



Operations

**UNITED STATES AIR FORCE RESERVE (USAFR)
COMMAND AND CONTROL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 4 AF/DOOC (CMSgt Diane Kalinisan)

Certified by: 4 AF/CVA
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The OPR for this supplement is 4 AF/DOOC (CMSgt Diane Kalinisan). This supplement implements and extends the guidance of Air Force Reserve Instruction 10-203, 1 November 1996. This supplement describes Headquarters Fourth Air Force procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the standalone Air Force Reserve basic. This supplement applies to 4 AF subordinate units, wings and GSUs.

SUMMARY OF REVISION

This edition supersedes AFRES 55-2/4 AF Sup 1, April 1992. Revised due to changes of the basic publication series.

5.6.1. Unit commander status must be current and up-to-date in the AFRC GDSS key personnel listing. Fax or e-mail unit commander weekly itineraries to the 4AF Operations Center no-later-than 1500L Pacific time on the Thursday prior to the reporting period (Sunday-Saturday). Prepare weekly itinerary reports as clearly and completely as possible using the Key Personnel Itinerary Report format provided in Attachment 7.

5.6.2. To ensure the most current data is available, call the 4AF Operations Center with unit commander status daily no later than 0800L Pacific time. This will identify any changes in weekly projections occurring during the reporting period. If off-station, state where the commander is, the reason he or she is off-station and their projected return date.

WALLACE W. WHALEY, Maj Gen, USAFR
Commander

Attachment 7 (Added)

KEY PERSONNEL ITINERARY REPORT

UNIT: _____

NAME: _____ RANK: _____

IN CHARGE (when commander is not on station):

NAME: _____ RANK: _____

(DSN): _____ HOME PHONE: _____

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<u>ARRIVAL</u>	<u>ICAO</u>	<u>DEPARTURE</u>	<u>TRANSPORT METHOD</u>
____/____Z	_____	____/____Z	_____

REMARKS: _____

____/____Z	_____	____/____Z	_____
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REMARKS: _____

____/____Z	_____	____/____Z	_____
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REMARKS: _____

____/____Z	_____	____/____Z	_____
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REMARKS: _____

____/____Z	_____	____/____Z	_____
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REMARKS: _____

INSTRUCTIONS:

1. ARRIVAL/DEPARTURE includes 3-digit Julian date & Zulu time, and ICAO reported in that same line.
2. ICAO – 4 character code denoting the location. Sample: KMCC is McClellan AFB, CA. If staying at a non-military locale enter long name. Sample: Denver, CO.
3. TRANSPORT METHOD for each leg of flight:

Military Airplane
Commercial Plane

Government Auto
Government Auto

Private Auto

4. REMARKS detailed reason for movement (i.e., attending XX Conference, Personal Leave Enroute, Return to home station, etc.).