BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND

HQ AFMC OPERATING INSTRUCTION 36-5

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Personnel

CENTER AND AIR BASE/TEST WING COMMANDER HEADQUARTERS ORIENTATION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes policy, procedures, and responsibilities for Headquarters AFMC orientations for incoming Center, Air Base Wing (ABW) and Test Wing (TW) Commanders before they assume command of their respective organizations. It implements AFMC/CC direction that all Center/ABW/TW Commanders receive a headquarters orientation and courtesy call with the AFMC/CC one to two weeks prior to assuming command-due to AFMC/CC availability, courtesy calls, and orientations may occur well before assumptions of command.

1. Responsibilities:

1.1. **HQ AFMC/CCZ (CCZ) will:**

1.1.1. Compose personalized AFMC/CC Welcome and Expectation Letters (CC Letters) for incoming Center/ABW/TW Commanders.

1.1.2. Obtain AFMC/CC signature.

1.1.3. Send signed CC Letters via email (in .pdf) format (read receipt requested) followed up by postal mail.

1.2. **HQ AFMC/DS (DS) will:**

1.2.1. Through the AFMC/CC secretary, schedule 30-minute courtesy calls with the AFMC/CC.

1.2.2. Assign a host directorate (HD) for each orientation.

1.3. **HQ AFMC/DSP (Protocol) (DSP) will:**

1.3.1. Provides escort officer training to HD escort officers.

1.3.2. Conduct thorough agenda reviews with HD.

1.3.3. Advise on proper protocol.

1.3.4. Ensure incoming Commanders receive DV logistics support (DV suite, DV parking, staff car/DV surrey, on-line DV Notification Report, etc.).

1.3.5. Aid HDS with Base Operations (Base Ops) arrivals and departures.

1.3.5.1. If the incoming Commander arrives or departs via Base Ops, then the HD's director or deputy plus escort officer greets and farewells.

1.3.5.2. However, if an incoming Commander is a 3-star general officer (GO)/Senior Executive Service (SES) equivalent, the Wright-Patt DV Greeter Matrix applies. In this case, DSP will coordinate an appropriate greeter/fareweller if the HD director or deputy does not have sufficient rank to greet/farewell.

1.3.6. HD escort officers escort incoming Commanders from "Wheels Down" to "Wheels Up."

1.3.7. O-6 ABW and TW/CCs will be provided DV-6 (one-star GO) treatment while attending courtesy calls and orientations.

1.4. **HQ AFMC/DPO (DPO) will:**

1.4.1. Advise DS/CCZ of incoming Center/ABW/TW Commanders.

1.4.2. Reconcile RNLTDs with losing MAJCOM and gaining Center/CC-advise DS/CCZ.

1.5. **Host Directorates (HDs) will:**

1.5.1. Assign escort officers to incoming Commanders.

1.5.1.1. Ensure escort officers obtain protocol training prior to assuming their escort duties.

1.5.2. Coordinate with DSP all DV logistics support (DV suite, DV parking, staff car/DV surrey, on-line DV Notification Report, etc.)

1.5.3. Assign a licensed driver, if required (normally the escort officers).

1.5.4. Coordinate and schedule orientations with other directorates on the same day incoming Commanders are meeting with AFMC/CC.

1.5.4.1. Incoming Commander orientations are driven by and built around AFMC/CC's availability.

1.5.4.2. Schedule AFMC mission brief with HQ AFMC/CCX (Commander's Action Group).

1.5.4.3. Only directors or deputes will brief incoming Commanders.

1.5.4.4. Contact incoming Commanders to determine their specific orientation requirements.

1.5.4.5. **NOTE:** May have to tailor orientations based on the incoming Commander's preferences, 2-letter director/deputy availability, or incoming Commander's TDY schedules.

1.5.5. Provide a detailed agenda to AFMC/CC/CV/CD secretaries, DS Director, Deputy, and Executive Officer; DPO; CZZ; DSP; and the to-be-visited directorates one week prior to the orientation.

1.5.6. Incoming Commander orientation preparatory material will include: event brief, detailed agenda, AFMC/CC/CV/CD biographies, and 2-letter mission brief (for each 2-letter the Commander will be visiting). These shall be provided to the incoming Commander one week prior to orientation. See DS executive officer for updated 2-letter mission briefings.

1.5.7. AFMC/CC courtesy call preparatory material will include: event brief, detailed agenda, and incoming Commander's biography. Provide these to AFMC/CCX electronically NLT 1200 the day prior to the orientation.

1.5.8. If incoming Commanders arrive or depart via Bas Ops, then the HD director or deputy greets and farewells, unless the incoming Commander is a 3-star GO/SES equivalent. In this case, see **paragraph 1.3.5.** above.

1.5.9. HD escort officers escort incoming Commanders from "Wheels Down" to "Wheels Up".

2. Process:

2.1. **After the Command Section List (CSL) is released, DPO advises DS and CCZ of incoming Center/ABW/TW Commanders.**

2.2. **CZ/DS sends the CC Letter to the incoming Commander.**

2.2.1. Timing: Immediately after DPO notification, CCZ sends CC Letters, this provides rapid acknowledgement from the AFMC/CC to the incoming Commander of his/her selection to command within AFMC, and ensures incoming Commander has ample opportunity to review the CC Letter regardless of the CC courtesy call date.

2.2.2. CCZ/DS sends the signed letter via email (in .pdf format) followed up by postal mail, this ensures the incoming Commander receives the CC Letter (read receipt).

2.3. **DPO reconciles RNLTDs with losing MAJCOM and gaining Center/CC-DPO advises DS/CCZ.**

2.4. **DS schedules a 30-minute courtesy call with the AFMC/CC.**

2.4.1. DS notifies DPO and CCZ of the date and time.

2.4.2. Driven by AFMC/CC's schedule, courtesy calls may occur well before (but not before CSL release) the "1-2 weeks prior to command" standard specified by AFMC/CC.

2.5. **DPO notifies the incoming Commander of the date and time of the courtesy call.**

2.5.1. DPO confirms the incoming Commander received the previously sent CC Letter.

2.5.2. Given AFMC/CC's busy schedule, moving courtesy calls will require strong justification.

2.5.3. If incoming Commanders' current organizations cannot or will not fund the TDY costs, then the gaining organization will fund the TDY costs.

2.6. **DS assigns a HD.**

2.6.1. The following directorates shall be responsible for hosting the following incoming Commanders:

2.6.1.1. HQ AFMC/LG: Air Logistics Center (ALC)/CCs.

2.6.1.2. HQ AFMC/XR: Product Center/CCs.

2.6.1.3. HQ AFMC/DO: Test Center/CCs.

2.6.1.4. HQ AFMC/MS: ABW/CCs.

2.6.1.5. HQ AFMC/DO: TW/CCs.

2.6.2. All orientations must include:

2.6.2.1. Courtesy call with AFMC/CC.

2.6.2.2. AFMC Mission Brief (given by HQ AFMC/CCX).

2.6.2.3. Visit with AFMC/CCC (if schedules permit).

2.6.3. Orientation shall be tailored so that incoming Commanders visit HQ AFMC directorates they are likely to have frequent contact with, specifically:

2.6.3.1. ALC/CCs: LG, EN.

2.6.3.2. Product Center/CCs: XR, LG and EN

2.6.3.3. Test Center and Test Wing/CCs: DO, XR, EN.

2.6.3.4. ABW/CCs: MS.

2.6.4. Following **2.6.2.** and **2.6.3.**, incoming Commanders will visit the following HQ AFMC directorates as time permits: FM, XP, MS, DP, IG, and SE.

2.7. **The HD completes it responsibilities outlined above and executes the visit.**

2.7.1. HD is responsible for schedule, date and time fluctuations.

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