BY THE ORDER OF THE COMMANDER
HQ 436TH AIRLIFT WING (AMC)

DAFB INSTRUCTION 10-204

9 Feb 1996

OPERATIONS

QUICK REACTION CHECKLIST

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO/PP WWW site at: http://afpubs.hq.af.mil.

OPR: 436 AW/XPO (Captain Broady)

Certified by: : 436 AW/XP (Lieutenant Colonel Ebaugh)

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This instruction implements Air Force Policy Directive 10-2, Readiness. This instruction is applicable to all 436th Airlift Wing units. It establishes wing policy and guidelines for preparation and instructions for use of Quick Reaction Checklists.

1. GENERAL:

1.1. Quick Reaction Checklists are necessary to outline actions to take in response to implementation of AMC or Dover AFB plans, emergencies, disasters, and certain recurring circumstances.

1.2. Units, staff agencies, and control centers will develop and maintain, in a current status, quick reaction checklists itemizing those situations.

1.3. Use AF Form 2519, All Purpose Checklist, or other suitable format. The Command Post will comply with AMCI 10-202.

2. RESPONSIBILITY:

2.1. Commanders will appoint monitors to prepare quick reaction checklists.

2.2. Monitors will ensure checklists are periodically reviewed and updated.

2.3. Monitors will prepare sufficient copies of quick reaction checklists to ensure all tasks are completed satisfactorily within their action agencies (see **Attachment 1**).

3. DISPOSITION:

3.1. Enter current information on AF Form 2519, or other suitable format.

3.2. Revise quick reaction checklists if they do not effectively satisfy the unit's tasking.

3.3. Prepare an updated checklist and destroy the superseded checklist.

ROBERT J. BOOTS, Brig Gen, USAF
Commander

Attachment 1

SAMPLE AF FORM 2519

②] **ALL PURPOSE CHECKLIST**			**PAGE OF PAGES**		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA ⑩ ③		**OPR** ④	**DATE** ①		
NO	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)*				
⑤	⑥ **INSTRUCTIONS FOR COMPLETING ITEMS 1 THROUGH 10** 1. Enter the publication date of the master QRC. 2. Enter office symbol of preparing agency. 3. Enter condition, plan or exercise that has been implemented. 4. Enter plans monitor's name and extension. 5. Enter line/item number of each action taken. 6. Describe actions required by each respective action agency within your organization. 7. Enter agency responsible for completing action. 8. Enter estimated completion time (optional). 9. Enter time action completed and reported upchannel, as required (optional). 10. Enter "Quick Reaction Checklist" and number. <u>SAMPLE</u>		⑦	⑧	⑨

AF FORM 2519, NOV 91 **PREVIOUS EDITION WILL BE USED**.