Accountability. The process of assessing, managing, and monitoring the recovery and reconstitution of personnel and their families, to include case management duties related to AFPAAS "Needs Assessment Survey.

Chapter 2

OPERATIONS CENTER MISSION

2.1. Mission. The AFPC OC supports the Joint Force Coordinators, AF Crisis Action Team (AF CAT), Air Force Operations Group (AFOG), Combatant Commands (CCMD), Major Commands (MAJCOMs), Air Force Component Commands (AFCCs), Joint Force Provider (JFP) Air Force Components, and Headquarters Air Force (HAF) roles and responsibilities as the Air Force's managers for the scheduling, sourcing and providing of Agile Combat Support (ACS) forces to meet President of the United States (POTUS), Secretary of Defense (SecDef), and Chairman Joint Chiefs of Staff (CJCS) taskings. Additionally, the OC is the Air Force focal point for personnel accountability in the event of hostile action or natural disaster. The OC provides timely and accurate information to prepare and execute operational actions on real world wartime and exercise requirements.

2.1.1. The AFPC OC supports the CSAF-directed responsibility to serve in a supporting command role to Air Force JFP, Air Combat Command (ACC), for sourcing and monitoring execution of all SECAF tasked requirements for conventional and CAF forces. The CSAF designated direct liaison relationship between AFPC and ACC and is exercised through communication between the respective Operation Centers and Crisis Action Teams.

Chapter 3

OPERATIONS CENTER OPERATION

3.1. Function. The AFPC/CC, through this OI, identifies the key AFPC personnel necessary to execute operational, Global Force Management (GFM), exercise, and Adaptive Planning and Execution (APEX) force providing responsibilities. In this capacity, the AFPC OC provides an enhanced communications capability between AFPC and other critical force providing organizations and agencies (e.g., AFOG, AF CAT, HAF, MAJCOMs, and AFCCs). The AFPC OC is the conduit for all operational, GFM, exercise, and APEX force providing issues entering and exiting AFPC. This link is essential to optimize timely information flow and coordination during planning and execution of AEF operations. The OC is the focal point for all communication in and out of AFPC for personnel accountability, and Air and Space Expeditionary Force (AEF) operational taskings. The OC is the USAF primary collection and distribution point for information regarding affected and threatened personnel with regards to AEF deployments. The Director, Personnel Operations is the senior Operations Center Director (SR OC DIR). The Chief, AEF Operations and Readiness Division (OC DIR), is responsible for the operations of the OC and the day-to-day supervision of assigned full-time Operation Systems Officers (OPSOs). The OC maintains daily contact with the AFPC/DP2WP liaison officer(s) (LNO) to provide and receive timely, critical information and guidance.

3.2. Normal Operations. Normal operations are defined as operations when no hostile action, natural disaster, or exercise operations require increased or surge/crisis manning. During normal operations, the AFPC OC, under the direction of the OC DIR is responsible for the following:

3.2.1. Communications in and out of AFPC for personnel accountability, AEF operational tasks, and as directed by the AFPC/CC.

3.2.2. Scheduling and sourcing information for ACS forces in support of the President of the United States (POTUS), SecDef, Chairman Joint Chiefs of Staff (CJCS), Secretary of the Air Force (SecAF), Chief of Staff, USAF (CSAF), AF CAT, AFOG, and CCMDs through Air Force Force Providers (AF FPs) and MAJCOMs.

3.2.3. AFPC coordination on orders (e.g., deployment, execution, planning, etc.) and Requests for Forces/Capability (RFFs/RFCs). Respond and prepare responses for appropriate signature on operational issues within prescribed parameters and on behalf of AFPC/CC.

3.2.4. Review and forward Joint Staff (JS), Combatant Command, AF CAT, AFOG, MAJCOM, AFCC and other operations correspondence to the appropriate AFPC directorates, and consolidating inputs/preparing (coordinating, formatting, etc.) response for approval authority (CC, CA, DP2, etc.).

3.2.5. Ensure information from appropriate agencies is provided via daily and weekly update briefings. Through the update briefings, the AFPC OC is responsible for gathering sourcing, verification, names in system, and aviation tailoring metrics/statistics, for key staff on a weekly basis during non-contingency operations or as required in the event of hostile action or natural disaster.

3.2.6. Monitor the flow and availability of the following capabilities:

- 3.2.6.1. Plan/tasking information within RFF/RFC Logbook entries, Deployment and Execution Orders, SIPRNET emails, Joint Capability Requirement Manager (JCRM), Deliberate and Crisis Action Planning and Execution Segments (DCAPES) newsgroup exchanges and Component Command Websites. Assisting HAF, MAJCOM, NAF, AFCC and/or JTF planners. Coordination with supporting commands to develop and source ACS requirements.
- 3.2.6.2. AEF forces currently committed to rotational and/or contingency operations and AEF residual forces currently on-call.
- 3.2.6.3. SecDef, CJCS, HAF and other pertinent guidance for availability of other Combatant Command Prepare to Deploy Order (PTDO)-assigned forces; potential for freezing deployed rotational forces in-place; and authority for AFPC to source PTDO in-place forces.
- 3.2.6.4. Feedback, courses of action (COAs), and/or AF recommended sourcing solutions through the AFPC OC to ACC Operations Center in response to a CCDR RFF/RFC, Joint Staff Action Packages (JSAPs), Joint Manning Document (JMD), AF ORDER or other SecDef-directed actions. In some cases coordination may be directed to either the AFCAT or AFOG depending on the required input.
- 3.2.6.5. Status of currently committed AEF ACS forces (e.g. on PTDO) to identify availability, commitment, and readiness of forces; and communicating that information to leadership or coordinate between supported and supporting AF CCs.
- 3.2.6.6. Joint Operation Planning and Execution System (JOPES), Deliberate Crisis Action Planning and Execution Segments (DCAPES) and Enhanced Contingency/Rotational AEF Sourcing Tool (ECAST) data to ensure the expeditious notification, deployment and contingency planning of forces.
- 3.2.7. Monitor real-world situations for potential Request for Forces and/or Natural Disasters, coordinating through the appropriate divisions and directorates for total force support, recommending and initiating lean forward actions, and providing SITREPs to the OC Director until resolution.
- 3.2.8. Manage and track AEF Reclama Shortfalls and Collaborative Re-Sourcing requests with the AF FP and HAF Functional Managers.
- 3.2.9. Manage the AFPC Continuity of Operations Plan (COOP) for the OC Director. Maintain a Memorandum of Agreement with the alternate site, maintain favorable relationships with COOP site personnel, and carry out the direction of the OC Director when directing personnel to COOP.
- 3.2.10. Process Request for Forces, Requests for Information Logbooks by analyzing Combatant Commanders requirements and preparing a summary for division action.
- 3.2.11. Manage the OC SIPR/NIPR organizational boxes, to include the OC Director box for top priority taskings.
- 3.2.12. Prepare an Operations Update to report any outstanding taskers, new taskers, or issues for DP2 Director attention.

3.2.13. Manage and prepare weekly on-call rosters for weekend duty and if required, surge operations duty roster.

3.2.14. Monitoring and responding to e-mail and phone calls after hours via 24/7 communication link, as well as be available to respond within one hour of recall to duty.

3.2.15. Day-to-day manning will be at the direction of the OC DIR.

3.3. After-duty hours.

3.3.1. Normal operations are defined as operations when no events of hostile action, natural disasters, emergency request for forces, or exercise operations require increase or surge and crisis manning. The AFPC OC continues to be responsible for routine and on-going operations conducted during normal duty hours. Normal operations do not require the AFPC OC to operate at extended hours.

3.3.2. The AFPC OC will transfer phones to the blackberry and be on-call and available via telephone after duty hours and expected to respond within one hour of recall.

3.4. Increased Operations/Surge/Crisis Operations.

3.4.1. The OC DIR will determine the battle rhythm and composition of personnel needed to sustain increased or surge operations for an indefinite period of time. By utilizing key, trained, AFPC/DP2W personnel, a surge capability is created to handle an event of hostile action, natural disasters, exercises, and/or AEF operations. In the event of hostile action or natural disaster, the OC is also responsible for the following:

3.4.2. Serve as central point to collect and consolidate actions and provide a SITREP in the event of hostile action or natural disaster until resolution or no longer required.

3.4.3. Serve as the focal point at AFPC for personnel actions required in the event of hostile action or natural disaster.

3.4.4. Evaluate and document the need for and impact of freezing forces and stop movement for forces of an affected area for the duration of the surge, in coordination with the Directorate of Assignments and affected Commanders/MAJCOMs.

3.4.5. Initiate actions to implement and rescind stop movement at the direction of the wing commander during natural disasters (e.g. hurricane) of the affected base and coordinating this action with affected AFPC directorates.

3.4.6. Provide the appropriate authority identifying and deployment information of deployed or deploying personnel assigned to the affected area (e.g. hurricanes, typhoons) to include those deployed on verbal orders of the commander (VOCO).

3.4.7. Coordinate the status of affected MAJCOM(s) to determine if deployed personnel affected by the crisis should return. If necessary, the OC, working with AFCC/CCs, will implement notification procedures IAW AFI 36-3803, *Personnel Accountability in Conjunction with National Emergencies or Natural Disasters*.

Chapter 4

OPERATIONS CENTER STAFF

4.1. Staff Responsibilities. Personnel selected for OC duty during increased or surge operations will be approved and certified by the OC DIR to perform OC duty on behalf of AFPC/CC. Personnel will complete all identified training requirements. The OC duty takes precedence over scheduled appointments; however, OC DIR/OPSO may approve exemptions on a case-by-case basis.

4.1.1. Operations Center Director (OC DIR).

4.1.1.1. OC Director Normal Operations. The OC DIR is the AFPC/CC's representative for tasking and information flow in the event of hostile action, natural disasters, exercise, and/or AEF operations and is responsible for directing all AFPC OC actions. The OC DIR will approve all issues, changes to procedures, concepts, execution-planning considerations, or sourcing information to outside agencies. Additional AFPC SME or functional representatives will be called for OC duty/coordination as the situation dictates. The OC DIR has the authority to task AFPC Directorates as office of primary responsibility (OPR) or office of collateral responsibility (OCR) in the event of hostile action or natural disaster, exercise, GFM, APEX, or cross-functional issues. Regardless of where the support personnel are assigned, they are responsible to the OC DIR while detailed to the AFPC OC. The OC DIR is responsible for the following:

4.1.1.1.1. Determines AFPC OC hours of operation and manning requirements based on current level of operations.

4.1.1.1.2. Conducts the update briefing to senior AFPC leadership.

4.1.1.2. OC Director (After Duty Hours). On-call, available by telephone.

4.1.1.3. OC Director (Increased Operations). In the event of hostile action or natural disaster exercise and/or AEF operations, the AFPC OC may be fully activated at any time at the discretion of the AF/A1, AFPC/CC, AFPC/CA, or OC DIR. The OC DIR, in conjunction with the applicable AFPC Directors, determines selected personnel to be recalled based on the situation. In the event of hostile action or natural disaster, exercise and/or AEF operations, the OC DIR may direct additional OPSO manning.

4.1.1.3.1. If the OC DIR directs a recall outside normal duty hours, the OPSO will recall the applicable personnel. When recalled, personnel are to report to duty as directed via AFPC recall procedures.

4.1.2. Operations Systems Officer (OPSO).

4.1.2.1. OPSO Normal Operations. The OPSO is directly responsible to the OC DIR for day-to-day management of OC functions. The OPSO ensures the smooth flow of operational information throughout the OC and AFPC and provides guidance and tasking to personnel assigned or attached to the OC for duty. The OPSO must have a working knowledge of Scheduling, Requirements, Personnel Readiness, Personnel Systems Operations, Call Center Operations, and other AFPC equities. The OPSO will be available at all times when on call. The OPSO is also responsible for the following:

- 4.1.2.1.1. Monitor real-world situations for potential Request for Forces and/or natural disasters, coordinating through the appropriate divisions and directorates for total force support, recommending and initiating lean forward actions, and providing SITREPs to the OC Director until resolution.
 - 4.1.2.1.2. Manage and track AEF Reclama Shortfalls and Collaborative Re-Sourcing requests with the AF FP and HAF Functional Managers.
 - 4.1.2.1.3. Manage the AFPC Continuity of Operations Plan (COOP) for the OC Director. Maintain a Memorandum of Agreement with the alternate site, maintain the OPSO COOP Smart Book, maintain favorable relationships with COOP site personnel, and carry out the direction of the OC Director when directing personnel to COOP. Coordinate annual COOP exercise to execute the Air Force Personnel Center mission essential functions (MEFs).
 - 4.1.2.1.4. Process Request for Forces, Requests for Information Logbooks by analyzing Combatant Commanders requirements and preparing a summary for division action.
 - 4.1.2.1.5. Manage the OC SIPR/NIPR organizational boxes, to include the OC Director box for top priority taskings.
 - 4.1.2.1.6. Prepare Operations Update to report any outstanding taskers, new taskers, or issues for DP2 Director attention.
 - 4.1.2.1.7. Manage and prepare weekly on-call rosters for weekend duty.
 - 4.1.2.1.8. Monitor and respond to e-mail and phone calls after hours via the issues 24/7 blackberry, as well as be available to respond within one hour of recall to duty.
 - 4.1.2.1.9. Develop and coordinate the update and change over briefings during increased surge operations.
 - 4.1.2.1.10. Ensure all CCDR, AF CAT, AFOG, HAF staff packages, GFM, APEX, JMD and other force providing correspondence are tasked and distributed to the appropriate OPRs and AFPC directorates and follow-up action is taken, as required. This does not include staff packages which follow normal workflow ROE.
 - 4.1.2.1.11. Publish and maintain OC instructions, checklists, continuity folders, and the AFPC OC training binder.
 - 4.1.2.1.12. Conduct quarterly training exercises with alternate OPSOs and alternate AFPC OC Directors.
 - 4.1.2.1.13. Initiate increased/surge/crisis operations recall actions.
 - 4.1.2.1.14. Coordinate with AFPOA for all IT capability requirements, EMSEC/COMSEC compliance requirements, and to ensure computer and communications equipment are functional.
- 4.1.2.2. After Duty Hours. The OPSO ensures the OC OPSO phone lines are forwarded to the after-hours telephone number.

Chapter 5

LIAISON OFFICER (LNO)

5.1. Responsibilities.

5.1.1. Liaison officers (LNOs) are civilian rated staff personnel who travel frequently to ACC and other MAJCOMS. The LNO will be responsible for the following:

5.1.1.1. Monitor both AFPC OC and ACC OC messages and other information sources to remain abreast of the current operational issues, concerns, and requirements.

5.1.1.2. Advocate adherence to Joint and AF process that facilitate AFPC's ability to execute ECS requirements.

5.1.1.3. Contact the OC on a daily basis and be the eyes and ears of the AFPC OC within the AF Force Provider (AF FP).

5.1.1.4. Prepare senior leadership summaries of actions being directly requested from the AF FP.

5.1.1.5. Represent the OC Director in meetings with the AF FP and back brief the AFPC OC and OC Director.

5.1.1.6. Will be trained as alternate OPSOs.

Chapter 6

QUALIFICATION AND TRAINING REQUIREMENTS

6.1. Representatives and augmentees must be fully trained and qualified in their primary duties and ensure their training is properly documented. Individuals must be approved and certified by the OC DIR.

6.2. AFPC/DP2W is responsible for OC training.

6.2.1. Individuals must complete initial primary job training requirements before being scheduled for AFPC OC specific training.

6.2.2. AFPC/DP2W will provide training briefings and familiarization tours on the specific operations and procedures of the AFPC OC, with specific focus on OPSO job details associated with surge or crisis operations.

6.2.3. OPSO augmentees will be the rank of Major (preferred) and will be appointed by the DP2 Director.

6.2.4. Alternate OC Directors will be at least the rank of Lt Col or GS 14 and will be appointed by the DP2 Director.

Chapter 7

OPERATIONS CENTER CONTINUITY OF OPERATIONS (COOP)

7.1. Introduction. If the AFPC OC is at risk due to natural disaster or under attack, the OC DIR or OPSO will take sufficient personnel and establish temporary OC operations at an alternate location until able to return to the primary location. Execution of AFPC's MEF's is critical and of the utmost importance.

7.2. Relocation Duties.

7.2.1. Review the classified and unclassified COOP and, in coordination with applicable AFPC Directors, determine manning levels to sustain operations from the temporary location.

7.2.2. The OPSO will be the primary point of contact to arrange initial logistical arrangements and will establish initial contact with the alternate point of contact.

7.2.3. The OPSO will maintain accurate fly away plans and checklists for Emergency Response Group (ERG) personnel.

7.2.4. The OPSO will be responsible for COOP orientation for all ERG personnel.

7.2.5. The OPSO will coordinate with all agencies responsible for AFPC's MEF's to ensure COOP alternate location will be operational.

7.3. Continuity of Operation Plan, Consolidated Field Operating Agency. Refer to this plan for additional COOP information.

Chapter 8

PERSONNEL READINESS CELL (PRC)

8.1. Normal Operations.

8.1.1. The PRC provides direct personnel support in the event of hostile action or natural disaster. The primary customer of the PRC is any Air Force (AF) agency who is in the midst of an emergency situation requiring personnel support. The PRC serves as Air Force Personnel Accountability and Assessment System (AFPAAS) Program Manager.

8.1.2. The PRC provides direct personnel support in the event of hostile action and natural disasters, to include case management duties related to AFPAAS “Needs Assessment Survey”. The PRC function resides within the OC.

8.1.3. The PRC provides total force accountability in the event of hostile action or natural disaster.

8.1.4. The PRC will be activated concurrently with HQ USAF/A1XR, AFOG or when directed by HQ AFPC/CC or OC DIR.

8.1.5. The PRC becomes the focal point at HQ AFPC for personnel actions required in the event of hostile action or natural disaster.

8.1.6. All personnel actions involving a crisis will be controlled by or coordinated through the PRC.

8.1.7. All PRC message traffic/daily updates will emanate from the OC with support of the PRC.

BRIAN T. KELLY, Maj Gen, USAF
Commander

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

AFPD 10-2, *Readiness*, 6 November 2012

AFPD 10-4, *Operations Planning: Air and Space Expeditionary Forces*, 30 April 2009

AFI 10-401, *Air Force Operations Planning and Execution*, 7 November 2006

AFI 13-1AOC, Volume 1, *Ground Environment Training- Air and Space Operations Center*, 7 December 2011

AFI 13-1AOC, Volume 2, *Standardization /Evaluation Program – Air and Space Operations Center*, 1 August 2005

AFI 13-1AOC, Volume 3, *Operational Procedures - Air and Space Operations Center*, 2 November 2011

AFI 33-321, *Authentication of Air Force Records*, 3 August 2011

AFI 33-322, *Air Force Records Management Program*, 4 June 2012

AFI 33-332, *The Air Force Privacy and Civil Liberties Program*, 12 January 2015

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 33-364, *Records Disposition – Procedures and Responsibilities*, 22 December 2006

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 36-3803, *Personnel Accountability in Conjunction with Natural Disasters or National Emergencies*, 7 June 2016

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 525, *Records Disposition Recommendation*

Abbreviations and Acronyms

ACC— Air Combat Command

AEF— Air and Space Expeditionary Force

AF CAT— Air Force Crisis Action Team

AFCC— Air Force Component Command

AFCENT—Air Forces Central Command

AFFOR— Air Force Forces

AFOG— Air Force Operations Group
AFPAAS—Air Force Personnel Accountability and Assessment System
AFPC OC— Air Force Personnel Center Operations Center
AF RDS—Air Force Records Disposition Schedule
AFRIMS—Air Force Records Information Management
AMHS—Automated Message Handling System
APEX— Adaptive Planning and Execution
ARC— Air Reserve Component
ART— AEF UTC Reporting Tool
CAP— Crisis Action Planning
CAT— Crisis Action Team
CAT DIR— Contingency Action Team Director
CCMD— Combatant Commands
COA— Course of Action
CONPLAN— Concept Plan
COOP— Continuity of Operations Plan
COR—Chief of Office of Record
CJCS— Chairman Joint Chiefs of Staff
CWPC— Contingency Wartime Planning Course
DCAPES— Deliberate and Crisis Action Planning and Execution Segments
DRMD— Deployment Requirements Manning Document
DRRS— Defense Readiness Reporting System
ECAST— Enhanced Contingency/Rotational AEF Sourcing Tool
ERG—Emergency Response Group
GCCS— Global Command and Control System
FAM— Functional Area Manager
FAR— Functional Area Representative
FARM—Functional Area Records Manager
FSA— Functional Support Administrator
FVS— Force Visibility Section
GFM— Global Force Management
HHQ— Higher Headquarters

HOI— Headquarters Operating Instruction
IAW— In Accordance With
IPT— Integrated Product Team
IRT— Initial Response Team / In Response To
NIPRNET— Normal Internet Protocol Router Network
JCS— Joint Chiefs of Staff
JCRM—Joint Capability Requirement Manager
JFC—Joint Force Coordinator
JFP— Joint Force Provider
JMD— Joint Manning Document
JOPEs— Joint Operation Planning and Execution System
JPEC— Joint Planning and Execution Community
JPOC— Joint Planning Orientation Course
JS— Joint Staff
JSAP— Joint Staff Action Package
LAN— Local Area Network
LNO— Liaison Officer
NCO— Noncommissioned officer
NECC - Net—Enabled Command Capability
OC— Operations Center
OC DIR— Operations Center Director
OCR— Office of Collateral Responsibility
OIF— Operations Center Information File
OPLAN— Operation Plan
OPR— Office of Primary Responsibility
OPSO— Operations Systems Officer
PII— Personally Identifying Information
POTUS— President of the United States
PRC— Personnel Readiness Cell
PTDO— Prepare to Deploy Order
QRC— Quick Reaction Checklist
R&D— Retention and Disposition

RC—Records Custodian
RFC— Request for Capability
RFF— Request for Forces
RM— Records manager(s)
RSS— Request for Secret Service
SIOP— Single Integrated Operational Plan
SIPRNET— Secret Internet Protocol Router Network
SME— Subject Matter Expert
SNCO— Senior Noncommissioned Officer
SORN— System of Records Notice
SR OC DIR—Senior Operations Center Director
SORTS— Status of Resources and Training System
TPFDD - Time—Phased Force and Deployment Data
UDM— Unit Deployment Manager
UTC— Unit Type Code
VOCO— verbal orders of the commander