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Air Force Instruction (AFI) 10-206, *Operational Reporting*, 30 May 2003, is supplemented as follows. This supplement implements AFD 10-2, *Readiness*, 1 March 1997, and directly supports AFI 10-206. Air National Guard (ANG) reporting requirements are established with procedural guidance for reporting any significant event or incident. This supplement is applicable to all ANG units, except units assigned a pure air defense mission, who will comply with North American Aerospace Defense Command (NORAD), Joint CONR and ANG directives before and following federalization.

***SUMMARY OF REVISIONS***

**This document is substantially revised and must be completely reviewed.**

1.3.1. ANG units will report to the ANG Operations Center (ANGOC). The unit command post is responsible for the compilation, preparation, and transmission of all significant event/incident reports in a timely manner.

1.3.8. (Added) ANG Responsibilities. The chief of the command post will coordinate OPREP-3 reporting requirements and criteria with lateral agencies (e.g., Security Forces, Maintenance, Operations, Fire, Explosive Ordnance Disposal (EOD), Services, etc.) to ensure that all events or incidents are promptly brought to the attention of the command post.

1.3.8.1. (Added) If the event/incident is reported during non-duty hours for units without continuous command and control, the ANGOC will initiate the voice conference bridge and transmit the initial hard-copy report, unless the unit is capable of accomplishing reporting responsibilities. Further reporting responsibilities for the event/incident will be turned over to the unit during the next duty day for follow-up reporting.

3.1. The reporting procedures established in this supplement are designed to provide the Director of the ANG and Wing Commanders with information necessary to support operational decision-making in a timely manner. Instructions and procedures established in this supplement and AFI 10-206 are applicable to all ANG units.

3.3.13. HOMELINE (*OPREP-3H*) report is used to immediately notify the Director of the ANG of any event or incident impacting the ANG, or involving ANG resources, which do not meet higher-level OPREP-3 submission criteria. See **Attachment 2 (Added)** for HOMELINE example.

3.3.14. (Added) Search and Rescue Report (SARREP). When activated for a Search and Rescue (SAR), contact the ANGOC using the SARREP voice template provided in this supplement. Use the template for all mission completion, termination, or suspension reports, and for on-going progress reports. The ANGOC will generate an ANG mission number to assign with the Rescue Coordination Center (RCC) SAR mission number. When a mission is in progress, the unit will contact the ANGOC at least once every 12 hours with an in-progress update report until the mission is completed, terminated, or suspended. If mission is classified, report via secure means.

**Table 3.5. (Added) SARREP Voice Report Template:**

“This is (Rank/Name) from the (Unit/DSN) calling with a/an (classification) SARREP.”	
Line 1.	TYPE OF REPORT: (Select one of the following)
	EXECUTION (For initial report) IN-PROGRESS (For update reports) COMPLETED TERMINATED (SAR has ceased and will not be resumed) SUSPENDED (SAR is discontinued and objective was not recovered)
Line 2.	RCC SAR MISSION NUMBER: (Enter the RCC SAR mission number)
Line 3.	ANG MISSION NUMBER: (Provided by ANGOC when unit initiates mission execution report)
Line 4.	CALL SIGN: (Call sign of disabled or lost aircraft, ship, or other)
Line 5.	LOCATION: (Location of SAR incident using bearing and range, latitude/longitude, or place name)
Line 6.	PERSONNEL STATUS: (Number and status of personnel involved in incident, e.g., missing, recovered, deceased, unknown)
Line 7.	NARRATIVE: (For initial report, provide the time the mission was activated. For all reports provide all amplifying data available at the time of the report. On final report provide total sorties flown, total number and type of aircraft used, number of aircrew involved, cumulative flying hours, and if unit was credited with a save or assist.)

3.3.16. (Added) Active Air Defense Scramble Report. When ANG alert aircraft are requested (real world) to scramble and intercept any unidentified target (military or civilian), ANG units supporting an air defense role will contact the ANGOC and provide a voice report using an Active Air Defense Scramble Report voice template. Use this template for initial scramble reports and post flight reports. The post flight mission report will fully summarize the intercept details. If the event is classified, report via secure means.

**Table 3.6. (Added) Active Air Defense Scramble Voice Report Template:**

“This is (Rank/Name) from the (Unit/DSN) calling with a/an (classification) Active Air Defense Scramble Report.”	
SCRAMBLE REPORT	
Line 1.	Classification (Unclassified, Confidential, Secret)
Line 2.	Unit
Line 3.	LOCATION
Line 4.	NUMBER/TYPE OF AIRCRAFT
Line 5.	SCRAMBLE TIME
Line 6.	AIRBORNE TIME
POST FLIGHT REPORT	
Line 7.	LANDING TIME
Line 8.	ON ALERT TIME
Line 9.	MISSION REPORT (MISREP) NARRATIVE

3.14. (Added) The OPREP-3 HOMELINE Reports Matrix. **Table 3.7. (Added)** contains a compilation of reporting criteria that reflect those events/incidents that have been determined to merit the immediate attention of the Director of the ANG. However, it is not all-inclusive or intended to discourage the subjective reporting of events/incidents that the unit commander may deem significant and should be considered a potential HOMELINE report. WHEN IN DOUBT, REPORT IT.

**Table 3.7. (Added) The OPREP-3 HOMELINE Reports Matrix, used for the Objective Event/ Incident Reporting Criteria.**

RULE	EVENT/INCIDENT	DESCRIPTION	REFERENCES and REMARKS
<b>H01.</b>	<b>AEROSPACE EVENTS</b>		
H01A.	Aircraft Mishap (Class “C”)	Any mishap resulting in aircraft damage of \$20,000 but less than \$200,000; and does not meet higher OPREP-3 requirements.	Refer to AFI 91-204
H01B	Airborne Incident (weather related)	Any airborne instances of lightning strikes, hail, or other weather related events resulting in aircraft damage, aircrew injury, or flight control problems.	
H01C	Bird Strike	Any bird strike event/incident producing aircraft damage.	Refer to AFI 91-204
H01D	Flight Control Problem	Unintentional departure from controlled flight for any reason.	Refer to AFI 91-204

RULE	EVENT/INCIDENT	DESCRIPTION	REFERENCES and REMARKS
H01E	Engine Failures	Any in-flight emergency shutdown and all engine failures (during flight or maintenance runs). Emergency/precautionary landing of single engine aircraft for confirmed imminent engine failure.	Refer to AFI 91-204
H01F	Dropped Object	Any dropped object or cargo jettisoning event/incident that does not meet higher OPREP-3 criteria.	Refer to AFI 91-202/ANG SUP1
H01G	Fuel Jettisoning	Inflight jettisoning of fuel for any reason.	
H01H	Off-Drop Zone (DZ) Airdrop Mishap	Any off-DZ airdrop event/incident that does not meet higher OPREP-3 criteria.	Refer to AFI10-206. If an off-DZ drop results in death, serious injury, property damage, or is likely to receive media attention, initiate BEELINE reporting.
H01I	Aircraft Taxi Incident	Any strike to or by an aircraft to a fixed object on the ground.	AFI 91-204
H01J	Aircraft Runway Departure	Any unintended departure from takeoff or landing surfaces.	AFI 91-204
H01K	Aero-medical Evacuation Operations	Any unscheduled or emergency use of ANG aircraft or ANG aero-medical crewmembers to support civilian or military aero-medical evacuation operations; any civilian or military request to transport organs or medical supplies.	
H01L	Civil Aircraft Incident	Any civilian aircraft incident, which occurs on ANG property or under the control of/in airspace controlled by an ANG air traffic control facility/personnel.	Refer to AFI 91-204
<b>H02</b>	<b>GROUND EVENTS/INCIDENTS</b>		

<b>RULE</b>	<b>EVENT/INCIDENT</b>	<b>DESCRIPTION</b>	<b>REFERENCES and REMARKS</b>
H02A	Ground Mishap	Any ground mishap resulting in the serious injury of any person (military or civilian) on or off an ANG installation because of ANG operations or involving ANG personnel in duty status, and does not meet higher OPREP-3 criteria.	Refer to AFI 91-204
H02B	Property Damage	Damage to ANG property or facilities (other than aircraft) exceeding \$20,000 or significantly affecting mission capability, and does not meet higher OPREP-3 criteria.	Refer to AFI 91-204
H02C	Environmental Mishap (Fuel Spill or Toxic Substance Release)	Any environmental mishap (fuel spill, release of toxic substance, etc.), which requires notification to local or state agencies; and does not meet higher OPREP-3 criteria.	
<b>H04</b>	<b>HOSTILE ACTIONS OR EVENTS</b>		
H04A	Bomb Threat	Any bomb threat made against on ANG installation, and does not meet higher OPREP-3 criteria.	Refer to AFI 10-245 If an explosive device is detected or explodes; or seriously degrades mission capability, initiate OPREP-3 BEELINE reporting.
H04B	Civil Disturbances	Significant disturbances or demonstrations targeted against ANG installations or units not fitting BEELINE/PINNACLE criteria.	
<b>H06</b>	<b>SYSTEM / INTELLIGENCE EVENTS</b>		
H06A	Network Outage	Any unscheduled loss of NIPRNET/SIPRNET/DMS or loss of voice network (DSN) for more than 24 hours.	
<b>H07</b>	<b>POLITICAL EVENTS</b>		
H07A	Landing of VIP	Any scheduled or unscheduled visitation of the President of the United States or world leader at an ANG base.	

RULE	EVENT/INCIDENT	DESCRIPTION	REFERENCES and REMARKS
<b>H08</b>	MISCELLANEOUS EVENTS		
H08A	Power Outage (Airfield)	Unscheduled power outages that disrupt airfield operations.	Provide time of system outage, projected restoration time, and cause. Identify system affected by outage.
H08B	Inspection Team Arrival	The arrival of any higher headquarters IG/ORI/UCI/HSI, or auditing teams inspecting the unit.	Refer to AFI 90-201. Include type of team, arrival time, type of inspection (include phase), team chief's name and rank, number of team members, scheduled outbrief date, and scheduled departure date.
H08C	Evacuation of Wing Command Post	Any event that requires the Wing Command Post to evacuate to an alternate location.	
H08D	Miscellaneous	Any event or incident deemed to be of interest to the Director, ANG.	Coordinate with the ANGOC.
<b>NOTE:</b> Minimum addresses will include: ANG Operations Center, your units gaining MAJCOM, NAF, and The Adjutant General (TAG). See <b>Attachment 3 (Added)</b> for MAJCOM and NAF contact information.			

3.15. (Added) ANG units will submit OPREP-3 voice reports as soon as possible to the ANGOC using voice format contained in **Table 3.8. (Added)**, and reference rule number used to report the incident. ANG units tasked with a NORAD mission are an exception, and will contact the applicable Air Defense Sector through the NORAD alerting system (NAS). However, the ANGOC will be included in the conference on the voice report. All other reporting procedures contained in this instruction apply to NORAD tasked units.

**Table 3.8. (Added) Voice Template:**

<b>ANG OPREP-3 VOICE REPORT FORMAT</b>	
This is (Rank/Name) from (Unit/DSN) with a/an (PRECEDENCE) OPREP-3 (HOMELINE, BEELINE, PINNACLE) voice report.	
FLASH	IMMEDIATE
UNCLASSIFIED	
Line 1.	Report Rule Number, Subject
Line 2.	Report Serial Number
Line 3.	DTG of incident, location of incident
Line 4.	Narrative
Line 5.	Time of report (to be announced by AFOC or ANGOC)

3.15.1. (Added) The Time Location (TIMELOC) set of the OPREP-3 PINNACLE, BEELINE, and HOMELINE requires a report status, which must be entered. The acceptable entries are “INIT” “FOLUP” “CORR” and “FINAL”.

3.15.1.1. (Added) “INIT” reports will be used for the first initial report.

3.15.1.2. (Added) “FOLUP” reports will be used to provide additional information to an initial report as soon as more information is made available.

3.15.1.3. (Added) “FINAL” reports will be used to close out reporting, when there is more than one report for a single incident.

3.15.1.3.1. (Added) Do not use “FINAL” as an initial report. If your initial report is also your final report, use “INIT”.

3.15.1.4. (Added) “CORR” will be used when sending out a corrected OPREP-3.

3.16. (Added) Report Numbering. Command posts will maintain separate numbering logs for each type of actual OPREP-3 (PINNACLE, BEELINE, and HOMELINE) report.

3.17. (Added) Exercise Reports. Command posts will maintain separate numbering logs for each type of exercise OPREP-3 (PINNACLE, BEELINE, and HOMELINE) report.

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-206, *Operational Reporting*

AFI 10-245, *Air Force Antiterrorism (AT) Standards*

AFI 90-201, *Inspector General Activities*

AFMAN 91-201, *Explosive Safety Standards*

AFI 91-202/ANGSUP1, *The US Air Force Mishap Prevention Program*

AFI 91-204, *Safety Investigations and Reports*

***Abbreviations and Acronyms***

**ANGOC**—ANG Operations Center

**DTG**—Date, Time Group

**DZ**—Drop Zone

**EOD**—Explosive Ordnance Disposal

**NAS**—NORAD alerting system

**NORAD**—North American Aerospace Defense Command

**RCC**—Rescue Coordination Center

**SAR**—Search and Rescue

**SARREP**—Search and Rescue Report

**TAG**—The Adjutant General

**TIMELOC**—Time Location

**Attachment 2 (Added)**

**OPREP-3 HOMELINE EXAMPLE**

**This is an example of an OPREP-3 HOMELINE**

UNLAS

MSGID/OPREP-3H/101ARW/001/OCT//

REF/A/TEL/101ARW/081200ZOCT2003//

AMPN/VOICE REPORT TO ANGOC, AMC.//

FLAGWORD/HOMELINE/-//

TIMELOC/081130ZOCT2003/BANGOR, ME/INIT//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/THE 101ARW/CP WAS NOTIFIED AT 08/1135Z OCT 03, AND THE COMMANDER APPROVED THE VOICE REPORT AT 08/1145Z OCT 03. AT 1130Z ON 8 OCT 03, A KC135R, T/N 63606, ASSIGNED TO THE 101ARW, BANGOR, ME, EXPERIENCED A BIRD STRIKE TO THE NOSE OF THE AIRCRAFT, WHILE ON A LOCAL PROFICIENCY TRAINING MISSION. THE BIRD STRIKE CAUSED A SMALL DENT IN THE NOSE OF THE AIRCRAFT. ESTIMATED COST IS \$1,000.//

## Attachment 3 (Added)

## CONTACT INFORMATION

## ANGOC Contact Information

Voice	Primary	Alternate	Commercial
Nonsecure	DSN 858-6001	DSN 858-6002	301-981-6001
Secure	DSN 278-8736	DSN 278-7235	301-836-8736
Email	Primary	Secondary	Secondary
NIPRNET	<a href="mailto:angxocv3@ang.af.mil">mailto:angxocv3@ang.af.mil</a>	<a href="mailto:opscenter@ang.af.mil">mailto:opscenter@ang.af.mil</a>	N/A
SIPRNET	<a href="mailto:angxocv3@mdandr.ang.af.smil.mil">mailto:angxocv3@mdandr.ang.af.smil.mil</a>	<a href="mailto:angxoc@mdandr.ang.af.smil.mil">mailto:angxoc@mdandr.ang.af.smil.mil</a>	N/A
FAX	Primary	Secondary	Commercial
Nonsecure	DSN 858-7505	N/A	301-981-7505
Secure	DSN 858-2439	N/A	301-981-2439

## MAJCOM Contact Information

MAJCOM	NIPRNET EMAIL	SIPRNET EMAIL	DSN
ACC	<a href="mailto:acccmdctr@langley.af.mil">mailto:acccmdctr@langley.af.mil</a>	<a href="mailto:acc.ccs.sc@langley.af.smil.mil">mailto:acc.ccs.sc@langley.af.smil.mil</a>	574-1555
AETC	<a href="mailto:12ftw.cp@randolph.af.mil">mailto:12ftw.cp@randolph.af.mil</a>	<a href="mailto:12ftw.cp@randolph.af.smil.mil">mailto:12ftw.cp@randolph.af.smil.mil</a>	487-3453
AFMC	<a href="mailto:hqafmc.command.center@wpafb.af.mil">mailto:hqafmc.command.center@wpafb.af.mil</a>	<a href="mailto:hqafmc.cmd.ctr@wrightpatterson.af.smil.mil">mailto:hqafmc.cmd.ctr@wrightpatterson.af.smil.mil</a>	787-5637
AFSOC	<a href="mailto:afsoc.doc@hurlburt.af.mil">mailto:afsoc.doc@hurlburt.af.mil</a>	<a href="mailto:afsoc.doc@hurlburt.af.smil.mil">mailto:afsoc.doc@hurlburt.af.smil.mil</a>	579-8900
AMC	<a href="mailto:emergency.actions@scot.af.mil">mailto:emergency.actions@scot.af.mil</a>	<a href="mailto:xocxe.eacell@amc.af.smil.mil">mailto:xocxe.eacell@amc.af.smil.mil</a>	576-1706
PACAF	<a href="mailto:502aos.aopo2@hickam.af.mil">mailto:502aos.aopo2@hickam.af.mil</a>	<a href="mailto:502aos.aopo@dms.hickam.af.smil.mil">mailto:502aos.aopo@dms.hickam.af.smil.mil</a>	315-448-8500
NORAD	Non-secure DSN FAX : 268-3766	Secure DSN FAX: 268-3400	268-4500

## NAF Contact Information

NAF	NIPRNET EMAIL	SIPRNET EMAIL	DSN
8AF	<a href="mailto:2bw.woc@barksdale.af.mil">mailto:2bw.woc@barksdale.af.mil</a>	<a href="mailto:2bw.cp@barksdale.af.smil.mil">mailto:2bw.cp@barksdale.af.smil.mil</a>	781-2151
9AF	<a href="mailto:20fw.cp@shaw.af.mil">mailto:20fw.cp@shaw.af.mil</a>	<a href="mailto:20fw.cp@shaw.af.smil.mil">mailto:20fw.cp@shaw.af.smil.mil</a>	965-2000

NAF	NIPRNET EMAIL	SIPRNET EMAIL	DSN
11AF	<a href="mailto:3fw.cp@elmendorf.af.mil">mailto:3fw.cp@elmendorf.af.mil</a>	<a href="mailto:3fw.cps@elmendorf.af.smil.mil">mailto:3fw.cps@elmendorf.af.smil.mil</a>	317-552-3000
12AF	<a href="mailto:355wg.cp@dm.af.mil">mailto:355wg.cp@dm.af.mil</a>	<a href="mailto:355wgcp@davismonthan.af.smil.mil">mailto:355wgcp@davismonthan.af.smil.mil</a>	228-7400

#### Air Defense Contact Information

	NIPRNET EMAIL	SIPRNET EMAIL	DSN
CONR	<a href="mailto:conr.aoc@tyndall.af.mil">mailto:conr.aoc@tyndall.af.mil</a>	<a href="mailto:conraoc@tyndall.af.smil.mil">mailto:conraoc@tyndall.af.smil.mil</a>	523-5786
NEADS	<a href="mailto:neads.mcc@neads.af.mil">mailto:neads.mcc@neads.af.mil</a>	<a href="mailto:neads.mcc@griffiss.af.smil.mil">mailto:neads.mcc@griffiss.af.smil.mil</a>	587-6311
SEADS	N/A	N/A	523-5205
WADS	N/A	N/A	382-4700

DANIEL JAMES III, Lieutenant General, USAF  
Director, Air National Guard