



Contingency



U.S. AIR FORCE



Reports, Messages, & Requests



Objective



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- Comprehend responsibilities for all agencies involved in Air Force personnel readiness activities



Overview



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- Command Relationships
- HQ Level Agencies
- Installation Level Agencies
- Responsibilities of the Individual



Background



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- Cradle to grave there always a need for information
- Contingency reports provide an uninterrupted flow of information



Reporting Requirements Guidance



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- Accountability reporting will continue even during emergency operations
 - Will always be coded C-1
 - Will continue even during MINIMIZE
 - MINIMIZE is the reduction of all communications, voice and data. Also known as Blackout



Contingency Report Classification



U.S. AIR FORCE

- COCOM must provide definitive classification guidance
- When a COCOM fails to do so treat the following as classified until instructed otherwise by the COCOM
 - PID
 - Operation Name
 - ULN
 - GEOLOC and Location Name
 - Required Delivery Date (RDD)
 - Unit PAScodes



Classification Levels



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- (U) Unclassified
- (S) Secret
- (C) Confidential
- (T) Top Secret



Contingency Report Recipients



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- Distribution of reports and messages can be narrow or broad dependent on the message and priority

- All applicable e-mail addresses can be obtained for the AFPC Readiness Points of Contact Book
 - Available on the SIPR AFPC Readiness website
 - www.randolph.af.smil.mil/afpc/personnel_readiness/PERSCO.htm



Common Contingency Reports/Messages/Requests



U.S. AIR FORCE

- Common reports are daily and weekly recur
- From scratch = Locally defined
- Pre-made = Pre-canned



PERSCO Team Status Report



U.S. AIR FORCE

Exercise Exercise Exercise

CLASSIFICATION: UNCLASSIFIED

SUBJECT: PT STATUS REPORT

PART I – 08SF2 OPERATION SILVER FLAG

PART II: MSgt Harry Pitts, SSN: 123-45-6789, PT Chief

SSgt Joe Shmoe, SSN: 987-65-4321, PERSCO

PART III

DSN PHONE: 665-1234, 665-3456

COMMERCIAL PHONE: 210-867-5309, 210-867-3456

SECURE AND NON-SECURE EMAIL ADDRESS:

joe.shmoe@us.af.mil, joe.shmoe@randolph.af.smil.mil, harry.pitts@us.af.mil,
harry.pitts@randolph.af.smil.mil, orgbox@randolph.af.smil.mil

MAILING ADDRESS: 550 C Street West

Joint Base San Antonio Randolph, TX 78150

GEOGRAPHIC LOCATION CODE: XMHD

GCCS SYSTEMS: HFKK12314 (Desktop), KJNF1212DN (Laptop), TMDJN1123
(Monitor), JSK123456WE (Monitor)

24-HOUR POINT OF CONTACT: MSgt Harry Pitts, DSN: 665-3456, Comm: 210-867-3456

PART IV: Intermittent SIPR connectivity, No classified/secure phone



SITREP



U.S. AIR FORCE

EXERCISE EXERCISE EXERCISE

COMMANDER'S SITUATION REPORT (SITREP)

SECTION I: Summary Information on Deployed Personnel

TOTAL OFFICERS:	22
TOTAL ENLISTED:	205
TOTAL CIVILIANS:	0
TOTAL CONTRACTORS:	0

SECTION II: PERSCO problems and LIMFACS affecting TF Accountability and impact

1. EXISTING PERSONNEL PROBLEMS: HARDWARE COMPUTER PROBLEMS I.E. PERSCO DEPLOYABLE PRINTER IS INOP, NOT ABLE TO SAVE TO CD FROM LAPTOP. IMPACT: TAKE LONGER TO GET THINGS ACCOMPLISHED DUE TO WE'D HAVE TO TRANSFER FILES TO ANOTHER COMPUTER.
2. LIMFACS AFFECTING TOTAL FORCE ACCOUNTABILITY: NO SIPRNET CONNECTIVITY IMPACT: NO WAY TO SEND ROSTERS VIA DCAPIES
3. GET-WELL DATE: UNDETERMINED

EXERCISE EXERCISE EXERCISE

Silver Flag



Duty Status Change (DSC) Message



U.S. AIR FORCE

2014.07.23

Daily Duty Status Change

Privacy Act of 1974 Applies DSC_MSG_20140723

Criteria TRUNC(DATE) = TO_DATE('2014-07-23', 'YYYY-MM-DD')

PART I - ARRIVALS

PID	ULN	POSN	SFX	GR	NAME	SSN	TDY AFSC	ARRIVAL DATE	TDY GLOC	MPF ID
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PART II - DEPARTURES

PID	ULN	POSN	SFX	GR	NAME	SSN	TDY AFSC	DEPART DATE	TDY GLOC	MPF ID
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PART III - FORWARD MOVEMENTS

PID	ULN	POSN	SFX	GR	NAME	SSN	TDY AFSC	MOVEMENT DATE	LOSING GLOC	GAINING GLOC	MPF ID
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PART IV - FORWARD DEPLOYMENTS

PID	ULN	POSN	SFX	GR	NAME	SSN	TDY AFSC	DEPART DATE	LOSING GLOC	GAINING GLOC	MPF ID
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PART V - DUTY STATUS CHANGES

PID	ULN	POSN	SFX	GR	NAME	SSAN	DS	EFF DT	EXP DT	MPF ID	TDY GLOC
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PART VI - MAJCOM STRENGTH

PID	GEO	MAJ	OFF	ENL	CIV	OFF FEM	ENL FEM	CIV FEM	GRD	RES
08BUNK	XMHD	1C	0	1	0	0	0	0	0	0
	US Air Force	TOTALS	0	1	0	0	0	0	0	0
		TOTALS	0	1	0	0	0	0	0	0



Duty Status Change (DSC) Message



U.S. AIR FORCE

Criteria TRUNC(DATE) = TO_DATE('2014-07-23', 'YYYY-MM-DD') Privacy Act of 1974 Applies DSC_MSG_20140723

PART VII - MPF STRENGTH

PID	GEO	MPF ID	OFF	ENL	CIV	OFF FEM	ENL FEM	CIV FEM	GRD	RES
08UNK	XMHD	PX	0	1	0	0	0	0	0	0
	US Air Force	TOTALS	0	1	0	0	0	0	0	0
		TOTALS	0	1	0	0	0	0	0	0

PART VIII - ARMED SERVICES STRENGTH

ARMED SERVICE :	OFF	ENL	CIV	OFF FEM	ENL FEM	CIV FEM	GRD	RES
US Air Force	0	1	0	0	0	0	0	0
TOTALS	0	1	0	0	0	0	0	0



After Action Report (AAR)



U.S. AIR FORCE

PERSCO AFTER-ACTION REPORT

CLASSIFICATION: FOR OFFICIAL USE ONLY

SUBJECT: AFTER-ACTION REPORT

PART I: ENDURING FREEDOM

PART II: PERSCO TEAM DATA:

GRD	Name	SEI	SSN	LTC	GCCS Operator	DCAPES	Silver Flag	Home Station
MSgt	[REDACTED]	295	[REDACTED]	RFPP1	Yes	Yes	No	Mountain Home AFB ID
SSgt	[REDACTED]	295	[REDACTED]	RFPP1	Yes	Yes	No	Mountain Home AFB ID
SeA	[REDACTED]	295	[REDACTED]	RFPE2	Yes	Yes	No	Seymour-Johnson AFB NC
SeA	[REDACTED]	295	[REDACTED]	RFPE2	No	No	No	Seymour-Johnson AFB NC

PART III: OBSERVATIONS, IMPACT, CORRECTIVE ACTIONS AND RECOMMENDATIONS.

1.A. **OBSERVATIONS:** Aircrew accountability has greatly improved. While they may still not physically in/outprocess with PERSCO, EAS Superintendent, Additional Duty First Sergeant or flight scheduler send reports to PERSCO if/when aircrew remain off station for more than 24 hours and when they return.

1.B. **IMPACT:** Accountability is not 100% for aircrew.

1.C. **CORRECTIVE ACTIONS:** Emphasize to squadron Superintendent/First Sergeant importance of reporting aircrew movement.

1.D. **RECOMMENDATIONS:** PERSCO continue to maintain a good relationship with Lodging and EAS leadership -- accountability greatly improved (near 100%).

2. A. **OBSERVATIONS:** Contractors arrive/depart commercially and do not always in/outprocess PERSCO.

2.B. **IMPACT:** Accountability is not 100% for contractors.

2.C. **CORRECTIVE ACTIONS:** Emphasized with lodging office to not issue rooms without PERSCO stamp. Periodically contacted Contractor Site Leads to scrub listing to ensure listings were as accurate as possible. As new contractors inprocess, we obtained information on Site Lead for each individual.

2.D. **RECOMMENDATIONS:** PERSCO continue to maintain good relationships with Contractor Site Leads -- accountability greatly improved. Lodging also emails daily lodging processing log to PERSCO.

PART IV: POC [REDACTED], **PERSCO Team Chief, 405 ESPTS/PERSCO,**
DSN: 318-445-5511, Email: [REDACTED]



Delayed Reporting Request and Notification



U.S. AIR FORCE



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

3 Feb 2012

MEMORANDUM FOR 455 EOPSS/PURSCO

FROM: 537 AS/CC
673 ABW/DIRC/JKO
15510 Airdrop Ave
Hickam, AK 99506

SUBJECT: Delayed Reporting Request [REDACTED]

1. REQUEST: Delayed Reporting is requested for the following individual(s):
 - A. Name: [REDACTED]
 - B. Unit: 517 AS/CC
 - C. ULN: [REDACTED]
 - D. Current RDD: 15 Feb 2012
 - E. ETL: 210
 - F. Location: Hagram
 - G. Tasking Flowed: 27 Oct 11
 - H. Anticipated get-well date: 6 Mar 2012
2. JUSTIFICATION: Members MG-12 graduation date was pushed back to 26 Feb 12. Requesting new RDD of 6 Mar 12 to allow member travel time from POE to AOR.
3. Coordination:
 - a. 673 WG/DIRC: Msgr Sawin, 317-552-2634
 - b. 3 WG/DO: Mr. Boyd, 317-551-8199
4. Please reply to this e-mail or contact 673 WG/DIRC, Superintendent at DSN 317-552-2634 if you have any questions.

//Signed: 1403 Feb 2012//
THOMAS MCGEE, Lt. Col, USAF
Commander

1. Inl. 455 OG/CC, Delayed Reporting Request for Lt. Col Eric Knight,

MEMORANDUM FOR: 537 AS/CC

Above grade waiver request is approved/disapproved.

CLAY W. FAHL, Col, USAF
Commander, 455 EOP



Authorization Request for Early Release and Replacement



U.S. AIR FORCE



DEPARTMENT OF THE AIR FORCE
332D AIR EXPEDITIONARY WING
JOINT BASE RAJAD IRAQ

24 Feb '09

MEMORANDUM FOR 332 EMSG/CC

FROM: 332 ECES/CC

SUBJECT: Early Release Request for [REDACTED], ULN: [REDACTED]

1. I recommend early release of ULN: [REDACTED], from this AOR. They will be departing because they have completed their tour and have had sufficient turnover days. Replacements are not required.
2. Questions concerning this matter may be directed to POC: MSGr Victor at 443-8129.

//Signed, mrv, 24 Feb 09
MARC R. VANDENBUER, Lt Col, USAF
Commander, 332 ECES

1st Ind, EMSG/CC

MEMORANDUM FOR 332 EPSS/PERSCO

1. Request early release from AOR for [REDACTED] on ULN [REDACTED].
2. Background Information:
 - a. [REDACTED]
 - b. ULN: [REDACTED]003
 - c. AFSC: 3R05
 - d. Tasked Pos: BL0RFDBL
 - e. Date Required in Place (RDD): 9//2009
 - f. Original Ind IDY Date: 3/4/2009
 - g. Date Mbr Departed AOR: Have not yet departed
 - h. Reason for Member's Return: Tour comp etc
 - i. Replacement Requested by: N/A
 - j. Has the commander coordinated a replacement? No
 - k. Is this member serving a 365 day tour? No
3. My unit manning representative can be reached at DSN: 318 443-8125

//Signed, jrk, 24 Feb 09
JACQUELYN R. KRUSINSKI, Lt Col, USAF
Commander, 332 EMSG



GCCS-AF System Hardware Relocation Report



U.S. AIR FORCE

CLASSIFICATION: Insert appropriate classification here. *(NOTE 1)*

SUBJECT: GCCS-AF System Hardware Relocation Report

PART I: Provide the following information:

RELOCATION REASON: Provide specific data to explain the relocation.

DEPLOYED EQUIPMENT CUSTODIANS:

PRIMARY:

ALTERNATE:

POC:

DEPLOYED ADDRESS:

GAINING POC:

PROJECTED LENGTH OF DEPLOYMENT:

PART II: Abbreviated Inventory

LAPTOP S/N:

PRINTER S/N:

DVD/CD-RW DRIVE S/N:

TOSHIBA HARDCARD S/N:

PART III: Operational Status (Provide operational status of system)

PART IV: Provide the grade, name, DSN and commercial phone number, and e-mail address of POC.



GCCS-AF System Hardware Outage Report



U.S. AIR FORCE

CLASSIFICATION: Insert appropriate classification. *(NOTE 1)*

SUBJECT: GCCS-AF System Hardware Outage Report

PART I: Provide the following information:

GCCS-AF SYSTEM S/N:

DEFECTIVE PART:

UNIT:

PHYSICAL LOCATION OF SYSTEM:

PROBLEM/ERROR ENCOUNTERED:

TROUBLESHOOTING ACTIONS TAKEN:

PART II: Ship Replacement Part To: Provide address for shipment

PART III: Provide the grade, name, DSN and commercial phone number, and e-mail address of POC.



GCCS-AF System Hardware Outage Follow-up Report



U.S. AIR FORCE

CLASSIFICATION: Insert appropriate classification here. *(NOTE 1)*

SUBJECT: GCCS-AF System Hardware Outage Follow-Up Report

PART I: Provide the following information:

GCCS-AF SYSTEM S/N:

DEFECTIVE PART:

DTN NUMBER: Provide the Defense Tracking Number (DTN) or FedEx number on letter or packing list.

DATE RETURNED DEFECTIVE COMPONENT:

PART RECEIVED S/N: (if applicable)

DATE RECEIVED:

PART II: Remarks

PART III: Provide the grade, name, DSN and commercial phone number, and e-mail address of POC.



Summary



U.S. AIR FORCE

- Background
- Accountability
- PERSCO Concepts Manage Functions
- Mission and Objectives DCAPEs Main Overview
- Deployment Planning and Execution