



Operations

CRISIS ACTION TEAM PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 10-2, *Readiness*. The purpose of this instruction is to establish procedures for the activation and recall of the 4AF Crisis Action Team (CAT). It also defines the responsibilities of each CAT position.

SUMMARY OF REVISIONS:

Minor revisions were made throughout reflecting the relocation of 4 AF to March ARB, California and the reorganization/structure of 4 AF agencies.

1. General concept. Fourth Air Force will achieve continuity of operations by activating a Crisis Action Team (CAT) and expanding to a 24-hour operation for the Operations Center during an exercise, contingency operation or pre-mobilization posture.

2. Terms explained:

2.1. Crisis Action Team (CAT)--A functional staff formed to support emergency or contingency operations. Its purpose is to provide continuous response during periods of increased readiness and expanded operations. Refer to paragraph 4.2 for CAT composition.

2.2. CAT Director--The commander or senior officer designated by the commander to supervise CAT activities. Activation of the CAT for longer than 12 hours will require a director for each shift.

2.3. CAT Executive (CAT Exec)--The staff officer (and alternate) designated by the commander to supervise the administrative support of the CAT and ensure the meeting dynamics of CAT sessions. Activation of the CAT for longer than 12 hours will require a CAT Exec for each shift.

2.4. Emergency/Contingency Operations--Operations requiring continuous response, such as civil disturbances, natural disasters, aircraft accidents, heightened tensions, and exercises.

2.5. Exercise--Activity for training reserve staff agencies in various contingency operational plans and directives.

2.6. Controller--A qualified operations officer, non-commissioned officer or civilian assigned to the Operations Center.

2.7. Command and Control Facilities--Command and control will be exercised from the Operations Center or the Conference Room (Building 323, Room 207).

3. Responsibilities:

3.1. Commander will:

3.1.1. Activate the CAT when required.

3.1.2. Appoint a CAT Director. This position will normally be assigned to the Chief, Operations Division or designated representative.

3.1.3. Appoint a CAT Exec. This position will normally be assigned to Chief, Operations Support Branch or designated representative.

3.1.4. Determine the requirement for extended or continuous operation by the Operations Center and the CAT.

3.1.5. Activate and exercise the CAT at least twice annually.

3.2. Assistant Vice Commander (CVA) and Division Chiefs will:

3.2.1. Assign primary and secondary team members and alternates to the CAT as required by paragraph 4.2. and give those names to the Operations Center with telephone numbers. Upon activation of the CAT, team members will report to the conference room for a briefing. Augmentees will be designated for shift work as required.

3.2.2. Provide the Operations Center with the names of individuals who will require access to 4AF controlled areas during emergency operations or exercises.

3.2.3. Obtain CAT director coordination on all outgoing messages during emergency conditions/exercises.

3.2.4. Provide the CAT Exec copies of all pertinent messages, memos, and other data for the CAT events folder.

3.3. CAT Director will:

3.3.1. Ensure the CAT is assembled NLT one hour after activation and that the meeting structure meets AFRC and GMAJCOM requirements.

3.3.2. Act as the commander's representative and supervise CAT activities.

3.3.3. Maintain a log of all events.

3.3.4. Serve as the point of contact on all matters concerning the exercise or contingency.

3.3.5. Coordinate briefings for the commander and staff as required.

3.3.6. Coordinate all reports required by AFP 102-2Vol 1, and AFMAN 10-206.

3.4. CAT Exec will:

3.4.1. Direct the administrative support of the CAT.

3.4.2. Assist the CAT Director in preparing reports.

3.4.3. Provide briefing support and manage CAT meetings IAW TQM procedures.

3.4.4. Maintain a folder containing all applicable messages on each event/deployment/tasking under consideration by the CAT.

3.5. Operations Center will:

3.5.1. Display information pertinent to emergency/exercises, including the names, location emergency/exercises, including the names, location and telephone numbers of CAT members.

3.5.2. Update local and selected area weather as tasked.

3.5.3. Store/update the CAT events folders, books, and checklists.

3.5.4. Maintain CAT room and associated equipment in ready condition.

3.5.5. Monitor aircraft movements.

3.5.6. Act as the focal point within the headquarters and with outside agencies.

3.5.7. Implement Pyramid Recall, as directed.

3.5.8. Coordinate CAT activation/deactivation message with the CAT for transmission to subordinate units and higher headquarters.

3.5.9. Provide the SDO with unclassified contact information and an events log on all current events that the CAT has under consideration.

3.6. Chief of Operations will:

3.6.1. Provide security procedures for the CAT area IAW 4AF OI31-209.

3.6.2. Provide 24-hour operations of the Operations Center and/or CAT cell in the Operations Center.

3.6.3. Assume Staff Duty Officer role when the CAT is in session.

3.6.4. Provide required data flow from field units.

3.6.5. Provide required operational reports to the CAT Exec.

3.6.6. Arrange for intelligence briefing when required.

3.7. Chief of the Logistics Division will:

3.7.1. Provide required data flow from field units.

3.7.2. Provide status of supplies and equipment, as required.

3.7.3. Provide the CAT Exec with required logistics reports.

3.8. Chief of Plans will:

3.8.1. Provide access to required plans.

3.8.2. Brief appropriate operational or exercise plans to the CAT.

3.8.3. Provide required data flow from field units as required.

3.9. Chief of Information Management will:

3.9.1. Organize the required administrative guidance and support for the CAT.

3.9.2. Ensure timely flow of message traffic to/from the CAT.

3.10. Chief of Communications/Computer Systems will:

3.10.1. Activate the backup command and control circuits IAW the 4AF Communications Contingency Master Plan.

3.10.2. Assist and advise the CAT Exec as required.

3.10.3. Ensure the continued operational readiness of all computer and audio-visual systems in support of the CAT.

3.11. OPR for History will:

3.11.1. Collect, safeguard, and preserve for permanent retention documentation tracing the evolution and course of the contingency/exercise condition.

3.11.2. Conduct and record interviews with key personnel.

3.12. Chief, Personnel Section will:

3.12. 1. Coordinate personnel action with 452 AMW/DPM, ARPC, AFMPC, HQ AFRC, and other agencies as required.

3.12.2. Advise and assist in the implementation of mobilization plans applicable to 4AF personnel.

3.12.3. Assist and advise the CAT to accomplish casualty reporting and coordinating reports as necessary.

4. Procedures:

4.1. The CAT Exec, in coordination with the commander or the assistant vice commander, will normally activate the CAT by instructing the Operations Center to recall the CAT when:

4. 1.1. Defense conditions, civil disturbances or terrorist threats reach a level, locally or at NAF field units, requiring emergency operations.

4.1.2. When 4AF or higher headquarters undertake major exercises.

4.1.3. During major deployments of field units.

4.2. CAT composition:

4.2.1. The primary CAT will consist of the CC, CVA, DO, LG, XP, and CAT Exec.

4.2.2. The secondary team members are the Chief of the Intelligence Branch, Chief, of the Operations Center, Chief of the Aeromedical Branch, Chief of the Transportation Section, Chief of the Tanker Operations Branch, Chief of Airlift Operations Branch, Chief of the Maintenance Engineering Branch, Chief of the Supply Section, Chief of the Personnel Section, Director of the Regional Support Group, Historian, Communications-Computer Systems Manager, 4AF CE representative, Chief of Information Management, and Chief of the Logistics Plans Branch.

4.2.3. Both primary and secondary CAT members will have an alternate when 24-hour operations are required. All CAT members will advise the Operations Center of their locations and telephone numbers where they can be reached when the CAT is in session.

4.3. CAT members will coordinate agenda items with the CAT Exec. Briefing agendas should address, but not be limited to, the following:

4.3.1. Initial Situation Briefing. The Operations Center controller will brief-

4.3.1.1. Current DEFCON/LERTCON/THREATCON or exercise status and effective time.

4.3.1.2. Time of CAT activation.

4.3.1.3. Summary of contingency/exercise activities to date.

4.3.2. Plans briefing. The Plans officer will brief the following:

4.3.2.1. Mission and concept of operations.

4.3.2.2. Responsibilities of subordinate units and possible unit taskings.

4.3.2.3. Details of any OPLANS/OPORDS tasked

4.3.3. Intelligence briefing.

4.3.4. Daily status briefing will be given as the CAT convenes, to include the following:

4.3.4.1. Current/summary of contingency/exercise activities.

4.3.4.2. Anticipated headquarters actions/taskings within the next 24 hours.

4.3.4.3. Limiting factors.

4.4. The CAT must have access to all necessary publications plus applicable exercise plans. The CAT Director will direct OPRs to provide these publications when required.

4.5. Briefings. Briefing agendas will be established by appropriate CAT checklists.

4.6. The CAT Director will determine who will be required from the primary or secondary CAT throughout the contingency/exercise. Normally, secondary CAT members will revert to on-call status after the initial briefing. The CAT may adjourn temporarily or revert to a CAT cell, positioned in the Operations Center, if a reduced level of CAT activity is deemed appropriate by the CAT Director.

4.7. Backup radio systems that support the CAT will be activated during contingencies or exercises to provide assured communications with subordinate units and AFRC.

4.8. Improvements to CAT processes, exercise scenarios or operations conducted should be recorded in CAT or CAT cell binder(s) and JULLS formatted for 4AF or HHQ use.

4.9. A CAT "Hotwash" should be conducted after each contingency/exercise to ensure all lessons learned are captured in the JULLS format.

4.10. JULLS follow-on messages/actions will be filed by contingency/exercise and periodically reviewed for completion.

WALLACE W. WHALEY, Maj Gen, USAFR
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