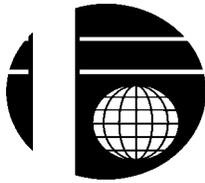


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Operations



**COMMAND AND CONTROL ELEMENT
BATTLE STAFF MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFRPD 10-2, *Readiness*. It identifies the 305th Rescue Squadron (305 RQS) Battle Staff (BS) members. It establishes the Concept of Operations, BS composition, activation procedures and security requirements, assembly, briefing, and training requirements. It applies to all 305 RQS BS members.

1. Concept of Operation. Operations during emergencies, disasters, wartime, or exercise conditions require positive direction and rapid response to a variety of situations. To provide this command and control element, the 305 RQS Commander may establish and activate the unit BS.

2. Battle Staff Composition . The composition of the BS will vary depending on the nature of the situation. The primary members, as shown in paragraph 4, are considered the minimum team necessary to form and begin to analyze a situation. Additional members may be required to assist the Commander in dealing with major situations.

2.1. The BS will be tailored to the specific situation. This team will consist of functional experts who will provide the Commander and other members with information and advice to support decision making.

2.2. The Commander and BS Executive will decide what additional members are needed.

3. Battle Staff Responsibilities . It is the responsibility of each BS member to ensure an alternate is available when the primary member is TDY, on leave, etc. BS members must possess at least a SECRET security clearance, and will be familiar with all actions associated with varying stages of increased readiness or emergency conditions. During an extended crisis situation, the BS Executive will determine minimum BS representation and establish work shifts to sustain operations.

4. Battle Staff Members:

- 4.1. Commander (CC)
- 4.2. Deputy Commander for Operations (DO)
- 4.3. Deputy Commander for Maintenance (MA)
- 4.4. Deputy Commander for Support (MS)
- 4.5. Chief, Plans (BS Director) (XP)
- 4.6. BS Executive
- 4.7. Active Duty Advisor (AFA), if assigned

5. Succession of Command. The succession of command for the BS Executive will be:

- 5.1. Chief, Plans
- 5.2. Assistant Deputy Commander for Operations
- 5.3. Commander
- 5.4. Deputy Commander for Operations
- 5.5. Deputy Commander for Maintenance
- 5.6. As determined by 305 RQS Commander

6. Activation Procedures:

- 6.1. The 305 RQS Commander, or a designated representative, is responsible for BS activation. Depending on the Commander's assessment of a situation, any or all of the BS may be activated.
- 6.2. The BS may be activated for the following:
 - 6.2.1. An increase in defense readiness conditions (DEFCON).
 - 6.2.2. An increase in Threat Condition (THREATCON).
 - 6.2.3. When directed by higher headquarters.
 - 6.2.4. When directed by the 305 RQS Commander or designated representative.
 - 6.2.5. The 355th Wing Command Post will notify the 305 RQS Commander of any of the following situations for a decision on BS activation.
 - 6.2.5.1. Receipt of an emergency action message (EAM) or an Air Force Reserve Command Readiness Action Message (RAM).
 - 6.2.5.2. Internal disorder.
 - 6.2.5.3. Nearby civilian demonstrations.
 - 6.2.5.4. Impending severe weather threatening unit resources.
 - 6.2.5.5. Aircraft incident, theft, or hijacking attempt, and other major accidents as required.
 - 6.2.5.6. Bomb threat.
 - 6.2.5.7. As determined by on duty controller.

7. Assembly:

- 7.1. When activated, BS members will assemble in Building 1630, Room 162, as directed. The BS Executive will determine the appropriate BS members required for the situation.
- 7.2. The alternate facility for the BS is in the Commander's Conference Room, Building 5426. The BS Executive will advise BS members when the alternate will be used. When required to relocate, all BS personnel will travel as a group (if possible).
- 7.3. BS members will take their own BS Management Binders when relocating. If the entire BS is not present, the BS Executive will take the BS books for members who are not present.
- 7.4. The BS Executive will ensure the BS Management Binders are available to all BS members at the beginning of each BS session. The BS Executive will provide the Emergency Action Procedures (EAP) binders. These binders will be stored in the Intelligence vault.
- 7.5. Once activated and assembled, the BS will remain activated until deactivated by higher headquarters' directives, by the 305 RQS Commander, or the BS Executive.
- 7.6. BS will be reported "formed" when the BS Executive determines the minimum representation of primary BS members are present to accomplish required responsibilities. The BS Executive will send a properly classified report, as required, to appropriate higher headquarters.

8. Security . Controlled access to the BS facility will be maintained while the BS is formed. The BS Executive will maintain a current Entry Access List (EAL) for this use.

- 8.1. Access to the BS will be limited to the individuals listed on the EAL and those specifically summoned by the BS.
- 8.2. The Operations Superintendent on duty will ensure access to the BS is controlled. Restrict entry to those on the EAL. Personnel not on the EAL, but with a valid need to be in the BS, will be escorted and signed in and out on AF Form 1109, **Visitor Register**.
- 8.3. Individuals granted access to the BS room will possess at least a SECRET security clearance.

9. Briefings . The BS Executive is responsible for preparing the BS briefing. The 305 RQS Intelligence Section will present an initial situation briefing followed by other staff agency briefings as required. Each BS member that provides support briefings will ensure accuracy and timeliness when submitting their briefings to the BS Executive. The Commander will direct additional briefings, as necessary. Typically, the initial BS session briefing will consist of:

- 9.1. Roll Call
- 9.2. Room Security Check
- 9.3. Intelligence and/or Situation Update (BS Executive)
- 9.4. Status of Resources and Training System Reporting (SORTS)
- 9.5. Functional Manager "Unit Health" Update

10. Control of Classified . The BS will control classified documents by documenting on the Battle Staff Classified Control Log (CCL). BS members are responsible, collectively and individually, for proper handling of classified material. Classified material signed out to runners by BS members will also be

logged on the CCL to ensure accountability. All classified logged on the CCL will be returned immediately upon deactivation of the BS.

10.1. The Emergency Action Procedures (EAP) binders contain EAP tables that describe unit actions to follow during times of crisis. The BS Executive is responsible for the currency of the EAP tables. Individual functional managers will provide updates when necessary. The EAP tables are classified.

10.2. The BS Management Binders are designed to store unclassified materials which functional managers may need immediate access to during times of crisis. BS members may add to the basic binder any information they deem appropriate, however, **DO NOT PLACE CLASSIFIED MATERIALS** in this binder.

11. Training:

11.1. The BS members will be briefed semiannually on emergency action procedures. The briefings will consist of implementation procedures and individual staff agency responsibilities for different increased readiness and emergency situations. The BS Executive will facilitate these briefings.

11.2. The 305 RQS Commander will exercise the BS at least once each semiannual period. This requirement may be satisfied by a real-world contingency, a locally-originated exercise, participation in a higher headquarters-directed exercise, or an Operational Readiness Inspection (ORI).

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