

**BY ORDER OF THE COMMANDER
452D AIR MOBILITY WING**

**AMCI 10-202, Vol 2, Chap 10
5 September 1995**



**452 AMW SUPPLEMENT
14 March 1995**

Operations

AMC COMMAND AND CONTROL (C2) RESPONSIBILITIES AND PROCEDURES

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

OPR: 452 AMW/XP (Lt Col Alan Ziegler)
Certified By: 452 AMW/XP (Lt Col Steven R. Brandsberg)

Distribution: F: /Pages: 2

To prescribe the 452 AMW FORM 2, **CAT Gram** and the 452 AMW FORM 3, **CAT Gram Log**. To be used when the Crisis Action Team (CAT) is activated.

AMCI 10-202, Volume 2, Chapter 10, para 10.3.3.2. 5 September 1995, is supplemented as follows:

10.3.3.2.1 (added). The 452 AMW/CP will use 452 AMW Form 2, CAT GRAM, to keep the Crisis Action Team (CAT) Coordinator informed of all written messages/correspondence. Every 452 AMW Form 2, CAT GRAM, will be logged on a 452 AMW Form 3, CAT GRAM LOG, by the CAT administration personnel.

CLAYTON T. GADD, Brig Gen, USAFR
Commander

Attachment 1

Instructions for filling-out 452 AMW Form 2, CAT GRAM

- A1.1. SECURITY CLASSIFICATION:** Self explanatory.
- A1.2. NUMBER:** Write the number assigned to the event for that particular situation.
- A1.3. TASK/INFO:** Place a mark in one of the boxes, depending on if the event is a task or if it is for information.
- A1.4. ACTUAL/EXERCISE/CAT ONLY:** Place a mark in the appropriate box.
- A1.5. DTG OF INPUT:** Place the local date time group in this box.
- A1.6. SITUATION/DIRECTIVE:** Write a short description of the situation or directive and use the coordination blocks to the right by writing in the offices who need to coordinate on that situation/directive. The offices identified will then read the situation/directive and initial next to their office symbol. Next, date the bottom of the coordination box.
- A1.7 TASKING SUSPENSE:** Place the time that task has been suspended if needed.
- A1.8. OPR/OCR:** Place the office of responsibility for the tasking in this box.
- A1.9. TIME COMPLETED:** If there was a tasking, put the time the tasking was completed in this box.
- A1.10. OPREP REPORT:** Place a mark in one of the boxes (self-explanatory).
- A1.11. OTHER REPORTS:** st any other report that may be generated by the situation/directive.
- A1.12. ACTION TAKEN/RESPONSE:** Give a brief description of the action taken/response to the situation/directive with coordination to the right just the same as the situation/directive block.
- A1.13. WING COMMANDER COORDINATION:** Self-explanatory.
- A1.14. SECURITY CLASSIFICATION:** This should be the same classification as assigned to the security classification block at the beginning of the form.

Attachment 2

Instructions for filling-out 452 AMW Form 3, CAT GRAM LOG.

A2.1. MONTH: (Self-explanatory)

A2.2. PAGE: Start with number 1 and number sequentially if more 452 AMW Form 3's are needed.

A2.3. EVENT #: Assign a identification number and sequentially number the events following below that number.

A2.4. DATE TIME GROUP: Enter the local date time group.

A2.5. SHORT TITLE: Write a short title to identify the event. Do not use classified code words.

A2.6. OPR: Place the office symbol of the office of primary responsibility in this block.

A2.7. COMPLETED TIME: Place the completed time of the event if required.