

31 May 1996

Operations



**AVAILABILITY OF COMMANDERS, KEY
PERSONNEL, AND ALTERNATES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AFRC WWW site at <http://www.afrc.af.mil> and the AFRCEPL (CD-ROM), published monthly.

OPR: HQ AFRES/DOOR
(Lt Col Ronald G. Sweat)
Supersedes HOI 11-12, 18 May 1993

Certified by: HQ AFRES/DO
(Brig Gen Keith T. Reiling)
Pages: 3
Distribution: F

This instruction implements AFRPD 10-2, Readiness. It establishes procedures for the AFRES Command Center to monitor the location of the AFRES Commander and Vice Commander. It also establishes the contact availability requirement for key personnel and their alternates during nonduty hours.

SUMMARY OF REVISIONS

This revision incorporates the procedures formerly in HOI 11-12.

1. Availability of Commanders:

- 1.1. The Commander of AFRES also serves as the Chief of Air Force Reserve and is considered to be at place of duty when available at the Pentagon in Washington DC, or at HQ AFRES, Robins AFB GA.
- 1.2. In the absence of the Commander, the Vice Commander or the Assistant Vice Commander will normally be available in this headquarters during normal duty hours to respond to requests from the Commander, AFRES, and to provide appropriate guidance on matters requiring director action.
- 1.3. The Command Section advises the Command Center travel arrangements, locations, and phone numbers for the Vice Commander and Assistant Vice Commander when they will be off station.

2. Command Center:

- 2.1. Monitors the location of AFRES Commander and Vice Commander or their designated representatives at all times. Command Center controllers ensure the appropriate information is entered into the Global Decision Support System (GDSS).

2.2. Contacts HQ USAF/RE once each normal duty day to confirm the present and proposed locations of the AFRES Commander and the Deputy.

3. Responsibilities of Key Personnel/Alternates:

3.1. Each director and head of special staff office prepares a roster designating contacts during non-duty hours. This roster includes the name, grade, home telephone number, and home address of each individual appointed. All rosters comply with the provisions of the Privacy Act. Send copies to the Command Center and the 951st Reserve Support Squadron Orderly Room. Update rosters as changes occur.

3.2. Alternates serve as the point of contact for their directorate. Once notified by the Command Center, alternates review messages at the Command Center, coordinate with other directorates, or take other actions as required by the situation. Alternates will:

3.2.1. Perform duties as prescribed by the appointing authority.

3.2.2. Act on all situations/events occurring during nonduty hours which require immediate action.

3.2.3. Initiate a recall of the staff office when notified by the Command Center of Crisis Action Team (CAT).

3.3. Command Center responsibility is limited to contacting the designated alternates. Each director/alternate is responsible for maintaining and running the recall of their personnel.

DAVID S. SIBLEY, Brig Gen, USAFR
Assistant Vice Commander

Attachment 1

TERMS EXPLAINED

A1.1. Alternates. Commissioned officers, senior non-commissioned officers, or civilians (GS-9 or above) appointed by the directors or heads of special staff offices for contact during nonduty hours. Civilian appointments will be made only on a volunteer basis.

A1.2. Key Personnel. All directors and heads of special staff offices.

A1.3. Nonduty Hours:

A1.3.1. Daily-1645 to 0800, Monday through Friday.

A1.3.2. Weekends-1645 Friday to 0800 Monday.

A1.3.3. Holidays-1645 on the day before the holiday to 0800 on the day following the holiday.