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Operations

OPERATIONAL REPORTING

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This checklist reflects command requirements for AFSPC Command Posts (CP)/Operations Centers (OC) to prepare for and conduct internal reviews of operational reporting procedures. This checklist should be used as a management tool to ensure compliance with applicable instructions and to identify areas that may need management attention. CP and OC are used interchangeably in the checklist.

SUMMARY OF REVISIONS

This checklist has been revised to match the requirements of, AFI 10-206_AFSPCSUP1, ***Operational Reporting***. Changes include: reference paragraphs, additional critical and non-critical items and deletion of CRESCENT EDGE items 2.2 and 2.3. An Asterisk (*) indicates a revision from the previous edition.

1. References have been provided for each critical area. 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 related, these items help gauge the effectiveness/efficiency of the function.
2. This checklist establishes a baseline. The HQ AFSPC/IG may use this checklist during applicable assessments. Use the checklist as a guide only. AFSPC checklists will not be supplemented. Units produce their own stand-alone checklists as needed to ensure an effective and thorough review of the unit program. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary. **See Attachment 1.**

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ATTACHMENT 1

OPERATIONAL REPORTING CHECKLIST

Table A1.1. Reporting Checklist for NAF/Wing/ABG (ORI/SAV/CI).

<p>MISSION STATEMENT: To provide information to the Commander, AFSPC, for proper control of forces. Act as the focal point for voice and record reports for subordinate units. NOTE: Unless stated otherwise, all references are from AFI 10-206, <i>Operational Reporting</i>.</p>			
SECTION 1: EVENT/INCIDENT REPORT (OPREP-3)			
1.1. CRITICAL ITEMS:	YES	NO	N/A
*1.1.1. Has a checklist been developed with procedures to submit reports for events meeting the OPREP-3 reporting criteria? (AFSPCI 10-210, <i>AFSPC Command Post</i> , Para 2.6.3.)			
*1.1.2. Does the checklist require OPREP-3 voice reports to be submitted as soon as possible, but within 15 minutes after the event or incident is determined to be reportable? EXCEPTION: PINNACLE NUCFLASH is submitted within 5 minutes. (AFI 10-206_AFSPCSUP1, Para 3.5.1.1.)			
*1.1.3. Does the checklist include procedures to obtain the Commander's approval to release OPREP-3 reports? (Para 3.4.1.)			
*1.1.4. Are all OPREPS sent via DMS? (AFI 10-206_AFSPCSUP1, Para 1.2.4.)			
*1.1.5. Does the checklist include procedures to upgrade a report if later information indicates a higher-level report is required? (Para 3.11.)			
*1.1.6. Does the checklist include procedures to ensure reports are classified and controlled IAW AFI 31-401, Information Security Program Management) (Para 2.1.)			
*1.1.7. Are record copy reports transmitted within one hour of the voice report? Exception: PINNACLE record copy reports are transmitted within one hour of INCIDENT. (Para 3.5.2.)			
*1.1.8. Are separate logs maintained for each of the different types of OPREP-3 reports (HOMELINE, BEELINE, and PINNACLE)? (AFSPCI 10-210, Para 2.6.4.)			
*1.1.9. Are EXERCISE logs kept separate from REAL WORLD logs? (AFSPCI 10-210, Para 2.6.4.)			

CRITICAL ITEMS: (Con't):	YES	NO	N/A
*1.1.10. Are reports submitted to the proper addressees? (Para 3.5.7.1, Table 3.5.)			
*1.1.11. Are procedures established for command post (CP) controllers to provide timely and accurate reporting for all assigned or attached units, as well as units staging through their base? (Para 1.3.)			
*1.1.12. Does the Memorandum of Agreement between tenant and host C2 agencies satisfy OPREP-3 reporting management? (Para 1.3.3 and 1.3.4.)			
1.2. NON-CRITICAL ITEMS:	YES	NO	N/A
1.2.1. Does the checklist provide procedures to prevent inclusion of name(s) and other personal data in OPREP-3 reports? (Para 3.10.)			
1.2.2. Are reports submitted using IMMEDIATE precedence? (Para 3.5.1.)			
*1.2.3. Is the flag word JOPREP JIFFY included on all OPREP-3 reports? (Para 3.5.7.)			
*1.2.4. For reports dealing exclusively with USAF and AFSPC matters: Does the checklist provide procedures to prevent submission of these reports to NORAD or USSTRATCOM? (AFI 10-206_AFSPC SUP1, Para 3.5.)			
*1.2.5. Does the checklist include procedures for submitting reports during degraded communications? (AFI 10-206_AFSPCSUP1, Para 2.4.1. and 2.4.2.)			
*1.2.6. Are exercise reports numbered independently of real-world reports? (Para 3.8.)			
*1.2.7. Does the checklist include procedures to provide personnel data by secure voice when requested by higher headquarters? (Para 3.10.)			
*1.2.8. Does the NAF CP maintain an OPREP-3 message log for each category of report? (AFI 10-206_AFSPCSUP1, para 1.3.12.3.)			
SECTION 2: CRESENT EDGE (CE) REPORT			
2.1. CRITICAL ITEMS:	YES	NO	N/A
2.1.1. Has a checklist been developed with procedures to upchannel the CE report? (Para 3.3.14.)			

2.2. NON-CRITICAL ITEMS:	YES	NO	N/A
2.2.1. Are the CE voice reports submitted using the correct format? (Para 3.3.14.3. and Figure 3.1.)			
2.2.2. Are reports submitted using FLASH or IMMEDIATE precedence? (Para 3.3.14.4.3. and Figure 3.1.)			
SECTION 3: SITUATION REPORT (SITREP)			
3.1. CRITICAL ITEMS:	YES	NO	N/A
3.1.1. Has a checklist been developed with procedures for submission of SITREPs? (AFSPCI 10-210, Para 2.6.3.)			
3.1.2. Are record copy SITREPs transmitted to the appropriate addressees? (Para 4.3.)			
3.1.3. Does the checklist include procedures to automatically submit SITREPs at DEFCON 4 or higher? (AFI 10-206_AFSPCSUP1, Para 4.1.5.)			
3.1.4. Is the timing criteria met when transmitting SITREPs to higher headquarters? (Para 4.4.)			
3.2. NON-CRITICAL ITEMS:	YES	NO	N/A
3.2.1. Are SITREPs submitted using IMMEDIATE precedence? (Para 4.5.)			
3.2.2. Are SITREPs submitted with the correct report content? (Para 4.7. and Figure 4.1.)			
*SECTION 4: HELICOPTER OFF-STATION REPORT			
4.1. CRITICAL ITEMS:	YES	NO	N/A
4.1.1. Has a checklist been developed with procedures for the submission of the Helicopter Off-Station report? (AFSPCI 10-210, Para 2.6.3.)			
Are reports submitted to the appropriate addressees? (AFI 10-206_AFSPCSUP1, Para 13.3.)			
Are reports submitted in the correct format? (AFI 10-206_AFSPCSUP 1, Figure 13.1.)			

4.2. NON-CRITICAL ITEMS:	YES	NO	N/A
Are reports submitted using ROUTINE precedence? (AFI 10-206_AFSPCSUP1, Para 13.5.3.)			
*SECTION 5: COMMANDER AVAILABILITY REPORT			
5.1. CRITICAL ITEMS:	YES	NO	N/A
5.1.1. Has a checklist been developed with procedures for the submission of the Commanders Availability report? (AFSPCI 10-210, Para 2.6.3.)			
Are reports submitted to the correct addressees? (AFI 10-206_AFSPCSUP1, Para 14.3.)			
5.1.3. Does the checklist include procedures to submit a voice report when the commander departs, returns, or changes itinerary? (AFI 10-206_AFSPCSUP1, Para 14.4.2.)			
5.2. NON-CRITICAL ITEMS:	YES	NO	N/A
5.2.1. Are record copy reports submitted 24 hours prior to CCs departure? (AFI 10-206_AFSPCSUP1, Para 14.4.2.)			
5.2.2. Are reports submitted using ROUTINE precedence? (AFI 10-206_AFSPCSUP1, Para 14.4.3.)			
5.2.3. Are reports submitted in the correct format? (AFI 10-206_AFSPCSUP1, Figure 14.1.)			
SECTION 6: MISSILE UNITS			
6.1. CRITICAL ITEMS:	YES	NO	N/A
6.1.1. Does the command post maintain a Strategic Force Accounting Module (SFAM) reports guide for reports required by the unit's mission (SD 501-14)			
6.1.2. Does the SFAM Reports Guide contain the appropriate security markings? (SD 501-14)			

SECTION 7: PUBLICATIONS			
7.1. CRITICAL ITEMS:	YES	NO	N/A
7.1.1. Does the Command Post maintain the following publications?:			
7.1.1.1. AFI 10-206_AFSPCSUP1, <i>Operational Reporting</i>			
7.1.1.2. AFPAM 10-709 V1CD, <i>USMTF Formats</i>			
7.1.1.3. AFI 10-205_AFSPCSUP1, <i>Availability of Major Command Commanders</i>			
7.1.1.4. AFI 10-707_AFSPCSUP1, <i>Spectrum Interference Resolution Program</i>			