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SECRETARY OF THE AIR FORCE**



**AIR FORCE MANUAL 10-207
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SUPPLEMENT
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Operations
COMMAND POSTS**

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Air Force Manual (AFMAN) 10-207, *Command Post*, 11 April 2018, is supplemented as follows. This supplement implements AFD 10-2, *Readiness*, 30 October 2006, and directly supports AFMAN 10-207, *Command Post*, 11 April 2018. Air National Guard (ANG) Command Post requirements are established with procedural guidance for the operation and management of all ANG Command Posts. Refer recommended changes and questions about this publication to the office of primary responsibility using the AF Form 847, *Recommendation for Change of Publication*; route the AF Form 847 from the field through major command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in Air Force Records Information Management System (AFRIMS) at Air Force (AF) Portal: <https://my.af.mil/afrims/afrims/afrims/rims.cfm>.

This document is a new publication and must be completely reviewed. Publication includes but is not limited to the following chapters: Overview, Responsibilities, Personnel Positions Duties and Development, Console Operations Requirements Procedures and Self-Assessment Program, Facility System Requirements and Security, Mission Management/Monitoring, Training Testing and Certification, and Contingency Deployments.

Chapter 1

OVERVIEW

1.1.2. The wing commander or vice wing commander will be the reporting official for the ANG Wing Command and Control Functional Manager (ANG Wing Command Post CMSgt Positions) or Superintendent at ANG Wings, since the Chief, Command and Control Operations officer position is not assigned on the ANG Command Post Unit Manning Document (T-2).

1.1.3. Fulltime Command Post with no day-to-day operational console (Drill Status Command Post) are not required to operate a 24/7 Command Post to support wing day-to-day operations. Due to this, these Command Posts are not required to be manned continuously (T-2).

1.2.3. ANG units with Drill Status or non-24 hour Command Posts must establish procedures to ensure that the Command Post is the only installation Command and Control function receiving and processing Emergency Actions Messages and preparing and transmitting AF Operational Reports (AF OPREP-3) and ANG Operational Reports (T-2). The ANG Command Center can assist units with Operational Reporting in the event that an incident occurs during non-operating hours. ANG tenant units on a Regular Air Force or Air Force Reserve installation without an ANG Command and Control agency will establish a Memorandum of Agreement with the installation Command Post to ensure ANG specific mission requirements (detailed within this supplement, the AFMAN 10-206 ANG_SUP and outlined in the ANG Operational Reports Matrix) are being met (T-2). At a minimum, the Memorandum of Agreement must address ANG Command and Control specific functions to include EAM processing, reporting guidance, training, and dissemination (T-2). The Memorandum of Agreement must be coordinated and approved through the ANG 1C3 Career Field Manager office (T-2).

1.3.1. The ANG Command Center serves as the MAJCOM-level Command Center for ANG forces until units are gained by their respective Active Component MAJCOMs.

Chapter 2

RESPONSIBILITIES

2.1.8. Not required for ANG 1C3X1 retraining packages

2.3.8. N/A to ANG

2.3.22. ANG Controller Information Files and ANG Operational Reports Matrix will be available to host MAJCOMs using AF Command and Control Operations (1C3) Intelink site.

2.3.23. **(Added)** Validate ANG Manpower Agency changes to ANG Manpower Standard 11K100, Command Post (WING).

2.4.4. Ensure ANG Command Center personnel are thoroughly familiar with reporting requirements and procedures outlined in AFMAN 10-206_ANGSUP.

2.4.7. **(Added)** ANG Command Center will (T-2):

2.4.7.1. **(Added)** Monitor AF WATCH, AFNORTH Command Center, MAJCOMs, COCOMs and the ANG Command Center rooms within SIPR chat (e.g. TransVerse) for reports involving ANG assets.

2.4.7.2. **(Added)** Submit ANG Operations Summary.

2.5.1. Establish a reliable communications system linking the Command Post with the state Joint Operations Center and host Command Post (if applicable) (T-3).

2.5.2. Ensure Geographically Separated Units will have agreements in place with their host/owning ANG Wing Command Posts in regards to operational reporting to ensure timely, accurate reporting of ANG assets (T-3). ANG Wing Command Posts will train Geographically Separated Units senior leadership on reporting requirements (T-3).

2.5.5. Establish local procedures to provide required Command and Control information to the ANG Command Center when Non 24/7 Command Post reporting procedures are in effect (T-2). Reporting procedures need to be coordinated through the ANG 1C3 Career Field Manager office (T-2). This is to ensure the ANG Command Center is able to maintain continuous Command and Control with the wing.

2.5.5.1. **(Added)** Non 24/7 Command Post reporting procedures. For Non 24/7 Command Posts, the Wing Commander may request assistance from the ANG Command Center to complete Command and Control reporting requirements. If assistance is requested, the Wing Commander or designated representative will provide all pertinent information to the ANG Command Center for notification of Senior Staff. The ANG Command Center will submit a draft of the report to Wing Commanders for message content approval prior to submission to HHQ and Senior Staff. Once content is approved, the ANG Command Center will follow prescribed submission procedures for that specific report.

2.5.8. N/A for ANG.

2.6.15. ANG units will update the ANG Contact Information List. The ANG Command Center will send out the ANG Contact Information List to the ANG Wings quarterly. The ANG Contact Information List will be updated quarterly and as changes occur (T-2).

2.6.17. During hours of operations; on-duty ANG shift controllers will continuously monitor AF WATCH and the ANG Command Center, all applicable supporting MAJCOMs, and CCMDs (*if applicable*) rooms within SIPR chat (i.e. TransVerse) for any ANG requirements/notifications (T-2).

2.6.20. **(Added)** ANG Command Post Managers will ensure that their unit is enrolled in the ANG Command Post Functional Area List (T-2).

Chapter 3

PERSONNEL, POSITIONS, DUTIES, AND DEVELOPMENT

3.2.1. ANG Command Post manpower requirements, to include full-time and Drill Status Guardsmen, will be reviewed by the ANG 1C3 Career Field Manager and NGB/A1M and validated/published in ANG Manpower Standard 11K100, Command Post (WING). ANG specific manpower requirements and the appropriate manpower standard will be addressed in this supplement, the ANG Manpower Standard 11K100, Command Post (WING) and ANG 1C3 Command Post Console Operations and Crew Size Variance memorandum.

3.2.1.3.1. **(Added)** ANG Command Post will be manned with certified controllers, the minimum is based on the ANG Manpower Standard 11K100, Command Post (WING) and ANG 1C3 Command Post Console Operations and Crew Size Variance memorandum. Per ANG Manpower Standard 11K100, Command Post (WING), the Fulltime Command Post manning requirement is based on minimum manpower using 24 hour operation, seven days a week, Directed Requirement Factor of 1.017, the number of consoles required, and the current Man-Hour Availability Factor.

3.2.1.3.1.1. **(Added)** Fulltime Command Post with one console is based on minimum manpower and to this is added two additional fulltime requirements; one for a Command Post Supervisor and one for a Command Post Trainer. At ANG Command Posts that operate with one fulltime console position, the Unit Manning Document will reflect seven full-time positions for the Command Post. Fulltime Command Posts with one console will maintain 24 hour operations, seven days a week with single controller operations (T-2).

3.2.1.3.1.2. **(Added)** Fulltime Command Post with two consoles is based on minimum manpower and to this is added two additional fulltime requirements; one for a Command Post Supervisor and one for a Command Post Trainer. At ANG Command Posts that operate with two fulltime console positions, the Unit Manning Document will reflect twelve full-time positions for the Command Post. Fulltime Command Posts with two consoles will maintain 24 hour operations, seven days a week with two controller operations (T-2).

3.2.1.3.1.3. **(Added)** Fulltime Command Post with no day-to-day operational console (Drill Status Command Post) is based on minimum manpower to this is added one fulltime requirement; one for a Command Post Trainer. At ANG Command Posts that operate with no day-to-day operational console positions, the Unit Manning Document will reflect one fulltime position for the Command Post. Fulltime Command Post with no day-to-day operational console will maintain non-24 hour operations; based on Wings normal hours of operations. The above operational standard is to establish a minimum standard of Command Post operations; it is not intended to restrict or prevent the wing leadership to operate their Command Post at a higher standard at their installation. When operating in a Regularly Scheduled Drill status or in an activated status; Command Posts will be manned with a minimum of two certified controllers (T-2).

3.2.1.3.2. **(Added)** When an ANG Command Post has a shortage of controllers; all Command Post personnel (to include Command Post managers) must carry the additional console workload in addition to accomplishing their normal duties. When ANG manning is insufficient to support two or one controller(s) per shift IAW ANG Manpower Standard 11K100, Command Post

(WING), Command Post Managers may request waivers to operate the Command Post with reduced manning. Manning is insufficient to support two console positions per shift, with nine certified controllers or less (to include Command Post managers). Manning is insufficient to support one console position per shift, with four certified controllers or less (to include Command Post managers). Emergency related and short term manning issues/shortages, less than 30 days, waivers will only be granted when the best attempts at meeting mission requirements will result in mission failure (T-3). Long term waivers, greater than 30 days, and exceptions to policy will only be granted when the best attempts at meeting mission requirements will result in mission failure (T-2). Approval of temporary manning waivers do not constitute full Command Post mission capability and needs to be reflected as such in wing readiness reporting systems.

3.2.5. N/A to ANG

3.2.7.2.10. Console Operations for ANG Drill Status Command Posts will be maintained during Regularly Scheduled Drill hours of operation or in an activated status (T-2).

3.2.7.2.10.9. Ensure ANG Drill Status Command Posts test all Emergency Mass Notification Systems a minimum of one time during Regularly Scheduled Drills (T-3).

3.2.11.1. ANG Command Post managers will advise the ANG 1C3 Career Field Manager via email, memorandum for records or Monthly Manning Report before filling the senior controller position with a 1C351 (T-2). Advisement should include an estimated get well date.

3.2.11.2. ANG Tanker Command Posts supporting OPLAN 801X can use a tanker pilot or boom operator as an acceptable augmentee. The crew member must be OPLAN 801X qualified/certified IAW AFMAN 10-207_AMCSUP. They would be exempt from attending the Joint Nuclear Command and Control Course if selected as an augmentee for console operations. The augmentee must work on shift with a senior controller. They must work as the second controller as long as they are working in the Command Post during their shift and not in another office.

3.4.1. N/A to ANG, the Chief, Command and Control Operations officer position is not assigned on the ANG Command Post Unit Manning Document.

3.5.7. ANG Traditional Command Post Managers and controllers must perform 100 hours of console currency a year to maintain certification. A minimum of 12 hours will be completed quarterly. Hours of console currency will be verified by events log entry and memorandum for record (T-2). The memorandum for record will be maintained in Tab 5 of the Unit Training Binder. It is highly recommended that ANG Drill Status Guardsmen controllers participate in Command and Control related exercises, participate in the ANG Command Post Console Operations Proficiency Program; utilizing other Command Post locations for proficiency training or "over the shoulder" console time and local console time as opportunities to fulfill the annual console currency requirement.

3.6.4. ANG units will submit the manning report by the 10th of each month to the ANG 1C3 Career Field Manager office (T-2). ANG Command Post Manning Report templates will published via an ANG C2 Controller Information File.

Chapter 4

CONSOLE OPERATIONS REQUIREMENTS, PROCEDURES, AND SELF-ASSESSMENT PROGRAM

4.2.2.3.1. Non 24/7 and Drill Status Command Posts, Command Post Operations Operating Instructions will include instructions/procedures for opening/closing the Command Post (T-3).

4.2.3.3.4. **(Added)** Open/Close Command Post Checklist. Command Posts will accomplish an Open/Close Checklist when the Command Post operations dictate. Drill Status Command Posts operating during Regularly Scheduled Drills or in non 24/7 will accomplish the checklist for each duty day.

4.2.4. Non 24/7 and Drill Status Command Posts daily events log will be opened at the beginning and closed at the end of the duty day (T-3).

Chapter 5

FACILITY, SYSTEMS REQUIREMENTS, AND SECURITY

5.2.1. ANG Command Post Managers will also ensure the facility meets standards in ANGH 32-1084, *Facility Space Standards*. ANG Command Posts may be collocated with other wing agencies that have the need to access classified systems. These collocated facilities must meet requirements outlined in this chapter and ANGH 32-1084 (T-0).

Chapter 6

MISSION MANAGEMENT/MONITORING

6.2. ANG units will also follow guidance outlined in applicable ANG Instruction to include, but not limited to ANGI 10-201, Air Transportation.

6.9. (Added) Command and Control Flight Program. ANG Command Post controllers participating in the Command and Control flight program will adhere to AMCI 11-208 guidelines. The program provides controllers a better appreciation of what aircrews experience operating on a mission. Controllers should be scheduled to fly on a mission to enhance their understanding of aircrew management. This is not a requirement for certification and can be performed before or after the controller is certified.

6.10. (Added) ANG Command Post Console Operations Proficiency Program. The ANG Command Post Console Operations Proficiency Program provides ANG Command Post personnel the opportunities to connect with conventional fulltime Command Posts who execute multiple career field's core competencies. The primary user of this program are 1C3s assigned as Drill Status Guardsmen to a Drill Status Guardsmen (non-fulltime) Command Post; however, 1C3s assigned to fulltime Command Posts are not prohibited from the program. The program is designed to assist Command Post personnel to complete required console currency as prescribed in AFMAN 10-207, [paragraph 3.5.7](#). It is not intended to have the host unit to conduct any certification or recurring training (tests, monthly scenarios or proficiency evaluations) only "over the shoulder" type training.

6.10.1. (Added) Active Duty, AFRC and ANG Wing Command Posts/locations (agreed upon by the respective MAJCOM Functional Manager) may volunteer as participants to host ANG Command Post personnel. Participants for this program must be approved through the ANG 1C3 Career Field Manager office. A list of approved participating host Command Posts will be published via an ANG Controller Information File.

6.10.2. (Added) Traveling ANG Command Post Management will complete the following:

6.10.2.1. (Added) Coordinate with Host Command Post Management to schedule visit dates and establish work schedule. Both parties will determine the work schedule of the ANG Command Post members and the schedule should be agreed upon prior to the event.

6.10.2.2. (Added) Send certified 1C3s to work console at the host Command Post to perform proficiency training or "over the shoulder" console time. It is recommended the console time be a minimum of five days. It is expected that the five days include spin-up (familiarity) training (local procedures, review Controller Information Files, etc.) and then work shift alongside the host Command Post controller(s) for the remainder of the temporary duty (TDY).

6.10.2.3. (Added) Document hours of console currency on a memorandum for record and utilize events log for verification purposes IAW AFMAN 10-207, [paragraph 3.5.7](#).

6.10.2.4. (Added) Inform ANG 1C3 Career Field Manager office that they will be participating in the program. Information that will be expected is when, where, number of members and feedback. The feedback will be used to ensure the program is effective and to improve the program.

6.10.2.5. **(Added)** This is a unit funded event for the traveling Command Post member(s) and will be using their own unit man-days/dollars for the TDY. The traveling unit will be responsible for supervision and management of its personnel.

Chapter 7

TRAINING, TESTING, AND CERTIFICATION

7.2. ANG Command Posts will accomplish training standards/requirements as outlined by ANG and their gaining MAJCOM (T-2).

7.3.6.3. ANG Command Post Managers will notify the ANG 1C3 Career Field Manager via email or memorandum for record with reason and new estimated certification time frame (T-2).

7.3.6.4. ANG Command Post Managers will notify the ANG 1C3 Career Field Manager via email or memorandum for record with reason and new estimated certification time frame (T-2).

7.3.7.1. At ANG Wing Command Posts, the wing commander or designated representative is the certifying official(s); the wing commander will not delegate this authority below the wing vice commander (T-2). The ANG Wing Command and Control (C2) Enlisted Manager (ANG Wing Command Post CMSgt Positions) is authorized to recertify controllers who have been absent for 60 days or more, performing command post related duties (i.e., deployments).

7.3.9.2. Decertification records can be signed by the ANG Wing Command and Control (C2) Enlisted Manager (ANG Wing Command Post CMSgt Positions) (when applicable).

7.3.9.2.1. Extended periods of absence more than two consecutive Regularly Scheduled Drill weekends for Drill Status Guardsmen personnel (T-3).

7.3.9.2.2.3. ANG Drill Status Guardsmen members failing to pass the monthly examinations will be required to complete remedial/supplemental training. The length or duration of training will be determined by local Command Post leadership. This training will be documented as a journal entry in Training Business Area, to include tasks and duration of training (T-2).

7.3.9.2.4. Decertification records can be signed by the ANG Wing Command and Control (C2) Enlisted Manager (ANG Wing Command Post CMSgt Positions).

7.3.9.2.5. Drill Status Guardsmen controllers not performing 12 hours of console currency a quarter (T-2).

7.4. ANG Drill Status Guardsmen controllers Annual Training Plan requirement may be conducted three (current month plus two months) months earlier than the month depicted. Annual Training Plan requirement may be conducted later than the month depicted. Late Annual Training Plan training cannot exceed two or more consecutive Regularly Scheduled Drill weekends past the original Annual Training Plan requirement (current month minus two months). For example, an Annual Training Plan item is identified on the Annual Training Plan in December, it must be completed by February. The Training NCOIC may train multiple months Annual Training Plan items during a training sessions. This is to allow the units flexibility when training their Drill Status Guardsmen. The flexibility includes the ability to utilize multiple training days (Annual Training, Full Time National Guard Duty or Regularly Scheduled Drill, etc.) in a row to complete several months of Annual Training Plan requirements. Documentation for Drill Status Guardsmen Annual Training Plan training may be completed with a combination of an annual memorandum for record outlining when the Annual Training Plan will be trained throughout the year, monthly self-study letter and the AF Form 4371.

7.4.1.2. The Training NCOIC or alternate will ensure Drill Status Guardsmen not present at the training meeting receive training no later than then the next Regularly Scheduled Drill (T-3).

7.7.1.6.1. ANG Wings will utilize the verbal knowledge assessment for General Knowledge Testing during the scenario training. The verbal knowledge assessment will typically be comprised of 10 questions. The Training NCOIC or alternate can increase/decrease the verbal questions based on controller knowledge-level deficiency(s) or displayed experience. Documentation will be IAW [para 7.7.2.](#) (T-2).

7.7.2.6. Monthly Scenario Training time can be counted toward meeting the 100 hours of console currency a year requirement for ANG Drill Status Guardsmen.

7.7.2.7. Performance Evaluations time can be counted toward meeting the 100 hours of console currency a year requirement for ANG Drill Status Guardsmen.

Chapter 8

CONTINGENCY DEPLOYMENTS

8.5. ANG superintendents will forward to ANG 1C3 Career Field Manager within 30 calendar days of returning to duty or by the next Regularly Scheduled Drill, whichever is sooner (T-2).

Table 8.1. Unit Type Codes.

UTC	86P/ 13N/ GS-12 Req	1C300 Req	1C391 Req	1C371 Req	1C351 Req	Remarks
9ACPS	0	1	0	0	0	See Note 9
Note 9: Provides senior enlisted leadership as a wing command and control chief enlisted manager. Advises commander on enlisted force actions and issues. Provides enlisted force management, career counseling, advice and mentoring.						

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

AFI 10-206_ANGSUP, Operational Reporting, 12 Apr 16*

AFMAN 10-207_ANGSUP, Command Post, 13 Aug 18*

ANGH 32-1084, Facility Space Standards, 27 Jan 15

ANGI 10-201, Air Transportation, 18 Feb 16

ANG Manpower Standard 11K100, Command Post (WING), 09 Sep 14