BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND

AFMC INSTRUCTION 10-203

2 AUGUST 2004

Operations

AVAILABILITY OF DESIGNATED AFMC SENIOR PERSONNEL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 10-2, *Readiness,* requires designated senior personnel within Air Force Materiel Command (AFMC) to keep Headquarters AFMC informed of their whereabouts and to identify their designated alternates when they depart their permanent duty stations (PDS). It applies to the Center Commanders, Installation Commanders, Directors (two letters) assigned to HQ AFMC, and the HQ AFMC Command Center. It also applies to the HQ AFMC Command Section in reporting the availability of the AFMC Commander.

SUMMARY OF REVISIONS

This revision adds a requirement for Commanders and certain HQ AFMC Directors to request prior approval from the AFMC/CV when both the Commander and Vice Commander, and certain HQ AFMC Directors and Deputy Directors will both be absent (concurrent/dual absence). It adds the requirement for Installation Commanders to report availability and updates the center listing in **para 3.1.** It changes the date the report is submitted from Friday to Tuesday and adds AFMC Executive Presentations as a recipient. Deletes the Travel Itinerary and adds Vice Commander/Deputy Director Status to the Availability Memo and changes the time the memo is required to be sent. It updates AFMC Command Center contact information. Deletes all AUTODIN references and combines all attachments into a single attachment. It changes the reporting period from one week to three weeks, and it adds the timing paragraph for commanders.

1. Purpose. Designated senior personnel assigned to AFMC (paragraph **3.**) must keep HQ AFMC advised of their whereabouts so they can be contacted at all times. This instruction prescribes policy and procedures for reporting their location and availability. Used in conjunction with AFI 10-205, *MAJCOM Commander Availability*, it also prescribes procedures used in reporting the location and availability of the AFMC Commander to HQ USAF.

2. Commander's Availability Requirements.

2.1. Commanders/Directors must keep HQ AFMC advised of their location. When commanders leave their Permanent Duty Stations, they will report the names and duty telephone numbers of their designated alternates to HQ AFMC.

2.1.1. HQ AFMC must be able to contact AFMC senior leaders listed in paragraph **3.** of this instruction within 15 minutes, at all times. Commanders/Directors, or a designated alternate during their absence, must maintain sufficient connectivity with their command post to allow a phone patch to be completed from the time the AFMC Command Section notifies the AFMC Command Center of the required contact.

2.1.2. Command Posts maintain adequate knowledge of the location of their Commander(s)/ Director(s) or designated alternate at all times using the Commander's/ Director's Availability Memo (**Attachment 1**).

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

2.3. Connectivity exercises. The AFMC Command Center will test the ability of Commanders/Directors, listed in paragraph **3.**, to meet this requirement on a quarterly basis. Upon notification by the AFMC Command Center that an AFMC/CC telephone contact test is required, the unit command post has 15 minutes to connect the desired commander with the Command Center. To avoid having these tests disrupt important meetings or occasions, commanders may establish procedures that would allow an alternate official to respond to the test (e.g., "this is Maj Jones, executive officer, responding for Maj Gen Smith to the AFMC/CC telephone contact test"). However, these procedures must ensure that the desired leader could actually have been connected in the required timeframe. The AFMC Command Center will provide the results of these exercises to HQ AFMC/DO within two weeks after the end of each calendar quarter for review.

3. Organizations.

3.1. AFMC Center Commanders or their alternates (normally the vice commander) of the following AFMC Centers must be available to the AFMC Commander and AFMC Vice Commander:

3.1.1. Aeronautical Systems Center (ASC).

3.1.2. Aerospace Maintenance and Regeneration Center (AMARC).

3.1.3. Air Armament Center (AAC).

3.1.4. Air Force Flight Test Center (AFFTC).

3.1.5. Air Force Research Laboratory (AFRL).

3.1.6. Air Force Security Assistance Center (AFSAC).

3.1.7. Arnold Engineering Development Center (AEDC).

3.1.8. Electronic Systems Center (ESC).

3.1.9. Ogden Air Logistics Center (OO-ALC).

3.1.10. Oklahoma City Air Logistics Center (OC-ALC).

3.1.11. Warner Robins Air Logistics Center (WR-ALC).

3.2. AFMC Installation Commanders or their alternates (normally the vice commander) of the following AFMC installations must be available to the AFMC Commander and AFMC Vice Commander:

3.2.1. Brooks City Base, Texas (311 HSW).

3.2.2. Edwards Air Force Base, California (95 ABW).

3.2.3. Eglin Air Force Base, Florida (96 ABW).

3.2.4. Hanscom Air Force Base, Massachusetts (66 ABW).

3.2.5. Hill Air Force Base, Utah (75 ABW).

3.2.6. Kirtland Air Force Base, New Mexico (377 ABW).

3.2.7. Robins Air Force Base, Georgia (78 ABW).

3.2.8. Tinker Air Force Base, Oklahoma (72 ABW).

3.2.9. Wright-Patterson Air Force Base, Ohio (88 ABW).

3.3. HQ AFMC Directors or their alternates (normally the Deputy Director) must maintain sufficient connectivity with the AFMC Command Center (257-6314) to allow a phone patch to be completed:

3.3.1. Director of Operations (DO).

3.3.2. Director of Logistics (LG).

3.3.3. Director of Mission Support (MS).

3.3.4. Director of Public Affairs (PA).

3.3.5. Command Surgeon (SG).

3.3.6. Director of Transformation (TR).

3.3.7. Director, Plans and Programs (XP).

3.3.8. Director of Capabilities Integration (XR).

4. Commander Availability Notification Procedures.

4.1. Procedures. Organizations will transmit Commander's/Director's Availability Memos (**Attachment 1**) each Tuesday to the AFMC Command Center and AFMC Presentations NLT 1200 Eastern Time (ET). Commanders/Directors must also provide a copy to their local or host command post. Each memo details the Commander's/Director's availability, Vice Commander's (CV)/Deputy Director's availability and Executive Director availability for the next three weeks. The Command Center closely monitors receipt and will notify the unit's command section when a memo is not received by 1200 ET. In preparing this memorandum (**Attachment 1**) follow the example provided with special attention to the following:

4.1.1. HQ AFMC Command Center e-mail address **mailto:hqafmc.cmd.ctr.v3@wpafb.af.mil**, fax number DSN 787-1473 or commercial (937) 257-1473.

4.1.2. HQ AFMC Presentations e-mail address **mailto:afmc.presentations@wpafb.af.mil**, fax number DSN 986-3258 or commercial (937) 656-3258.

NOTE: Centers located on Wright-Patterson AFB (ASC, AFSAC, AFRL) will update the availability to HQ AFMC/DSR at X:\\Exec Presentations\Daily Availability\Daily Availability.xls.

4.1.3. When a commander's leave or TDY period extends beyond the reported period, include the planned return date in part three.

4.1.4. Eastern Standard Time (ET) is used throughout the memo.

4.1.5. When the commander will be present for duty during the entire period, part three shows the reporting period followed by PRESENT FOR DUTY and part five contains the term NOT APPLICABLE.

4.1.6. Always provide a message POC and DSN number in part six.

4.1.7. Resubmit **Attachment 1** anytime changes to a commander's availability occurs. The unit will first advise the Command Center telephonically, then follow up with a hard copy memo. When the change occurs during non-duty hours, the Command Center may defer the hard copy requirement until the next duty day.

4.1.8. 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.

4.1.9. Prior to departing on leave or TDY, Commanders/Directors designate an alternate, normally the Vice Commander/Deputy Director. The designated alternate keeps the local or host command post informed of their location. The Command Post will keep the AFMC Command Center appraised of all changes to availability.

4.2. Exemption From Licensing. Reports required by this instruction are exempt from the report control system outlined in AFPD 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.*

5. Concurrent/Dual Absences of Commanders/Directors and Alternates.

5.1. Concurrent/Dual Absence. Keep concurrent absences to an absolute minimum.

5.1.1. Center and Installation Commanders must request prior approval from the AFMC/CV if the CC, CV, and CD will not be at home-station during the same time frame.

Example: OO-ALC would need to obtain AFMC/CV's pre-approval when OO-ALC/CC, CV, and CD all will not be at home-station (in effect a triple rather than a dual absence)

5.1.2. HQ AFMC Directors for DO, LG, MS, PA, SG, TR, XP and XR must request prior approval from the AFMC/CV when both the Director and Deputy Director(s) will not be at home-station during the same time frame.

NOTE: If a Directorate has more that two principals in the front office and one of the principals is present, then that is NOT considered a concurrent/dual absence.

Example: DO has a Director, a Deputy, and an ADO, thus AFMC/CV pre-approval would be required when all three will not be at home station (in effect a triple rather than a dual absence)

5.2. Send all requests for Concurrent/Dual Absence via e-mail to: **mailto:hqafmc.cve@wpafb.af.mil**, and Cc: **mailto:hqafmc.ds.exec@wpafb.af.mil**. Subject: Concurrent/Dual Absence for AFMC/CV approval (**Attachment 2**). The request must answer (1) Why do each of the leaders need to be absent simultaneously?, (2) Who is in charge during their absence?, (3) What high risk/high visibility events (flight tests, congressional visits, etc) are occurring during this timeframe?, and (4) How can the principles be contacted during this timeframe (cell phone, TDY location, etc)?, before a concurrent absence is approved:

5.3. If approved, Commanders/Directors will update their respective availability reports with their local Command Post, AFMC Presentations and the AFMC Command Center.

6. Headquarters AFMC Command Center:

6.1. Policy. The AFMC Command Center provides availability information to the commander each duty day.

6.2. Procedures. The Command Center reviews all availability memos and messages as they are received and resolves problem areas through the POCs by 1430 ET on Tuesday. Each duty day the Command Center compiles availability information and transmits it to the Command Section via FAX or E-Mail NLT 1630L.

7. Reporting Availability of the AFMC Commander: AFI 10-205 prescribes policy and procedures used to keep HQ USAF advised of the commander's location and availability; the following provides additional guidance:

7.1. The Command Section prepares and transmits the initial commander's availability message to the Command Center.

7.2. The Command Center notifies AFOC and the Command Section when the commander departs from, or returns to Wright-Patterson AFB.

7.3. The Command Center passes changes to the commander's initial itinerary to the Air Force Operations Center (AFOC) as soon as they become known. Report extensive changes to the initial itinerary via hard copy message after the telephonic notification is made.

ERIC H. HOGANSON, Colonel, USAF
Assistant Director of Operations

Attachment 1

SAMPLE COMMANDER'S/DIRECTOR'S AVAILABILITY MEMO

DATE

MEMORANDUM FOR HQ AFMC Command Center

FROM: OC-ALC/CC

SUBJECT: Commander's Availability 7-27 DEC

1. Unit/Directorate: Oklahoma City Air Logistics Center

2. Commander/Director: Maj Gen Robert T. Perry

3. Period and Status:

7-8 DEC: Present for Duty (PFD)

9-10 DEC: TDY--Washington DC -- Attend Logistics Conference

11 DEC: LEAVE--Baltimore MD

12-27 DEC: Present for Duty

4. Vice Commander and Executive Director Status/Deputy Director Status:

Brig Gen Rebecca Rodgers, OC-ALC/CV: PFD 7-10 Dec, 12 – 27 Dec. LV 11 Dec

Mr Kirk Johnson, OC-ALC/CD: PFD 7 – 27 Dec.

5. Designated Alternate and Duty Phone:

9-10 DEC: Brig Gen Rebecca Rodgers, DSN XXX-XXXX, Comm XXX-XXX-XXXX

11 DEC: Col John Hayes, DSN XXX-XXXX, COMM XXX-XXX-XXXX. During non-duty hours contact alternate through the Tinker AFB Command Post, DSN XXX-XXXX OR XXX-XXXX, COMM XXX-XXX-XXXX.

6. Memo POC is Maj Williams, DSN XXX-XXXX.

Attachment 2

CONCURRENT/DUAL ABSENCE REQUEST

<ORG Exec> COORD

AFMC/CV APPROVE

AFMC/DS INFO

STAFF SUMMARY SHEET

AO: Organizational POC

Suspense: N/A

Coordination: N/A

Information: N/A

SUBJECT: <ORG> Concurrent Absence for AFMC/CV Approval, <DATES>

1. IAW AFMCI 10-203, request AFMC/CV approval for concurrent absence.

a. <DIR/CC> will be TDY to Pentagon for short notice SAF/AQ forum 11-12 June, absence from forum will reflect poorly on AFMC. <Dep DIR/CV> will be on leave 12-24 June, CV will have to forfeit deposits on cruise if recalled. <CD> is attending civilian award ceremony in D.C. 10-12 June. <CD> is guest speaker at the ceremony.

b. Col Reliable will be acting commander in top 3's absence. He can be contacted via cell phone 999-239-5525 or via e-mail (**mailto:Spartan.Reliable@redflag.af.mil**).

c. There are no high risk/high visibility events scheduled during this timeframe.

d. <DIR/CC> and <CD> will have their pagers, cell phones on during this timeframe.

2. Recommend AFMC/CV approve concurrent absence.

ORG Exec Signature Block