

30 SEPTEMBER 2002



Command Policy

STAFF NOTIFICATION SYSTEM (PA)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction explains how to complete Scott AFB Form 30, **Staff Notification Roster**. This form will be used by all base agencies and tenant units who must be contacted after duty hours and will be submitted to the 24-hour work centers.

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013. System of Records Notice F036 AF PC C, *Military Personnel Records System*, applies.

SUMMARY OF REVISIONS

This instruction revises the responsibilities of staff officers and unit commanders to conduct a quarterly review of Scott AFB Form 30 (paragraph **2.1**); requires an update on Scott AFB Form 30 when there are changes, or annually to the Scott Command Post (paragraph **2.1**). **A bar (|) indicates a change since the last edition.**

1. Policy. Staff officers, commanders, and tenant units will establish staff notification responsibilities within their organizations. A 24-hour duty section will be used if available. Those organizations without a 24-hour section will establish a list of personnel who are capable of determining what action should be taken on matters pertaining to their organization.

2. Responsibilities.

2.1. Staff officers and unit commanders of organizations without a 24-hour duty section will submit a listing on Scott AFB Form 30 to the Scott Command Post when a change in the duty roster occurs. Agencies with rotational after-duty hour personnel will be responsible for informing the Scott Command Post of daily changes. A quarterly review of Scott AFB Forms 30 will be conducted to ensure that the information is current. Offices will update and submit the forms at least annually to the Scott Command Post.

2.2. Each agency that uses Scott AFB Form 30 will ensure the information is correct and issued to the proper agencies.

3. Scott AFB Form 30, Staff Notification Roster.

3.1. Purpose. The Scott AFB Form 30 provides a means of contacting personnel for official purposes during nonduty hours.

3.2. Use. Staff offices and units will use this form to designate authorized individuals to make non-duty hour determination on matters pertaining to their organizations. **NOTE:** This form is used to designate individuals for message pick up at the Base Communications Center during nonduty hours.

3.3. Description: Complete Scott AFB Form 30 (**Attachment 1**) as follows:

- 3.3.1. Date Submitted: Day, month, and year the form was completed.
- 3.3.2. To: Unit to receive form.
- 3.3.3. From: Unit issuing form.
- 3.3.4. Name: Type in order of priority last name, first, MI.
- 3.3.5. Rank: Civilian or military.
- 3.3.6. Cell Phone/Pager: Self-explanatory.
- 3.3.7. Duty Phone Number: Self-explanatory.
- 3.3.8. Home Phone Number: Self-explanatory.
- 3.3.9. Period of Alert: Period when individual will be available.
- 3.3.10. Remarks: Beeper numbers or other pertinent information.
- 3.3.11. Typed Name, Grade, and Title of Approving Official: Self-explanatory.
- 3.3.12. Signature of Approving Official: Self-explanatory.

4. Primary Point of Contact (POC). The Scott Command Post is designated as the primary POC and source of information for the installation commander. All wing organizations and tenant units will inform the Scott Command Post, by telephone, of any significant events that affect wing/base operations.

5. Form Prescribed: Scott AFB Form 30.

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Chief, Scott Command Post

