

**BY ORDER OF THE COMMANDER
SCOTT AIR FORCE BASE (AMC)**

**SCOTT AIR FORCE BASE
INSTRUCTION**



10-202

22 MARCH 2022

Operations

STAFF NOTIFICATION SYSTEM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 375 AMW/CP

Certified by: 375 AMW/CP
(Ryan A. Rogl, Major)

Supersedes: SCOTTAFBI 10-202, 15 December 2015

Pages: 8

This instruction implements AFD 10-2, *Readiness*, and provides guidance for the Scott AFB Form 30, *After Hours Notification Roster*. This instruction is applicable to all 375th Air Mobility Wing units and tenant units to include the 932d Airlift Wing (AFRES) with a 24-hour operation. This instruction does not apply to the 126th Air Refueling Wing (ANG). Ensure all records created as a result of processes prescribed in this publication are maintained IAW AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Personnel who fail to adhere to this guidance may be punished under the Uniform Code of Military Justice (UCMJ) Article 92(1) or civil equivalent.

This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013. The applicable Privacy Act SORN(s) F036 AF PC C, *Military Personnel Records System*, is available at <http://dpclo.defense.gov/privacy/SORNs/SORNs.html>.

SUMMARY OF CHANGES

This document has been revised with updated publications reference and signature authority. Changes include updates to **Attachment 2** and added **Attachment 3** (Scott AFB Form 30).

1. Policy. Staff officers, commanders, and associate units will establish staff notification responsibilities within their organizations. A 24-hour duty section will be used if available. Those organizations without a 24-hour section will establish a list of personnel who are capable of determining what action should be taken on matters pertaining to their organization.

2. Responsibilities.

2.1. Staff officers and unit commanders of organizations listed in Attachment 2 or as requested will submit a listing on Scott AFB Form 30 to the Scott AFB Command Post when a change in the duty roster occurs. A monthly review (NLT 25th of each month) of Scott AFB Form 30 will be conducted to ensure information is current. Offices will update and submit the form as changes occur or at least annually to the Scott AFB Command Post. Agencies with rotational after-duty hour personnel will be responsible for informing Scott AFB Command Post of daily changes.

2.2. Each agency that uses Scott AFB Form 30 will ensure the information is correct and issued to the proper agencies.

2.3. For civilian personnel who are called in to work from a non-duty status other than their regular hours of work, consideration should be given to the provisions in the Collective Bargaining Agreement, memorandums of agreement, overtime pay, and contract provisions.

3. Scott AFB Form 30, *After Hours Notification Roster* (Attachment 3).

3.1. Purpose:. The Scott AFB Form 30 provides a means of contacting personnel for official purposes during non-duty hours.

3.2. Use:. Staff offices and units will use this form to designate authorized individuals to make non-duty hour determination on matters pertaining to their organizations.

3.3. Description:. Complete Scott AFB Form 30 as follows:

3.3.1. Date Submitted: Day, month, and year the form was completed.

3.3.2. Unit Name (Plain Language): Name of unit (i.e., Mortuary Affairs, Aircrew Flight Equipment).

3.3.3. Office Symbol: Self-explanatory.

3.3.4. Name: Type in order of priority last name, first, middle initial.

3.3.5. Grade: Civilian or military.

3.3.6. Cell Phone Number: Self-explanatory.

3.3.7. Duty Phone Number: Self-explanatory.

3.3.8. Home Phone Number: Self-explanatory.

3.3.9. On-Call Period: Period when individual will be available.

3.3.10. Remarks: Other pertinent information.

3.3.11. Point of Contact: Self-explanatory.

3.3.12. Point of Contact Information: Phone and email of point of contact.

4. Primary Point of Contact (POC). The Scott AFB Command Post is designated as the primary POC and source of information for the installation commander. All wing organizations and associate units will inform the Scott Command Post, by telephone at commercial (618) 256-5891/DSN 576-5891 and/or e-mail (375AMWCommand.Post-02@us.af.mil), of any significant events that affect wing/base operations.

CHRISTOPHER M. ROBINSON, Colonel, USAF
Commander

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

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

Prescribed Form

Scott AFB Form 30, *Staff Notification Roster*

Adopted Form

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AES—Aeromedical Evacuation Squadron

AFB—Air Force Base

AFLOA—Air Force Legal Operations Agency

AFOSI—Air Force Office of Special Investigations

AFRES—Air Force Reserve

AMC—Air Mobility Command

AMDS—Aerospace Medicine Squadron

AMW—Air Mobility Wing

ANG—Air National Guard

AS—Airlift Squadron

ATOC—Air Terminal Operations Center

AW—Airlift Wing

AFRIMS—Air Force Records Information Management System

CAC—Command Access Card

CES—Civil Engineering Squadron

CP—Command Post

DET—Detachment

EOD—Explosive Ordnance Disposal

FSS—Force Support Squadron

HAZMAT—Hazardous Material

IDO—Installation Deployment Officer

LRS—Logistics Readiness Squadron

MDG—Medical Group
MDOS—Medical Operations Squadron
MICAP—Mission Impaired
MSG—Mission Support Group
NLT—No Later Than
OG—Operations Group
OPR—Office of Primary Responsibility
OSF—Operations Support Flight
OSS—Operations Support Squadron
PAX—Passenger
POC—Point of Contact
POL—Fuels
RDS—Records Disposition Schedule
SARC—Sexual Assault Response Coordinator
SFS—Security Force Squadron
TMO—Travel Management Office
UCMJ—Uniform Code of Military Justice
USTC—United States Transportation Command

Attachment 2

UNITS REQUIRED TO PROVIDE A SCOTT AFB FORM 30

Table A2.1. Agencies required to provide a SCOTT AFB Form 30.

375 AMW	375 MDG
375 AMW/HC (Chaplain)	AMDS/SGPF (Flight Surgeon)
375 AMW/JA (Legal)	375 MDOS/SGOHF (Family Advocacy)
375 AMW/SE (Safety)	375 MDOS/SGOW (Mental Health)
375 AMW/PA (Public Affairs)	375 OMRS/SGPM (Public Health)
375 AMW/PS (Alert Photo)	375 OMRS/SGXB (Bio-Environmental)
375 AMW/CCP (Protocol)	
375 AMW/XP (Wing Plans)	375 CG
375 AMW/SARC	375 CPST/SCO (Comm)
375 OG	Tenant Units
375 OG/OGI (Intel)	AMC/CCP (Protocol)
375 AES/AERX (Readiness Office)	AMC/PA (Public Affairs)
375 OSS/OSL (Aircrew Flight Equipment)	USTC/CCP (Protocol)
375 OSS/OSO (Current Ops)	18 AF/JA (Legal)
375 OSS/OSW (Weather)	AFOSI Det 301 (OSI)
458 AS Scheduler	American Red Cross
375 OG/Det 1	AFLOA/ADC (Area Defense Counsel)
C-21 Maintenance	
375 MSG	932 AW
375 CES/CED (EOD)	932 AW/HC (Chaplain)
375 FSS/FSFR (Causality Assistance)	932 AW/PA (Public Affairs)
375 FSS/FSFR (Air Force Aid)	932 AW/SE (Safety)
375 FSS/FSMPS (CAC Issues)	932 AW/EO (Equal Opportunity)
375 FSS (Mortuary Affairs)	932 OSF/OSO (Current Ops)
375 FSS/FSOH (Honor Guard)	932 OSF/OSL (AFE)
375 LRS/LGRW (Munitions)	932 LRF (IDO/IDRC)
375 LRS/LGRDX (IDO)	932 Maintenance (MOCC)
375 LRS/LGRF (POL)	
375 LRS/LGRM (MICAP/Parts/HAZMAT)	
375 LRS/LGRDAS (ATOC)	

375 LRS/LGRDAP (TMO PAX Terminal)

375 LRS/LGRDDC (TMO Cargo)

375 LRS/LGRDDO (Vehicle Ops)

375 SFS/ATO (Antiterrorism)

