



**22 DECEMBER 2003**

**Operations**

**OPERATIONAL REPORTING**

**“HOLDOVER”**

***“The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected.”***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the HQ AETC Publishing WWW site at <http://www.aetc.randolph.af.mil/im>. If you lack access, contact your base publishing manager.

---

OPR: HQ AETC/DOXC  
(SMSgt Gerald Trujillo)  
Supersedes AFMAN 10-206/AETC Sup 1, 27 March 2001

Certified by: HQ AETC/DOX (Col Clarence E. Taylor, Jr., II)  
Pages: 17  
Distribution: F

---

**AFI 10-206, 30 May 2003, is supplemented as follows:**

Only paragraph 3.15 (Added) (AETC) contains policies and procedures applicable to Air National Guard (ANG) and Air Reserve Command (AFRC) units. Otherwise, this supplement does not apply to ANG and AFRC units.

Maintain and dispose of records created as a result of processes prescribed in accordance with AFMAN 37-139, *Records Disposition Schedule*. Submit recommendations for changes or improvements to this supplement to HQ AETC/DOXC, 1 F Street, Suite 2, Randolph AFB TX 78150-4325. Also notify HQ AETC/DOXC of omissions or conflicts with other publications.

**SUMMARY OF REVISIONS**

**This publication has been substantially revised and must be completely reviewed.** It clarifies responsibilities for host command post (CP) with tenant units assigned (paragraph 1.3.2.1 [Added][AETC]); adds Air Force Recruiting Service (AFRS) reporting procedures during normal and after duty hours (paragraph 1.3.7.2 [Added][AETC]); clarifies Randolph Command Center (RCC) responsibilities to include tracking open operational reports (OPREP) (paragraph 1.3.9 [Added][AETC]); provides examples for initial, corrected, final, and exercise OPREPs (paragraph 1.3.9.4 [Added][AETC]) and amplification (AMPN) and narrative (NARR) formats (Figure 3.6 [Added][AETC]); adds HOMELINE reporting criteria for military support to civil authorities (MSCA) (paragraph 3.3.13.12 [Added][AETC]); and updates reporting matrix to include MSCA reporting (Table 3.5 [Added][AETC]).

1.3.2.1. (Added)(AETC) The host command post (CP) is responsible for training other base agencies (such as security forces, flying or maintenance squadrons, etc.), tenant units (such as numbered Air Forces, MAJCOMs, etc.), unit commanders, and geographically separated units (GSU) located on an installation without a host CP on all OPREP-3 reporting requirements.

1.3.2.2. (Added)(AETC) Procedures will be established in a local supplement (or comparable publication) to ensure Air Force Operational Reporting System (AFOREPS) inputs are promptly submitted to the CP for up-channel reporting. Task local sources (for example, operations group, safety, security forces, public affairs, surgeon general) to provide timely and accurate information to the CP.

1.3.5.1. (Added)(AETC) Include Headquarters, Air Mobility Command (HQ AMC), as an INFO addressee on all OPREP-3 reportable incidents involving airlift-type aircraft (C-130, C-141, C-5, C-9, C-21, C-17, KC-135, etc.).

1.3.5.2. (Added) (AETC) The CP will ensure a copy of each tenant unit's MAJCOM supplement to the basic AFI is maintained in the CP. A tenant MAJCOM supplement or other MAJCOM supplement will be used if the incident does not meet Air Force or AETC reporting criteria. OPREPs will be formatted, using AETC guidance with the other MAJCOM's rule number.

1.3.6. A host-tenant agreement will be established between tenant units and the host CP, listing all services to be provided. The host CP will maintain a current copy of the agreement, and a copy of the agreement will be sent to HQ AETC/DOXC. The agreement will be updated as needed.

1.3.7.1. An AETC GSU without a CP will notify the RCC of any possible OPREP incidents.

1.3.7.2. (Added)(AETC) The following applies to Air Force Recruiting Service (AFRS) groups and squadrons:

1.3.7.2.1. (Added)(AETC) During normal duty hours, AFRS groups and squadrons will submit a report promptly and accurately via the quickest method (fax, telephone, or e-mail) to AFRS/RSXXM. Incidents or events occurring at squadron level should be reported simultaneously to the group and AFRS/RSXXM. On receipt of a report from a squadron or group, AFRS/RSXXM will review the information and determine if, in accordance with Air Force and AETC guidelines, an OPREP is required. If it is not clear that an OPREP is required, AFRS/RSXXM will contact the Randolph Command Center (RCC) to determine if an OPREP is required. If so, AFRS/RSXXM will prepare the OPREP, obtain the signature of the AFRS Commander or Vice Commander, and forward the OPREP to RCC with an e-mail to HQ AETC/DOXC, Air Force Office of Special Investigation (AFOSI), HQ AETC/SF, and other internal offices that may be affected.

1.3.7.2.2. (Added)(AETC) After normal duty hours, AFRS groups and squadrons will submit OPREPs promptly and accurately via the quickest method (fax or telephone) to the RCC. In turn, the RCC will contact the AFRS Commander or Vice Commander, who will inform AFRS/RSXXM. AFRS groups and squadrons will follow up with AFRS/RSXXM the next duty day.

1.3.9. (Added)(AETC) The RCC will:

1.3.9.1. (Added)(AETC) Process OPREPs for HQ AETC and assign a headquarters tracking number to AETC CP OPREP submissions.

1.3.9.2. (Added)(AETC) Brief applicable HQ AETC staff on all reports. As a minimum, notify HQ AETC/CCE or HQ AETC/CVE regarding all OPREPs. Defer notification on HOMELINE reports after duty hours unless the event or incident involves officer misconduct, serious injuries, adverse publicity, environmental impact, or a serious aircraft accident or incident or in accordance with the OPREP notification matrix.

1.3.9.3. (Added)(AETC) Help units determine reporting criteria.

1.3.9.4. (Added)(AETC) Develop procedures to ensure *initial* OPREP-3 HOMELINE, BEELINE, and PINNACLE reports are monitored until the *final* report has been submitted.

1.3.9.5. (Added)(AETC) Appoint a primary and alternate NCOIC, Operational Reports. Provide a copy of the appointment memorandum to HQ AETC/DOXC. The RCC Operational Reports Section will provide AETC CPs with a monthly summary to include errors and open OPREPs.

1.3.10. (Added)(AETC) HQ AETC/DOXC will:

1.3.10.1. (Added)(AETC) Monitor joint reporting structure (JRS) and AFOREPS to ensure reporting requirements are accurately reflected in this supplement.

1.3.10.2. (Added)(AETC) Determine the appropriate OPR for report content; for example: DO and SE for aircraft incidents, SF for criminal activity, and DP for personnel issues. See paragraph 3.3.13.1 (Added)(AETC) for information about incident events and reporting criteria (including a list of HOMELINE OPR and OCRs). When in doubt, contact HQ AETC/DOXC for guidance.

1.3.10.3. (Added)(AETC) Review established AETC OPREPs and operational criteria and revise requirements as necessary.

1.3.10.4. (Added)(AETC) Function as the single point of contact (POC) between the RCC and AETC staff.

1.3.11. (Added)(AETC) The overall OPR for this supplement is HQ AETC/DOXC. Send clarification requests via HQ AETC/DOXC Defense Messaging System (DMS) or via e-mail to HQ AETC/DOXC as an alternate means. HQ AETC/DOXC will query the appropriate division for clarification and provide a response as soon as possible.

1.3.12. (Added)(AETC) AETC units supporting or hosting North American Aerospace Defense Command (NORAD) alert commitments will comply with appropriate NORAD requirements. Units will up-channel NORAD-unique reports through the appropriate air defense sectors and satisfy all other reporting requirements in accordance with the basic AFI and this supplement.

2.1.3. (Added)(AETC) Classified DMS reports and messages will contain the classification (DECL) set as the last set of the message text. Classified DMS reports and messages will contain classification markings and downgrading instructions in accordance with Chapter 5 of DoD 5200.1-R, *Information Security Program*.

2.1.4. (Added)(AETC) The classification line on DMS reports is the first line following the report addressees. The classification on all DMS reports (except UNCLASSIFIED, which may be abbreviated UNCLAS) will be double-spaced; for example, S E C R E T or UNCLAS. For proper message format, refer to AFPAM 10-709, Volume 1. **NOTE:** This pamphlet is available on the *United States Message Text Format (USMTF) User Formats CD-ROM 2003 Baseline* at the following Web site: <http://usmtf.disa.mil/>. Classification markings for DMS message processing will be in accordance with AFI 33-119, *Electronic Mail (E-Mail) Management and Use*.

**2.5. Report Formats.** Special reporting instructions are as follows:

2.5.1. (Added)(AETC) All reports prescribed by this supplement (both voice and record copy) will comply with the AFPAM 10-709, Volume 1 (CD-ROM). When this pamphlet does not contain a specific format for the record-copy report, use the general administration (GENADMIN) format with the report's name as the subject.

2.5.2. (Added)(AETC) The GENADMIN, request for information (RI), and response to request for information (RRI) message formats will be used for routine messages.

2.5.3. (Added)(AETC) All report and message times will be in Greenwich Mean (ZULU) time and will reflect the alphabetic “Z” as the last character of the date-time group (DTG). All DTGs will use the “DDHHMMZ MON YY” DTG format; for example, 280747Z JAN 02.

2.5.4. (Added)(AETC) All reports will be submitted in all capital letters, using a 10- or 12-point Times New Roman font. (Refer to AFPAM 10-709, Volume 1 [CD-ROM], to determine which characters are authorized for use in the report.)

3.3.13. The HOMELINE report will be used to notify the AETC Commander and headquarters staff agencies of events and incidents that affect AETC or involve AETC resources, but do not meet higher level OPREP-3 submission. See paragraphs 3.3.13.1 through 3.3.13.12.9 (Added)(AETC) and Table 3.5 (Added)(AETC) for further requirements and responsibilities for OPREP-3 HOMELINE reporting. **NOTE:** Reporting requirements in this supplement will comply with AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*.

**Table 3.5. (Added)(AETC) Additional Objective Event or Incident Reporting Criteria.**

L I N E	A	B	C	D
	Event or Incident	Description	Remarks and References	HQ AETC OPR (OCR)
<b>Aircraft Events and Incidents</b>				
H 01	Damage	Any aircraft damage estimated in excess of \$20,000 that does not meet BEELINE or PINNACLE criteria.	Comply with AFI 91-204.	SE (DO, LG) (CE, fire damage only)
H 02	Engine failure, flameout, shutdown, or unintentional loss of thrust	Excludes ground maintenance runs and single engine failures on aircraft with three or more engines unless the latter jeopardizes safety of flight.	Comply with AFI 91-204. Indicate airspeed, altitude, and throttle position at time of incident.	SE (DO, LG)
H 03	Flight control problems	Any flight control malfunction or restriction resulting in temporary inability to control the aircraft. Includes departures from controlled flight.		

LINE	A	B	C	D
	Event or Incident	Description	Remarks and References	HQ AETC OPR (OCR)
H 04	Unusual aircraft event and incident or mishap	Any significant or unusual aircraft mishap, event, or incident to include aero club aircraft that does not meet BEELINE or PINNACLE reporting criteria, but, in the opinion of the commander, should be reported to the AETC Commander and staff.	Comply with AFI 91-204.	SE (DO) (SV, when applicable)
H 05	Aircraft diversion	Any aircraft diversion due to aircraft malfunction or weather.		SE (DO, LG, DOYW)
H 06	Significant weather phenomena or incident	Weather-related events or incidents that do not meet BEELINE or PINNACLE reporting criteria, but result in the following: aircraft damage, injuries, flight control problems, aircraft diversions, significant mission impact to student training, cancellation of flying and or technical training, and restricted duty hours or delays in reporting for extended period of time.	Report actual weather experienced that was forecast valid at the time of occurrence to include any watches or warnings issued (including actual and desired lead time) and the operational status of meteorological equipment (radar, wind sensors, etc.) at time of event according to AFI 10-229, <i>Responding to Severe Weather Events</i> .	SE (DO, DOYW)
H 07	Near-miss incidents	Any near-miss incident.		DO (SE)

LINE	A	B	C	D
	Event or Incident	Description	Remarks and References	HQ AETC OPR (OCR)
H 08	Overdue aircraft	Any aircraft that has failed to arrive at its destination, compulsory reporting point, or clearance limit within 30 minutes of the estimated time of arrival and communications with or location of the aircraft cannot be established.		
H 09	Physiological incident	Significant physiological incident requiring hospitalization, aircraft diversion, or any unusual action.		SE (DO, SG)
H 10	G-induced loss of consciousness (G-LOC)	Any G-LOC by an aircrew member.	Comply with AFI 91-204.	
<b>Other Significant Events and Incidents</b>				
H 11	Accident	Any accident resulting in serious injury to any person (military or civilian) on or off an AETC installation as a result of AETC operations or involving AETC personnel.	Active duty deaths will be reported via BEELINE.	SE (DO, SF, SG, DP, JA, LG)
H 12	Damage	Damage to Air Force property or facilities exceeding \$20,000 or significantly affecting mission capability.		CE (DO, SE, SF, LG)
H 13	Officer misconduct	Examples include confinement, arrest, apprehension, and drug or alcohol involvement.		DP (DO, SF, JA)
H 14	Spills	Significant fuel or toxic spills that do not meet BEELINE or PINNACLE criteria.		SE (LG, SF, CE, SG)

L I N E	A	B	C	D
	Event or Incident	Description	Remarks and References	HQ AETC OPR (OCR)
H 15	Criminal activity	Criminal activity in which civilian felony charges are made or pending and has an operational impact on the mission, causes adverse publicity, or involves a theft or loss of government property in excess \$10,000.		SF (DO, DP, OSI, JA)
H 16	Death, injury, or missing personnel	Incidents of attempted suicide, serious injury, or missing personnel that do not meet BEELINE or PINNACLE criteria. Also report deaths, attempted suicides, serious injuries, or missing personnel if the incident occurs on base (regardless of status of individual) or off base and involves civil service or dependents of active duty personnel.	Active duty deaths will be reported as a BEELINE.	DP (SE, SF, SG, JA, SV)
H 17	Mission impact	Any significant event or incident that has an adverse mission impact, but does not meet BEELINE or PINNACLE criteria.		DO
H 18	Off drop zone airdrop	Missed drop zone airdrops that are not BEELINE reportable.		DO (SE)
H 19	Communication or computer outage	Any unscheduled catastrophic communication, computer, or navigational outage impacting the mission.	Identify circuit, facility, time of failure, summary of problem, and estimated time of return to operation. Send an info copy to the AETC NOSC via NIPRNET ( <a href="mailto:aetcnosc27@randolph.af.mil">aetcnosc27@randolph.af.mil</a> ).	SC (DO)

LINE	A	B	C	D
	Event or Incident	Description	Remarks and References	HQ AETC OPR (OCR)
H 20	Unusual event or incident	Any significant unusual event or incident not involving aircraft that, in the opinion of the commander, should be reported to the AETC Commander and staff.		DO (SF) (SV, when applicable)
H 21	Media interest	Adverse media coverage of an event, incident, or action involving Air Force personnel, resources, or programs that do not meet BEELINE or PINNACLE reporting criteria.		PA (DO, JA)
H 22	Military support to civil authorities (MSCA)	Any MSCA, whether or not an agreement is established. Reference paragraph 3.3.13.10 (Added) (AETC) for report requirements.	Add the following addressees: AFNSEP, ACC CAT (Langley AFB), and 1 AF AOC/DO (Tyndall AFB)	PA (DO, JA, CE, SF, SG)

3.3.13.1. (Added)(AETC) Objective criteria for determining whether an event or incident is reportable as an OPREP-3 HOMELINE is provided in Table 3.5 (Added)(AETC). A commander should not, however, restrict reporting to these categories. Any event or incident that is significant and, in the judgment of the commander, warrants HQ AETC interest, should be up-channeled as an OPREP-3 HOMELINE.

3.3.13.2. (Added)(AETC) If the RCC subsequently determines a HOMELINE report merits Chief of Staff of the Air Force (CSAF), Joint Chiefs of Staff (JCS), or lateral-command interest, it will relay the report by voice to the appropriate command levels. The unit will then be notified to upgrade its report and add all newly pertinent addressees. Any further or followup reporting (both voice and record copy) will reflect the new category.

3.3.13.3. (Added)(AETC) Unless noted otherwise, OPREP-3 HOMELINE formatting, numbering, and reporting procedures will be in accordance with AFPAM 10-709, Volume 1 (CD).

3.3.13.4. (Added)(AETC) AETC units will submit a brief voice report to the RCC via a telephone conference. Initiate an initial voice report within 15 minutes after the CP receives notification of an incident. On AETC Form 706, **Command Post Checklist**, use the title OPREP-3 VOICE TEMPLATE and, as a minimum, include a rule number, serial number, type of incident, brief summary, and DTG of the incident. See the sample format in Attachment 5 (Added)(AETC) of this supplement.

3.3.13.5. (Added)(AETC) DMS reports will be sent from the CP organizational mailbox, not from a personal one. The subject area will include the type of report, rule number, unit, DTG, and classification; for example, HOMELINE Engine Failure, Rule 02, 82 TRW, 031800Z JAN 03 (U).

3.3.13.6. (Added)(AETC) Prepare record-copy OPREP-3 HOMELINE reports in United States message text format (USMTF) and submit them via DMS no later than 1 hour after the initial voice report. (See USMTF examples in Figure 3.6 [Added][AETC].) Ensure the report is clear, comprehensive, and generally answers the questions in subparagraphs 3.3.13.3.6.1 through 3.3.13.6.5 (Added)(AETC).

---

**Figure 3.6. (Added)(AETC) Sample USMTF Record-Copy Formats (Initial, Corrected, and Exercise).**

UNCLAS

UNCLAS JOPREP JIFFY

MSGID/OPREP-3H/82TRW/001//

REF/A/TEL/82TRW/171815ZJUL03/001//

AMPN/INITIAL VOICE REPORT TO THE RCC//

FLAGWORD/HOMELINE/-//

TIMELOC/171745ZJUL03/SHEPPARD AFB/INIT//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/RULE H02/THE 82TRW COMMAND POST WAS NOTIFIED AT 171800ZJUL03, AND THE COMMANDER APPROVED THE VOICE REPORT AT 171810ZJUL03. A T-38, TAIL 66-3040, ASSIGNED TO THE 89 FTS, SHUT DOWN THE NUMBER TWO ENGINE DUE TO LOW OIL PRESSURE INDICATIONS. THE INCIDENT OCCURRED DURING A STUDENT CONTACT SORTIE. THE AIRCRAFT WAS AT 17000 MSL, 300 KIAS, AND THROTTLES AT MILITARY POWER. CREW NOTICED THE OIL PRESSURE GAUGE WAS AT ZERO, CREW SHUT DOWN THE NUMBER TWO ENGINE IAW CHECKLIST PROCEDURES DECLARED AN IFE AND LANDED UNEVENTFULLY.//

UNCLAS

UNCLAS

UNCLAS JOPREP JIFFY

MSGID/OPREP-3H/82TRW/001A//

REF/A/TEL/82TRW/171815ZJUL03/001//

REF/B/OPREP-3H/82TRW/1711825ZJUL03/001//

REF/C/TEL/82TRW/171910ZJUL03/001A//

NARR/REF A IS INITIAL VOICE REPORT TO RCC. REF B IS INITIAL OPREP-3H TO RCC. REF C IS VOICE REPORT TO RCC FOR CORRECTED COPY OPREP-3H //

FLAGWORD/HOMELINE/-//

TIMELOC/171745ZJUL03/SHEPPARD AFB/CORR//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/RULE H02/THE 82TRW COMMAND POST WAS NOTIFIED AT 171800ZJUL03, AND THE COMMANDER APPROVED THE VOICE REPORT AT 171810ZJUL03. A T-38, TAIL 66-3061, ASSIGNED TO THE 89 FTS, SHUT DOWN THE NUMBER TWO ENGINE DUE TO LOW OIL PRESSURE INDICATIONS. THE INCIDENT OCCURRED DURING A STUDENT CONTACT SORTIE. THE AIRCRAFT WAS AT 17000 MSL, 300 KIAS, AND THROTTLES AT MILITARY POWER. CREW NOTICED THE OIL PRESSURE GAUGE WAS AT ZERO, CREW SHUT DOWN THE NUMBER TWO ENGINE IAW CHECKLIST PROCEDURES DECLARED AN IFE AND LANDED UNEVENTFULLY.//

UNCLAS

UNCLAS

UNCLAS JOPREP JIFFY

MSGID/OPREP-3H/82TRW/001//

REF/A/TEL/82TRW/171815ZJUL03/001//

REF/B/OPREP-3H/82TRW/1711910ZJUL03/001//

NARR/REF A IS INITIAL VOICE REPORT TO THE RCC. REF B IS INITIAL OPREP-3H TO RCC//

FLAGWORD/HOMELINE/-//

TIMELOC/171745ZJUL03/SHEPPARD AFB/FINAL//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/RULE H02/THE 82TRW COMMAND POST WAS NOTIFIED AT 181800ZJUL03, AND THE COMMANDER APPROVED THE VOICE REPORT AT 181810ZJUL03. THE T-38, TAIL 66-3061, ASSIGNED TO THE 89 FTS, RECEIVED 20K IN ENGINE DAMAGE. MAINTANCE DETERMINED AIRCRAFT RECEIVED A BIRDSTRIKE IN THE NUMBER TWO ENGINE. AIRCRAFT WILL BE OPERATIONAL WITHIN FIVE DAYS.//

UNCLAS

UNCLAS

UNCLAS JOPREP JIFFY

EXER/SILVER ARROW 03//

MSGID/OPREP-3H/82TRW/001//

REF/A/TEL/82TRW/171815ZJUL03/001//

AMPN/ INITIALVOICE REPORT TO THE RCC//

FLAGWORD/HOMELINE/-//

TIMELOC/171745ZJUL03/SHEPPARD AFB/FINAL//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/RULE H02/THE 82TRW COMMAND POST WAS NOTIFIED AT 171800ZJUL03, AND THE COMMANDER APPROVED THE VOICE REPORT AT 171810ZJUL03. A T-38, TAIL 66-3061, ASSIGNED TO THE 89 FTS, SHUT DOWN

THE NUMBER TWO ENGINE DUE TO LOW OIL PRESSURE INDICATIONS. THE INCIDENT OCCURRED DURING A STUDENT CONTACT SORTIE. THE AIRCRAFT WAS AT 17000 MSL, 300 KIAS, AND THROTTLES AT MILITARY POWER. CREW NOTICED THE OIL PRESSURE GAUGE WAS AT ZERO, CREW SHUT DOWN THE NUMBER TWO ENGINE IAW CHECKLIST PROCEDURES DECLARED AN IFE AND LANDED UNEVENTFULLY.//

UNCLAS

---

3.3.13.6.1. (Added)(AETC) Who? Indicate the grade, age, marital status, number of dependents, unit of assignment, and status (student, permanent party, TDY).

3.3.13.6.2. (Added)(AETC) What? Clearly state what happened and what military activities are affected. Include other pertinent factors such as weather, casualties, and expected mission or news media impact.

3.3.13.6.3. (Added)(AETC) When? Give a specific or approximate time or time period in ZULU time.

3.3.13.6.4. (Added)(AETC) Why? Include causes, if available.

3.3.13.6.5. (Added)(AETC) Where? Give location of incident (on or off base, building number or address) and include activities housed or conducted in the building.

3.3.13.7. (Added)(AETC) Submit voice reports through the appropriate chain of command, but go directly to the RCC if you cannot contact your chain of command. Nineteenth Air Force (19 AF) units will report directly to the RCC; Second Air Force units (2 AF) units will report through the Keesler CP; and Air University (AU) subordinate units will report through the Maxwell CP.

3.3.13.8. (Added)(AETC) AETC HOMELINE reports may be selectively or collectively suspended when directed by the AETC Commander or crisis action team (CAT) director. The RCC will immediately notify Air Force Operations Center (AFOC) of any suspended AFOREPS.

3.3.13.9. (Added)(AETC) The RCC may suspend voice HOMELINE reporting and direct DMS reporting during saturation periods. In such cases, DMS reports must be submitted no later than 1 hour after the CP receives notification of the event.

3.3.13.10. (Added)(AETC) Use active duty Air Force personnel criteria to report events involving sister service personnel, international military personnel, or their dependents.

3.3.13.11. (Added)(AETC) Table 3.5 (Added) (AETC) lists some of the situations recommended for AETC HOMELINE reporting. However, this list is not all-inclusive. The installation commander is always the final reporting authority. Ensure HQ AETC/DOXC and RCC DMS addresses are included as action addressees on all AETC OPREPs (HOMELINE, BEELINE, and PINNACLE).

3.3.13.12. (Added)(AETC) Whether or not an agreement has been established, include the following when commanders provide MSCA:

3.3.13.12.1. (Added)(AETC) Narrative statement on the type of disaster or emergency, location, cause, extent of damage to civil and military property, and estimated duration of military participation in relief operations.

3.3.13.12.2. (Added)(AETC) Appropriate Air Force or Federal Emergency Management Agency (FEMA) mission designators.

3.3.13.12.3. (Added)(AETC) Installation commander's assessment of the situation's priority.

- 3.3.13.12.4. (Added)(AETC) Source and date/time of the civil authority's request for military assistance. Show full names, official titles, and phone numbers and e-mail addresses.
- 3.3.13.12.5. (Added)(AETC) Number of dead, injured, and/or missing military and DoD civilian personnel.
- 3.3.13.12.6. (Added)(AETC) Air Force resources committed to disaster and emergency relief operations (not including aircraft) to include the following:
- 3.3.13.12.6.1. (Added)(AETC) Chronological narrative summary from the unit log to describe types of support and resources committed.
- 3.3.13.12.6.2. (Added)(AETC) Peak number of Air Force personnel (military and civilian) employed in relief operations.
- 3.3.13.12.6.3. (Added)(AETC) Amount and types of equipment used in relief operations.
- 3.3.13.12.6.4. (Added)(AETC) Amount and types of supplies used in relief operations.
- 3.3.13.12.6.5. (Added)(AETC) Name, grade, telephone and fax numbers, and e-mail address of unit POC. **NOTE:** This information will only be provided to HQ AETC and AFNSEP (and only when requested).
- 3.3.13.12.6.6. (Added)(AETC) Whether Air Force public affairs personnel are assisting media.
- 3.3.13.12.7. (Added)(AETC) Air Force aircraft operations (Active, Reserve, and Guard), as follows:
- 3.3.13.12.7.1. (Added)(AETC) Type of missions, number and types of aircraft flown to include number of sorties and hours flown, and daily and cumulative totals.
- 3.3.13.12.7.2. (Added)(AETC) Total airlifted passengers, military and civilian, including Air Force specialty codes (AFSC) and military occupational specialties (MOS).
- 3.3.13.12.7.3. (Added)(AETC) Total cargo by type and weight, including number of cargo types.
- 3.3.13.12.8. (Added)(AETC) Air Force aircraft operations (Civil Air Patrol [CAP]), as follows:
- 3.3.13.12.8.1. (Added)(AETC) Types of missions and number and types of aircraft flown to include number of sorties to include hours flown. Include daily and cumulative totals.
- 3.3.13.12.8.2. (Added)(AETC) Total airlifted passengers, military and civilian, including AFSCs and MOSs.
- 3.3.13.12.8.3. (Added)(AETC) Total cargo by type and weight, including number of cargo types.
- 3.3.13.12.8.4. (Added)(AETC) Number of CAP fixed communications stations committed.
- 3.3.13.12.8.5. (Added)(AETC) Other CAP equipment committed by type and amount.
- 3.3.13.12.9. (Added)(AETC) All MSCA HOMELINE OPREPs will be addressed to the RCC, Air Force National Security Emergency Preparedness (AFNSEP), Air Combat Command (ACC) CAT (Langley AFB), and 1 AF AOC/DO (Tyndall AFB).
- 3.4.2. (Added)(AETC) The CP chief is responsible for the training of CP controllers (initial, recurring, and refresher), and affected commanders on the operational reporting requirements in the basic AFI and this supplement. The CP chief will coordinate OPREP-3 reporting requirements and criteria with base agencies to ensure all events and incidents are promptly brought to the CP's attention. The fact that an OPREP-3 reportable event or incident has been or will be reported via other channels does not eliminate the requirement for an OPREP-3. CPs will not enter into agreements with lateral agencies or MAJCOMs

that dictate reporting criteria in violation of the basic AFI, this supplement, USMTF procedures, or CJCSM 3150.03A, *Joint Reporting Structure Event and Incident Reports*.

3.4.3. (Added)(AETC) Wing and unit commanders will be trained semiannually. This training may be conducted as an e-mail presentation. It will be documented on an approved locally generated form or e-mail read receipt and maintained in an operational reports book for the duration of the commander's assignment.

**3.5. Report Submission.** The first CP who receives notification of a reportable event must report it. Local supplements will include tenant requirements to ensure all events are submitted to the host CP.

3.5.1. AETC CPs will go through their chain of command to the RCC for a telephone patch to AFOC. Detached AETC organizations will submit reports by telephone through their chain of command to the RCC, reporting directly to the RCC if problems are encountered. The RCC will notify the headquarters of the unit (and, if appropriate, AFOC). Units will ensure AFOC is notified for all BEELINE and PINNACLE reports. Units will ensure the National Military Command Center (NMCC) is notified for all PINNACLE reports if the RCC cannot be reached.

3.5.1.1. The RCC will ensure voice reports are relayed to affected lateral MAJCOMs. Include all affected organizations as addressees on record-copy reports.

3.5.3.1. The first statement in the text of the initial (or if the initial report is a final report) OPREP-3 record-copy report will state the time the CP was notified of the event or incident and the time the commander or designated alternate approved the voice report for CP submission. For example, The command post was notified at 271829Z JUL 03, and the commander approved the voice report at 271918Z JUL 03.” (Do not include this information in the voice report.)

3.5.7.1. DMS is the primary means of record report transmission in AETC for all OPREP-3 reports and GENADMIN messages. Alternate means are e-mail and fax. As a minimum, maintain the following DMS addresses in your organizational address list: RCC, HQ AETC/DOXC, AFOC, NMCC, 81 TRW/CP (for 2 AF units), and 42 ABW/CP (for AU subordinate units).

**3.7. Report Numbering.** Units will develop a log for each category of OPREP-3. As a minimum, logs will contain the report number, message DTG, subject, and headquarters reference number. Tenant and/or GSU reports will be submitted, using host or reporting CP serial numbers. In addition, maintain a reports book containing OPREP-3 reports matrix for the basic AFI, this supplement, and any tenant unit's MAJCOM supplement; checklists for report coordination, preparation, and release of voice and record communications procedures; a separate, numbered log for each type of report; and examples of USMTF messages (with addressing requirements), using DMS.

**3.8. Exercise Reports.** Up-channel exercise voice and record-copy reports if directed by an operational plan or evaluator or when prior coordination has occurred. Include RCC and HQ AETC/DOXC as an addressee.

3.9.2. Voice all record-copy final (FINAL) or followup (FOLUP) reports through the RCC to the appropriate command level prior to transmitting the hard copy report.

**3.10. Use of Personnel Identification.** Control sensitive information on a strict need-to-know basis. Provide names and Social Security numbers (SSN) to the RCC after submission of the voice report when requested. DO NOT put names and SSNs in any OPREP-3 report. Protect sensitive information according to AFI 33-332, *Air Force Privacy Act Program*.

**3.13. MAJCOM Contact Information.** See Table 3.6 (Added)(AETC) for additional AETC contact information (including voice and primary and alternate DSN, and commercial numbers).

**Table 3.6. (Added)(AETC) AETC Contact Information.**

I T E M	A	B	C	D
	Method	Primary DSN/E-Mail	Alternate DSN/E-Mail	Commercial
<b>National Military Command (NMCC)</b>				
1	Nonsecure	227-6340		(703) 697-6340
2	STU III	227-6340		
3	Unclas fax	227-9028		
<b>Air Force Operations Center (AFOC)</b>				
4	Nonsecure	227-6103	227-2270	(703) 697-6103
5	STU-III	223-1929	225-7220	(703) 697-1929
6	Unclas fax	225-9673		
7	NIPRNET	afwatch@pentagon.af.mil	EA1@pentagon.af.mil	
8	SIPRNET	afwatch@af.pentagon.smil.mil	EA1@af.pentagon.smil.mil	
<b>Randolph Command Center (RCC)</b>				
9	Nonsecure	487-1859	487-5726	(210) 652-1859
10	STU-III	487-4934	487-5726	
11	Unclas fax	487-7684		
12	NIPRNET	DMS (note)	<a href="mailto:12ftwcp7@randolph.af.mil">12ftwcp7@randolph.af.mil</a>	
13	SIPRNET		<a href="mailto:12ftwcp@randolph.af.smil.mil">12ftwcp@randolph.af.smil.mil</a>	
<b>Second Air Force (Keesler AFB CP)</b>				
14	Nonsecure	597-2321	597-2384	(228) 377-4330
15	STU-III	597-3936		
16	Unclas fax	597-4325		
17	NIPRNET	DMS (note)	81trw-cp@keesler.af.mil	
18	SIPRNET		81trw-cp@keesler.af.smil.mil	
<b>Air University (Maxwell AFB CP)</b>				
19	Nonsecure	493-2862	493-7333	(334) 953-7333
20	STU-III	493-5693		
21	Unclas fax	493-5123		
22	NIPRNET	DMS (note)	cp.42abw@maxwell.af.mil	
23	SIPRNET		cp.42abw@maxwell.af.smil.mil	

**NOTE:** Download DMS addresses from the address browser to the organizational e-mail address book.

**3.15. (Added)(AETC) ANG/AFRC Reports.** Send voice reports from nonmobilized ANG units to the ANG Operations Center (ANG/XOOSO). Send voice reports from nonmobilized AFRC units to HQ AFRC/DOCR. HQ AFRC and ANG will include the RCC in the voice conference for BEELINE and PINNACLE reports. Include the RCC and HQ AETC/DOXC, as addressees on all DMS record-copy reports for all ANG and AFRC BEELINE and PINNACLE reports. ANG and AFRC CPs will provide a courtesy notification to the host wing CP on all HOMELINE reports.

**3.16. (Added)(AETC) AETC Daily Summary:**

3.16.1. (Added)(AETC) Units will send the RCC a summary of scheduled aerial events no later than 0100Z Friday for AETC assets that will take place Friday through Sunday. If Friday is a holiday, the report will be sent by 0100Z Thursday.

3.16.2. (Added)(AETC) The RCC will send a summary of significant events impacting command personnel, facilities, and resources to the AETC Commander and staff daily. Aerial events data will be included on the Friday morning report only. If Friday is a holiday, the aerial report will be sent on Thursday morning. Ensure the summary arrives no later than 0530 central time each duty day.

**3.17. (Added)(AETC) Special Reporting Requirements:**

3.17.1. (Added) (AETC) When reporting property or equipment damage, always attempt to include a cost estimate. If an estimate is unavailable during initial reporting, DO NOT delay submitting the initial report, but submit a followup or final report when the estimates are provided.

3.17.2. (Added)(AETC) The reporting unit is responsible for event or incident categorization (HOMELINE, BEELINE, or PINNACLE). In instances when an event or incident appears to fall under more than one category, report using the higher category.

**4.3. Submitted To.** Commander situation report (SITREP) procedures are thoroughly explained in Chapter 4 of the basic AFI. However, contingency-unique imperatives may require changes to the submission format, to include special addressing instructions. Units will be notified of these modifications, via DMS message. During day-to-day operations (normal readiness), units will address the RCC, AETC CAT, HQ AETC/DOX, HQ AETC/DOXC, appropriate NAF or comparable level, and affected MAJCOM (if tenant unit information is included on all SITREPs).

**4.4. Submission Timing.** Submit a daily SITREP report to HQ AETC no later than 2200Z with an as/of time of 2000Z. This suspense is not flexible and must be met. Submit major changes via secure means; no new report number is required.

4.6.2. Include your current status on force protection condition (FPCON), information condition (INFOCON), and defense readiness condition (DEFCON).

**10.9. (Added)(AETC) Form Adopted.** AETC Form 706.

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

CJCSM 3150.03A, *Joint Reporting Structure Event and Incident Reports*

DoD 5200.1-R, *Information Security Program*

AFI 10-229, *Responding to Severe Weather Events*

AFPAM 10-709, Volume 1. **NOTE:** This pamphlet is available on the *United States Message Text Format (USMTF) User Formats CD-ROM 2003 Baseline* at the following Web site: <http://usmtf.disa.mil/>.

AFI 33-119, *Electronic Mail (E-Mail) Management and Use*

AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*

AFI 33-332, *Air Force Privacy Act Program*

AFMAN 37-139, *Records Disposition Schedule*

***Abbreviations and Acronyms***

**AFRS**—Air Force Recruiting Service

**AFSC**—Air Force specialty code

**CP**—command post

**DMS**—Defense Messaging System

**DTG**—date-time group

**GSU**—geographically separated unit

**MOS**—military occupational series

**MSCA**—military support to civil authorities

**OPREP**—operational report

**POC**—point of contact

**RCC**—Randolph Command Center

**USMTF**—United States message text format

WILLIAM M. FRASER, III, Major General, USAF  
Director of Operations

***1 Attachment (Added)(AETC)***

2. Sample Format for AETC Form 706, **Command Post Checklist**

