



# **Commander Programs**

## **AFI 1-2 CC Responsibilities**

*as of 6 February 2024*



*The Source of America's Airpower*

**Consolidated list of programs that are required to have an appointed POC for specific positions:**

- \* Accountable Property
- \* Accountability
- \* AAAM
- \* Airfield Driving
- \* Antiterrorism
- \* CCIP
- \* Controlled Areas
- \* DTS
- \* Defibrillator
- \* Deployment
- \* Duty Status
- \* Emergency Management
- \* Facilities
- \* Family Care
- \* Fitness
- \* GPC
- \* GTCC
- \* Information Security (CUI)
- \* OPSEC
- \* Personnel Security
- \* Publications and Forms
- \* Privacy Act and Civil Liberties
- \* Records
- \* Resource Advisor
- \* Safety
- \* SharePoint
- \* Support Agreements
- \* Training
- \* Voting
- \* Vehicles

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| Emergency Management Program/Positon Title:  | Regulati<br>on &<br>Tier #:                                   | Primary | Alternate | Rank Req | Training<br>Required: | Appt letter<br>/special way: |
|--|---|---------|-----------|----------|-----------------------|------------------------------|
| <u>Crisis Action Team (CAT) Representative</u> – based on each location's installation IEMP 10-2 and IDP (***) currently, the following locations require a CAT rep after talking with each installation EM POC = 479 FTG/CC goes to the Navy Village Counsel; 12 FTW/CC appoints a primary and alternate for all Randolph 12 FTW units; 306 FTG/CC appoints a primary and alternate).....this isn't required at subordinate unit levels   | DAFI 10-2501<br>paras 2.23.3.<br>& 9.11. (T-<br>AF/A4C)       | *       | *         |          |                       |                              |
| <u>Emergency Operations Center (EOC)</u> – based on each location's installation IEMP 10-2 and IDP (***) currently, the following locations require a EOC rep after talking with each installation EM POC = units at both Pensacola and Randolph are not required to have this; units at USAFA the 306 FTG/CC appoints a primary and alternate and they cover for all subordinate units)   | DAFI 10-2501<br>para 2.23.3.<br>(T-AF/A4C)                    | *       | *         |          | *                     |                              |
| <u>Control Center Representatives</u> – based on each location's installation IEMP 10-2 and IDP (***) currently, the following locations require a Control Center rep after talking with each installation EM POC = units at Pensacola this is not required; at Randolph require each unit commander to appoint a primary and alternate; at USAFA the 306 FTG/CC will have a control center rep and will decide how many to appoint and from what units and they will cover all subordinate units) | DAFI 10-2501<br>paras 2.23.3.<br>(T-AF/A4C) &<br>9.8.3. (T-1) | *       | *         |          | *                     |                              |
| <u>Unit Emergency Preparedness Coordinator (UEPC)</u> (aka Emergency Management Representative) – based on each location's installation IEMP 10-2 and IDP (***) currently, the following locations require a UEPC rep after talking with each installation EM POC = units at both Pensacola and Randolph require each unit commander to appoint a primary and alternate UEPC, 306 FTG/CC appoints a primary and alternate and they cover for all subordinate units)                                | DAFI 10-2501<br>para 2.23.1.<br>(T-AF/A4C)                    | *       | *         |          | *                     |                              |

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| SAFETY Program/Positon Title:  | Regulation & Tier #:  | Primary | Alternate | Rank Req | Training Required: | Appt letter /special way: |
|--|---|---------|-----------|----------|--------------------|---------------------------|
| Chief of Safety (COS)  | DAFI 91-202_AFGM2023-01 para 2.1.1.1. (T-2)   | *       |           | *        | *                  | *                         |
| Unit Safety Representative (USR) - Note: Units with full-time safety personnel are not required to have a USR.                                     | DAFI 91-202_AFGM2023-01 paras 1.6.27.2. (T-1), 1.6.60. (non-tiered), 2.2. (T-1), 8.4.1. (T-1) | *       | *         |          | *                  | *                         |
| <u>Flight Safety Officer – will be on the Unit Manning Document</u>  | DAFI 91-202_AFGM2023-01 para 2.1.4.1. (T-2)   | *       |           | *        | *                  |                           |
| <u>Squadron Assigned Flight Safety Officer</u> -are assigned to flying squadrons that do not have full-time positions by the Unit Manning Document | DAFI 91-202_AFGM2023-01 paras 1.6.54. (non-tired), 2.1.4.2. (T-3), & 2.2. (T-1)               | *       | *         |          | *                  | *                         |
| <u>Additional Duty Weapons Safety Representative</u>   | DAFI 91-202_AFGM2023-01 paras 1.6.35. (non-tired) & 2.2. (T-1)                                | *       | *         |          | *                  | *                         |
| Motorcycle Safety Representative   | DAFI 91-202_AFGM2023-01 paras 1.6.27.13. (T-1) & 1.6.59. (non-tiered)                         | *       | *         |          | *                  | *                         |
|  | DAFI 91-207 para 1.3.4.3. (T-1)   |         |           |          |                    |                           |

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| TRAINING Program/Positon Title:   | Regulation & Tier #:   | Primary | Alternate | Rank Req | Training Required: | Appt letter /special way: |
|---|--|---------|-----------|----------|--------------------|---------------------------|
| <u>Unit Training Manager (UTM)</u> - 3F2X1 position on Unit Manning Document  | DAFMAN 36-2689 para 6.5.7. (T-AF/A1DL)   | *       |           |          | *                  |                           |
| <u>Additional Duty Unit Training Manager (ADUTM)</u> (ADUTM) - for units without a 3F2X1 (actual UTM)   | DAFMAN 36-2689 para 5.2.7.9. (T-2)   | *       |           |          | *                  | *                         |
| Total Force Awareness Training (TFAT) Program Monitor (aka Ancillary Training Monitor)  | DAFMAN 36-2689 para 6.5.6.3. (T-AF/A1DL)   | *       |           |          |                    |                           |
| All Supervisors appoint trainers and task certifiers as required by CFC – based on skill qualifications with the assistance of the UTM and ensure trainers and certifiers meet all requirements listed in paragraph 5.2.7.17.1. | DAFMAN 36-2689 paras 5.2.9.14. (T-AF/A1DL), 5.2.10. (T-AF/A1DL), & 5.2.11. (T-AF/A1DL) | *       |           | *        | *                  | *                         |

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| RESOURCE<br>MANAGEMENT<br>Program/Positon Title:                         | Regulation & Tier #:   | Primary | Alternate | Rank Req | Training<br>Required: | Appt letter<br>/special way: |
|--|--|---------|-----------|----------|-----------------------|------------------------------|
| Resource Advisor – specific position                                     | AFI 65-601 Vol. 2 ch. 9 paras 9.2.3.7./ 9.2.5. (non-tiered)<br>AF DTS Business Rules paras 3.3. & 4.13 (T-1)               | *       |           |          | *                     | *                            |
| DTS - Authorizing Official (AO)  | DTS Reg paras 0304, 030401.A., & Table 1<br>AF DTS Business Rules para 3.2, 3.3, 4.6, & 4.11 (T-1)                         | *       |           |          | *                     | *                            |
| <u>DTS - Routing Official (RO)</u>                                       | DTS Reg paras 0304, 030404, & Table 1<br>AF DTS Business Rules paras 3.2, 3.3, 4.6, & 4.13 (T-1)                           | *       |           |          | *                     | *                            |
| DTS – Organizational Defense Travel<br>Administrator (ODTA)              | DTS Reg paras 0304, 030407.B. & Table 1<br>AF DTS Business Rules paras 3.2, 3.3, 4.6, & 4.10 (T-1)                         | *       |           |          | *                     | *                            |
| Government-Wide Purchase Card<br>Program (GPC) - Cardholder (CH)         | DAFI 64-117 paras 2.2. (T-0) & 2.2.6. (T-0)  | *       |           |          | *                     | *                            |
| Government-Wide Purchase Card<br>Program (GPC) - Approving Official (AO) | DAFI 64-117 paras 2.2. (T-0) & 2.2.5. (T-1)  | *       | *         |          | *                     | *                            |
| <u>Government-Wide Purchase Card<br/>Program (GPC) – Check Writers</u>   | DAFI 64-117 para 9.1.2. (T-0)  | *       |           |          | *                     | *                            |
| Government Travel Charge Card (GTCC)<br>Area Program Coordinator (APC)   | DoDI 5154.31 vol.4 enc 2 para 5.d.(5) (T-0)<br>APC Guide paras 3.4. & 7.<br>GTCC Reg paras 040205.C. (T-0) & 041101. (T-0) | *       |           |          | *                     | *                            |

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| FITNESS   |  | Primary | Alternate | Rank Req | Training Required: | Appt letter /special way: |
|---|--|---------|-----------|----------|--------------------|---------------------------|
| Program/Positon Title:  | Regulation & Tier #:   |         |           |          |                    |                           |
| Unit Fitness Program Manager (UFPM)   | DAFMAN 36-2905 paras 2.23.6. (T-AFPC/DP3SA), 2.23.6.3. (T-AFPC/DP3SA), & 2.25.1. (T-AFPC/DP3SA)  | *       |           | *        | *                  | *                         |
| Physical Training Leaders (PTLs)  | DAFMAN 36-2905 paras 2.23.6. (T-AFPC/DP3SA), 2.23.6.2. (T-AFPC/DP3SA), & 2.26.1. (T-AFPC/DP3SA)  | *       |           |          | *                  | *                         |
| <u>Unit Fitness Assessment Cell (UFAC)</u> - opted to perform PFAs internally or at installations/GSUs where no FAC exists or where no host-tenant agreement allows for PFA administration, commanders must establish a UFAC. | DAFMAN 36-2905 paras 2.23.5. (T-2), 2.24.1. (T-AFPC/DP3SA), 2.26.4. (T-AFPC/DP3SA), 5.3.1. (T-AFPC/DP3SA), 6.2.2. (T-3), & 7.1.1.6. (T-AFPC/DP3SA) | *       |           | *        | *                  | *                         |
| <u>Fitness Assessment Cell (FAC) Augmentee</u>  | DAFMAN 36-2905 paras 2.23.6. (T-AFPC/DP3SA), 2.23.6.1. (T-AFPC/DP3SA), 2.22.1. (T-AFPC/DP3SA), & 2.26.4. (T-AFPC/DP3SA)                            | *       |           |          | *                  | *                         |

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## IT ASSETS and EQUIPMENT

ASSETS Program/Positon Title:

Regulation & Tier #:

Primary

Alternate

Rank Req

Training  
Required:

Appt letter  
/special way:

Below section is referring to IT Asset Management (ITAM) (like software, computers, hard drives, printers):

Unit Accountable Property Officer (UAPO) - \*\*\*Note, each Commander is the UAPO by default in the regulation

DAFMAN 17-1203 paras 2.3.6.1. (T-1)

\*

Property Custodian (PC) per account

DAFMAN 17-1203 paras 2.3.6.2. (T-0) & 2.3.7.1. (T-1)

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Unit Software License Manager - \*\*\*Note, if no one is appointed these duties are performed by the UAPO

DAFMAN 17-1203 para 3.4.2.7.4. (T-1)

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Below section is referring to equipment items (aka used to be called Equipment Custodians): This publication applies to property. Property consists of equipment, weapon systems, and other accountable property (e.g., administrative property, special tools, special test equipment, OGMVCs). These items are typically purchased items, placed in-use or in-service, & not intended or held for sale.

Accountable Property Officer (APO) - \*\*\*Note, each Commander is the APO by default in the regulation

DoDI 5000.64\_DAFI 23-111 para 3.2.a.(1) (non-tiered)

\*

\*

Primary Property Custodian (aka Commanders)

DoDI 5000.64\_DAFI 23-111 para 3.2.f.(3) (non-tiered) & 3.3.t. (non-tiered)

\*

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\*

Alternate Property Custodian (PC) per each custodial area account - (unit w/supply Equip Acct aka Equipment Custodian)

DoDI 5000.64\_DAFI 23-111 paras 3.2.f. (T-0), 3.2.f.(4), 3.3.a. (non-tiered), & 3.4.i. (non-tiered)

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| Program/Positon Title:  | Regulation & Tier #:   | Primary | Alternate | Rank Req | Training Required: | Appt letter /special way: |
|---|--|---------|-----------|----------|--------------------|---------------------------|
| Adverse Administrative Actions Manager (AAAM)   | DAFI 36-2907 para 1.3.6.8. (non-tiered)  | *       |           |          | *                  | *                         |
| AF Personnel Accountability and Assessment System (AFPAAS) Commanding Officer Representatives (COR)   | DAFI 36-3802 paras 2.36.7. & 2.38.2. (T-2)   | *       | *         |          | *                  | *                         |
| Personnel Accountability Duty Status Monitors   | DAFI 36-3802 paras 2.36.7. & 2.38.2. (T-2)   | *       | *         |          |                    | *                         |
| Unit Strength Accounting Duty Status Program Manager  | DAFI 36-3802 para 2.38.11. (T-1)   | *       |           |          | *                  |                           |
| Antiterrorism Representative (ATR)  | DoDI O-2000.16-V1_DAFI_31-145-O sec 3 para 3.11.c.(1) (T-0)  | *       | *         | *        | *                  | *                         |
|   | DoDIO-2000.16V1_DAFI31-145-O_AETCSUP sect 3 paras 3.11.c.(4) (T-3) & 3.11.c.(4)(c) (T- AFIMSC/Det 7) |         |           |          |                    |                           |
| <u>Controlled Area Monitor (CAM)</u> *para 6.5. applicable to owner/users of PL-4 resources, only authorized personnel designated by a unit commander have access to controlled areas | DAFI31-101_DAFGM2023-01 paras 1.6.15.10. (T-1), 6.5.1.3. (T-Installation/CC), & 10.4.1.7.2. (T-3)    | *       |           |          | *                  | *                         |
|   | Add in AETC reg when received??????  |         |           |          |                    |                           |
|   | AFI 13-213_USAFA SUP has CA req  |         |           |          |                    |                           |
|   | AFI 13-213_12 FTW SUP has CA req   |         |           |          |                    |                           |

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|--|---|---------|-----------|----------|--------------------|---------------------------|
| OPSEC Coordinator - ***Note, 12 FTW OPSEC Signature Manager requires an OPSEC Coordinator at each group level  | DoDM 5205.02 enc 3 para 3.a.(1) (T-0)<br><br>AFI 10-701 paras 2.19.4. (non-tiered) & 2.22.5. (T-3)  | *       |           |          | *                  | *                         |
| OPSEC Signature Manager  | DoDM 5205.02 enc 3 para 3.b. (T-0)<br><br>AFI 10-701 para 2.19.3. (T-2)   | *       | *         | *        | *                  | *                         |
| - Security Assistant (SA) ***Note manages the Personnel Security Program & Information Security with/without Classified Information (aka CUI program) ...Per DAFMAN 16-1405 para 2.13.f.(1) Wing Commander - Assign security assistant to the Command Support Staff to perform administrative security functions as prescribed in AFI 16-1404, Air Force Information Security Program. (T-1).....At 306 FTG each Commander will appoint a primary & alternate Security Assistant | DoDM 5200.01 Vol.1_AFMAN 16-1404 Vol. 1 enc 2, paras 7.n.(7)(a)1. (non-tiered) or 7.n.(7)(a)2. (non-tiered)<br><br>DoDM 5200.02 sec 2, para 2.10.h. (T-0)<br><br>DoDMAN 5200.02_DAFMAN 16-1405_DAFGM 2023-01 sec 2, para 2.13.f.(1) (T-1)<br><br>USAFAI 16-1404 para 2.1. (T-HQ USAFA/IP) | *       | *         |          | *                  | *                         |
| Facility Manager   | AFI 32-1001 para 7.1. (T-3)   | *       | *         |          | *                  | *                         |

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|---|---|---------|-----------|----------|--------------------|---------------------------|
| Unit Self-Assessment Program Manager (USAPM)  | DAFI 90-302 para 2.5.1.3.1. (T-2)   | *       |           |          | *                  | *                         |
| IG, Director of Inspections, Superintendent, and Scheduler/Inspection Coordinator   | DAFI 90-302 para 2.3.2.1.1. (T-3)   | *       |           | *        | *                  | *                         |
| Wing USAPM & Gatekeeper   | DAFI 90-302 para 2.3.2.4. (T-3)   | *       |           | *        | *                  | *                         |
| <u>Wing Inspection Team Member – CC choice optional</u>   | 12 FTW CCIP BR  |         |           |          | *                  | *                         |
| Support Agreement Manager (SAM) - Receiver and/or Supplier SAM  | AFI 25-201 para 2.4.1.1. (T-1)  | *       |           |          | *                  | *                         |
| <u>Functional Area Agreement Coordinators (FAACs) - Receiver and/or Supplier FAAC)</u>  | AFI 25-201 para 2.5.1.1. (T-1)  | *       |           |          | *                  | *                         |
| <u>Wing Airfield Driving Program Manager (WADPM) -</u><br>***Note, this appointment is done by the Host Wing Commander and the 306 OSS/OSAA and 12 OSS/OSAA will have these positions | DAFI 13-213 para 2.3.6. (T-3)<br><br>AFI 13-213_USAFA SUP para 1.1.1.1.<br><br>AFI 13-213_12 FTW SUP para 2.3.1.1. & 2.3.1.2. | *       |           |          |                    | *                         |
| <u>Unit Airfield Driving Program Manager (UADPM) -</u><br>***Note – N/A at the Pensacola  | DAFI 13-213 para 2.5.1. (T-3) & A9.1.<br><br>AFI 13-213_12 FTW SUP para 2.5.1.3.  | *       | *         |          | *                  | *                         |

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|--|--|---------|-----------|----------|--------------------|---------------------------|
| Unit Privacy Monitor (aka Privacy Act & Civil Liberties Program) - ***Note training is specific to each host installation  | AFI 33-332 para 2.12. (T-1)  | *       |           |          | *                  |                           |
| <u>Public Access Defibrillator (PAD) – Automatic External Defibrillator (AED) Site Coordinator</u>   | AFI 44-177 paras 2.8.2. (T-3) & 2.9.2. (T-3)<br>AFI 44-177_JBSA SUP para 2.9.13. | *       | *         |          |                    | *                         |
| Records Professional Roles (aka Records Management Program) - ***Note each installation has specific requirements. Appointed positions are called Unit POCs (UPOCs) & Office POCs (OPOCs)  | AFI 33-322 para 2.2.3.3. (T-1)   | *       |           |          | *                  | *                         |
| <u>SharePoint Site Manager</u> (Comm Sq requires a Site Manager)   | JBSA requires  |         |           |          |                    | *                         |
| <u>Organizational Account Representative (OAR)</u><br>***Note, an OAR is required whenever the organization's mission requires the use of controlled publications and forms (such as classified publications, CUI publications, and storage safeguard or accountable forms). | DAFI 90-160 para 2.5.4. (T-SAF/AAIPX)<br>DAFMAN 90-161 para 2.3.3. (T-SAF/AAIP)  | *       | *         |          |                    | *                         |
| Publications and Forms Manager (PFM) ***Note, PFMs at all levels are those designated as having overall responsibility for oversight of publications and forms processing and management within their organization.  | DAFMAN 90-161 para 2.6. (T-SAF/AAIP)   | *       |           |          | *                  | Should                    |

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|---|---|---------|-----------|----------|--------------------|---------------------------|
| Family Care Plans (CC unless delegated)   | DoDI 1342.19 para 3.b. (T-0) & enc 3, para 3.a. (T-0) | *       |           |          |                    | *                         |
|   | DoDI 1342.19_DAFI 36-2908 enc 3, para 3.m. (T-3)      |         |           |          |                    |                           |
| Unit Deployment Manager (UDM) - Deployment Health / Deployment Planning & Execution / Duty Limiting Conditions / Force Readiness Reporting          | AFI 10-403 para 1.16.1. (T-3)                         | *       | *         |          | *                  | *                         |
| Unit Individual Medical Readiness (IMR) Representative  | AFI 10-250 para 1.10.3. (T-3)                         | *       |           |          |                    |                           |
| <u>Vehicle Control Officer (Units w/ vehicles or OGMVCs)</u>  | AFI 24-302 paras 2.29.1. (T-3) & 9.12. (T-3)          | *       | *         |          | *                  | *                         |
|   | AFMAN 24-306 para 1.6.1. (non-tiered)                 |         |           |          |                    |                           |
| Unit Voting Assistance Officer (UVAO) - units with less than 25 permanently assigned active duty members will be serviced by the IVA Office. (T-1). | DAFI 36-3107 para 2.4.4. (T-0)                        | *       |           |          | *                  | *                         |

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# Commander Additional Generic Programs

## AFI 1-2 CC Responsibilities



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**Program Names:** (note program needs to be accomplished but regulation doesn't give a specific title to appoint or who will run it)

**Regulation & Tier #:**

Cybersecurity Program \*\*\*Note, CSS/CST, or base comm focal point take care of provisioning accounts. Whoever is provisioning account is responsible to keep the users' required forms, examples 4394, 4433, 2875, etc....

AFI 17-130 para 2.8. Unit Commander. Implements the cybersecurity program for all IT under their purview. The commander should consult the Wing Cybersecurity Office for assistance with their cybersecurity program efforts. (non-tiered)

AFMAN 17-13001 para 2.7. Commanding Officers (or Equivalent). Maintains the COMPUSEC program according to this publication, ensuring Air Force information systems operate effectively by protecting and maintaining the confidentiality, integrity, and availability of information system resources and information processed throughout the system's life cycle. Commanders will:

Awards/Decorations Program (suggested POC would be the commander's support staff)

DAFMAN 36-2806 para 1.2.20. Commanders and Directors. Ensures the integrity of the awards program. (T-AFPC/DP3S)

Evaluations Program (suggested POC would be the commander's support staff)

AFI 36-2406\_AFGM2024-01 para 1.6.7.6. Commanders manage the performance evaluation program for the organization. (T-AFPC/DP3SP)

Emergency Management Program

DAFI 10-2501 para 2.23. Unit commanders will establish a unit EM Program as directed by the IEMP 10-2 and Chapter 3 of this instruction. The unit commander will administer the unit EM Program IAW DoDI 6055.17 and this instruction. (T-AF/A4C)

Safety and Health Program

DAFI 91-202 para 1.6.27.2. Commanders will implement a safety and health program in their unit or area of responsibility. (non-tiered)



# Examples of Commander Program Alignments



*The Source of America's Airpower*

**Recommendation: Have Group/CC meeting with subordinate CCs and SMEs (they would understand the workload involved with each program) and decide how that group will establish and/or delegate programs. Afterwards, up-channel to the Wing/CV any programs that you desire them to take from you. Below is an hypothetical program construct.**

## **Wing manages on everyone's behalf:**

- Wing Public Affairs
- OPSEC Signature Manger
- IG
- Wing USAPM
- AM
- WADPM
- UVAO
- Wing HO
- Wing CPI & CI
- Wing UTM
- Wing Finance Management
- Wing Safety & USDA
- Wing XP
- Wing Protocol
- OAR

## **Group manages on everyone's behalf:**

- CAT
- EOC
- HO
- COS
- Motorcycle Safety
- UTM
- Resource Advisor
- DTS ODTA
- UFAC
- AAAM
- OPSEC Coordinator
- FAAC
- Privacy Monitor
- PAD/AED Site Coordinator
- Family Care Plans
- UDM
- IMR
- VCO
- Cybersecurity
- Awards and Decorations
- Evaluations

## **Squadron manages on their own:**

- UCC
- USR
- Weapons Safety
- ADUTM
- GPC Ch
- GTCC APC
- PTL
- USLM
- ATR
- SA
- Facility Manager
- USAPM
- UADPM
- PC (both IT & Equipment)
- Personnel Accountability Duty Status Monitor
- Unit Strength Accounting Duty Status Manager
- Supervisor Trainers & Task Certifiers
- Publications and Forms Manager
- Emergency Management
- Safety and Health Program
- UEPC
- FSO
- TFAT Monitor
- DTS AO
- GPC AO
- UFPM
- UAPO
- AFPAAS COR
- CAM
- CUI Program
- UPOC/OPOC
- WIT
- SharePoint