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(Major Thomas J. Winslow)
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(Colonel John O. Irwin)
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AFI 10-205, 1 April 1995, is supplemented as follows: (This supplement requires specific AMC personnel to keep the AMC Commander (AMC/CC) and Tanker Airlift Control Center (TACC) advised of their location and to designate a representative during absences. It states the order of succession for AMC/CC when the commander is not available for duty, and defines the notification process for transferring command responsibilities. It establishes commander's availability criteria and stipulates acceptable response time. It uses the basic instruction criteria of "readily available," meaning able to establish contact within 15 minutes. It provides guidance regarding coordination and approval of AMC general officer travel, and it tasks the TACC to prepare and distribute an AMC key personnel location summary. This supplement does not apply to Air National Guard and United States Air Force Reserve units.)

SUMMARY OF REVISIONS

This revision changes the availability requirement for the two NAF commanders to 15 minutes, adds availability requirements for the Air Mobility Warfare Center Commander, clarifies the classification of general officer travel, and aligns paragraphs with new basic instruction.

3. (Added) Availability of AMC Key Personnel. National emergencies and contingencies may require the AMC/CC to be readily available for communication with HQ USAF and the National Command Authorities (NCA). Certain AMC key personnel must be available to support these requirements. Incumbents in the following positions are (for the purpose of this publication) AMC key personnel:

3.1. AMC Command Section:

- Commander (CC)
- Vice Commander (CV)

3.2. AMC "A" Staff:

- Director, Civil Engineering (CE)

- Director of Operations (DO)
- Director of Personnel (DP)
- Director of Staff (DS)
- Comptroller (FM)
- Inspector General (IG)
- Director of Intelligence (IN)
- Staff Judge Advocate (JA)
- Director of Logistics (LG)
- Chief of Public Affairs (PA)
- Director of Communications (SC)
- Command Surgeon (SG)
- Director, Security Police (SP)
- Director, Services (SV)
- Director, Test and Evaluation (TE)
- Director of Plans (XP)

3.3. AMC Special Staff:

- Command Chaplain (HC)
- Command Historian (HO)
- Chief of Information Management (IM)
- Chief of Command Quality (QI)
- Chief of Safety (SE)

3.4. Subordinate Commanders:

- 15th Air Force (AF)
- 21 AF
- TACC
- AMWC

4. Policy on Availability of AMC Key Personnel. AMC key personnel or their designated representatives must be accessible at all times. Command Section and TACC must be informed of their planned travel, leave, or other absences.

4.1. Procedures. To facilitate contact with AMC key personnel and to establish standardized guidelines to coordinate their absences from duty, use the following procedures:

4.1.1. Availability of AMC/CC. Air Force requires AMC/CC or designated representative to remain readily available for contact. This is accomplished by maintaining constant two-way communications via direct-line telephone, cellular telephone, or other means precoordinated between the AMC Command Section and TACC. AMC/CC has designated AMC/CV and TACC Commander (TACC/CC) as additional staff personnel required to maintain constant two-way communications with the TACC.

4.1.2. Availability of "A" Staff, Special Staff, and Subordinate Commanders. These key personnel are not required to maintain constant two-way communication with the TACC. However, 15 AF Commander; 21 AF Commander; the AMC Directors of Operations, Logistics, Plans, and Intelligence; and the Chief of Public Affairs must be readily available to support AMC/CC. The TACC must be able to establish contact with the primary or his/her alternate within 15 minutes. The remaining "A" Staff, Special Staff, and subordinate commanders must be available to support AMC/CC within 6 hours. "A" Staff, Special Staff, and subordinate commanders are considered available at their duty station or home telephone unless reported otherwise to the TACC. Report absences according to paragraphs 4.2 and 4.3.

4.2. Absence Within the Continental United States (CONUS). Key personnel will provide travel, leave, or other plans to AMC/CVS by electronic-mail, message, or letter, with the HQ AMC TACC/XOCAE and HQ AMC/DPO as information addressees. Use the following format for making notifications:

4.2.1. Grade/Name/Position.

4.2.2. Reason for absence and inclusive dates. TDY as a member of a Headquarters Air Force or AMC selection board will be cited as "USAF (AMC) Special Project."

4.2.3. Itinerary. Mode of travel, departure/arrival stations, and Zulu time and date. Leave reporting need only reflect location, inclusive dates, and estimated date and time of return.

4.2.4. Remarks. Include the rank and name of designated representative who will be readily available. When advising of a concurrent absence, include in the remarks section as appropriate: "Dual absence," "dual absence requested," or "dual absence approved."

4.3. Absence Involving Travel Outside the CONUS. Notification and requests for approval will be accomplished using the format specified in paragraph 4.2 with additional guidance as follows:

4.3.1. AMC headquarters' key personnel are expected to review and comply with requirements of the DoD Foreign Clearance Guide (FCG) and AFI 31-210, *Air Force Antiterrorism Program*, as they pertain to their proposed areas of travel.

4.3.2. CONUS-stationed AMC general officers and civilian equivalents require AMC/CC approval prior to overseas travel. AMC/CC approval is not required if travel is strictly limited to aircrew member duties, including status as additional crew member. Coordinate clearance requests according to FCG general information booklet.

4.3.3. General officer overseas travel plans should be coordinated with supporting base-assigned Air Force Office of Special Investigation (AFOSI) representative to ensure a threat assessment is developed and briefed prior to departure.

4.4. General officers will have their overseas itineraries classified as follows:

4.4.1. Mark and protect as FOUO information necessary to coordinate support requirements for the itinerary (such as dates, times, and locations the distinguished visitor will require ground transportation or lodging). This information will not identify the distinguished visitor by name or position.

4.4.2. Consider classifying travel itineraries as CONFIDENTIAL, in accordance with AFI 31-210, if a senior Air Force officer is traveling to or through a high-threat area. Declassify itineraries upon completion of travel. Contact the local AFOSI unit to determine current threat status for areas of travel.

5. Dual or Concurrent Absences. The concurrent absence of key personnel and their immediate deputies and assistants requires prior approval by AMC/CV. Approval for dual absences will be submitted as far in advance as possible, but no later than 1 duty day (24 hours) before the planned absence. When submitted within these time constraints, approval may be assumed unless otherwise advised. Short-notice requirements can be submitted in person or by telephone and then confirmed by letter.

5.1. For travel involving AMC Command Section key personnel (AMC/CC/CV/CCC), Command Scheduling (CCES) will notify TACC/XOCAE on the day prior to planned departure, giving departure time, itinerary, purpose of visit, and estimated time of return.

5.2. Subordinate commanders are responsible for policy and procedures on availability affecting commanders under their command.

5.3. Order of Succession. In the absence of AMC/CC, AMC/CV assumes command responsibilities. When both are absent, the person to assume command responsibilities will be designated by the Command Section in accordance with AFI 51-604, *Appointment to and Assumption of Command*.

5.3.1. AMC Command Section will notify TACC when AMC/CC transfers duties to a designated representative and when AMC/CC resumes responsibilities upon return to duty.

5.3.2. AMC Command Section will also notify TACC if AMC/CC's designated representative changes.

6.0. TACC Responsibilities:

6.1. Availability. The TACC Command Center serves as the focal point for connecting AMC/CC with higher headquarters. If AMC/CC or designated representative is out of the office, but within the headquarters building, his or her location and the nearest nonsecure telephone number (hotline or five digit) must be known. The Command Section will assist the TACC by keeping it informed of AMC/CC's movements.

6.2. The TACC Emergency Action Controllers will retain the messages, letters, or notifications for the duration of each absence of key personnel. They will use these inputs to assemble the AMC key personnel location summary, included in the daily TACC Emergency Actions Branch morning briefing package.

6.3. The TACC flight follows key personnel and subordinate commanders when traveling via AMC aircraft. When traveling by other than AMC aircraft, the travelers' itinerary is the primary source of information for their off-station location. If actual travel deviates from scheduled itinerary, the traveler is responsible for notifying TACC.

6.4. AMC Headquarters Succession of Command Responsibilities. Once notified of the transfer of command responsibilities, the TACC will:

6.4.1. Notify the individual assuming command.

6.4.2. Notify the Air Force Operations Center of the transfer.

6.4.3. Document this action in the EA cell events log.

ROY H. BASS, JR., Colonel, USAF
Deputy Director for Operations