

**BY ORDER OF
THE COMMANDANT**

**AIR FORCE INSTITUTE OF TECHNOLOGY
INSTRUCTION 10-206**

24 NOVEMBER 1998



Operations

OPERATIONAL REPORTING

COMPLIANCE WITH THIS PUBLICATION IS MANADATORY

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OPR: AFIT/RPX (SSgt George B. Arthur)
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Authority for this instruction comes from AFMAN 10-206, AETC Sup 1 para. 1.3.3. This instruction establishes AFITs policies, responsibilities and procedures for the operational reporting of relevant events/incidents to HQ AF, HQ AETC and HQ AU. These procedures do not negate the requirements identified in AFMAN 10-206 or the AETC supplement.

1. References: AFMAN 10-206, Operational Reporting; AFMAN 10-206, AETC Sup 1 and AFMAN 10-206, AFMC Sup 1.

2. Policy. The up-channeling of certain information to USAF senior military leadership is required by the referenced manuals. AFIT/RP is responsible for ensuring that the occurrence of events or incidents, identified in Table 3.1 of the referenced manuals, is reported to HQ AF, HQ AETC and HQ AU.

3. Procedures.

3.1. Immediately upon learning of any reportable event/incident, AFIT deans and directors will notify the AFIT Director of Resources (RP) with the following information:

- **Who?** Grade, unit of assignment, and status (student, permanent party, TDY).
- **What?** Clearly state what happened and what military activities are affected. Include other pertinent factors such as weather, casualties and expected news media impact.
- **When?** Give specific or approximate time or time period in GMT (Zulu).
- **Why?** Include causes, if available.

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

AFIT/RP will then notify the AFIT Commandant (CC), the AFIT Mission Support Director/Squadron Commander (MS) and the AFMC Command Center.

3.2. The AFIT Commandant is expected to make verbal contact with the AETC Commander and the AU Commander within 15 minutes of notification if the situation involves loss of life, officer misconduct or an incident that could create adverse media attention or have the potential to be of interest to the CSAF or higher level.

3.3. Once contacted by AFIT/RP, the AFMC Command Center will ensure the proper operational report (OPREP), and, if needed, commander's situation report(s) (SITREP) is/are accomplished in accordance with the governing manual. When generating the OPREP/SITREP, the AFMC Command Center should include the following additional addresses on the message: ACTION copy to RANDOLPH COMMAND CENTER RANDOLPH AFB TX//; INFO copies to AETC AOS RANDOLPH AFB TX//AOC// and 42ABW MAXWELL AFB AL//CPC// and a ZEN copy to AFIT WPAFB OH//CC/RP//. This report does not negate the necessity to accomplish any required functional reports (e.g., personnel, mortuary affairs, safety, security, etc.).

JOHN H. RUSSELL, Colonel, USAF
Commandant
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