BY ORDER OF THE COMMANDER
UNITED STATES AIR FORCES IN EUROPE

UNITED STATES AIR FORCES EUROPE
INSTRUCTION 10-207

31 DECEMBER 2003

Operations

USAFE COMMAND POSTS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at: **http://www.e-publishing.af.mil.**

OPR: AFEUR/A31P (MSgt Karl J. Saucier)

Certified by: AFEUR/A31 (Lt Col Douglas B. Rider)

Supersedes USAFE Instruction 10-201, 5 January 2001.

Pages: 66

Distribution: F

This instruction implements Air Force Policy Directive 10-2, *Readiness*, and provisions of AFI 10-207, *Command Posts*. It assigns responsibilities for the operation and support of these activities and establishes requirements for facilities, equipment, personnel, and training. This instruction also prescribes the missions, functions, and organization of USAFE main operating base (MOB) non-strategic nuclear forces (NSNF), other wing MOB command posts (CP) and munitions support squadron (MUNSS) CP. It applies to all USAFE unit CPs and addresses command representative (COMREP) functions. Functions not falling within this instruction's purview include the MOB squadron operations centers. This instruction does not apply to Air Force Reserve Command or the Air National Guard. The terminology specified in AFI 10-207, *Command Posts* will be used interchangeably with traditional USAFE terminology. Therefore, Operations Control Function equates to Emergency Action Cell; Battle Management Center and Survival Recovery Center to Battle Staff area and Command Cab; Reports Management Center to Reports Cell. See **Attachment 2** for situations requiring quick reaction checklists (QRC) or operating instructions (OI). Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Manual (AFMAN) 37-139, *Records Disposition Schedule*.

This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are 10 U.S.C. 8013, Secretary of the Air Force: powers and duties; delegation by; System of records notice FO11 AF F (Locator, Registration and Postal Directory Files) applies. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

It expresses USAFE policy regarding the establishment, operation, and support of CPs; updates organizational changes and terminology; updates support systems; removes all references to the Maintenance

Operations Centers (MOC) as related to the Objective Wing Concept from the Objective Wing Operations Center (WOC). This document re-establishes the controller duty hour requirements and further explains arming and weapons requirements for CPs. This revision also updates USAFE CP staff assistance visit (SAV) and functional expert visit (FEV) procedures and requirements; updates standards and procedures for administering the USAFE Command and Control (C2) awards program, and updates procedures for the USAFE CP Manning Report. We have added a new section dealing with geographically separated units (GSU) unit control centers (UCC) explaining function and responsibilities of GSU UCC and personnel assigned to man these positions. Also new in this revision is the battle management center (BMC), survival recovery center (SRC) and disaster control group (DCG) chapter that better defines requirements and responsibilities of these agencies. Giant Voice (GV) and Unit Mass Notification systems have been explained and prescribed.

Chapter 1

ORGANIZATION AND MISSION

1.1. Introduction. This chapter states the mission, functions, and organization of USAFE CPs. It also prescribes the higher headquarters and unit responsibilities in the operation of CPs. USAFE CPs will standardize operations to the maximum extent possible to achieve the greatest efficiency, unity and eliminate waste without hampering CP controllers' performance of duties.

1.2. Mission. USAFE CPs mission is to provide commanders the global support structure to exercise command and control of assigned forces through facility, staff advice, and communication resources. The CP provides the continuous C2 link necessary to satisfy the commander's responsibility to control and support USAFE forces worldwide.

1.3. Functions. The CP acts as the centralized C2 agent for USAFE Wing or Unit commanders. The CP is responsible for implementing unit Emergency Actions Procedures (EAP) and acts as the focal point for all operational reporting. USAFE CPs will perform as a minimum the following:

1.3.1. Process Emergency Action Messages (EAM) to include:

1.3.1.1. Receive, validate, and relay EAM information to commanders, host and tenant units, and geographically separated units (GSU).

1.3.1.2. Advise senior staff on EUCOM and USAFE Emergency Action Procedures (EAP) (USAFE EAP--all units, USAFE EAP, Volume I, *Non-Strategic Nuclear Force (NSNF)* units, and USAFE EAP, Volume I, Annex ALFA--Strike units), USAFE EAF, Volume II--all units, and USAFE EAP, Volume III--NSNF units. NSNF and Strike units are defined in USAFE EAP Vol I and its Annexs.

1.3.2. Recall personnel in response to EAM or commander directive to include initiating pyramid alert notification, recalling the battle staff, activating the disaster response force (DRF), and recalling key personnel. All units will develop a recall plan that includes hourly reporting of personnel available for duty. Units will update their individual recall rosters and forward the most current listing to the CP every month. The recall plan will also include both a primary and backup procedure for recalling personnel. The recall plan will also include procedures to recall personnel on leave or TDY.

1.3.3. Coordinate unit critical activities to include transmitting alarm signals; monitoring response to aircraft and ground accidents, incidents, and emergencies; relaying unit mission taskings; and monitoring responses to civil disturbances, local threats, requests for asylum, and defectors.

1.3.4. Report information to higher echelon and intermediate commanders for evaluation and action in accordance with AFI 10-206, *Operational Reporting,* and USAFE Supplement.

1.3.5. Coordinate unit activities to include making Red Cross notifications, monitor distinguished visitor (DV) status, monitoring convoy movements (as required), receiving inspection teams, relaying weather advisories and warnings, monitoring the location of key personnel, initiating stockpile emergency verifications (SEV) (as required), relaying WS3 vault operations notifications and processing emergency aircraft accountability checks.

1.3.6. Monitor unit flying operations to include coordinating preflight actions, flight-following forces, monitoring airfield status, accounting for unit aircraft, and relaying flight diversion information.

1.3.7. Support transient aircraft operations to include relaying load, maintenance, transportation, and servicing requirements; passing estimated time of arrival (ETA) information; monitoring alternate airfield status; and providing station advisories to inbound aircraft, unless these actions are accomplished by other agencies.

1.3.8. Utilize Theater Battle Management Core Systems (TBMCS)--Unit Level (UL) Operations (OPS), when available, to help track flying operations, account for aircraft, and monitoring wing resources.

1.3.8.1. CPs will utilize the Resource Management Application (RMA), the Survival Recovery Center (SRC) known as the base map, and the Tactical Aircrew Scheduling and Airspace Management System (TASAMS) applications where applicable.

1.3.8.2. When utilizing the web-based applications in TBMCS, CPs will authorize the USAFE Command Center access to view unit data.

1.3.9. Mobility and airlift units will continue to utilize Command and Control Information Processing System (C2IPS), Global Decision Support System (GDSS), or similar corporate Air Mobility Command (AMC) application for the tracking of flying operations.

1.4. Organization. At MOBs, designate CPs as the command and control division assigned to the wing command section. Each USAFE CP will have an emergency actions or operations (EA) function, a reports function, a training function and an administrative function. ***NOTE***: For this instruction, "CP officer in charge (OIC)" and "Chief, Command and Control Division" or "Chief, Operations Branch" are synonymous. In addition, "CP noncommissioned officer-in-charge (NCOIC)" and "Superintendent, Command and Control Division" are interchangeable.

1.5. Responsibilities:

1.5.1. **Commander (AFEUR/CC).** AFEUR/CC:

1.5.1.1. Ensures regulations, instructions, and supplementary documents are published and maintained for the management and operation of USAFE CPs according to AFI 33-360 Volume 1, Publications Management Program.

1.5.1.2. Ensures Staff Assistance Visit (SAV) and Functional Expert Visit (FEV) programs are established to standardize USAFE controller techniques and procedures and to assist CP managers in identifying and correcting deficiencies.

1.5.1.3. Ensures Inspector General (IG) inspection criteria for surety inspections (SI), unit compliance inspections (UCI) and SI-related tests are provided to IG for their use.

1.5.1.4. Ensures CP inspection guides are developed and provided to unit CPs and the USAFE IG team.

1.5.1.5. Ensures USAFE-unique procedures are published and maintained to support the Chairman, Joint Chiefs of Staff (CJCS), US Air Force, Supreme Allied Commander Europe

(SACEUR), Commander, US European Command (CDR USEUCOM), and USAFE emergency actions and reporting requirements.

1.5.1.6. Ensures training source material are published and maintained.

1.5.1.7. Appoints Air Force specialty code (AFSC) 1C3X1 functional manager and ensure they accomplish the actions described in this instruction.

1.5.1.8. Operates and administers USAFE centralized C2 training schools as necessary.

1.5.2. **Unit commanders** :

1.5.2.1. Act as the certifying official for EA controllers and Status of Resources and Training System (SORTS) in accordance with the appropriate USAFE Master Training Plan (MTP) and AFI 10-201, *Status of Resources and Training System*.

1.5.2.2. Ensure CP is organized, staffed, equipped, and operated as required by this instruction.

1.5.2.3. Ensure CP personnel are considered mission essential personnel and all enlisted CP controllers are placed on Basic Allowance for Subsistence (BAS) (Rations not in Kind Available), in accordance with AFI 10-207, *Command Posts*.

1.5.2.4. Establish, in coordination with the servicing (MOB) CP, a 24-hour point of contact for GSUs with no on-site CP. This 24-hour Point of Contact (POC) will be capable of receiving and relaying alert directives, Force Protection Conditions (FPCON), Information Conditions (INFOCON) and Operational Reports-3 (OPREP-3) reportable information through the servicing CP in accordance with AFI 10-206, *Operational Reporting* and USAFE Supplement 1. This point of contact will be referred to as the Unit Control Center (UCC) as described in **Chapter 8** of this document. This chapter also describes responsibilities and actions.

1.5.2.5. Ensure only one CP is maintained and operated on an installation. At some bases, tenant units may be required by their parent command to maintain a C2 activity. Where this situation exists, develop a written agreement between the unit CP and the tenant C2 activity to ensure US Air Force, USEUCOM, and USAFE alerting and reporting requirements are met.

1.5.2.6. Ensure information from supporting staff agencies required for the SORTS (AFI 10-201, *Status of Resources and Training* and USAFE Supplement) program is provided to the reports section in a timely manner and in the proper format.

1.5.2.7. Evaluate controllers at CPs holding two-person control (TPC) material according to the Nuclear Weapons Personnel Reliability Program (NWPRP).

1.5.2.8. Appoint a codeword action officer (CWAO) and alternate to establish and maintain the codeword program at units required to use codewords in accordance with USAFE EAP, Volume I, Annex A.

1.5.2.9. Ensure CP personnel are not appointed as the primary communications security (COMSEC) custodian for TPC materials.

1.5.2.10. Ensure CP and alternate CP (ACP) entry control points are manned by security forces personnel or augmentees during battle staff or other high-density operations.

1.5.2.11. Ensure all assigned CP officers and enlisted personnel maintain EA certification requirements and perform a minimum of two shifts per month to maintain proficiency and certification requirements.

1.5.2.12. Ensure prompt and accurate reporting in accordance with applicable directives.

1.5.3. **CP Managers** :

1.5.3.1. Appoint a training manager and alternate in writing and ensure training programs are developed, maintained, and administered in accordance with USAFE MTP.

1.5.3.2. Appoint a reports manager and alternate in writing and ensure a reports program is developed, maintained, and administered in accordance with AFI 10-206, *Operational Reporting*, USAFE Supplement 1 and USAFE MTP.

1.5.3.3. At MOBs, ensure at least two SORTS managers are trained.

1.5.3.4. Appoint library custodian or designated individual and ensure a functional publication library or set is established and maintained, according to Paragraph **3.9.**

1.5.3.5. Appoint Equipment Custodian and Alternates. Ensure custodian attends equipment custodian training, and establish and maintain a Government Purchase Card (GPC) account where applicable.

1.5.3.6. Appoint a Top Secret control officer (TSCO) and alternates in writing and ensure the TSCO establishes and maintains a Top Secret control account (TSCA).

1.5.3.7. Appoint a North Atlantic Treaty Organization (NATO) Control Officer and alternates as required, and ensure the control officer establishes and maintains a NATO control point. Commanders determine the need for NATO control points.

1.5.3.8. Appoint a COMSEC Responsible Officer (CRO) and alternates. Ensure the CRO establishes and maintains a COMSEC materials program according to AFI 33-211, *Communications Security (COMSEC) User Requirements*, and AFI 33-211, USAFE Supplement 1.

1.5.3.9. Ensure a unit alert plan is developed and maintained in accordance with USAFE EAP, Volume II, *Alert Precautionary Procedures*.

1.5.3.10. Ensure CP budget requirements are prepared and submitted to the appropriate agency.

1.5.3.11. Develop, maintain, and utilize a CP self-inspection program in accordance with this instruction (see **Chapter 7**).

1.5.3.12. At sites that require controllers to be armed, ensure weapons assigned to the CP are cleaned and inspected at least once per month. Schedule weapons inspection for serviceability through local combat arms personnel annually.

1.5.3.13. Appoint a CP security manager and ensure a security program is developed and maintained.

1.5.3.14. Ensure personnel scheduled for Weighted Airman Promotion System (WAPS) testing receive a minimum of 24 hours off-duty immediately preceding the scheduled test.

1.5.3.15. Appoint a primary and alternate ADP terminal area security officer (TASO) at CPs maintaining GCCS terminals and other required C2 systems.

1.5.3.16. At MOBs, develop procedures to ensure the Alternate CP (ACP) (when activated) receives current information from the primary CP, i.e. battle staff directives, copies of reports, alert status, etc.

1.5.3.17. Ensure procedures are in place to submit OPREP-3 PINNACLE voice reports directly to the National Military Command Center (NMCC).

1.5.3.18. Ensure procedures are in place to prepare and submit all other OPREP-3 voice reports through the USAFE Command Center. The USAFE Command Center links the unit with the applicable headquarters in accordance with AFI 10-206, *Operational Reporting* and AFI 10-206, USAFE Supplement 1 when there is a need for a conference. Conference calls are acceptable provided delays are kept to a minimum.

1.5.3.19. Ensure procedures are established for the immediate notification of the USAFE Command Center on all NATO Nuclear Command and Control Reporting System (NNCCRS) messages received.

1.5.3.20. Submit monthly manning reports per **Chapter 4** of this document.

1.5.3.21. Ensure Emergency Actions (EA), mission monitoring, reports and SORTS training programs are developed, maintained, and administered in accordance with following applicable documents: USEUCOM EAP, Volume I, USAFE EAP, USAFE EAP, Volume I, USAFE MTP or USAFE MTP, Volume I, AFI 10-201, *Status of Resources and Training*, AFI 10-206, *Operational Reporting* and AFI 10-206, USAFE Supplement 1, AFI 10-207, *Command Posts* and this document.

1.5.3.22. Support temporary duty (TDY) manning assistance requests when possible.

1.5.3.23. Ensure all GSUs are included in the unit alert plan. Collect GSU UCC critical information (i.e. POCs, defense switching network (DSN), secure telephone unit (STU), civilian telephone numbers, NIPRNET and SIPRNET addresses), and ensure it is readily available to CP controllers. Units will accomplish the following:

1.5.3.23.1. Visit GSUs with no on-site CP at least annually by CP supervisory personnel, with emphasis on alert implementation, monitoring and reporting procedures. This visit may be waived if the supporting MOB hosts an annual GSU conference where C2 requirements and procedures are briefed and documented. If CP supervisory personnel do not visit all GSUs annually then they must review all GSU plans for units not visited during the GSU conference.

1.5.3.23.2. Accomplish the AFEUR GSU portion of the unit compliance inspection (UCI) guide semi-annually with each unit.

1.5.3.23.3. Exercise the relaying of alert directive information from parent CPs to GSU UCCs and also collect UCC's attainment and; or progress reporting information, which will then be compiled and transmitted to the USAFE Command Center and courtesy copy the AFEUR A31P SIPRNET group address **"UTASC/A3 C2 PROCEDURES."** This process will be exercised with all its GSU sites semi-annually.

1.5.3.23.4. All CPs should develop Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) with each GSU.

1.5.3.24. Develop a unit recall plan signed by the unit commander that entails hourly reporting goals. The plan must also address Communications Out procedures. All supporting units and agencies must update and; or submit recall roosters to the CP monthly.

1.5.4. **USAFE Command Representative (COMREP).** If assigned the USAFE COMREP is responsible for the following:

1.5.4.1. Conduct USAFE EA certification, recurring, and refresher training in accordance with USAFE MTP and; or MTP, Volume I. Recommend controller certification to the certification official.

1.5.4.2. Train controllers in USAFE unique reports to include: OPREP-3, commander availability, FPCON status and alert attainment or deviation reports in accordance with USAFE directives.

1.5.4.3. Establish an MOA to address USAFE EA, OPREP-3, SORTS and recall procedures. Include the responsibilities of the COMREP in the MOA.

1.5.4.4. Work with unit CP or Air Mobility Control Center (AMCC) management (as applicable) to ensure all USAFE unique CP requirements are met.

1.5.4.5. Ensure the CP or AMCC (as applicable) possess the capability to transmit all applicable USAFE reports.

1.5.4.6. Assist in the development of the Unit Alert Plan in accordance with USAFE EAF, Volume II.

1.5.4.7. Semiannually assist the CP or AMCC management (as applicable) with accomplishing the unit self-inspection utilizing the appropriate unit compliance inspection checklist and guide.

1.5.4.8. Submit SORTS reports for all USAFE units at their location that hold a USAFE Designed Operational Capability (DOC) statement.

1.5.4.9. Present USAFE items of interest at CP or AMCC monthly training meetings.

1.5.4.10. Review CP OIs annually; review all CP QRCs semi-annually.

1.5.5. **Training Manager.** The training manager is responsible for developing, maintaining and administering initial, refresher, and recurring controller training programs in accordance with USAFE MTP.

1.5.6. **Reports Manager.** The Reports Manager is responsible for developing, maintaining, and administering the reports training program in accordance with AFI 10-206, *Operational Reporting*, USAFE Sup to AFI 10-206 and USAFE MTP.

1.5.7. **Controllers.** Controllers will maintain proficiency in the tasks and subtasks identified in the Career Field Education Training Plan (CFETP), USEUCOM EAPs, USAFE EAP, USAFE EAP, Volume I, USAFE EAP, Volume III, and Unit Training Plan (UTP).

1.6. Waivers. AFEUR/A31P is the wavier authority for the requirements of this regulation. A unit may have particular requirements that preclude implementation of the policies and concepts specified in this instruction. The unit will forward waiver requests to AFEUR/A31P, with an information copy to the parent wing MXG (MUNSS) or Numbered Air Forces (NAF)/DO (MOBs). The request must include a complete description of the operational requirement, justification for the waiver, and the length of time for which the waiver is requested. Waivers are valid for time period specified in waiver approval message. For emergency waivers, contact AFEUR/A31P directly during duty hours. After duty hours, contact the USAFE Command Center to reach AFEUR/A31P. Emergency waivers will be followed-up as soon as possible with a record copy.

1.6.1. If any unit determines any portion of this instruction, AFI 10-207, *Command Posts,* USAFE MTP, or any self-inspection (UCI, ORI, or NSI) guide items are not applicable, they must request a waiver and receive written approval from AFEUR/A31P.

1.6.2. Unit CPs that are in the process of unit decommissioning or drawdown will follow program guidance letter (PGL), and do not require additional waivers.

1.6.3. All USAFE CPs that support or are collocated with Air Combat Command (ACC), Air Force Special Operations Command (AFSOC), Air Mobility Command (AMC), or U.S. Strategic Command (USSTRATCOM) missions will develop host-tenant support agreements approved by both host and tenant unit commanders. Once the document is approved, provide a copy to AFEUR/A31P and the supported unit major command (MAJCOM) agency.

1.7. Clarification Requests. Clarification requests must be submitted in writing. Requests will be answered by message or e-mail, and are binding on all applicable units. As part of the formal change process, AFEUR/A31P will review all clarification requests for inclusion in future revisions to this publication.

1.8. Revision Requests. Forward recommended revisions to this instruction to AFEUR/A31P, Unit 3050, Box 170, APO AE 09094-0170, with an information copy to the parent Numbered Air Force (NAF) or Wing. This instruction will not be supplemented without prior approval of AFEUR/A31P. If conflicts with other guidance exist, notify AFEUR/A31P and comply with this regulation until the conflict is resolved.

1.9. Forms Prescribed:

1.9.1. USAFE Form 75, **Emergency Actions and Message Copy Format.**

1.9.2. USAFE Form 315, **Controller Checklist and Message Format.**

1.9.3. USAFE Form 860, **Events Log.**

1.10. Forms Cited:

1.10.1. AF Form 1109, **Visitor Register Log.**

1.10.2. AF Form 1199 series, **US Air Force Restricted Area Badge.**

1.10.3. AF Form 1206, **Nomination for Award.**

1.10.4. Air Force Form 2519, **All Purpose Checklist.**

1.10.5. AF Form 2586, **Unescorted Entry Authorization Certificate.**

Chapter 2

FACILITIES AND EQUIPMENT

2.1. Introduction. This chapter describes the USAFE CP in terms of structural characteristics, internal layout, communications systems, and other equipment. Commanders must consider survivability in a nuclear, chemical, biological, or conventional warfare environment when selecting a CP. USAFE CPs must provide protection against threats in accordance with AFI 32-4001, *Disaster Preparedness Planning and Operations,* and Allied Command Europe (ACE) directives.

2.1.1. This chapter does not constitute blanket authority for the modification of existing CPs. Existing CPs not programmed for upgrade or renovation do not have to be modified to meet the specifics of this instruction unless they can no longer support the CP and unit mission. Any programmed modifications will meet this criterion.

2.1.2. When physical security provisions of this chapter cannot be complied with, requests for physical security deviations accompanied with supporting rationale, will be forwarded to AFEUR/A31P. Security requirements of AFI 31-101, *Air Force Installation Security Program* and AFI 31-101, USAFE Sup still must be adhered to and any security deviations need to be handled IAW AFI 31-101 and USAFE Sup, in addition to a waiver request.

2.2. Definition of a USAFE CP. For the purpose of this instruction, the terms "wing operations center" and "command post" do not normally refer to a complete building unless the areas listed below are the only ones in the structure. Collocated telecommunications centers (TCC), other control centers, mechanical rooms, and nuclear-biological-chemical (NBC) decontamination cells are not within the scope of this instruction unless they are situated on the OPS cell side of the entrapment or standoff area. USAFE CPs are defined as follows:

2.2.1. **MOB CPs.** The CP is composed of the following three major areas: EA Cell, Battle Management Center (Battle Staff area, Command Cab, and Survival Recovery Center (SRC)), and Reports Management Center (Reports Cell). There are also a number of ancillary areas, i.e. entrapment or standoff area, frame room, latrines, storage area, and administrative offices, which should be in the same building, if possible.

2.2.2. **MUNSS.** The CP is the EA cell containing a latrine and a number of ancillary areas, i.e. administrative office, which should be in the same building, if possible.

2.3. General Requirements. The working area for a USAFE CP will be based on the functions to be performed and the maximum number of personnel required to perform such functions during anticipated peak workloads. For MUNSS, comply with this requirement to the extent allowable by host nation agreement. Specific configuration and equipment requirements for the various CP areas are described in the remainder of this section. The following apply to the CP as a whole:

2.3.1. **Emergency Power.** The CP must have an emergency power supply. The emergency power system must be capable of accommodating the maximum CP load. The emergency power source should start automatically with load assumption. It should also be designed for manual paralleling and manual restoration. CPs should also have Uninterrupted Power Supply (UPS) for selected Computer equipment and other vital equipment or systems with power during the transfer to the emergency generator, or any other disruptions. CP management should attempt to obtain an external connection for

hook-up of an alternate emergency generator, this will allow for the timely hook-up of an external generator should the primary fail. CP personnel will accomplish the following:

2.3.1.1. If CP personnel are responsible for operating the emergency power supply; the CP chief will provide a written operating procedure and;or checklist to provide the details for converting to and operating emergency power.

2.3.1.2. Whenever the emergency power unit is started, the appropriate civil engineer (CE) office shall be notified. CE personnel must reconfigure the unit for further service when the emergency power unit is no longer needed.

2.3.2. **Emergency Lighting.** The entire CP must be equipped with emergency lighting, i.e. battery-powered lighting. The CP will augment the emergency lighting system with flashlights, spare batteries, and bulbs to permit continued safe occupancy for at least 2 hours after a complete power loss or the length of time required to evacuate. The emergency lighting system and flashlights must be functionally checked once a month. Test results, including discrepancies and corrective actions, will be annotated in the events log. At locations with TPC material the emergency lighting will be focused on TPC material safes to ensure control can be maintained until material is secured.

2.3.3. **Sound Suppression.** Wall, floor, and ceiling silencing materials and other means of noise reduction will be used as necessary to reduce noise levels.

2.3.4. **Ventilation.** The CP will have air conditioning and heating that can be controlled from within the CP. All ventilation and access openings will be constructed with security safeguards.

2.3.5. **Immediate-access Storage.** All CP console or table positions will be provided enough immediate-access storage for required regulations, checklists, OIs, and other reference material.

2.3.6. **Display Space.** The CP will have sufficient free wall space to display status boards and charts required by unit directives. CPs utilizing electronic displays will have the necessary projection screens or monitors to display required information. Units will maintain a capability to return to non-electronic display means in case of system failure.

2.3.7. **Reproduction Equipment.** The CP will have a copier authorized to reproduce, as a minimum, SECRET material.

2.3.8. **Floors and Ceilings.** The CP will have a raised, pedestal-style floor or dropped ceiling in order to accommodate cableways. Ceilings and floors will be constructed with adequate security safeguards. All efforts should be made to ensure that communications and electrical supply cableway, ducts and associated outlets are constructed in the floors, wall and ceiling to assure complete coverage and flexibility for additional needs and for the ease of access and servicing.

2.3.9. **C2 System Terminal Areas.** Terminal areas (i.e. GCCS, C2IPS, GDSS, TBMCS UL (OPS), ICC, CUTS, SMART-T) must meet the security requirements established for each system.

2.3.10. **Food Storage and Preparation Area.** Due to the requirement that controllers must remain in the immediate vicinity of the CP, management must provide controllers with food storage and preparation equipment (i.e. refrigerator and microwave), and a sink.

2.3.11. **Other Services.** Sufficient restroom capability for full operations.

2.4. CP Entrance. CP entry will be strictly limited. In order to enforce entry control, while still allowing controllers the ability to control entry with minimum distractions the following are required:

2.4.1. The CP will have a primary entrance door. The door will be of a construction type and installation that assures appropriate security and it should be equipped with a mechanical or electronically operated cipher door lock. No key lock system will be allowed, and the following must be requirements must also be met:

2.4.1.1. One-way glass or closed-circuit TV will be used for personnel identification. A closed circuit TV must be installed if the entrance is located where controllers must leave the console position to perform personal identification.

2.4.1.2. All secondary entrances and exits will be monitored by an intrusion detection system, alarmed to notify the EA cell and security forces when the doors are opened or tampering is evident.

2.4.2. At NSNF units, the entrance door will act as the inner door of the entrapment and; or standoff area as described in paragraph **2.5.** In addition, all CPs will have an emergency exit that can only be opened from inside the CP. Entrance doors will not open directly into the EA cell.

2.4.3. Cipher Locks. Cipher locks are authorized for use on CP inner and outer doors. Inner and outer doors will not have the same combination. Cipher locks are also authorized for EA cell doors. Change cipher lock combinations when the combination is compromised, when personnel PCS, or when a person having access is permanently decertified.

2.4.3.1. Routine Operations. During routine operations, only those CP personnel authorized direct access (i.e. controllers, CP administrative personnel, and MOC personnel if the MOC is located inside the CP for MOBs) into the CP will be given the cipher lock combinations to the external doors.

2.4.3.2. Battle Staff Operations. During battle staff or other high-density operations, if a Security Forces (SF) armed entry controller has been posted, the SF controller may be given the cipher lock combinations to CP inner and outer doors to control entry. The cipher lock combinations will be changed upon completion of the exercise or operation.

2.4.4. MUNSS EA Cell Door. When the EA cell door is open, the restricted area is extended to encompass the entire CP. This must be minimized, i.e. the door must remain closed as much as possible and opened only to enhance operational capability. If a standoff or entrapment area exists, the restricted area extends to that section of the CP protected by the standoff or entrapment area. The following requirements must also be met:

2.4.4.1. Prior to extending the restricted area ensure the CP is secure and proper escorting procedures are in place. Ensure the outer CP entrance door is closed.

2.4.4.2. Collapse the restricted area back to the immediate EA cell door before opening the outer CP door. The EA cell door and outer CP door must not be open at the same time.

2.4.4.3. Escort unauthorized personnel out of the EA cell and close the EA cell door immediately upon receipt of an EAM. The door will remain closed until processing is complete, or only opened briefly to allow mission critical individuals to enter and exit in order to perform required actions.

2.5. Entrapment and Standoff Area (Recommended requirements at MUNSS if Host Nation agreements allow). NSNF MOB CPs will have an entrapment and standoff area designed to prevent direct access to the CP. A short hallway will form the area with a door at each end. The door opening into the EA cell side of the area will be called the inner door. The opposite door will be called the outer door. An EAM

processing light controllable from the controller consoles will be positioned beside or above the outside of the outer door and used while processing EAMs. The outer and inner doors will be equipped with sensors connected to the EA consoles that show whether the doors are secure. Closed-circuit television camera will be used in the entrapment and; or standoff area with monitors from inside the EA cell.

2.5.1. **Locks.** Each door of the entrapment and standoff area will be equipped with an electronic door lock. Selected locks must provide remote unlocking capabilities from the EA consoles, local unlocking by cipher pad and key on the exterior side of the door or door frame, and shielded push button unlocking on the inner side of the door, door frame, or wall. The locks must be configured so remote unlocking from the EA consoles can only be done to a door when the other door is locked. It is not necessary to be able to lock an individual inside the entrapment or standoff area.

2.5.2. **Entrance Telephone.** A telephone will be mounted on the exterior of the entrapment or standoff area next to the outer door. At a minimum, it will provide direct lines to the EA consoles and CSC.

2.5.3. **Door Construction.** (Recommended requirement at MUNSS if Host Nation agreements allow) The inner door must be of solid construction except for a reinforced window or peephole and securable credentials slot. The outer door can be either solid construction or heavy metal-wire mesh. Solid wood constructed doors will be reinforced externally with a steel sheet cover to prevent removal of the door. Ensure each external pin, bolt, screw or other fastening device has been protected to prevent removal. Doorframes should be compatible with both the strength of the door and the adjoining wall construction.

2.6. Emergency Actions (EA Cell). The EA cell must be constructed and equipped to accomplish all of the CP functions listed in paragraph **1.3.** Specific minimum facility and equipment capabilities are listed below:

2.6.1. **Structure.** (NSNF Units) The EA cell will be physically separated from the remainder of the CP by fixed walls and a locking door to limit access during EAM processing.

2.6.2. **EA Cell Door.** The EA cell door must allow for visual identification of personnel requesting cell entry and for rapid emergency exit from the cell. An EAM processing light, actuated from controllers' consoles, will be positioned outside the EA cell and used while processing EA messages. All transparent partitions or windows in the EA cell must have drapes, blinds, or one-way glass to secure the cell during EAM processing.

2.6.3. **Consoles.** Controller consoles should be centrally located to allow controllers easy view of all display boards and other areas. The EA cell must have console positions for two controllers and, as applicable, a senior controller. Consoles must be configured with all the necessary equipment required by controllers to perform CP duties. The EA controller consoles must be side-by-side. The consoles must provide for rapid and assured selection of radios, telephone systems, direct lines, and remote controls. They must also provide for ground-to-air, radio-to-wire phone patch, and conference calls (not applicable for MUNSS). The console must provide controller workspace or desktop area. Specific console minimum capabilities are as follows:

2.6.3.1. Internal CP Communications. MOB consoles will have direct lines to the commander's battle staff position, mission director, SRC commander, and reports cell. They will have dial intercom capability with all other CP positions. Both consoles will be able to activate the base public address (PA) system, sirens, and klaxons, when those systems are available.

2.6.3.2. MOB direct lines and immediate vicinity communications. The consoles will have direct lines to all continuously manned control or operations centers on the base. As a minimum, MOBs will have direct lines to the base communications center (BCC), central security control (CSC), munitions control (when applicable), fire department, control tower, base operations, MOC, radar approach control (RAPCON), commander's office, each squadron operations center (SOC), and the ACP EA cell, as applicable.

2.6.3.2.1. MOB consoles will be able to access the commander's land mobile radio (LMR) network and participate in other base LMR networks (i.e. security, maintenance, fire) as required. The consoles will have at least three administrative telephone lines. At least one line will have a priority "A" DSN access.

2.6.3.2.2. MOB direct lines and long-distance communications. Consoles will have direct lines to the USAFE Command Center and next higher NATO controlling and tasking agencies. The EA cell will have at least one US secure voice terminal that can interface with USAFE Command Center, USEUCOM Joint Nuclear Operations Center (JNOC) and other USAFE CPs with similar missions. The consoles will have at least one DSN line with preemptive capability up to IMMEDIATE precedence. Both consoles will have radios or keying lines to provide ground-to-air communications with unit and common transient aircraft supported by the CP.

2.6.3.3. MUNSS direct line. As a minimum, MUNSS will have a direct line to the BCC, munitions control, local monitoring facility (LMF), remote monitoring facility (RMF), host nation WOC, and squadron commander's office, as applicable. MUNSS consoles will be able to access the commander's LMR network and participate in other base LMR networks (i.e. security, maintenance) as required. The consoles will have at least three administrative telephone lines and at least one line will have DSN access. Both consoles will be able to activate the base public address (PA) system, sirens, and klaxons, when those systems are available.

2.6.3.4. Conferences (Recommended requirement at MUNSS if Host Nation agreements allow). Consoles will be able to call up one or more preset conferences. At a minimum, a preset conference for alert directive dissemination must be present. Preset conferencing may be accomplished through the base switch or frame. At CPs supporting a US airfield, the consoles will have both receive and transmit capability on the secondary crash net.

2.6.3.5. Other Capabilities. MOB consoles will have tape recording capability for both landline and radio communications. MUNSS consoles will have recording capability for landline communication. The console installed recording system will be capable of generating recording warning tones when required. At CPs holding TPC material, the consoles will have a covert electronic duress system that alarms security forces. The consoles will have remote controls and status indicators for entrapment and; or standoff area doors and a switch for the EAM processing warning lights.

2.6.3.5.1. Tape Recording Procedures. CP personnel are authorized to tape record the following communications:

2.6.3.5.1.1. Voice EAM transmissions. These must be recorded without a warning tone (beeper).

2.6.3.5.1.2. Actual or exercise situations pertaining to the subjects listed below may be recorded without a warning tone.

2.6.3.5.1.2.1. Implementation of war mobilization plans.

2.6.3.5.1.2.2. Increased defense readiness posture.

2.6.3.5.1.2.3. Natural disasters.

2.6.3.5.1.2.4. Civil disorders.

2.6.3.5.1.2.5. Crisis situations.

2.6.3.5.1.2.6. Aircraft in-flight emergencies or hijackings.

2.6.3.5.1.2.7. Bomb threats.

2.6.3.5.1.2.8. Terrorist threats.

2.6.3.5.1.2.9. Other official conversations may only be recorded when a warning tone is used or prior consent by participating parties is obtained.

2.6.3.6. Third Controller Console (Recommended requirement at MUNSS if Host Nation agreements allow and console space allows). The third controller console has direct lines to the commander's battle staff position, mission director, SRC commander, commander's office, ACP EA cell, and each SOC.

2.7. COMPUSEC, OPSEC, INFOSEC Requirements:

2.7.1. **C2 Terminals.** Maintain C2 terminals according to guidance in EUCOM EAP, Volume III, ACE directives and AF security directives, as applicable.

2.7.2. **Emission Security (EMSEC) and Computer Security (COMPUSEC).** CPs will comply with EMSEC, COMPUSEC, Security Awareness and Training Education (SATE) requirements specified in AFI 33-203, *Emission Security,* AFI 33-204*, Information Protection Security Awareness, Training, and education (SATE) Program,* and other applicable directives.

2.7.3. **Facilities.** All facilities with electronic equipment will be EMSEC and COMPUSEC certified and accredited by an EMSEC and COMPUSEC inspection.

2.7.4. **Inspection Reports.** Maintain a copy of the latest EMSEC and COMPUSEC inspection report.

2.7.5. **Security Practices.** Controllers must exhibit good security practices (watchful of whom they allow in, announce "unsecured line" when appropriate, etc).

2.7.6. **Push-to-Talk.** All console phones will have push-to-talk feature installed.

2.8. Other EA Cell Equipment:

2.8.1. **Clocks.** The EA cell will have two 24-hour wall clocks, one set to local time and the other to Coordinated Universal Time (UTC), Zulu time. The clocks will be either battery-powered or hand-wound to ensure accurate time keeping during periods of power fluctuation; they must be hacked once a day.

2.8.2. **Event Timer.** The EA cell will have the means to provide an audible alarm for required or recurring events.

2.8.3. **Safes.** The EA cell will have enough GSA-approved safes and locks to adequately store COMSEC two-person integrity (TPI), TPC material, and other COMSEC aids and documents as applicable.

2.9. Support Battle Staff Area. This area must have the necessary work space, seating capacity, display space, and communications equipment to direct or monitor required operational plans (OPLAN) and operations order (OPORD) actions, alert system actions, and contingency operations, i.e. deployment, employment, and redeployment, sortie generation, status of assigned aircraft, aircraft launch, and commander-directed activities, as applicable. Specific minimum capabilities are listed below:

2.9.1. **General Position Requirements.** Equip the area with sufficient tables or consoles to accommodate the operations support battle staff member. At a minimum, provide each position with table space and a multiline telephone unit. Specify in unit directives additional requirements for required positions.

2.9.2. **Other Battle Staff Area Requirements** :

2.9.2.1. Clocks. The area will have a minimum of two 24-hour wall clocks one set to local time the other set to UTC, Zulu time. The clocks will be either battery-powered or hand-wound to ensure accurate time keeping during periods of power fluctuation.

2.9.2.2. US Secure Voice System. The area will have at least one US secure voice terminal, which can interface with the USEUCOM (JNOC), USAFE Command Center, and other USAFE CPs with similar unit missions. This terminal can be an extension of the EA cell system provided it can be operated from outside the EA cell.

2.9.2.3. STU II Bravo, STU IIIA, Secure Terminal Equipment (STE) or NATO Secure Voice (NSV) System. The area will have a secure phone or terminal when it supports a NATO command, earmarked, or assigned unit. This terminal can be an extension of the EA cell system provided it can be operated from outside the EA cell.

2.9.2.4. C2 Systems Terminal (for example; C2IPS, GDSS, GCCS, TBMCS UL (OPS), ICC, CUT-S, SMART-T, etc.,) in the CP will be installed in the functional areas deemed appropriate by CP managers.

2.9.2.5. The TBMCS UL Ops “Base Map” application is a Geographic Information System (GIS) application used to provide real-time base situational awareness support to the Commander, Battle Staff, and Unit Control Centers (UCC).

2.10. Command Cab. The command cab serves as the commander’s office in the CP. It must have the necessary workspace, seating capacity, and communications equipment to allow the commander and designated senior staff to direct and implement unit operations via the EA cell, the operations support battle staff, and the SRC. Specific minimum facility and equipment capabilities are listed below.

2.10.1. **Structure.** To ensure good crossflow of communication centrally locate the command cab within the CP and physically separate from the remainder of the CP by fixed walls and a locking door. Design the cab area to accommodate senior members of the battle staff or SRC and all associated equipment requirements at the discretion of the unit commander.

2.10.2. **General Position Requirements.** The general requirements for command cab positions are the same as those described for the support battle staff area in paragraph **2.9.** Specify additional requirements for specific positions in unit directives.

2.11. Survival Recovery Center (SRC). The area must have the necessary work space, seating capacity, display space, and communications equipment to direct or monitor actions, direct data collection and reporting, coordinate with the operations support battle staff, and direct the activities of all damage repair and recovery agencies. Specific minimum capabilities are as follows:

2.11.1. **Structure.** Physically separate the SRC from the remainder of the CP by fixed walls and a locking door.

2.11.2. **General Position Requirements.** The general requirements for SRC positions are the same as those described for the operations support battle staff area in paragraph **2.9.** Explain additional requirements for specific positions in unit directives.

2.12. Reports Cell (Reports Management Center). The reports cell must have the necessary workspace, seating capacity, display space, and communications equipment to monitor or submit required operational reports, SORTS reports, and to monitor unit response to alert directives. Specific minimum capabilities are as follows:

2.12.1. **Structure.** Locate the reports cell to allow all CP areas easy access.

2.12.2. **General Position Requirements.** At a minimum, provide a console or table space and multiline telephone unit. The reports cell will also have a direct line to the next higher US and NATO controlling or tasking agency. Specify additional requirements for reports cell positions, i.e. GCCS, etc. in unit directives

2.13. Maintenance Operations Center (MOC). If the MOC is located inside the MOB CP facility then configure the MOC according to command and Air Force policies. In NSNF CPs, physically separate the MOC area from the EA cell.

2.14. Frame Room. The CP will have a room physically separated from the rest of the CP by fixed walls and a locking door to hold the telephone switch frame, remote satellite communications (SATCOM) equipment, assorted radio cabinets, and COMSEC equipment, as applicable. The preferred location for the frame room is within the CP secure area. Frame rooms located outside the CP area must be secured, identified, and treated as restricted areas.

2.15. Latrines. The CP will have sufficient latrines to support the maximum number of personnel required in the CP during peak workload periods.

2.16. Storage Area. The CP will have sufficient storage space to store housekeeping supplies, controller chemical warfare ensembles, emergency rations, and in-place equipment spares, as applicable. At MUNSS, this room can be a dual-use storage area and frame room. At MOBs, this room will not be the CPs equipment room.

2.17. Administrative Office. The CP will have an area designated for use by the CP OIC, CP Superintendent, NCOIC, training manager, and administrative specialist to support the daily operations of the division. The area will have workspace, seats, standard office equipment, safes, and file storage. The administrative area can be a dual-use area and share functions with another CP area (i.e. SRC, operations support battle staff area). The exception is the EA cell, which will not share functions.

2.18. Alternate CP (ACP). Each USAFE MOB will have an ACP. At a minimum, the ACP will have an EA cell and an open conference or staff area. Additional areas paralleling those in the CP are authorized. The ACP should as much as possible mirror the actual CP, the requirements specified below are highly recommended and we encourage all units to strive to get or have a fully functional and operational ACP. We understand the occasional unit's limitations, so we will entertain waivers for specific requirements on a case-by-case basis. If a unit can provide a waiver or produce a work order (during inspections and; or evaluations) for the requirements specified below this will be seen as a positive step toward ensuring the unit has a fully functional ACP. Specific ACP requirements are:

2.18.1. **General Requirements.** The general requirements for USAFE CPs as described in paragraph **2.3.** also apply to a USAFE ACP in the areas of building construction, power, emergency lighting, ventilation, EMSEC or COMPUSEC, immediate access storage, and display space.

2.18.2. **EA Cell.** The requirements for EA cells as described in Paragraph **2.6.** also apply to an ACP EA cell for areas of structure, EA controller consoles, clocks, and safes.

2.18.3. **Other ACP Areas.** The general position requirements also apply to ACP positions outside the EA cell. The CP requirements for clocks, frame room, latrines, and a storage area also apply to the ACP. Unit directives will specify other requirements.

2.18.4. **CP Evacuation.** If forced to evacuate, ensure controllers can take all required items to operate the alternate, and stow the remaining classified upon departure.

2.19. Lightning Protection. All NSNF CPs have been identified as critical facilities per AFI 32-1065, *Grounding Systems*. Lightning Protection Systems shall be installed and maintained on all NSNF CPs according to AFI 32-1065, *Grounding Systems* and applicable USAFE Supplements. Lightning Protection Systems required of AFI 32-1065 and USAFE Sup 1 include surge protection requirements for all power, communication and data lines.

2.20. CP Configuration Review. Inform AFEUR/A31P prior to any initiation of equipment installation, removals, relocations, and facility renovations affecting CP layout. CPs will also keep a copy of their most current configuration drawing.

Chapter 3

OPERATIONS SUPPORT REQUIREMENTS

3.1. General Information. This chapter identifies required console positions and general support requirements. It also directs procurement, preparation, and maintenance of publications, files, and lists to support CP operations.

3.2. Required Positions:

3.2.1. **EA Cell.** Two EA-certified controllers will man every USAFE CP responsible for controlling or supporting aircraft operations or holding TPC material continuously. These controllers must remain within the CP area during their tour of duty. When the TPC safe (if present) is closed and secured, only one EA certified controller must be physically present in the EA cell to react to EA messages and control entry. They must also have the ability to recall the other controller or EA team as required. If a duty controller must depart the CP immediate area, the shift changeover checklist (AF Form 2519, **All Purpose Checklist**) will be completed and the relieving controller will sign on duty.

3.2.1.1. At MOBs, the CP is the area on the EA cell side of the entrapment and; or stand-off area and includes the frame room and nearest latrine facilities when they are not inside that secure area. It also includes the area immediately outside the entrapment and; or standoff area when a controller must provide escorted entry for personnel to the emergency power system area. When equipment (i.e. clearing barrel, generator) is located outside in the immediate area of the CP, and no additional controllers are present, one duty controller may exit the CP for operational reasons and for short breaks only. The second controller must remain in the OPS cell and have a means to immediately recall the other controller. Operational reasons include manual generator start, firearms exchange, etc. Controllers will keep such trips outside the CP brief and to an absolute minimum.

3.2.1.2. For MUNSS, CP is the area inside the building holding the EA cell. When the CP TPC safe is closed and secured, only one EA controller must be physically present in the EA cell. The other EA controller must remain within the immediate area of the CP for immediate recall. If a duty controller must depart the CP area, the shift changeover checklist will be completed and the relieving controller will sign on duty. When CP equipment (i.e. clearing barrel, generator) is located outside in the immediate area of the CP, and no additional controllers are present, one duty controller may exit the CP for operational reasons and for short breaks only. The second controller must remain in the EA cell and have a means to immediately recall the other controller. Operational reasons include manual generator start, firearms exchange, etc. Controllers will keep such trips outside the CP brief and to an absolute minimum.

3.2.2. **MOB CP Senior Controller.** During battle staff operations and other high-density periods, CPs will be manned continuously by an additional OPS controller or the CP OIC, Superintendent acting as the senior controller. The senior controller acts as the liaison between the OPS cell, reports cell, and the battle staff.

3.2.3. **MUNSS WOC Liaison (WOCLO).** During certain high-density periods, an EA-certified controller, acting as the WOC liaison, will continuously staff host nation WOCs and their alternates (AWOC) as required. The host nation WOC liaison acts as the interface between the MUNSS CP and

the host nation battle staff. This controller must remain within the host nation WOC during his or her tour of duty.

3.3. Tour of Duty. The normal shift length for all controllers is 8 hours. During battle staff operations, other high density periods, and periods of austere manning, the shift length may be set to 12 hours. Shift lengths will not be scheduled to exceed 12 hours, this does not include changeover time, without approval of the commander.

3.4. Controller Support:

3.4.1. **Mandatory Meetings.** Certified controllers are exempt from mandatory meetings outside the CP unless specifically directed by the commander or CP OIC and; or Superintendent. Instead, CP managers will have someone attend these meetings (i.e. commander's call) and inform all controllers on items of interest. A controller information file (CIF) entry or tape recording may be used for this purpose. This paragraph does not exempt assigned management personnel (i.e. CP OIC, CP NCOIC, Superintendent, Reports Manager, and Training Manager) from attending unless these personnel are integral to the shift schedule due to manning limitations.

3.4.2. **Outside Additional Duties and Details.** Due to the 24-hour manning requirement, CP controllers must not be assigned additional duties or details, with the exception of bay orderly, outside the scope of C2 functions. This does not relieve CP controllers from completing military training responsibilities.

3.4.2.1. Duties within the CP facility may be assigned to CP personnel as deemed appropriate by the Chief, Superintendent.

3.4.2.2. To preclude conflict with shift schedules, outside agencies must consult CP supervisory personnel by the fifteenth day of the preceding month before scheduling shift personnel for Bay orderly, WAPS testing, training or mandatory appointments. MUNSS EA personnel whose duties involve weapons release actions will not be selected, trained, or designated as custodial forces augmentees (CFA).

3.4.2.3. CP training requirements will take precedence over additional duties.

3.5. Controller Weapons.

3.5.1. **Controller Arming.** CPs that maintain Non-Strategic Nuclear Forces C3 Systems (NSNFC3S) terminals and hold USEUCOM Two-Person Control (TPC) material must arm the CP controllers as Group B personnel in accordance with AFI 31-207, *Arming And Use of Force by Air Force Personnel*, for internal security and protection (IS/P).

3.5.1.1. Controllers will satisfy all training requirements prior to being armed (weapons qualification, use of force, law of armed conflict, etc,.)

3.5.1.2. Controllers will be armed with the M-9 (9mm) semiautomatic pistol and 30 rounds of ammunition.

3.5.1.3. CPs that store weapons and ammunition will:

3.5.1.3.1. Appoint a weapons custodian to ensure that weapons are properly maintained.

3.5.1.3.2. Issue, control, handle weapons and ammunitions according to procedures outlined in AFM 31-229, USAF Weapons Handling Manual.

3.5.1.3.3. Maintain the basic quantity of munitions required for each weapon.

3.5.1.3.4. Document weapons and ammunition transfer at shift changeover according to Paragraph 3.18.2.1.

3.5.2. **Controller Arming at Non-NSNFC3 CPs.** CPs that have NSNFC3 Terminals, but do not hold TPC, Emergency Actions Controllers will be armed at the installation commander's discretion. Maintain the IS/P basic quantity of munitions required for each weapon.

3.5.3. **Qualifications.** All USAFE CP personnel, including those in the AMOCC and the USAFE Command Center, will maintain current weapons qualifications. Specifically, 1C3X1 personnel will maintain their individual qualification for both M-9 and M-16; officers (86P) will maintain their individual qualification for M-9.

3.6. Entry and Circulation Control. Entry and Circulation Control procedures are based on the Protection Level (PL) assigned to the facility and contained in each Installation Security Instruction or Installation Security Plan in addition to the AFI 31-101, **Air Force Installation Security Program**, and AFI 31-101 USAFE Sup 1. The CP must have an OI or QRC for CP entry and circulation control. At a minimum, the following areas will be addressed:

3.6.1. **Verification of Unescorted Entry Authorization.** Limit the supporting identification and verification procedures used by the CP to validate the AF Form 1199 series, **US Air Force Restricted Area Badge (RAB),** or a control picture identification badge, to those described in security directives. Procedures include personal recognition; signature and credential check; entry authority list (EAL), and telephone or radio verification. CPs should coordinate procedures for radio or telephone verification with the unit CSC. Controllers do not need to annotate the following individuals on the AF Form 1109, **Visitor Register Log**: Inspector General (IG), US Tactical Evaluation (TAC EVAL) team, or SAV and; or FEV team members authorized unescorted entry into the CP. Such inspectors and evaluators will use their own RAB or AF Form 1199 from their home unit for entry.

3.6.2. **CP Escort Official.** CP personnel may be designated to escort visitors. Following notification and permission of the on-duty EA team, controllers may grant entry to the CP by following procedures outlined below.

3.6.2.1. Only personnel designated by CP management are authorized to sign personnel into the CP using the AF Form 1109.

3.6.2.2. Escort officials for the CP restricted area will be limited to designated personnel, wing commander, and vice wing commander.

3.6.2.3. Escort officials must be trained according to AFI 31-101, *The Air Force Installation Security Program*.

3.6.3. **Entry and Exit Procedures.** Unit procedures must comply with the following:

3.6.3.1. Only one door of an entrapment and; or standoff area may be open at a time during routine operations.

3.6.3.2. Escort officials will visually sight personnel inside the entrapment or standoff area prior to opening the inner door to verify that only the expected personnel are present, that no apparent

duress exists and that the individual is in possession of Restricted Area Badge (RAB) or other applicable identification credentials. Escort officials shall check the contents of bags or packages before allowing access to visitors. Personal recognition is a valid technique and can be used after initial verification of the individual's authorization to enter. All visitors to the CP must be initially identified and processed. Visitors authorized unescorted access to the CP may be permitted re-entry upon examination of their RAB or a controlled picture identification badge and personal recognition.

3.6.3.3. When personal recognition cannot be made, escort officials will direct personnel requesting entry to pass their restricted area badges and other identification credentials through the entrapment area credentials slot for verification. The inner door shall remain secured until the process is complete.

3.6.3.4. During actual and exercise NBC conditions, personnel entering a restricted area will use a local entry code.

3.6.3.5. During routine operations, personnel exiting the CP must ensure the entrapment or standoff area is empty before opening the inside door. When an armed security forces entry controller is present, he or she will control access into the entrapment area and CP.

3.6.4. **Circulation Control** :

3.6.4.1. EA cell direct access will be restricted to essential CP personnel and key personnel designated by the CP OIC. The EA duty controllers will control access to the EA cell.

3.6.4.2. Once visitors requiring escort have been processed into the CP by an escort official, the escort official may designate another individual authorized unescorted entry to control visitors. The escort official must ensure the escort is aware of the safety and security requirements pertinent to the visit.

3.7. US Air Force Restricted Area Badges. Security directives require the base or unit to have an instruction covering the administrative procedures for granting restricted area entry. In most, if not all cases, AF Form 1199 series grants access to appropriate restricted areas. At MUNSS where this is not the case, use an equivalent allied or host nation badge with picture. Although the base regulation is not the functional responsibility of the CP, CP managers must ensure that the base regulation does the following:

3.7.1. Designate enough CP personnel by position authorized to sign the AF Form 2586, **Unescorted Entry Authorization Certificate**, and to ensure timely coordination on the form, but not so many that close control is lost.

3.7.2. Have a restricted area number designated for "COMMAND POST." When coordinating on an AF Form 2586, authorize this area only for those personnel who routinely work in the EA cell, i.e. MOC controllers, CP supervisory and administrative personnel, selected battle staff members, and other personnel who work in the CP on a regular basis as approved by CP Managers.

3.7.3. MOBs may assign a restricted area number designated for "BATTLE STAFF" operations. When coordinating on an AF Form 2586, authorize this area for those personnel that normally only require entry to the CP during battle staff or other high-density operations.

3.7.3.1. This area would be activated at the commander's discretion, such as a battle staff, or unit recall. Until this area is activated, personnel require escorted entry into the CP.

3.7.3.2. CP Managers will use their discretion to limit the number of personnel when this area is open. NSNF CP managers will limit the number of personnel with this area open to a maximum of four individuals per battle staff position.

3.7.4. IG augmentees, SAV team members, and TAC EVAL team members are not required to have the locally designated CP area numbers open on their RAB provided there is an EAL designating the individuals and specifying the areas that they are permitted to visit.

3.8. Entry Authority Lists (EAL). The CP will prepare and maintain records that contain all permanent EALs and active one-time EALs.

3.8.1. **Unit EALs.** The CP will request validated and signed copies of EALs from the SF function to support unescorted entry procedures. EALs must be validated and authenticated according to 31-101 and USAFE Sup 1.

3.8.2. **USAFE IG EALs.** The CP will hold the permanent EAL published by the USAFE IG. The CP will also hold any USAFE IG augmentation team EALs for the duration of the inspection. Updates, activations, and deactivations of these EALs will be according to command and Air Force directives. EALs will be according to command and Air Force directives. EALs must be validated and authenticated according to AFI 31-101 and USAFE Sup 1.

3.8.3. **NATO TAC EVAL Entry Identification Lists and EALs.** The CP will hold the permanent identification list published by the appropriate TAC EVAL team headquarters for use in the readiness phase of NATO TAC EVALs. The CP will also hold any one-time NATO TAC EVAL team EALs for the duration of the evaluation. The EAL will be validated and authenticated according to AFI 31-101 and USAFE Sup 1.

3.8.4. **AFEUR/A31P SAV or FEV Member EAL.** USAFE CPs will maintain this EAL or message in their EAL book. The EAL will be validated and authenticated according to AFI 31-101 and USAFE Sup 1.

3.8.5. **Emergency Power Generator Access List.** This access list will include maintenance personnel and all personnel trained to start emergency generators.

3.8.6. **Frame Room Access List.** This list is required when the frame room is located outside the CP and will contain the names of essential maintenance personnel.

3.9. CP Functional Publication Library. The CP will establish and maintain a functional publication library. The CP functional publication library will contain printed copies of the publications identified in the USAFE Current Documents list transmitted quarterly by AFEUR/A31P. The list is also published on the AFEUR/A31P homepage. Other required publications may be maintained electronically (CD-ROM, Servers, etc.). When publications are electronically maintained, backup procedures must be prescribed by CP management to ensure continued access during equipment outages.

3.9.1. **Location of Publications and Files.** CP publications and files will be stored in pre-designated locations within the CP and shall be returned immediately after use. Since console area storage space is limited, publications and; or files must be arranged by critical function and frequency of use. The minimum items that must be stored within immediate access of the EA console include:

3.9.1.1. NSNF CPs:

3.9.1.1.1. One US Emergency Action Checklist and Format (EACAF) Book each EA controller position.

3.9.1.1.2. One NATO EACAF Book at each EA controller position.

3.9.1.1.3. One Supplemental EA Binder between the EA Controller positions.

3.9.1.1.4. One Quick Reaction Checklist Binder at each OPS controller console position.

3.9.1.1.5. Separate Effective EAM Code Documents at each EA controller console position.

3.9.1.1.6. USEUCOM EAP, Volume I; USEUCOM EAP, Volume IV; and USAFE Sup 1 to EUCOM EAP, Volume IV; USEUCOM EAP, Volume VII; Ace Manual 80-13 series; ED 60-12, ED 55-25 and CJCSI 3260.01.

3.9.1.1.7. USAFE EAP.

3.9.1.1.8. USAFE EAP, Volume I, and Annex A.

3.9.1.1.9. USAFE Emergency Action File, Volume II, and USAFE EAP, Volume III.

3.9.1.1.10. Operational Reports Book.

3.9.1.1.11. USAFE Form 75, Emergency Actions and Message Copy Format. This form is used to copy encoded voice EA messages. Ensure an average day's supply is available for each console position.

3.9.1.2. Other CPs:

3.9.1.2.1. One Quick Reaction Checklist Book at each OPS Controller console position.

3.9.1.2.2. USAFE EAP

3.9.1.2.3. USAFE Emergency Action File, Volume II.

3.9.1.2.4. Emergency Action Checklist Binder, one set at each EA controller console position.

3.10. EA Checklist Books:

3.10.1. **NSNF CPs.** USAFE CPs that receive or transmit EAMs contained in USEUCOM EAPs, USAFE directives and supplements, Major NATO Commander's (MNC) Nuclear Command and Control Procedures (NCCP), or other supporting NATO and US documents, will develop and maintain actual and exercise US and NATO EACAF binders. Units will prepare copies for each EA controller console position including the alternate CP, if applicable. They must be stored within the immediate reach of the EA controllers. Construction, contents and procedures for EACAFs books will be in accordance with USAFE EAP, Volume III. Checklist for USAFE EAP procedures will be added to the back of the actual and exercise sections within the US EACAF binders, or may be placed in the supplemental EA binder.

3.10.2. **Other CPs.** CPs that react to EA messages contained in the USAFE EAP will maintain an EA Binder with formats and checklists specified in USAFE EAP. Units will prepare copies for each EA controller console position, to include copies for the Alternate CP. They must be stored within the immediate reach of the EA controllers. Construction, contents and procedures for EA checklist books will be in accordance USAFE EAP.

3.11. Operating Instructions (OI). The CP management will develop and maintain CP OIs, according to AFI 33-360 Volume 1, *Publications Management Program*. OIs are used to announce policies, assign responsibilities, direct actions and prescribe procedures in response to certain critical or recurring situations.

3.11.1. OIs are used when the situation cannot be completely covered by QRCs or when an OI would be more effective. OIs must contain complete information to accomplish the specific task involved and reference all applicable publications and background materials (policy directives, instructions, operator's manuals, etc.). These situations are described in paragraph **3.13.** and **Attachment 2**.

3.11.2. A current and complete set of CP OIs will be maintained in the immediate console area.

3.11.3. The CP chief will review all OIs annually. This review will be documented on the promulgation letter. Ensure CP OIs relating to Nuclear Surety are reviewed by Unit Weapons Safety personnel annually per AFI 91-101, *Air Force Nuclear Weapons Surety Program* and AFI 91-101 USAFE Supplement 1.

3.12. Quick Reaction Checklists (QRC). CPs management will develop and maintain QRCs for each controller position and one spare for a third controller. If a set is maintained for a senior controller, a third controller QRC is not required. Use QRCs to ensure orderly, rapid, predetermined, and coordinated response to critical or recurring situations. USAFE Form 315, **Controller Checklist and Message Format**, or AF Form 2519, **All Purpose Checklist**, may be used to develop QRCs. Submit computer-generated forms to the USAFE and Base Forms Manager for review, analysis and approval; they will contain the same information located in the same position as required by the preprinted form.

3.12.1. **QRC Development, Construction and Maintenance.** CPs will develop and maintain complete and identical sets of QRCs. Management will ensure copies are maintained within immediate reach of the EA controller for each OPS console position. Situations requiring a QRC are described in Paragraph **3.13.** and **Attachment 2**. QRCs must allow controllers to guide these situations to a successful outcome, using the minimum number of steps, and taking the shortest possible time. EA controllers should construct QRC books as described below:

3.12.2. **Overall Organization.** QRCs must be organized to allow rapid selection of the correct QRC in response to a given situation.

3.12.2.1. All QRCs will be indexed and tabbed to facilitate ease of use by controllers. If the minimum required QRCs are spread out over several different binders and books, a single, all encompassing index is mandatory. One method is an alphabetical cross-reference listing of all the situations covered by the QRCs with each entry in the list indexed to a QRC number, page number, or tab. Other methods that facilitate ease of use are acceptable.

3.12.2.2. QRC binders will be conspicuously labeled to identify the contents as QRCs. QRC binders containing classified information or formats will be constructed and marked in accordance with AFI 31-401, *Information Security.*

3.12.3. **Individual QRC Contents.** Consider the following when constructing QRCs:

3.12.3.1. Prioritize checklist steps.

3.12.3.2. Only Emergency/Response notifications will be made prior to taking reporting actions.

3.12.3.3. Limit telephone calls to only those that are essential for the successful completion of the QRC.

3.12.3.4. Maximize the use of conference call capabilities when available.

3.12.4. **QRC Development.** Predetermined QRCs requiring accomplishment by two controllers will be constructed in a manner that eliminates potential confusion by the controller team. This locally developed method, if used, will be standardized throughout the QRCs. Although some QRC situations may not require all the following items, each QRC will normally address the following:

3.12.4.1. Initial Data Collection. QRCs should initially provide for gathering just the information needed to determine which agencies should be notified and what data is needed for their initial actions. Sound judgment is critical.

3.12.4.2. Initial Agency Notification. QRCs should include a prioritized list of agencies and individuals to be contacted based on the initial data collected. Telephone numbers for primary and alternate contacts, during duty and non-duty hours should be provided. The maximum number of initial calls will not exceed seven per controller. Conference calls will only count as one call.

3.12.4.3. Response Monitoring. Response monitoring usually takes place after initial agency notification and before responsibility of the situation is transferred to another on-base agency. It includes gathering and disseminating additional information relating to unit response, relaying information between base agencies and individuals when direct links are not available, and collecting information for up-channel reports and log entries.

3.12.4.4. Recording Actions Taken. QRCs should provide for recording events on the events log. Logging will normally appear only once, near the end of a QRC. Events logs (USAFE Form 860 or computer-generated form reviewed, analyzed and approved by the USAFE or Base Forms Manager) will be completed according to paragraph **3.18.**

3.12.4.5. OPREP-3 Voice and Record Report Formats. Do not add OPREP-3 voice and record report formats to unit QRCs. Formats should be located in the reports book. However, the QRC should refer the controller to the CP Reports Book.

3.12.4.6. Make notification to Crisis Incident Stress Team (CIST) Chief if a checklist-related event involves a potentially traumatic event or a "Class A" aircraft mishap.

3.12.5. **QRC Annual Review.** The CP chief or Superintendent will review all QRCs annually. This review will be documented on the promulgation letter. Ensure CP QRCs relating to Nuclear Surety are reviewed by Unit Weapons Safety personnel annually per AFI 91-101 and USAFE Sup 1.

3.13. Situations Requiring QRCs or OIs. **Attachment 2** lists situations that must be covered by QRCs or OIs applicable to the specific unit or CP.

3.13.1. Base the decision for required QRCs or OIs on CP facilities, equipment, manning; unit and CP mission; and higher headquarters directives and plans.

3.13.2. A separate QRC or OI for each situation is not required nor recommended. When possible, applicable situations should be placed in groups that require identical or similar responses, and QRCs. OIs should be constructed in similar fashion.

3.13.3. Requirement for memorandums of agreement (MOA) and memorandums of understandings (MOU). MOAs and MOUs between the wing and external agencies and; or tenant organizations will specifically outline CP responsibilities.

3.14. Shift Changeover Checklist (AF Form 2519). CPs will develop and maintain a shift changeover checklist to brief oncoming EA controllers prior to assuming duty. It must, as a minimum, address the following items, as applicable:

3.14.1. **EAM Status.** Address the current alert status, review of applicable EAMs, and the status of any open EA checklists.

3.14.2. **Airfield Status.** For a unit with an operational US airfield, address the status of runways, taxiways, lighting, navigational aids (NAVAID), and aircraft communications.

3.14.3. **Weather Conditions.** Cover weather watches, weather warnings, and other weather conditions that may impact unit mission accomplishment.

3.14.4. **Off-Station Aircraft.** Cover the location and status of unit aircraft that are off station.

3.14.5. **Key Personnel.** Address the location of designated key personnel and distinguished visitors.

3.14.6. **Other Conditions Affecting Operations.** Cover open QRCs, upcoming events that will impact CP or unit operations, i.e. expected visitors, CP or unit exercises, planned commander off-station, etc., duress codes, and review of the CIF, visitor register, events logs covering current situations, incoming and outgoing message files, any required reports, safe and entry combination verification with the off-going controller, and when combinations are to be changed.

3.14.7. **Equipment Status.** Provide for relaying the current operational condition of equipment, call signs and frequencies, and in-progress or scheduled maintenance.

3.14.8. **Controller Weapons Transfer.** Address and log the physical exchange and inspection of weapons.

3.14.9. **COMSEC Material Inventory.** Physically identify, inventory and document equipment and systems as required.

3.14.10. **TPC Material.** Address the next safe inventory date and required combination-change date, if applicable.

3.15. Shift Duties Checklist. The CP will develop and maintain a shift duty checklist that lists all reports, housekeeping tasks, and equipment checks that controllers must accomplish during their duty shift. Completion of the shift duties checklist will be entered in the events log (USAFE Form 860 or equivalent computer-generated form analyzed, reviewed and approved by the USAFE or Base Forms Manager). It must address the following items as a minimum:

3.15.1. **Secure Voice Equipment Tests.** Accomplish communication checks with another unit after each change of keying material or at least once a day for each secure voice telephone system (i.e. NATO Secure Voice, STU-II, STU-III, STE) installed in the CP. Report and document test accomplishment and deficiencies in the events log (USAFE Form 860 or equivalent computer generated form reviewed, analyzed and approved by the USAFE or Base Forms Manager).

3.15.2. **Base Notification Systems Tests.** Provide procedures for periodic testing of the klaxon, siren, and base public address system consistent with the laws of the country and local civil authorities

and the directives of the local commander. Tests are not required during exercises. Tests must be easily distinguishable from actual alerting signals. The CP will prepare procedures for unit commander signature directing the appropriate agencies to monitor the tests in their area of responsibility and report test results to the CP. Report and enter test deficiencies in the events log (USAFE Form 860 or equivalent computer-generated form reviewed, analyzed and approved by the USAFE or Base Forms Manager). Report malfunctions to the appropriate maintenance organization.

3.15.3. **Emergency Lighting Test.** Provide for weekly functional checks of emergency lighting systems. Report and enter test accomplishment and; or deficiencies in the events log (USAFE Form 860 or equivalent computer-generated form reviewed, analyzed and approved by the USAFE or Base Forms Manager). Controller maintenance will be limited to replacing burned-out lamps. Report other malfunctions to the appropriate maintenance organization.

3.15.4. **Time Standardization.** Provide for resetting CP clocks at least once every 24 hours using the UTC or Zulu time provided by the signal from Radio Station WWV or the US Naval Observatory. Coordinate the standard time with other base agencies as applicable. If needed, the USAFE Command Center will relay a voice time hack. Enter time hack accomplishment in the events log.

3.15.5. **Required Reports.** List the recurring reports that controllers must submit. It may contain the complete report requirement or reference the unit reports books or AFI 10-206, with USAFE Supplement 1, as applicable.

3.15.6. **Housekeeping Tasks.** Provide a list of housekeeping tasks to be accomplished by duty controllers.

3.15.7. **CP Duress Alarm.** Tests of the CP duress alarm will be accomplished weekly. Enter test results in the events log.

3.16. Alarm Conditions and Attack Response. CP will develop and maintain an OI or QRC to ensure timely alerting of unit personnel upon receipt of attack warnings. Notification methods will follow host nation and host and tenant agreements. The same procedures may be used for exercise attack warnings provided country or local laws do not prohibit them. Exercise voice announcements will include the term "EXERCISE EXERCISE EXERCISE." At a minimum, the QRC or OI must provide for the following:

3.16.1. **Activation of Sirens, Horns, or Whistles.** When devices are available, sirens, horns, or whistles will be used to warn personnel of impending attack or the arrival or presence of NBC contamination when the devices are available and allowed by host nation agreements. Cassette recordings played over base PA systems are acceptable.

3.16.2. **Base Announcement.** Controllers will announce the appropriate alarm condition over the base PA system, referencing AFVA 10-2510, *U. S. AIR FORCE EMERGENCY NOTIFICATION SIGNALS*. If the capability to accomplish this is not available within the CP, have written procedures and agreements with the organization that owns the system to immediately relay the information.

3.16.3. **Commander Notification.** Controllers will notify the unit commander and all tenant unit commanders and; organizations.

3.16.4. **GIANT VOICE (GV) System.** GV (if available) will be positioned for immediate activation by either the senior or junior (deputy) CP controller or designated representatives where no CP exists.

3.16.4.1. GV will allow CP controllers to provide installation personnel with information specific to force protection and force survival. Specifically, GV will facilitate mass notification and initiate

preparatory action with regards to, but not limited to: Air attacks, Mission Oriented Protective Posture (MOPP) levels, Alarm conditions, and Force Protection (FPCON) changes.

3.16.4.2. Upon receipt of an applicable emergency action message (EAM) or warning notification. CP controllers will broadcast the appropriate voice message or alarm signal tones, in accordance with USAFE EAP, this document and local unit alert plan, by selecting the appropriate warning buttons on the control panel system. (GSUs or expeditionary locations may receive information from the EAM by alternate means.) These procedures will be used for actual and exercise purposes in accordance with local and host-nation restrictions. All exercise announcements will begin and end with the words "EXERCISE, EXERCISE, EXERCISE."

3.16.4.3. In addition, GV may be used to broadcast Klaxons, battle staff recalls, personnel recall, Information Conditions (INFOCON), and natural disaster warning. Other locally determined information may be broadcast at the commander's discretion.

3.16.4.4. Communication Tests. As a minimum, GV tests will be conducted monthly. Tests must be distinguishable from actual alerting signals. The CP or designated office will establish written procedures, listing the monitoring agencies, signed by the unit or installation commander directing the appropriate agencies to monitor the tests in their area of responsibility. Thereafter, reporting results to the CP or designated office. In addition, the CP will provide a copy of the written procedures to each monitoring agency and will develop and maintain a CP OI.

3.16.4.4.1. Immediately, prior to the test, controllers will notify the monitoring agencies of the commencement of a GV communications test and direct them to standby for poll at termination of the test.

3.16.4.4.2. Conduct the test (Tests will consist of procedures established locally, voice test or music, etc.,).

3.16.4.4.3. Poll the monitoring agencies via telephone, HOTLINE, radio etc.

3.16.4.4.4. Log test and results on the events log.

3.16.4.4.5. Deficiencies or malfunctions will be reported to the base communications squadron or SC focal point for correction.

3.16.4.5. MOBs will have the GV control panel system installed in the CP. The system will be accessed, activated, tested, monitored, and unilaterally controlled by CP controllers. In addition, a series of speakers or sirens will be installed at pre-determined areas on the base or installation.

3.16.4.6. Geographically-separated units (GSU) without GV will comply with current alerting notification and host nation capabilities and requirements, as applicable.

3.16.4.7. GSUs with GV, but without a CP element, will receive GV procedures and requirements from their MOB CP or will designate an office to establish local procedures in coordination with the supporting MOB CP. However, units will comply with host nation requirements and limitations, as well as, USAFE requirements, as applicable. *(See note below)*

3.16.4.8. Munitions Support Squadrons (MUNSS) will comply with current alerting notification capabilities and host nation capabilities and requirements, as applicable. *(See note below)*

3.16.4.9. If a memorandum of understanding or agreement (MOU or MOA) can be established between host nation and tenant to install GV, commanders must ensure it meets the requirements stated in the note below.

3.16.4.10. A copy of the MOU and; or MOA will be sent to AFEUR/A31P.

NOTE: If available, the GV and; or mass notification system control panel will be installed on the console in the U.S. controlled CP or another U.S. organization and activated, monitored, controlled and tested by US personnel. In some situations, the control panel is located within host nation facilities, therefore GV is operated IAW local HNA.

3.17. Activation of ACP. USAFE units will have ACPs. MUNSS CPs need not maintain an ACP. However, they will plan to relocate to an alternate operating location in case of CP evacuation (duplicate checklists and code documents are not required). The CP will develop and maintain OIs or QRCs to ensure timely placement of required CP personnel and material in the ACP in response to either an EAM or commander directive. At a minimum, the following items will be addressed:

3.17.1. **Required Controller Positions.** Once activated, the ACP will be manned continuously by at least two EA--certified controllers, and another controller for reports. The restrictions of paragraph **3.2.1.** apply.

3.17.2. **Required Material.** Provide for either pre-positioned controller publications or material, or for the transportation of the material themselves to the ACP. Classified pre-positioned material must be stored according to applicable security directives. At a minimum, the relocation OI or QRC must require the items listed in paragraph **3.15.** to be available, plus the following:

3.17.2.1. Controller weapons. Provide controller weapons if applicable.

3.17.2.2. TPC material. Provide TPC material, if applicable. A copy of CJCSI 3260.01, USEUCOM EAP, Volumes I and IV, and USAFE Emergency Action File, Volume I, must be available at the ACP.

3.17.2.3. Assorted administrative supplies and forms. Provide as a minimum, pens, pencils, markers, blank paper, and any forms directed by the publications listed in paragraph **3.9.**

3.17.3. **Information Updates.** Provide primary and alternate methods for the timely transfer of pertinent information between the primary CP and the ACP. Controllers should consider the information identified for shift changeover in paragraphs **3.14.** as being pertinent.

3.17.4. **Transfer of Control.** Provide procedures for transfer control from the primary CP to the ACP and back and notification of appropriate higher headquaraters agencies.

3.18. Events Log. Each CP will maintain an events log. The object of the events log is to serve as an official record of events affecting the unit or functions of the CP. CPs must be able to reconstruct the events that occur during a duty shift. Information will be maintained on the USAFE Form 860 or a computer-generated form reviewed, analyzed and approved by the USAFE or base forms manager. Prior to use, submit proposed computer-generated forms or logs through the AFEUR/A31P to the USAFE or base forms manager for review, analysis and approval. CPs management will develop and maintain an OI governing the policies and procedures for preparing the log. At a minimum, the log must require the following:

3.18.1. Maintain events log for each 24-hour period. Open each log at 0001Z and close at 2359Z.

3.18.2. Enter all items in chronological sequence using Zulu time.

3.18.3. When referencing messages, enter the message classification followed by the complete date-time group and originator. Enter unit identifier and initials of individuals notified of message receipt. Classify logs with the appropriate classification, as required.

3.18.4. Enter as much information as possible for each occurrence, i.e. name, rank, unit, what, where, when, why, how, results, persons notified, QRC completed, etc.

3.18.5. Place an entry in the "Events" portion of the events log for at least the following:

3.18.5.1. Transfer of controller weapons at changeover. This entry will include the weapon model number, manufacturer, serial number, number of rounds of ammunition received (or the seal on the ammunition container), and the signature of the appropriate controller. A stamp can be used to enter the weapon and ammunition information.

NOTE: Weapon transfers at changeover can be completed on a separate locally generated log. Prior to use submit proposed computer-generated logs through AFEUR/A31P to the USAFE or Base Forms Manager for review, analysis and approval. All signatures must be original handwritten signatures of the duty controllers to signify the transfer of responsibility for the weapon.

3.18.5.2. Changes in unit posture or preparedness.

3.18.5.3. EAMs. At least the preamble or message date time group (DTG), plus the means of receipt is required. Each EAM received over different communications system will be logged by time of receipt (TOR) and system received. Individual log entries for each communication medium is not required.

3.18.5.4. Deficiencies identified during equipment tests.

3.18.5.5. Significant incidents and events. The entry should include either the QRCs used or the actions taken and agencies or individuals contacted.

3.18.5.6. All actions taken for operational reports. This includes checklists used, voice messages up-channeled, and all record copy messages sent.

3.18.5.7. All security incident reports and actions taken.

3.18.5.8. All communication systems status reports and actions taken.

3.18.5.9. Equipment malfunctions and work order status changes for CP equipment.

3.18.6. Entries in the "name" columns of USAFE Form 860 for all individuals acting as duty EA controllers during the inclusive period of the events log. Entries will include controller names, initials and duty times.

3.18.7. Immediately prior to shift changeover, the off going duty controllers will review their shift entries and annotate with their initials the following statement: "Shift entries have been reviewed and are accurate and complete."

3.18.8. Prior to assuming shift, oncoming controllers must review all log entries made prior to their shift.

3.18.9. CP chief, superintendent or NCOIC, as appropriate, will review and document the review of each log no later than the following duty day.

3.18.10. Retention of completed controller events log. All events logs will be retained for 3 months.

3.19. Controller Information File (CIF). CPs will maintain a CIF that contains information of a temporary nature to provide an expeditious means of passing important, time-sensitive information to controllers. Format CIFs to let controllers easily identify items not yet reviewed and allow CP managers to check whether controllers have reviewed it before assuming duty.

3.19.1. Prior to assuming shift, each controller will review all items added to the CIF since their last duty shift and indicate in writing that the item has been reviewed.

3.19.2. CP management will establish procedures for periodic screening of the CIF and promptly remove any items that have been reviewed by all controllers and are no longer required. Items of continuing value will either be incorporated into directives or filed appropriately.

3.20. Messages. CPs will develop and maintain an OI or QRC on processing incoming and outgoing messages to ensure expeditious and accurate response to important and time-sensitive information. The OI or QRC should at least address the following:

3.20.1. **Outgoing Messages** :

3.20.1.1. Releasing Authority. The OI or QRC will identify the releasing authority for the various types of messages transmitted by the CP. Releasing authority for up-channel reports will be designated to ensure timely submission.

3.20.1.2. Filing Outgoing Messages. Outgoing messages file copies will be held for review by the CP management the next duty day, and decide whether to retain and file or destroy the message.

3.20.1.3. JOPREP JIFFY Messages. Controllers and other designated agencies are authorized to use the JOPREP JIFFY flagword to send electronically transmitted messages from CP to CP or to enter messages into the command and control system. JOPREP JIFFY indicates to TCC personnel that the message is to be routed to the receiving CP rather than through normal message distribution channels.

3.20.2. **Incoming Messages** :

3.20.2.1. Duty controllers will review all incoming messages and take appropriate action on time sensitive requirements. Distribution of classified messages will be according to the Information Security Program, and rules for the safeguarding of NATO classified information. All incoming messages will be held for review by CP managers by the next duty day. They will decide whether to retain and file or destroy the message.

3.20.2.2. Acknowledgments. USAFE EAMs will be acknowledged as required by USAFE EAP or USAFE EAP, Volume I. Duty controllers will review all other incoming messages for an acknowledge receipt (AR), acknowledge receipt and understanding (ARU), or acknowledgment (AKNLDG) data set and will acknowledge according to the instructions contained in the message. For sites where the CP is physically separated from the BCC or AFNCC, and no message terminal is available, acknowledgments are due by the next duty day. Use the following format for both

Figure 3.1. Message Acknowledgement Example

AUTODIN/DMS and E-Mail acknowledgements:
(classification--see message subject line)
MSGID/AKNLDG/(UNIT)//
REF/(A,B,C,ETC.)/MSG/(AFEUR/A31P)/(DTG)//
AMPN/SUBJ: (SUBJ OF MESSAGE RECEIVED)//
ACTAGCY/(UNIT)/ACK//
EXAMPLE:
UNCLAS
MSGID/AKNLDG/831MUNSS//
REF/A/MSG/AFEUR/A31P/071234ZJUL03//
AMPN/SUBJ: EAP GUIDANCE MESSAGE 97-07//
ACTAGCY/831MUNSS/ACK//

3.21. Weather Base. Weather detachments will provide required weather information to MOB CPs to enhance decision-making capabilities and provide time for planning in case of severe weather warnings. At units with an active US airfield, the CP will develop and maintain an OI or QRC to select and monitor alternates airfields and to make this information available to the commander when he or she must direct or recommend use of such alternates. At MUNSS, the CP must arrange to receive severe weather warnings from the host nation WOC.

3.22. Operation of Emergency Power Equipment. When the remote controls to the emergency power generator are located within the CP, the CP will develop operating procedures that have been approved by the base civil engineering function. Controllers will use this information to accomplish manual and automatic power changeover. All personnel responsible for generator operation shall be trained semi-annually by the base civil engineering function.

Chapter 4

PERSONNEL REQUIREMENTS

4.1. General Information. This chapter describes CP manning, controller policies and assignment requirements for USAFE MOB CPs and MUNSS CPs.

4.2. AFSC 1C3X1 and CP Officer Functional Area Managers (FAM). AFEUR/A31 provides the functional manager(s) for USAFE CP manning, AFSC 1C3X1 enlisted personnel and CP officers assigned to USAFE. CP management will immediately inform USAFE functional managers of issues affecting unit CP manning. The functional manager will:

4.2.1. Monitor AFSC 1C3X1 and CP Officer assignments and USAFE CP manning to include tracking duty titles and dates estimated return from overseas (DEROS).

4.2.2. Communicate informally with AFSC 1C3X1 personnel and CP managers concerning use and career progression.

4.2.3. Assist in generating requests for USAFE assignments in C2 AFSCs.

4.2.4. Advise HQ USAFE DPA on changes to manpower requirements for USAFE CPs.

4.2.5. Monitor CP unit manning documents (UMD).

4.2.6. Manage TDY manning assistance requests.

4.2.7. Process deployment requirements in support of Air Expeditionary Force (AEF), contingencies and other operations.

4.2.8. Approve or disapprove retraining packages for personnel requesting retraining into the 1C3X1 career field within USAFE.

4.3. Personnel Authorizations. Manpower authorizations are based on the Air Force Manpower Standard (AFMS 135A), applicable AF and USAFE manpower and organizational directives. The unit manpower document (UMD) reflects the result. The senior controller at a MUNSS will be a 1C371(MSgt or TSgt). Units experiencing a TSgt or MSgt (CAFSC 1C371) shortage due to upgrade training (UGT) or manning shortfalls, may fill the senior position with a SSgt or SrA (CAFSC 1C351). CP chiefs must identify in the remarks section of the manning report when filling the position with a SrA (CAFSC 1C351). Senior controller positions will not be filled with 3-skill level personnel.

4.4. Assignment Process. USAFE CP authorizations are not selectively manned. The only restrictions USAFE has placed on the assignment of personnel who have the required rank and AFSC are identified in the personnel processing codes (PPC) included in the assignment notifications. Current PPCs include requirements for firearms qualifications for all controllers and a final Top Secret Clearance with a Special Background Investigation, Single Scope Background Investigation (SBI or SSBI) current within 5 years and administrative certification under Personnel Reliability Program (PRP) when the CP has TPC material. AFEUR/A31 will not grant waivers. The following describes the PPC process:

4.4.1. When an individual arrives on station who does not comply with the PPCs, the unit commander will notify their servicing MPF to send an E-mail message identifying the problem to HQ USAFE DP at **mailto:usafe.dpaa2@ramstein.af.mil** (enlisted) or **mailto:usafe.dpao@ramstein.af.mil**

(officer), AFEUR/A31 and the losing mission support squadron commander. HQ USAFE DP will forward to the appropriate HQ AFPC and MPFs and offices. Notification not required for First Term or First Assignment individuals. When the losing base fails to comply with a PPC requirement pertaining to PRP, the unit commander will notify the Military Personnel Flight (MPF) of the discrepancy so a processing discrepancy message can be sent in accordance with AFI 36-2104. Ensure AFEUR/A31 is included as an information addressee.

4.4.2. Although noncompliance with PPCs is infrequent, the impact is substantial. To avoid acquiring temporary or permanently unusable personnel, CP managers will reiterate the requirements to inbounds by direct contact.

4.4.3. CP officer positions will be coordinated with AFEUR/A31 before advertising on Air Force Personnel Center (AFPC) electronic bulletin boards.

4.5. Manning Assistance. Requests for manning assistance must be submitted via E-mail addresses (in Para **4.4.1.**) through the unit commander and MPF. A courtesy copy shall be sent to AFEUR/A31. The requesting unit is responsible for TDY funding. The message must include the unit, inclusive dates of the TDY, fund cite, justification and any special requirements such as special access, PRP, weapons qualification or particular experience.

4.6. USAFE Centralized C2 Training Course. AFEUR/A31P conducts this course to familiarize newly-assigned USAFE controllers with theater procedures. Specifically, the course provides lectures on, and training with, US and NATO chains-of-command, SACEUR and USCINCEUR Alerting System, EAM processing, nuclear C2 procedures, C2 communications and cryptographic security and systems, C2 controller testing and training, reporting procedures and other topics common to USAFE CPs. The USAFE C2 Training Course is 10 duty days and is held monthly at Ramstein AB, Germany. C2 Training Course procedures:

4.6.1. **Reservations.** AFEUR/A31P publishes a yearly course schedule in October and periodically distributes it to units. AFEUR/A31P also transmits a course announcement message on a monthly basis. Reservations will be accepted on a first-come, first-served basis. Confirmation of course attendance will be made via DMS or e-mail messaging by the date specified in the monthly course announcement notification.

4.6.2. **Funding.** AFEUR/A31 pays lodging, per diem and travel costs for 1C3X1 and 86P0 personnel newly assigned to USAFE NSNF units. AFEUR/A31 will not fund non-CP controller attendees.

4.6.3. **Prerequisites.** Controllers attending the C2 course must meet the mandatory perquisites in EUCOM EAP, Volume I, and USAFE MTP, Volume I, before arriving at Ramstein.

4.6.4. **USAFE C2 Course Attendance** :

4.6.4.1. Controller Attendance. Attending the C2 Course is mandatory for all CP personnel assigned CP duties in a NSNF CP. CP managers will schedule all controllers to attend the next available C2 training course after arrival. This training should normally be scheduled during the month of arrival, but no later than the following month. Exceptions will be considered on a case-by-case basis. Once AFEUR/A31P confirms attendance, the unit will ensure TDY orders are processed and transportation is scheduled. Other interested personnel may attend the course on a unit-funded, space-available basis by contacting AFEUR/A31P, Unit 3050, Box 170, APO AE 09094-0170 (DSN 480-8423).

4.6.4.2. Incirlik (39 ABG) and Ghedi (831 MUNSS) CP controllers on a 15-month tour may attend CP training at Ramstein AB, Germany, en route to their duty station.

4.6.4.3. Inbound controllers are scheduled by their gaining units to attend the USAFE C2 course as an enroute TDY. The gaining units are responsible for notifying losing units of the requirements for personnel to attend the course and of course prerequisites. Losing units will add the courses as an enroute TDY on personnel PCS orders and schedule transportation. In addition, they will ensure course prerequisites are met.

4.6.4.4. Gaining units notify AFEUR/A31P of class attendees. Gaining MUNSS CPs should also assist their unit MPF in ensuring all inbound personnel meet prerequisites and are scheduled to attend the course before departing the losing station.

4.6.4.5. Under normal circumstances, course attendance will not be postponed. If postponement is necessary to alleviate personal problems, prevent hardship, etc., the individual will request the local supporting MPF send a message to the gaining unit commander through DP or MPF channels. The message must fully explain the circumstances for requesting course postponement. The message will have HQ USAFE RAMSTEIN AB GE DPAA (enlisted) or DPAO (officer), and AFEUR/A31P as information addressees. The gaining unit commander will determine whether to postpone course attendance. When course attendance is postponed, individuals will be notified through DP or MPF channels if they have not reported to the gaining unit. If an individual has reported to the gaining unit, the unit will contact AFEUR/A31P to schedule attendance in the next available class.

4.6.4.6. In all cases when the individual has reported to the gaining unit, that unit is responsible for ensuring C2 training class prerequisites are met, TDY orders are processed and transportation is scheduled.

4.7. CP Manning Report:

4.7.1. **Purpose.** The CP Manning Report provides the CP management staff with current and projected manning status. It is a valuable tool that assists in determining future manning and tasking priorities. OPR for this report is the 1C3X1 Functional Area Manager (FAM).

4.7.2. **Submission Instructions.** The Manning Report is submitted by all USAFE CPs. All reports will be unclassified and submitted, via e-mail, to the FAM and alternate FAM. Reports are due not later than close of business on the fifth day of each month. When significant changes occur that require higher headquarters involvement, CP management will notify the appropriate functional manager ASAP by telephone, e-mail, FAX, etc.

NOTE: Indicate any changes since the last report with an asterisk (*) preceding the individual's name.

4.7.3. **The Manning Report.** Format manning report as follows:

4.7.3.1. The Subject line will state: "(UNIT) COMMAND POST MANNING REPORT--MMMYY."

4.7.3.2. The Remarks line will contain the following heading: "AUTHORIZED--ASSIGNED." Use the following format:

4.7.3.3. POSITION. The 7-digit position number (PN) extracted from the UMD.

4.7.3.4. AUTHORIZED RANK. Rank authorized for PN.

4.7.3.5. AFSC. AFSC authorized for PN.

4.7.3.6. ASSIGNED RANK. Rank of person currently assigned to PN. If the person has been selected for promotion, include a "(P)" immediately after the current rank.

4.7.3.7. NAME. The full name and middle initial of person assigned to PN. If more than one person is assigned to a single PN, ensure this is properly reflected. Include projected gains.

4.7.3.8. CERT TYPE. The following abbreviations should be used for certified positions: OPS-Emergency Actions, RPTS-Reports, and ALFT-AirLift. If not OPS certified, put in estimated certification month and year, i.e. Feb-03.

4.7.3.9. DEROS. Date estimated return overseas. Put the date member is scheduled to PCS. Use month and year (Feb-03).

4.7.3.10. DEPLOYMENT CODE (DEPLOY CODE). This category is not applicable for the 39 ABG, all MUNSS, Keflavik Air Station, Lajes and Moron Air Base Stations. Current deployment code for each position:

4.7.3.10.1. DWS--Available for both major theater war and peacetime steady state operations.

4.7.3.10.2. DWX--Available for both major theater war and contingency deployments, but unavailable for steady state due to peacetime home station operations.

4.7.3.10.3. DXS--Available for home station support during major theater war, but available for peacetime steady state tasking.

4.7.3.10.4. DXX--Required for home station support during both major theater war and peacetime steady state operations.

4.7.3.10.5. NXX--Nondeployable.

4.7.3.11. DEPLOYMENT STATUS. This block reflects the last date an individual deployed to support a contingency tasking. The term "none" placed in this block reflects an individual who has not previously deployed.

4.7.3.12. REMARKS. Mandatory remarks, if applicable, are listed below. Other remarks may be added as necessary, i.e. if individual is "DECERTIFIED," etc. Identify CP Chief, Superintendent (Supt) or NCOIC, TRN MGR, RPTS NCOIC, TDY location and dates, COT leave, PRP problems, security clearance problems and anything else affecting CP manning. Mandatory remarks follow:

4.7.3.12.1. Projected gain or loss date, e.g. "LOSS-PCS TO KOREA--ETD 21 MARCH 03"

4.7.3.12.2. TDY status, to include projected return or projected departure date, e.g. "TDY JEFX, ETR 15 JUN 03" "SCHEDULED FOR AEF 9."

NOTE: Periodically compare the CP manning report with your unit's Military Personnel Data System (MILPDS) for accuracy.

4.7.4. **Report Example:**

MEMORANDUM FOR 1C3 FUNCTIONAL MANAGER

FROM: 39 WG INCIRLIK AB TU

SUBJECT MANNING REPORT--JAN03

NOTE: Include the following tables as part of the 1C3 functional manager memorandum:

Table 4.1. Sample Manning Report.

PCS No.	Auth Grade	AFSC	Rank	Name	Cert	Skill	Deploy	Deployment Status	DEROS	Remarks
0268756	O4	86PO	Maj	Smith, John M	Aug-03	N/A	DWX		Oct-03	OIC, In Cert Training
0268757	E9	1C300	CMSgt	Jones, John N	OPS	9	DWS		Oct-03	Supt, C2 Div LV 28 Jul -25 Aug
0268758	E8	1C391	MSgt	Doe, Jane D.	OPS	7	DXX		Mar-03	Supt, Cmd Ctr
0268764	E6	1C371	TSgt	Doe, John E.	OPS/ RPTS	7	DWX		Sep-03	NCOIC, OPS/RPRTS
0268765	E7	1C371	MSgt	Smith, Josh J.	OPS	7	NXX		Dec-05	Convalescence LV
							DXS	RTN-31 Apr		NCOIC, Tng LV 23 Jul-20 Aug
0268763	E7	1C371	MSgt	Smith, Jane F.	OPS	7			Feb-04	Currently OEF Deployed
0268761	E6	1C371	TSgt	Jones, James A.	OPS	7	DWS		Feb-03	LV 6 Jul-6 Aug
0268760	E7	1C371	TSgt	Schmidt, John O.	OPS	7	DWS		Feb-05	LV 28 Jul-28 Aug
0268762	E6	1C371	TSgt		OPS	7	DWS		May-03	
		1C351	SSgt	Doe, Juan D.	OPS	7	DWS		Jun-03	Est Cert Date 1 Mar 03
0268771	E4	1C351	SSgt	Dohe, Jane P.	OPS	5	NXX		Mar-03	LV 1-30 Aug

Table 4.2. 6-Month Manning Projection.

Position	Authorized	Current	Nov	Dec	Jan	Feb	Mar	Apr
86PO	2	2	2	2	2	2	2	2
SMSGT	1	0	0	0	0	0	0	1
MSGT	3	3	3	3	3	3	3	2
TSGT	2	2	2	2	2	1	3	3
7-LVLTOT	5	5	5	5	5	4	6	5
SSGT	5	5	5	6	5	5	4	4
SRA	4	4	4	4	4	5	4	4
5-LVLTOT	9	9	9	10	9	10	8	8
A1C	2	2	2	2	2	2	2	2
AMN	2	2	2	2	2	2	2	2
AB	1	0	0	0	0	1	1	1
3-LVLTOT	5	4	4	4	4	5	5	5
1C371 TOT	20	18	18	19	18	19	19	18

Chapter 5

USAFE COMMAND AND CONTROL AWARDS PROGRAM

5.1. General Information. This chapter describes USAFE's annual C2 Awards Program. It prescribes nomination and awards criteria for the 10 available C2 awards, as well as procedures used to select and present awards.

5.2. Eligibility Period. Inclusive period for all awards is 1 January through 31 December.

5.3. Awards Eligibility. Each award recognizes superior contributions by individuals and units. Individual award nominees must have been assigned to and performed duties in a USAFE C2 function for at least half of the eligibility period in the category submitted for. (For example, a person submitted in the Airman category, must have performed duties in the Airman rank tier for at least half of the inclusive period).

5.4. Award Categories. USAFE sponsors 10 annual awards; eight (8) individual: Command Post (CP) Senior Noncommissioned Officer (NCO), NCO and Airman Controllers of the Year; Status of Resources and Training System (SORTS) Controller of the Year; C2 Training Manager of the Year; MAJCOM Staff C2 NCO and Airman Controllers of the Year; MAJCOM Staff Member of the Year; and two (2) unit level awards: Small and Large CPs of the Year.

5.4.1. **Individual Award Categories** :

5.4.1.1. CP Senior NCO, NCO and Airman Controllers of the Year. This award applies to all controllers assigned to any USAFE C2 function. There will be one winner in each category.

5.4.1.2. SORTS Controller of the Year. This award applies to all USAFE enlisted controllers certified in and performing SORTS reporting duties.

5.4.1.3. C2 Training Manager of the Year. This award applies to all unit training managers.

5.4.1.4. MAJCOM C2 NCO and Airman Controllers of the Year. This award applies to all NCO and Airman controllers working above the wing level, i.e. USAFE Command Center and USAFE Air Mobility Operations Control Center (AMOCC). There will be one winner in each category and these controllers will not compete against controllers from USAFE C2 functions at wing level and below.

5.4.1.5. MAJCOM C2 Staff Member of the Year. This award applies to all personnel working in above the wing level staff positions, i.e. AFEUR/A31 (formerly USAFE C2 Division). Senior NCO controllers working in these two organizations are considered staff members, so if submitted, they will compete in this category.

5.4.2. **Unit Award Categories** :

5.4.2.1. Large Unit CP of the Year. USAFE CPs with 15 or more unit manpower document (UMD) authorizations will compete in this category, i.e. the 31 Fighter Wing (FW), 48 FW and 52 FW, 39 Wing (WG) 86 AW and 100 ARW CPs.

5.4.2.2. Small Unit CP of the Year. USAFE CPs having 14 or less UMD authorizations will compete in this category, i.e. all USAFE MUNSS (52, 752, 831, 852), 85 GP (Keflavik, Iceland), 65 ABS (Lajes Field, Portugal) and 496 ABS (Moron ABS, Spain).

5.5. Responsibilities:

5.5.1. **Commander USAFE (COMUSAFE).** The COMUSAFE is the official sponsor of the C2 awards and will announce winners based on concurrence with the recommendations provided.

5.5.2. **Commander, Air Forces Europe (AFEUR/CC) will** :

5.5.2.1. Establish this awards program under sponsorship of the USAFE/CC.

5.5.2.2. Assign administrative functions, as required, to the Chief, AFEUR/A31.

5.5.2.3. Convene annual selection boards to determine winners.

5.5.2.4. Forward winning packages to USAFE/CC through the USAFE/CCC and CV.

5.5.2.5. Arrange for timely presentation of awards by appropriate officials.

5.5.3. **Unit Commanders.** Unit commanders will monitor performance and submit packages, through their NAFs, to AFEUR/A31 for consideration in the applicable categories. Use the criteria and formats in paragraph **5.7.**

5.5.4. **Chief, AFEUR/A31 will** :

5.5.4.1. Administer this awards program.

5.5.4.2. Establish and maintain awards criteria.

5.5.4.3. Provide subject matter expertise to the selection board.

5.5.4.4. Abstain from voting on selection boards.

5.5.4.5. Arrange for presentation of awards to winners.

5.6. Awards Program Administration. AFEUR/A31P is the command focal point for this awards program and can answer any questions.

5.6.1. **Award Nomination.** The AFEUR/A31 must receive unit award nominations by 20 January of the following year. Packages received after 20 January will not be considered. (If the 20th falls on a weekend or holiday, packages are due the next duty day).

5.6.2. **Selection Board.** A selection board will review and score unit award nomination packages. The USAFE C2 Functional Area Manager (FAM), AFEUR/A31, will chair this board. They will determine board composition, applying the following parameters:

5.6.2.1. AFEUR/A31 will not vote, but will provide expertise and administrative oversight.

5.6.2.2. Select board members.

5.6.3. **Scoring.** Under chairmanship of the USAFE C2 FAM, each voting board member will review and score submissions. The chairman will total results, present them to the board and recommend a category winner.

5.6.4. **Board Results.** When the board has recommended winners, the chairman, on behalf of the board, presents the results to Chief, AFEUR/A31 for concurrence. If necessary, at his or her discretion, the results may be returned to the same or another board for reconsideration. The Chief, AFEUR/A31, will forward recommended winning packages to AFEUR/CC, who will forward to USAFE/CC through USAFE/CCC and CV. Awards winners will be announced via message from the HQ USAFE

Command Section, followed by a congratulatory letter, signed by USAFE/CC, sent to unit commander with a courtesy copy to NAF/CC.

5.6.5. **Award Presentation Timing.** The awards process will be quickly administered to preserve the significance. Timing will vary according to USAFE/CC schedule. Consistent with the USAFE/CC announcement, units will be presented awards in a manner befitting the high esteem associated with a command-level award. Proper setting will take priority over rapid timing.

5.6.6. **US Air Force Award Nomination.** Winning packages at the USAFE level will be forwarded to HQ USAF/XOOO before 10 April for competition at the US Air Force level.

5.7. Nomination Package Criteria and Format. Use AF Form 1206, **Nomination for Award**, for each submission. Submissions are limited to the front of the form and will be typed in Times New Roman, 12 pitch fonts. The package (original AF Form 1206 and five copies) must be accompanied by an endorsement letter to each successive level of review. Any other attachments or supplemental materials are not authorized. Units must submit award packages through parent wing and appropriate NAF. Packages must meet the 20 January suspense to AFEUR/A31. Comments and information on the AF Form 1206 will be in bullet format per criteria and categories.

5.7.1. **Individual Awards.** Limit nominations to front page, using the headings below:

5.7.1.1. Leadership and Job Performance in Primary Duty. Describe significant leadership accomplishments and how well member performed assigned primary and additional duties. Define scope and level of responsibilities and impact on mission and unit. Include any new initiatives or techniques developed by member that positively impacted unit and mission. Include results of Air Force, MAJCOM, NAF-level inspections and evaluations. Include awards received, e.g. NCO of the Quarter, Controller of the Month and so forth. **Maximum number of points--25**.

5.7.1.2. Significant Self-Improvement. Show how member developed or improved skills related to primary duties, e.g. formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications, off-duty education related to primary duties and so forth. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties, e.g. class, course, degree enrollment and completion grade point average. Cite any other relevant training or activity that significantly enhanced member's value as a military citizen. **Maximum number of points--10**.

5.7.1.3. Base or Community Involvement. Define scope and impact of member's positive leadership and involvement in both military and civilian community. Include leadership, membership or participation in unit advisory councils, professional military organizations, associations and events, e.g. President of Top 3. Enlisted dining-out committee, member of Air Force Sergeants' Association, Sunday School teacher, etc. **Maximum number of points--15**.

5.7.2. **Unit CP Awards.** Limit nominations to front page, using the headings below:

5.7.2.1. Excellence in Mission Accomplishment and Impact. Describe significant mission accomplishments and impacts e.g. IG results, C2 systems expertise, SORTS reporting accuracy, major exercises and contingencies, TDY support and deployments, etc. **Maximum number of points--25**.

5.7.2.2. Performance and Recognition of Command Post Controllers. Show performance and testing results and recognition of CP controllers, i.e. IG, SAV, unit monthly testing, letters and laudatory comments from senior leadership or outside agencies, etc. **Maximum number of points--15**.

5.7.2.3. Training Recognition. Describe and benchmark processes demonstrating innovative or highly successful training procedures and initiatives. **Maximum number of points--10**.

5.7.3. **Unit Commander Recommendation Letters.** For each nomination, the unit commander must include a recommendation letter. The letter should introduce the individual or CP package and give a brief justification statement focusing on the individual's or CP's impact on the unit.

Chapter 6

COMMAND AND CONTROL SELF-INSPECTION, STAFF ASSISTANCE VISIT (SAV) AND FUNCTIONAL EXPERT VISIT (FEV) PROGRAM

6.1. General Instruction. The self-inspection, SAV and FEV programs are designed to review unit CP programs for compliance with established guidance. The SAV and FEV programs provide command advice, clarification, and assistance to facilitate unit compliance with existing policies and identify potential deficiencies and corrective actions.

6.1.1. **Self-Inspection Program.** Unit CPs will develop, maintain and utilize a self-inspection program to continuously monitor unit compliance with applicable requirements.

6.1.2. **Self-Inspection Program Management.** The program will be developed, maintained and utilized to continuously monitor the CP compliance with applicable requirements as follows:

6.1.2.1. NSNF Units--The self inspection (Unit Compliance Inspection [UCI]) and Surety Inspection (SI) checklists will be run at least midway between units last NSI and their next SAV and will also be run not earlier than 60 days and not later than 30 days prior to USAFE SAV team arrival. Program managers will maintain a copy of the last two unit completed self-inspection checklists and any follow up corrective actions for items found to be not in compliance with requirements. Units also need to maintain last SAV and NSI or IG report with corrective actions for each.

6.1.2.2. Other Units--Self-inspection (UCI) checklists will be run at least semi-annually and additionally not earlier than 60 days and not later than 30 days prior to USAFE SAV team arrival. Program managers will maintain a copy of the last two unit completed self-inspection checklists and any follow up corrective actions for items found to be not in compliance with requirements. Units also need to maintain last SAV and last IG report with corrective actions for each.

6.1.3. **Standardization and Evaluation Visits.** The SAV is not an IG-related inspection; therefore, the SAV team will not give IG-type ratings to CP programs or personnel performance. However, if conditions warrant, AFEUR/A31P will conduct *standardization and; or evaluation* visits when directed.

6.2. Areas Addressed by SAV Program. While the SAV program is not specifically designed to review local inspections or unit exercises, SAVs can be tailored to review CP operations and procedures that are exercised under simulated wartime conditions. Unless requested or directed otherwise, the SAV team will concentrate on the following areas, as applicable:

6.2.1. Unit identified deficiencies.

6.2.2. EA documents, TPC material, and documentation (if held).

6.2.3. Controller training and certification.

6.2.4. Controller qualifications. Security clearances, weapons, Personnel Reliability Program (PRP), etc.

6.2.5. Console operations, i.e. OPS processing, QRCs, OIs and events logs.

6.2.6. Operational reporting.

6.2.7. Physical security and entry control.

6.2.8. Facilities and communications.

6.2.9. CP self-inspection program.

6.2.10. Information Security.

6.2.11. Other requirements contained in this instruction.

6.3. SAV Scheduling. The AFEUR team's SAV schedule is produced by the Directorate of Logistics Munitions Division (HQ USAFE LGW). This team addresses all areas related to nuclear surety, not just CP areas. SAVs can be directed by HQ USAFE, or requested by the unit commander through their chain of command. In addition, CP-specific SAVs may be requested. For USAFE MOBs not subject to SI criteria, AFEUR/A31P will schedule an annual CP-specific SAV.

6.4. Functional Expert Visits (FEV). The governing document for FEVs is USAFE Instruction 91-101, *Nuclear Surety Staff Assistance Visit (SAV) and Functional Expert Visit (FEV) Program Management*, this document addresses all aspects of the FEV program. Any unit that is liable for an NSI will also be liable for these visits. For CPs, these FEVs will focus on following-up on unit's past write-ups from their last SAV and NSI. The FEV team will also do a cursory look into the training documentation and material as time permits, and accomplish the following as a minimum: Observe the training manager administer a training or evaluation ride to two certified controllers. At the conclusion of the training ride the FEV team will give recommendations to the training manager for improvements in the training ride if any. The team will also ensure all required monthly objectives are included in the training script and check the monthly tests to ensure they also comply. In addition the team will be available to the CP management for questions and discussions pertaining to existing policies and directives and recommended improvements. The visit will last 2 to 3 days and will be composed of 2 to 3 individuals from AFEUR/A31P. The team will provide the management with an initial intent briefing on the first day and will outbrief the CP management before departure. If there are any questions concerning these visits, please address them to AFEUR/A31P.

6.5. FEV Scheduling. The AFEUR Team's FEV unit window schedule is produced by the HQ USAFE LG Munitions Division (HQ USAFE LGW).

Chapter 7

EMERGENCY ACCOUNTING OF AIRCRAFT

7.1. General Instruction. This chapter provides procedures for use in emergency accounting of USAFE, AMC, ACC, and US transient aircraft within the USAFE area of responsibility (not applicable for MUNSS). Units are tasked to respond according to the procedures outlined below.

7.2. Procedures:

7.2.1. Emergency accounting of aircraft will be made by checking with flight monitoring facilities or appropriate controlling agencies, e.g. approach control, air traffic control, sector operations center).

7.2.2. The USAFE Command Center will initiate emergency aircraft accountability checks with the following message: "THIS IS THE USAFE COMMAND CENTER WITH AN EMERGENCY AIRCRAFT ACCOUNTABILITY CHECK. (Brief reason for initiating the check, i.e. an aircraft is reported or suspected to be down at coordinates or geographical location, at XXXXXX Z.)" Upon receipt of an emergency aircraft accountability check, units will determine the location of all aircraft assigned, attached, or under their operational control.

7.2.3. The initial accountability check will be for those aircraft with flight plans, which indicate they could have been in the vicinity of the stated location at the time indicated. Do not complete the accountability check until all aircraft have been accounted for, including those on the ground.

7.2.4. For a command-wide accountability check, the USAFE Command Center will contact units and organizations. Units and organizations will relay accountability checks to subordinate and tenant flying units. (For an accountability check involving a specific type or category of aircraft, only affected units need respond.)

7.2.5. USAFE units will:

7.2.5.1. Ensure, when the phrase "WITH AN EMERGENCY AIRCRAFT ACCOUNTABILITY CHECK" is received, that immediate action is taken to account for all aircraft under their control. The Ramstein Command Post will account for the USAFE aircraft attached to USEUCOM in Stuttgart, Germany, and Chievres, Belgium.

7.2.5.2. Submit accountability status reports to the USAFE Command Center by direct voice line or FLASH DSN, every 15 minutes or as changes occur until all airborne aircraft under their operational control are accounted for.

7.2.5.3. Submit required reports according to AFI 10-206 and its USAFE Supplement 1 if missing over unfriendly territory or destroyed due to enemy action (peacetime only).

7.2.5.4. Report aircraft unaccounted for by type, unit, voice call sign, last known position and time, takeoff time, time en route, and fuel exhaustion time. Be prepared to furnish any requested details regarding the crew, aircraft, and mission of the aircraft.

7.3. Aircraft Accountability Responsibilities. Commanders will ensure procedures are established to account for aircraft under their operational control.

Chapter 8

GSU UNIT CONTROL CENTER (UCC) OPERATIONS

8.1. General Instruction. This chapter outlines the basic requirements, organization, facilities, equipment, manning, alerting procedures, Force Protection Alerting (FPCON) procedures, Operational Reporting (OPREP-3) and training necessary for the operation of a USAFE unit control center (UCC).

8.2. Applicability. This chapter is directive for all MOB and GSU. Each MOB is responsible for establishing procedures to ensure GSUs under their control per USAFEI 25-201, *Geographically Separated Unit Support*, as well as expeditionary units under their purview, have up- and down-channel capabilities. Procedures will be in accordance with this document and reporting requirements.

8.3. Concept of Operation. A UCC is the primary communications and information center for unit during contingencies or during times of increased threat. For GSUs, it is maintained as a standby facility at installations without an active CP. From the UCC, the commander or senior ranking military member can direct operations, control assigned forces, disseminate information and respond to CP directives. It will be operated as the central point of contact during actual contingencies, operations, disasters and exercises. UCCs will provide for the following:

8.3.1. Rapid dissemination of directives issued by authorized US commanders.

8.3.2. Reporting of information to all echelons and intermediate commanders for evaluation and action. Tenant unit commanders will retain the final release authority on operational reports affecting only their unit.

8.4. UCC Activation. Actual and exercise activation will be as directed by the unit commander in response to a contingency situation or as required by a change in alert status. Once activated, UCC will be continuously operated, within the limits of available manpower, until termination of the situation or when it is no longer required. UCC agency procedures:

8.4.1. When not activated, the unit commander or senior military member will ensure a 24-hour point of contact is available to respond to alert or contingency directives and to submit required reports. The 24-hour point of contact should be capable of performing limited actions, including initial recall notifications, until the UCC is activated.

8.4.2. Once activated, response and reporting requirements from the 24-hour point of contact will be transferred to the UCC.

8.4.3. Upon activation, the unit will send a message to their servicing support agency, with an information copy to the appropriate Numbered Air Forces and AFEUR Ramstein AB GE/A31P (For example: RAF Fairford/UCC UK has been activated at 121200Z. Please route all guidance, information, or instructions to DSN XXX-XXXX. Reason for activation: Fire contingency.) Upon deactivation of the UCC, notify the same agencies.

8.5. Security Clearance. A minimum of final SECRET is required. However, the unit mission may require a higher clearance.

8.6. Training Requirements. UCCs must operate using existing manpower. The commander will ensure that additional duty personnel working in the UCC are trained in or familiar with those areas required for UCC operation. Training should include the following:

8.6.1. General overview of UCC operations

8.6.2. Administrative, physical security and COMSEC procedures

8.6.3. Communications procedures

8.6.4. Battle staff procedures (including those for supporting MOBs)

8.6.5. Appropriate local and higher headquarters plans and tasking

8.6.6. USAFE operational reporting procedures (AFI 10-206, USAFE Supplement 1)

8.7. Facilities. UCCs must operate out of existing facilities. Sufficient communications must be available to satisfy the requirements of UCC operations. Classified materials in the UCC must be controlled and safeguarded according to AFIs 31-401, *Security Forces Deployment Planning Handbook,* and AFI 31-406, *Applying North Atlantic Treaty Organization (NATO) Protection Standards* as supplemented.

8.8. Definitions:

8.8.1. **Unit Control Center (UCC).** A facility containing adequate space, equipment, and communications configured for immediate activation in response to increases in readiness or crises and disasters. When activated, properly trained personnel will man the UCC. Commanders, senior ranking military members and; or their representatives direct and control operations from this facility.

8.8.2. **Servicing Support Agency.** The unit responsible for supplying alert information, assisting in formatting and relaying up-channel reports, and assisting the UCC with emergency action documents and questions. This will usually refer to the supporting MOB CP.

8.8.3. **Pyramid Notification.** A rapid means used to inform the unit of an emergency situation or to recall personnel.

8.8.4. **Operational Reporting.** The system used to notify higher headquarters of significant events or incidents that may affect a unit's capability or are of interest to headquarters. USAFE reporting procedures are contained in AFI 10-206, USAFE Supplement 1.

8.9. Precedence. Advise AFEUR/A31P of conflicts between this chapter and other CDR USEUCOM or USAFE directives. In case of a conflict with current effective war operations orders or plans and this chapter, the applicable order or plan will take precedence pending resolution by HQ USAFE. In other cases, guidance contained herein is the authority for personnel to the directed actions and will take precedence over all other directives in matters pertaining to this chapter.

8.10. Responsibilities:

8.10.1. All units with a UCC have been assigned a servicing support agency. Each servicing support agency is responsible for:

8.10.1.1. Passing appropriate alert, force protection condition alerting messages and other message traffic via STU III, SIPRNET, runner or any other available means to the UCC of the supported unit or to the 24-hour point of contact if the UCC is not activated.

8.10.1.2. Assisting with operational reporting requirements of the supported GSU or UCC.

8.10.1.3. Assisting with the development of the supported unit's local alert plan.

8.10.2. GSU Commanders or senior ranking military members will be responsible for:

8.10.2.1. Being familiar with the contents of this chapter as it pertains to their unit.

8.10.2.2. Ensuring that procedures have been set up to activate a UCC and establish the UCC as the central point of contact and control during actual or exercise contingency and disaster situations.

8.10.2.3. Identifying personnel to conduct operations in the UCC in the event of activation, and to ensure all applicable personnel are trained and qualified in the procedures set forth in this chapter.

8.10.2.4. Designating a unit OPR for preparation and review of the unit alert plan.

8.10.2.5. Ensuring unit personnel are familiar with the unit alert plan and can implement its provisions.

8.10.2.6. Identifying a facility to be used in case of UCC activation, so the GSU commander or ranking military member can direct operations and control forces during contingencies, and ensure a 24-hour point of contact is available to receive alert and other messages from servicing support units and to pass these messages to designated work centers.

8.10.2.7. Ensuring a memorandum of understanding (MOU) exists between the unit and the unit's servicing support unit that clearly states the servicing support responsibility to the unit. The MOU should include provisions for relaying of alert and other messages to a designated point of contact, passage of STU III traffic, and if not done at the unit level, upchanneling of reports.

8.10.2.8. Ensuring the UCC has secure communications capability. (STU-III or SIPRNET)

8.10.2.9. Establishing a 24-hour point of contact to respond to alert or contingency and disaster situations when the UCC is not activated.

8.10.3. Unit UCCs (functional OPR) will:

8.10.3.1. Function as a work center of the servicing support unit to receive STU III, SIPRNET or other secure traffic.

8.10.3.2. Report situations that meet OPREP-3 criteria as identified in AFI 10-206, USAFE Supplement 1. Servicing CPs will collect the necessary information and submit OPREP-3s on behalf of the GSUs

8.10.3.3. Ensure the servicing support unit is aware of any unique alert requirements of the supported unit.

8.10.3.4. Develop a local alert plan to support mission requirements.

8.10.3.5. Submit recommended changes to this chapter to AFEURA31P.

8.10.3.6. Ensure servicing CP has a current and accurate 24-hour POC list. This list will be updated once per month.

8.10.3.7. Ensure that the GSU UCC personnel are conducting the following minimum training:

8.10.3.7.1. General overview of UCC operations.

8.10.3.7.2. Administrative and physical security and COMSEC procedures.

8.10.3.7.3. Communications procedures, including secure communications procedures and use.

8.10.3.7.4. Appropriate local and higher headquarters plans and taskings.

8.10.3.7.5. Familiarization with USAFE operational reporting procedures (AFI 10-206, USAFE Supplement 1).

8.10.3.8. Maintaining a continuity book that contains, as a minimum, the following items:

8.10.3.8.1. Copy of CP-GSU UCC MOA.

8.10.3.8.2. Procedures for activating your UCC.

8.10.3.8.3. Unit Alert Plan.

8.11. Notification of Alert Changes. CPs or servicing support agencies will relay alert messages to the unit's 24-hour point of contact on a timely basis. When the UCC is activated, the CP or servicing support agency will relay alert messages to the UCC and ensure personnel working at the contact point are fully knowledgeable of the means by which alert messages may be passed and have checklists detailing appropriate notification requirements.

8.12. Alert Reporting Requirements. Units will prepare deviation reports as required by USAFE EAP, Volume II, and; or USAFE EAP and applicable unit directives.

Chapter 9

BATTLE MANAGEMENT CENTER, SURVIVAL RECOVERY CENTER AND DISASTER CONTROL GROUP OPERATIONS

9.1. General Information. This chapter briefly addresses C2 associated with the wing or unit Battle Management Center (BMC), the Survival Recovery Center (SRC) or the Disaster Control Group (DCG), as determined by the commander. The BMC/SRC/DCG are central agencies managed by commanders to assist in decision-making during emergencies, increased readiness, or expanded operations. Team definitions follow:

9.1.1. **BMC Team Definition.** BMC Team is usually activated or formed when there is an increase in DEFCON, LERTCON, FPCON, or when aircraft generation or deployment orders have been received, or anytime the commander determines a need to form the BMC.

9.1.2. **SRC Team Definition.** SRC Team is usually activated or formed whenever there is a start of combat operations or the base has been attacked, or there has been an NBC event on the base or surrounding environment, or anytime the commander determines a need to form the SRC.

9.1.3. **DCG Team Definition.** DCG Team is usually activated or formed whenever there is a Base Disaster or Major Accident occurs on base or surrounding environment, or anytime the commander determines a need to form the DCG.

9.2. Policy. Subordinate units establish BMC/SRC/DCG in accordance with direction of this chapter.

9.3. Composition. Contingency situations normally do not require response by the entire staff. Therefore, BMC/SRC/DCG should be composed of representatives from functional areas that will be needed in a major emergency or contingency operation. The size and composition of the BMC/SRC/DCG is also dependent upon the organizational and functional role of the unit. Commanders will identify the functional composition of their BMC/SRC/DCG in appropriate directives as follows:

9.3.1. **Officer in Charge.** The officer-in-charge of the BMC/SRC/DCG, if other than the commander, represents the commander and is known as the Director.

9.3.2. **BMC/SRC/DCG is convened:**

9.3.2.1. Automatically upon an increase in defense readiness condition (DEFCON) or alert condition (LERTCON).

9.3.2.2. When directed by higher headquarters.

9.3.2.3. When directed by the unit commander.

9.3.3. **Initiation of Contingency Operations.** The CP will initiate appropriate recalls to immediately staff the BMC/SRC/DCG. The CP will remain the focal point for base-wide notifications, contingency and recovery operations, and dissemination of associated requests and assigned tasks until the BMC/SRC/DCG is adequately staffed, as determined by the commander.

9.3.4. **Documentation.** Commanders will ensure the following documents are readily available to the BMC/SRC/DCG when it is activated, as appropriate to unit mission and; or host tenant agreement:

9.3.4.1. Unit readiness action list and supporting documentation.

9.3.4.2. Unit BMC/SRC/DCG operating document.

9.3.4.3. War and contingency plans that task the organization.

9.4. Responsibilities.

9.4.1. **Unit Commander.** The unit commander is responsible for developing and publishing activation procedures and operating guidance for their respective BMC/SRC/DCG.

9.4.2. **BMC/SRC/DCG Management.** Management will accomplish the following:

9.4.2.1. Implement procedures to comply with this policy directive.

9.4.2.2. Ensure newly assigned primary members are trained and maintain proficiency in BMC/SRC/DCG operations.

9.4.2.3. Ensure proper OPSEC and COMSEC procedures are followed at all times.

9.4.3. **Each Primary Member.** Each primary member is responsible to:

9.4.3.1. Receive initial training and maintain proficiency in BMC/SRC/DCG operations and the particular responsibilities of assigned position.

9.4.3.2. Have a thorough knowledge of the responsibilities of their assigned position.

9.4.4. **The BMC/SRC/DCG.** The BMC/SRC/DCG is responsible to:

9.4.4.1. Ensure the accomplishment of all tasked missions.

9.4.4.2. Direct required actions contained in unit support plans.

9.4.4.3. Timely submission of required operational reports.

9.4.4.4. Direct disaster preparedness and response actions.

9.4.4.5. Manage activities that affect the unit's resources and mission.

9.4.4.6. Monitor the status of assigned aircraft.

9.4.4.7. Monitor unit's aircraft launches and recoveries.

9.4.4.8. Monitor unit operations through the CP.

9.4.4.9. Ensure the appropriate degree of readiness of subordinate units.

9.4.4.10. Direct actions to attain a specific level of readiness or DEFCON or LERTCON, as applicable.

9.4.4.11. Perform additional actions as directed by the commander or director.

9.5. Host and Tenant Functions. USAFE units located at non-USAFE bases will ensure USAFE representation at host BMC/SRC/DCG functions to coordinate operations that may impact USAFE assets.

9.5.1. **Responsibilities:**

9.5.1.1. Procedures and plans will be developed to ensure unit taskings can be accomplished and unit assets are protected and available for use.

9.5.1.2. Coordination with the host unit is required to ensure USAFE assets can be efficiently employed when the need arises.

9.5.1.3. Coordination with the host unit is required to determine tenant actions and requirements during host MAJCOM readiness changes.

9.6. Response and Activation and Deactivation Reports. Normally teams must assemble within 1 hour of receipt of the activation directive. When the BMC/SRC/DCG is activated, the director reports assembly to the USAFE COMMAND CENTER via an immediate precedence SIPRNET, NIPRNET or DMS, with voice used as a secondary means of notification. BMC/SRC/DCG Deactivation Reports are submitted when the team is no longer formed. These reports will provide the following information:

9.6.1. **Time Activated.** Example: 071200Z Feb 03

9.6.2. **Directing Authority for Activation.** Only three reasons will be provided by the unit on activation reports:

9.6.2.1. Local commander directed.

9.6.2.2. Higher headquarters directed.

9.6.2.3. HQ USAFE IG directed.

9.6.3. **Phone Numbers.** Phone numbers for primary functional area members, e.g. Director, Operations, Logistics Support, etc.

Figure 9.1. Activation and Deactivation Report Format.

FM: (Unit)
TO: USAFE COMMAND CENTER RAMSTEIN
INFO: APPLICABLE NAF:
(Classification)
JOPREP JIFFY
EXER/-//
OPER/-//
MSGID/GENADMIN/(Unit)/(Serial number)/(Month)//
SUBJ/ BMC/SRC/DCG ACTIVATION or DEACTIVATION//
RMKS/1. THE (Unit) BMC/SRC/DCG WAS ACTIVATED or DEACTIVATED AT _____Z
2. DIRECTING AUTHORITY: _____
(LCL/CC - HHQ - HQ USAFE/IG)
3. BMC/SRC/DCG PHONE NUMBERS FOR PRIMARY FUNCTIONAL AREA MEMBERS:
FUNCTIONAL AREA DSN
NONSECURE_____SECURE_____COMMERCIAL_____
4. FACSIMILE PHONE NUMBERS: SECURE: _____ NONSECURE: _____
5. NARRATIVE: Explain reason for BMC/SRC/DCG activation only if activated by unit commander. If reason is classified, ensure you send this report via secure means.//

9.7. Activation Requirements. Each commander will exercise the BMC/SRC/DCG at least once each quarter. This requirement may be satisfied by a real-world requirement or contingency, by locally originated exercise, by participation in an exercise directed by higher headquarters, or by higher headquarters inspections that activate the BMC/SRC/DCG.

9.8. Member Training. BMC/SRC/DCG require training to achieve proficient levels of performance. BMC/SRC/DCG training provides members initial familiarization with the unit's response to taskings and helps members maintain proficiency in BMC/SRC/DCG operations. CP personnel will not be tasked with this training responsibility, but their participation in presentations within their area of expertise is expected. Training will include:

9.8.1. **Initial and Recurring Training.** The primary responsibility for BMC/SRC/DCG training rests in each unit. The unit commander or Director will appoint an agency responsible for developing and administering training. Newly assigned primary BMC/SRC/DCG members should attend a unit-developed and unit-administered training program. The initial training program should include:

9.8.1.1. All unit taskings, and briefings.

9.8.1.2. A systematic study and review of applicable BMC/SRC/DCG policy directives and unit plans

9.8.2. **Recurring Training.** May be accomplished during a locally-generated exercise.

9.9. BMC/SRC/DCG Activation Circumstances. Circumstances, that may require BMC/SRC/DCG activation include, but are not, limited to:

9.9.1. OPLAN and CONPLAN implementation.

9.9.2. Natural disasters.

9.9.3. Time-sensitive, high-priority taskings.

9.9.4. Major peacetime accidents involving hazardous materials.

9.9.5. Operational readiness inspections (ORI), nuclear surety inspections (NSI) tactical evaluations (TACEVAL), strike evaluations (STRIKEVAL), unit compliance inspections (UCI).

9.9.6. CP Exercises (CPX).

9.10. Additional Guidance. Additional guidance for DCG operations can be found in AFMAN 32-4004, *Emergency Response Operations*, and other associated publications.

ROBERT P. STEEL, Colonel, USAF
Commander, Air Forces Europe

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

CJCSI 3260.01, *Joint policy Governing Positive Control Material and Devices*

Air Force Policy Directive 10-2, *Readiness*

Air Force Instruction (AFI) 10-201, *Status of Resources and Training System*

AFI 10-206, *Operational Reporting*

AFI 10-207, *Command and Control*

AFVA 10-2510, *US Air Force Emergency Notification Signals*

AFI 31-101, *The Air Force Installation Security Program*

AFI 31-207, *Arming and Use of Force by Air Force Personnel*

AFI 32-1065, *Grounding Systems*

AFI 32-4001, *Disaster Preparedness Planning and Operations*

AFMAN 32-4004, *Emergency Response Operations*

AFI 33-201, *Communication Security (COMSEC) User Requirements*

AFI 33-203, *Emission Security*

AFI 33-204, *Information Protection Security Awareness, Training and Education Program*

AFI 33-360 Volume 1, *Publications Management Program*

AFMAN 37-139, *Records Disposition Schedule*

AFI 91-101, *Air Force Nuclear Weapon Surety Program*

EUCOM EAP, Volume VII, *Command and Control Communications System Architecture Procedures*

USAFE EAP*, Commander USAFE Emergency Actions Procedures*

USAFE EAP, Volume I, *Emergency Actions Procedures*

USAFE EAF, Volume II, *Alert and Precautionary Procedures*

USAFE EAP,Volume III, *Emergency Actions Checklist Procedures*

USAFE Instruction (USAFEI) 25-201, *Geographically Separated Unit Support*

USAFEI 91-101, Nuclear Surety Staff Assistance Visit (SAV) and Functional Expert Visit (FEV)

Abbreviations and Acronyms

ACC—Air Combat Command

ACE—Allied Command Europe

ACP—Alternate CP

AFEUR—Air Forces Europe (Formerly know as USAFE Theater Air and Space operations Center-UTASC)

AFSC—Air Force Specialty Code

AFSOC—Air Force Special Operations Command

AKNLDG—Acknowledgment

AMCC—Air Mobility Control Center

AMC—Air Mobility Command

AUTODIN—Automatic Digital Network

BAS—Basic Allowance for Sustenance

BCC—Base Communication Center

BMC—Battle Management Center

CDR—Commander

CDR USEUCOM—US Commander Europe

CE—Civil Engineers

CFE—Conventional Forces Europe

CFETP—Career Field Education and Training Plan

CIF—Controller Information File

CIST—Crisis Incident Stress Team

CJCS—Chairman of the Joint Chiefs of Staff

CP—Command Post

COMPUSEC—Computer Security

COMREP—Command Representative

COMSEC—Communications Security

COM USAFE—Commander USAFE

CRO—COMSEC Responsible Officer

CSBM—Confidence and Security Building Measures

CSC—Central Security Control

CWAO—Code Word Action Officer

CWC—Chemical Weapons Conventional

C2—Command and Control

C2IPS—Command and Control Information Processing System

DCG—Disaster Control Group

DMS—Defense Message System

DOC—Designed Operational Capability

DRF—Disaster Response Force

DSN—Defense Switching Network

DTG—Date Time Group

DV—Distinguished Visitor

EA—Emergency Actions

EACAF—Emergency Action Checklists and Formats

EAF—Emergency Actions File

EAP—Emergency Actions Plan

EAL—Entry Authority List

EAM—Emergency Actions Message

EANCO—Emergency Actions Noncommissioned Officer

EAO—Emergency Actions Officer

EAP—Emergency Actions Procedures

ELT—Electronic Location Transmission

EMSEC—Emissions Security

EOC—Explosive Ordnance Disposal

ETA—Estimated Time of Arrival

FEV—Functional Expert Visit

FPCON—Force Protection Condition

GCCS—Global Command Control System

GDSS—Global Decision Support System

GIS—Geographic Information System

GPC—Government Purchase Card

GSU—Geographically Separated Unit

GV—Giant Voice

INF—Intermediate Nuclear Forces

INFOCON—Information Condition

INFOSEC—Information Security

IG—Inspector General

IS/P—Internal Security and Protection

LMR—Land Mobile Radio

MOB—Main Operating Base

MOC—Maintenance Operations Center

MOA—Memorandum of Agreement

MOU—Memorandum of Understanding

MTP—USAFE C2 Master Training Plan

MUNSS—Munitions Support Squadron

MWL—MUNSS WOC Liaison Officer

NAF—Numbered Air Force

NATO—North Atlantic Treaty Organization

NBC—Nuclear-Biological-Chemical

NCOIC—Noncommissioned Officer In Charge

NIPRNET—Non-Secure Internet Protocol Router Network

NMCC—National Military Command Center

NNCCRS—NATO Nuclear Command and Control Reporting System

NSNF—Non-Strategic Nuclear Forces

NSV—NATO Secure Voice

NWPRP—Nuclear Weapon Personnel Reliability Program

OI—Operating Instruction

OIC—Officer In Charge

OPREP-3—Significant Event Report

OPS—Operations Cell

OPSEC—Operations Security

ORI—Operational Readiness Inspection

PA—Public Address

PAL—Permissive Action Link

POC—Point of Contact

PPC—PCS Processing Code

PRP—Personnel Reliability Program

QRC—Quick Reaction Checklist

RAB—Restricted Area Badge

RAPCON—Radar Approach Control

RMA—Resource Management Application

SACEUR—Supreme Allied Commander Europe

SAS—Sealed Authentication System

SATE—Security Awareness and Training Education (AFI 33-204)

SAV—Staff Assistance Visit

SEV—Stockpile Emergency Verification

SF—Security Forces

SI—Surety Inspection

SIPRNET—Secure Internet Protocol Router Network

SOC—Squadron Operations Center

SORTS—Status of Resources and Training System

SRC—Survival Recovery Center

START—Strategic Arms Reductions Treaty

STE—Secure Telephone Equipment

STRIKEVAL—Strike Evaluation

STU—Secure Telephone Unit

TACEVAL—Tactical Evaluation

TASAMS—Tactical Aircrew Scheduling and Airspace Management System

TASO—Terminal Area Security Officer

TBMCS—Theater Battle Management Core System

TBMCS-UL—Theater Battle Management Core System-Unit Level

TCC—Telecommunications Center

TDY—Temporary Duty

TOR—Time of Receipt

TPC—Two-Person Control

TSCA—Top Secret Control Account

TSCO—Top Secret Control Officer

UCC—Unit Control Center

UCI—Unit Compliance Inspection

UPS—Uninterruptible Power Supply

USEUCOM—US European Command

USSTRATCOM—US Strategic Command

UTC—Universal Coordinated Time

UMD—Unit Manpower Document

USEUCOM—US European Command

USSTRATCOM—US Strategic Command

UTASC—USAFE Theater Air and Space operations Center (Now known as AFEUR)

UXO—Unexploded Ordnances

WAPS—Weighted Airman Promotion System

WOC—Wing Operations Center

Attachment 2

SITUATIONS REQUIRING QUICK REACTION CHECKLISTS (QRC) OR OPERATING INSTRUCTIONS (OI)

A2.1. Purpose. This attachment lists situations that must be covered by QRCs or OIs when the situations apply to the unit or command post (CP).

A2.2. Aircraft Operations. QRCs or OIs to cover the following situations, as applicable:

A2.2.1. Above or below ground leak of fuel or hazardous substances storage tank leaks or overfills

A2.2.2. Accidental release or spill (e.g. from aircraft accidents and; or major truck or car accidents) of toxic substances, hazardous waste or hazardous material

A2.2.3. Airborne aircraft accountability

A2.2.4. Aircraft contamination

A2.2.5. Aircraft distress signal transmission or ELT

A2.2.6. Aircraft ditching, crashing, or making a forced landing

A2.2.7. Aircraft diversion

A2.2.8. Aircraft recall

A2.2.9. Barrier engagement

A2.2.10. Bird strike

A2.2.11. Cargo jettisoning or dropped object

A2.2.12. Contamination of potable water systems (chemical, biological, radiological) (intentional or unintentional)

A2.2.13. Emergency air refueling

A2.2.14. Failure of aircraft arresting systems

A2.2.15. Flight following

A2.2.16. Fuel spill that may adversely impact the environment, human health or the mission

A2.2.17. Grounding of aircraft

A2.2.18. Hazardous air emissions from uncontrolled hazardous substance release

A2.2.19. Hazardous cargo shipment

A2.2.20. Hung ordnance

A2.2.21. Hydrazine incident

A2.2.22. In-flight emergency

A2.2.23. Major breaks in water distribution lines

A2.2.24. Major tank rupture at wastewater plants or any other event that could cause a major release of untreated wastewater or sludge

A2.2.25. Major water storage tank rupture or leak

A2.2.26. Major water or wastewater treatment chemical spill or leak (chlorine, fluoride, ozone, acids)

A2.2.27. Mid-air collision

A2.2.28. Near misses involving civilian aircraft

A2.2.29. Overdue aircraft, i.e. those more than 30 minutes after estimated time of arrival (ETA) and no communications

A2.2.30. Relay of conventional load out tasking

A2.2.31. Runway Closure

A2.2.32. Weather alternates

A2.3. CP Operations. QRCs or OIs to cover the following situations, as applicable:

A2.3.1. Alternate CP (ACP) activation or relocation site activation

A2.3.2. Authenticating entry authority lists (EAL)

A2.3.3. Commercial power failure

A2.3.4. Communications outage

A2.3.5. Evacuation

A2.3.6. Fire

A2.3.7. Duress system testing and use

A2.3.8. End-of-month COMSEC material changeover

A2.3.9. Entry and circulation control

A2.3.10. Escorting visitors

A2.3.11. Events log usage

A2.3.12. Ingress of emergency personnel into the CP

A2.3.13. Processing and controlling incoming and outgoing messages

A2.3.14. Release team operations

A2.3.15. Reports cell operation

A2.3.16. Safe procedures and malfunctions

A2.3.17. USEUCOM succession of command and telephone listing

A2.3.18. TPC movement and relocation

A2.3.19. White Pinnacle

A2.3.20. Wildcat Authentication

A2.4. Wing or Unit Support. QRCs or OIs to cover the following situations, as applicable:

A2.4.1. Arms reduction treaties (INF, CFE, CSBM, CWC, START, OPEN SKIES)

A2.4.2. Battle staff recall

A2.4.3. Broken Arrow, Bent Spear, Front Burner, Empty Quiver

A2.4.4. Closewatch missions

A2.4.5. Controller Decertification

A2.4.6. Convoy movement

A2.4.7. Death, Serious Injury or Illness

A2.4.8. Disaster response force (DRF) activation

A2.4.9. Distinguished visitor (DV) arrival and departure

A2.4.10. Emergency disassociation and disablement of munitions

A2.4.11. Emergency evacuation of munitions

A2.4.12. Emergency Supersession of SAS and PAL

A2.4.13. Explosives Incident or Accident

A2.4.14. Fires, explosions, and major facility damage

A2.4.15. Inspector general (IG) or tactical evaluation team reception

A2.4.16. Key personnel location

A2.4.17. Key personnel recall

A2.4.18. Major Accident (non-aircraft)

A2.4.19. Natural Disaster

A2.4.20. Personnel Reliability Program (PRP) suspension

A2.4.21. Prepare to Disassociate and Prepare for Disablement of munitions

A2.4.22. Pyramid alert initiation

A2.4.23. Reassociation of munitions

A2.4.24. Red Cross notification

A2.4.25. Vault Operations

A2.4.26. Stockpile emergency verification (SEV)

A2.4.27. Weather advisories and warnings

A2.4.28. Wing and unit recall

A2.5. Civil Disturbances, Political Events, and Criminal Activities. QRCs or OIs to cover the following situations, as applicable:

A2.5.1. Aircraft hijacking

A2.5.2. Malicious act

A2.5.3. Protesters and demonstrators

A2.5.4. Racial incident

A2.5.5. Riot

A2.5.6. Serious crime

A2.5.7. Force Protection Condition (FPCON) change

A2.5.8. Blue Dart

A2.6. Physical and Information Security. QRCs or OIs to cover the following situations, as applicable:

A2.6.1. Air raid warning

A2.6.2. Alarm conditions and attack response

A2.6.3. Avoid Amber, Avoid Red, Helping Hand, and Covered Wagon

A2.6.4. Bomb threat

A2.6.5. Compromise or suspected compromise of classified material, COMSEC material and; or two-person control (TPC) material

A2.6.6. Explosion (peacetime)

A2.6.7. Found bomb and; or UXOs

A2.6.8. Request for explosive ordnance disposal (EOD) assistance

A2.6.9. Hostage situation