

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 10-14**

3 JANUARY 2000

Operations

**BATTLE STAFF OPERATIONS
(NAF/WING/UNIT/ORI)**

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This Checklist reflects Command requirements for Battle Staff operations and to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This checklist incorporates data from [AFSPCI 10-101](#), *Battle Staff Operations*.

1. References have been provided for each item. Critical items have been kept to a minimum, and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
2. This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the checklist at **Attachment 1** as a guide only. AFSPC Checklists will not be supplemented. Units may produce their own standalone checklists as needed to ensure an effective and thorough review of the unit OJT program. Units are encouraged to contact the Command Functional OPR of this Checklist to recommend additions and changes deemed necessary.

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Director of Operations

Attachment 1

BATTLE STAFF OPERATIONS (NAF/WING/UNIT/ORI)

Table A1.1. Checklist.

SECTION 1: BATTLE STAFF OPERATIONS MISSION STATEMENT: Supports commanders by providing them expertise to resolve and manage rapidly changing situations and ensure timely control of pertinent information. NOTE: All references are from AFSPCI 10-101 unless otherwise noted.			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Are procedures in place to establish Battle Staffs/CAT/CRE, as designated? (Paras 6.1 – 6.5, 7.2.2)			
1.1.2. Has a training program been developed to ensure people are proficient in the functions and general operation of a Battle Staff/CAT/CRE? (Paras 7.2.1, 7.2.3, 7.3)			
1.1.3. Is initial training accomplished for Battle Staff/CAT/CRE members? (Para 7.3.1.1)			
1.1.4. Is recurring training accomplished for Battle Staff/CAT/CRE members at least semi-annually? (Para 7.3.1.2)			
1.1.5. Is a current and accurate listing of Battle Staff/CAT/CRE members maintained in the command post/ops center? (Para 6.5)			
1.1.6. Are procedures in place to track the progress of the recall, and contact personnel missed during the recall? (AFSPCI 10-207, Para 5.3.1)			
1.1.7. Are procedures in place to ensure continuity of information within the Battle Staff/CAT/CRE? (Para 6.9)			
1.1.8. Are reporting centers complying with HHQ established up-channel reporting procedures? (AFSPCI 10-207, Para 5.3)			
1.1.9. If the battle staff/CAT/CRE is formed, are Situation Reports (SITREPs) submitted in accordance with AFMAN 10-206 and AFSPCI 10-202? (Para 6.8)			
1.1.10. Does the CC, Battle Staff, or designate develop/direct appropriate courses of action in response to HHQ taskings or contingency situations? (Para 6.4)			
1.2. NON-CRITICAL ITEMS:	YES	NO	N/A
1.2.1. Are Battle Staff/CAT members identified in writing? (Para 7.2.1)			
1.2.2. Is training documentation maintained for Battle Staff/CAT/CRE members? (Para 7.2.3)			
1.2.3. Does initial Battle Staff/CAT/CRE training include procedures for activation, LERTCON/INFOCON attainment, Oplan taskings, and SITREPs? (Paras 7.3.2 – 7.3.2.6)			

<p>1.2.4. Does initial Battle Staff/CAT/CRE training include operation of communications systems, office machines, and computer software (FAX, STU-III, MLP-2, SARAHLite and automated briefing systems)? (Para 7.3.2.7)</p>			
<p>1.2.5. Does a battle staff, CAT or CRE form when directed by the commander or designated alternate, or higher headquarters? (Para 6.5)</p>			
<p>1.2.6. Does the unit notify the wing which notifies the appropriate NAF (14 AF/AOC or 20 AF/MOC) when they activate their Battle Staff/CAT/CRE? (Para 6.6)</p>			
<p>1.2.7. Does the NAF notify HQ AFSPC when the NAF or their subordinate units or wings activate their Battle Staff/CAT/CRE? (Para 6.6)</p>			