



Operations

**AIR EDUCATION AND TRAINING COMMAND
WAR PLANNING PRE-POSITIONING
CONTINUITY OF OPERATIONS DOCUMENTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes ATCR 28-1, 4 August 1989

Certified by: AETC AOS/CC
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Pages: 2

Distribution: F; X: 47 FTW/XPO (ALT) - 1;
HQ AFIA/IMP - 1; AUL/LSD - 1

This instruction implements AFPD 10-4, *Operations Planning*. It provides guidance for the pre-positioning of documents at the alternate headquarters, 47 FTW/XPO(ALT), Laughlin AFB TX 78843-5228, and for the alternate headquarters to maintain current and readily accessible document files.

SUMMARY OF REVISIONS

This revision updates office symbols and referenced publications.

1. Introduction. Each HQ AETC directorate and chief of special staff pre-positions, with the Laughlin AFB Readiness Division, selected documents and publications necessary to continue operation if AETC alternate headquarters were activated.

2. Responsibilities:

2.1. Each HQ AETC division and chief of special staff ensures:

2.1.1. Appropriate documents are selected to be pre-positioned at and maintained by the Laughlin AFB Readiness Division. Documents which are voluminous or require frequent updating may be maintained by the staff agency and hand-carried to the alternate headquarters when deploying. The latter procedure is especially applicable to mechanized reports, products, and listings since H6060 computer support for the alternate staff is expected to be limited or not available during emergency situations.

2.1.2. A project officer from each agency is appointed to monitor the pre-positioning of the agency's alternate headquarters files, and that person's name, grade, office, and duty telephone number are furnished to 47 FTW/XPO(ALT). This project officer becomes the sole distribution point within the respected staff agency for these documents when they are to be pre-positioned. This individual is also responsible for:

2.1.2.1. Reviewing the semiannual inventory of alternate files forwarded by 47 FTW/XPO(ALT) to ensure that all required documents from the functional area are in place at the alternate headquarters.

2.1.2.2. Entering the office symbol followed by a dash and file number of the document in the upper-right corner of the top or cover page of the document; for example, Directorate of Operations marks the first document XO-1, the sixth document XO-6, etc.

2.1.2.3. Following procedures in AFI 31-401, *Managing the Information Security Program*, and DoDM 4525.8-H, *Official Mail Manual*, when preparing documents for dispatch.

2.1.2.4. Including filing and maintenance instructions in all packages containing documents for file.

2.1.2.5. Ensuring that documents classified Top Secret are processed through the agency's Top Secret control officer.

2.2. 47 FTW/XPO(ALT):

2.2.1. Maintains documents as directed by HQ AETC staff activity.

2.2.2. Maintains the document files:

2.2.2.1. Arranges a section in document files tabbed to identify the specific AETC staff activity.

2.2.2.2. Prepares a file plan and uses cross-reference sheets when voluminous documents are filed in another location in the safe; for example, IG-3 file located in second drawer large binder, etc.

2.2.2.3. Files documents numerically in the proper section. Assigns the same file number to a document which supersedes a previous document.

2.2.2.4. Establishes and maintains a master document index of all pre-positioned documents.

2.2.2.5. Sends to the project officer of each HQ AETC directorate and chief of special staff activity:

2.2.2.5.1. A copy of the instruction on maintenance of alternate document files.

2.2.2.5.2. A semiannual inventory, completed as of 30 April and 31 October, of all documents contained in their portion of the alternate headquarters' file. This is each staff agency's up-to-date index of all pre-positioned documents pertaining to its activity.

PETER H. FOX, Colonel, USAF
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