COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AFRC WWW site at: http://www.afrc.af.mil and the AFRCEPL (CD-ROM) published monthly.

This instruction implements AFPD 37-1, *Air Force Information Management*. It explains procedures for the timely receipt, distribution and delivery of messages from the Base Telecommunications Center (BTCC). It applies to 349 CS/Information Systems Flight (SCB) and the 349 AMW/Command Post (CP).

SUMMARY OF REVISIONS

This revision corrected AFPD implementation number; updated 349 MSS/Information Management (IM) to 349 CS/Information Systems Flight (SCB); changed office symbol of IM to SCB; discontinued N drive for Personnel messages.

1. **Reference.** AFMAN 37-126, *Preparing Official Communications.*

2. **Responsibilities:**

   2.1. Normal Duty Hours. SCB will pick-up all messages from the BTCC at 0700. SCB will also check with the CP for any messages picked up during non-duty hours. UTA Team chiefs will pick up classified messages when safeguarding them is not interrupted by UTA activity.

   2.2. Non-Duty Hours ((1631-0659), holidays and non-UTA weekends). The CP will be responsible for receipt of Priority, Immediate, and Flash message traffic.

3. **Procedures:**

   3.1. Classified Messages.

      3.1.1. Normal Duty Hours. Upon receipt of classified message from the BTCC, SCB will advise the Office of Primary Responsibility (OPR) of its availability for pick-up. *EXCEPTION:* SCB will handcarry messages for 349 AMW/CC. Ensure individual receiving the message is autho-

rized to receipt for classified messages. Use "Authorization to Receipt for Messages" letter to verify security clearance of OPR representative prior to delivery.

3.1.2. Non-Duty Hours. If the BTCC calls for pick-up of classified message traffic, CP personnel will ask for the subject and the classification level of the message.

3.1.2.1. If the message is Priority and deals with one of the following subject, it can be picked up by SCB the next duty day:

3.1.2.1.1. 349 AES Patient Transfer.

3.1.2.1.2. Status Of Readiness Training Statistics (SORTS).

3.1.2.1.3. Special Airlift Assignment Missions (SAAMs) (If not leaving within 24 hours).

3.1.2.1.4. Normal Intelligence Traffic.

3.1.2.2. If the message is priority and deals with one of the following subjects, IT MUST BE PICKED UP, AND OPR CONTACTED, AT ONCE:

3.1.2.2.1. Exercise Information Involving Missions.

3.1.2.2.2. Contingency Actions; Real World or Exercise.

3.1.2.2.3. Mobilization; Simulated or Real World.

3.1.2.3. If you are not sure about the subject matter, pick up the message and contact the OPR immediately.

3.2. Immediate and Priority Messages:

3.2.1. Normal Duty Hours. Upon notification from BTCC that an Immediate or Priority message has been received for the 349 AMW, SCB will pick up that message WITHIN 30 MINUTES OF NOTIFICATION. If Immediate or Priority message is classified, follow procedures in paragraph 3.1.1.

3.2.2. Non-Duty Hours. The CP will comply with paragraph 3.1.2.1. thru 3.1.2.3. above except pick up only Priority, Immediate and Flash messages. Other messages, (i.e. Routine) will be picked up by SCB on the next duty day.

3.3. Unclassified/Routine Messages (SCB ONLY):

3.3.1. Review each message disk with the Message Utilities program to determine OPR and additional action and/or information offices. Use the Message OPR Worksheet to list addressees.

3.3.2. Print a copy of AIG recapitulations, modifications, etc., for file. Do not copy to M drive. *NOTE:* Research may be required for messages transmitted under an Address Indicating Group (AIG).

3.3.3. Rename messages on the disk(s).

3.3.4. Copy remaining messages onto the M drive. Messages will be kept for 30 days.

3.4. Contact BTCC concerning any discrepancies or incomplete messages.

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