



**DEPARTMENT OF THE AIR FORCE
UNITED STATES SPACE FORCE
HEADQUARTERS COMBAT FORCES COMMAND**

AFMAN10-207_AFSPCSUP_CFCGM2026-01
27 FEBRUARY 2026

MEMORANDUM FOR DISTRIBUTION

FROM: HQ CFC S3/5/7
150 Vandenberg Street, Suite 1105
Peterson AFB CO 80914-4020

SUBJECT: Combat Forces Command Guidance Memorandum (CFCGM) to Air Force
Space Command (AFSPC) Supplement to Air Force Manual (AFMAN) 10-207,
Command Posts.

1. By Order of the Commander, Combat Forces Command, this CFC GM immediately implements changes to AFMAN10-207_AFSPCSUP, *Command Posts*. Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other CFC publications, the information herein prevails IAW DAFI 90-160, *Publications and Forms Management*.
2. This CFC GM establishes basic guidance for the 1C3 Air Force Specialty Code (AFSC) assigned to Space Force Base Command Posts. Changes were also made to update from SpOC to CFC terminology as well as updated office symbols. AFRC/ANG Command Posts will accomplish training standards/requirements as outlined by their Gaining-MAJCOM. Additional requirements such as facilities, manpower, and duty/work standards will be coordinated between individual units and the AFRC/ANG 1C3 CFM to meet non-federal allocations.
3. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed in accordance with the Air Force Records Disposition Schedule which is in the Air Force Records Information Management System.
4. This memorandum becomes void after one year has elapsed from the date of this memorandum, or upon publication of an IC or rewrite of AFMAN10-207_AFSPCSUP, whichever is earlier.

JARED A. HOFFMAN, Colonel, USSF
Asst Deputy Commander Operations, Plans,
Training and Force Development

Attachment:
Guidance Changes

SEMPER VENATOR

DISTRIBUTION:

Colorado Springs Regional Command Post SBD1

Vandenberg Command Post SLD 30

Patrick Command Post SLD 45

Los Angeles Command Post SBD 3

Buckley Command Post SBD 2

FLDCOM Command Center

Attachment Guidance Changes

1.1.3.1. Delete

1.1.3.2. (Change) Space Force's only Command Post Association is the Patrick Command Post (responsible for the Space Launch Delta (SLD 45) and 920th Rescue Wing [RQW] [AFRC]).

1.1.3.4. (Change) Space Force's only regional Command Post is the Colorado Springs Regional Command Post (CSRCP) (responsible for 10th Air Base Wing (ABW) (United States Air Force Academy [USAF]); Space Base Delta 1 (Peterson SFB), Space Base Delta 45 (Schriever SFB), the 302d Airlift Wing (AW) (Peterson AFB), 310th Space Wing (SW), and Cheyenne Mountain SFS which are all geographically located in Colorado Springs, Colorado.

1.1.3.4.5. (Change) The FLDCOM Command Center will operate independently of the Colorado Springs Regional Command Post. **(T-2)**

1.1.4. (Change) The FLDCOM Command Center is considered a Specialized C2 (C2) Element and is the full-time, 24/7 C2 node directly responsible to CFC, SSC, and STARCOM FLDCOM Commanders. The FLDCOM Command Center is assigned to the HQ CFC S3/5/7, under the Current Operations (CUOPS) S3/3. **(T-2)** This DAFMAN is applicable to the FLDCOM Command Center unless otherwise directed. **(T-2)**

1.2.2. (Change) The FLDCOM Command Center communicates Department of the Air Force service direction for USSF FLDCOM's, CFC Commander, SSC Commander, and STARCOM Commander direction to FLDCOM units and oversees the Command Post activities of assigned and direct reporting units (DRUs) in USSF.

1.2.2.1. (Change). The FLDCOM Command Center directs/exercises C2 of FLDCOM resources. Within the FLDCOM, C2 structure, the FLDCOM Command Center is authorized to communicate command (CJCS, Combatant Command [CCMD], USAF, or MAJCOM/FLDCOM) directions to operational organizations. However, there are instances where CJCS or CCMD direction is communicated directly to the Air Force Component Headquarters, Air Operations Center, or executing/supporting forces (e.g., Operational Plan [OPLAN] 8 AFMAN 10-207 11 APRIL 2018 801X directives). The FLDCOM Command Center originates command direction, oversee status and location of FLDCOM resources, and manages commander-directed reporting.

1.3.3.1 (Add) The FLDCOM Command Center is the focal point of FLDCOM operations and conducts activities according to FLDCOM plans and policies. The FLDCOM Command Center is organized as a staff agency under the FLDCOM Commander, typically administratively aligned under the Director of Staff or Director of Operations (S3).

1.5.4. (Change) USSF Installation Command Posts (ICP) and the FLDCOM Command Center will not be responsible for manning, operating, or supplying the Shelter Management Team (SMT) or the Emergency Operations Center (EOC). **(T-3)**

2.3.2.1. (Change) The OPR for AFI 10-201 is AF/A33R. The SPFI 10-201 is HQSF/S7O.

2.3.2.2. Delete

2.3.8. (Change) Upon request, if personnel are available, CFC may provide IG augmentation, to include joining inspection teams and traveling to USSF Installation Command Posts. This support may include inspection of Readiness Reporting, Training, Console Operations, etc.

2.3.14. Delete

2.3.15. (Change) The USSF All-Domain C2 Operations Annual Awards program resembles the USAF All Domain C2 Operations Annual Awards program. HQ CFC, 1C3 Policy and Procedures, will publish a C2 Controller Information File (C2CIF) in September to announce the suspense date for nominations. Submissions will be submitted via email to HQ CFC, 1C3 Policy and Procedures.

2.3.17.1. (Change) Consolidated Installation Command Post issues will be coordinated between HQ USSF 1C3 Functional Manager and HQ AFRC/A3TE counterparts, as required. **(T-2)**

2.3.17.2. (Change) Associated Installation Command Post issues will be coordinated between HQ USSF 1C3 Functional Manager and HQ AFRC/A3XR counterparts, as required. **(T-2)**

2.3.17.3. (Change) Regional Command Post issues will be coordinated between HQ CFC, HQ AFRC (for 302 AW and 310 SW concerns), and HQ AF/A34C (for 10 ABW) counterparts, as required. **(T-2)**

2.4.4. (Change) Ensure the FLDCOM Command Center personnel are thoroughly familiar with published reporting guidance outlined in AFMAN 10-206 for FLDCOM CCIRs. **(T-2)**

2.4.6. (Change) 2.4.5. The FLDCOM Command Center will initiate a secure line conference check with all USSF Installation Command Posts a minimum of once a week. **(T-2)**

2.6.9. (Change) Submit monthly manning reports via e-mail to the USSF 1C3 Functional Manager and HQ CFC, 1C3 Policy and Procedures IAW AFMAN10-207 **(T-2)**

2.6.12. (Change) Command Post managers will digitally or electronically sign events logs in lieu of printing logs and annotating initials. Daily events logs will not be capable of modification after being signed. **(T-2)**

2.6.17. (Change) Command Post managers will ensure on-duty controllers will continuously (24/7) monitor the following rooms in Chat Surfer: FLDCOM Command Center (CFC_command_center), Space Force Service Watch Cell (sf_watch) and Air Force Service Watch Cell (af-watch) for HHQ directed information and/or information requests. **(T-2)**

3.2.1.3.2. (Change) When manning is insufficient to support the minimum number of required controllers per shift, Command Post Managers will request a waiver to operate with reduced

manning. **(T-3)** Command Post leadership will provide the USSF 1C3 FAM and CFC 1C3 Policy & Procedures with a copy of the T-3 waiver.

3.2.4.2. (Change) Command Post managers will submit all cross training requests to HQ CFC, 1C3 Policy and Procedures, via e-mail. The USSF 1C3 Functional Manager will validate the request and submit it to the 1C3 Career Field Manager for approval/disapproval. **(T-2)**

3.2.5. Delete

3.2.6.1.1. (Change) USSF Superintendents, C2 Operations (except at the Space Base Delta 3 Command Post) are designated as Key Leadership Positions (KLP). **(T-3)**

3.2.9.3. (Change) The Colorado Springs Regional Command Post is the only USSF Command Post authorized a Training NCO. **(T-2)**

3.2.11.3. (Change) Replacement Controller. “Immediate recall” defined. The on-duty controller will have the ability to recall a certified controller; and the recalled controller must be able to respond within a specifically directed report time. Superintendents will indicate the applicable “Immediate recall” time in the C2 Operations OI. Since the FLDCOM Command Center is currently authorized single-controller operations, procedures will be established to recall controllers during unexpected surges in operations and non-duty hours, as applicable. **(T-3)**

3.3.3. (Change) Notify the USSF 1C3 Functional Manager and HQ CFC, 1C3 Policy and Procedures, via e-mail if an individual’s Top-Secret clearance has been temporarily or permanently revoked. Additionally, ensure this information is annotated on the monthly manning report. **(T-2)**

3.6.2. Delete

3.6.4. (Change) Command Post Manning Report Submission. The USSF Manning Report will be submitted NLT the fifth calendar day of the month, to HQ CFC, 1C3 Policy and Procedures and USSF 1C3 Functional Manager, via e-mail. The report “as of date” is the first day of the month. **(T-2)**

3.6.4.8. Delete

3.6.4.9.9. Delete

4.2.1.(Change) Publications Library. USSF Installation Command Posts will maintain the minimum printed publications needed for immediate actions pertinent to C2 operations and the base mission. Other required publications may be maintained electronically (CD-ROM, Shared Drive, etc.). **(T-3)**

4.2.3.3.2.1. (Change) Secure voice equipment tests. Log secure communication checks conducted by the FLDCOM Command Center in the Command Post daily events log. **(T-3)**

4.2.4.7.(Change) 4.2.4.5.7. Area Security Checks

4.2.5.2.1. Delete

4.2.5.5. (Change) Air Force Command Post NIPR/SIPR Command Post Continuity Sites. All Command Post certified controllers will be registered on the NIPR/SIPR Air Force Command Post Career Field Continuity Sites, to readily access C2 posted information from HQ AF and/or HQ USSF (e.g., C2CIFs). **(T-2)**

4.2.6.3. (Change) Not applicable to the FLDCOM Command Center.

4.2.6.4. (Change) Not applicable to the FLDCOM Command Center.

4.2.6.5. (Change) Not applicable to FLDCOM Command Center.

5.2.6.2.1. Delete

5.2.9. Delete

5.2.9.1. (Change) Alternate Command Post Activation. FLDCOM Command Center alternate is not required to have LMR, UHF, VHF, or HF radios.

5.3.2. Delete

5.3.2.1. Delete

5.3.2.2. Delete

5.3.2.3. Delete

5.3.2.4 Delete

5.3.2.5. Delete

5.3.2.6. Delete

5.3.5. (Change) USSF Command Posts should have High-Frequency (HF)/Ultra High-Frequency (UHF)/Very-High-Frequency (VHF) Radio (at least one of the three). Not applicable to the SBD 2 Command Post, SBD 3 Command Post and the FLDCOM Command Center.

5.3.4.2. Delete

5.3.7. (Change) Global Decision Support System. Not applicable to FLDCOM Command Center

5.3.9. (Change) Recording. Radio recording capability not applicable to FLDCOM Command Center.

5.4.4.1. (Change) Unescorted Entry. Visitors authorized unescorted access to the Command Post may be permitted entry upon examination of their Restricted Area Badge and supporting security techniques IAW DAFI 31-101. **(T-2)**

7.2. Delete

7.2.1. Delete

7.2.2. Delete

7.2.4.2. Delete

7.2.5.2.2.1. Delete

7.2.5.3.1.4.1. Delete

7.3.1.1. Delete

7.3.1.2. Delete

7.3.7.1. Delete

7.3.9.2.2.3. Delete

7.4.1.1. Delete

7.4.1.1.1 Delete

7.4.1.1.2. Delete

7.4.1.1.3. Delete

7.4.1.1.4. Delete

7.4.1.1.5. Delete

7.5.1. Delete

7.5.2. Delete

7.7.1.4.1. Delete

7.7.1.6.1.1. Delete

7.7.1.7.1.3. Delete

7.7.2. Delete

7.7.2.6.2. Delete

7.8.1.1. Delete

7.8.1.1.1. Delete

7.8.1.1.2. Delete

7.8.1.2.1. Delete

7.10.4.1. Delete

7.12.2.5.1. (Add) All members assigned to a Unit or Specialized C2 Element will be qualified, to include enlisted, officers, civilians and contractors if specified in respective position descriptions and assigned to a 1C3X1 AFSC. **(T-2)**

7.12.3.8.1. (Add) Units and Specialized C2 Element Training Teams will send Unit Training Plans to USSF 1C3 Policy & Procedures for review prior to implementation, but no later than 60 days after a Master Training Plan is published. **(T-2)** Implementation of a new Master Training Plan requires a new Unit Training Plan (validation).

7.12.3.8.2. (Add) Units may waive Annual Training Plan requirements that are not applicable to the unit's mission. Units will request USSF 1C3 Functional Manager approval through the CFC 1C3 Policy & Procedures to waive Annual Training Plan items not applicable to the mission via DAF 679 format. Requests will include each Annual Training Plan task and the justification. If approved, a copy of the DAF 679 will be filed behind the Unit Training Plan.

7.12.3.8.3. (Add) Modifying FLDCOM tasks/subtasks teaching steps. Units may waive/modify teaching steps within Plans of Instructions if not applicable to the mission. Units will submit a waiver in DAF 679 format outlining the Plans of Instruction steps requested to be waived, for USSF 1C3 Functional Manager approval. Requests will include the justification for the modification. If approved, a copy of the approval DAF 679 will be filed behind the Unit Training Plan, and the unit may place an "N" in the applicable locations within the Plans of Instructions. Units will send the waiver request to USSF 1C3 Policy & Procedures for USSF 1C3 Functional Manager approval.

7.14.1. (Add) The Certification Official for the FLDCOM Command Center is the Chief, Current Operations Division.

7.17.1.1.3.1. (Add) Units and Specialized C2 Element Training Teams will utilize only the official system of record to document all Individual Training Records (ITRs).

7.17.1.1.3.1.1. (Add) Units and Specialized C2 Element Training Teams will load Specialty Training Standard (STS) tasks into the official system of record and ensure all qualification and applicable duty position tasks are loaded for assigned personnel. All STS tasks not required for qualification or applicable to a current duty position will not be loaded to an Individual Training Record (ITR).

7.17.1.1.3.1.2. (Add) Units and Specialized C2 Element Training Teams will annotate all training journal entries into members' ITR, including entries previously made on the DAF Form 803 and AF 4372.

7.17.1.1.3.1.2.1. (Add) Units and Specialized C2 Element Training Teams will begin uploading a member's digital records with their most recent digital entries.

7.17.1.1.3.2. (Add) Journal entry subjects for Training Needs Assessments, Qualification Evaluations, and Annual Check-Ride Performance Evaluations will be entered as "Base Name, entry purpose/type" (e.g., "Patrick SFB, Initial Qualification Evaluation," or "Patrick SFB, Training Needs Assessment").

7.17.1.1.5.1. (Add) The Initial Qualification Training evaluation is individually assessed and will include a 50-question open-book general knowledge test, a 30-question open book emergency action assessment, and a performance-based qualification evaluation.

7.17.1.2.2.2.1. (Add) Initial Qualification Training will not exceed 120-calendar days. Timelines are for RegAF and USSF entities only.

7.17.1.2.2.2.2. (Add) If training is expected to exceed 120-calendar day timeline, Command Post managers will submit a waiver to the Space Base Delta Commander. **(T-3)** The DAF 679 must inform leadership of any breaks in training with justification for the break and all potential risks and hazards associated with waiver(s) requested.

7.17.1.2.2.2.2. (Add) Any authorized break in training (i.e. Professional Military Education, 1C3 formal training, convalescent leave, or emergency leave) will be documented in a journal entry and will not count against members qualification timeline. Ordinary leave is not an authorized break in training. If the member is permitted to take ordinary leave while in training and requires an extension, the waiver will identify the unauthorized break and all potential risks and hazards. **(T-2)**

7.17.2.2.2.1. (Add) Mission Qualification Training will not exceed 60-calendar days. Timelines are for RegAF, USSF entities only. Guard/Reserve will follow the parent guidance.

7.17.2.2.2.2. (Add) If training is expected to exceed the 60-calendar day timeline, Command Post managers will submit a waiver to the wing commander. **(T-3)** The memorandum must inform leadership of any breaks in training with justification for the break and all potential risks and hazards.

7.17.2.2.6.1. (Add) The Mission Qualification Training evaluation is individually assessed and will include a 30-question open book AFNORTH emergency action test, a 30-question open-book general knowledge test, and a performance-based qualification evaluation.

7.18.2.1.1.1. (Add) Self-Study Letter requirements. The self-study letter will contain, at a minimum, the applicable STS tasks identified in the Annual Training Plan and annotating individuals within 90 days of their Annual Check Ride.

7.18.2.2.3. (Add) The AF Form 4371, Record of Controller Formal Training must be detailed enough for those reviewing the minutes to understand the substance of what was briefed. **(T-3)**

7.18.2.3.1. (Add) Proficiency assessments will be conducted quarterly and will include a 20 open-book AFNORTH emergency actions test, a 50-question open-book general knowledge test, and scenario-based training.

7.18.2.3.2. (Add) Members will complete the open-book emergency actions and general knowledge tests individually. The minimum passing score for the EA and GKT tests is 90% critiqued to 100%.

7.18.2.3.3. (Add) Scenario training may be completed as a team or individually.

7.18.2.3.4. (Add) NCOIC, Training, will document results of proficiency training in members' ITR. Items used for proficiency training (i.e., EA/GKT tests and scenario scripts) will be maintained for 12 months.

7.19.2. (Add) Members absent from training events will make up missed training within 5 duty days of their return to work.

7.20.1.3.1.1. (Add) Remedial training will consist of a review and subsequent training of the tasks the member could not meet for proficiency standards.

7.20.1.3.1.2.(Add) Members will be task decertified in each task rated Q3 during the evaluation. The Training Manger or Training Teams will notify the member(s) of the tasks that received a Q3 rating at the end of the evaluation and will conduct remedial training immediately. If a critical task is rated Q3, the member(s) will receive an UNSATISFACTORY performance evaluation rating and be recommended for disqualification.

7.24.3.1. (Add) Requalification evaluations are individually assessed and will include a 30-question open book AFNORTH emergency action assessment and a performance-based qualification evaluation.

Chapter 9 (Add)

USSF WAIVERS AND REQUESTS FOR CLARIFICATION

9.1. (Change) Waivers. Occasionally, unique circumstances may warrant special consideration and possible waiver of policy provisions. Refer to DAFMAN 90-161, *Publications and Forms*

Management, Table A10.1 for a description of the authorities associated with Tier Waiver Authorities. Unless otherwise stated in this document, Wing or Delta Commander or delegated alternates **(T-3)** are the approval authority for individual personnel exceptions to the policy outlined in this instruction caused by special or unusual circumstances.

9.1.1. (Change) Commanders will submit a waiver request, as documented on an DAF Form 679, through the appropriate waiver approval authority.

9.1.1.1. (Change) USSF Space Base Delta (SBD) Commanders/SLD/DRU/FOA commanders will submit T-0 waiver requests on DAF Form 679. Units will specify the publications OPR for AFMAN 10-207, HQ USAF/A3TE. The waiver will be routed to the appropriate FLDCOM Commander for recommendations/comment for approval. If approved, units will load approved/signed waiver in MICT for tracking. **(T-2)**

9.1.1.2. (Change) USSF SBD/SLD/DRU/FOA commanders will submit T-2 waiver requests on DAF Form 679 to CFC 1C3 Policy & Procedures. The waiver will be routed to the appropriate Tier Waiver approval authority. Units will load approved/signed Waiver in MICT for tracking.

9.1.1.3. (Change) USSF units will submit T-3 wavier requests on DAF Form 679 and route using established SBD/SLD/DRU/FOA routing procedures for approval. Units will load approved/signed Waiver in MICT for tracking. **(T-2)**

9.1.1.4. (Change) SBD/SLD/DRU/FOA commanders will submit non-tiered waiver requests on DAF Form 679. The submitter will specify the specific office/official with waiver authority as identified/directed in the specific publication's text. CFC will submit waiver request for approval. **(T-2)**

9.1.1.5. Delete

9.3. (Change) Request for Clarification. Command Post management will coordinate any policy and procedures questions or requests for clarification through the CFC 1C3 Policy and Procedures office for assistance. **(T-2)**

Chapter 10 (Add)

USSF COMMANDERS AVAILABILITY

10.1. Overview. This chapter establishes guidance and procedures for reporting the location and availability of commanders and key personnel.

10.2. (Change) FLDCOM Command Center/ SBD/SLD CPs will:

10.2.1. (Change) Email commander's availability to the FLDCOM Command Center SIPR org box between 0400Z-0500Z. **(T-2) Note:** Commander's availability information is considered Controlled Unclassified Information (CUI) IAW Privacy Act of 1974 and Freedom of Information Act (FOIA).

10.2.1.8. (Change) In the event that the webpage is not operational, CP controllers will contact the FLDCOM Command Center to notify them of a possible system outage and their respective commanders' status for the next 24-hour period. (T-2)

Attachment 1 (Change)

References

AFI 10-201, *Force Readiness Reporting*, 5 June 2024

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

AFMAN 10-206, *Operational Reporting*, 18 June 2018

DAFMAN 90-161, *Publications and Forms Management*, 18 October 2023

SPFI 10-201, *Force Readiness Reporting*, 27 April 2023

Forms

DAF Form 623A, *On the Job Training Record – Continuation Sheet*

DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*

Abbreviations and Acronyms

ARC – Air Reserve Component

ATP – Annual Training Plan

CAC – Common Access Card

CCIR – Commander Critical Information Requirements

CCMD – Combatant Command

CFC – Combat Forces Command

CJCS – Chairman of the Joint Chiefs of Staff

COMSEC – Communications Security

C2CIF – Command Control Controller Information File

CSRCP – Colorado Springs Regional Command Post

DAF – Department of the Air Force

DRU – Direct Reporting Unit

EA – Emergency Actions

FLDCOM – FIELD COMMAND

FOA – Forward Operating Agency

GKT – General Knowledge Test

NCOIC – Non-Commission Officer in Charge

NIPR - Non-Secure Internet Protocol Router

IAW – In accordance with

MTP – Master Training Plan

MICT - Management Internal Control Toolset

REGAF – Regular Air Force

SSC – Space Systems Command

STARCOM – Space Training and Readiness Command

SIPR - Secure Internet Protocol Router

TS – Top Secret

QRC – Quick Reaction Checklist

USSF – United States Space Force

Attachment 7

Delete

Attachment 8

Delete

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

AIR FORCE MANUAL 10-207



**AIR FORCE SPACE COMMAND
Supplement**

12 MARCH 2019

Operations

COMMAND POSTS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AFSPC/A3O

Certified by: HQ AFSPC A3/6O
(Col David J. Martinson)

Supersedes: AFI10-207_AFSPCSUP,
14 January 2015

Pages: 19

This manual supplements AFMAN 10-207, *Command Posts*, and executes Air Force Policy Directives (AFPD) 10-2, *Readiness*, and 10-25, *Emergency Management*. It provides Air Force guidance for the establishment, organization, manning, operation, equipment, training, and support of Command Posts (CP)/Command Centers/watches/Specialized Command and Control Elements. It also establishes basic guidance for the 1C3 Air Force Specialty Code (AFSC). It applies to all Air Force Command and Control organizations and personnel, including those in the Air National Guard (ANG) and Air Force Reserve Command (AFRC). ANG Command Posts will accomplish training standards/requirements as outlined by their Gaining-MAJCOM in preparation for mobilization. Additional requirements such as facilities, manpower, and duty/work standards will be coordinated between individual units and the ANG 1C3 CFM to meet non-federal allocations. Refer recommended changes and questions about this publication to AF/A3T, 1480 Air Force Pentagon, Washington, D.C. 20330-1480, Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Major Command (MAJCOM)/Direct Reporting Unit (DRU)/Field Operating Agency (FOA)/Specialized Command and Control Elements are authorized to supplement this Air Force Manual (AFMAN) instead of repeating manuals in separate directives. MAJCOM/DRU/FOA/Specialized Command and Control Element supplements to this manual require approval by the 1C3 Career Field Manager (CFM). The authorities to waive wing/unit level requirements in this publication are identified with a tier number (“T-0, T-1, T-2, T-3”) following the compliance statement. See AFI 33-360, *Publications and Forms Management*,

Table 1.1 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. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 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 (AFRIMS).

AFSPC SUMMARY OF CHANGES

This document has been substantially revised and should be completely reviewed. Major changes include: Merging and reorganization of chapters to follow the AFMAN 10-207. New format for the AFSPC Manning report.

1.1.3.1. AFSPC's only Consolidated Command Post is the Vandenberg Command Post (14 AF and 30th Space Wing [SW]) (providing NAF command post oversight for 21 SW, 30 SW, 45 SW, 50 SW, and 460 SW).

1.1.3.2. AFSPC's only Command Post Association is the Patrick Command Post (responsible for the 45th Space Wing and 920th Rescue Wing [RQW] [AFRC]).

1.1.3.4. AFSPC's only regional Command Post is the Colorado Springs Regional Command Post (CSRCP) (responsible for 10th Air Base Wing (ABW) (United States Air Force Academy [USAFA]); 50th Space Wing and 310th Space Wing (Schriever AFB); and the 21st Space Wing and 302d Airlift Wing (AW) (Peterson AFB), which are all geographically located in Colorado Springs, Colorado.

1.1.3.4.5. **(Added)** The HQ AFSPC Command Center will operate independently of the Colorado Springs Regional Command Post. (T-2).

1.1.4. The AFSPC Command Center is considered a Specialized Command and Control (C2) Element and is the full-time, 24/7 C2 node directly responsible to the AFSPC Commander. The AFSPC Command Center is assigned to the AFSPC A3/6O, Current Operations Division, under the AFSPC A3/6 Operations and Communications Directorate. (T-2). This AFMAN is applicable to the AFSPC Command Center unless otherwise directed. (T-2).

1.2.2. The AFSPC Command Center communicates Air Force service direction and AFSPC Commander (CC) direction to AFSPC units and oversees the Command Post activities of assigned NAFs, wings, and direct reporting units (DRUs) in AFSPC.

1.2.2.1. **(Added)** The Vandenberg Command Post communicates AFSPC and 14 AF/CC operational direction to 14 AF units and oversees operational activities of assigned wing Command Posts and Direct Reporting Units subordinate to 14 AF.

1.5.4. **(Added)** AFSPC Command Posts will not be responsible for manning, operating, or supplying the Shelter Management Team (SMT) or the Emergency Operations Center (EOC). (T-3).

2.3.2.1. **(Added)** The OPR for AFI 10-201 AFSPCSUP is HQ AFSPC/A36OR.

2.3.2.2. **(Added)** The OPR for AFMAN 10-206 AFSPCSUP is HQ AFSPC/A36O 1C3 Policy and Procedures.

2.3.8. Upon request, if personnel are available, AFSPC A3/6O may provide IG augmentation, to include joining inspection teams and traveling to AFSPC Command Posts. This support may include Readiness Reporting, Training, Console Operations, etc.

2.3.14. AFSPC Command Post managers will submit TDY manning assistance requests signed by the wing commander to HQ AFSPC A3/6O, AFSPC 1C3 Policy and Procedures, via e-mail. Requests will include current/projected manning, justification for TDY manning assistance, and unit funding information. The requesting unit is responsible for funding the manning assistance TDY.

2.3.15. The AFSPC Command Post Annual Awards program resembles the Air Force Command Post Annual Awards program. HQ AFSPC A3/6O, AFSPC 1C3 Policy and Procedures, will publish a Command and Control Controller Information File (C2CIF) in November to announce the suspense date for nominations. Submissions will be submitted via email to HQ AFSPC A3/6O, 1C3 Policy and Procedures.

2.3.17.1. **(Added)** Consolidated Command Post issues will be coordinated between HQ AFSPC A3/6O and HQ AFRC/A3XR counterparts, as required. (T-2).

2.3.17.2. **(Added)** Associated Command Post issues will be coordinated between HQ AFSPC A3/6O and HQ AFRC/A3XR counterparts, as required. (T-2).

2.3.17.3. **(Added)** Regional Command Post issues will be coordinated between HQ AFSPC A3/6O, HQ AFRC (for 302 AW and 310 SE concerns), and AF/A3O-AC (for 10 ABW) counterparts, as required. (T-2).

2.4.4. Ensure AFSPC Command Center personnel are thoroughly familiar with published reporting guidance outlined in AFMAN 10-206_AFSPCSUP for AFSPC CCIRs. (T-2).

2.4.6. AFSPC Command Center will initiate a secure line conference check with all AFSPC Command Posts a minimum of once a week. (T-2).

2.5.11. **(Added)** Receive a Command Post orientation briefing from the Command Post Chief/Superintendent within 60 days of appointment to or of assumption of command. As a minimum, the briefing will contain: Core mission requirements; AFI 10-201, notification processes; Command Post manning structure; and a review/introduction of current Command Post personnel. Command Posts will maintain documentation of the commander's training for the duration of the commander's tenure. (T-2).

2.6.5. The NCOIC, Command and Control Operations will develop procedures to ensure the Alternate Command Post is opened monthly to perform communications checks and replenish supplies as needed. Ensure all checklists and other items requiring duplication are current and up to date. Ensure this monthly check is logged in the events log. (T-3).

2.6.9. Submit monthly manning reports via e-mail to the AFSPC 1C3X1 Functional Manager and HQ AFSPC A3/6O, AFSPC 1C3 Policy and Procedures IAW AFMAN10-207_AFSPCSUP, **paragraph 3.6.4.** (T-2).

2.6.12. Command Post managers will digitally sign events logs with CAC certificates in lieu of printing logs and annotating initials. Daily events logs will not be capable of modification after being digitally signed (T-2).

2.6.17. Command Post Managers will ensure on-duty controllers will continuously (24/7) monitor the following Transverse chat rooms: afspc_command_center and af_watch room for HHQ directed information and/or information requests. (T-2).

2.6.20. **(Added)** Develop and maintain a continuity binder (hard copy or electronically), to allow for a seamless transition should an alternate be required to assume duties with little or no notice. Additionally, they will ensure those with primary duties in the Command Post (e.g., NCOIC, Command and Control Operations; NCOIC, Command and Control Training) and all additional duties (e.g., Information Technology (IT) Equipment Custodian, Wing Inspection Team) develop and maintain a continuity binder. (T-3).

3.2.1.3.1. **(Added)** IAW Air Force Manpower Standard (AFMS) 135A the 61 ABG/CP is authorized to operate with one certified controller on duty. All other AFSPC Command Posts, with the exception of the Colorado Springs Regional Command Post, will be manned with at least two certified controllers at all times. The Colorado Springs Regional Command Post will be manned with four controllers. (T-3).

3.2.1.3.2. **(Added)**. When Colorado Springs Regional Command Post manning is insufficient to support four controllers per shift, Command Post Managers will request a waiver to operate the Colorado Springs Regional Command Post with reduced manning (T-3). Waiver requests will be submitted through the AFSPC Waiver Request System and include a copy of their last three and next three draft duty schedules and current manning reports. (T-2).

3.2.4.2. Command Post Managers will submit all cross training requests to HQ AFSPC A3/60, AFSPC 1C3 Policy and Procedures, via e-mail. The AFSPC 1C3 MAJCOM Functional Manager will validate the request and submit it to the Air Force Career Functional Manager for approval/disapproval. (T-2).

3.2.5. Chief, Command and Control Operations. AFSPC Chief Command and Control Operation billets, where authorized, will be filled by 13S officers. (T-3).

3.2.6.1.1. AFSPC Superintendents, Command and Control Operations (except at the Los Angeles Command Post) are designated as Key Leadership Positions (KLP) and those appointed to this position must have a D6, Conventional Wing Superintendent vector (not applicable to AFRC personnel). (T-3).

3.2.9.3. The Colorado Springs Regional Command Post is the only AFSPC Command Post authorized a Training NCO. (T-2).

3.2.11.1. IAW Air Force Manpower Standard (AFMS) 135A the Los Angeles Command Post is authorized to operate with one certified controller on duty either a 1C371 or 1C351. For a 1C331 to perform single controller duties a waiver must be submitted to HQ AFSPC A3/6 through the AFSPC 1C3X1 MAJCOM Functional manager with justification for allowing a 3-level to perform single controller duties. (T-2).

3.2.11.3. Replacement Controller. "Immediate recall" defined. The on-duty controller will have the ability to recall a certified controller; and the recalled controller must be able to respond within a specifically directed report time. Superintendents will indicate the applicable "Immediate recall" time in the C2 Operations OI. Since the AFSPC Command Center is currently authorized single-controller operations, procedures will be established to recall controllers during unexpected surges in operations and non-duty hours, as applicable. (T-3).

3.3.3. Notify the AFSPC 1C3X1 MAJCOM Functional Manager and HQ AFSPC A3/6O, AFSPC 1C3 Policy and Procedures, via e-mail if an individual's Top Secret clearance has been temporarily or permanently revoked. Additionally, ensure this information is annotated on the monthly manning report. (T-2).

3.6.1.3. Command Post managers will email copies of their Unit Manpower Document with their manning reports for January, April, July, October. (T-3).

3.6.2. Unit Personnel Management Roster. Command Post managers will email copies of their Unit Personnel Management Roster with their manning reports for January, April, July, October. (T-3).

3.6.4. Command Post Manning Report Submission Instructions. Use the AFSPC Manning Report format and detailed guidance provided at [Attachment 7](#) and submit the report NLT the fifth calendar day of the month, to HQ AFSPC A3/6O, AFSPC 1C3 Policy and Procedures, via e-mail. The report "as of date" is the first day of the month. (T-2).

3.6.4.8. Deployment Status. Controllers designated as enablers will be identified as "enabler." (T-2).

3.6.4.9.9. **(Added)** Skill level upgrade progress to include: date entered upgrade online blackboard course, estimated completion of online blackboard course, failures of any portion of the online blackboard course, completion date of upgrade course, award date of skill level upgrade.

4.2.1. Publications Library. AFSPC Command Posts will maintain the minimum printed publications needed for immediate actions pertinent to Command and Control operations and the base mission. Other required publications may be maintained electronically (CD-ROM, Shared Drive, etc.). (T-3).

4.2.1.1. **(Added)** Location of Publications. Command Posts publications and files will be stored in pre-designated locations within the Command Post and will be returned immediately after use. When console area storage space is limited, restrict publications kept in the console area to those required for immediate actions. Other publications will be accessible to all authorized personnel either hard copy or electronically. (T-3).

4.2.3. Checklists. Each CP will develop checklists using AFSPC Form 1, *Command Post Checklist*, with all blocks completely filled in. Enter the date of the most recent change in the "Date" block of the AFSPC Form 1. For multi-page checklists, the date will be the same on all pages. Documentation of the semi-annual review is maintained in front of each checklist binder. CPs are authorized to use a computer-generated AFSPC Form 1, as long as all fields are replicated and the bottom left of the form clearly states AFSPC Form 1. (T-3).

4.2.3.3.2.1. Secure voice equipment tests. Log secure communication checks conducted by the AFSPC Command Center in the Command Post daily events log. (T-3).

4.2.3.3.4. **(Added)** Daily Communications Security inventory, if applicable. (T-3).

4.2.3.3.5. **(Added)** Zulu changeover to include closing the events log, opening new events log. (T-3).

4.2.3.4.2. All units will tab and index each set of QRCs by sections for easy reference. (T-2).

4.2.3.4.3.6.7. **(Added)** When checklist attachments are used, they must be referenced in the main body of the checklist with which they are associated. (T-2).

4.2.4.7. **(Added)** Area security checks.

4.2.5.2.1. HQ AFSPC A3/6O, 1C3 Policy and Procedures, or the MAJCOM 1C3 Functional Manager is the releasing authority for AFSPC C2CIFs.

4.2.5.5. Air Force Command Post NIPR/SIPR Command Post Continuity Sites. All AFSPC Command Post certified controllers will be registered on the NIPR/SIPR Air Force Command Post Career Field Continuity Sites, to readily access C2 posted information from HQ AF and/or HQ AFSPC (e.g., C2CIFs). (T-2).

4.2.5.5.1. The NIPR Command Post Continuity Site is located at: <https://intelshare.intelink.gov/sites/afcommandpost/SitePages/Home.aspx>. The SIPR Command Post Continuity Site is located at: https://intelshare.intelink.sgov.gov/sites/1C3_continuity/SitePages/home.aspx.

4.2.5.5.3.4. **(Added)** Command Post managers will review the C2CIF log monthly to ensure compliance with C2CIF review requirements. (T-2).

4.2.6.3. Not applicable to AFSPC Command Center.

4.2.6.4. Not applicable to AFSPC Command Center.

4.2.6.5. Not applicable to AFSPC Command Center.

5.2.5.2. Emergency Lighting. Controllers will functionally test the emergency lighting weekly and log the test in the events log. (T-2).

5.2.5.6. **(Added)** Emergency Action Message Processing Light and Written Instructions. A light will be placed outside the EA cell/console area and outside the standoff area, adjacent to the entrance phone or outer door of Command Post. The light will be activated from within the EA cell/console area when on-duty controllers are processing Emergency Action traffic. A sign will be placed with written instructions next to the phone, detailing entry procedures when the Emergency Action Message processing light is activated. (T-2).

5.2.6.2.1. **(Added)** EA Cell or Console Area. The duress alarm system must provide for separate alarm activation from each controller position (includes entry controller position when manned). (T-2).

5.2.6.5. Crisis Action Team Area. Ensure that procedures are developed that provide for efficient and effective communications flow between the Crisis Action Team and controllers. It is imperative to the mission that both the controllers and the Crisis Action Team members are kept informed of all events that take place during the exercise and/or real world situations. (T-3).

5.2.7.3. **(Added)** Workout Area. Due to controllers working rotating shifts, when space allows, Command Posts may have a workout area for controllers.

5.2.8.3. **(Added)** Safes. Ensure the Emergency Action cell/console area has a General Services Administration (GSA) approved security container, equipped with an XO-style digital lock, dedicated to store up to TS, TPC material, COMSEC TPI, and COMSEC material, as applicable. (T-2).

5.2.8.4. **(Added)** Cross-cut shredder. Use for destruction of classified material and COMSEC. Purchase the shredder from the National Security Agency (NSA) evaluated destruction device approved listing. Device must be certified to destroy material up to the highest classification of material maintained within the CP. (T-2).

5.2.8.5. **(Added)** Location of Command Post equipment. Equipment normally operated by the on-duty controller will be located within the console area for immediate access. (T-3).

5.2.8.6. **(Added)** Equipment Manuals/Instructions. Documentation must be maintained by the NCOIC, Command and Control Systems for each piece of equipment (Command Post and Alternate Command Post) that provides instruction for use and who to contact if the equipment malfunctions. (e.g., Operations Manuals). (T-3).

5.2.9. Alternate Command Post. The following are minimum established requirements for AFSPC Alternate Command Posts/Alternate Command Center: NIPRNet/SIPRNet terminals with print capability, secure phone lines, multi-line (conferencing capable) console phones, Communication Security (COMSEC)-cleared shredder, status display boards (i.e., readiness conditions, weather, aircraft, key personnel), same Land Mobile Radio (LMR)/Ultra High Frequency (UHF)/Very High Frequency (VHF)/High Frequency (HF) capability as primary CP. Furniture will be in good condition and free from safety hazards, and be positioned in a fashion to allow for an effective flow of communication between controllers. All phones in the Emergency Action Cell must have push-to-talk handsets. All mission-essential C2 systems will also be available in the alternate. The Alternate Command Post/Alternate Command Center will be cleared to process the highest level of classification the mission dictates. Maintain the current Emission Security (EMSEC) letter on file. (T-3).

5.2.9.1. Alternate Command Post Activation. AFSPC Command Center alternate is not required to have LMR, UHF, VHF, or HF radios.

5.2.9.1.4. Semiannual Activation. Documentation of Alternate command post activation will be logged in the daily events log. Log entries will include the names of the controller(s) completing activation, status of all systems tested (include work order submission information for any deficiencies), and all other Alternate command post actions completed as directed by AFMAN 10-207 and this Supplement. (T-3).

5.2.9.1.5. **(Added)** Evacuation/Relocation Kit. Command Post managers will establish a "Command Post Evacuation/Relocation Kit" that includes flashlights, one copy of all checklists, paper copies of required forms, radios, cellular telephone, and other materials deemed necessary for sustained C2 operations. (T-3).

5.2.9.1.5.1. **(Added)** Items should be staged in a "bug-out bag" to the maximum extent possible. If items are not staged, checklists should drive controllers to quickly collect items to expeditiously relocate.

5.3.2. Land Mobile Radio. Not applicable to AFSPC Command Center.

5.3.2.1. **(Added)** Land Mobile Radio. Prior to entering the Command Post, Land Mobile Radios will be turned off and the battery disconnected. Emergency response personnel (fire department, security forces, etc.) may take radios into the Command Post when responding to a situation. Commanders may authorize the use of LMRs by specific Crisis Action Team positions while they are performing Crisis Action Team duties. Personnel transiting the facility are not

authorized to bring LMRs into the Command Post. Commanders will take the following into consideration when making the decision: (T-3).

5.3.2.2. **(Added)** Land Mobile Radios are not permitted in the EA cell, Joint Worldwide Intelligence Communications System (JWICS), or Global Command and Control System (GCCS) terminal areas.

5.3.2.3. **(Added)** The Commander conducts a thorough risk analysis considering, as a minimum, COMSEC, EMSEC, and Operational Security (OPSEC) factors.

5.3.2.4. **(Added)** Each Command Post will establish formal procedures for taking Land Mobile Radios into the Command Post. (T-3). These procedures must be coordinated with applicable communications, COMSEC, EMSEC, OPSEC, security forces and intelligence agencies. Precautions must be taken to prevent compromises of classified information and OPSEC violations.

5.3.2.5. **(Added)** Land Mobile Radios will be stored in a storage area at the Command Post (either outside or inside the entrapment area). If the Commander chooses, Land Mobile Radios may be stored in a lead-lined container inside the Command Post to facilitate an orderly relocation process. (T-3).

5.3.2.6. **(Added)** Land Mobile Radios are authorized for use during communications outages or when relocated to an alternate facility with limited communications capabilities.

5.3.4.1. **(Added)** Cellular phones and other Wi-Fi and/or Bluetooth enabled devices will be left at the CP entrance or an alternate location (i.e., vehicle or office). Command Posts are not responsible for any electronic devices stored while visitors or Crisis Action Team members are operating in the Command Post. Cellular phones are authorized for use during communications outages or when relocated to an alternate facility with limited communications capabilities. (T-3).

5.3.4.2. **(Added)** Cell phones and other Wi-Fi and/or Bluetooth enabled devices will not be brought in to the AFSPC Command Center.

5.3.5. AFSPC Command Posts should have High-Frequency (HF)/Ultra High-Frequency (UHF)/Very-High-Frequency (VHF) Radio (at least one of the three). Not applicable to the 460 Space Wing Command Post, 61 ABG Command Post and the AFSPC Command Center.

5.3.7. Global Decision Support System. Not applicable to AFSPC Command Center.

5.3.9. Recording. Radio recording capability not applicable to AFSPC Command Center.

5.4.1.1. **(Added)** The Command Post is not a designated Sensitive Compartmented Information Facility (SCIF), a Top Secret Working Area (TSWA), or a secure telecommunications facility (TCF).

5.4.4. Crisis Action Team Operations. When the Command Post entry control is manned by Security Forces personnel or trained augmenters', the Command Post will provide the entry controllers an Entry Authority List (EAL), special written security instructions, and positional duty briefings before they assume entry control duties. (T-2).

5.4.4.1. **(Added)** Unescorted Entry. Visitors authorized unescorted access to the Command Post may be permitted entry upon examination of their Restricted Area Badge and supporting security techniques IAW AFI 31-101. (T-2).

7.2. AF Master Training Plan. The AFSPC Master Training Plan (MTP) is maintained on the Command Post NIPR Command Post Continuity Site, in the MAJCOM/AFSPC Continuity Folder.

7.2.1. Master Task List. “AFSPC Controller” mandatory certification tasks have been added to the AF/AFSPC Master Task List (MTL). Deviations from the AF/AFSPC mandatory training requirements will be submitted to AFSPC 1C3 Policy & Procedures for approval (T-2).

7.2.2. Annual Training Plan. AFSPC Command Post managers will annotate via Memorandum the annual Unit Training Plan review and load it in MICT. (T-2).

7.2.4.2. **(Added)** Deviation from performance standards require prior AFSPC Policy & Procedures approval. (T-2).

7.2.5.2.2.1. **(Added)** For example, if a task is identified to be evaluated in May, then it must be documented as being trained in either March or April.

7.2.5.3.1.4.1. **(Added)** Unit C2 Managers and C2 Operations Training will determine, according to unit mission, and annotate the estimated duration required to train tasks/subtasks. (T-3).

7.3.1.1. **(Added)** The Memorandum for Record listing task trainers will remain current; it will be signed by the Chief, C2 Operations or Superintendent, C2 Operations, include the name, rank and date the AF Training Course was completed. (T-3).

7.3.1.2. **(Added)** C2 Managers are encouraged to require the NCOIC, C2 Operations Training to develop specific training/guidance which instructs task trainers/supervisors how to administer certification/upgrade training using the unit Master Training Plan, Career Field Education and Training Plan and AFI 36-2201.

7.3.7.1. For the 61 ABG the 61 ABG Commander is authorized as the certification authority, he may delegate to the 61 ABG Vice Commander or Director of Staff.

7.3.9.2.2.3. REGAF/full time ARC members failing to pass the required monthly examinations or failing to receive a satisfactory rating on a quarterly performance evaluation will be required to complete a minimum of 8 hours of remedial/supplemental training (T-3) over the areas of weakness. This training will take place on their next non shift/duty day (T-3). The failing member cannot be utilized as one of the on-duty controllers during this remedial/supplemental training. (T-3).

7.4.1.1. 100% coverage of all subtasks identified on the ATP for the period (month/quarter) covered by the training meeting will be documented on the monthly self-study letter(s). (T-3).

7.4.1.1.1. **(Added)** The AF Form 4371, Record of Controller Formal Training must be detailed enough for those reviewing the minutes to understand the substance of what was briefed. (T-3).

7.4.1.1.2. **(Added)** All meeting minutes will include the name of each briefer, topics covered by each briefer, MTL/ATP task coverage, duration of each briefing, and controller attendance, absent or present. (T-3).

7.4.1.1.3. **(Added)** When a field trip is scheduled as part of the monthly training meeting, the AF Form 4371 will include trip highlights and tie-in to the current quarter’s MTL/ATP topics. (T-3).

7.4.1.1.4. **(Added)** To aid in reconstruction of the training meeting, audio and/or video recordings are authorized but must be classified according to content and controlled IAW applicable security guidance. (T-2).

7.4.1.1.5. **(Added)** Training meeting minutes will be posted in the CIF the next duty day following the training meeting. (T-3).

7.5.1. **(Added)** NCOIC CP Training will maintain copies of all monthly (EA, GKT) certification exams, training scenarios, and evaluations for 12 months. (T-2).

7.5.2. **(Added)** Retests will include areas of weakness and the areas missed on the original test. Retraining and retesting actions will be documented in the individual's AF Form 623A, in addition to the AF Form 4372, *Record of Controller Recurring Training* documentation. (T-2).

7.7.1.4.1. **(Added)** Examinations developed at unit level and utilized for certification and evaluation testing will only be written by the NCOIC, C2 Operations Training or certified controllers. The exam will be reviewed/approved by the NCOIC, C2 Operations Training prior to being administered (T-2).

7.7.1.6.1.1. **(Added)** C2 management has the discretion to determine how General Knowledge objective questions will be incorporated into monthly recurring proficiency training. If verbal knowledge assessment is used, a minimum of 2 questions per task (not subtask) will be written into the monthly scenario script. (T-2).

7.7.1.7.1.3. Paper or electronic copies of all written examinations will be retained for 12 months from the end of the month they cover. (T-3). EA materials in electronic form must be password protected. (T-2).

7.7.2. The Training NCOIC and Alternate will rotate developing the monthly Scenario Script with the goal of not developing scenarios in back-to-back months. (T-2). The individual writing the scenario script is exempt from taking that scenario. This will be documented by editing the meta data in Microsoft Word by selecting File at the top of the screen and editing "Author" under Related People and "Date" when saving the test. (T-2).

7.7.2.6.2. If a HHQ or locally evaluated exercise is used to satisfy all, or portions, of the scenario training, the Training NCOIC (or alternate) must be present during the entire portion of the exercise that is being assessed. This ensures the Training NCOIC is able to assess and train controllers properly. A HHQ or locally evaluated exercise can only be used to satisfy scenario training requirements for the controllers on duty at the time of the exercise; all other controllers are still required to complete the scenario training. (T-3).

7.8.1.1. If a controller receives a third test failure in a 6 month period during an IG/MAJCOM Policy and Procedures exam, then decertification will occur on the same duty day and the controller will be placed into a minimum of 8 hours of remedial/supplemental training. (T-2).

7.8.1.1.1. **(Added)** Regardless if the controller maintains certification after failing an IG administered test, any controller failing a MAJCOM 1C3 Policy and Procedures or IG administered EA examination is required to complete a minimum of 8 hours of remedial/supplemental training. Retesting by the controller must be accomplished no later than 3 duty days after the failure. Document training on the AF Form 623A, On-the-Job Training Record – Continuation Sheet. (T-2).

7.8.1.1.2. **(Added)** Any failure of an IG/MAJCOM Policy & Procedures Emergency Action Exam will be documented on the AF Form 623A and AF Form 4372. (T-3).

7.8.1.2.1. **(Added)** The decision to conduct evaluations or examinations during an AFSPC Inspector General or AFSPC 1C3 Policy & Procedures staff assistance visit will be determined on a case-by-case basis. C2 Managers will be notified prior to the visit.

7.10.4.1. **(Added)** C2 Operations Training managers will maintain the MFR listing appointing task trainers in Section IV. (T-3).

Chapter 9 (Added)

AFSPC WAIVERS AND REQUESTS FOR CLARIFICATION

9.1. Waivers. Units with special circumstances, which preclude implementation of procedures in AFMAN 10-207 and/or this supplement, may request a waiver IAW AFI 33-360, Publication and Forms Management and AFI 33-360, AFSPC Supplement utilizing the AFSPC Waiver Request System at: <https://cs2.eis.af.mil/sites/10009/SitePages/main.aspx>.

9.1.1. Commanders must use the Waiver Request System to submit a waiver request, as documented on an AF Form 679, through the appropriate waiver approval authority. The Waiver Request System is a centralized SharePoint library allowing requestors to submit, route and track requests through the AFSPC functional chain of command. It subsequently provides leaders and managers awareness of the status of waivers for any strategy, trend analysis and decision-making associated with the waiver. (T-2).

9.1.1.1. AFSPC Wing/DRU/FOA commanders will submit T-0 waiver requests on AF Form 679 through the Waiver Request System. Units will specify the publications OPR for AFI 10-207, HQ USAF/A3TC. The Waiver Request System will sequentially route waivers to the appropriate AFSPC A3/6, CA, CV for recommendations/comment and AFSPC/CC for approval. If approved, AFSPC A3/6 will submit the waiver requests to the HAF publication OPR for consideration and will load results in the Waiver Request System and MICT for tracking. (T-2).

9.1.1.2. AFSPC Wing/DRU/FOA commanders will submit T-2 waiver requests on AF Form 679 through Waiver Request System to AFSPC A3/6. Waiver Request System will route waivers to the appropriate Tier Waiver approval authority. AFSPC A3/6 will approve, disapprove, or modify the waiver request, and load results in Waiver Request System and MICT for tracking.

9.1.1.3. AFSPC units will submit T-3 wavier requests on AF Form 679 and route using established Wing/DRU/FOA routing procedures for approval. AFSPC Wing/DRU/FOA commanders will load results in the Waiver Request System and MICT for tracking. (T-2).

9.1.1.4. AFSPC Wing/DRU/FOA commanders will submit non-tiered waiver requests on AF Form 679 through Waiver Request System. The submitter will specify the specific office/official with waiver authority as identified/directed in the specific publication's text. AFSPC will submit waiver request for approval. AFSPC will load results in Waiver Request System for tracking. (T-2).

9.1.1.5. The Waiver Request System will notify the submitter via e-mail once waivers are approved or disapproved. A list of approved and disapproved waiver requests will be available in Waiver Request System. The submitting unit will monitor and track waiver requests submitted through Waiver Request System. (T-2).

9.2. Waiver Expiration. Units submitting a waiver will request 12 months in Section 10 of the AF Form 679 for which the waiver will be required. (T-2).

9.3. Request for Clarification. Command Post management will coordinate any policy and procedures questions or requests for clarification through the HQ AFSPC A3/6O, Policy and Procedures office for assistance. (T-2).

Chapter 10 (Added)

AFSPC COMMANDERS AVAILABILITY

10.1. Overview. This chapter establishes guidance and procedures for reporting the location and availability of HQ AFSPC's NAF, center, and wing commanders and key personnel.

10.2. AFSPC NAFs/Centers/CPs will:

10.2.1. Update the AFSPC Combat-I Command Status webpage daily between 0400Z-0500Z. (T-2). NOTE: Commanders availability information is considered For Official Use Only (FOUO) IAW Privacy Act of 1974 and Freedom of Information Act (FOIA).

10.2.1.1. Using the radio buttons in the STATUS field, select their respective commander's status for the next 24 hours (Present for Duty [PFD], TDY, leave, other). (T-2).

10.2.1.2. In the DATES field, annotate the dates the commander will be away from station. (T-2).

10.2.1.3. In the LOCATION (PURPOSE) field, annotate the location(s) where the commander is going. (T-2).

10.2.1.4. In the DESIGNATED ALTERNATE field, annotate who the commander has selected as the designated alternate. (T-2). NOTE: If the designated alternate is projected to change over the course of the commander's absence, specify who the designated alternate(s) is/are and the dates they will be the designated alternate.

10.2.1.5. In the REMARKS field:

10.2.1.5.1. Attach the Commanders Non- Availability Itinerary (see [Attachment 8, Figure A8.1](#) for an example). (T-2).

10.2.1.5.2. Indicate if commander is forecasted to be unavailable (e.g., TDY, leave) the NEXT duty day. (T-2).

10.2.1.6. If the commander's status has not changed and he/she is PFD, in the REMARKS section add the statement "No change to status as of (current date and Zulu time)", and select the "Save and Close" button. (T-2).

10.2.1.7. CP controllers will then select "Save and Close" button, thereby stamping the record with the controller's name, office symbol, and time the record was last modified. (T-2).

10.2.1.8. In the event that the webpage is not operational, CP controllers will contact the AFSPC Command Center to notify them of a possible system outage and their respective commanders' status for the next 24 hour period. Then, the CP controller will send the Commander's Non-Availability Itinerary, [Attachment 8, Figure A8.1](#) to the AFSPC Command Center SIPRNet e-mail account. (T-2).

10.3. NCOIC, CP Systems Responsibilities. The NCOIC, CP Systems will ensure controllers are familiar with the AFSPC Combat-I Command Status webpage, and ensure that each controller has modification privileges for their respective DRU/NAF/wing commander. The NCOIC, CP Systems will send requests to add and/or delete controllers to the AFSPC A3/6OC Distro. (T-3).

DEANNA M. BURT
Brigadier General, USAF
Director of Operations and Communications

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

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

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

AFI 10-201 AFSPCSUP, *Force Readiness Reporting*, 6 September 2017

AFMAN 10-206 AFSPCSUP, *Operational Reporting (OPREP)*, 5 March 2019

Adopted Forms

AFSPC Form 1, *Command Post Checklist*

AF Form 623A, *On-The-Job Training Record – Continuation Sheet*

AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

Abbreviations and Acronyms

AFSPC—Air Force Space Command

ARC—Air Reserve Component

ATP—Annual Training Plan

CAC—Common Access Card

CCIR—Commander Critical Information Requirements

COMSEC—Communications Security

C2CIF—Command Control Controller Information File

EA—Emergency Actions

GKT—General Knowledge Test

NCOIC—Non-Commission Officer in Charge

NIPR—Non-Secure Internet Protocol Router

MTP—Master Training Plan

MICT—Management Internal Control Toolset

SIPR—Secure Internet Protocol Router

TS—Top Secret

TPC—Two Person Control

TPI—Two Person Integrity

QRC—Quick Reaction Checklist

Attachment 7 (Added)**AFSPC MANNING REPORT FORMAT**

A7.1. Monthly Manning Report Updates. Ensure when completing the report you modify the header to reflect your unit designator, base name, and current month/year. Change the file name to your base (e.g., “Colorado Springs Regional Command Post Manning Report”). (T-2).

A7.2. Instructions. Follow manning report instructions from Chapter 3 of this instruction and all additions amplifying instructions below.

A7.2.1. Section I: Current Manning. All personnel are considered assigned as soon as they arrive on station and sign-in to the unit and will continue to be counted as assigned until their final out-processing for a PCS or until their actual date of separation/retirement. When any of the conditions described in this paragraph occur and have not been previously identified on your manning report, the unit will update and re-submit their manning report.

A7.2.1.1. Certification Type. Use “MULTI” in the cert type column to identify personnel as certified in all mission areas performed by your unit (EA – Emergency Actions and C2OP – C2 Operations). For all personnel currently entered into initial/refresher certification training (to include personnel who have been de-certified), use “TRNG”. If individual is decertified due to deployment, use “DPLY”. If individual has been de-certified and removed from the CP, leave cell blank. If de-certified for any reason other than deployment, provide a complete explanation in the remarks (Note: If reason is medical, do not state specific reason, annotate “MEDICAL” and end date).

A7.2.1.2. AEF Pair: Enter the YR for Year Round. If the member is non-deployable, (e.g., medical, established retirement/separation date) provide unclassified reason and end date in remarks column. (NOTE: If reason is medical, do not state specific reason, annotate “MEDICAL” and end date.). For civilian converted billets, if non-deployable, use “N/A” in AEF cell and leave status blank, otherwise follow above guidance. If TDY state “Y” or “N” in TDY block and annotate location in the Remarks section.

A7.2.1.3. Last DEP. Enter date (MMM YY) for either return from last deployment supporting a contingency tasking. If individual has never been deployed, use “NONE”. For civilian converted billets, if non-deployable, use “ND”, otherwise follow above guidance

A7.2.1.4. Personnel Remarks. The following are mandatory comments – UGT status to include: Date Entered Upgrade training On-line Blackboard Course, Estimated Completion of On-Line Blackboard Course, Failures of any portion of the on-line blackboard course, completion date of on-line blackboard course, award date of skill level upgrade. Terminal leave start date and actual approved retirement or separation date; SR Controller waivers; Security clearance status if not a final TS; DAV codes/reasons and end date for non-deployable status reason is medical, do not state specific reason, annotate “MEDICAL” and end date). Add other additional remarks as desired.

A7.2.1.5. All positions from your unit’s Regular AF (RegAF) UMD will be listed in Section 1 of the manning report. All other positions, to include IMAs, over-hires, augmentees, Traditional Reservist on man days, and AFR UMD positions will be included in Section IA of the manning report. All ART positions will include their GS designation under authorized rank. The CP Chief, Superintendent, and SORTS manager positions will be listed at the top of the applicable

section and all other positions will follow listed in order of authorized rank. All 1C3s working in the command post will be identified on the manning report.

A7.2.3. Section II: Projected Gains/Losses/TDYS. All inbound, projected losses and TDY/Deployed personnel will be annotated this section. When individuals arrive on station, remove from this section and update the assigned section.

A7.2.9. Section III: Authorized/Assigned/Available for Use. To aid the MFM in projecting assignments and deployments, manning numbers for authorized, assigned, available and assigned/available percentages will include data for current status. Authorized/available/assigned numbers will only include 1C3X1 billets. Do not include the CP Chief, converted SORTS billets, or any over-hires in the current or forecast numbers/percentages.

A7.2.10. Section IV: Projected Authorized/Assigned/Available for use. To aid the MFM in projecting assignments and deployments, manning numbers for authorized, assigned, available and assigned/available percentages will include data for 3, 6, 9, month forecast. While it is understood that manning numbers frequently fluctuate, having this forecasted information will allow the MFM to make decisions based on the current data available. Authorized/available/assigned numbers will only include 1C3X1 billets. Do not include the CP Chief, converted SORTS billets, or any over-hires in the current or forecast numbers/percentages.

A7.2.11. Section V: Projected Training (Personnel Formal Training). All Active Duty 1C3's requiring formal training will be annotated in Section V. Include, Name, Course required, slot needed, slot requested or scheduled date.

A7.2.12. All changes that have occurred from the previous month's report will be highlighted by using red text, all other text will be black.

A7.3. Submission. AFSPC manning reports will be submitted NLT the fifth calendar day of each month via e-mail to HQ AFSPC A3/6 A3O, 1C3 Policy and Procedures. The report "as of date" will be the first day of the month. Format for the subject of e-mail will be "base name month Manning Report" (e.g., CSRCP November Manning Report).

Table A7.1. AFSPC Manning Report.

COMMAND AND CONTROL MANNING REPORT								Manning Report OPR: AFSPC A360		
UNIT/ Location /PAS:	Colorado Springs Regional Command Post (CSRCP) PETERSON AFB, CO ABCDE8G4			DSN:	834-4555	Date:	1 JAN 2019			
SECTION I: MANNING										
Authorized Rank	Position #	DAFSC	Assigned Rank	Name/Duty Title (Last, First, Middle Initial)	MO/YY Arrived	Certification	SEI	FSC	AEF PAIR	Last Deploy
Major	068321S	13S3E	Major	Payne, Benson E., Chief, C2 Ops	Jul 16	MULTI		TS	YR	Mar 16
SMSgt	877031S	D1C391	SMSgt	Gump, Bubba B., Superintendent, C2 Ops	Jan 18	MULTI		TS	YR	May 17

MSgt	727481S	D1C371	MSgt	Vader, Darth K., NCOIC, C2 Ops	Jan 17	MULTI	903	TS	YR	Jan 18
TSgt	877041S	1C371	TSgt	Skywalker, Luke A., Sr EA Controller	Apr 19	TNG		TS	YR	May 18
GS-11	429371S	1C331	GS-11	Bourne, Jason H., Wing Operational Readiness Mgr	May 03	MULTI		TS	YR	N/A

SECTION IA: PERSONNEL REMARKS

- SrA Snuffy separates effective 20 Feb 2019. Terminal Leave starts 20 Jan 2019.
- SSgt Thor arrived 31 Dec 18, expected certification date is 15 Feb 19. Awaiting adjudication for TS re-investigation.
- A1C Sparrow Dec 18 – MEB approved Temporary Medical Retirement. Expected terminal leave to start 15 Jan 19.

SECTION IB: ART POSITIONS

Authorized Rank	Position #	DAFSC	Assigned Rank	Name/ Duty Title (Last, First, Middle Initial)	MO/YY Arrived	Certification	SEI	FSC	AEF PAIR	Last Deploy
Major	0685781S	86P0	Major	Rogers, Steve, Deputy Chief, C2 Ops	July 16	MULTI		TS	YR	None
SMSgt	987031S	1C391	SMSgt/ GS-11	Stark, Tony, Reserve Superintendent	Jan 18	MULTI		TS	YR	None
MSgt	123451S	1C371	MSgt	Banner, Bruce, NCOIC, Training	Jan 17	MULTI		TS	YR	None
TSgt	877041S	1C371	TSgt	Romanoff, Natasha, SORTS Manager	Apr 19	TNG		TS	YR	None

SECTION II. PROJECTED GAINS / LOSSES / TDYS

DAFSC	Rank	Name (Last, First, Middle Initial)	DD/MO/YY Date Gain	DD/MO/YY Date Loss	MO/YY-MO/YY TDY Dates	Remarks
1C351	SrA	Reacher, Jack R. 00177490S	05 Jun 19			Inbound from Incirlik.
1C371	TSgt	Dirt, Joe C.		15 Jul 19		PCS to Osan AB
1C351	Amn	Everdeen, Katniss K.			Jan 19 – Jul 19	Deploying to Kuwait

SECTION III. AUTHORIZED / ASSIGNED / AVAILABLE FOR USE

Officer			Civilian			1C3		
1	1	1	1	1	1	18	15	11
	100%	100%		100%	100%		83%	61%

SECTION IV. PROJECTED AUTHORIZED / ASSIGNED / AVAILABLE FOR USE

3 Month A1C (MMM)			6 Month 1C3 (MMM)			9 Month 1C3 (MMM)		
18	15	12	18	15	12	18	15	14
	83%	66%		83%	66%		83%	77%

SECTION V. PROJECTED TRAINING (Personnel Formal Training)

Name/Rank	Course (i.e. CDC DL, CPTM, CP Mgr, TMC2)	Slot Needed, Slot Requested or Scheduled Date (MMDDYY)
Leia, Princess, A1C	CDC DL	Scheduled 101518

Attachment 8 (Added)

COMMANDERS NON-AVAILABILITY ITINERARY TEMPLATE

Figure A8.1. Commanders Non-Availability Itinerary Template.

SUBJECT: (UNIT/NAF/DRU) Commander Non-Availability Itinerary (U)

A. DATES NOT AVAILABLE:
1 Mar – 5 Mar

B. ITINERARY / MODE OF TRAVEL: (add additional lines as necessary)
ETD Home station: 011500ZMAR Peterson AFB, Co/ Commercial Air
ETA Location: 1900Z01MAR Vandenberg AFB, Ca
ETD Location: 051800ZMAR Vandenberg AFB, Ca/ Mil Air
ETA Home station: 052200ZMAR Peterson AFB, Co

C. REASON NOT AVAILABLE:
TDY/Leave

D. LOCATION OF TDY/LEAVE:
Vandenberg AFB, CA

E. REASON FOR TDY (IF APPLICABLE):
Attend Commander's Conference

F. Designated Alternate:
Col Doe, Jane

G. Additional Notes:
Will be TDY 1 Mar-3 Mar, and will be on leave in Lompoc, CA 4 March 2019