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**Operation**

**BATTLE STAFF OPERATION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This operating instruction implements AFD 10-2, *Readiness*. This instruction establishes the 10th Air Force (10 AF) Unit Battle Staff (UBS) as a formal activity and provides guidance, both directive and non-directive, on configuration, support, and operational procedures. This instruction applies to HQ 10 AF personnel.

**SUMMARY OF CHANGES**

This instruction reflects changes too numerous and extensive to individually list and changes the name of this publication to reflect the diversity in battle staff operations. It is for all intents and purposes a new instruction. Personnel are urged to carefully review the entire text to familiarize themselves with all changes.

**1. General:**

1.1. This instruction outlines the general responsibilities, functions and procedures for efficient UBS operations.

1.2. The UBS is the organization responsible to the commander, during contingency, emergency, and/or increased readiness operations. The UBS:

1.2.1. Provides knowledgeable, timely, and accurate decision-making information.

1.2.2. Manages 10AF assigned unit/installation activities, to include the allocation, mobilization, and generation of resources.

1.2.3. Coordinates with higher headquarters and lateral/subordinate units to resolve problems or clarify tasking, responsibilities and situational operating parameters.

1.2.4. Monitors the submission, through the command post, all required operational and status reports of 10AF assigned units.

## **2. Organization:**

2.1. The following positions make up the UBS:

- 2.1.1. Commander (CC)
- 2.1.2. Assistant Vice Commander (CVA)
- 2.1.3. Chief, Operations Division (DO)
- 2.1.4. Chief, Logistics Division (LG)
- 2.1.5. Chief, Plans Division (XP)
- 2.1.6. Chief, Support Division (SD)
- 2.1.7. Chief, Medical Division (SG)
- 2.1.8. Battle Staff Coordinator (BSC)

2.2. The commander determines additional member or attendee requirements based on supported missions and anticipated situational requirements.

### **3. Responsibilities:**

3.1. The Commander is responsible for Battle Staff management. In addition the Commander:

- 3.1.1. Ensures assigned/selected Battle Staff (BS) members are thoroughly trained in their responsibilities.
- 3.1.2. Ensures proper OPSEC/COMSEC procedures are followed at all times.

3.2. Each BS member:

- 3.2.1. Fully and completely understands all applicable unit and higher headquarters battle staff instructions and procedures.
- 3.2.2. Thoroughly understands their BS responsibilities.
- 3.2.3. Possesses a thorough and complete knowledge of unit taskings, capabilities, and limitations as they apply to their area of expertise.
- 3.2.4. Maintains immediate recall capability. This responsibility requires the BS member (or designated alternate) to maintain telephone recall capability, and to keep the Command Post informed of their location.

3.3. When formed, the primary responsibilities of the BS:

3.3.1. Ensures accomplishment of assigned missions.

3.3.2. Directs actions required by unit-supported plans, to include generation and deployment of forces.

3.3.3. Ensures the timely and accurate submission of operational reports required by Air Combat Command (ACC), Air Force Special Operations Command (AFSOC), and Pacific Air Force Command (PACAF) Emergency Action Procedures (EAP) and AFMAN 10-206, *Operational Reporting*.

3.3.4. Monitors the status of 10AF assigned weapons system.

3.3.5. Monitors the status of 10AF assigned unit mobility operations.

3.3.6. Monitors and coordinates increases in unit readiness when directed.

3.4. The Command Post:

3.4.1. Maintains a current listing of BS members and their locations.

3.4.2. Initiates BS and/or unit recall when directed by higher headquarters or the commander.

#### 4. BS Formation:

4.1. The BS will be formed at the direction of higher headquarters or when directed by the commander.

4.2. The commander may elect to recall selected members of the BS vice a total BS recall. When the utility of maintaining a full BS no longer exists, the commander may reduce manning to whatever level is deemed appropriate.

**5. BS Briefings.** The purpose of BS briefing is to apprise the commander and BS members of higher headquarters tasking, the current status of unit resources, actions required to implement war or deployment plans, and limitations which may deter the expeditious accomplishment of required tasks.

5.1. The BS briefings are conducted by a designated briefing officer, except when specialized briefing material needs to be addressed by a subject matter expert.

5.2. BS briefings generally fall into three categories:

5.2.1. Initial Situation Assessment. This briefing is held as soon as possible following notification of a situation requiring BS formation. This briefing (which should last only a few minutes) must be designed to allow BS members to quickly determine the nature and extent of the situation, as well as what immediate actions are required. This briefing should not, however, interfere with critical action accomplishment. After the briefing, the BS may remain in session or the commander may release all or portions of the BS. If released, BS members are informed when the BS will reconvene for the next/initial briefing.

5.2.2. Initial Battle Staff Briefing. This briefing is held at a time designated by the Commander. Briefing content is determined by the Commander, but should include the following elements, if applicable:

5.2.2.1. Reason for BS formation.

5.2.2.2. Intelligence, if intelligence information is available.

5.2.2.3. The current status of actions required by the situation (For example : DEFCON attainment and mobilization).

5.2.2.4. Limiting factors.

5.2.2.5. Security consideration (For example : THREATCON status).

5.2.2.6. Weather.

5.2.2.7. Commander's comments.

5.2.3. Recurring/Update Briefings. Update briefings are scheduled, as required, by the commander. These briefings should provide a summary of major events, changes in status since previous briefings, anticipated actions or tasking, and unresolved problems.

5.2.3.1. Problems or deviations from planned courses of action, with estimated impact will be briefed as they occur.

5.2.3.2. An update briefing is accomplished immediately following any UBS meeting.

## **6. BS Checklists.**

6.1. Checklists are developed for use by each permanent BS member. The commander's BS checklists are the joint responsibility of the command post and plans. All other BS members

are responsible for developing and maintaining their own checklists. The commander will ensure that each primary BS member is responsible for the accuracy, currency, proper security markings, and storage of their respective checklists.

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