

28 APRIL 2000



Operations

**HQ PACAF DUTY SCHEDULING AND
AVAILABILITY REPORTING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(TSgt Thomas R. Ramos)
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This instruction is implemented by AFRPD 10-2, *Readiness*. This instruction establishes HQ PACAF duty hours, civilian duty scheduling procedures, and procedures for key staff to report availability. This instruction does not apply to the Air National Guard (ANG) or the U.S. Air Force Reserve (USAFR) units and members. It applies to HQ PACAF only.

SUMMARY OF REVISIONS

This revision deleted all references to the word “civilian” in paragraph one (Weekly Operating Schedule). This revision updates the name of the Senior Enlisted Advisor to the Command Chief Master Sergeant (CCM).

- 1. Weekly Operating Schedule.** Normal duty hours for assigned military are 0730-1630, Monday through Friday, to include a one hour lunch period. Directors have the flexibility to adjust normal duty hours within their respective Directorates.
- 2. Duty Scheduling for Civilian Personnel.** See 15 ABW Supplement to AFI 36-807.
- 3. Availability Reporting of HQ PACAF Key Staff Members (Attachment 1)** will be accomplished using the following procedures: The PACAF Command Center is responsible for maintaining a current availability roster of key staff personnel and will prepare an appropriate availability slide for the Wednesday Staff Meeting. Key staff members will insure that their projected TDY/leave schedules and itineraries are provided by letter or e-mail (pacaf.aos.aocp@cidss.af.mil) to the PACAF Command Center at least

two duty days prior to scheduled departure. In case of a short notice absence or changes to itinerary, advise the PACAF Command Center by phone (448-8500) and follow-up with the required memorandum.

MARIO S. CAFIERO, Colonel, USAF
Director of Staff

Attachment 1

PACAF STAFF AVAILABILITY MONITORING

COMPACAF	(CC)
VICE COMPACAF	(CV)
DIRECTOR OF STAFF	(DS)
DIRECTOR OF AIR AND SPACE OPERATIONS	(DO)
DIRECTOR OF PLANS	(XP)
DIRECTOR OF LOGISTICS	(LG)
DIRECTOR OF FINANCIAL MANAGEMENT AND COMPTROLLER	(FM)
DIRECTOR OF COMMUNICATIONS AND INFORMATION	(SC)
DIRECTOR OF CIVIL ENGINEERING	(CE)
DIRECTOR OF PERSONNEL	(DP)
DIRECTOR OF INTELLIGENCE	(IN)
DIRECTOR OF SERVICES	(SV)
DIRECTOR OF SECURITY FORCES	(SF)
INSPECTOR GENERAL	(IG)
COMMAND HISTORIAN	(HO)
COMMAND SURGEON	(SG)
STAFF JUDGE ADVOCATE	(JA)
DIRECTOR OF PUBLIC AFFAIRS	(PA)
DIRECTOR OF SAFETY	(SE)
COMMAND CHAPLAIN	(HC)
ASST DIRECTOR OF AIR AND SPACE OPERATIONS	(ADO)
COMMAND CHIEF MASTER SERGEANT	(CCM)