

**BY ORDER OF THE SECRETARY OF THE  
AIR FORCE**



**AIR FORCE INSTRUCTION 10-205**

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**PACIFIC AIR FORCES COMMAND  
Supplement 1**

**12 DECEMBER 2001**

**Operations**

**AVAILABILITY OF MAJOR COMMAND  
COMMANDERS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Supersedes AFI 10-205, 1 April 1997.

Certified by: HQ USAF/XOO  
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This instruction implements AFD 10-2, *Readiness*. It requires major command (MAJCOM) commanders, (hereafter referred to as commanders) to keep Headquarters, US Air Force (HQ USAF), informed of their location and to identify their designated alternates when they leave their permanent duty stations (PDSs). It does not change requirements established by the National Military Command System and should be used with AFD 51-6, *Civil Law Policy for Organization*, and AFI 51-604, *Appointment to and Assumption of Command*. It applies to HQ USAF, all MAJCOMs, Air National Guard, and the Air Force Operations Group.

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**(PACAF)** This supplement to AFI 10-205, dated 1 January 2001, *Availability of Major Command Commanders*, implements AFD 10-2, *Readiness*. It applies to Numbered Air Force (NAF) and Wing Commanders (hereafter referred to as Commanders) assigned to Pacific Air Forces (PACAF). It requires Commanders to inform HQ PACAF of their current location and travel plans, and to identify their designated alternates when they leave their permanent duty station (PDS). This publication does not apply to the U.S. Air Force Reserve or the National Guard. The reporting requirements throughout this publication are exempt from licensing in accordance with AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public and Interagency Air Force Information Collections*. This supplement does not change requirements established by the National Military Command System and should be used with AFD 51-6, *Civil Law Policy for Organization*, and AFI 51-604, *Appointment to and Assumption of Command*.

## ***SUMMARY OF REVISIONS***

This revision widens the scope of applicability to include U.S. Air Force Reserve and Air National Guard; updates telephone numbers and provides DMS addressing. See the last attachment of the publication, IC 2001-1, for complete IC. A (I) indicates revision from previous edition.

## ***SUMMARY OF REVISIONS***

**(PACAF)** This revision extends the forecast availability to 90-days, adds the requirement that all messages be transmitted via DMS, and addresses the requirement for HQ PACAF coordination/approval for leave (LV) and Temporary Duty (TDY) during contingencies. The paragraphs have been realigned in accordance with the revised AFI 10-205. New or revised material is indicated by a bar (I).

### **AFI 10-205, 1 January 2001, is supplemented as follows:**

#### **1. Terms.**

1.1. Permanent Duty Station (PDS): PDS is the post of duty or official station where the member is assigned or attached for duty other than "temporary duty." PDS also includes the local travel area where immediate voice contact can be established.

1.2. Temporary Duty (TDY): TDY is duty to one or more locations, other than the PDS, with return to the PDS upon completion of the TDY.

1.3. Command Center: A facility from which a commander and his or her representatives direct operations and control forces. It is organized to gather, process, analyze, display, and disseminate planning and operational data and perform related tasks. For purposes of this instruction, hereafter distinguished as a MAJCOM dedicated command post or operations center.

#### **2. Policy of Commander's Availability.**

2.1. Commanders must keep HQ USAF advised of their location. When commanders leave their PDSs, they will report the names and duty telephone numbers of their designated alternates to HQ USAF.

**2.1. (PACAF)** Commanders must keep HQ PACAF informed on their location at all times through the PACAF Command Center. Commanders will provide a 90-day travel forecast to the PACAF Command Center on a weekly basis. Commanders, or their designated alternate, must be available for contact within 30 minutes at all times. It is the responsibility of each commander's local command center/post (hereafter referred to as command post) to maintain adequate knowledge of availability, and to coordinate availability information through the PACAF Command Center.

2.1.1. It is the responsibility of the command center to maintain adequate knowledge of the location of their commander or designated alternate at all times.

2.1.2. HQ USAF must be able to contact commanders or their designated alternates, at all times.

2.2. Timely and responsive accessibility to voice communications within the limits stated in Section 3 below is the primary criterion for establishing adequate knowledge of the commander's location.

#### **3. Commander Availability.**

3.1. The commanders or alternates of the following commands must be available within 15 minutes:

**3.1. (PACAF)** Commanders, or their designated alternates, must be available for contact through the PACAF Command Center within 30 minutes. More stringent response criteria may be directed by the PACAF/CC under conditions of increased readiness or during contingency operations.

- 3.1.1. Air Combat Command.
- 3.1.2. Air Mobility Command.
- 3.1.3. United States Air Forces in Europe.
- 3.1.4. Pacific Air Forces.
- 3.1.5. Air Force Special Operations Command.
- 3.1.6. Air Force Space Command.

3.2. The commanders or alternates of the following commands must be available telephonically within 1 hour:

**3.2. (PACAF)** Commanders with joint responsibilities will respond to more stringent timing criteria if imposed by the unified/subunified command.

- 3.2.1. Air Force Materiel Command.
- 3.2.2. Air Education and Training Command.
- 3.2.3. U.S. Air Force Reserve
- 3.2.4. Air National Guard

**3.3. (Added-PACAF)** NAF commanders may develop more restrictive response criteria for subordinate commanders.

#### 4. Absence of Commander Notification Procedures.

4.1. Scheduled Departure: When commanders plan to leave their PDS, they must provide the following information to the Air Force Operations Center (AFOC) via automated digital network (AUTO-DIN) message, priority precedence (Message address is: AFOC WASHINGTON DC) or Defense Messaging System (DMS) message (Distinguished Name is: c=US, o=U.S Government, ou=DoD, ou=AF, ou=Organizations, l=PENTAGON WASHINGTON DC, ou=AFOG(n), ou=XOOOA(n). This itinerary will be completed and transmitted by any agency the commander directs.

**4.1. (PACAF)** When Commanders are scheduled to be absent from their PDS within the next 90 days, they must inform the PACAF Command Center through their Command Post via Defense Messaging System (DMS). The following information will be included for all travel:

- Arrival/Departure dates and estimated times in Zulu for each destination.
- Destination(s), to include military base or city, state or country.
- Purpose for TDY, multiple purposes will specify dates for each.
- Specific days taken as LV if in conjunction with TDY.
- Designated alternate(s) and telephone number of alternate.
- Annotate any confusing or tentative issues.

- Include approval date if HQ PACAF approval is required.

4.1.1. A complete travel itinerary, including arrival and departure times in Zulu. Provide travel plans to AFOC by 0100Z on the duty day before the scheduled departure.

**4.1.1. (PACAF)** 90-Day Forecasts will be transmitted by Command Posts on a weekly basis and must be received by PACAF Command Center NLT 2200Z each Tuesday.

4.1.2. Itineraries will be designated a minimum of For Official Use Only. Consider classifying Confidential when transiting high threat areas. Those responsible for the commander's itinerary, including the commander, will determine the need to classify the itinerary. If an itinerary is classified, it will be declassified on the day following completion of travel.

**4.1.2. (PACAF)** For reporting consistency, all messages will be transmitted via DMS. Itineraries are designated a minimum of For Official Use Only, but are classified Confidential when transiting high threat areas or overseas (excluding Alaska and Hawaii travel). Those responsible for the commander's itinerary, including the commander, will determine the classification. If an itinerary is classified, it will be declassified on the day following completion of travel. The requirements of this supplement still apply under MINIMIZE.

4.1.3. The name and telephone number of their designated alternate.

**4.1.3. (PACAF) DURING CONTINGENCIES**, commanders are required to have all LV and TDY outside their respective geographic area, i.e., 7AF/CC travel outside the ROK or 36ABW/CC off the island of Guam, approved through HQ PACAF. Submit LV/TDY requests via secure message traffic through PACAF CC/CV/DS, to include dates, location, purpose, etc. Only approved TDY and LVs are to be reported in the weekly 90-Day Forecast. Command posts will include approval dates when HQ PACAF approval has been granted.

4.2. **Unscheduled Departure:** When commanders must depart unexpectedly, they will notify the AFOC, normally through their command centers. Notification will be by voice report followed immediately by AUTODIN message to the AFOC, immediate precedence.

**4.2. (PACAF) Short Notice Changes and Unscheduled Departures:** Commanders will notify PACAF Command Center immediately of changes to the 90-Day Forecast that occur within 2 weeks of the current date, or when commanders travel unexpectedly (travel not included in a 90-Day Forecast). Command posts will notify PACAF Command Center by voice report followed immediately by an updated 90-Day Forecast.

4.3. **Reporting Departures:** Command centers will notify AFOC by telephone when commanders actually depart and return to their PDSs.

**4.3. (PACAF) Reporting Departures and Arrivals:** Command posts will notify PACAF Command Center by telephone when commanders actually depart and return to their PDS.

4.4. **Responsibilities of the Designated Alternate:** The designated alternate must have full authority to act for the commander and must be able to reach the commander by telephone, if necessary.

**4.4. (PACAF) Responsibilities of the Designated Alternate:** The designated alternate must have full authority to act for the commander and must be able to reach the commander by telephone, if necessary.

## 5. Concurrent Absences of Commanders and Alternates.

5.1. Keep concurrent absences to an absolute minimum. Notify AF/CV by message at least 3 duty days before the concurrent absences, providing itineraries and specific reasons. Address message to CSAF WASHINGTON DC//CV//, including AFOC WASHINGTON DC as an INFO addressee. This message will include the name and duty phone of the designated alternate. This person must also have full authority to act as identified in paragraph 4.4. above.

**5.1. (PACAF)** Concurrent absences will be kept to an absolute minimum. For those unusual occasions when both CC and CV must be gone simultaneously, a specific individual must be named as the alternate, and contact requirements must be maintained.

**5.1.1. (Added-PACAF)** For concurrent absence of NAF/CC and CV: Advise PACAF/CV/DS via DMS at least three duty days before the concurrent absences. Provide itineraries, specific reasons for absence, and designated individual to act in behalf of the CC.

**5.1.2. (Added-PACAF)** For concurrent absence of Wing/CC and CV: After obtaining NAF CC approval, advise PACAF/DS via DMS at least three duty days before the concurrent absences. Provide itineraries, specific reasons for absence, and designated individual to act on behalf of the CC.

5.2. Short-Notice Concurrent Absences (Less Than Three Duty Days Notification): Commanders who anticipate short-notice concurrent absences must telefax their message request to AF/CV and follow-up with a message through normal channels, including AFOC WASHINGTON DC as an INFO addressee. 24-hour Telefax numbers:

AF/CV (Nonsecure) -- Commercial: 703-614-2693 DSN: 224-2693

AFOC (Nonsecure) -- Commercial: 703-695-9673 DSN: 225-9673

AFOC (Secure/STU-III) -- Commercial: 703-693-1929 DSN: 223-1929

**5.2. (PACAF)** Commanders who anticipate short-notice concurrent absences must advise PACAF/CV/DS (as applicable) via telefax with follow-up messages through DMS. Include PACAF Command Center as a copy addressee.

**5.2.1. (Added-PACAF)** Telefax numbers: Commercial: (808) 449-4521, DSN: (315) 449-4521.

**6. AFOC Responsibilities.** AFOC reports commanders' availability status to the CSAF daily, covering a 24-hour period starting at 1000Z. Friday's report will include the weekend and Monday holiday, if applicable.

**6. (PACAF) PACAF Command Center Responsibilities:** PACAF Command Center will maintain current location status of all PACAF NAF and Wing Commanders or their designated alternates. PACAF Command Center prepares a consolidated 90-Day Forecast for the PACAF Commander and PACAF HQ Staff on a daily basis. The 90-Day Forecast is updated daily on the PACAF Operations Support Center (POSC) web page.

**7. Exemption From Licensing.** Reports required by this instruction are exempt from the report control system outlined in AFRPD 37-1, *Air Force Information Management*; and AFI 37-124, *The Information Collections and Reports Management Program (ICR Program)*; *Controlling Internal, Public, and Inter-Agency Air Force Information Collections*.

**8. Minimize Consideration.** Requirements of this instruction apply under MINIMIZE.

ROBERT H. FOGLESONG, Lt General, USAF  
DCS/Air and Space Operations

## Attachment 1

### IC 2001-1 TO AFI 10-205, AVAILABILITY OF MAJOR COMMAND COMMANDERS

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OPR: HQ USAF/XOOO (MSgt Lawrence Bakula)

Certified by: HQ USAF/XOO (Maj Gen Walter E. Buchanan)

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3.2. The commanders or alternates of the following commands must be available telephonically within 1 hour:

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