BY ORDER OF USCINCSPACE

USSPACECOM CRISIS ACTION SYSTEM PROCEDURES

This instruction implements JT PUB 5-02.4, Joint Operation Planning System, Vol IV: Crisis Action Procedures and prescribes the guidelines for United States Space Command (USSPACECOM) to accomplish tasking set forth in the Joint Strategic Capabilities Plan (JSCP). The Commander-In-Chief (CINC), USSPACECOM (USCINCSPACE), is assigned regional tasking to support the warfighting CINCs by fulfilling their requirements for space operations throughout all phases of conflict. This encompasses the preparation of operations plans (OPLANs) for space operations against a hostile nation to provide for space control, space support, and force enhancement. These functions include processing ballistic missile and space warning information, generating plans and executing time-sensitive operations and other taskings by the Joint Operation Planning System in response to a supported CINC's regional crisis. This instruction applies to USSPACECOM and its component commands. It does not apply to Air Force Reserve nor Air National Guard components.

SUMMARY OF REVISIONS
This instruction has been updated to reflect the new name of the Space Crisis Action Center (SPACC), changes in crisis action procedures, new briefing format items and the evolving requirements to provide timely and accurate space operations to the supported CINCs.

1.   General Concept of Operations.   A regional crisis usually develops with little or no warning. USCINCSPACE and the USSPACECOM Director of Operations, in concert with the National Command Authorities (NCA), must make timely, sound, and responsive decisions to support a combatant CINC. USSPACECOM must also have the capability to plan, direct, coordinate, and control USSPACECOM operations and force structure in response to tasking by the Joint Chiefs of Staff (JCS) or emergency situations. USCINCSPACE has the responsibility to ensure continuity of command and control for space operations. This instruction defines the USSPACECOM Crisis Action System (CAS) and its operation encompassing the full spectrum of conflict from normal peacetime situations to open hostilities involving United States forces, including operations other than war. This instruction prescribes the concept of operations and procedures for use by USSPACECOM directorates and components to plan and execute crisis actions. It guides the USSPACECOM Crisis Action Team (CAT) and Battle Staff through a logical sequence of phases which lead from initial recognition of a crisis situation to development and execution of an operations order (OPORD) or other specific force posturing actions.

2. References:

2.1. JT PUB 5-02.4, 8 May 89, Joint Operation Planning System, Vol IV: Crisis Action Procedures.

2.2. JT PUB 5-03 Series, Joint Operation Planning and Execution System.
2.3. MJCS-7-88, 25 Jan 88, Crisis Staffing Procedures of the Joint Chiefs of Staff.

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2.4. USCINCSPACE OPLAN 3442-88, 14 Dec 87, Rapid Emergency Reconstitution.

3. Procedures. The USSPACECOM CAS may be activated in response to any space-related or national crisis.

3.1. The USSPACECOM CAS supports the CINC through selected operations centers and Battle Staff personnel which are activated as needed. The SPACC is the staging center for all CAT/Battle Staff activities and the focal point for USCINCSPACE decision making activities. USCINCSPACE is supported by: NORAD/USSPACECOM Command Center and other Cheyenne Mountain Operations Center (CMOC) combat centers; CAT (see attachment 1 for membership); Battle Staff (see attachment 2 for membership); Joint Space Support Teams (JSST) and the Mobile Consolidated Command Center (MCCC). Their functions and responsibilities are specified in paragraph 5.2.

3.2. The USSPACECOM/J3 will activate the CAT to respond to a global crisis situation and make recommendations to USCINCSPACE. The CAT is the core of the USCINCSPACE Battle Staff. Only USCINCSPACE, or his designated representative can activate the Battle Staff.

3.2.1. Day-to-Day Operations. The Deputy Director for Command and Control, USSPACECOM/J36 is responsible to the J3 for the mission performance of the SPACC. The Chief, Crisis Action/Battle Staff Operations Division, USSPACECOM/J36O, is responsible to the J36 for daily routine Operations of the SPACC. The SPACC normally operates during regular duty hours, however, it can be activated to operate 24 hours daily. The NORAD/USSPACECOM Command Center is the primary on-duty, 24 hour-a-day Crisis Action Element (CAE). The NORAD/USSPACECOM Command Center will be the first response to any theater crisis or to a request from a supported CINC. When a message or event occurs that may require USSPACECOM action, the NORAD/USSPACECOM Command Center Mission Director (MD) will assess the situation, brief the USSPACECOM/J3/J3V and if directed to do so by the USSPACECOM/J3/J3V, notify USCINCSPACE and Deputy Commander-in-Chief, USSPACECOM (DCINCSPACE).

3.2.2. Escalated Crisis. If a crisis escalates to the degree that is beyond the support capability of the NORAD/USSPACECOM Command Center, a CAT or Battle Staff is activated. The MD will initiate CAT/Battle Staff recall procedures as directed by J3/J3V/J36.

3.2.2.1. The CAT is activated to execute USSPACECOM CAS responsibilities during any crisis requiring a concentration of effort in space operations. The CAT will provide initial situation analysis, evaluations, recommendations, and briefings to the J3. When activated, the CAT will be located in the SPACC, Building 1471, Peterson AFB CO.

3.2.2.2. If the crisis escalates to a degree that requires continuous availability of a senior decision maker, the Battle Staff will be activated. The Battle Staff is activated only at the direction of USCINCSPACE or his designated representative. The Battle Staff will act as a problem-solving team to assist USCINCSPACE in critical decision-making activities in space operations and related space support to the supported CINC. During CAT/Battle Staff activation, a Battle Staff Support Cell (BSSC) will form with manpower augmentation from within the USSPACECOM staff to operate on a 24 hour-a-day basis. When activated, the Battle Staff will be located in the SPACC.

4. Implementation of this Instruction.

4.1. Local Operating Instruction (OI). If component commands develop companion directives, they must be based upon this instruction for coordinated crisis action efforts with the USSPACECOM CAT/Battle Staff. Offices of primary responsibility (OPR) may develop their own OIs to support this instruction (see attachment 4).

4.2. Exercises. USSPACECOM or JCS-sponsored command post exercises are conducted for training purposes and for increasing CAT/Battle Staff experience in dealing with crisis situations and related

space support issues. The composition of the CAT/Battle Staff will be appropriate to support exercise free play, message traffic, theater events, and JSST issues.

5. CAT/Battle Staff:

5.1. Organization.

5.1.1.   CAT.   When an evolving crisis exceeds the operational capability of the on-duty NORAD/USSPACECOM Command Center MD and crew, but which does not require Battle Staff activation, the MD will recommend to the USSPACECOM/J3/J3V that a CAT be activated. Upon approval, the MD will implement CAT recall procedures. The CAT will form in the SPACC. The CAT will support all crisis action requirements to include briefings, situation reports, and theater monitoring while ensuring critical, non-crisis related requirements and normal assigned duties are accomplished. Once the CAT is activated, the CAT/Battle Staff Director may place the CAT members in on-call telephone status or 24 hour operations. The NORAD/USSPACECOM Command Center MD will be kept informed of Battle Staff activities and status.

5.1.2. Battle Staff. During crisis situations which exist for an extended period the CAT/Battle Staff Director recommends to USCINCSPACE that the Battle Staff be activated.   Upon approval, the CAT/Battle Staff Director directs the MD to initiate the Battle Staff recall. The Battle Staff will form in the SPACC. The Battle Staff will support all crisis action requirements to include briefings, situation reports, and theater monitoring while ensuring critical, non-crisis related requirements and normal assigned duties are accomplished. Once the Battle Staff is activated, the CAT/Battle Staff Director may place the Battle Staff members in on-call telephone status or 24 hour operations. The NORAD/USSPACECOM Command Center MD will be kept informed of Battle Staff activities and status.

5.2. Responsibilities.

5.2.1. CAT/Battle Staff Director. The USSPACECOM/J3, Director of Operations is the CAT/Battle Staff Director. He is responsible to USCINCSPACE for the establishment, operation, staffing and administration of the CAT/Battle Staff. The CAT/Battle Staff Director performs the following actions:

5.2.1.1. Determine if a crisis situation is in progress and if the USSPACECOM CAT needs to be activate. If a CAT is required, the CAT/Battle Staff Director directs the MD to initiate a CAT recall.

5.2.1.2.   Notify USCINCSPACE and DCINCSPACE of the situation.   If the situation warrants, recommend to USCINCSPACE that a Battle Staff be activated. Upon obtaining approval for Battle Staff activation, the CAT/Battle Staff Director directs the MD to initiate a Battle Staff recall.

5.2.1.3. Initiate crisis action procedures following this instruction and references at paragraph 2, to include reporting to the Joint Staff.

5.2.2. CAT/Battle Staff Deputy Director (DD). The CAT/Battle Staff DD is responsible for providing continuity for the USSPACECOM/J3 in directing the CAT/Battle Staff. The primary DD is the USSPACECOM/J3V.   The J3V is augmented by other deputy directors designated by the USSPACECOM/J3V. The positions of USSPACECOM/J33, J35, and J36 will be formally expanded to include this duty requirement.

5.2.3. CAT/Battle Staff Executive Officer (XO). Provided by USSPACECOM/J36. The CAT/Battle Staff XO serves as the principal operational and administrative assistant to the CAT/Battle Staff Director/DD and is responsible for ensuring proper operations of the CAT/Battle Staff.

5.2.3.1. Assist the USSPACECOM/J3 in forming the CAT/Battle Staff.

5.2.3.2. Accomplish tasks assigned by the CAT/Battle Staff Director/DD.

5.2.3.3. Supervise briefings and briefing preparations.

5.2.3.4. Monitor all inputs from and to the supported CINC.

5.2.3.5. Monitor all JSST and component space support team actions, requests and reports.

5.2.3.6. Supervise the BSSC personnel operations and training.

5.2.3.7. Coordinate preparation of the after-action reports on the crisis in coordination with USSPACECOM/J33Z.

5.2.3.8. In coordination with the CAT/Battle Staff Director/DD, assign specific actions to CAT/Battle Staff members.

5.2.3.9. Ensure CAT/Battle Staff actions and taskings are completed.

5.2.3.10. Review correspondence and messages relative to the crisis.

5.2.3.11. Ensure time-sensitive requirements are immediately brought to the attention of the CAT/Battle Staff Director/DD and appropriate team members.

5.2.3.12. Ensure message traffic is routed to the appropriate agencies.

5.2.3.13. Maintain a status of action log to chronologically record significant events. The log will be used to brief shift changes of recent or current events and to provide valuable historical information.

5.2.3.14. Ensure the Commander's Situation Report (SITREP) is prepared and transmitted (if required).

5.2.3.15. Ensure maintenance of appropriate message and action files.

5.2.3.16. Ensure all outgoing message traffic is in US Message Text Format (USMTF).

5.2.3.17. Maintain CAT/Battle Staff recall rosters.

5.2.3.18. Ensure the NORAD/USSPACECOM Command Center MD is kept current on all CAT/Battle Staff activities.

5.2.4. CAT/Battle Staff Members. CAT/Battle Staff members respond to taskings in their areas of expertise. CAT/Battle Staff members:

5.2.4.1. Accomplish assigned actions according to existing directive.

5.2.4.2. Monitor the situation and actions being taken.

5.2.4.3. Provide advice and coordination to the CAT/Battle Staff Director/DD and other action officers on matters.

5.2.4.4. Coordinate taskings for their respective directorates and keep the CAT/Battle Staff XO informed on the status of the actions.

5.2.4.5. Coordinate, through the CAT/Battle Staff XO, all taskings that require consideration and/or approval by higher authority.

5.2.4.6. Provide the CAT/Battle Staff XO with copies of all actions which have been approved and released, including all traffic from and to theater.

5.2.4.7. Ensure the NORAD/USSPACECOM Command Center, component commands, and appropriate theater command centers are apprised of the situation if time-critical situations warrant direct coordination with the components' subordinate units or sites.

5.2.4.8. Review all situation message traffic and logs and keep respective directorates informed of the situation.

5.2.4.9. Ensure all messages are drafted according to USMTF standards.

5.2.4.10. Ensure all briefing slides and materials are updated as required for every CAT/Battle Staff briefing one hour prior to scheduled brief time.

5.2.4.11. Ensure they are knowledgeable and proficient in use of briefing systems and programs (Windows/Harvard Graphics/Silicon Graphics, etc.), USMTF, USSPACECOM local area network (USSPACELAN) capabilities including access to CAT/Battle Staff Drives and e-mail, SARAH Comm and MTF editor, and the CINC's SITREP.

5.2.4.12. CAT/Battle Staff members and the CMOC will access and update their own slides, as necessary, on the USSPACELAN or on terminals provided to CAT/Battle Staff personnel within Building 1471.

5.2.4.13. Provide recall information to the CAT/Battle Staff XO.

5.2.5. USSPACECOM Directorates.

5.2.5.1. Provide functional area expertise throughout the crisis.

5.2.5.2. Provide subject experts and support personnel to meet the needs of the supported CINC.

5.2.5.3. Ensure personnel assigned to or supporting the USSPACECOM CAT/Battle Staff are appropriately cleared for TS/SCI.

5.2.5.4. Provide recall rosters by the first day of each calendar quarter to USSPACECOM/J36O. USSPACECOM/J36O is responsible to provide CMOC Joint Combat Centers Division (JCCD) updated rosters. The recall rosters must identify the primary and alternate CAT/Battle Staff members who will be recalled for a CAT/Battle Staff. The primary/alternate member called is responsible to initiate an internal directorate recall. Written procedures will be included on the recall roster for how that particular roster should be processed.

5.2.6. USSPACECOM Deputy Director for Command and Control/J36.

5.2.6.1. Coordinate operations of the SPACC, the USCINCSPACE Situation Room, and CAT/Battle Staff operations.

5.2.6.2. Supervise the BSSC. Request personnel support from the USSPACECOM Deputy Chief of Staff (DCJ) during real world and exercise crises in accordance with this instruction.

5.2.6.3. Ensure administrative and operational support facilities are available within the SPACC. This includes:

5.2.6.3.1. Provide work and storage space for retaining publication reference library and other documents.

5.2.6.3.2. Maintain and operate all equipment used in the SPACC to achieve theater current status and situation awareness, including computer files, graphics, maps, Theater Support Operations Cell (TSOC) equipment, status boards, message distribution center and other items as necessary.

5.2.6.3.3. Maintain NORAD/USSPACECOM Command Center Checklists and required NORAD items for SPACC performance as the Alternate Command and Control Center.

5.2.6.4. Coordinate administrative and graphic support for preparation of time-sensitive briefings, messages, maps, update books, office supplies and other crisis-related documents.

5.2.6.5. Publish, distribute, and maintain directory of USSPACECOM J36O CAT/Battle Staff recall personnel names, SPACC access listing and directory of SPACC facility telephone numbers. Ensure directories are obtained from component command. Ensure timely updates are passed to the NORAD/USSPACECOM Command Center.

5.2.6.6. Coordinate the development of CAT/Battle Staff Recall Checklist Procedures with the NORAD/USSPACECOM Command Center.

5.2.6.7. Designate a CAT/Battle Staff reassembly area in the event the SPACC is destroyed, damaged or evacuated.

5.2.6.8. Establish and conduct CAT/Battle Staff training.

5.2.6.9. Maintain continuity folders containing administrative information for CAT/Battle Staff operations.

5.2.7. BSSC. The BSSC is subordinate to the CAT/Battle Staff XO and will be comprised of nine on-duty personnel scheduled for three shifts of three per shift to maintain 24 hour operations. Conflicts for manpower limitations will be coordinated and resolved between the directorates and the DCJ. The BSSC personnel will:

5.2.7.1. Possess a minimum of TS/SCI clearances and be proficient in the use of Windows, USMTF, word processing, Harvard Graphics, Silicon Graphics and SARAH LITE message processing.

5.2.7.2. Provide clerical support to the CAT/Battle Staff.

5.2.7.3. Provide automatic data processing support to the CAT/Battle Staff for monitoring, information retrieval, and data transmission.

5.2.7.4. Provide SPACC access, security assistance, and other assistance as directed.

5.2.8. NORAD/USSPACECOM Command Center Mission Director (MD).

5.2.8.1. Inform USSPACECOM/J3/J3V and CMOC/CC of the evolving situation.

5.2.8.2. Act as the CAE by responding initially to the crisis, and taking appropriate action to provide space support to the necessary theater(s) until a USSPACECOM CAT/Battle Staff is formed.

5.2.8.3. Recommend to the USSPACECOM/J3 the activation of the USSPACECOM CAT or Battle Staff if the situation escalates to a point beyond crew capability.

5.2.8.4. On direction from USSPACECOM/J3/J3V/J36 initiate CAT/Battle Staff recall procedures in accordance with command center checklists. CAT/Battle Staff will be recalled to the SPACC. Observing OPSEC, the MD will pass the CAT/Battle Staff recall location and the time as determined by J3/J3V/J36.

5.2.8.5.   Work with and recommend to the USSPACECOM CAT/Battle Staff Director of J3V on activation, alert or posture changes of the MCCC.

5.2.8.6.   Maintain copies of all pertinent documents. These include, but are not limited to wire service audio and video cassette reports; Defense Intelligence Agency, Central Intelligence Agency, JCS, component, and other CINC SITREPS; orders and other appropriate message traffic. These documents can be faxed, or the pertinent information can be sent via e-mail on the USSPACELAN to the CAT/Battle Staff Director/DD via the CAT/Battle Staff XO.

5.2.8.7.   Assist the CAT/Battle Staff Director/DD in developing recommendations for emergency conference agenda items and courses of action.

5.2.8.8.   Notify the National Military Command Center (NMCC), other external agencies, and component commands of CAT/Battle Staff activation.

5.2.8.9.   Ensure USSPACECOM alternate command centers are provided information on current actions to enable them to assume the role of primary command center if necessary.

5.2.9.   NORAD/USSPACECOM Combat Center Crew Responsibilities.

5.2.9.1.   Keep the MD informed of the current crisis situation.

5.2.9.2.   Function as a CAE, responding immediately to the crisis situation.

5.2.9.3.   Transfer CAT/Battle Staff crisis situation responsibility once the USSPACECOM CAT/Battle Staff assumes 24 hour operations.

5.2.9.4.   CMOC centers will communicate directly with the USSPACECOM CAT/Battle Staff for non-ITW/AA issues. The CMOC centers are responsible for keeping the MD informed of all significant events when communicating with the CAT/Battle Staff.

5.2.10.   USSPACECOM Component Command Centers.   Use the Worldwide Military Command and Control System Intercomputer Network (WIN) and the STU III facsimile to facilitate coordination and data exchange. A representative will be assigned to the CAT/Battle Staff as outlined in attachments 1 and 2.

5.2.11.   JSST.

5.2.11.1.   The JSSTs consist of USSPACECOM personnel assigned to specific combatant CINCs areas of responsibility (AOR) to act as readily deployable teams which provide on-site space systems support and training to the supported CINCs. The teams are activated for deployment when requested by a combatant CINC or Joint Task Force Commander in support of real world or exercise crisis situations. The JSSTs maintain direct liaison with the NORAD/USSPACECOM Command Center MD, or with the CAT/Battle Staff after its activation to provide a rapid link for theater requests and actions to USCINCSPACE. Component commands may also deploy space support teams to provide a similar link to the component.

5.2.11.2.   Before a JSST deploys, the JSST Chief will ensure that an itinerary is passed via secure voice or secure fax to the NORAD/USSPACECOM Command Center MD and the CAT/Battle Staff (if activated). This itinerary will include phone numbers or procedures, if available, for contacting the JSST at their final destination.   The JSST will notify the MD or CAT/Battle Staff upon arrival at their destination.

5.2.11.3.   The JSST Chief will communicate on a daily basis with the MD or CAT/Battle Staff to provide a summary of current events, theater courses of action taken, theater CINC requests or questions,

theater friendly situation, and enemy situation. The MD and CAT/Battle Staff will keep each other informed on JSST status to ensure optimum support is provided to the supported CINC.

5.2.11.4. The NORAD/USSPACECOM MD and CAT/Battle Staff XO will maintain a log or folder for each JSST deployed with the itinerary, contact procedures, and a communications log to include requests, actions or information passed between the JSST and the MD and CAT/Battle Staff XO.

5.2.11.5. Upon 24 hour activation of the CAT/Battle Staff, the CAT/Battle Staff Director will replace the MD as the central point of contact for the deployed JSST.

5.2.12. MCCC:

5.2.12.1. The MCCC will be activated in accordance with USSPACECOM OPLAN 3442-88.

5.2.12.2. MCCC Liaison Element (MLE) is an element of the USSPACECOM CAT/Battle Staff. Each MLE cell consists of an MCCC coordinator, a format officer, and a technician. The MLE cells serve as data collection and transmittal agencies in support of the MCCC. They remain in position in the SPACC during MCCC recall, mobilization, and deployment. When the MCCC is deployed, the MLEs provide data concerning crisis buildup and status of forces. Attachment 3 outlines MLE manning.

5.3. CAT/Battle Staff Notification:

5.3.1. Upon determination that recall standby or recall notification is required, the NORAD/USSPACECOM Command Center MD will initiate established command center checklist recall procedures.

5.3.2. CAT/Battle Staff recall rosters will be kept current in the SPACC and copies from directorates will be provided to USSPACECOM/J36O who will provide copies to JCCD.

5.3.3. Recall conditions are:

5.3.3.1. A - 6 hour recall. All USSPACECOM CAT/Battle Staff members must be able to report for duty in 6 hours.

5.3.3.2. B - 2 hour recall. All USSPACECOM CAT/Battle Staff members must be able to report for duty in 2 hours.

5.3.3.3. C - On-site. All USSPACECOM CAT/Battle Staff members are on duty in their positions.

5.4. CAT/Battle Staff Activation. Activation procedures are identical for the CAT and Battle Staff. Normally, the CAT will be formed prior to the Battle Staff. The NORAD/USSPACECOM Command Center MD will manage all initial crisis situations. Upon arrival at the SPACC, the CAT/Battle Staff Director assumes the responsibility for the crisis situation operations from the MD. The CAT/Battle Staff members assume their assigned positions in the USCINCSPACE Situation Room. When the CAT/Battle Staff is formed, the CAT/Battle Staff Director will send a CAT/Battle Staff activation message to all component commands and appropriate agencies, advising them that the CAT/Battle Staff has been activated, providing them a list of names of key personnel and secure/nonsecure telephone numbers. When operating on a 24 hour basis, the CAT/Battle Staff will operate on three 8 hour shifts.

5.5. CAT/Battle Staff Briefing. The initial brief time will be specified during the CAT/Battle Staff recall notification. The CAT/Battle Staff Director may modify the initial brief as the situation warrants. Subsequent briefs will normally include an overview of space system status, theater conditions, friendly and enemy situations, and required actions and tasking. CAT/Battle Staff members should be prepared to brief the following:

5.5.1. Overview   (CAT/Battle Staff XO)

5.5.2. CINC Missions   (J35)

5.5.3. Weather   (J33W)

5.5.4. Enemy Situation   (J2)

5.5.5. Friendly Situation   (CAT/Battle Staff XO)

5.5.6. OPORD/OPLAN   (J35/J5)

5.5.7. Space Missions   (J33/CMOC/COMPONENTS)

5.5.8. USSPACECOM Actions/Issues   (CAT/Battle Staff XO)

5.5.9. Decisions/Guidance   (CINC)

5.6. CAT/Battle Staff Termination. The CAT/Battle Staff will be deactivated by the activating authority when the situation has been reduced to a level which no longer requires the dedicated effort of the CAT/Battle Staff.

6. Security. When directed by the activated CAT, and as directed according to AFR207-1(C)AFSPC1, The Air Force Physical Security Program (U), an armed security police guard will be posted to guard the exterior of the SPACC.

GARY W. DAHLEN, Colonel, USAF
Vice Director of Operations

Attachments
1. Crisis Action Team Organization
2. Battle Staff Organization
3. MCCC Liaison Element
4. Sample of OI Format

CRISIS ACTION TEAM ORGANIZATION

Functional Position	Grade	OPR	Required Personnel	Clearance
CAT/Battle Staff Director	07/08	J3	As Required	TS/SCI
CAT/Battle Staff Deputy Director	06/07	J3V	As Required	TS/SCI
CAT/Battle Staff Executive Officer	03-05	J36	As Required	TS/SCI
Space Support	03-06	J33	As Required	TS/SCI
Space Control	03-06	J33	As Required	TS/SCI
Missile Warning	03-06	J33	As Required	TS/SCI
Space Control/Missile Warning	03-06	JCCD	As Required	TS/SCI
Operations Plans	03-06	J35	As Required	TS/SCI
Intelligence	03-07	J2	As Required	TS/SCI
Communications/Logistics	03-06	J4-J6	As Required	TS/SCI
Special Activities	03-05	J36D	As Required	TS/SCI
Special Technical Ops	03-05	J33Y	As Required	TS/SCI
Weather	03-05	J33W	As Required	TS/SCI
Personnel	E9-05	J1	As Required	TS/SCI
DOD Mgr for STS Contingency Support	04-06	DDMS-CS	As Required	TS/SCI
POLAD	GS9-GS13	POLAD	As Required	TS/SCI
Public Affairs	04-06	PA	As Required	TS/SCI
MCCC Liaison Element (MLE)	03-05	J36B	As Required	TS/SCI
Staff Judge Advocate	03-06	JA	As Required	TS/SCI
Command Historian	GS9-GS13	HO	As Required	TS/SCI
Plans and Policy	03-06	J5B	As Required	TS/SCI
ARSPACE Component Cmd Rep	03-06	1 Each	As Required	TS/SCI
NAVSPACE Component Cmd Rep	03-06	1 Each	As Required	TS/SCI
SPACEAF Component Cmd Rep	03-06	1 Each	As Required	TS/SCI
BSSC	E4-E7	J3	2 Per Shift	TS/SCI
BSSC Pool	E4-E6		2 Per Day Shift	
			2 Per Swing Shift	
			1 Per Mid Shift	
		J1	1	TS/SCI
		J2	1	TS/SCI
		J3	2	TS/SCI
		J4-J6	1	TS/SCI
		J5	1	TS/SCI
		DCJ	1	TS/SCI

BATTLE STAFF ORGANIZATION

Organization	Battle Staff Position	Clearance
J3	Director of Operations	TS/SCI
J2	Director of Intelligence	TS/SCI
J4-J6	Director of Command Control Systems	TS/SCI
CMOC	CMOC Commander	TS/SCI
J3V	Deputy Director, Operations	TS/SCI
J36	Deputy Director for Command and Control	TS/SCI
J33	Deputy Director for Current Operations	TS/SCI
J33Y	Deputy Director for Special Technical Ops	TS/SCI
J35	Deputy Director for Operational Plans & Requirements	TS/SCI
J36	Deputy Director for Command and Control	TS/SCI
J33W	Assistant for Weather	TS/SCI
J1	Director of Manpower and Personnel	TS/SCI
J5	Director of Plans	TS/SCI
BSSC	CAT/Battle Staff Support Functions (per Atch 1)	TS/SCI
PA	Director of Public Affairs	TS/SCI
POLAD	Political Advisor (as required)	TS/SCI
DDMS-CS	DoD Manager for STS Contingency Support	TS/SCI
JA	Staff Judge Advocate	TS/SCI
HO	Command Historian	TS/SCI
ARSPACE	Component Command Representative	TS/SCI
NAVSPACE	Component Command Representative	TS/SCI
SPACEAF	Component Command Representative	TS/SCI

MCCC LIAISON ELEMENT (MLE)

Position	Number of Personnel	Grade
MLE Director	1	04
Format Officer	3	01-03
MLE Coord Tech	3	E4-E7

SAMPLE FORMAT FOR OPERATING INSTRUCTIONS

1. Overview (include OI review and updating requirements).

2. General Crisis Action Procedures as outlined in this instruction, to include recall procedures.

3. Manning Requirement.

4. General Responsibilities.

4.1. Turnover Briefings/Requirements.

4.2. USSPACELAN Procedures.

4.3. WIN/WWMCCS Procedures.

4.4. JINTACCS/USMTF Information.

5. Specific Functional Area Responsibilities.

6. Directory.