

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



**AIR FORCE INSTRUCTION 10-205
AIR EDUCATION AND TRAINING COMMAND
Supplement 1
20 MARCH 2002**

Operations

**AVAILABILITY OF MAJOR COMMAND
COMMANDERS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 10-205, 1 January 2001, is supplemented as follows:

This publication does not apply to the Air National Guard and Air Force Reserve Command 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, Volume 4).

SUMMARY OF REVISIONS

This revision aligns paragraphs with the current basic publication. A bar (|) in the left margin indicates revision from the previous edition.

1.4. (Added) Duty Hours. Normal duty hours for HQ AETC military and civilian personnel are 0730 to 1630. HQ AETC directors, HQ AETC staff agency chiefs, and AETC commanders may establish different duty hours to meet their particular organization's needs.

1.5. (Added) HQ AETC Key Staff Members. Personnel identified by office symbol in **Figure 1. (Added)**. These personnel should immediately be available for contact within 15 minutes.

Figure 1. (Added) HQ AETC Key Staff Members.

AETC/CC
AETC/CV
AETC/DS
AETC/DO
AETC/CCE
AETC/ED (AU/CC)

1.6. (Added) HQ AETC Staff Members. Personnel identified by office symbol in **Figure 2. (Added)**. These personnel should immediately be available for contact within 1 hour.

Figure 2. (Added) HQ AETC Staff Members.

HQ AETC/CE	HQ AETC/SC
HQ AETC/DP	HQ AETC/SE
HQ AETC/FM	HQ AETC/SF
HQ AETC/HC	HQ AETC/SG
HQ AETC/IG	HQ AETC/SV
HQ AETC/JA	HQ AETC/XP
HQ AETC/LG	HQ AETC/CCC
HQ AETC/PA	HQ AETC/CCG
HQ AETC/RS	HQ AETC/CCR
	HQ AETC/DOX

1.7. (Added) Deputy or Designated Alternate. An individual who is available and has full authority to act in the absence of the AETC Commander or a primary HQ AETC key staff member or HQ AETC staff member.

1.8. (Added) HQ AETC Staff Duty Officer. A person designated to take calls for a HQ AETC functional area during nonduty hours.

2.1.1. The command post will monitor the Air University (AU), numbered Air Force (NAF), and wing commanders' locations at the respective location. When changes in command authority occur, command posts will immediately notify the Randolph Command Center (RCC).

2.3. (Added) The RCC will monitor and track duty status availability (for example, leave [LV] and temporary duty [TDY]) of HQ AETC key staff members, NAF commanders, and wing commanders. In the

absence of a HQ AETC key staff member, NAF commander, or wing commander, the RCC will maintain the location and means to contact designated alternates. The deputy or designated alternate must be able to contact the key staff member, staff member, or commander in an emergency.

2.4. (Added) HQ AETC staff duty officers (excluding key staff members) will provide the RCC a roster designating the person to contact for items that require action before the next duty day.

2.5. (Added) The RCC will maintain the location and capability (fixed telephone, cellular telephone, or pager) to contact HQ AETC key staff members, HQ AETC staff members, their deputies or designated alternates, and staff duty officers during nonduty hours.

3.1. AU, NAF, and wing commanders (or designated alternates) must be available to respond to the AETC Commander within 15 minutes.

3.2.2. HQ AETC staff members identified in **Figure 2. (Added)** should immediately be available within 1 hour.

3.3. (Added) The RCC will conduct random AETC commander availability checks with AU, NAF, and wing commanders. The RCC will contact the command post and request the commander (or designated alternate) be conferenced for an availability check. Upon being conferenced, the RCC will state "Sir, Ma'am, this is GRADE/NAME from the Randolph Command Center conducting an AETC commander availability check. You responded in XX minutes. Do you have any questions?" The RCC will compile the results and submit a report to HQ AETC/DO through HQ AETC/DOXC.

3.4. (Added) During duty hours, each HQ AETC staff member's support staff will maintain the location and means to contact designated staff members. A deputy or designated alternate will be identified when the primary is not readily accessible by telephone. A person must be available to immediately answer the direct telephone line from the AETC Commander's office.

3.5. (Added) For flying training wings, either the wing commander, vice commander, or operations group commander will be on base during local flying training (waiver authority, NAF/CC).

3.6. (Added) For training groups, either the group commander or deputy group commander will be on base during local flying training or field training (waiver authority, NAF/CC).

3.7. (Added) During nonduty hours, each HQ AETC staff member's support staff will notify the RCC of absences exceeding the 1 hour time limit. This will ensure a POC is available any time the primary is not readily accessible by telephone. In these situations, the key staff member or staff duty officer will provide the RCC contact information for the designated alternate.

4.1.4. (Added) If an individual identified in **Figure 1. (Added)** will be on leave, his or her support staff must request approval from the individual's immediate superior at least 1 week in advance. Include the primary's destination, duration of absence, and time of departure and return. Also include the name and position of the deputy or designated alternate.

4.1.5. (Added) HQ AETC key staff members, HQ AETC staff members, and NAF commanders will update the AETC CC readfile calendar with proposed absences (TDY and LV).

4.1.6. (Added) AETC command posts and host command posts supporting an AETC tenant unit will submit a commander's availability report to the RCC no later than 24 hours prior to the commander's departure using the general administration (GENADMIN) United States message text format (USMTF) as shown in the sample at **Figure 3. (Added)**. Submit the report via e-mail (preferred method) to <mailto:12ftw.cp@randolph.af.mil> or by fax. This report is required when a NAF, AU, or wing com-

mander will be absent from the home station or otherwise unavailable for more than 12 hours. Submit itinerary changes as soon as they are known. Immediately report unexpected commander departures by telephone to the RCC and follow up with a hard copy message. Command posts will also notify the RCC by telephone when AU, NAF, and wing commanders actually depart and arrive at home station.

Figure 3. (Added) Sample Commander's Availability Report.

FROM: 17 TRW GOODFELLOW AFB TX//CP//

TO: RANDOLPH COMMAND CENTER RANDOLPH AFB TX//

UNCLAS

MSGID/GENADMIN/17TRW//

SUBJ/COMMANDER'S AVAILABILITY REPORT//

REMARKS/1. (NAME) COLONEL MCLAIN

2. (OFF-STATION LOCATION AND DATES) RANDOLPH AFB TX; 1 MAR - 12 MAR 02

3. (PURPOSE) ATTEND AETC COMMANDERS CONFERENCE

4. ETD: 01/0900Z MAR 02

5. ETR: 6/2100Z MAR 02

6. (DESIGNATED ALTERNATE) COLONEL ARRINGTON: 17TRW/CV

AMPN/NONE.//

4.1.7. (Added) Command posts will immediately notify the RCC of any NAF, AU, operations group, or wing commander or vice commander change in command.

5.1. Keep concurrent absences of the wing and vice wing commander to a minimum. The AU and NAF commanders may approve or disapprove concurrent absence requests by their subordinate wing commanders.

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