

**BY ORDER OF THE COMMANDER
HEADQUARTERS CONTINENTAL U.S. REGION
FIRST AIRFORCE (AIR FORCES NORTHERN)
TYNDALL AFB FL 32403-5549**

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Command Policy

**HEADQUARTERS CONR-1 AF ALERT FORCE OPERATIONAL ASSESSMENT
PROGRAM
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This instruction establishes procedures and guidance for the Alert Force Operational Assessment (AFOA) of units supporting the alert mission under the direction of the Combined Forces Air Component Commander (CFACC). This instruction applies to Headquarters CONR-1 AF personnel performing AFOA functions at Air National Guard (ANG), Air Force Reserve and Air Combat Command (ACC) locations supporting the North American Air Defense (NORAD) mission. Send recommendations to change, add, or delete information in this instruction to HQ CONR-1 AF/A4, 425 Minnesota Ave, Tyndall AFB FL, 32403-5409 using AF Form 847, **Recommendation for Change of Publication**.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. This revision provides expanded guidance on responsibilities for CONR-1 AF staff directorates supporting the AFOA program.

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Chapter 1

Introduction

1.1 Purpose of Assessment: HQ CONR-1 AF assessment of alert functions provides the CFACC with an operational judgment of the readiness and ability of those forces assigned to accomplish the NORAD mission. Adherence to all applicable plans, orders, directives, and instructions will be assessed to determine compliance. In an effort to stay consistent with NORAD Fighter Alert Force Evaluation (FAFE) requirements, AFOA assessments will be conducted to include but not limited to guidance published in NI 90-3. Sector generated scenarios designated by the term “SPADE” will be developed and used to assess flying operations. In certain circumstances, assessments may be conducted in conjunction with real-world events or pre-scheduled exercises.

1.2 Authority: Assessment authority is derived from direction of the CFACC. Responsibility for the AFOA program is delegated to the 1 AF/A4 Director. Adherence to guidance published in this document is mandatory.

1.3 Concept: The readiness of the CONR-1 AF assigned forces will be assessed in conjunction with appropriate parent command or service inspection guidelines. This will be accomplished on a regular and recurring basis to promote the preparation process that leads to increased readiness. The AFOA will normally be a live-fly assessment conducted by a 1 AF AFOA team and augmented with Major Command (MAJCOM), ANG, or AFRC members as required. The assessment will be limited to those functions supporting the Fighter Alert Force (FAF). The FAF is defined as a team comprised of the fighter unit (or alert site detachment) OPCON or TACON to NORAD, the local/host Command Post (CP)/Combat Operations Center (COC) and Security Forces supporting the NORAD mission. The AFOA is designed to assess the capabilities of the FAF to perform their peacetime NORAD mission while complying with NORAD, service, and unit directives. The AFOA will normally be conducted at CONR alert sites activated during steady-state readiness conditions. The AFOA may also be conducted at locations that are OPCON or TACON to NORAD during increased readiness postures or while fulfilling temporary alert commitments.

1.4 Frequency of Assessment: AFOAs will be conducted 15 months after the last NORAD FAFE. If a unit received a re-evaluation of a NORAD FAFE, then the AFOA will be conducted eight months after the NORAD re-evaluation. If major areas of concern are identified during the AFOA, a follow-on assessment may be accomplished not later than two months following the current AFOA. The second assessment may be requested by 1 AF A3, A4, A7 or the assessed unit and may be limited to the identified major areas of concern or can be focused on an entire AFOA. Unit requested second assessments will be unit funded. The CONR-1AF CFACC will be the final authority for additional AFOA requests. Newly assigned/identified ASA units will receive an initial AFOA IAW current CFACC-directed Special Instructions (SPINS).

Chapter 2

Concept of Assessment

2.1 Team Composition: The AFOA team will normally consist of seven members responsible for specific assessment duties. The team will consist of members from the 1AF A3, A4 and A7 directorates or augmentees as required. 1AF/A4 will provide four team members to function as aircraft maintenance assessors. One person will function as the overall AFOA program manager and at least one assessor must be trained on aircraft weapons system maintenance. 1AF/A3 will provide one pilot to function as the team lead/operations assessor and one person to function as the command post assessor. 1AF/A7 will provide one team member to function as the security forces assessor. A7 director reserves the right to add an additional member if workload exceeds the capability of one assessor. A4 will be advised for budget purposes as soon as possible.

2.1.1 An augmentee, if required, will be provided by the respective directorate. Additional team members may be required to support training of new assessors and will also be the responsibility of the respective directorate. All augmentees and trainees will be coordinated with the AFOA program manager for funds availability. Selected augmentees must be fully qualified in alert operations, alert aircraft maintenance, or alert security force measures.

2.1.2 Observers from ACC, AFRC, ANG, Air Defense Sectors or Alert units may accompany the AFOA team. Observers will have no assessment responsibility and will not exercise any authority or provide instruction during the AFOA. Funding for observers will be the responsibility of their own command, sector, or unit. Each observer will be responsible for their own travel arrangements. All observers will coordinate with the AFOA program manager and may be included on the AFOA Entry Authority List (EAL).

2.2 Responsibilities: Specific responsibilities for each CONR-1 AF directorate and team members are listed in the following paragraphs.

2.2.1 **1AF/A4** will be responsible for the management and oversight of the AFOA program. The A4 Director will have final authority over all actions and will:

2.2.1.1 Appoint a program manager

2.2.1.2 Approve AFOA requirements

2.2.1.3 Determine unit logistical effectiveness based on AFOA results

2.2.1.4 Brief CFACC on unit AFOA results if required

2.2.1.5 Determine AFOA revisit requirements

2.2.1.6 Approve final AFOA report and distribute report to assessed unit's leadership

2.2.2 The AFOA program manager will:

2.2.2.1 Manage and monitor AFOA program funds and forecast fiscal year requirements

2.2.2.2 Manage annual AFOA schedule IAW Para 3.1 of this instruction

2.2.2.3 Produce, implement, and maintain checklists covering CONR-1 AF/A4 assessed areas

2.2.2.4 Post checklists on the CONR A4 website

2.2.2.5 Determine travel and lodging requirements; make applicable reservations for AFOA team

2.2.2.6 Select four qualified aircraft maintenance assessors for alert aircraft related assessments IAW Para 2.1 of this instructions

2.2.2.7 As required, recruit aircraft maintenance augmentee

2.2.2.8 Coordinate target/scramble requirements with sectors

2.2.2.9 Review "Notification of Alert Force Operational Assessment" notice prior to distribution and make required changes

2.2.2.10 Contact respective counterparts at the assessed unit to coordinate pre-deployment deliverables IAW Para 2.3 of this instruction

2.2.2.11 Conduct a pre-deployment meeting with all team members IAW Para 2.4.1 of this instruction

2.2.2.12 Provide Team Members names to the A7S assessor for EAL

2.2.2.13 Ensure all AFOA team members use approved checklists during assessment

2.2.2.14 Coordinate and lead maintenance out brief

2.2.2.15 Collect, review, and assemble report information

2.2.2.16 Coordinate final report review with each director

2.2.2.17 Post final report on CONR A4 website

2.2.2.18 Develop and conduct post deployment CONR-1AF/A4 AFOA briefings

2.2.2.19 Ensure annual assessment of aircraft maintenance information is analyzed and tracked for historical purposes

2.2.2.20 Conduct an annual review of the AFOA report format and make appropriate changes

2.2.2.21 Exercise administrative supervision over all program functions

2.2.2.22 Develop and send a “Notification of Alert Force Operational Assessment” notice IAW Para 2.4 of this instruction

2.2.3 A4 team members will:

2.2.3.1 Attend pre-deployment meetings

2.2.3.2 Review aircraft maintenance checklists prior to deployment

2.2.3.3 Record all AFOA observations using applicable checklists, instructions, directives and guidance

2.2.3.4 Assist program manager with writing draft and final AFOA report

2.2.3.5 Provide respective expertise during assessment out briefs

2.2.4 A3 will:

2.2.4.1 Select applicable Mission Design Series (MDS) pilot for alert operation assessments and team lead responsibilities

2.2.4.2 Select a command post assessor

2.2.4.3 Produce, implement, and maintain checklists covering A3 assessed areas

2.2.4.4 Determine unit operational effectiveness based on AFOA results

2.2.4.5 Brief CFACC on unit AFOA results as required

2.2.4.6 Approve CONR-1AF/A3 section of the final AFOA report

2.2.4.7 The team lead will:

2.2.4.7.1 Attend AFOA pre-deployment meetings

2.2.4.7.2 Act as the liaison between team members and the assessed unit’s leadership

2.2.4.7.3 Meet with assessed unit's alert operations leadership to discuss assessment flow, and identify any LIMFACS

2.2.4.7.4 Conduct the executive out brief

2.2.4.7.5 Ensure team continuity through team meetings and coordination with program manager

2.2.4.8 **A3 team members will:**

2.2.4.8.1 Attend pre-deployment meetings

2.2.4.8.2 Review operations and command post checklists prior to deployment

2.2.4.8.3 Contact respective counterparts at the assessed unit to coordinate pre-deployment deliverables IAW Para 2.3 of this instruction

2.2.4.8.4 Command Post assessor will ensure EAL is distributed at least one hour prior to assessment start time

2.2.4.8.5 Record all observations using applicable checklists, instructions, directives, and guidance

2.2.4.8.6 Assist program manager with writing draft and final report

2.2.4.8.7 Provide respective expertise during assessment out briefs

2.2.4.8.8 Participate in annual review of the report format

2.2.5 **A7 will:**

2.2.5.1 Select a security force assessor

2.2.5.2 Produce, implement, and maintain checklists covering A7 assessed areas

2.2.5.3 Determine unit security force effectiveness

2.2.5.4 Brief CFACC on unit AFOA results as required

2.2.5.6 Approve A7 section of the final report

2.2.5.7 **A7 team member will:**

2.2.5.7.1 Attend pre-deployment meetings

2.2.5.7.2 Brief the unit's Security Plan to highlight duress word requirements and other pertinent information at the pre-deployment meeting

2.2.5.7.3 Review security and force protection checklists prior to deployment

2.2.5.7.4 Contact respective counterparts at the assessed unit to coordinate pre-deployment deliverables IAW Para 2.3 of this instruction

2.2.5.7.5 Ensure EAL is developed IAW Para 2.4.2 of this instruction

2.2.5.7.6 Record all observations using applicable checklists, instructions, directives, and guidance

2.2.5.7.7 Assist program manager with writing draft and final report

2.2.5.7.8 Provide respective expertise during assessment out briefs

2.2.5.7.9 Participate in annual review of the report format

2.3 Unit Deliverables: Each directorate will contact their respective counterparts at the assessed unit to coordinate pre-deployment deliverables. A4 will request aircraft launch/recovery Task Assignment Lists and all alert aircraft maintenance Operating Instructions (OI). A3 will request any OIs affecting alert operations or command post functions. A7 will request unit's Security and Antiterrorism. Each directorate will review pre-deployment documents and brief any cross directorate information at the pre-deployment meeting.

2.4 Pre-deployment Requirements: NLT 3 weeks prior to any AFOA, A3 will develop a "Notification of Alert Force Operational Assessment". The notification will be coordinated with the program manager for content. A3 will send the notification to the assessed unit NLT 2 weeks prior to the AFOA.

2.4.1 **A4** will schedule a pre-deployment meeting NLT 1 week prior to the AFOA. The program manager will chair the meeting and brief as a minimum the following agenda items: travel/lodging arrangements, EAL accuracy, target confirmation, start times, report deadline, out brief times, duress word requirements, and review of previous reports for areas of concern. Cross directorate information should be discussed at this meeting. Any unresolved issues discovered at the meeting will be addressed by the appropriate directorate and resolved prior to the AFOA. The program manager will be briefed on all issues as they are resolved. The team lead with the assistance of the program manager will ensure team continuity by the conclusion of the meeting.

2.4.2 **A7**, in coordination with the program manager, will ensure a EAL is prepared and presented at the pre-deployment meeting. The accuracy of the EAL will be confirmed at the meeting and changes made accordingly. A signed copy of the EAL will be provided to the program manager and A7 will hand carry an additional copy to the unit.

Chapter 3

Conduct of Assessment

3.1 AFOA Schedule: The program manager will create and maintain a current fiscal year AFOA schedule. Assessments will be scheduled IAW paragraph 1.4 of this instruction. The program manager will coordinate the proposed schedule with A3/A7 to eliminate any scheduling conflict. Assessed units will receive an AFOA approximately 15 months after the last NORAD FAFE; however, units can be scheduled anytime within the required month. In an effort to prevent any AFOA and FAFE conflicts, the program manager will forward the schedule to NORAD IG for review. A4 Director will have final approval of the AFOA schedule. The program manager will provide an approved current AFOA schedule to A3/A7, sector exercise offices and all assigned alert Chief Enlisted Managers (CEM).

3.2 Length of Assessment: Assessments will normally be conducted in two days with an additional day for an out brief.

3.3 Team Arrival Procedures: Upon arrival at TDY location, the AFOA team lead or program manager may direct a team meeting to ensure team members arrival and discuss any new updates. CONR-1AF/A3 and A7 assessors will deliver a signed copy of the EAL to the unit no later than 1 hour prior to agreed assessment start time. The EAL validation procedures will be exercised and evaluated. The remaining AFOA team members will arrive at the unit's alert location 1 hour after EAL delivery. After initial access into the alert area, the AFOA team lead will meet with alert operations personnel to discuss assessment flow and identify any unit LIMFACs and shortfalls. Team members from A4 will meet with the unit's CEM and maintenance personnel for an initial in-brief and daily safety briefings. Command post team members from A3 will proceed directly to the unit's command post. The A7 team member will proceed directly to the security forces section.

3.4 Assessment Categories will include as a minimum:

3.4.1 Initial Response

3.4.2 Command and Control

3.4.2.1 Operations Supervision

3.4.2.2 Command Post

3.4.2.3 Air Defense Sector

3.4.3 Employment

3.4.4 Alert Aircraft Maintenance

3.4.4.1 Alert Aircraft Overall Summary

3.4.4.2 Alert Aircraft Turnaround

3.4.4.3 Quality of Alert Aircraft

3.4.4.4 Aircraft and Weapons System Reliability

3.4.4.5 Maintenance Support

3.4.5 Security Operations

3.4.5.1 Force Protection Survey

3.5 Report Format/Distribution: The AFOA report will contain, as a minimum, assessment results similar to those reported in the NORAD FAFE report. Therefore, an annual review of the AFOA report format will be conducted by the program manager and at least one member from CONR-1AF A3 and A7. Any changes in a directorate's specific section of the report will be coordinated and approved by the appropriate director before implementation. Additional assessment results can be observed and reported in the AFOA report at the discretion of the appropriate director.

3.5.1 Report assessment observations may identify *Strengths*, *Areas for Improvement* or contain an *Overall Summary* describing strengths and areas of improvement for each assessed category. The report may also identify *Critical*, *Critical Safety* and *Critical Repeat* observations. *Critical* observations require immediate attention prior to the NORAD FAFE. *Critical safety* observations are procedures or practices which, if not correctly followed, could result in personnel injury, or damage to or destruction of equipment. *Critical Repeat* observations are repeats from the last NORAD FAFE or CONR-1 AF AFOA. No other category of observations terms will be authorized unless approved by the A4 Director.

3.5.2 A draft report will be presented to the unit's wing leadership at the conclusion of the assessment. A final report will be provided to the unit no later than three weeks following the assessment. The A4 Director will be the approving authority of the final report and will send the report to the unit's wing leadership. A copy of the final report will be published on the CONR/A4 website.

3.6 Out Brief Procedures: Two out briefs will be conducted at the conclusion of the AFOA. The first will be an executive brief provided to the unit's wing/detachment leadership conducted by the team lead. The second will be a maintenance brief conducted by the program manager to the maintenance group leadership.

3.7 Post Deployment Requirements: The program manager will provide a visual briefing for the A4 Director and staff. The program manager will staff the draft report through each participating directorate, facilitate recommended changes, and provide a final copy to the A4 Director for approval/distribution. AFOA team members from A3 and A7 will brief their respective directors accordingly.

OFFICIAL

//signed//
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Chief of Staff

//signed//
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