

16 MAY 2003



Operations

COMMAND POSTS

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
(CMSgt Douglas K. Ziegenhorn)
Supersedes AFI 10-207, 11 April 2000

Certified by: HQ USAF/XOO
(Maj Gen Mentemeyer)
Pages: 23
Distribution: F

This instruction implements AFD 10-2, *Readiness*. It expresses Air Force policy regarding the establishment, operation, and support of command posts. It applies to all US Air Force major commands (MAJCOM), Numbered Air Forces (NAF) performing command and control (C2) functions, Air National Guard (ANG), Air Force Reserve Command (AFRC), Air Force Operations Center, field operating agencies (FOA), direct reporting units (DRU) and specialized C2 work centers (i.e., Air Mobility Control Centers, Rescue Coordination Centers, etc.). Command-level instructions or supplements will provide detailed procedural guidance. Send one copy of supporting instruction or supplement to HQ USAF/XOOO. Waiver authority for this instruction is HQ USAF/XOOO. This instruction is exempt from licensing the reporting requirement in accordance with (IAW) paragraph 2.1.1.10. of AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*. This instruction is affected by the Paperwork Reduction Act of 1974 as amended in 1996.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This instruction reflects numerous and extensive changes. Personnel are urged to carefully review the entire document to familiarize themselves with all changes.

Chapter 1— ORGANIZATION	4
1.1. Air Force C2.	4
1.2. C2 Direction.	4
1.3. Objective Wing.	4
1.4. Operational Unit Responsibility.	4

1.5. Command Post Functional Areas. 4

Chapter 2— RESPONSIBILITIES 6

2.1. Headquarters Air Force will: 6

2.2. MAJCOMs/FOAs will: 6

2.3. Installations will: 8

Chapter 3— PERSONNEL 9

3.1. Staffing. 9

3.2. COMREP. 9

3.3. Security Clearances. 10

3.4. Additional Qualifications. 10

Chapter 4— COMMAND POST FUNCTIONAL AREA RESPONSIBILITIES 11

4.1. Operations Control Function (OCF). 11

4.2. Reports Function. 11

4.3. Training Function. 11

4.4. Systems Function. 12

4.5. BMC/SRC. 12

Chapter 5— TRAINING, TESTING, AND CERTIFICATION 13

5.1. Training Requirements. 13

5.2. Initial Training. 13

5.3. Refresher Training. 14

5.4. Recurring Training. 14

5.5. Certification. 14

5.6. Higher Headquarters Testing. 15

Chapter 6— COMMAND POST ANNUAL AWARDS PROGRAM 16

6.1. Purpose. 16

6.2. Award Categories. 16

6.3. Nomination Requirements. 16

6.4. Eligibility Period and Submission Guidance. 16

6.5. Nomination Format. 16

6.6. Description of Awards. 17

AFI10-207 16 MAY 2003	3
6.7. Awards Program Administration.	17
Chapter 7— COMMAND POST CONTINGENCY DEPLOYMENTS	18
7.1. Contingency Deployments.	18
7.2. Contingency Training.	18
7.3. Command Post Deployment Critique.	18
Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	20
Attachment 2— RETRAINING INTERVIEW REQUIREMENTS	22
Attachment 3— COMMAND POST DEPLOYMENT CRITIQUE FORM	23

Chapter 1

ORGANIZATION

1.1. Air Force C2. Each active-duty Air Force installation (base, station, etc.) will maintain and operate a single command post to support C2 activities/functions on an installation for all resident units and organizations when practical. However, each MAJCOM headquarters is authorized to operate a separate MAJCOM-dedicated command center.

1.2. C2 Direction. To ensure clear C2 of installation resources, only the command post is authorized to communicate command (CJCS, USAF, or MAJCOM) directions to operational organizations, which support the entire installation (e.g., security forces, base operations, etc.). Tenant units must coordinate and communicate operational requirements involving host resources through the command post.

1.3. Objective Wing. The objective wing implements the “one base, one boss” philosophy. It is designed to improve combat capability, peacetime effectiveness, and efficiency by aligning responsibility, authority, and accountability through a chain of command that eliminates layers and improves the timeliness and accuracy of information reporting. The C2 organization is the focal point of a unit’s operation and conducts activities according to a unit’s plans and policies.

1.3.1. The objective wing command post is organized as a staff agency directly under the installation commander.

1.3.2. If a tenant unit operates the command post, it will be functionally aligned under the tenant unit commander.

1.4. Operational Unit Responsibility. The responsibility to establish, staff, and operate the command post is normally vested in the host unit. If the host is not an operational unit, and an operational unit (group level or higher) is tenant on the installation, the tenant unit exercises this responsibility. (See [Attachment 1](#) - Glossary of References and Supporting Information for Operational Unit definition). Exceptions are authorized if a written agreement exists between MAJCOMs. (**Note: Forward written agreements to AF/XOOO**). Regardless of “ownership,” the command post will always provide full support to all installation units.

1.5. Command Post Functional Areas.

1.5.1. As a minimum, command posts consist of the following functional areas: Operations Control Function (OCF) with Emergency Action (EA) cell (if applicable), Reports, Training, Systems, and Battle Management/Survival Recovery. MAJCOMs (in coordination with assigned or supported combatant commanders) should consider, and may specify, additional peacetime and/or wartime functions for collocation or removal from the command post when not required due to mission type. Areas to consider are the following: security control; mobility control; air defense control; damage control; nuclear, biological, and chemical (NBC) control; and base defense operations. Information in this paragraph is not applicable to the Air Reserve Component (ARC).

1.5.1.1. Command posts will not assume base communications center responsibilities. Under no circumstances will the command post or its personnel be tasked to review and/or route base wide message traffic.

1.5.1.2. Command post personnel may, however, review high priority messages addressed to the Wing Commander or agencies on the Wing Staff during non-duty hour periods to determine whether the message warrants immediate delivery and/or action.

1.5.2. Enlisted controllers in command posts, wing operations centers, and higher headquarters command centers are authorized Basic Allowance for Subsistence (BAS) at the Rations in Kind Not Available (RIKNA) rate due to assigned duties or unusual work hours. Commanders will determine whether enlisted controllers are authorized BAS RIKNA IAW guidance established in DOD 7000.14-R, Volume 7A, *DOD Financial Management Regulation*. However, commanders retain the authority to stop this BAS if it is determined not to be in the best interest of the member and the Air Force.

1.5.3. The command post is not responsible for manning or operating the BMC/SRC functions. Day-to-day, this is a dormant function, activated in response to any emergency, crisis, or contingency at the discretion of the Installation or Mission Support Group Commander. Procedures for operating this center are addressed in Base Disaster Preparedness OPLANs. When activated, this center is responsible for functions such as crisis management, resource allocation, and survival and recovery operations. MAJCOMs may assign additional functional responsibilities.

1.5.4. The functional configuration of MAJCOM command centers is a MAJCOM prerogative.

Chapter 2

RESPONSIBILITIES

2.1. Headquarters Air Force will:

- 2.1.1. Develop USAF policy regarding command post operations, reporting and training functions.
- 2.1.2. Maintain, through the Air Force Operations Center (AFOC), reliable and redundant voice connectivity with all MAJCOM command centers at all times.
- 2.1.3. Develop, implement, and execute Emergency Action Procedures, Chief of Staff of the Air Force (EAP-CSAF) in support of Emergency Action Procedures of the Chairman of the Joint Chiefs of Staff (EAP-CJCS).
 - 2.1.3.1. Ensure AFOC personnel are thoroughly familiar with CJCS procedures supported by the Air Force.
 - 2.1.3.2. Ensure EA formats are available for each prescribed message. Use of EA checklists is mandatory.
- 2.1.4. Ensure timely dissemination of information from individual reporting sources (i.e., MAJCOMs, FOAs, etc.), which may indicate an adverse trend impacting Air Force operations worldwide.
- 2.1.5. Develop, maintain, and administer a comprehensive training program designed to support initial qualification/certification and recurring training requirements for AFOC controllers. As a minimum, recurring training will be conducted on a quarterly basis.
- 2.1.6. Ensure compliance with the 1C3X1 CFETP, *Command Post Career Field Education and Training Plan*, and maintain AF Form 623, **On-the-Job Training Record**, IAW AFI 36-2201, Volume 3, *Air Force Training Program On the Job Training Administration*, and other applicable directives. AF Form 623 is maintained and kept current on E-6s and below and E-7s and above in retraining status.
- 2.1.7. Develop and maintain AFMS 135A, *Command Post Air Force Manpower Standard*.

2.2. MAJCOMs/FOAs will:

- 2.2.1. Develop, where applicable, Emergency Action Procedures (EAP) in support of combatant commander directives.
- 2.2.2. Ensure EA formats are available for each prescribed message. Use of EA checklists is mandatory.
- 2.2.3. Establish and enforce a strict need-to-know Emergency Action Message (EAM) processing and implementation policy.
- 2.2.4. Identify requirements and program/secure the necessary funding for facility configurations, equipment, and communications for command posts to operate efficiently and reliably.
 - 2.2.4.1. Ensure units maintain an alternate facility that supports fixed and/or deployed operations. Operational capability must be based on the “train as we fight” philosophy and support command, control, communications, computers and intelligence (C4I) needs.

- 2.2.4.2. Alternate facilities may be shared with another function, provided controllers maintain the ability to receive and process EAMs in a secure environment and without interference from other activities.
- 2.2.5. Identify manning requirements for functional areas. Requirements will be defined by position title, grade, Air Force Specialty Code (AFSC) or Special Duty Identifier (SDI), and skill level according to AFMS 135A. Information in this paragraph is not applicable to the ARC.
- 2.2.6. Develop, maintain, and administer a comprehensive training program designed to support initial qualification/certification, refresher, and recurring training requirements. As a minimum, recurring training is conducted on a quarterly basis.
- 2.2.6.1. Ensure strict guidance is provided to commanders at all levels regarding compliance with established timing criteria for reports contained in Joint Publications, AFI 10-206, *Operational Reporting*, and AFI 10-201, *Status of Resources and Training System (SORTS)*.
- 2.2.6.2. Ensure all training required in the 1C3X1 CFETP, Part II, is conducted IAW AFI 36-2201, Volume 3, and applicable MAJCOM directives, and that mandatory qualification requirements from the 5 and 7-skill levels are included in MAJCOM training plans.
- 2.2.6.3. Ensure AF Forms 623 are maintained IAW AFI 36-2201, Volume 3, and other applicable directives.
- 2.2.7. Maintain reliable/redundant voice connectivity with assigned command posts at all times.
- 2.2.8. Determine and establish command representative (COMREP) requirements and define needed qualifications.
- 2.2.9. Establish physical security requirements. The command post will either be a controlled or restricted area. Visitor entry into the command post will be controlled through a single entry point. Personnel permanently assigned to the command post will control access. During increased operations, security forces may control access.
- 2.2.9.1. Only EA personnel are authorized to control access to EA cells.
- 2.2.9.2. Ensure all personnel performing duty in the command post environment are trained in physical and communications security requirements.
- 2.2.9.3. Ensure procedures are developed and in place to minimize command post access.
- 2.2.10. Standardize command posts to the maximum extent possible.
- 2.2.11. Establish tour and duty restrictions. Command post personnel/controllers working rotating shifts will not perform additional duties/details outside of the command post/C2 work center. This provision does not apply to personnel assigned to overhead positions and working normal day shift schedules.
- 2.2.11.1. Bay orderly is not considered an additional duty/detail.
- 2.2.11.2. Outside agencies must consult with command post management NLT the 15th day of the previous month before scheduling shift personnel for WAPS testing, training, bay orderly, or mandatory appointments to prevent duty interference and disruption of work schedules in the command post.

2.2.11.3. The command post OIC or superintendent may designate one individual to attend mandatory meetings (i.e., Commander's Call, etc.). The individual attending will then brief all command post personnel on items of interest.

2.2.12. Develop method to document command post controller training and certification. Records of recurring training (i.e., self-study letters, test scores, etc.) are maintained for one year IAW AFMAN 37-139, *Records Disposition Schedule*, Table 10-10, Rule 4.

2.2.13. Conduct Functional Assistance Visits (FAVs) of their MAJCOM command center at intervals not to exceed 24 months. The MAJCOM Policy and Procedures office will conduct the FAVs.

2.2.14. Conduct Staff Assistance Visits IAW MAJCOM guidance.

2.3. Installations will:

2.3.1. Consolidate multiple command post related functions/organizations on a base into a single command post organization and facility when practical (exception: non-mobilized ARC units operate stand alone operations centers/command posts). Command post related organizations on a base and their MAJCOMs will establish agreements and cooperatively work consolidation efforts. Other functional areas may be consolidated at the discretion of the installation commander or MAJCOM.

2.3.2. Establish and maintain a responsive and reliable communications system linking the command post with the NMCC, AFOC, applicable MAJCOM, NAF, and operational-support agencies at all times. Institute procedures to ensure the immediate relay of critical information to lateral and subordinate agencies.

2.3.3. Ensure EA formats are available for each prescribed message. Use of EA checklists is mandatory.

2.3.4. Ensure the operations, training, and reports management functional areas are staffed with qualified personnel.

2.3.5. Establish, maintain, and administer a comprehensive, up-to-date training program based on MAJCOM guidance, supported command requirements, host/tenant unit requirements, and the 1C3X1 CFETP. As a minimum, recurring training is conducted on a quarterly basis.

2.3.6. Develop written procedures to provide C2 under less-than-optimum conditions such as forced relocation, communications outage, fire, natural disaster, etc.

2.3.7. Ensure the command post is manned with certified personnel and continuously operational. MAJCOMs will determine specific console manning requirements. Command post controllers will not leave the command post vacant (without at least one certified controller on the console) to perform duties such as PRIME KNIGHT.

Chapter 3

PERSONNEL

3.1. Staffing.

3.1.1. Staffing of command posts, operations centers, control centers, and/or NAF command centers performing C2 or C2 related duties will be IAW AFMS 135A. AFMAN 36-2108, *Enlisted Classification*, identifies mandatory and minimum requirements for entry into and award and retention of the command post AFSC. Additional OJT and upgrade requirements may be required by the 1C3X1 CFETP, governing MAJCOM, or locally determined directives. AFMS 135A is not applicable to the ARC.

3.1.2. According to the USAF Retraining Advisory, applicants applying for retraining into the command post career field must be interviewed by the local command post chief or superintendent to determine suitability for command post duty. If no command post exists, individuals must be interviewed and recommended for entry into the command post specialty by their commander. All recommendations must be reviewed and approved by the MAJCOM Functional Manager (not applicable to the ARC). Personnel not meeting minimum requirements for entry into the career field (i.e., AQE score, physical requirements, etc.) may request waiver action through the MAJCOM Functional Manager, to the Air Force Career Field Manager. Final approval/disapproval rests with the Air Force Career Field Manager.

3.1.2.1. The interview process is critical to maintaining the integrity of the command post career field. Command post missions differ from command-to-command and weapons system-to-weapons system. Therefore, the interviewer must consider the person's ability to meet all career field requirements when deciding whether to recommend a person for retraining into the command post career field.

3.1.2.2. Minimum requirements for a retraining interview are at [Attachment 2](#). MAJCOMs or unit command posts may include additional requirements.

3.1.3. A 1C371 (SSgt/TSgt) should fill the senior controller position.

3.1.3.1. Units experiencing a SSgt/TSgt shortage due to upgrade training (UGT) or manning shortfalls may fill the senior position with a SrA (CAFSC 1C351). Command post chiefs must advise the MAJCOM Command Post Functional Manager when filling the position with a SrA (CAFSC 1C351) (not applicable to the ARC). Senior controller positions, in command posts with at least 2 controllers on-duty, will not be filled with 3-skill level personnel.

3.1.3.2. The Host Installation Commander or equivalent GSU Commander may be required to shift priorities from day-to-day functions to operations necessary to satisfy temporary contingency, wartime, or other emergency requirements. Augmentation programs are designed to meet these temporary needs. AFPAM 10-243, *Augmentation Duty*, explains AF policy and procedures for the augmentation program.

3.2. COMREP. A COMREP provides command unique expertise in the requirements and procedures of a unit supported by another command's command post (i.e., 388 FW, ACC supported by the Hill Consolidated Command Post, AFMC). MAJCOMs will determine and establish COMREP requirements and define needed grade/skill level qualifications.

3.3. Security Clearances. Command post personnel assigned to operations, reports, training, or overhead positions must possess a Top Secret security clearance. Due to the amount of time involved in security background investigations, individuals may perform command post controller duties after being granted an appropriate interim clearance while awaiting Defense Security Service actions. However, at no time will the EA console be manned where both controllers on console possess only an interim clearance. This same rule applies for positions with single controllers trained in EAP-STRAT and deployed to an overseas theater for Single Integrated Operational Plan (SIOP) reconnaissance operations; at no time will the single controller possess only an interim clearance. All personnel from other functional areas performing duties in the command post must possess, as a minimum, a Secret clearance.

3.4. Additional Qualifications. Additional qualifications (i.e., certification under the Personnel Reliability Program, access to Sensitive Compartmented Information, or SIOP) may be required locally or by MAJCOMs to support unique mission or functional area requirements.

Chapter 4

COMMAND POST FUNCTIONAL AREA RESPONSIBILITIES

4.1. Operations Control Function (OCF). The OCF is a 24-hour function responsible for, as a minimum, the following actions/events: (ARC unit hours of operation may be less than 24-hours)

- 4.1.1. Emergency Actions. Command post personnel performing EA duty must remain in the immediate vicinity of the console in order to respond to EAMs in a timely manner.
- 4.1.2. Initiation and completion of EA Checklists, Quick Reaction Checklists, and Shift Checklists.
- 4.1.3. Emergency/crisis notification, coordination, and disaster response.
- 4.1.4. Flight following or mission monitoring and coordination.
- 4.1.5. Operate assigned C2 systems.
- 4.1.6. Track location and availability of key personnel.
- 4.1.7. Maintain an events log documenting daily shift activities and significant events/incidents. Unclassified events logs will be marked "For Official Use Only".
- 4.1.8. Keep vital displays current and updated. If computer generated displays are used, a back-up method for these displays will be available in case of failure.
 - 4.1.8.1. As a minimum, the command post will maintain the following displays as applicable: Key Personnel locator, Navigational Aid Status chart, Base/Airfield Grid map, LERTCON, FPCON, and INFOCON Status displays.
 - 4.1.8.2. When posting displays with classified information, mark and protect them IAW applicable security classification guidance.

4.2. Reports Function. The Reports function performs, as a minimum, the following:

- 4.2.1. Operational reporting in accordance with AFI 10-206.
- 4.2.2. SORTS reporting in accordance with AFI 10-201.
- 4.2.3. Operational reports required by arms control treaties.
 - 4.2.3.1. Applicable treaties include the Intermediate Range Nuclear Forces (INF), Chemical Weapons Convention (CWC), Confidence and Security Building Measures (CSBM), Conventional Forces Europe (CFE), Open Skies (OS), and Strategic Arms Reduction Treaty (START).
 - 4.2.3.2. Units subject to START will comply with AFMAN 16-602, *The Strategic Arms Reduction Treaty (START) Tracking and Reporting System (STARS) User Manual*. The unit's Treaty Compliance Office will provide specific guidance for other treaties.

4.3. Training Function. The Training function is responsible for, as a minimum, the following:

- 4.3.1. Training command post controller personnel on items outlined in [Chapter 5](#).
- 4.3.2. Developing, maintaining, and administering the training program.
- 4.3.3. Ensuring training documentation is accomplished in accordance with applicable instructions.

4.3.4. Assisting supervisors/trainees with upgrade and qualification training issues.

4.4. Systems Function. The Systems function is responsible for, as a minimum, the following:

4.4.1. Monitor status of all command post equipment and programs.

4.4.2. Attend training classes on new command post equipment and programs/updates to current equipment and programs.

4.4.3. Ensure letters of agreement and maintenance contracts with contractors are valid and current.

4.4.4. Prepare and submit all necessary certification and accreditation documentation.

4.4.5. Identify unfunded equipment and systems requirements utilizing AF Form 3215, **IT/NSS Requirements Document**.

4.4.5.1. Provide an information copy of all AF Forms 3215 submitted for command post unfunded equipment and systems requirements to the MAJCOM C2 Systems Functional Manager.

4.4.5.2. Secure funding in accordance with local Information Technology/National Security System funding procedures.

4.5. BMC/SRC. When activated, the BMC hosts the unit or installation Battle Staff or Crisis Action Team. The composition and function of the BMC/SRC is a MAJCOM or unit prerogative.

Chapter 5

TRAINING, TESTING, AND CERTIFICATION

5.1. Training Requirements.

5.1.1. Command post training falls into three categories: initial, refresher, and recurring. Units will develop and implement a training program for all three categories. Instructional System Development (ISD) is the official Air Force process for training personnel and developing instruction materials. To ensure learning activities are based on the desired learning outcome, AFMAN 36-2234, *Instructional System Development*, should be used. Other training systems meeting or exceeding the ISD standard may be used provided the desired learning outcome is achieved.

5.1.2. The goal of using ISD or a comparable system is to increase the effectiveness and cost-efficiency of education and training by fitting command post training and instructions to the job. With ISD, command post training products are constantly evaluated for improvement and quality. Other systems must provide an evaluation capability comparable to ISD.

5.1.3. Prior to performing unsupervised duties, command post personnel will be trained and certified in accordance with this instruction and MAJCOM directives. Certification equates to qualification. Consequently, all command post personnel, with the exception of the OIC and superintendent, must be trained, certified, and maintain certification to support worldwide deployment requirements. It is recommended that command post controllers complete initial/refresher certification training within 90 calendar days from the date-entered training. The command post OIC and superintendent will complete initial/refresher certification training within 120 calendar days of assuming the position to ensure familiarization with unit mission. Formal certification of the OIC and superintendent is not required unless directed by the MAJCOMs. All training outlines will be maintained for the duration of assignment to the unit.

5.1.4. Training managers must maintain certification in all areas of which they train in order to develop, manage, and conduct training of command post controllers in support of mission requirements as required in AFI 36-2201, Volume 3, paragraph 5.2.

5.1.5. All training will be administered by a command post controller certified in the duties/tasks being trained.

5.1.5.1. Task trainers must be recommended by their supervisor, qualified to perform the task being trained, and have completed the Air Force Training Course.

5.1.5.2. Task certifiers must be at least a SSgt with a 5-skill level or civilian equivalent, capable of evaluating the task being certified, and have completed the Air Force Training Course.

5.1.6. Command post OIC/superintendent will periodically review the progress of trainees in initial/recurring training and evaluate feedback to ensure training remains effective. This review will be documented in the individual's training records.

5.2. Initial Training. Command post controllers without prior C2 experience will receive initial training. Initial training will include the following areas as a minimum: OPSEC, COMSEC, information and physical security, EA, flight following or mission monitoring, systems, and USAF and command operational reporting requirements.

5.3. Refresher Training. Refresher training is a condensed version of the initial training program. It is designed to teach command post controllers, with prior C2 experience, local procedures and command unique mission requirements. It is also used to re-certify command post controllers who have not performed C2 duties for a period of 60 or more calendar days in their respective command.

5.4. Recurring Training. The purpose of recurring training is to ensure command post controllers remain qualified in all areas pertaining to their unit's mission. Recurring training consists of formal training, self-study, and proficiency training.

5.4.1. **Formal Training.** Formal training is conducted in a classroom environment. Subjects such as EA, mission movement, CONPLAN XX, OPOD XX, commander interest items, etc., are areas to be covered. Formal training must include one hour of actual training using the subjects mentioned or the likes thereof. All command post controllers must attend unless excused by the command post OIC/superintendent. Conduct formal training on a quarterly basis as a minimum.

5.4.2. **Self-Study.** Each month a letter will be published detailing areas to be studied by all command post controllers. Units will decide on the specific content of self-study letters based on MAJCOM guidance.

5.4.3. **Proficiency Training.** Proficiency training consists of monthly written examinations (EA and general knowledge) and quarterly scenario training. MAJCOMs will decide on the content and the amount of questions required for general knowledge examinations.

5.4.3.1. Written examinations consist of open or closed book testing. All command post controllers are required to complete monthly EA and general knowledge examinations. The minimum passing score for examinations is 90 percent. Examinations will be critiqued to 100 percent. Monthly EA examinations will be based on supported EAPs. For those units supporting more than one EAP, MAJCOMs will ensure uniform coverage of all EAPs, with an emphasis on the assigned MAJCOM EAP.

5.4.3.2. Quarterly scenario training is based on events or incidents pertaining to a unit's mission. Units involved with the launch or control of nuclear weapons will conduct scenario training. All units should perform some scenario training to validate procedures and ensure uniformity of actions.

5.5. Certification. Certifying officials must document command post controller certification. At the MAJCOM level, certification is completed by the MAJCOM Director of Operations or designated representative (this authority will not be delegated below the AOS/CC or comparable position). At wing level and below, the commander or designated representative is the certifying official (this authority will not be delegated below the Wing Director of Staff or comparable position). The certifying official must conduct a personal interview with each command post controller prior to certification. The wing commander may delegate certifying authority to the Command Post Chief only for controller recertification as a result of a TDY outside the command in excess of 60 days.

5.5.1. A record of certification must be maintained until the command post controller PCSs, PCAs, separates, or retires from his/her assigned unit.

5.5.2. Certification is accomplished for initial and refresher training.

5.5.3. MAJCOMs (for ANG units, the gaining MAJCOM) determine the criteria used to certify and decertify command post controllers.

5.5.4. Units must document command post controller certification and decertification. The certification record must be annotated with the date of and reason for decertification.

5.6. Higher Headquarters Testing. IG and MAJCOM command post standardization teams may test command post controllers on C2 procedures. Testing should not be used as sole reason for decertification of an individual. Command post controller decertification should be based on team performance and test failure. Testing involving positive control material procedures may involve stricter criteria.

Chapter 6

COMMAND POST ANNUAL AWARDS PROGRAM

6.1. Purpose. This instruction describes the command post annual awards program. It prescribes nomination and award criteria for five individual awards and two unit awards, as well as the procedures used to select and present the awards.

6.2. Award Categories. HQ USAF/XOOO will sponsor five annual individual command post awards and two unit command post awards in the following categories.

6.2.1. Command Post Individual Awards. Command Post Senior Non-Commissioned Officer of the Year (unit), Command Post Non-Commissioned Officer of the Year (unit), Command Post Airman of the Year (unit), Headquarters Command Post Controller of the Year (higher headquarters), and Command Post Instructor of the Year (see Section D - Training Course Index of 1C3X1 CFETP). Individual award nominees must have been awarded and served in AFSC 1C3X1 during the entire eligibility period.

6.2.2. Command Post Unit Awards. Small Unit Command Post of the Year and Large Unit Command Post of the Year. Each nominating command/authority, as indicated below in paragraph 6.3., will determine the criteria if identifying their command post units as either small or large.

6.3. Nomination Requirements. Active Duty, Reserve, and Guard personnel and units meeting award criteria are eligible for nomination. Each MAJCOM, ANG, FOA, and DRU may submit one nomination for each command post individual and unit award. Each Air Staff, Unified Command, Specified Command, or agency having an Air Force element and command post presence may also submit one nomination for each command post individual and unit award.

6.4. Eligibility Period and Submission Guidance. For all awards, the eligibility period will begin 1 January and end 31 December of each year. HQ USAF/XOOO must receive all nomination packages no later than (NLT) 10 Apr of the following year (i.e., must receive packages NLT 10 Apr 2003 for 2002 nominations). Packages received after 10 Apr will not be considered. Send nomination packages by postal mail, electronically by e-mail, or facsimile only. Mailing address: HQ USAF/XOOO, 1480 Air Force Pentagon, Washington DC 20330-1480. Facsimile number: Commercial 703-693-2183, DSN 223-2183. After all nomination packages are received, HQ USAF/XOOO will convene a selection committee to determine a winner for each award. The HQ USAF Director of Operations and Training (HQ USAF/XOO) will announce the winners via message.

6.5. Nomination Format. Use AF Form 1206, **Nomination for Award**, in Times New Roman font, 12-pitch, for each nomination. Submissions are limited to the "front-side" of the AF Form 1206. A brief letter of endorsement from the MAJCOM Functional Manager or nominating authority/chairperson will accompany each nomination package. Other attachments or supplemental materials are not authorized. Comments and information on the AF Form 1206 will be in bullet statement format per criteria/categories listed below.

6.5.1. Command Post Individual Awards.

6.5.1.1. **Leadership and Job Performance in Primary Duty.** Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Controller of the Month, and so forth. *Maximum number of points - 25.*

6.5.1.2. **Significant Self-Improvement.** Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications, off-duty education related to primary duties, and so forth. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen. *Maximum number of points - 10.*

6.5.1.3. **Base or Community Involvement.** Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth. *Maximum number of points - 15.*

6.5.2. Command Post Unit Awards.

6.5.2.1. **Excellence in Mission Accomplishment and Impact.** Describe significant mission accomplishments and impacts, i.e., IG results, C2 systems expertise, SORTS reporting accuracy, major exercises/contingencies, TDY support/deployments, etc. *Maximum number of points - 25.*

6.5.2.2. **Performance and Recognition of Command Post Controllers.** Show performance/testing results and recognition of command post controllers, i.e., IG, SAV, unit monthly testing, letters and laudatory comments from senior leadership or outside agencies, etc. *Maximum number of points - 15.*

6.5.2.3. **Training Recognition.** Describe benchmarked processes demonstrating innovative or highly successful training procedures and initiatives. *Maximum number of points - 10.*

6.6. Description of Awards. Winners of the command post annual individual and unit awards will receive a congratulatory letter and personalized trophy/plaque recognizing their superior performance and accomplishments. Individual award winners will also be authorized to wear the Air Force Recognition Ribbon.

6.7. Awards Program Administration. The Command Post Career Field Manager assigned to HQ USAF/XOOO is the focal point for this annual awards program. All questions concerning the program may be directed to that office at commercial 703-695-2269, or DSN 225-2269. HQ USAF/XOOO will alert units in November of each year that the awards submission cycle is about to begin, and that nomination packages are due per the guidance indicated in this chapter.

Chapter 7

COMMAND POST CONTINGENCY DEPLOYMENTS

7.1. Contingency Deployments.

7.1.1. In support of crises and contingencies, the USAF and command post career field are committed to provide forces where and when needed throughout the world. Preparing command post personnel for deployment is necessary and entails requirements and actions to be completed; also known as personnel readiness responsibilities.

7.1.2. To achieve maximum personnel readiness, IAW AFMAN 10-100, *Airman's Manual*, Section 2, ensure the following requirements and actions are completed (Note: this list is not all inclusive): readiness (ancillary) training, SATE, contingency out-processing, medical out-processing, having current and available documentation (must be hand-carried for in-processing at forward operating location [FOL]), and having required equipment/uniforms/personal baggage. Supervisors will ensure scheduling of training/appointments and requirements/actions are completed.

7.2. Contingency Training.

7.2.1. MAJCOM and unit-level managers and supervisors need to look beyond the normal training scope of satisfying home unit mission requirements because of our increased involvement in contingency deployments. MAJCOMs will identify contingency training to support mission requirements at FOLs in the Master Task List.

7.2.1.1. MAJCOMs will cross-share information of tasks being performed at the FOLs. MAJCOMs will use this cross-share information to identify in their Master Task List needed contingency training to support mission requirements at the FOLs.

7.2.1.2. Units will take the information identified in the Master Task List and build required and needed contingency training into their Master Lessons Plans.

7.2.2. The Air Force Career Field Manager, MAJCOM Functional Managers, and Command Post Superintendents are encouraged to attend the Contingency Wartime Planning Course at Maxwell AFB AL. This course provides senior leaders and managers with a foundation of knowledge in Joint and Air Force contingency and deliberate planning processes and systems.

7.3. Command Post Deployment Critique. Command post personnel will complete a Command Post Deployment Critique Form ([Attachment 3](#)) upon return from deployment. Critiques will be reviewed by the individual's unit and sent to the MAJCOM Functional Manager. The Functional Manager will forward critiques to the Air Force Career Field Manager for review and action, if necessary.

7.4. Forms Prescribed:

- 7.4.1. AF Form 422, Physical Profile Serial Report
- 7.4.2. AF Form 623, On-the-Job Training record
- 7.4.3. AF Form 1206, Nomination for Award
- 7.4.4. AF Form 3215, IT/NSS Requirements Document

RONALD E. KEYS, Lt Gen, USAF
Deputy Chief of Staff, Air & Space Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 10-2, *Readiness*

AFMAN 10-100, *Airman's Manual*

AFI 10-201, *Status of Resources and Training System*

AFI 10-206, *Operational Reporting*

AFPAM 10-243, *Augmentation Duty*

AFMAN 16-602, *The Strategic Arms Reduction Treaty (START) Tracking and Reporting System (STARS) User Manual*

AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*

AFMAN 36-2108, *Enlisted Classification*

AFI 36-2201, Volume 3, *Air Force Training Program On the Job Training Administration*

AFMAN 36-2234, *Instructional System Development*

AFMAN 37-139, *Records Disposition Schedule*

AFI 48-123, *Medical Examinations and Standards*

AFMS 135A, *Command Post Air Force Manpower Standard*

1C3X1 CFETP, *Command Post Career Field Education and Training Plan*

USAF War and Mobilization Plan, Volume 3, Part 1, *Combat Forces (S)*

DOD 7000.14-R, Volume 7A, *DOD Financial Management Regulation*

Terms

Air Mobility Control Center—The 24-hour center for management, control, execution, and monitoring of all theater assigned and attached air mobility forces operating aircraft and missions away from home station within the overseas theater. It works closely with the HQ AMC Tanker Airlift Control Center to ensure seamless airlift for customers.

Air Operations Center—A C2 center that plans, executes and assesses aerospace operations during a contingency or conflict.

Command Center—A facility from which a commander and his/her representative direct operations and control forces. It is organized to gather, process, analyze, display, and disseminate planning and operational data and perform other related tasks.

C2—The exercise of authority and direction by a properly designated commander over assigned and attached forces in the accomplishment of the mission. C2 functions are performed through an arrangement of personnel, equipment, communications, facilities, and procedures employed by a

commander in planning, directing, coordinating and controlling forces, and operations in the accomplishment of the mission.

Command Post—A unit or sub-unit's headquarters where the commander and the staff perform their activities. In combat, a unit or sub-unit's headquarters is often divided into echelons; the echelon where the unit or sub-unit commander is located or from which such commander operates is called a command post.

Installation Commander—The individual responsible for all operations performed by an installation, normally the host unit commander.

Operations Center—The facility or location on an installation/base used by the commander to command, control, and coordinate all crisis activities.

Operational Unit—A numbered Air Force organization, which employs assigned combat air and space forces, and is listed in USAF War and Mobilization Plan, Volume 3, Part 1, Combat Forces (WMP-3).

Rescue Coordination Center—A primary search and rescue facility suitably staffed by supervisory personnel and equipped for coordinating and controlling search and rescue and/or combat search and rescue operations. Personnel of a single Service or component operate the facility unilaterally. For Navy component operations, this facility may be called a rescue coordination team. Also called RCC (or RCT for Navy component).

Attachment 2

RETRAINING INTERVIEW REQUIREMENTS

A2.1. The following items are intended to provide an effective means of assessing if an individual meets the mandatory requirements for entry into the 1C3X1 AFSC/command post career field. All references in items 1-11 are taken from the 1C3X1 CFETP, AFI 10-207, AFI 48-123, and AFMAN 36-2108. NOTE: MAJCOMs and unit command posts may supplement this list as needed.

A2.1.1. Individual must be interviewed by the command post chief or superintendent.

A2.1.2. Individual must be eligible for a TOP SECRET security clearance.

A2.1.3. Individual must have an AQE score of 48 in the General category of the AF Aptitude Test.

A2.1.4. Individual must be able to speak clearly and distinctly and have normal color vision as defined in AFI 48-123.

A2.1.5. Individual must be a United States citizen.

A2.1.6. Individual must have a completed AF Form 422, **Physical Profile Serial Report**. The form must indicate at least a two (2) for areas "P, U, L, and E" and a one (1) for areas "H and S." It must also indicate the individual is worldwide qualified, passed color vision examination, is medically qualified for mobility, and is able to speak clearly and distinctly.

A2.1.7. The interviewer should request the individual to bring a Report Individual Personnel (RIP) printout and his/her last five (5) EPRs (or as many as the individual has on file).

A2.1.8. As part of the interview, give the individual a tour of the command post, explain the controller positions, overhead positions, shift work schedules, training and certification requirements, monthly testing requirements, and general career progression as explained in the 1C3X1 CFETP.

A2.1.9. If the workload and classification environment permits, the individual should be allowed to sit in the console area with certified command post controllers to "get a feel" for command post operations and to talk with his/her future peers.

A2.1.10. Advise the individual applying for retraining that the MAJCOM Functional Manager must approve the recommendation to retrain into the 1C3X1 AFSC/command post career field (not applicable to the ARC). Additionally, advise the individual that an approved waiver is required to enter the career field if the individual fails to meet the requirements in paragraphs 1-7 above. Waiver authority is the Air Force Career Field Manager.

A2.1.11. Prepare a letter of recommendation or disapproval to be included in the individual's Retraining Application Package.

Attachment 3

COMMAND POST DEPLOYMENT CRITIQUE FORM

A3.1. Rank and name:

A3.2. Current organization and duty station:

A3.3. Deployed location, period/dates deployed, number of command post personnel assigned:

A3.4. Organizational make-up at deployed location:

A3.5. Duty schedule:

A3.6. Description of work performed:

A3.7. Positive aspects of the deployment:

A3.8. Negative aspects of the deployment:

A3.9. List any non-related command post duties you were tasked to accomplish:

A3.10. If not performing command post related duties, list AFSC/career field that should be assigned to position:

A3.11. List any command post equipment/systems shortages encountered at your deployed location:

A3.12. List any command post personnel shortages encountered at your deployed location:

A3.13. List any specific command post experience shortages encountered at your deployed location:

A3.14. Provide overall assessment of TDY:

A3.15. Miscellaneous/additional comments: