

**BY ORDER OF THE COMMANDER,
8th COMPTROLLER SQUADRON**

SQ OPERATING INSTRUCTION 1-1

1 August 2016

SQUADRON POLICIES AND PROCEDURES



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: This document is available digitally on the 8th Comptroller Share point Site:
https://kunsan.eis.pacaf.af.mil/8FW/8CPTS/_layouts/15/start.aspx#/SitePages/Home.aspx

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 8 CPTS/FMD (SMSgt Grolla)

Certified by: 8 CPTS/CC (Maj. Kim)

Pages: 20

Distribution: F

(Derived from multiple sources)

This Operating Instruction (OI) was constructed IAW AFI 33-360, *Publications and Forms Management*. It defines and implements all policies and procedures for the 8th Comptroller Squadron and applies to all active duty military and civilian employees assigned to the squadron. 8CPTS/CSS is the Office of Primary Responsibility (OPR) for squadron appointment letters and operating instructions. Refer recommended changes and questions about this publication to the OPR using the AF IMT Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.mil>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

TABLE OF CONTENTS

Chapter 1-GENERAL INFORMATION AND ROLES & RESPONSIBILITIES

Chapter 2-ADMINISTRATIVE

2.1.	In-/Out-processing	4
2.2.	Duty Hours.....	4
2.3.	Squadron Information Flow.....	4
2.4.	Appointment Letters	5
2.5.	Commander's Call.....	5
2.6.	Off-limits Establishments.....	5
2.7.	Recall Procedures.....	5

Chapter 3-SAFETY, HEALTH, AND FITNESS

3.1.	Safety.....	6
3.2.	Inclement Weather.....	6
3.3.	Mishap Prevention and Reporting.....	6
3.4.	Squadron High Risk Activities (HRA) Program.....	7
3.5.	Seatbelt Policy.....	8
3.6.	Cell Phone Use while Driving Policy.....	8
3.7.	Fitness Standards.....	8
3.8.	Substance Abuse and Driving while Intoxicated.....	9
3.9.	Suicide Prevention.....	9

Chapter 4-PERSONNEL

4.1.	Equal Opportunity and Treatment.....	9
4.2.	Personnel Information File (PIF).....	9
4.3.	Uniform.....	9
4.4.	Leave.....	10

Chapter 5-FINANCIAL

5.1.	Resource Management.....	11
5.2.	Government Travel Card.....	11
5.3.	Civilian Overtime.....	11

Chapter 6-STAFFWORK, EVALUATIONS, AWARDS & DECORATIONS

6.1.	Evaluations.....	12
------	------------------	----

6.2. Decorations.....	13
6.3. Squadron Awards Program.....	13
Chapter 7-OPERATIONAL & READINESS	
7.1. Mobility/Readiness.....	14
Chapter 8-SELF-ASSESSMENTS/MANAGEMENT INTERNAL CONTROL TOOLSET (MICT)	
8.1. Self-Assessment.....	14
Chapter 9-DORMITORY INSPECTIONS.....	14
 Attachment 1—GLOSSARY OF REFERENCES/SUPPORTING INFORMATION	 15
Attachment 2—PREDEPARTURE SAFETY BRIEFING	16
Attachment 3—STAFF SUSPENSES	17
Attachment 4—RECALL PROCEDURES	18
Attachment 5—SQUADRON ROUTING AND TRANSMITTAL SLIP	19

1. GENERAL INFORMATION. This instruction establishes squadron policies and general operating procedures. Whenever a policy or procedure is in conflict with a policy or procedure from a higher authority, the policy or procedure from the higher authority will be followed and this instruction will be revised. The Office of Primary Responsibility (OPR) for this instruction will accomplish a full review every 12 months, or as otherwise directed by the Squadron Commander (Sq/CC). All personnel will comply with the enclosed policies and procedures. Waiver authority is the Sq/CC. These policies are not all-inclusive, so squadron members must always exercise sound judgment. Failure to adhere to these policies will result in disciplinary action.

2. ADMINISTRATIVE.

2.1. In-/Out-processing.

2.1.1. All inbound personnel will report to CPTS/CSS in Building 568, the first duty day following their arrival. The member will then report to the 8FSS Military Personnel Flight to schedule required base in-processing appointments. The squadron in-processing checklist will be completed within 14 days and returned to CSS.

2.1.2. All personnel will complete their newcomer's interview with the commander within 14 days of their arrival.

2.1.3. All personnel will comply with Government Travel Card (GTC) in-/out-processing guidance contained in 5.3.

2.2. Duty Hours

2.2.1. Core duty hours for the CPTS are 0800-1700, Monday through Friday. DoD civilians will coordinate with their supervisors.

2.3. Squadron Information Flow

2.3.1. CPTS/CSS is the primary focus for information leaving the squadron. Unless an issue is being directly addressed by the CC or FMD, any information leaving the squadron bound for the front office (execs or leadership) or higher will flow through CSS.

2.3.1.1. Any answer to taskers or front office queries will be vetted by the CC before submission.

2.3.1.2. See Figure 1 for proper flow for staff work. To ensure proper QC, every attempt will be made to vet information through the squadron superintendent before presenting to the CC.

There is simply no excuse for submitting late or sloppy staff work. This directly undercuts the goal of displaying the superior performance of our squadron and its members to the 8FW Wing and higher levels. It does not allow us to promote our personnel properly and reflects poorly on our squadron in general.

2.3.1.3. Evaluations and decorations are not considered “turned in” for CSS initial review unless all supporting documentation have been uploaded to the vPC site.

2.3.1.4. Close of business for the squadron with regard to staff work is 1700 hrs. Unless otherwise specified.

2.3.1.5. Electronic transmission is the squadron standard. Unit members will use electronic forms (such as fillable PDF) and minimize the use of paper and printer toner to the maximum extent. 8FW requirements/policy will dictate an electronic or “wet signature” on documents.

2.3.1.6 Absolutely NO staff work will be placed in front of the Sq/CC that has not been properly vetted and checked for quality. Supervisors and all personnel will use a CPTS Routing and Transmittal Slip (Attachment 6) and follow proper flow. A typical flow would be IAW Figure 1 below:

TO: (Name, office symbol)	Initials	Date
Section Chief or Flt/CC		
CPTS/CSS		
CPTS/FMD		
CPTS/CC		

FIGURE 1

2.4. Appointment Letters. Any squadron functions that require appointment letters are responsible for maintaining currency of required appointment letters IAW the publication that requires the letter. Once posted, functions will use that location as their primary source for all appointment letters and operating instructions.

2.5. Commander’s Call.

2.5.1. CPTS/CSS is the OPR for scheduling and compiling inputs for Commander’s Calls, which will be held as the schedule permits.

2.5.2. Commander’s Call is a mandatory formation. Barring leave or TDY, there will not be any mission essential personnel exemptions—if the member is present for duty, they will attend.

2.6. Off-limits Establishments

2.6.1. All CPTS personnel will comply with the 8FW/CC guidance defining local area off-limits establishments.

2.7. Recall Procedures.

2.7.1. All CPTS personnel will maintain a copy of the current squadron recall roster on their person. For recall procedures see Attachment 4.

2.7.2. At a minimum, CPTS/CSS representative will maintain and update the unit recall roster once a month. It is the member's responsibility to notify CSS and AtHoc monitor of any changes. After each update, the rep will disseminate the recall roster to all unit personnel, and the 8FW Command Post.

3. SAFETY, HEALTH, AND FITNESS.

3.1. Safety. Safety is one of the Squadron CC's top priorities and paramount to mission accomplishment. IAW AFD 90-8, AFI 91-202, AFI 91-203, and current AF Safety Center guidance, squadron personnel will actively utilize Risk Management (RM) to mitigate risks inherent in all activities, on or off-duty. Everyone is a stakeholder in this program and their personal actions are critical to the success of the CPTS. Squadron leadership expects each member to correct deficiencies on the spot if within their means. If they are unable to do this, personnel must bring them to the attention of their supervisor immediately. The key element to success of this program is ownership, constant vigilance and a culture of compliance. Members can support the squadron and overarching AF goal of zero mishaps by smartly incorporating RM in everyday processes and doing our jobs safely every time.

3.1.1. Each work center safety briefing should highlight those high risk tasks the function performs, list the expected hazards associated with each task, and give risk mitigation guidance to safely perform the task. While safety is a personal responsibility, current emphasis from PACAF and 7AF leadership has been to ensure risk is being accepted at the appropriate level. Each member and supervisor must consider the risk being accepted in performing daily operations and highlight/up-channel any risk they feel is exceptional.

3.1.2. Supervisors and squadron leadership will work in concert with the 8FW Safety Office to ensure proper utilization of Job Safety Training Outlines (JSTO) and Job Safety Analysis (JSA) for all unit members.

3.2. Inclement weather

3.2.1. Personnel will comply with 8FW instructions regarding actions to take during inclement weather conditions. To obtain information on base closure or reporting instructions, members should contact 8FW Command Post or Safety Office.

3.2.2. All personnel are reminded that during the winter weather months, base driving conditions can be extremely dangerous. Practice defensive driving techniques and allot additional travel time on days snow, ice, or heavy rains are expected to occur. Lastly, ensure your vehicle windows are completely clear of snow and ice to maintain the highest visibility.

3.3. Mishap Prevention and Reporting. Prompt reporting of mishaps and accidents, on and off-duty, is critical. "Prompt reporting" means that, when possible, ground mishaps/accidents should be reported to the immediate supervisor within 15 minutes on-duty and within 45 minutes off-duty. All personnel will follow the following procedures:

3.3.1. During normal duty hours, personnel will report mishap/injury to their immediate supervisor or unit safety rep (supervisors will immediately contact the unit safety rep) who will then notify the 8FW Safety office and squadron leadership.

3.3.2. Outside of normal duty hours, personnel will report ground accidents/mishaps to their immediate supervisor or unit safety rep (supervisors will immediately contact the unit safety rep) who will then notify the Sq/CC and the 8FW Command Post.

3.3.3. Proper reporting and follow-up will include the following actions:

3.3.3.1. Give a full description of the mishap (who, what, when, where, why, and how).

3.3.3.2. If medical attention is required, include complete information on restrictions and make sure CPTS/CSS receives a copy.

3.3.3.3. For any injury resulting in time lost from duties, supervisors will file a Mishap Reporting of Injury/Illness and Treatment report through the 8FW Safety Office.

3.3.3.4. During lengthy convalescent leave, supervisors will follow up on the progress of their personnel and keep squadron leadership informed.

3.4. Squadron High Risk Activities (HRA) Program. The activities listed in Figure 2 below are designated HRA for CPTS personnel. This list is an augmented version but is not all-inclusive. Supervisors will evaluate other activities not listed below for potential risk and make recommendations to leadership for additions to this listing:

Auto Racing	Sky Diving	Wakeboarding
Bungee Jumping	White water rafting/kayaking	Mountain biking (trails/tracks)
Civil Aviation (includes Ultralight & Experimental Aircraft, Helicopters, Hot air ballooning)	Boating (Recreational, Water skiing/jumping, jet skiing, personal watercraft)	Archery/Firearm Target Shooting
Soaring/parasailing	All Terrain Vehicle (ATV)	Pit Crew Member
Hang Gliding	Motorcycle (racing)	Cliff Diving
Mountain Climbing	Motorcycle (street)	Skateboarding/Rollerblading
Rappelling	Dirt Biking/Motorcycle	Volunteer Firefighter
Rodeo/Bull Riding	Hunting	Off-Duty Bouncer
Martial Arts/Boxing/Wrestling	Snowmobile	Drag/Bracket Racing
Horseback Riding/equestrian	Snowboarding/Skiing	Scuba Diving

Figure 2

3.4.1. Prior to engaging in HRA for the first time, an individual will inform his/her immediate supervisor and schedule an interview with the CPTS Safety Rep and the Sq/CC. IAW 8FW policy, this briefing will be documented on the AF Form 4391, *High Risk Activities Evaluation Worksheet*. **INDIVIDUALS WILL NOT ENGAGE IN HRA UNTIL THIS FORM IS SIGNED BY THE COMMANDER.**

3.4.2. The individual is responsible for applying sound RM while engaging in HRA. The Commander may revoke a member's privilege to engage in HRA at any time based on supervision recommendations, adverse actions, and/or patterns of poor decision-making.

3.4.3. Motorcycle HRA. Each squadron member that desires to ride a motorcycle will be interviewed and approved by the Sq/CC. The Commander will acknowledge approval of this HRA via Attachment 2 of AFI 91-207 *The US Air Force Traffic Safety Program*. Each motorcycle is required to carry their Motorcycle Safety Card on their possession while riding. Security Forces will check Active Duty members upon entering the installation.

3.5. Seatbelts. Seatbelts save lives. All squadron personnel will use seatbelts while driving or riding in vehicles both on and off-base. Those members that operate vehicles will also ensure that all passengers wear seatbelts as well. Any violations of this policy will result in the revocation of base driving privileges at the discretion of the Sq/CC.

3.6. Cell phone use while driving. IAW the Executive Order dated 1 Oct 09, all Federal employees are banned from texting while driving, whether they are driving government or privately-owned conveyances, or whether the phone is government-issued or personally-owned. IAW AFI 31-218(I), "Vehicle operators on a DoD installation and operators of Government-owned vehicles will not use cell phones unless the vehicle is safely parked or unless they are using a hands-free cellular device. The wearing of any other portable headphones, earphones, or other listening device (except hands-free cellular phones) while operating a motor vehicle is prohibited. Use of those devices impairs driving and masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, and human speech."

3.7. Fitness Standards. Physical fitness is a critical component to military service, unit readiness, mission accomplishment, and overall comprehensive personal health and resiliency. It is an individual responsibility. All personnel will adhere to AFI 36-2905 for guidance on maintaining fitness standards. Please see 8 CPTS/CC Fitness Memo dated 1 August 2016 for detailed instructions.

3.7.1. Members are expected, at a minimum, to meet the AF standard. Members who receive an "Unsatisfactory" score on their official PT assessment will complete the BE WELL course. As a preventative measure, those scoring below an "Excellent" on their official PT test are highly encouraged to adapt a conducive health/fitness regimen. The member will document completed workouts on an AF IMT 1975.

3.7.2. Each member of the Comptroller Squadron will maintain a current fitness assessment—there is simply no excuse for going non-current for PT. On official assessments, CPTS members obtaining a total component score between 95-100% will receive a one-day pass. All personnel are required to take their fitness exam on or before the 15th of the required month of the exam as a contingency for any illness, inclement weather, etc.

3.7.3. Squadron physical fitness will be conducted three times a week, and is mandatory for all 8 CPTS military personnel. WSA members are welcome and highly encouraged to attend the CPTS physical fitness sessions, otherwise should take part in their agency physical fitness

program. Physical fitness sessions are scheduled Monday, Wednesday, and Fridays from 0630-0715 at accountability will be taken at the base gymnasium.

3.8. Substance Abuse and Alcohol-Related Incidents. Substance or alcohol abuse degrades an individual's readiness and will not be tolerated. Swift disciplinary action will be taken against anyone involved in an alcohol-related incident. Anyone involved in an alcohol-related incident will report to the Sq/CC in Service Dress with their immediate supervisor and applicable representatives from their chain of command the following duty day.

3.9. Suicide Prevention. With an enduring, high-ops tempo, frequent deployments away from members' support networks, and the stresses of combat operations, suicide continues to be an important issue. As responsible wingmen and wing leaders, squadron/flight leadership must be engaged with the people they supervise, and with whom they work. The immediate supervisor and peers play a critical role in suicide prevention. Statistics illustrate that those closest to the victim are most likely to see, or sometimes overlook, warning signs. All squadron members are urged to be vigilant wingmen and engage with one another to highlight at-risk personnel. Immediately report any concerns to the CPTS/FMD and/or the CPTS/CC.

4. PERSONNEL.

4.1. Equal Opportunity (EO) and Treatment. The squadron policy complies with and reinforces Air Force and Missile Wing policy 100% in this critical area: ZERO TOLERANCE for discrimination of any kind, including race, gender, age, religion/creed, or sexual orientation. All squadron personnel will respect those with whom they work. Any member that is a victim of or witnesses discrimination of any form must IMMEDIATELY report it to their chain of command. If the chain of command is the problem, report the incident to the Sq/CC or Sq/CCF IMMEDIATELY.

4.2. Personnel Information File (PIF)

4.2.1. All documentation relating to unit personnel requiring filing for any official reason will be forwarded to the CPTS/CCF or CPTS/FMD for review and subsequent filing in the member's PIF. All PIFs will be maintained by CSS.

4.2.2. The establishment and use of "desk drawer" PIFs to maintain information of a derogatory nature, to include, but not limited to LOC, LOA, LOR, and Memorandum for Record, is not permitted.

4.2.3. Requests for removal of documents from a member's PIF will be routed through the Sq/CCF for the Commander's approval.

4.3. Uniform

4.3.1. Uniform wear is IAW AFI 36-2903.

4.3.2. All members will be prepared for periodic open ranks inspection at the commander's discretion.

4.4. Leave.

4.4.1. The proper use of leave is essential for maintaining morale and peak unit effectiveness. Supervisors should ensure personnel schedule appropriate amounts of leave, within the constraints of operational requirements. It is strongly encouraged that each member of the squadron uses their earned leave throughout the fiscal year—there is no guarantee that use-or-lose leave requested in the last quarter of the fiscal year, or during major inspections, will be granted. The Sq/CC will only approve Special Leave Accrual (SLA) requests that are not caused by enabler deployment taskings in exceptional circumstances. Due to these qualifying factors and the small size of the squadron, members and supervisors must give careful consideration to leave and plan well in advance. All leave must be processed in the Leave Web system for uniform personnel and Automated Time and Attendance Processing System for government civilian employees.

4.4.2. Chain of command applies to leave as well—if an individual is unable to contact their supervisor, the next higher individual in the chain of command is the approving authority for requests and changes.

4.4.3. The supervisor (rater on the member's performance report) is the primary approving official for leave. Supervisors are responsible to ensure each member schedules leave as early as possible, taking into consideration effective and non-problematic use of use-or-lose leave. Supervisors will ensure no more than 10 percent of assigned personnel be in normal leave at any time without the approval of the Sq/CC.

4.4.3.1. Do not expect leadership to approve leave during major exercises, or inspections. Ensure your leave is approved before making financial commitments.

4.4.4. It is the member's job to notify CSS or log the planned leave in the designated folder as soon as practical for squadron leave tracking and strategic planning purposes. This will ensure the member's additional duties and any applicable special projects are covered, and they will not miss any scheduled appointments or go overdue on any training items.

4.4.5. The first workday after returning from leave, each member must report in-person to their duty section to accomplish a Part III in LeaveWeb. While on leave, if the member should need a leave extension, they must contact their supervisor prior to the leave expiring.

4.4.6. Ordinary leave is restricted to a total of 30 days per one-year tour. Leave to areas considered as moderate to high terrorism risk require personal force protection plan be submitted through the unit security manager for approval a minimum 4-weeks prior to the planned departure

4.4.7. Advanced coordination of mid-tour leave is vital to ensuring maximum coverage during each members leave. Communicate early and often with your supervisor and flight leadership to ensure there are no disconnects on when you would like to take leave.

4.4.8. A pass does not constitute an exemption to the curfew hours, it merely authorizes a member to stay in off-base lodging during curfew hours.

4.4.9. Sq/CC is the approval authority for all “day off” passes. Members may use 1-day passes consecutively with a weekend.

5. SQUADRON FINANCES.

5.1. Resource Management. All personnel are responsible for proper care and use of Air Force resources. Fraud, waste, and abuse should immediately be brought to the attention of the chain of command, the Inspector General, or the Office of Special Investigation.

5.2. Commander’s Recognition Program. Government Purchase Card (GPC) holders are authorized to use the GPC to purchase plaques, trophies, coins, etc. for Sq/CC-approved quarterly and annual award winners. GPC holders may also use the GPC to purchase stripes for promotion ceremonies.

5.3. Government Travel Card (GTC). DoD FINANCIAL MANAGEMENT REGULATION, VOLUME 9 states that the Visa card is a charge card, not a credit card, and is authorized for official travel and official travel-related expenses away from the cardholder’s duty station. In addition, it also states that all charges made on the account are payable (in full) upon receipt of the bill. It is the member’s responsibility to ensure GTC debts are promptly paid and that requested travel voucher split disbursements properly post to their GTC account. This guidance applies to debts incurred during both CONUS TDYs and OCONUS deployments. Failure to adhere to this policy may result in punishment under Article 92 of the Uniform Code of Military Justice.

5.3.1. Inbound Personnel. All inbound personnel will process through the squadron GTC Program Manager to have their GTC account gained into the squadron hierarchy and will accomplish appropriate Statements of Understanding (SoU) and cardholder computer-based training (CBT).

5.3.2. Outbound/Separating Personnel. All outbound/separating personnel will out process through the GTC Program Manager and DTS ODTA prior to being signed off on the squadron out processing checklist.

5.4. Civilian overtime. All civilian overtime requests will be approved in advance by the Sq/CC via AF Form 428.

6. EVALUATIONS.

6.1. The overarching goal of the CPTS evaluation program is to accurately capture individual performance and submit a superior product, on-time. Every member in the coordination chain—the individual, supervisor, and support staff—is responsible to ensure report content is accurate and high quality, and the process meets standards of timeliness. These documents are part of our members' permanent records and we must treat them accordingly, with the attention our hard-working members deserve.

6.1.2. All suspenses will be based on 8FW suspenses, or otherwise specified. Raters and additional raters are responsible for knowing these suspenses and ensuring their internal processes deliver reports to CPTS/CSS.

6.1.3. vPC sites will be correctly set up IAW current AFPC prior to forwarding reports in vPC for 8FW/CCK review. In addition, all reports will be labeled as follows:

6.1.3.1. AB-TSgt: AF910 Last Name, 1st Initial, Last4, C/O date (yrmoda)

6.1.3.2. MSgt-CMSgt: AF911 Last Name, 1st Initial, Last4, C/O date (yrmoda)

6.1.3.3. All Officers: AF707 Last Name, 1st Initial, Last4, C/O date (yrmoda)

6.1.3.4. Example AF910ROSEA9070120912

6.1.4. Electronic performance report packages will be routed through Flight Supervision, Sq/CCF, Sq Superintendent, CSS, and the Sq/CC, as applicable.

6.1.5. For AB-TSgt, an electronic copy of the member's two previous performance report along with their most recent PT scores will be included in the draft report package. Files will be labeled as follows:

6.1.5.1. Rank Last Name Previous report's Year

6.1.5.2. Rank Last Name PT

6.1.5.3. For MSgt and above, an electronic copy of the member's last 2 performance reports, SURF, most recent PT scores, a Quality Force Indicator, and a completed checklist will be included in the draft report package. Files will be labeled as follows:

6.1.5.3.1. Rank Last Name Oldest Performance Report's Year

6.1.5.3.3. Rank Last Name Previous Performance Report's Year

6.1.5.3.4. Rank Last Name PT

6.1.5.3.5. Rank Last Name SURF

6.1.5.3.6. Rank Last Name Checklist

6.1.6. Referral Reports. All referral performance reports require “wet” signatures. The rater is responsible for preparing a referral memo along with the draft performance report package. Referral reports will be referred to the rater NLT 10 calendar days after report closeout.

6.1.7. Senior Rater Endorsement. The SNCO must have completed rank-commensurate PME and a Community College of the Air Force (CCAF) degree to be eligible for senior rater endorsement.

6.1.8. Electronic Signatures. Once the draft report is finalized, CSS will electronically push the report to the member’s supervision to get required electronic signatures. The rater and additional rater will forward the e-signed report to the Sq/CC in vPC for e-signature. The Sq/CC e-signed report will be sent directly back to the member for his/her acknowledgment e-signature. The member’s e-signed report will then be returned to CSS electronically and then forwarded to the 8FW FSS Military Personnel Flight and 8FW/CCK for processing.

6.2. Decorations.

6.2.1. Supervisors/duty sections are responsible for requesting nomination of decorations for their personnel. This includes extended tour/separation decorations

6.2.2. PCS Decorations. Raters must generate a DÉCOR 6 in vPC no later than 60 days prior to the ratees DEROS. Supervisors should also demonstrate proactivity in the goal of fully supporting current HHQ “pin it where you win it” guidance. Do not wait for PCS orders—if a member is a projected PCS, their supervisor should have a refined draft of a citation on hand, ready for immediate submission after minor updates to include recent performance.

6.2.3. AB-TSgt decoration packages will include the following documentation: copy of PT history, the current EPR/LOE highlighted, and a draft citation.

6.2.3.1. MSgt and above decoration packages will include all documentation required by 5.2.4.1, as well as a current SURF.

6.3. Squadron Awards Program. The goal of the CPTS Awards program is to recognize superior performers and dominate 8FW and higher level awards programs.

6.3.1 Quarterly and Annual Awards. Only one package per category is permitted from each duty section. All packages are due to CPTS/FMD. The CPTS Superintendent will be the OPR for all Quarterly and Annual packages. CSS will be OPR for supporting documentation and nomination letters. When packages have been graded as required, the CPTS/FMD will review all packages and submit to the Commander for final approval.

6.3.2. Functional Awards. Duty section chiefs will submit only one package per category. OPR for functional awards will be assigned by the Sq/CC when the award tasker flows down from the MAJCOM.

7. OPERATIONAL & READINESS

7.1. Mobility Readiness. All personnel are responsible for maintaining their personal, financial, and physical fitness readiness. Personnel assigned to a Unit Type Code (UTC) will maintain readiness in all AF- and PACAF - mandated training requirements.

7.1.1. UTC Management. The Unit Deployment Manager (UDM) is the POC for all UTC issues. A Personnel Readiness Folder (PRF) will be maintained and kept current for all personnel assigned to UTCs. The PRF will be reviewed at least annually in accordance with AF, PACAF and wing level policy.

8. SELF-ASSESSMENTS/MANAGEMENT INTERNAL CONTROL TOOLSET (MICT)

8.1. Self-Assessments. All self-assessments will be completed in MICT. The CPTS will fully comply with the 8FW Self-Assessment Program to ensure an effective means of assessing squadron mission performance and readiness; organizational effectiveness and efficiency; and regulatory compliance.

8.1.1. Open Discrepancies. Functions have 30 days to resolve all self-assessment discrepancies. Discrepancies open for more than 30 days will be reviewed monthly at the QA meeting.

9. DORMITORY INSPECTIONS

9.1 Due to the close quarters occupation of the dormitories, all CPTS members will maintain their dormitory residence in inspection order at all times. Dormitories are subject to scheduled and no-notice inspections.

DAVID T. KIM, Major, USAF
Commander

Attachment 1

GLOSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, 24 January 2007
AFI 36-2201, *Air Force Training Program*, 15 September 2010
AFI 36-3003, *Military Leave Program*, 26 October 2009
AFI 40-102, *Tobacco Use in the Air Force*, 26 March 2012
AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*, 20 September 2011
AFI 90-201, *Air Force Inspection System*, 23 March 2012
AFI 90-901, *Operational Risk Management*, 1 April 2000
AFI 91-202, *US Air Force Mishap Prevention Program (IC1)*, 20 March 2012
AFI 91-207, *US Air Force Traffic Safety Program*, 01 May 2015
AFMAN 33-363, *Management of Records*, 8 November 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

Attachment 2

PRE-TRAVEL/RON CHECKLIST

PRE-TRAVEL/RON CHECKLIST Required for any RON travel in the ROK	
NAME:	
CONTACT PHONE #:	
MODE OF TRAVEL:	
FINAL DESTINATION:	
DEPARTURE DATE:	
RETURN DATE:	
RON LOCATION (i.e., hotel name):	
The following topics/items must be discussed and initial by the Traveler and Supervisor:	
Curfew Policy: /	
Wingman Concept / Plan: /	
Ambassadorship: /	
Consequences of Excessive Alcohol Use: /	
Supervisor Contact # / Recall Roster: /	
CoC Notification Rqmt (e.g. emergency/accident/police incident): /	
Travel Tracker Signed: /	
*NOTE: Any deviations require Supervisor/CoC notification w/new	
Unit Commander directed topics to be discussed:	
Additional Notes (e.g. names of wingmen traveling with, multiple RON location info, info deemed important by Supervisor):	
Traveler Sign	Supervisor Sign

8 FW Pre-Travel/RON Checklist

Attachment 3

SUSPENSES

Evaluations

Notes: (1) "Due to" means forwarded as appropriate in vPC, with all supporting documentation and checklist uploaded.
 (2) No later than
 (3) Due to EC NLT 15 days after c/o.

Decorations

Type of decoration:	Closes out at:	Due to CPTS/CCE for "initial review (1,2):	Due to 8FW/CCE:
AFAM	8FW	45 days prior to projected departure date	35 days prior to projected departure date
AFCM	8FW	45 days prior to projected departure date	35 days prior to projected departure date
MSM (retirement & separation)	8FW	45 days prior to projected departure date	35 days prior to projected departure date
MSM (PCS, PCA & extended tour)	8FW	75 days prior to projected departure date	60 days prior to projected departure date

Note: (1) "Due to" means forwarded as appropriate in vPC, with all supporting documentation and checklist uploaded.
 (2) No later than

Awards

Type of Award:	Submitted to:	Due to CPTS/FMD for initial review (1, 2):
Quarterly or Annual	CPTS/FMD	7 days prior to 8FW/CCC suspense
Functional	PACAF/FM	14 days prior to 8FW/CCE suspense

Notes: (1) "Due to" means all supporting documentation (includes nomination letters, public release statements, citations, etc) are included.
 (2) No later than

Static Closeout Date (SCOD)

Rank	SCOD	Acct Date	<i>There is no minimum number of days supervision required for closeout. Reports can be closed out with as little as 1 day supervision</i>
AB-SRA (E1 - E4)	31-Mar	2-Dec	
SSGT (E5)	31-Jan	2-Oct	
TSGT (E6)	30-Nov	2-Aug	
MSGT (E7)	30-Sep	3-Jun	
SMSGT (E8)	31-Jul	3-Apr	
CMSGT (E9)	31-May	31-Jan	

Attachment 4

Read the statement below when making recall notifications, filling in the first blank space with the appropriate recall condition and the last with the time you are making the notification. During Recall conditions 1 and 2, personnel will report to work in the MOPP level determined personnel at recall initiation by the Wolf. If there are any other special instructions, give those immediately after the notification is completed. Remember, notifications will include only essential, unclassified information. All information related to a recall is privileged and releasable only on a need-to-know basis. Accomplish the notifications rapidly to limit information available to a potential enemy.

**“This is (RANK AND NAME) with a recall notification. Recall Condition __ is implemented.
If applicable, report to your duty section in MOPP Level __. The recall start time is __ and the time is now __.”**

*RECALL CONDITION 1 (Wing Recall):	All wing personnel are recalled and must report immediately to their duty locations in MOPP level__(as directed) after making required notifications. Installation Control Center (ICC) members must report immediately to the ICC. UCC members must immediately report to their duty location. All accountability must be reported through squadron UCCs and upchanneled.
*RECALL CONDITION 2 (Wing Recall):	Immediately implement 12-hour shifts. Current shift workers must report to their duty locations in MOPP level__(as directed) after making required notifications. Installation Control Center (ICC) members must report immediately to the ICC. UCC members must immediately report to their duty location. All accountability must be reported through squadron UCCs and upchanneled.
*RECALL CONDITION 3 “ALPHA (3A)” (Commander’s Senior Staff Recall):	The following wing personnel are recalled and must report to the ICC: Wing Commander, Vice Wing Commander, Command Chief, all Group Commanders (and/or designated deputies), the Director of Staff, and a Command Post representative. The 8 FW/CP will notify all CAT members during this recall.
*RECALL CONDITION 3 “BRAVO (3B)” (Installation Control Center Recall):	The following wing personnel are recalled and must report to the ICC: all members from 3 Alpha (above), squadron commanders (or designated deputies), mission director, 8 OG/Intel Flight Chief, XP Chief, weather, senior MOC controller, anti-terror/force protection office, OSI/CC, U.S. Army Patriot Battery representative and ICC admin. This recall is designed to allow contingency planning. (Important: 8 FW Group CCs will notify squadron CCs/deputies).
*RECALL CONDITION 3 “CHARLIE (3C)” (Emergency Operations Center Recall):	The following personnel are recalled and must report to the ICC: all members from 3 Alpha and 3 Bravo (above) all EOC and MOC representatives, CCP, CCE, SE, JA, PA, HC, and CPTS/CC. UCC members must report immediately to their designated duty locations.
RECALL CONDITION 4 (SLAMMER Recall):	Pertains to Slammer Ops; Respond IAW 8 FWI 10-202.
*RECALL CONDITION 5 (Telephone Accountability Recall):	Accountability of all wing personnel must be reported. UCC members must immediately report to their duty location. All accountability must be reported through squadron UCCs and upchanneled. Remaining wing personnel will not report to their duty location unless directed.

***WHEN RECALLED TO DUTY, REPORT IN THE DIRECTED MOPP LEVEL AND WEAR OF IPE/FIELD GEAR.
CONTACT UCC BEFORE REPORTING FOR CLARIFICATION.***

THIS RECALL ROSTER WILL ALSO BE USED FOR A COMM OUT RECALLS.

***THIS ROSTER CONTAINS INFORMATION PROTECTED BY
THE PRIVACY ACT OF 1974 AND OFFICIAL USE ONLY***

Attachment 5

SQUADRON ROUTING AND TRANSMITTAL SLIP

ROUTING AND TRANSMITTAL SLIP				Date	
TO: <i>(Name, office symbol, room number, building Agency/Post)</i>				Initials	
1.				Date	
2.					
3.					
4.					
5.					
<input type="checkbox"/>	Action	<input type="checkbox"/>	File	<input type="checkbox"/>	Note and Return
<input type="checkbox"/>	Approval	<input type="checkbox"/>	For Clearance	<input type="checkbox"/>	Per Conversation
<input type="checkbox"/>	As Requested	<input type="checkbox"/>	For Correction	<input type="checkbox"/>	Prepare Reply
<input type="checkbox"/>	Circulate	<input type="checkbox"/>	For Your Information	<input type="checkbox"/>	See Me
<input type="checkbox"/>	Comment	<input type="checkbox"/>	Investigate	<input type="checkbox"/>	Signature
<input type="checkbox"/>	Coordination	<input type="checkbox"/>	Justify	<input type="checkbox"/>	

REMARKS

FROM: <i>(Name, org. symbol, Agency/Post)</i>	Room No. – Bldg.