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Operations

BATTLE STAFF OPERATIONS



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This instruction establishes guidance and procedures for Battle Staff (BS), Support Battle Staff (SBS), Crisis Action Team (CAT) and Crisis Response Element (CRE) operations. It applies to 50th Space Wing (50 SW), and subordinate units. This instruction augments policy and guidance provided in AFPD 10-1, *Mission Directives*, and AFSPCI 10-101, *Battle Staff Operations*. It provides specific guidance for wing level BS and CAT operations, and requirements for group/unit/detachment level Crisis Response Elements (CRE) operations.

SUMMARY OF REVISIONS

This instruction has been completely rewritten in order to meet HHQ format and be less restrictive than previous editions. This document must be completely reviewed by those personnel involved with BS, SBS, CAT, and CRE teams, or their formation.

1. General. The 50th Space Wing Commander (50 SW/CC) must be able to plan, direct, coordinate, control, and execute assigned forces in response to taskings from Higher Headquarters (HHQ) as well as respond to wing, group, squadron and GSU contingency operations and emergencies. In order to support such operations, this instruction:

- 1.1. Provides guidance for 50 SW/CC to organize, train, equip, command, control and disband Battle Staff (BS), Support Battle Staff (SBS), and Crisis Action Team (CAT) in response to a broad range of contingency and crisis operations.
- 1.2. Provides unit commanders with recommendations for organization and training of unit Crisis Response Elements (CRE).

2. Responsibilities. The 50th Operations Support Squadron, Contingency Operations Branch (50 OSS/OSOX) has primary responsibility for 50 SW BS operations. Other wing organizations may be tasked to

support BS equipment maintenance/upgrades, organization, training, and evaluations of BS, SBS, CAT, and CRE operations.

3. Definitions and Abbreviations. See [Attachment 1](#).

4. Supporting Procedures . This document also provides recommendations to unit commanders for establishing, training, activating, operating, and disbanding of unit Crisis Response Elements.

5. Waiver/Change Requests. Requests for change, waiver or clarification can be made to 50 OSS/OSOX.

6. Battle Staff, Crisis Action Team, Support Battle Staff, and Crisis Response Element; Mission, Organization, Functions, and Responsibilities.

6.1. **General.** The 50 SW/CC, or designated representative, can direct the establishment of BS, SBS, CAT, and/or CREs to assist in the command and control of assigned forces.

6.2. **Mission.** The BS mission is to plan, coordinate, command, and control assigned forces in response to HHQ directives and wing contingency requirements. SBS is formed, at BS direction, to facilitate coordination between the BS and subordinate units. Like the BS, a CAT is formed to respond to crisis events, but is limited in scope. A CAT is formed when a situation requires a leadership/functional expert team, but does not require the formation of the full BS. CREs support their unit in the execution of mission and assist the BS as a point of contact to the unit.

6.2.1. BS is tasked to:

6.2.1.1. Provide timely and accurate direction and leadership to 50 SW units and assigned personnel during contingency operations.

6.2.1.2. Operate on a 24-hour basis until contingency operations are either terminated or resolved to a level not requiring BS formation.

6.2.1.3. Operate in a wide variety of situations ranging from natural disasters to situations involving local conflict through strategic nuclear exchange.

6.2.2. SBS is tasked to:

6.2.2.1. Gather information as directed by the BS.

6.2.2.2. Disseminate messages as directed by the BS.

6.2.2.3. Provide support, as requested, to the BS.

6.2.3. CAT is tasked to:

6.2.3.1. Resolve lower level crises that do not require full BS formation.

6.2.3.2. Operate for extended periods of time.

6.2.4. CRE is tasked to:

6.2.4.1. Support unit mission accomplishment by relieving operational crews of excess workload during exercises or contingency operations.

6.2.4.2. Act as a liaison between the BS/CAT and the unit.

6.3. **Organization.** BS, SBS, CAT, and CREs are organized to provide timely leadership and leadership support to contingency/crisis requirements. BS, SBS, CAT, and CREs must be organized to sustain continuous operations over extended periods of time. The 50 SW/CC, designated representative, or BS commander can modify BS, SBS, CAT, and CRE team organization as needed to sustain wing operations.

6.3.1. BS and SBS are organized to sustain 24-hour operations with three shifts (A, B, and C shifts).

6.3.1.1. 50 OSS/OSOX will develop schedules with BS, CAT, and SBS personnel to ensure all positions are manned for the anticipated period for which BS or CAT will be required. If the BS/CAT is convened for a longer period than initially expected, and schedule changes are required, 50 OSS/OSOX will produce schedules based upon BS direction.

6.3.1.2. Schedules will be posted in areas available to BS, CAT, and SBS personnel.

6.3.1.3. Changeover times may vary depending on factors such as FPCON, anticipated attack, terrorist threat, etc.

6.3.2. CAT teams are organized ad hoc to respond to limited contingencies that do not require the formation of a full battle staff. The CAT commander should be a trained BS member, with the rest of the team comprised of functional experts, regardless of BS qualifications. The size, nature, and goals of the team are set by the 50 SW/CC, or designated representative who directed formation of the CAT.

6.3.3. Unit CREs are organized and staffed to assist the unit in the execution of BS, SBS and/or CAT taskings. The unit commander determines the organization and scheduling of the CRE.

6.4. **Function.** All BS, SBS, and CAT functions are similar and listed collectively. The following list is comprehensive, but not all-inclusive. Team members must be ready to support wing/higher headquarters directives in unforeseen circumstances. BS, SBS, and CAT provide the following functions:

6.4.1. Assign action items and ensure responses to HHQ taskings are completed.

6.4.2. Ensure implementation of HHQ directed OPLANS.

6.4.3. Provide guidance in response to crisis/contingency situations.

6.4.4. Ensure adequate direction and information is provided to unit commanders to facilitate mission accomplishment.

6.4.5. Review/approve all incoming/outgoing messages to/from BS.

6.4.6. Ensure proper manning and execution of taskings in subordinate units.

6.4.7. Provide HHQ, through Wing Operations Center (WOC), with status updates. Includes, but not limited to, personnel/manning statistics, Status of Resources and Training Systems (SORTS), etc.

6.4.8. Ensure adequate communications exist for 50 SW units to accomplish wing directives.

6.4.9. Advise BS commander and HHQ on recovery and reconstitution efforts.

6.4.10. Ensure proper security for wing assets. Includes, but not limited to force protection, information protection, resource protection, etc.

6.4.11. Support wing/HHQ deployment taskings.

6.4.12. Ensure adequate base support capabilities. Includes, but not limited to utilities, fuel and water storage, food supplies, personnel status, etc.

6.4.13. Notify BS associate members when support or briefings are required.

6.4.14. CRE personnel support units in the execution of BS, SBS, and CAT taskings.

6.5. **Activation.** BS, SBS, CAT, and CREs are activated at the direction of the 50 SW/CC, or designated representative, by the most expedient means possible. Typically, the WOC will initiate recall procedures to activate such teams, but other means may be used as operational considerations dictate (comm out, minimum involvement, etc).

6.5.1. 50 OSS/OSOX will maintain the recall roster for BS, SBS, and CAT personnel. Recall rosters should be updated monthly, but will not be more than 3 months old. 50 OSS/OSOX will provide copies of the recall roster to the WOC.

6.5.2. In addition to wing, group, or BS guidance, unit commanders may activate their unit CRE as required to support unit operations.

6.5.2.1. Unit commanders are responsible for ensuring procedures are in place to recall CRE personnel. CRE rosters should be updated monthly, but will not be more than three months old.

6.5.2.2. Units with CREs are responsible for ensuring activation of CRE personnel IAW unit or higher directives.

6.6. **Notification.** BS/CAT commander will ensure the WOC is notified of BS/CAT activation. The WOC will relay this information to 14 AF/AOC.

6.7. **Battle Staff Composition and Responsibilities:**

6.7.1. Functional responsibilities of the BS, SBS, CAT, and CRE are defined in para 6.4. Composition and general positional responsibilities are defined below and supplemented in 50 OSS/OSOX training guides. Composition of BS, SBS, CAT, and CRE are as follows:

6.7.1.1. Battle Staff composition.

6.7.1.1.1. 50 SW/CC, or designated representative, will appoint the battle staff commander(s). The battle staff commander is responsible for:

6.7.1.1.1.1. Overall leadership of the BS.

6.7.1.1.1.2. Timely execution of wing plans, personnel and resources to execute wing operations and respond to HHQ taskings.

6.7.1.1.1.3. Protection of wing assets.

6.7.1.1.1.4. Communication on and off base, to include HHQ reporting.

6.7.1.1.1.5. Prioritization of response.

6.7.1.1.1.6. Deactivation of BS and SBS, or activate CAT, as required.

6.7.1.1.1.6.1. BS commander is a BS position and does not infer command of the 50 SW.

6.7.1.1.1.6.2. If a BS commander is incapacitated, the 50 SW/CC, or designated representative, shall appoint a new BS commander.

6.7.1.1.2. 50th Operations Group (50 OG) representative is responsible for:

6.7.1.1.2.1. Immediate response to BS activation.

6.7.1.1.2.2. Execution of 50 OG taskings through assigned units.

6.7.1.1.2.3. Coordination of information between BS and assigned units

6.7.1.1.3. 50th Maintenance Group (50 MXG) representative is responsible for:

6.7.1.1.3.1. Immediate response to BS activation.

6.7.1.1.3.2. Execution of 50 MXG taskings through assigned units.

6.7.1.1.3.3. Coordination of information between BS and assigned units.

6.7.1.1.4. 50th Mission Support Group (50 MSG) representative is responsible for:

6.7.1.1.4.1. Immediate response to BS activation.

6.7.1.1.4.2. Execution of 50 MSG taskings through assigned units.

6.7.1.1.4.3. Coordination of information between BS and assigned units.

6.7.1.1.5. Battle Staff Director is responsible for:

6.7.1.1.5.1. Immediate response to BS activation.

6.7.1.1.5.2. Control of information into, within and from the BS to HHQ and subordinate units

6.7.1.1.5.3. Appointing points of contact for taskings within the BS

6.7.1.1.6. Executive Officer (EO)/Administration support (50 OSS, 50 SW/XP) is responsible for:

6.7.1.1.6.1. Immediate response to BS activation.

6.7.1.1.6.2. All administrative support to the BS to include ensuring the WOC is provided timely updates to BS inputs.

6.7.1.1.6.3. Ensure proper configuration of BS operations area.

6.7.1.1.7. 50th Wing Command Post (50 SW/CP) is responsible for:

6.7.1.1.7.1. Immediate response to BS activation.

6.7.1.1.7.2. Status coordination between the WOC and BS/CAT EO.

6.7.1.1.7.3. Ensure timely and accurate status reports are sent to HHQ.

6.7.1.1.8. Weather (50 OSS/OSW) is responsible for:

6.7.1.1.8.1. Be prepared to brief initial BS/CAT formation, subsequent shift changes, and as directed as an associate BS member.

6.7.1.1.8.2. Provide updates to BS/CAT on significant weather events for the 50 SW, GSUs, and areas of special interest.

6.7.1.1.9. Intelligence (50 OSS/IN) is responsible for:

6.7.1.1.9.1. Be prepared to brief initial BS/CAT formation, subsequent shift changes, and as directed as an associate BS member.

6.7.1.1.9.2. Provide updates to BS/CAT on worldwide intelligence developments.

6.7.1.1.10. Wing Operations Plans (50 SW/XPO) is responsible for:

6.7.1.1.10.1. Be prepared to brief BS/CAT formation, by request, as an associate BS member.

6.7.1.1.10.2. Advise the BS/CAT commander on implementation of 50 SW or HHQ OPLANS, CONPLANS, OPORDS, and CONTINGENCY PLANS.

6.7.1.1.11. Public Affairs (50 SW/PA) is responsible for:

6.7.1.1.11.1. Be prepared to brief BS/CAT commander, by request, as an associate BS member.

6.7.1.1.11.2. Advise the commander on issues regarding public affairs or the release of information to public entities.

6.7.1.1.12. Installation Deployment Officer (IDO) is responsible for:

6.7.1.1.12.1. Be prepared to brief BS/CAT commander, by request, as an associate BS member.

6.7.1.1.12.2. Advise the commander on deployment taskings for the 50 SW.

6.7.1.1.13. 10th Medical Group (10 MG) is responsible for:

6.7.1.1.13.1. Be prepared to brief BS/CAT commander, by request, as an associate BS member.

6.7.1.1.13.2. Advise the commander on medical, and disaster preparation for the 50 SW.

6.7.1.1.14. Judge Advocate (50 SW/JA) is responsible for:

6.7.1.1.14.1. Be prepared to brief BS/CAT commander, by request, as an associate BS member.

6.7.1.1.14.2. Advise the commander on legal issues related to the 50 SW.

6.7.1.1.15. 50 SW tenant units are responsible for being prepared to brief BS/CAT commander, by request, as associate BS members.

6.7.1.2. Support Battle Staff composition. SBS is comprised of junior officers and enlisted who assist the BS. Personnel comprising the SBS are drawn from units within each group represented on the BS. As a minimum, the following groups will have representatives available when the SBS is formed:

6.7.1.2.1. 50 OG

6.7.1.2.2. 50 MXG

6.7.1.2.3. 50 MSG

6.7.1.2.4. Associate positions may choose to have a SBS representative during the time that position is required to be in BS.

6.7.1.3. Crisis Action Team Composition. CAT teams are comprised of a commander and technical experts deemed necessary by the 50 SW/CC, designated representative, or BS commander. There is no given composition requirement for the CAT, however, the CAT commander should be BS/CAT qualified.

6.7.1.4. Crisis Response Element Composition. CRE teams are comprised of subordinate unit/GSU members who remain in the units to assist the BS/SBS/CAT and units in the execution of contingency operations. Unit commanders will determine CRE composition levels for their units. The following units, at a minimum, will have CREs:

6.7.1.4.1. 1st Space Operations Squadron (1 SOPS).

6.7.1.4.2. 2nd Space Operations Squadron (2 SOPS).

6.7.1.4.3. 3rd Space Operations Squadron (3 SOPS).

6.7.1.4.4. 4th Space Operations Squadron (4 SOPS).

6.7.1.4.5. 21st Space Operations Squadron (21 SOPS).

6.7.1.4.6. 22nd Space Operations Squadron (22 SOPS).

6.7.1.4.7. 23rd Space Operations Squadron (23 SOPS).

6.7.1.4.8. 50th Space Communications Squadron (50 SCS).

6.7.1.4.9. 850th Space Communications Squadron (850 SCS).

6.7.1.4.10. Remote Tracking Stations

6.7.2. Training procedure responsibility. The 50 OSS/CC is responsible for establishing and maintaining and documenting BS/CAT/SBS training for 50 SW members. Training will consist of an initial training program and recurring training program.

6.7.2.1. SBS members should, as a minimum, receive the same training as BS/CAT members. Groups may also dictate additional training requirements, developed, implemented and documented internally, to provide group specific training.

6.7.2.2. Unit commanders will establish and maintain CRE training requirements for their units.

6.7.3. Location of operations and physical configuration.

6.7.3.1. Primary BS/SBS/CAT location. Primary BS location, physical configuration, and equipment requirements are listed on a Memorandum of Understanding maintained in 50 OSS/ OSOX. The WOC commander is responsible for maintaining the area to operational configuration.

6.7.3.2. Secondary BS/SBS/CAT location. Secondary BS location, physical configuration and equipment requirements are listed on a Memorandum of Understanding maintained in 50 OSS/ OSOX. Should the need arise to relocate to the secondary area, alternate BS personnel will configure the area based on direction from the BS.

6.7.3.3. Tertiary BS/SBS/CAT location. If a tertiary location is required for BS relocation, the

BS commander will direct the BS to an ad hoc location. The decision for a tertiary location should take into account expected relocation duration, present/anticipated threats, required operating equipment, ability/requirement to operate in a secure mode and minimization of exposure.

6.7.3.4. CRE location. Unit commanders are responsible for determining primary and alternate unit CRE locations.

6.7.4. Communications procedures and requirements, including alternates, are detailed in BS training lesson plans, maintained in 50 OSS/OSOX.

6.7.5. Battle Staff checklists. 50 OSS/OSOX has primary responsibility for developing, maintaining and distributing BS checklists. BS checklists are maintained in the BS binders stored in the primary and secondary BS operations locations.

6.7.5.1. Other base agencies will provide support to 50 OSS as checklist OPRs. Checklist OPRs will provide updated checklists to 50 OSS/OSOX if information or procedures change that require updates to BS checklists. 50 OSS/OSOX will review changes to determine if BS/CAT retraining is required.

6.7.5.2. Group and unit commanders may direct the development of additional checklists to assist their SBS and CRE members.

6.7.6. Security procedures, including OPSEC/COMSEC requirements. Security procedures are addressed in BS/CAT training (initial and recurring) plans as well as BS activation and shift change over slides.

6.7.7. Message traffic handling and logistic support procedures are provided in BS training lesson plans.

6.7.8. Recall procedures for unit personnel. The WOC is the focal point for recall of the BS/CAT. Upon notification to the WOC of an event or situation requiring BS/CAT activation, or upon direction from the 50 SW/CC or designated representative, the WOC will initiate recall of the BS or CAT as directed, in accordance with established WOC procedures. If SBS/CRE personnel are activated, the WOC will initiate recall, in accordance with established WOC procedures.

6.7.9. Guidance on subordinate unit's CREs, including alternate reporting locations

6.7.9.1. Unit commanders are responsible for establishing primary and secondary CRE locations within their unit.

6.7.9.2. Unit commanders will ensure the SBS has contact numbers for their unit CRE at their primary and alternate locations.

6.8. **Situation Reports.** Situation reporting will be as directed by AFSPCI 10-202, *AFSPC Reporting System* and AFMAN 10-206, *Operational Reporting*. BS commander can direct more frequent situation reporting as needed to support operations during contingency/crisis periods.

6.9. **Information flow.** The WOC should be the single, official point of contact for all external agencies and 50 SW units. Significant information and events will be relayed to the WOC for proper dissemination IAW established procedures. Information flow to the WOC should not be altered based upon formation of the BS. Information flow may be directed to the BS or SBS during periods of

exceptional workload. During such instances, the BS and SBS are responsible for ensuring the WOC is updated new status and messages.

7. Battle Staff, Crisis Action Team, Support Battle Staff, and Crisis Response Element Training

7.1. **General.** Effective, thorough and recurring training is essential to attain the high rates of readiness required for BS/CAT/SBS operations. More frequent training should be considered during periods of personnel turnover.

7.2. Training Responsibility

7.2.1. 50 OSS/OSOX will establish and maintain BS/CAT/SBS personnel and training rosters. 50 OSS/OSOX will offer initial training for new BS/CAT personnel on an as-needed basis. BS/CAT/SBS members should receive recurring training on a monthly basis, but not less than semi-annually. Wing and group executive officers are responsible for notifying the 50 OSS/CC of new personnel who require BS orientation and/or training.

7.2.2. Unit commanders are responsible for determining CRE training and documentation requirements. 50 OSS/OSOX will support units requesting assistance with establishing CRE training programs. However, the 50 OSS/OSOX is *not* tasked to provide training for CRE programs.

7.2.3. 50 OSS/OSOX is responsible for maintaining BS/CAT/SBS training records for a minimum of 1 year or until personnel are no longer assigned to BS/CAT/SBS positions. Unit commanders are responsible for ensuring documentation is maintained for CRE personnel. Training records will be maintained for 1 year or until the person no longer serves on the unit's CRE.

7.3. Training Requirements.

7.3.1. Types of Training

7.3.1.1. Initial Battle Staff Training (IBT). Initial training focuses on orientation to BS operations and will be provided to all new BS/CAT team members. Initial training will, as a minimum, consist of the following subjects.

7.3.1.1.1. BS/SBS/CAT/CRE recall/activation and relocation procedures.

7.3.1.1.2. Positional roles and responsibilities.

7.3.1.1.3. Security, security procedures, Force Protection conditions (FPCON), RAMs, OPSEC/COMSEC, LERTCON, INFOCON, etc.

7.3.1.1.4. Communications procedures, admin phone, STU-III/STE, facsimile.

7.3.1.1.5. Governing directives to include AFI 32-4001 (Disaster Preparedness), AFSPCI 10-202 (AFSPC Reporting System), AFSPCI 10-101 (Battle Staff Operations), OPLANS/Contingency Plans/Crisis Action Planning Orders, 50 SWI 10-101 (Battle Staff Operations) 50 SWR 355-2 (Exercise Evaluation Team), unit/groups Instructions/OIs (as applicable) and OPLANS.

7.3.1.1.6. Operations procedures to include automated/manual event processing, BS briefings, checklists, LERTCON procedures and emergency procedures.

7.3.1.1.7. Reporting procedures to include OPREP-3, LERTCON, and SITREP.

7.3.1.2. Recurring Battle Staff Training (RBT). RBT should be provided monthly, but no less

than quarterly, to BS members. RBT should include scenario driven events to ensure the proficiency of team members operating in a BS environment. Training documentation should, at a minimum, consist of the training date and personnel in attendance. Quarterly wing level exercise fulfills recurring training requirements.

7.3.1.3. Support Battle Staff training. SBS members should receive the same training as BS members. In addition, BS representatives can levy additional training requirements for their respective SBS personnel.

7.3.1.4. Crisis Action Team training. CAT team members are not required to be BS trained or qualified. At a minimum, however, the CAT commander should be current in BS training.

7.3.1.5. Crisis Response Element training. Unit commanders are responsible for developing and implementing training for their unit CREs. As a minimum, 50 OSS/OSOX recommends CRE personnel receive BS/SBS/CAT initial and quarterly recurring training.

7.3.2. Training topics. The following topics will be covered during RBT, a minimum of once every six months:

7.3.2.1. BS activation procedures to include wing/group and squadron recall procedures.

7.3.2.2. LERTCON/INFOCON attainment procedures to include program information.

7.3.2.3. OPLAN taskings.

7.3.2.4. Action Item and Significant Event processing procedures, to include use of event tracking tools.

7.3.2.5. Construction of applicable BS briefings including slide layout (distinguishing between real world and exercise status), change over times, etc.

7.3.2.6. SITREP reporting procedures.

7.3.2.7. Communications systems, office machines and computer software, to include FAX, STU-III/STE, Multi Line Phone (MLP), SIPER Net, STARRS, DMS, etc, as appropriate.

7.3.2.8. Mapping and disaster response, to include determining safe evacuation points, understanding weather effects, environmental protection, etc.

8. Inspections. 50 SW Inspector General (50 SW IG) is responsible for exercises involving BS programs and performance.

MICHAEL D. SELVA, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Terms***

Action Item (AI)—A tasking requiring action on the part of the BS/CAT that could come from various agencies. An Office of Primary Responsibility (OPR) from the BS/CAT is designated to work and track action items and may or may not utilize the SBS or unit BS/CRE to respond to action items through completion.

Alternate Battle Staff Location (ABS)—In the event the WOC becomes unavailable for BS Operations, an alternate location will be designated for relocation.

Battle Staff (BS)—A staff formed by the commander to plan, direct, and coordinate forces in response to contingency and crisis situations. This includes developing courses of action and executing the commander's and Higher Headquarters' (HHQ) directives.

Battle Staff Associate Members—Personnel from units that are on “standby” to the BS, but are not required on a continual basis.

Crisis Action Team (CAT)—A team of Support BS members supported by individuals from various functional areas organized to respond to specific crisis situations but not requiring the efforts of the complete BS. The composition of a CAT varies according to the situation.

Crisis Response Element (CRE)—An organization that may be formed by squadron/detachment level unit commanders to plan, direct, and coordinate site personnel in response to contingency/ crisis situations. The purpose of the CRE is to augment normal duty operations and to assume additional workloads imposed by an increased alert posture or abnormal situation. The CRE may also support higher level BSs/CATs in planning, directing, controlling, and coordinating activities. It may also prepare a squadron's input to the Wing SITREP. When activated, a unit's CRE is mission essential in Operations Squadrons. Other squadrons will determine if CRE personnel are mission essential. NOTE: For units with contractor operations crews, the unit commander, in coordination with the senior contractor representative, designate operational reporting requirements of the CRE. If a CRE assists an operations crew with their duties, they must use normal checklists and reporting procedures.

Executive Officer (EO)—An individual who provides administrative support to the BS. The EO interfaces and coordinates action items with the BS, Support BS/CAT, and Wing Operations Center (WOC).

Geographically Separated Unit (GSU)—The term GSU refers to a unit not located on Schriever AFB. For example, a Hula RTS is a geographically separated unit.

Significant Event—An event that has taken place that will affect or has affected the 14th Air Force (14 AF) mission or represents a change in the operational status of a 50 SW asset that must be monitored/ reacted to by a BS/CAT. A wide range of events can fit into this category from a natural disaster to a failure of an on-orbit satellite or ground site personnel incidents.

Support Battle Staff (SBS)—An organization composed of functional support cells from each group sized and operated to assist the 50 SW BS in planning, directing, controlling, and coordinating activities during contingency and crisis situations. The SBS cells are responsive to the directives of their respective Group Commander/BS representative. For 50 SW BS operations, there are three designated SBS cells:

Operations, Communications, and Base Support. Each cell is directed by the Team Lead.

Unit Control Center (UCC)—Usually composed of unit orderly room personnel (for operations squadrons, the crew commander and/or crew chief), this center produces the unit strength report and reports to the Wing's PCC. The UCC continues follow-up reporting after a recall to ensure 100 percent unit personnel accountability.

Wing Operations Center (WOC)—A 24-hour, 7-day per week, work center consisting of an operations area and a Battle Staff area. The WOC is responsible for all wing upchannel and downchannel reporting, Emergency Actions procedures and basewide notifications.

Wing Operations Center, Director (WOCD)—Facilitates operations for the senior BS by ensuring information flow within the WOC. Leads the executive officers in tracking all BS related events.