

**BY ORDER OF THE SECRETARY OF THE
AIR FORCE**



AIR FORCE INSTRUCTION 10-205

1 JANUARY 2001

AIR FORCE SPACE COMMAND

Supplement 1

1 DECEMBER 2002

21ST SPACE WING

Supplement 1

10 SEPTEMBER 2003

Operations

**AVAILABILITY OF MAJOR COMMAND
COMMANDERS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: HQ USAF/XOOO
MSgt Lawrence Bakula
Supersedes AFI 10-205, 1 April 1997.

Certified by: HQ USAF/XOO
Maj Gen Walter E Buchanan
Pages: 12
Distribution: F

This instruction implements AFD 10-2, Readiness. It requires major command (MAJCOM) commanders, (hereafter referred to as commanders) to keep Headquarters, US Air Force (HQ USAF), informed of their location and to identify their designated alternates when they leave their permanent duty stations (PDSs). It does not change requirements established by the National Military Command System and should be used with AFD 51-6, Civil Law Policy for Organization, and AFI 51-604, Appointment to and Assumption of Command. It applies to HQ USAF, all MAJCOMs, Air National Guard, and the Air Force Operations Group.

(AFSPC) The OPR for this supplement is HQ AFSPC/DOCC (MSgt Lawrence K. Perkins). This supplement implements and extends the guidance of Air Force Instruction (AFI) 10-205, ***Availability of Major Command Commanders, dated 1 January 2001***. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement prescribes command procedures for use in conjunction with the basic AFI. It applies to Headquarters Air Force Space Command (HQ AFSPC) and its subordinate units. Further, it establishes availability requirements and associated policies, responsibilities and procedures for personnel assigned to AFSPC. This supplement does not change National Military Command System (NMCS) requirements. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, and E.O. 3337. System of Records Notice FO11 AF A applies. This instruction is not applicable to AFRC units until published in AFRC Index 2. This publication is not appli-

cable to National Guard Units. Upon receipt of this integrated supplement discard the Air Force basic publication.

(21SW) The OPR for this supplement is 21 SW/DOC (MSgt Darell L. Craighead). Air Force Instruction (AFI) 10-205, *Availability of Major Command Commanders*, dated 1 January 2001 and AFSPC Supplement 1 dated 1 December 2002 are supplemented as follows and applies to the 21st Space Wing and its subordinate units. It establishes availability requirements and associated policies, responsibilities, and procedures for personnel within the 21st Space Wing. This supplement does not change requirements established by the National Military Command System, nor does it apply to the U.S. Air Force Reserves or National Guard units. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322 Vol. 4).

SUMMARY OF REVISIONS

This revision widens the scope of applicability to include U.S. Air Force Reserve and Air National Guard; updates telephone numbers and provides DMS addressing. See the last attachment of the publication, IC 2001-1, for complete IC. A (|) indicates revision from previous edition.

(AFSPC) The document has been modified to align with the revision to the basic AFI. Changes include removal of non-existing directorates, adding more directorates and minor administrative changes. An bar (|) denotes a change from previous edition.

(21SW) This revision revises key personnel and expands notification responsibilities for key personnel. This supplement also establishes specific responsibilities for 21st Space Wing Operations Center. A bar (|) indicates a revision from the previous version.

1. Terms.

1.1. Permanent Duty Station (PDS): PDS is the post of duty or official station where the member is assigned or attached for duty other than "temporary duty." PDS also includes the local travel area where immediate voice contact can be established.

1.2. Temporary Duty (TDY): TDY is duty to one or more locations, other than the PDS, with return to the PDS upon completion of the TDY.

1.3. Command Center: A facility from which a commander and his or her representatives direct operations and control forces. It is organized to gather, process, analyze, display, and disseminate planning and operational data and perform related tasks. For purposes of this instruction, hereafter distinguished as a MAJCOM dedicated command post or operations center.

2. Policy of Commander's Availability.

2.1. Commanders must keep HQ USAF advised of their location. When commanders leave their PDSs, they will report the names and duty telephone numbers of their designated alternates to HQ USAF.

2.1.1. It is the responsibility of the command center to maintain adequate knowledge of the location of their commander or designated alternate at all times.

2.1.2. HQ USAF must be able to contact commanders or their designated alternates, at all times.

2.2. Timely and responsive accessibility to voice communications within the limits stated in Section 3 below is the primary criterion for establishing adequate knowledge of the commander's location.

3. Commander Availability.

3.1. The commanders or alternates of the following commands must be available within 15 minutes:

- 3.1.1. Air Combat Command.
- 3.1.2. Air Mobility Command.
- 3.1.3. United States Air Forces in Europe.
- 3.1.4. Pacific Air Forces.
- 3.1.5. Air Force Special Operations Command.
- 3.1.6. Air Force Space Command.

3.2. The commanders or alternates of the following commands must be available telephonically within 1 hour:

- 3.2.1. Air Force Materiel Command.
- 3.2.2. Air Education and Training Command.
- 3.2.3. U.S. Air Force Reserve
- 3.2.4. Air National Guard

3.3. (Added-AFSPC) AFSPC senior leadership positions are assigned categories. These assignments drive specific compliance requirements for AFSPC personnel.

3.3.1. (Added-AFSPC) Category 1 Personnel. The following, or their designated alternate, must be available within 5 minutes:

3.3.1.1. (Added-AFSPC) HQ AFSPC.

3.3.1.1.1. (Added-AFSPC) Commander (CC).

3.3.1.1.2. (Added-AFSPC) Vice-Commander (CV).

3.3.1.1.3. (Added-AFSPC) Director of Operations (DO).

3.3.1.2. (Added-AFSPC) Numbered Air Forces:

3.3.1.2.1. (Added-AFSPC) 14 AF/CC, Vandenberg AFB CA.

3.3.1.2.2. (Added-AFSPC) 20 AF/CC, F. E. Warren AFB WY.

3.3.1.3. (Added-AFSPC) Commanders (or designated alternate) of the units designated below:

3.3.1.3.1. (Added-AFSPC) 21 SW/CC, Peterson AFB CO.

3.3.1.3.2. (Added-AFSPC) 30 SW/CC, Vandenberg AFB CA.

3.3.1.3.3. (Added-AFSPC) 45 SW/CC, Patrick AFB FL.

3.3.1.3.4. (Added-AFSPC) 50 SW/CC, Schriever AFB CO.

3.3.1.3.5. (Added-AFSPC) 90 SW/CC, F. E. Warren AFB WY.

3.3.1.3.6. (Added-AFSPC) 91 SW/CC, Minot AFB ND.

3.3.1.3.7. (Added-AFSPC) 341 SW/CC, Malmstrom AFB MT.

3.3.1.3.8. (Added-AFSPC) 460 ABW/CC, Buckley AFB CO.

3.3.1.3.9. (Added-AFSPC) 61 ABG/CC, Los Angeles AFB CA.

3.3.2. (Added-AFSPC) Category 2 Personnel. The following, or their designated alternate, must be available within 20 minutes:

3.3.2.1. (Added-AFSPC) HQ AFSPC Director of Communications and Information (SC).

3.3.2.2. (Added-AFSPC) HQ AFSPC Director of Plans and Programs (XP).

3.3.2.3. (Added-AFSPC) HQ AFSPC Director of Requirements (DR).

3.3.2.4. (Added-AFSPC) HQ AFSPC Director of Logistics (LG).

3.3.2.5. (Added-AFSPC) HQ AFSPC Judge Advocate (JA).

3.3.2.6. (Added-AFSPC) HQ AFSPC Director of Safety (SE).

3.3.2.7. (Added-AFSPC) HQ AFSPC Director of Staff (DS).

3.3.2.8. (Added-AFSPC) HQ AFSPC Civil Engineer (CE).

3.3.2.9. (Added-AFSPC) HQ AFSPC Command Surgeon (SG).

3.3.2.10. (Added-AFSPC) HQ AFSPC Director of Security Forces (SF).

3.3.2.11. (Added-AFSPC) HQ AFSPC Director of Intelligence (IN).

3.3.3.12. (Added-AFSPC) Commander, Space Warfare Center (SWC/CC).

3.3.2.13. (Added-AFSPC) Commander, Space and Missile Systems Center (SMC/CC)

3.3.2.14. (Added-AFSPC) HQ AFSPC Chief, Command and Control Division (DOC).

3.3.3. (Added-AFSPC) Category 3 Personnel. The following, or their designated alternate, must be available within 45 minutes:

3.3.3.1. (Added-AFSPC) HQ AFSPC Director of Personnel (DP).

3.3.3.2. (Added-AFSPC) HQ AFSPC Director of Protocol (DSP).

3.3.3.3. (Added-AFSPC) HQ AFSPC Director of Financial Management (FM).

3.3.3.4. (Added-AFSPC) HQ AFSPC Command Chaplain (HC).

3.3.3.5. (Added-AFSPC) HQ AFSPC Command Inspector General (IG).

3.3.3.6. (Added-AFSPC) HQ AFSPC Director of Public Affairs (PA).

3.3.3.7. (Added-AFSPC) HQ AFSPC Historian (HO).

3.3.3.8. (Added-AFSPC) HQ AFSPC Director of Services (SV).

3.3.3.9. (Added-AFSPC) HQ AFSPC Reserve Forces (CR).

3.3.3.10. (Added-AFSPC) HQ AFSPC Air National Guard (CG).

3.4. (Added-AFSPC) Responsibilities and Procedures. Each individual assigned to a category specified above must comply with the requirements outlined below in order to ensure responsive command and control of forces and personnel.

3.4.1. (Added-AFSPC) Contact is made through the respective operations center (OC) or Command Post (CP); therefore, these facilities must be kept advised of individual locations.

3.4.2. (Added-AFSPC) NAF OCs must have procedures to track the status of primary and alternate Category 1 personnel within their area of responsibility.

3.4.3. (Added-AFSPC) The offices of AFSPC/CC, AFSPC/CV and HQ AFSPC/DO keep the AFSPC Command Center advised of the status and location of the Commander, Vice-Commander and Director of Operations.

3.4.4. (Added-AFSPC) Category 1 Personnel Responsibilities. NAF and unit OCs/CPs will report commander's availability using the formats and procedures outlined in AFI10-206_AFSPCSUP1, **Operational Reporting**. OC/CPs will establish procedures to monitor the status of their respective commanders as follows:

3.4.4.1. (Added-AFSPC) Each NAF OC will ensure the AFSPC Command Center (AFSPCCC) has the name, rank, duty phone, home phone, secure phone and cellular/pager phone numbers of the primary on-duty NAF commander. Notify the AFSPCCC when there is a change of responsibility from primary to alternate and vice versa.

3.4.4.2. (Added-AFSPC) Each unit CP will maintain the name, rank, duty phone, home phone, secure phone and cellular/pager phone numbers of the primary on-duty commander. Notify the AFSPCCC and the NAF OC when there is a change of responsibility from primary to alternate and vice versa.

3.4.5. (Added-AFSPC) Category 2 Personnel Responsibilities. Personnel must be capable of being contacted by the AFSPCCC within 20 minutes. When required, the AFSPCCC will make contact using established recall procedures and the current recall roster for the affected organization. Personnel will:

3.4.5.1. (Added-AFSPC) Ensure that the AFSPCCC has the name, rank, duty phone, home phone, secure phone and cellular/pager phone numbers of the on duty Director/Commander. Notify the AFSPCCC when there is a change in responsibility from the primary to the alternate and vice versa.

3.4.5.2. (Added-AFSPC) Update the absentee calendar on 21 NET. If 21 NET isn't available, notify the DS secretary via phone.

3.4.5.3. (Added-AFSPC) Current copies of recall/standby rosters are provided to the OC as changes occur. Operations Centers will provide current copies of recall/standby rosters to the AFSPCCC (HQ AFSPC/DOCP, Stop 4190), by the third duty day of each month. On directorate level recall rosters indicate a primary and at least one alternate point of contact to be notified when recalls/notifications are initiated. (Note: remove or replace recall/stand-by rosters older than 6 months.)

3.4.5.4. (Added-AFSPC) Keep dual absences (where the primary contact, as well as the alternate will be absent) to a minimum. When dual absences are necessary, email request directly

to AFSPC/CV for approval with an info copy to the Director of Staff at least 3 duty days prior to the absence.

3.4.6. (Added-AFSPC) Category 3 Personnel Responsibilities. Personnel must be capable of being contacted by the AFSPCCC within 45 minutes. When required, the AFSPCCC will make contact using established recall procedures and the current recall roster for the affected organization. Personnel will:

3.4.6.1. (Added-AFSPC) Ensure that the AFSPCCC has the name, rank, duty phone, home phone, secure phone and cellular/pager phone numbers of the on duty Director/Commander. Notify the AFSPCCC when there is a change in responsibility from the primary to the alternate and vice versa.

3.4.6.2. (Added-AFSPC) Update the absentee calendar on 21 NET. If 21 NET isn't available, make notifications to the DS secretary via phone.

3.4.6.3. (Added-AFSPC) Current copies of recall/standby rosters are provided to the OC as changes occur. Operations Centers will provide current copies of recall/standby rosters to the AFSPCCC (HQ AFSPC/DOCP, Stop 4190), by the third duty day of each month. On directorate level recall rosters indicate a primary and at least one alternate point of contact to be notified when recalls/notifications are initiated. (Note: remove or replace recall/stand-by rosters older than 6 months.)

3.4.6.4. (Added-AFSPC) Keep dual absences (where the primary contact, as well as the alternate will be absent) to a minimum. When dual absences are necessary, email request directly to AFSPC/CV for approval with an info copy to the Director of Staff at least 3 duty days prior to the absence.

3.5. (Added-21SW) The 21st Space Wing Operations Center will monitor the availability of all key wing personnel, and will report availability status of the 21st Space Wing Commander to the Vandenberg Consolidated Command Center (VCCC) and the Air Force Space Command Center (AFSPCCC). Projected absences of the 21 SW/CC will be reported by message, with verbal notification to the VCCC and AFSPCCC made by the 21st Space Wing Operations Center upon each change of availability status.

3.5.1. (Added-21SW) 21st Space Wing Key Personnel:

3.5.1.1. (Added-21SW) Commander, 21st Space Wing (21 SW/CC).

3.5.1.2. (Added-21SW) Vice Commander, 21st Space Wing (21 SW/CV).

3.5.1.3. (Added-21SW) Commander, 21st Operations Group (21 OG/CC)

3.5.1.4. (Added-21SW) Commander, 21st Mission Support Group (21 MSG/CC)

3.5.1.5. (Added-21SW) Commander, 21st Maintenance Group (21 MXG/CC)

3.5.1.6. (Added-21SW) Commander, 21st Medical Group (21 MDG/CC)

3.5.1.7. (Added-21SW) Commander, 721st Mission Support Group (721 MSG/CC)

3.6. (Added-21SW) Responsibilities and Procedures. Each individual assigned as key personnel must comply with the requirements specified below in order to ensure responsive command and control of forces and personnel.

3.6.1. (Added-21SW) The 21 SW/CC must be available within 5 minutes. 21 SW/CC/CCS/CCE will keep the 21st Space Wing Operations Center advised of the 21 SW/CC location and communications connectivity (home, office, mobile, cellular, etc.) at all times. Additionally, the 21st Space Wing Operations Center must be notified when there is a change in availability from the commander to his/her alternate and when availability is restored to the commander.

3.6.2. (Added-21SW) 21 SW/CV, 21 OG/CC, 21 MSG/CC, 21 MXG/CC, 721 MSG/CC, and 21 MDG/CC must be capable of being contacted by the 21st Space Wing Operations Center (21 WOC) within 15 minutes. It is the responsibility of the officers listed above to ensure 21 WOC is continuously aware of their location and communications connectivity (home, office, mobile, cellular, etc.). Also, 21 WOC must be notified when responsibility changes from primary to alternate officer, and vice versa. 21 WOC requires the following on each officer and their alternate: name, rank, duty phone, home phone, secure phone, and cellular/pager telephone.

3.6.3. (Added-21SW) 21st Space Wing groups (identified in para **3.5.1. (Added)**) will report scheduled temporary duty or leave absences, as soon as known, to the 21st Space Wing Operations Center in record copy (email to <mailto:21sw.doc@peterson.af.mil>). Report departure and return dates, reason for absence, location during absence, and name and rank of the individual left in charge.

4. Absence of Commander Notification Procedures.

4.1. Scheduled Departure: When commanders plan to leave their PDS, they must provide the following information to the Air Force Operations Center (AFOC) via automated digital network (AUTODIN) message, priority precedence (Message address is: AFOC WASHINGTON DC) or Defense Messaging System (DMS) message (Distinguished Name is: c=US, o=U.S Government, ou=DoD, ou=AF, ou=Organizations, l=PENTAGON WASHINGTON DC, ou=AFOG(n), ou=XOOOA(n). This itinerary will be completed and transmitted by any agency the commander directs.

4.1.1. A complete travel itinerary, including arrival and departure times in Zulu. Provide travel plans to AFOC by 0100Z on the duty day before the scheduled departure.

4.1.2. Itineraries will be designated a minimum of For Official Use Only. Consider classifying Confidential when transiting high threat areas. Those responsible for the commander's itinerary, including the commander, will determine the need to classify the itinerary. If an itinerary is classified, it will be declassified on the day following completion of travel.

4.1.3. The name and telephone number of their designated alternate.

4.2. Unscheduled Departure: When commanders must depart unexpectedly, they will notify the AFOC, normally through their command centers. Notification will be by voice report followed immediately by AUTODIN message to the AFOC, immediate precedence.

4.3. Reporting Departures: Command centers will notify AFOC by telephone when commanders actually depart and return to their PDSs.

4.4. Responsibilities of the Designated Alternate: The designated alternate must have full authority to act for the commander and must be able to reach the commander by telephone, if necessary.

5. Concurrent Absences of Commanders and Alternates.

5.1. Keep concurrent absences to an absolute minimum. Notify AF/CV by message at least 3 duty days before the concurrent absences, providing itineraries and specific reasons. Address message to CSAF WASHINGTON DC//CV//, including AFOC WASHINGTON DC as an INFO addressee. This message will include the name and duty phone of the designated alternate. This person must also have full authority to act as identified in paragraph 4.4. above.

5.2. Short-Notice Concurrent Absences (Less Than Three Duty Days Notification): Commanders who anticipate short-notice concurrent absences must telefax their message request to AF/CV and follow-up with a message through normal channels, including AFOC WASHINGTON DC as an INFO addressee. 24-hour Telefax numbers:

AF/CV (Nonsecure) -- Commercial: 703-614-2693 DSN: 224-2693

AFOC (Nonsecure) -- Commercial: 703-695-9673 DSN: 225-9673

AFOC (Secure/STU-III) -- Commercial: 703-693-1929 DSN: 223-1929

5.3. (Added-AFSPC) Numbered air forces will establish policies and procedures for concurrent absences of their commanders and vice commanders. Concurrent absences must be pre-approved by AFSPC/CV. Forward requests at least 3 duty days prior to the absence (info copy the AFSPCCC). Include the itineraries for both the CC and CV. Specific reasons for the absences will also be included.

5.4. (Added-21SW) Concurrent absence of both the commander and deputy commander of component groups must be pre-approved by 21 SW/CC.

6. AFOC Responsibilities. AFOC reports commanders' availability status to the CSAF daily, covering a 24-hour period starting at 1000Z. Friday's report will include the weekend and Monday holiday, if applicable.

6.1. (Added-AFSPC) AFSPCCC Responsibilities. The AFSPCCC will:

6.1.1. (Added-AFSPC) Maintain information on the status and location of Category 1 and Category 2 personnel.

6.1.2. (Added-AFSPC) Maintain recall/standby rosters for all Category 2 and 3 organizations.

6.1.3. (Added-AFSPC) Contact or recall personnel as directed by AFSPC/CC or other competent authority.

6.1.4. (Added-AFSPC) Relay and request information as required for ensuring availability of key personnel for the AFSPC/CC.

6.1.5. (Added-AFSPC) Accomplish the following for planned or unplanned absences of AFSPC/CC.

6.1.5.1. (Added-AFSPC) When AFSPC/CC is unavailable for duty notify the Vice-Commander and vice versa.

6.2. (Added-AFSPC) Operations Center and CP responsibilities. These facilities will:

6.2.1. (Added-AFSPC) Maintain the status and location of commanders to ensure their availability for higher authorities.

6.2.2. (Added-AFSPC) Act as the conduit through which the AFSPCCC contacts category 1 personnel.

6.3. (Added-21SW) 21st Space Wing Operations Center Responsibilities:

6.3.1. (Added-21SW) Maintains status of key personnel listed in para **3.5.1. (Added)**

6.3.2. (Added-21SW) Contacts personnel as directed by 21 SW/CC or competent authority.

6.3.3. (Added-21SW) Accomplishes the following for planned or unplanned absences of 21 SW/CC:

6.3.3.1. (Added-21SW) Provides DMS and telephone messages to VCCC and AFSPCCC and according to HQ AFSPC/XOOO guidance, in advance of planned changes of availability of 21 SW/CC. For message format refer to AFMAN 10-206_AFSPCSUP1, *Operational Reporting*.

6.3.3.2. (Added-21SW) Notifies the commander and vice commander when availability is passed.

6.3.3.3. (Added-21SW) Provides telephone notification to the VCCC and AFSPCCC upon departure and return for duty of the 21 SW/CC.

7. Exemption From Licensing. Reports required by this instruction are exempt from the report control system outlined in AFPD 37-1, *Air Force Information Management*; and AFI 37-124, *The Information Collections and Reports Management Program (ICR Program)*; *Controlling Internal, Public, and Inter-Agency Air Force Information Collections*.

8. Minimize Consideration. Requirements of this instruction apply under MINIMIZE.

9. (Added-AFSPC) Availability Checks. The AFSPCCC will conduct random Category 1 and Category 2 availability checks, as a minimum, once per month.

9.1. (Added-AFSPC) Availability checks for Category 3 personnel will be conducted quarterly.

9.2. (Added-AFSPC) Vulnerability window for checks will be 1400 - 0200 ZULU, Monday through Friday (excluding holidays).

9.3. (Added-AFSPC) Commander's Availability Check Script:

THIS IS THE AFSPC COMMAND CENTER CONDUCTING A COMMANDER'S AVAILABILITY CHECK. PLEASE PLACE YOUR COMMANDER OR DESIGNATED ALTERNATE ON THE LINE.

SIR/MA'AM, THIS IS THE COMMAND CENTER CONDUCTING A COMMANDER'S AVAILABILITY CHECK. TIME TO CONTACT YOU WAS _____ MINUTES/SECONDS. DO YOU HAVE ANY QUESTIONS?

COMMAND CENTER OUT.

NOTE: The Command Center will remain on line until the commander is patched in.

9.4. (Added-AFSPC) Category 2 Personnel Availability Check Script:

THIS IS THE AFSPC COMMAND CENTER CONDUCTING AN AVAILABILITY CHECK OF CATEGORY TWO PERSONNEL. PLEASE PLACE YOUR DIRECTOR OR DESIGNATED ALTERNATE ON THE LINE.

(SIR/MA'AM), THIS IS THE COMMAND CENTER CONDUCTING AN AVAILABILITY CHECK OF CATEGORY TWO PERSONNEL. TIME TO CONTACT YOU WAS _____ MINUTES/SECONDS. DO YOU HAVE ANY QUESTIONS?

COMMAND CENTER OUT.

NOTE: The Command Center will remain on line until the Director is patched in, then continue.

9.5. (Added-AFSPC) Category 3 Personnel Availability Check Script:

THIS IS THE AFSPC COMMAND CENTER CONDUCTING AN AVAILABILITY CHECK OF CATEGORY THREE PERSONNEL. PLEASE PLACE YOUR DIRECTOR OR DESIGNATED ALTERNATE ON THE LINE.

(SIR/MA'AM), THIS IS THE COMMAND CENTER CONDUCTING AN AVAILABILITY CHECK OF CATEGORY THREE PERSONNEL. TIME TO CONTACT YOU WAS _____ MINUTES/SECONDS. DO YOU HAVE ANY QUESTIONS?

COMMAND CENTER OUT.

NOTE: The Command Center will remain on line until the Director is patched in, then continue.

ROBERT H. FOGLESONG, Lt General, USAF
DCS/Air and Space Operations

Attachment 1**IC 2001-1 TO AFI 10-205, AVAILABILITY OF MAJOR COMMAND COMMANDERS****SUMMARY OF REVISIONS**

This revision widens the scope of applicability to include U.S. Air Force Reserve and Air National Guard; updates telephone numbers and provides DMS addressing. See the last attachment of the publication, IC 2001-1, for complete IC. A (I) indicates revision from previous edition.

OPR: HQ USAF/XOOO (MSgt Lawrence Bakula)

Certified by: HQ USAF/XOO (Maj Gen Walter E. Buchanan)

Purpose. This instruction implements AFD 10-2, Readiness. It requires major command (MAJCOM) commanders, (hereafter referred to as commanders) to keep Headquarters, US Air Force (HQ USAF), informed of their location and to identify their designated alternates when they leave their permanent duty stations (PDSs). It does not change requirements established by the National Military Command System and should be used with AFD 51-6, Civil Law Policy for Organization, and AFI 51-604, Appointment to and Assumption of Command. It applies to HQ USAF, all MAJCOMs, Air National Guard, and the Air Force Operations Group.

3.2. The commanders or alternates of the following commands must be available telephonically within 1 hour:

3.2.1. Air Force Materiel Command.

3.2.2. Air Education and Training Command.

3.2.3. U.S. Air Force Reserve

3.2.4. Air National Guard

4.1. **Scheduled Departure:** When commanders plan to leave their PDS, they must provide the following information to the Air Force Operations Center (AFOC) via automated digital network (AUTODIN) message, priority precedence (Message address is: AFOC WASHINGTON DC) or Defense Messaging System (DMS) message (Distinguished Name is: c=US, o=U.S Government, ou=DoD, ou=AF, ou=Organizations, l=PENTAGON WASHINGTON DC, ou=AFOG(n), ou=XOOOA(n)). This itinerary will be completed and transmitted by any agency the commander directs.

5.2. **Short-Notice Concurrent Absences (Less Than Three Duty Days Notification):** Commanders who anticipate short-notice concurrent absences must telefax their message request to AF/CV and follow-up with a message through normal channels, including AFOC WASHINGTON DC as an INFO addressee. 24-hour Telefax numbers:

AF/CV (Nonsecure) -- Commercial: 703-614-2693 DSN: 224-2693

AFOC (Nonsecure) -- Commercial: 703-695-9673 DSN: 225-9673

AFOC (Secure/STU-III) -- Commercial: 703-693-1929 DSN: 223-1929

6. AFOC Responsibilities. AFOC reports commanders' availability status to the CSAF daily, covering a 24-hour period starting at 1000Z. Friday's report will include the weekend and Monday holiday, if applicable.

ROBERT H. FOGLESONG, Lt General, USAF
DSC/Air and Space Operations