

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

AIR FORCE MANUAL 10-207



**AIR FORCE RESERVE COMMAND
Supplement**

01 OCTOBER 2018

**Certified Current
21 APRIL 2022**

Operations

COMMAND POSTS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ AFRC/A3NP

Certified by: AFRC/A3N
(Colonel Kenneth A. Bailey)

Supersedes: AFI10-207_AFRCSUP,
31 January 2013

Pages: 9

AFMAN 10-207, *Command Posts*, dated 11 April 2018 is supplemented as follows; this supplement extends the guidance provided by Air Force Policy Directive (AFPD) 10-2, *Readiness* and AFPD 10-25, *Emergency Management*. It provides MAJCOM guidance for the organization, manning, operation, equipment, training, and support of Command Posts and the Air Force Reserve Command (Command Center). This supplement applies to Headquarters Air Force Reserve Command, and Air Force Reserve Command organizations and personnel. It does not apply to RegAF and Air National Guard. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to HQ AFRC/A3NP, Policy and Procedures, Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*. This publication may be supplemented at any level, but all Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, 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, or alternately, to the Publication OPR for non-tiered compliance items.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. This revision provides additional information on the AF organization and direction; standardizes functional management responsibilities across the total force; and implements significant changes to Command Post Training.

1.1.1.1. **(Added)** Detached AFRC entities not operating a Command and Control facility will use this manual as a guide to ensure effective Command and Control of assigned forces and the flow of timely information. Each entity will develop written procedures for operational reporting, emergencies and contingency actions as applicable.

1.1.1.2. **(Added)** This manual will continue to apply to AFRC Command Posts during periods of Presidential Recall or Partial Mobilization as defined in AFI 10-402, *Mobilization Planning*. If Full Mobilization is authorized, units will follow the guidance and directives of the supported MAJCOM(s) and will include the AFRC Command Center on all reports.

1.1.3.2.1. **(Added)** Command Post Associations will establish a Memorandum of Agreement to determine Operation Control. A review will be conducted annually and documented on the AF Form 4436.

2.3.10.1. **(Added)** Staffing during non-active duty periods is based upon full-time manpower reflected in the Unit Manpower Document (UMD). Drill manpower reflected in the UMD is for military periods. The AFRC Manpower Standard for Command Posts is AFRCMS 11K100.

2.5.6.1. **(Added)** All memorandum of agreement/memorandum of understandings involving Command Posts will be coordinated with AFRC/A3NP **(T-2)**.

2.6.6.1. **(Added)** Command Post Managers will maintain proficiency in Management Internal Control Toolset and comply with paragraph 4.3 **(T-2)**.

2.6.14.1. **(Added)** All stand-alone Command Posts will ensure NIPRNET and SIPRNET organizational e-mail addresses include unit designation/Command Post (e.g. 94 AW/CP) **(T-2)**.

2.6.15.1. **(Added)** Ensure unit and detached entities post a Contact Information Letter (CIL) consisting of key personnel and 24-hour point of contact to the AFRC A3NP SharePoint Page using the CIL template. These will be posted on the first duty day of each quarter (January, April, July, October) or when there is a significant change in leadership **(T-2)**.

2.6.17.1. **(Added)** For Emergency Action Message traffic, all units will Acknowledge Receipt and Understanding to the AFRC Command Center via synchronous means with the following standardized response: (Unit) ARU EAM DTG DDHHMMZMONYYYY//Initials **(T-2)**.

2.6.17.1.1. **(Added)** Example (94 AW/CP) ARU EAM DTG 121915ZMAY2018//DN **(T-2)**

2.6.20. **(Added)** Command Post Managers should consider scheduling controllers' annual tours to a different Command Post, MAJCOM or the AFRC Command Center to enhance and broaden experience levels.

3.2.1.1.1. **(Added)** AFRC Command Posts previously identified as non-24/7 units will continue to operate in a capacity IAW AFRC Manpower Standard 11K100. These Command Posts do not need to apply for a waiver to be non-24/7 **(T-2)**.

3.2.1.1.2. **(Added)** AFRC Command Posts that do not operate 24/7 will ensure proper standby procedures are in place for prompt response to non-duty hours Emergency Action Messages and other time sensitive events and messages **(T-2)**.

3.2.3.1.3. AFRC 1C3s are not required to agree to work the Air Force Nuclear Mission **(T-2)**.

3.2.6.1.7. **(Added)** Command Post Managers and all personnel who have Operational Control or Administrative Control over Air Reserve Technicians or full-time civilian controllers will attend the Civilian Supervisors Course **(T-3)**.

3.3.5. **(Added)** Superintendents will coordinate with recruiters to properly vet potential 1C3X1 recruits and ensure each member will be able to attain the necessary security clearance **(T-3)**.

3.6.4.10. **(Added)** Conventional Superintendents will submit quarterly manning reports to AFRC/A3NP Workflow no later than the 5th of February, May, August, and November using AFRC Form 207. NC2 units will submit monthly manning reports to AFRC/A3NP Workflow no later than the 5th of each month using AFRC Form 207.

4.2.2.3.4. **(Added)** Communications Security (COMSEC) Inventory, Protection, and Evacuation Procedures.

4.2.2.3.5. **(Added)** 24/7 Surge Operations (For non-24/7 CPs only).

4.2.2.4. **(Added)** Command Post Managers will ensure security Operating Instructions cover local security procedures for primary and alternate facilities. These instructions will include as a minimum procedures for the receipt and storage of material from transient personnel, information security, physical security, operational security and entry/circulation control.

4.2.5.5.2.1. **(Added)** All Controller Information Files will be initialed in wet ink if hardcopies are maintained or Common Access Card enabled digital signature, if electronically maintained **(T-2)**.

4.3.3.1.1. **(Added)** AFRC/A3NP may augment the AFRC/IG Team as directed by AFRC/A3 to conduct an AFRC specific inspection.

4.3.4. **(Added)** Command Post Managers will upload the following documents into Management Internal Control Toolset and will update as changes occur **(T-3)**:

4.3.4.1. **(Added)** QRCs: Aircraft Accident, Active Shooter, Crisis Action Team Recall & Inflight Emergency.

4.3.4.2. **(Added)** All OPREP Checklists.

4.3.4.3. **(Added)** COMSEC and Security Operating Instruction.

4.3.4.4. **(Added)** Appointment Letters.

4.3.4.5. **(Added)** All Memorandums of Understanding, Memorandums of Agreement, Host-Tenant Support Agreements and associated AF Form 4436s.

4.3.4.6. **(Added)** Alternate Command Post Activation Documentation.

4.3.4.7. **(Added)** Final Duty Schedules (February, May, August, November).

4.3.4.8. **(Added)** Unit Training Plan.

4.3.4.9. **(Added)** Self Study Letter (12 Months).

4.3.4.10. **(Added)** AF Form 4371 (February, May, August, November).

4.3.4.11. **(Added)** All AF Form 4374s.

4.3.4.12. **(Added)** AF Form 4377/Equivalent (February 7-9, May 4-6, August 15-17, November 13-15).

4.3.5. **(Added)** All NC2 units will also upload the following items:

4.3.5.1. **(Added)** Nuclear Command and Control-Exceptionally Sensitive Information Coordination Roster.

4.3.6. **(Added)** All CPs will e-mail the following items to the A3N SIPRNET Inbox:

4.3.6.1. **(Added)** Emergency Action Tests (February, May, August, November).

4.3.6.2. **(Added)** Performance Evaluations (February, May, August, November).

5.1.1. **(Added)** Waivers for facility requirements at Air Force Reserve Command owned locations will be submitted to the MAJCOM Functional Manager.

5.2.5.4.1. **(Added)** Closed-Circuit TV system is required and will be used for monitoring ramp and alert facility, in-flight emergencies and generation **(T-2)**.

5.2.5.5.1. **(Added)** Mobile phones and personal laptops will be turned off and left at the Command Post entrance. Security measures for safekeeping and storing these items will be implemented to prohibit tampering and/or theft. Command Post personnel may use mobile phones during communications outages or when relocated to an alternate facility with limited communications capabilities **(T-3)**.

5.3.2.1. **(Added)** Each Command Post will establish formal procedures for taking Land Mobile Radios into the Command Post. These procedures must be coordinated with applicable Communications Security, Emissions Security, Operational Security, security forces and intelligence agencies. Precautions must be taken to prevent compromises of classified information and operational security violations **(T-2)**.

5.3.2.2. **(Added)** If the commander authorizes the use of Land Mobile Radios, prior to entering the Emergency Action Cell, these will be turned off, battery disconnected, and stored in a storage area at the Command Post entrance. Emergency response personnel may take Land Mobile Radios into the Command Post when responding to emergency situations **(T-2)**.

5.3.4.1. **(Added)** All Command Posts will maintain a mobile phone and an analog line. Command Posts will notify the AFRC Command Center of all NIPRNET, SIPRNET and telephone outages regardless of mission impact **(T-3)**.

6.1.1. **(Added)** The Command and Control Flight Program provides controllers an understanding of the full spectrum of aircrew duties, from crew rest to alert, and all aspects of the air mobility mission. Controllers should be scheduled to fly on one operational/training mission to enhance their understanding of aircrew management. Controllers are not authorized more than one flight per assigned weapons system. This is not a requirement for certification, and can be performed before or after the controller is certified. The AMC program is

administered IAW AMCI 11-208, *Flying Operations*. Controllers will be given an understanding of the full spectrum of aircrew duties, from crew rest to alert, and all aspects of the air mobility mission. This includes being billeted, alerted, and transported with the aircrew. Refer AFI 11-401, *Aviation Management*, for Mission Essential Personnel status.

7.1.1. **(Added)** Newly assigned personnel to the 1C3X1 career field must attend technical school within one year of assignment and will not enter initial Command Post certification training prior to graduating **(T-3)**.

7.1.2. **(Added)** Waivers for technical school will be submitted IAW AFI 36-2201.

7.1.3. **(Added)** All training documents that require signature or initials will be signed or initialed in wet ink or Common Access Card enabled digital signature.

7.1.4. **(Added)** Notify the MAJCOM Functional Manager via phone of all reassignment, retraining or discharge actions due to training deficiencies.

7.3.1.1. **(Added)** The Memorandum For Record will be maintained in Tab 5 of the Unit Training Binder **(T-2)**.

7.3.6.1.1. **(Added)** Traditional Reservists will not enter initial Command Post certification training until the completion of inprocessing. The training will begin on the subsequent Unit Training Assembly **(T-2)**.

7.3.6.5. **(Added)** Notify the MAJCOM Functional Manager via e-mail or phone of delays in certification **(T-3)**.

7.3.6.6. **(Added)** Command Post Managers will ensure Traditional Reservists complete Blackboard upgrade training courses within 12 of months of entering Upgrade Training **(T-3)**.

7.3.6.7. **(Added)** For controllers in Upgrade Training, annotate entries in their electronic training record every 30 days or more frequently as required **(T-3)**.

7.3.6.8. **(Added)** Command Post Managers will review the progress of trainees in certification training monthly and solicit feedback to evaluate training effectiveness. The review, along with any shortfalls, will be documented in their electronic training record **(T-3)**.

7.3.8.4.1. **(Added)** Air Force Reserve Command Controller's AF Form 4374 will be signed by their respective commander and the owning certifying authority **(T-2)**.

7.3.8.5.1.2.1. **(Added)** All tasks that do not apply to the current duty position will be archived in the electronic training record **(T-2)**.

7.3.9.2.2.3.1. **(Added)** Remedial training/supplemental training will consist of the deficient tasks only. Traditional Reservists will complete the training within two Unit Training Assemblies. **(T-2)**.

7.4.1.1.1. **(Added)** All AF Form 4371s will include the name of the briefer, topics covered, synopsis to include the duration of each briefing and absent controllers **(T-2)**.

7.4.1.1.2. **(Added)** Trainees should be assigned briefing assignments during training meetings to establish basic knowledge in Command Post Operations **(T-3)**.

7.4.1.1.3. **(Added)** Visits to other agencies may be scheduled as part of the monthly training meeting and must apply to current month's training requirements. The AF Form 4371 will be documented with trip highlights **(T-3)**.

7.7.1.6.1.1. **(Added)** Units will conduct verbal knowledge assessments during scenario training and each will consist of a minimum of 10 questions.

7.7.1.7.1.2.1. **(Added)** NC2 units will provide AFRC/A3NN copies of the Controller Evaluation Scripts and Emergency Action examinations semiannually, after quality assurance validation by the Superintendent and/or NCOIC, C2 Operations. Examinations and scripts will be emailed to the AFRC/A3N SIPRNET organizational inbox **(T-2)**.

7.7.2.7.3. **(Added)** NC2 units will conduct performance evaluations as a two controller team. Units may choose to utilize a single controller during the conventional portion of the evaluation until a dual controller is required by triggers listed in Chairman, Joint Chief of Staff combatant command Emergency Action Procedures **(T-3)**.

7.8.1.1.1. **(Added)** Command Post Managers will ensure that any controller failing an IG administered test is retrained and retested before assuming their next shift. Authority to decertify Air Force Reserve Command controllers for failed AFRC IG administered tests belongs solely to the Wing Commander.

7.12. (Added) Formal Training Requests.

7.12.1. **(Added)** If notified a formal training course is not available, Command Post Management will resubmit request as Priority 3 to Unit Training Manager and notify:

7.12.1. **(Added)** AFRC/A3NP for Conventional Units.

7.12.2. **(Added)** AFRC/A3NN for NC2 Units.

7.12.3. **(Added)** Conventional Units will courtesy copy AFRC/A3NP Training Manager on all formal training requests.

7.12.4. **(Added)** NC2 Units will courtesy copy AFRC/A3NN Training Manager on all formal training requests.

8.2.3. **(Added)** Members who volunteer for deployments or any manning assist must have Commander's approval before volunteering and be worldwide qualified. The Commanders written approval must be forwarded to the MAJCOM Functional Manager before any requests will be processed.

KENNETH D. LEWIS JR., Maj Gen, USAF
Director of Air, Space and Information Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 10-402, *Mobilization Planning*, 08 March 2018

AFI 11-401, *Aviation Management*, 10 December 2010

AFMAN 10-207, *Command Posts*, 11 April 2018

AMCI 11-208, *Mobility Air Forces Management*, 08 February 2017

Prescribed Forms

No Forms Prescribed

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFRCMS—Air Force Reserve Command Manpower Standard

CIL—Contact Information List

COMSEC—Communications Security

EAM—Emergency Action Message

NC2—Nuclear Command and Control

NIPRNET—Non-Secure Internet Protocol Router Network

SIPRNET—Secure Internet Protocol Router Network

UMD—Unit Manning Document

Attachment 7 (Added)

UNIT CONTACT INFORMATION LETTER

Table A7.1. Unit Contact Information Letter Sample.

MEMORANDUM FOR: HQ AFRC/A3		
FROM:		
SUBJECT: Unit Contact Information Letter		
1. Colonel John Smith, Wing Commander		
Duty Phone:	Home Phone:	Mobile:
Address:		
2. Colonel John Smith, Vice Commander		
Duty Phone:	Home Phone:	Mobile:
Address:		
3. Colonel John Smith, Command Chief		
Duty Phone:	Home Phone:	Mobile:
Address:		
4. Colonel John Smith, OG/CC		
Duty Phone:	Home Phone:	Mobile:
Address:		
5. Colonel John Smith, MXG/CC		
Duty Phone:	Home Phone:	Mobile:
Address:		
6. Colonel John Smith, MSG/CC		
Duty Phone:	Home Phone:	Mobile:
Address:		
7. Unit Command Post		
Console (24/7)	DSN:	Commercial:
Secure	DSN:	Commercial:
8. Duty Hours:		
9. After Duty Hours Points of Contacts:		
Primary: SMSgt John Smith (xxx) xxx-xxxx (cell) / (xxx) xxx-xxxx (home)		
Alternate: MSgt John Smith (xxx) xxx-xxxx (cell) / (xxx) xxx-xxxx (home)		

JOHN M. SMITH, MSgt, USAF
Superintendent