



"HOLDOVER"

"The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected."

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(SSgt Major W. Johnson)
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This supplement provides guidance and is applicable to all AFMC units. It expands the guidance provided in the Air Force Manual 10-206 to support the reporting requirements of HQ USAF and HQ AFMC. It does not apply to the Air National Guard or US Air Force Reserve units and members.

SUMMARY OF REVISIONS

This supplement lists a new OPREP-3 HOMELINE reporting matrix and report templates for both real world and exercise reports to be passed on to tenant units. There is a new requirement concerning AFMC active duty/civilian personnel deaths outlined in Para **3.16.4. (Added)**. There are no significant changes in operational reporting.

1.2.3.1. (Added) Each HQ AFMC office of primary responsibility (OPR) must review their portion of this supplement annually and if changes are required provide HQ AFMC/DOOC a copy of the requested changes not later than 1 March each year.

1.3.1. The command post (CP) retains responsibility for the compilation, preparation, and transmission of all reports unless noted otherwise in individual report instructions.

1.3.2.1. The reports manager will ensure that copies of each supported tenant unit's MAJCOM supplements to AFMAN 10-206 are maintained in the command post. The CP will provide tenant units with voice format guidelines/criteria for reporting events/incidents for OPREP-3 reports. Refer to Figure 3.6. If the report is delayed the tenant commander must provide a reason for the delay.

1.3.2.1.1. It is recommended units establish a Memorandum of Agreement (MOA) with ANG or AFRC units that operate their own CP separate of the installation CP to submit their own operational reports.

1.5. (Added) **AFMC Office of Primary Responsibility (OPR).** The overall AFMC OPR for operational reporting is HQ AFMC/DOOC, Command and Control Branch, DSN 986-0075. This office is established under the Directorate of Operations, Operations Division. Contact this office for clarification of any issue related to AFMC OPREP-3 procedures.

1.5.1. (Added) Real world OPREP-3 HOMELINE reporting is suspended at Defense Readiness Condition (DEFCON) 3 or higher. Exercise OPREP-3 HOMELINE reports are suspended at ROUNDHOUSE or higher. Use the Emergency Status Code (ESC) D designator.

2.1. **Security Classification and Downgrading Instructions.** Classified AUTODIN/Defense Message System (DMS) reports/messages will contain the DECL set, as the last set of the message text. File copies of the message will contain all classification markings and downgrading instructions IAW AFI 31-401.

2.7. (Added) **Special Reporting Instructions:**

2.7.1. (Added) All reports prescribed by this supplement (both voice and record copy) will comply with AFPAM 10-709 VI CD, United States Message Text Formatting (USMTF) requirements, unless stated otherwise in the individual report instructions. Where no unique copy format exists, use the "GENAD-MIN" message.

2.7.1.1. (Added) All report times will be in Greenwich Mean (ZULU) Time, and will reflect the alphabetic "Z" following the time in the date time group (DTG).

3.3.11. Criteria for determining whether an event/incident is reportable as an OPREP-3 HOMELINE is provided in Table 3.1, Objective Event/Incident Reporting Criteria. Commanders should not, however, restrict reporting to these categories. Any event/incident which is significant, and in the judgment of the commander warrants HQ AFMC interest, should be up-channeled as an OPREP-3 HOMELINE. Reports will be submitted using IMMEDIATE precedence and are MINIMIZE exempt. RCS; MTC-DO(AR)8601, AFMC Operations Event/Incident report (Short Title; OPREP-3 HOMELINE) applies.

3.3.11.1. (Added) **HQ AFMC COMMAND CENTER WRIGHT PATTERSON AFB OH // and HQ AFMC WRIGHT PATTERSON AFB//CC/DO//** will be Action addressees on all OPREP-3 reports. Include **HQ AFMC WRIGHT PATTERSON AFB OH//LG/SF/XP/DP/SG/SE/DR/PA/CE/IG/JA/SC/SV/FMO/IN/PK/EN//** as Action addressees on all HOMELINE reports and Info on BEELINE and PINNACLE reports.

3.3.12. Command Post Chiefs must advise their wing, group, and tenant unit commanders of Crescent Edge reporting requirements and provide a copy of the reporting matrix from AFMAN 10-206 to units operating a Special Access Program (SAP).

3.8. **Report Numbering.** Each category of OPREP-3 (PINNACLE, BEELINE, and HOMELINE) will be numbered separately in its own log. Each category will start with the number 001 at the beginning of the calendar year. Logs will contain as a minimum the report number, date time group of the message and subject. A separate column will be added to indicate initial (INIT), follow-up (FOLUP) or final (FINAL). Reports and logs will be maintained IAW AFMAN 37-139, *Records Disposition Schedule*.

3.9. **Exercise Reports.** Use X001 for the first report of a particular exercise. Additional reports will be numbered sequentially for the duration of the exercise (X002, X003 and so on). Each exercise will begin with the report number X001. Exercise voice and record copy reports will only be up-channeled if directed by the exercise plan, evaluator, or when prior coordination has occurred.

3.12.1. (Added) **Downgrading Reports.** The highest command that received the initial voice report will make the determination to downgrade or cancel the OPREP-3 report. If the initial hard copy has already been sent, send the initial downgraded report to the same addresses on the higher level report. No voice report will be required, unless directed by HHQ. Within the text of the message state the person who authorized the downgraded report. After the initial report, follow-up reports will be sent to the downgraded addresses.

3.13. (Added) **General.** The following reporting procedures are applicable to all OPREP-3 reports.

3.13.1. (Added) Do not delay OPREP-3 reporting for the purpose of sending an informationally complete report. The knowledge of the event/incident is very important, and timeliness is crucial. Commanders must be prepared to immediately determine the significance of each occurrence and the necessity for reporting it. No criticism will be levied for reporting an incident that is subsequently deemed non-reportable.

3.13.2. (Added) The necessity for rapidly up-channeling OPREP-3 reports cannot be overemphasized. The OPREP-3 report is the first indication to HHQ of events/incidents possibly requiring immediate responses/actions from them. Keep in mind the report belongs to the NCA, CSAF, or the AFMC/CC. It's imperative that all levels of command be completely familiar with any and all significant events/incidents. Therefore, the guideline for commanders when deciding on whether or not to report an event/incident is: "WHEN IN DOUBT, REPORT IT!"

3.13.3. (Added) The CP reports manager is responsible for training controllers and commanders on Operational Reporting Criteria. The host unit CP reports manager is responsible for providing Operational Reporting Criteria to assigned tenant units and will maintain a copy of the tenant unit's MAJCOM reporting criteria outlining any unique requirements.

3.14. (Added) **Voice Reporting Procedures.** The commander is responsible for insuring the initial voice report is submitted promptly. Voice reports will be transmitted as quickly as possible after notification that an event/incident has occurred. Report information that is readily available and update as required. AFMC applicable OPREP-3 reports will be voiced directly to the HQ AFMC Command Center via unsecure DSN 787-6314 or 787-5637, or secure DSN 787-0161. The AFMC Command Center will conference all applicable agencies as required, including other MAJCOMS. Voice reports are required for follow-up and final reports, however they may be waived by HHQ.

3.15. (Added) **Record Copy Reporting Procedures.** A record copy AUTODIN/DMS report will be transmitted within one hour of each voice report. Units can request an extension on HOMELINE reports from HQ AFMC Command Center.

3.15.1. (Added) When it is known that only one report will need to be done on an event/incident, state "FINAL" in the Report Status field of the TIMELOC set of the report.

3.15.2. (Added) The AFMC/CC will be briefed quarterly on the timeliness of operational reporting for both voice and record copy reports.

3.16. (Added) **Special Requirements:**

3.16.1. (Added) The chief of the base CP, or reports personnel, will coordinate OPREP-3 reporting requirements/criteria with tenants and lateral agencies such as security forces, maintenance operations, and medical, to ensure all events/incidents are quickly brought to the attention of the CP. Organizations must provide CP's with required OPREP-3 information to ensure HHQ Command and Control (C2) chan-

nels are informed. An OPREP-3 report is still required even if an incident has been reported via other channels (e.g. deaths).

3.16.2. (Added) When reporting property or equipment damage, always try to include a cost estimate. If an estimate is not available for the initial report, DO NOT delay submitting the initial report. Submit a follow-up or final report when the estimates are available.

3.16.3. (Added) When reporting an aircraft evacuation via OPREP-3 BEELINE, begin with the decision to evacuate and continue through return to home station. Submit follow-up reports as changes occur. Do not submit a final report until all aircraft have returned to home station. The initial OPREP-3 BEELINE report must contain the following information in the following format:

3.16.3.1. (Added) Number and type of aircraft on base (include transit aircraft on your base).

3.16.3.2. (Added) Number and type of aircraft to be evacuated.

3.16.3.3. (Added) Refuge base(s).

3.16.3.4. (Added) Estimated Time of Departure of first and last evacuating aircraft.

3.16.3.5. (Added) Estimated Time of Arrival at refuge base(s) of first and last evacuating aircraft.

3.16.3.6. (Added) Number and type of aircraft to be hangered.

3.16.3.7. (Added) Deviations from current evacuation plan.

3.16.4. (Added) The AFMC/CC has directed a condolence letter be sent from his office within one day when an active duty member or civilian employee assigned to AFMC (any AFMC member at any location) dies. The unit CP will obtain the following information from the MPF (Casualty Assistance) or Civilian Personnel office, as appropriate, and provide it via a telephone call to the AFMC Command Center as soon as possible, but no later than two hours of any OPREP-3 PINNACLE (rule 11A), BEELINE (rule 11B) or HOMELINE (rule 11G):

3.16.4.1. (Added) Name and rank of deceased.

3.16.4.2. (Added) Number of years of service.

3.16.4.3. (Added) Name of next of kin and relationship (or c/o unit if no next of kin).

3.16.4.4. (Added) Personal mailing address for next of kin (for AFMC/CC to send condolence letter).

3.16.4.5. (Added) Organization and telephone number of immediate supervisor of deceased. (duty phone)

3.16.4.6. (Added) Do not include personal information in the OPREP-3, IAW AFMAN 10-206, Para 3.11.

3.16.4.7. (Added) Address HQ AFMC WRIGHT PATTERSON AFB OH//HC// on the above hard copy OPREP-3 reports.

3.16.4.8. (Added) The AFMC Command Center will relay the personal information to AFMC/HC so they may draft the condolence letter and forward it to the AFMC Command Section.

Table 3.4. (Added) Objective Event/Incident Reporting Criteria

RULE	EVENT/INCIDENT	DESCRIPTION	TYPE OF REPORT	REMARKS
1	AIRCRAFT EVENTS			
1O	CIVIL AIRCRAFT MISHAPS	Any civil aircraft mishap that occurs on Air Force property or under the control of/in airspace controlled by an Air Force air traffic control facility.	HOMELINE	Refer to AFI 91-204
1P	DAMAGE	Any Class C: aircraft/missile/ birdstrike damage that appears to be or is in excess of \$10,000 but less than \$200,000 not reportable under BEELINE or PINNACLE criteria.	HOMELINE	
1Q	DROPPED OBJECT	Any dropped object valued at over \$1,000 and does not meet BEELINE criteria.	HOMELINE	
1R	AIRBORNE INCIDENTS	Any airborne instances of hail damage or other weather related events resulting in aircraft damage, aircrew injury, or flight control problems that do not meet BEELINE or PINNACLE criteria.	HOMELINE	Report damage to AFMC aircraft only.
1S (AFMC Added)	LIGHTNING STRIKE/ELECTRO-STATIC DISCHARGE	Any airborne instances of lightning strikes or electrostatic discharge not reportable under BEELINE or PINNACLE criteria.	HOMELINE	Report damage to AFMC aircraft only.
3	GROUND EVENTS OR INCIDENTS			
3F	DAMAGE	Damage, including fire, to Air Force property or facilities exceeding \$10,000 or significantly affecting mission capability not reportable under BEELINE or PINNACLE criteria.	HOMELINE	
3G	POWER OUTAGES	Any widespread or extended commercial power outage affecting or projected to affect mission capability.	HOMELINE	
6	HOSTILE ACTIONS OR EVENTS			
6J	BOMB THREATS	Any bomb threat against a priority resource not reportable under BEELINE criteria.	HOMELINE	Refer to AFI 31-101 VI for definitions of priority resources.

RULE	EVENT/INCIDENT	DESCRIPTION	TYPE OF REPORT	REMARKS
9	CRIMINAL ACTIVITY			
9H	MISCONDUCT	Serious incidents of misconduct occurring on or off base involving an officer, CMSgt, or SMSgt.	HOMELINE	MSgt and below do not require a report unless misconduct resulted in death or serious injury.
9I	CRIMINAL ACTIVITY	Criminal activity occurring on or off base involving either military or DOD civilians in which felony charges are made or pending.	HOMELINE	
11	INJURY OR DEATH			
11E	ACCIDENTS/ INJURY (MILITARY AND DOD CIVILIAN NON-VIP)	a. An accident resulting in serious injury of any military or DOD civilian on an AFMC installation as a result of AFMC operations. An accident resulting in serious injury of AFMC military or DOD civilian personnel.	HOMELINE	The term serious injury is defined as any injury that is life threatening, causes disabling injuries, has a mission impact, or requires extended hospitalization, one week or longer, regardless of cause.
11F	ILLNESS	Serious illness of a command O-6 or higher deemed life threatening and not reportable under BEELINE or PINNACLE criteria.	HOMELINE	
11G	CIVILIAN EMPLOYEE DEATH	The death of any DOD civilian employee or contractor unless circumstances surrounding the death meet BEELINE or PINNACLE reporting criteria.	HOMELINE	

Figure 3.5. (Added) OPREP-3H Templates.

1. Voice Template

This is (name and rank) from (unit and base) with a(n) (EXERCISE, if applicable):

PRIORITY: FLASH IMMEDIATE PRIORITY ROUTINE
 CLASSIFICATION: TOP SECRET SECRET CONFIDENTIAL UNCLASSIFIED

OPREP-3 HOMELINE REPORT

Line 1: (REPORT NUMBER)

Line 2: (SUBJECT)

Line 3: (NARRATIVE: Include DTG and location of incident as well as supporting information if available)

Sample Real World Voice Report:

This is Amn Smith from the 95th Air Base Wing at Edwards AFB, CA with an Immediate, Unclassified OPREP-3 HOMELINE report. Line 1: 003 Line 2: Aircraft Damage Line 3: At 270545Z, a T-38 assigned to the 445th Test Squadron tail number 95-0357 sustained damage to the right elevon which was discovered during pre-flight inspection. The damaged area is approximately 11 x 4 inches. The repair cost is estimated to be in excess of \$18,000. Further information to follow as it becomes available.

Sample Exercise Voice Report:

This is Amn Smith from the 95th Air Base Wing at Edwards AFB, CA with an EXERCISE Immediate, Unclassified OPREP-3 HOMELINE report. Line 1: 003 Line 2: Aircraft Damage Line 3: At 270545Z, a T-38 assigned to the 445th Test Squadron tail number 95-0357 sustained damage to the right elevon which was discovered during pre-flight inspection. The damaged area is approximately 11 x 4 inches. The repair cost is estimated to be in excess of \$18,000. Further information to follow as it becomes available. THIS IS AN EXERCISE REPORT.

2. Record Report Template:

FROM: (Originator's Address)//

TO: (Action Addresses) HQ AFMC COMMAND CENTER WRIGHT PATTERSON AFB OH// (and)
 HQ AFMC WRIGHT PATTERSON AFB OH//CC/DO/LG/SF/XP/DP/SG/SE/DR/PA/CE/IG/JA/SV/
 FMO/IN/SC/PK/EN//.

INFO: (Additional addresses as required) (For EXERCISE reports the only address not preceded by ZEN is "HQ AFMC COMMAND CENTER WRIGHT PATTERSON AFB OH"//

14 MISCELLANEOUS EVENTS

14N (AFMC Added) BATTLE STAFF/ CONTINGENCY

SUPPORT

STAFF/CRISIS ACTION

TEAM ACTIVATION/

DEACTIVATION

Report initial activation and final deactivation during IG inspections, major exercises, or real world incidents.

HOMELINE During local or unit commander directed

exercises, a BS/

CAT activation message

is not required.

14O (AFMC Added) OTHER Other unusual occurrences,

significant event/incidents

involving AFMC or AFMC

resources that do not meet

BEELINE or PINNACLE

reporting criteria but merit

AFMC attention.

HOMELINE

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CLASSIFICATION JOPREP JIFFY//

EXER (if applicable)/ (Exercise Name)//

OPER (if applicable)/ (Operation Name)//

MSGID/OPREP-3H/(Originator)/(Serial Number)/(Month/1st three letters of)//

REF/(Serial Letter)/(Ref Type)/(Originator)/(DTG of reference)//

AMPN/(Amplify telephonic voice message or previous record copy)//

FLAGWORD/HOMELINE/-//

TIMELOC/(DTG event/incident occurred)/(Location of event/incident)/(INIT, FOLUP, or FINAL)//

GENTEXT/INCIDENT IDENTIFICATION/(EXERCISE if applicable) (Include nature of event/incident, equipment

and personnel involved, extent of damage and injuries, the cause, contributing factors, and mission impact.

Answer the questions WHO, WHAT, WHEN, WHERE, and WHY. Include the status of report INIT, FOLUP, or

FINAL and rule number. Be sure to state "EXERCISE" as in the voice format above, if applicable.)(EXERCISE if

applicable) //

DECL: (if applicable)//

Example:

2. EXERCISE Record Report:

FROM: 95 ABW EDWARDS AFB CA//

TO: (Action Addresses) HQ AFMC COMMAND CENTER WRIGHT PATTERSON AFB OH//

INFO: (Additional addresses as required) ZEN/USCINCSSTRAT CMD CTR OFFUTT AFB NE//J443/J361//

ZEN/AFOC WASHINGTON DC//

ZEN/HQ AFPC RANDOLPH AFB TX//DPWR/DPWC//

ZEN/HQ AFMC WRIGHT PATTERSON AFB OH// CC/DO/LG/SF/XP/DP/SG/SE/DR/PA/CE/IG/JA/SV/ FMO/

IN/SC/PK/EN//.

UNCLAS JOPREP JIFFY//

EXER /BLUE MOON//

MSGID/OPREP-3H/95ABW/003/AUG//

REF/A/TEL/95ABW/270550Z AUG 00//

AMPN/VOICE REPORT FOR OPREP-3H SERIAL NO. 003//

FLAGWORD/HOMELINE/-//

TIMELOC/270545Z AUG 00/EDWARDS AFB CA/INIT//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/EXERCISE, AT 270545Z, A T-38 ASSIGNED TO

THE 445TH TEST SQUADRON TAIL NUMBER 95-0357 SUSTAINED DAMAGE TO THE RIGHT ELEVON

WHICH WAS DISCOVERED DURING PRE-FLIGHT INSPECTION. THE DAMAGED AREA IS APPROXIMATELY

11 X 4 INCHES. THE REPAIR COST IS ESTIMATED TO BE IN EXCESS OF \$18,000. THIS IS A COMMAND POST INITIAL REPORT. FURTHER REPORTS TO FOLLOW AS INFORMATION BECOMES

AVAILABLE. EXERCISE//

4.9. (Added) AFMC Contingency Operations:

4.9.1. (Added) During contingency situations, each AFMC subordinate organization's battle staff prepares and sends a daily Commander's Situation Report (SITREP) to the HQ Battle Staff, commencing at the direction of the HQ AFMC BSD (see CJCSM 3150.14, Joint Reporting Structure [JRS] Logistics). For additional instruction refer to **Figure 4.2. (Added)** AFMC SITREP format. It is each Battle Staffs' responsibility to gather information and prepare and submit each report. Subordinate SITREPs may be signed by their respective BSDs or designated alternate.

4.9.2. (Added) SITREPs keep the AFMC Commander apprised of each subordinate organization's ability to support the current contingency and support HQ AFMC SITREP preparation. It is also used to report:

- 4.9.2.1. (Added) Operational problems and limitations.
- 4.9.2.2. (Added) Requests for assistance.
- 4.9.2.3. (Added) Recommended or intended courses of action.
- 4.9.2.4. (Added) Unit readiness.
- 4.9.2.5. (Added) Event/Incident Report (OPREP-3) follow-up reporting when the immediacy of an OPREP-3 report is no longer needed.
- 4.9.2.6. (Added) Information not reported elsewhere.
- 4.9.2.7. (Added) Public affairs.
- 4.9.3. (Added) Unless otherwise directed by the HQ Battle Staff Director, send SITREPs so they arrive at HQ Battle Staff not later than 1800Z daily. Send the latest information available at the time it was sent, and note the “as of” time on the SITREP. Even though the actual information may be at least several hours old due to compilation time, don’t slip the deadline.
- 4.9.4. (Added) While the HQ Battle Staff Director may require special SITREP sections depending on the contingency, BSDs must include all important contingency support information in their SITREP. **Note:** Due to AFMC’s mission diversity and corresponding organizational structure, one or more sections may not apply to every operation. Similarly, even when sections do apply, there may be nothing significant to report on some sections at the time the SITREP is submitted. In these cases, retain the SITREP format below, including subject titles, but include only applicable subjects in the report.
- 4.9.5. (Added) HQ AFMC/XP-AO is the HQ AFMC OPR for Center Situation Reports.

Figure 4.2. (Added) Center SITREP Format

FROM: (Organization)//BS//

TO: HQ AFMC WRIGHT PATTERSON AFB OH//BS//

INFO: (all other battle staffs)//

CLASSIFICATION (don’t forget to mark individual paragraphs as well if classified)//

OPER/(Operation Name)//

PERID/(Zulu Date/Time)/To: (Zulu Date/Time)/As Of: (Zulu Date/Time)//

(Centers are to submit SITREPs, which include information as of 2359Z and ensure receipt by CSAF not later than 0200Z the following day. The inputs to AFMC are due no later than 1800Z, unless instructed otherwise.)

SUBJECT: (Organization) SITREP (SITREP #)//

PART I. SITUATION OVERVIEW

(Provide a brief overall assessment of the situation to include circumstances or conditions [resources/facilities] which significantly affect the capability and readiness of your available forces).

PART II. WEAPON SYSTEM/COMMODITY STATUS

A. WEAPON SYSTEM SUPPORT ISSUES

1. SYSTEMS WHICH ARE IN THE CURRENT ACTIVE INVENTORY; REPORT ISSUES BY MISSION DESIGN SERIES (MDS).

- (a) Issue/Status
- (b) Impact
- (c) Assistance Required

2. SYSTEMS WHICH ARE BEING NEWLY FIELDDED FOR THIS OPERATION. REPORT ISSUES BY MDS.

- (a) Issue/Status
- (b) Impact
- (c) Assistance Required

B. MISSILE SYSTEM SUPPORT (WR-ALC)

1. MISSILE TYPE

- (a) Issue/Status
- (b) Impact
- (c) Assistance Required

C. ENGINE SUPPORT (OC-ALC/SA-ALC)

1. TYPE/MODEL/SERIES (TMS)

- (a) Issue/Status
- (b) Impact
- (c) Assistance Required

D. MUNITIONS SUPPORT (OO-ALC/SA-ALC)

1. TYPE

- (a) Issue/Status
- (b) Impact
- (c) Assistance Required

E. OTHER SYSTEMS SUPPORT

1. VEHICLES

- (a) Issue/Status
- (b) Impact
- (c) Assistance Required

2. COMMUNICATIONS-COMPUTER SYSTEMS/FACILITIES

- (a) Issue/Status
- (b) Impact
- (c) Assistance Required

3. AIRCRAFT GROUND SUPPORT EQUIPMENT (AGE)

- (a) Issue/Status

(b) Impact

(c) Assistance Required

4. SPACE SYSTEMS

(a) Issue/Status

(b) Impact

(c) Assistance Required

5. ELECTRONIC WARFARE

(a) Issue/Status

(b) Impact

(c) Assistance Required

6. AVIONICS

(a) Issues/Status

(b) Impact

(c) Assistance Required

F. DEPOT CONTINGENCY PRODUCTION

1. CJCS PROJECT CODED PRODUCTION SUPPORT:

NSN Noun Weapon System Organic Required/Produced Contractor Required/Produced New Buy

2. ALL OTHER PRODUCTION REPORT:

NSN Noun Weapon System Organic Required/Produced Contractor Required/Produced New Buy

3. BACKORDER INFORMATION WILL BE PULLED FROM THE DO35 SYSTEM BY HEADQUARTERS PERSONNEL AS REQUIRED.

G. ACCELERATION/COMPRESSION AIRCRAFT

1. NEXT AIRCRAFT DUE OUT OF DEPOT:

Action SOR Location MDS # In Work Due Out Date For Next Aircraft # Completed

2. CUMULATIVE ACCELERATION/COMPRESSION OUTPUT

Action SOR Location MDS/Tail# Normal Scheduled Output Date Accelerated Output Date Date Delivered

NOTE: Accelerated and compressed aircraft must be reported separately. Aircraft being accelerated or compressed by contractor must also be identified.

3. IDENTIFICATION OF SYSTEMS ADVANCED ENOUGH TO BE FIELDDED.

4. EXPEDITING OF TECHNOLOGY DEVELOPMENT/INSERTION

5. TESTS ACCELERATED:

(a) Equipment Shortfalls

(b) Aircraft Shortfalls

PART III. CENTER/LABS/OPERATIONS STATUS

A. OPERATIONS

1. PERSONNEL

- (a) Reserve Mobilization
- (b) Critical Skills Shortages

2. OPERATIONS

- (a) Mobility
 - (1) Personnel
 - (2) Equipment
 - (3) Deployment (Report by PID/ULN/UTC each AFMC tasked force that departed originally during the reporting period)
- (b) Base Security Status
- (c) Transportation Resources
- (d) Supply Status
- (e) Depot Support Equipment

3. REAL PROPERTY

- (a) Installed Equipment
- (b) Structure

4. COMMUNICATIONS-COMPUTER SYSTEMS/FACILITIES

- (a) AUTODIN
- (b) GCCS

5. MEDICAL RESPONSE RESOURCES

- (a) Tasked to Deploy
- (b) In-Place

B. RETROGRADE STATUS (Number of items returned to depot from theater for repair and reason(s) for any backlog)

PART IV. PUBLIC AFFAIRS

PART V. COMMANDER'S COMMENTS

(signed by BSD)

5.8. (Added) **CIRVIS/OCR.** HQ AFMC/DOO is the HQ AFMC OPR for Communications Instructions Reporting Vital Intelligence Sightings (CIRVIS) reports. HQ AFMC/IN is the HQ Office of Collateral Responsibility (OCR) for this report.

6.8. (Added) **LOSREP.** HQ AFMC/DOO is the HQ AFMC OPR for Aircrew/Aircraft Loss Reports (LOSREP).

7.2. **Reference Materials.** AFMCI 21-118, Aircraft and Missile Maintenance Production/Compression Report System (AMREP) (A030D).

7.3. **Submitted By.** AMREP will be submitted by Air Logistic Centers (ALC) (OC-ALC, OO-ALC, SA-ALC, SM-ALC, AND WR-ALC).

7.4. **Submitted To.** ALC's will submit the AMREP to HQ AFMC WRIGHT PATTERSON AFB OH//BS//.

7.8. (Added) **AMREPs.** HQ AFMC/LGPP is the Headquarters AFMC OPR for AMREPs.

8.4. **Submitted to:** AFMC unit and intermediate commanders will submit reports to: Action: HQ AFMC/LGS// Info: HQ AFMC/DRW//.

8.8. (Added) **Items of Special Interest.** HQ AFMC/LGS is the HQ AFMC OPR for ITEMS OF SPECIAL INTEREST reporting. HQ AFMC/DRW is the OCR for this report.

9.1. **Subject and Purpose.** Per conversation between HQ AFMC/DOOC and the AFMAN 10-206 OPR, the Contingency Fuels Operations Report (CFOR) has been rescinded.

9.9. **Subject and Purpose.** The HQ AFMC Command Fuels Management Office is responsible for obtaining, compiling and submitting required information to HQ USAF/ILSP. The information provided will be used to portray the current status of AFMC fuels; activities regarding fuel products, facilities, equipment and personnel.

9.9.2. All AFMC units will submit a Bulk Petroleum Contingency Report (REPOL) when directed by HQ AFMC/LGSF or higher.

9.9.3. AFMC unit Fuels Management Offices will submit REPOL reports to: Action: HQ AFMC WRIGHT PATTERSON AFB OH//LGX BATTLESTAFF// Info: As required.

9.9.7. (Added) HQ AFMC/LGSF is the HQ AFMC OPR for REPOL reporting.

10.8. (Added) **MANFOR.** HQ AFMC/XPM is the HQ AFMC OPR for Manpower Force Packaging Subsystem (MANFOR) reporting. HQ AFMC/XP-AO is the HQ AFMC OPR for Logistics Force Packaging Subsystem (LOGDET) reporting.

11.8. (Added) **LOGFAC.** HQ AFMC/XP-AO is the HQ AFMC OPR for Logistics Feasibility Analysis Capability (LOGFAC) reporting.

12.8. (Added) **MEDRED-C.** HQ AFMC/SGA is the HQ AFMC OPR for Medical Report for Emergencies, Disasters, and Contingencies (MEDRED-C) reporting.

13.1. **Subject and Purpose.** Per conversation between HQ AFMC/DOOC and the AFMAN 10-206 OPR, chapter 13 has been rescinded. However, report requests by civilian authorities for military assistance, or for the use of military resources in the civilian domain via BEELINE IAW rule 14E and include the requirements located in figure 3.3. of the basic manual.

Chapter 14 (Added)

NON-SORTS UTC SITREP (RCS: MTC-XP(A&AR) 9301)

14.1. (Added) Subject & Purpose: The Non-Status of Resources and Training Systems (NON-SORTS) Unit Type Code (UTC) Situation Report (SITREP) provides a readiness status of AFMC WMP-3 UTCs. The customers of this report are the AFMC Headquarters functional and deployment managers. This report is an AFMC unique report that provides AFMC functional managers with a means of addressing UTC deficiencies and resolving functional issues.

14.2. (Added) Reference Materials. None.

14.3. (Added) Submitted By. Units tasked with deployable, NON-SORTS reportable UTCs (as tasked in the AFMC WMP-3) will prepare their reports and provide them to the center plans office for review and consolidation. It remains the tasked unit commander's responsibility to ensure the content of the report is accurate and they are prepared in a timely manner.

14.3.1. (Added) Report Responsibility: The center plans office will ensure all reports are prepared by the units, consolidated whenever possible, and submitted to HQ AFMC. The following exceptions apply: At Los Angeles AFB and Arnold AFB, the Director of Operations office will consolidate and submit the report. The base level office will ensure a monthly report is submitted to AFMC/XP-AO when UTCs are less than green in status. The AFMC/XP-AO office will compile and submit report for HQ AFMC/CC approval as required.

14.4. (Added) Submitted To: During normal operations, center plans personnel will review, consolidate, and submit the report to AFMC/XP-AO and the applicable functional area. During crisis/contingency conditions, the report is consolidated and submitted by the center battle staff to HQ AFMC/BS/CODAT.

14.5. (Added) When Submitted: Annually, as of 1 January each year. Additionally, follow-up reports are required monthly for all UTCs reporting measured areas below code **GREEN**. Significant changes during crisis/contingencies will be reported immediately.

14.6. (Added) How Submitted.

14.6.1. (Added) Numbering. The initial January report will be numbered 001. Subsequent reports will be numbered sequentially (i.e., 002, 003, etc.) At the annual review in January of the following year, start the numbering at 001.

14.6.2. (Added) Classification. Reports will be classified a minimum of CONFIDENTIAL, when less than green. Code green reports without remarks may be UNCLASSIFIED.

14.6.3. (Added) Method of Transmission:

14.6.3.1. (Added) Normal Operations. The medium for transmission of AFMC NON-SORTS UTC SITREPs during normal operations is via GCCS Newsgroup afmc.local.NONsortsNON.

14.6.3.2. (Added) Backup Operations. When it is known that the GCCS will be unavailable for an extended period of time, use of the DDN communication system is authorized. Continue reporting during MINIMIZE.

14.7. (Added) Reporting Instructions. PART 1. UTC Status. List the organization unit identification code (UIC), the tasked NON-SORTS reportable UTC, the team number (even if only one team), and the

appropriate color code for each measured area (personnel, training, equipment, and commander’s overall assessment). Use of Microsoft Excel is recommended and an example follows.

14.8. (Added) Maintenance of Reports. Maintain reports IAW AFMAN 37-139, Records Disposition Schedule.

Table 14.1. (Added) Sample NON-SORTS-SITREP Report in Excel Format.

1. The Following Is The Non-Sorts UTC SITREP, RCS; MTC-XP(A&AR)93 For XXXXXXXXXX Base									
<i>Date 30 Jul 99</i>									
	Tasked			TM	TM	People	Train	Equip	Remarks/
Base	Unit	UIC	UTC	#	Composition	Status	Status	Status	Est Get Well
	PK	FF9HZ0	XFFK6	1	1				
	HC	FFB180	XFFC5	1	1				
	FM	FFB4G0	XFFA4	1	1				
	PA	FFB4G0	XFFG6	1	1				
	PA	FFB4GO	XFFG7	1	1				

Figure 14.1. (Added) Non-Sorts SITREP

A. PART 1/UTC STATUS/XFFK6/1/XXXXXX/XX/XX/XXXXXX//

PART 2/REMARKS/UTC XFFK6, TEAM 1

B. PART 1/UTC STATUS/XFFC5/1/XXXXXX/XXX/XXX/XXXXXX//

PART 2/REMARKS/UTC XFFC5, TEAM 1.

C. PART 1/UTC STATUS/XFFA4/1/XXXXXX/XXXXXX/XXX/XXXXXX//

PART 2/REMARKS/UTC XFFA4,

D. PART 1/UTC STATUS/XFFG6/1/XXXXXX/XXXXXX/XXXX/XXXXXX//

PART 2/REMARKS/UTC XFFG6. TEAM 1.

C. PART 1/UTC STATUS/XFFG7/1/XXXXXX/XXXXXX/XXXX/XXXXXX//

PART 2/REMARKS/UTC XFFG7. TEAM 1.

2. FOR FURTHER INFORMATION PLEASE CONTACT

John Doe, DSN XXX-XXXX, OR

Kathy Doe, DSN XXX-XXXX

14.9. (Added) Color Code. Color codes indicate a unit’s capability to support contingency taskings. Commanders subjectively determine their units’ capability and associated color code.

14.9.1. (Added) GREEN. The unit has all resources required to provide the tasked reportable UTC. The available personnel meet or exceed the UTC's required personnel in AFSC, grade, and skill level; all personnel are fully trained; and all required equipment is operational. The unit has no deficiencies that would affect the employment of the UTC.

14.9.2. (Added) YELLOW. The unit has most of the resources required to provide the tasked reportable UTC. The unit has minor deficiencies in personnel or equipment or both that would only minimally affect the capability of the UTC if employed. Personnel and/or equipment identified as critical are available, trained, and fully operational.

14.9.3. (Added) ORANGE. The unit has some of the resources required to provide the tasked reportable UTC. Some personnel are not available or significant AFSC, grade, or skill level substitution is required (including critical positions); only some of the personnel are fully trained; and some of the equipment is either not available or is inoperable. Overall, the unit has deficiencies that affect the ability to employ the UTC as designed. Only portions of the UTC's required capability are supportable.

14.9.4. (Added) RED. The unit has few/none of the resources required to provide the tasked reportable UTC. The required personnel are not available or of the wrong AFSC, grade, or skill level; the personnel are not trained to accomplish the UTC's employment mission; and/or the required equipment is not available or is inoperable. Deficiencies seriously degrade the tasked UTC to the point it could not perform any of its specified missions if employed.

14.10. (Added) Report OPR. HQ AFMC/XP-AO.

Figure 14.2. (Added) Sample NON-SORTS UTC SITREP.

FROM: 46WS EGLIN AFB FL

TO: HQ AFMC WRIGHT PATTERSON AFB OH//BS/XPAO/DOW//

UNCLASSIFIED

MSGID/NON-SORTS UTC SITREP/RCS:MTC-XP(A&AR)9301/46WS/001/JAN/96//

PERID/FROM: JAN 95/TO: JAN 96/AS OF: 0001Z//

GENTEXT/GENERAL//

PART 1/UTC STATUS/FFFLLO/XWQAB/1/GREEN/GREEN/GREEN/GREEN//

PART 2/REMARKS/NONE

Remember. You must have a Part 1 & 2 for each TEAM.

Chapter 15 (Added)

AIR TERMINAL/AERIAL PORT OF EMBARKATION (APOE) DAILY STATUS REPORT (RCS: MTC-LG(AR)8152)

15.1. (Added) Daily Status Report. This report is normally generated during crisis management situations and processed through the activated AFMC Battle Staff. This report provides AFMC with air terminal/aerial port capabilities, limitations, and cargo backlogs to help the AFMC Battle Staff/LGT personnel manage resources to meet the crisis. When directed by AFMC/LGT, this report is also forwarded to HQ AMC/TACC. HQ AFMC uses this information for the management of the AFMC elements of the air terminal/aerial port infrastructure. AMC also uses this information in managing the strategic airlift system.

15.2. (Added) Reference Materials. None.

15.3. (Added) Submitted By:

72 ABW/LG	77 ABW/LGT	95ABW/LGT
75 ABW/LGT	78 TRANS/LGT	96ABW/LGT
76 ABW/LGT	88 ABW/LGT	377TRNS/LGT

15.4. (Added) Submitted To:

Action: HQ AFMC WRIGHT-PATTERSON AFB OH//LGT//

Info: (when directed by AFMC/LGT):

HQ AMC TACC SCOTT AFB IL//XOGX//

15.5. (Added) When Submitted:

15.5.1. (Added) Initial Report. Upon request from HQ AFMC/LGT.

15.5.2. (Added) Subsequent Reports. Unless otherwise directed by AFMC/LGT submit subsequent reports daily.

15.5.3. (Added) Information copies will be forwarded to HQ AMC/TACC when directed by AFMC/LGT.

15.5.4. (Added) Each air terminal will submit reports as of 2400Z to arrive at HQ AFMC/BS/LG not later than 0300Z.

15.6. (Added) How Submitted:

15.6.1. (Added) Numbering. Numbering. Reports will be numbered sequentially.

15.6.2. (Added) Classify according to content.

15.6.3. (Added) Methods of Transmission: If unclassified, Primary: Email to <mailto:jerry.riffe@wpafb.af.mil> and also to Section Chief of AFMC/LGTT-R (if you don't know who this is, call DSN 787-7519 and inquire). Secondary: AUTODIN (IMMEDIATE precedence). If classified, Primary: AFMC/LGXX classified email (SIPRNET) to <mailto:f19lgigj@afmc.wrightpatterson.af.smil.mil>. Secondary: classified AUTODIN (IMMEDIATE precedence).

15.6.4. (Added) Use the ESC C1 designator - Continue reporting, priority precedence. Continue reporting during MINIMIZE.

15.7. (Added) Reporting Instructions. The report is broken out into modules. Each module contains different data elements. The crisis situation and operation objective will dictate which modules are appropriate to report. This information is provided during operations, emergencies, or exercises. AFMC/LGT will identify which modules to include.

15.7.1. (Added) Module 6, Section A, AMC Movement Ready Cargo, includes cargo already palletized and movement ready for strategic airlift. This may include cargo that does not comprise complete aircraft loads. Include destination only if known. Destination applies to complete aircraft loads. Also, identify any length/width/ height restrictions that will restrict loading to a particular type aircraft. Explanation of elements:

15.7.1.1. (Added) # AMC PLTS/STONS/DEST/. This identifies the number pallets compatible with AMC aircraft, e.g., C-130s, C-17, etc.

15.7.1.2. (Added) NBCRAF PLTS/STONS/DEST/. This identifies the number of pallets compatible with Narrow Body CRAF, e.g., DC-8, B707, etc. Double counting is allowed. The same pallets compatible with C-130s/C-141s may also be compatible with Narrow Body CRAF.

15.7.1.3. (Added) # OUTSIZED PLTS/STONS/DEST/. Out-sized cargo refers to cargo that exceeds 1,090" X 117" X 105", that is, too large for C-130/C-141 aircraft.

15.7.1.4. (Added) # PLT TRAINS (# PLTS EA)/STONS/ DEST/. Number of pallet trains (with number of pallets each). Short tons equal the total number of short tons for all pallet trains.

15.7.1.5. (Added) ROLLING STOCK STONS/DEST/. Reflect only the short tons of rolling stock and the destination, if known.

15.7.2. (Added) Module 6, Section K, AMC Non-unit Cargo Channel Backlog Summary (short tons), applies only to terminals assigned as common-user non-unit APOEs. It does not apply to terminals operating as AMC departure airfields for the movement of unit personnel or cargo. Identify length/width/ height restrictions that will restrict loading to a particular type aircraft.

15.7.3. (Added) Module 7, LIMFACS/REMARKS (classified per the releaser's discretion) include:

15.7.3.1. (Added) The number of parking spots for Class A munitions.

15.7.3.2. (Added) The net explosive weight (NEW) restrictions per spot.

15.7.3.3. (Added) Other factors, such as manpower limitation, airfield restrictions, equipment constraints. Equipment constraints should include problem, action taken to expedite repair and the estimated time in commission (ETIC) when equipment is down, and other factors that impair the terminals' ability to support its mission.

15.8. (Added) Report OPR. HQ AFMC/LGT.

15.9. (Added) Maintenance of Reports. Maintain reports IAW AFMAN 37-139, Records Disposition Schedule.

Figure 15.1. (Added) Sample APOE Daily Status Report.

FROM: *Reporting Organization*

TO: HQ AFMC COMMAND CENTER WRIGHT PATTERSON AFB OH//BS/LGT//

UNCLASSIFIED

MSGID/GENADMIN/Originator//

SUBJ/AIR TERMINAL/APOE STATUS REPORT/RCS: MTC-LG(AR)8152//

POC/*Originator-Contact Name/Rank-Position/DSN Number*//

RMKS/

MODULE 1. MHE/SPECIAL PURPOSE VEHICLES: EQUIPMENT TYPE/ON STATION/
IN-COMMISSION

60K LOADER/0/0

40K LOADER/6/4

25K LOADER/3/3

10K FORKLIFT/12/10

4K FORKLIFT/5/6 of ten short tons.)

B. UNIT PASSENGERS ON-HAND (# UNIT PASSENGERS)/35

C. AMC WORKLOAD AIRLIFTED (LAST 24 HOURS/CUMULATIVE FROM C-DAY)

SHORT TONS NONUNIT CARGO/48/214

SHORT TONS UNIT CARGO/6/72

UNIT PASSENGERS/54/354

D. KNOWN SCHEDULED AMC MISSIONS (TYPE AIRCRAFT/NUMBER MISSIONS)

C-141/3

C-5/1

DC-8/8

E. AMC NON-UNIT CARGO CHANNEL BACKLOG SUMMARY (SHORT TONS)

APOD/UNPALLETIZED/PALLETIZED

AOR/73/42

NON-AOR/14/39

MODULE 7. LIMFACS/REMARKS (classified per releaser's discretion)//

WILBERT D. PEARSON, JR., Brig General, USAF
Director, Operations