

**BY ORDER OF THE COMMANDER  
ARNOLD ENGINEERING  
DEVELOPMENT COMPLEX**

**ARNOLD ENGINEERING  
DEVELOPMENT COMPLEX  
INSTRUCTION 10-200**



**27 SEPTEMBER 2022**

**Operations**

**CRISIS COMMAND AND CONTROL**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**RELEASABILITY:** There are no restrictions on the release of this publication

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OPR: AEDC/CSD

Certified by: AEDC/CC  
(Col Randel Gordon)

Supersedes: AEDCI10-100, 16 February 2017

Pages: 23

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This instruction implements Air Force Test Center Instruction (AFTCI) 10-200, *Crisis Command and Control*. This instruction standardizes the Crisis Action Team (CAT) organizational structure and processes within the installation of Arnold Air Force Base (AAFB). It introduces the CAT organization; defines organizational responsibilities; establishes response policy; and details the tasking authorities during crisis or contingency response operations. This instruction is compatible with the *AAFB Installation Emergency Management Plan (IEMP) 10-2*, and the *AAFB Anti-terrorism Plan (AT Plan) 10-245*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the AEDC/CSD using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 through the appropriate chain of command. This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10, United State Code, Section 9013 and Executive Order 13478, *Relating to Federal Agency Use of Social Security Numbers*. The applicable SORN F036 AF PCC, *Military Personnel Records System*, is available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx>. This publication may not be supplemented or further implemented or extended. This instruction does not require waiver tiers at or below the Wing level. 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. Compliance with the attachments in this publication is mandatory.

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## Chapter 1

### INTRODUCTION

#### 1.1. General Information.

1.1.1. This instruction is applicable to Arnold Engineering Development Complex (AEDC) personnel assigned to, and in support of, the AEDC Crisis Action Team (CAT). When a crisis or contingency occurs it is often complex, chaotic, and dynamic, which will require organizations to be adaptable, responsive, and collaborative to ensure appropriate, effective, and timely responses. The AEDC CAT is comprised of select leaders and functional experts to provide sustained support for crisis action planning, operations and exercises.

1.1.2. The purpose of the AEDC CAT is to provide the AEDC Commander with a single focal point for expedited command and staff actions that directs AEDC forces during a crisis or contingency to ensure Continuity of Operations (COOP). The AEDC CAT focuses on continued mission execution, rather than management of the incident. The procedures establish a single staff activity to provide the required reporting information to Air Force Test Center (AFTC), Air Force Materiel Command (AFMC), and higher headquarters (HHQ) as required. It is important to note that the Emergency Operations Center (EOC) is not part of the CAT. The EOC is the tactical execution of any incident response but provides information to the CAT for strategic level decisions.

1.1.3. The CAT is a flexible support staff tailored to meet support requirements and responsible for identifying the effects to operations, prioritizing support, and provides the Commander time-sensitive information and recommendations for making decisions regarding COOP during a crisis or contingency.

1.1.4. When activated, the AEDC CAT acts as the AEDC Commander's executive agent and primary command and staff element. Instructions issued by the AEDC CAT through the CAT Director, are directive in nature to the AEDC Staff and all forces assigned and attached to Arnold AFB.

## Chapter 2

### CONCEPT, POLICY, AND SECURITY

**2.1. Concept.** The AEDC CAT provides AEDC the means to respond quickly and effectively to any number of crisis or contingency situations. After activation, the CAT assumes staff and oversight responsibilities until conditions permit a return to normal operations.

**2.2. Policy.**

2.2.1. The CAT's authority and responsibilities are normally restricted to the specific situation for which it was activated. The CAT manages resources to satisfy tasking requirements and collects reporting data tasked by outside agencies, as applicable. Circumstances influencing the use of the CAT include Joint Chiefs of Staff (JCS) exercises, disaster and response situations and other actions in support of higher headquarters tasking to include Operations Plan (OPLAN) and Concept Plan (CONPLAN) implementation.

2.2.2. The AEDC Commander/designated representative is the senior official designated to oversee the AEDC CAT crisis or contingency Command and Control (C2) response program and policies. The AEDC chief, Complex Support Division (AEDC/CSD) is the OPR for crisis or contingency C2 policy and has delegated the role of CAT Manager to AEDC Commander's Action Group (CAG).

**2.3. CAT Membership.**

2.3.1. The AEDC Commander/designated representative, or CAT Director may tailor the composition of the CAT as necessary for specific scenarios. All organizations within the Wing may be recalled by the Commander to serve in an advisory capacity to support CAT operations. Should the AEDC Commander be unavailable when the CAT must convene, the Commander's designated representative will serve as senior CAT member. CAT Members listed in [Table 2.1](#) will be appointed by their command or director by memorandum, see [Attachment 2](#). Group/Division Commanders and Wing Staff Directorates will designate a primary and an alternate CAT member.

Table 2.1. CAT Membership.

POSITION	Functional Area
<b>CAT Leadership</b>	
<b>Command Group</b>	CC/DV/CCC
<b>CAT Director</b>	CSD
<b>CAT Manager</b>	CSD/CAG
<b>CAT Liaison</b>	TSD/Ops Center
<b>Directorate Representative</b>	
<b>Test</b>	804 TG / 704 TG
<b>Manpower, Personnel &amp; Services</b>	DP
<b>Support/Installation</b>	TSD
<b>Inspector General</b>	IG
<b>Staff Judge Advocate</b>	JA
<b>Contracting</b>	AFTC PZ Arnold
<b>Plans &amp; Programs</b>	XP
<b>Public Affairs</b>	PA
<b>Program Management</b>	PM
<b>Information Protection</b>	IP
<b>Strategic Services</b>	AP
<b>History Officer</b>	HO
<b>Safety</b>	SE
<b>Financial Management</b>	FM
<b>Mission Assurance</b>	XP (COOP)

#### 2.4. Authority to Activate the Crisis Action Team.

2.4.1. AFMC and/or AFTC CAT, or their designated Command authorities, can direct Installation CAT (e.g., AEDC CAT) activations as required, providing a venue to address an actual crisis or contingency situation. This does not impede the AEDC Commander's ability to activate crisis C2 nodes.

2.4.2. The CAT will convene and remain active until formally deactivated at the direction of the AEDC Commander/designated representative or CAT Director.

2.4.3. Any CAT Member may recommend an activation to the CAT Director at any time for any incident/event that has the potential to affect AEDC COOP.

#### 2.5. Recall Procedures.

2.5.1. Every member of the CAT will provide their on and off-duty contact information (phone numbers and email addresses) for the CAT Recall Roster and the BlackBerry AtHoc system.

2.5.2. When directed, the AEDC Operations Center will initiate CAT recall notifications via the Emergency Management Notification System (EMNS/AtHoc) to include any specific reporting instructions. If EMNS is inoperative, a telephone recall will be initiated via the CAT recall roster.

2.5.3. The reporting methods are as follows in priority order or as directed; Virtual (i.e., Microsoft Teams), in-person, and phone. CAT members will make every reasonable effort to report at the appointed time. In the interest of promptness, dress and appearance standards are waived for initial in-person activations.

**2.6. CAT Activation.** Activation is normally accomplished within one hour of recall notification.

2.6.1. Duty Hours: During normal duty hours, the Commander/designated representative or CAT Director will notify the AEDC Operations Center to begin CAT recall procedures, identify which CAT Activation Level for the recall, method of participation (virtual, in-person, or phone), and the activation time if other than normal. The expected response time should be within 30 minutes upon notification.

2.6.2. After Duty Hours: The Commander/designated representative or CAT Director will notify the AEDC Operations Center to begin CAT recall procedures at which CAT Activation Level, method of participation (virtual, in-person, or phone), and the activation time if other than normal. The expected response time should be within one hour upon notification.

**2.7. Security.**

2.7.1. Representatives to the AEDC CAT must possess a minimum of a SECRET clearance.

2.7.2. CAT members and support personnel will be listed on an EAL signed by the Group/Division Commander/Senior Organization Leader and Unit Security Manager. The EAL will be updated quarterly and/or when CAT membership changes.

2.7.3. Security considerations for voice notification procedures included in this AEDCI are intended to reduce visibility of changes (actual or exercise) on the surrounding community. The procedures are also intended to deny access to classified and Controlled Unclassified Information (CUI) to unauthorized personnel.

2.7.4. The CAT functions as a staff office and, as such, is responsible for control of classified materials. All CAT members are individually and collectively responsible for security of classified and CUI material used in the CAT.

2.7.5. Operations Security (OPSEC) and Communications Security (COMSEC). The CAT is a focal point of operations and communications security. CAT members must restrict their voice communications on non-secure devices and networks to unclassified mission essential information. Do not attempt to talk around classified information. CAT members should avoid discussing topics contained on AEDC's Critical Information and Indicators List (CIIL) over unsecure devices and networks. Use Voice over Secret Internet Protocol (VoSIP) phones or other secure communications whenever possible. Observe the highest degree of OPSEC and COMSEC awareness and discipline during classified activities, briefings, and discussions.

2.7.5.1. Do not use non-secure phones when classified briefings or discussions are in progress.

2.7.5.2. During classified briefings, all electronic devices (cell phones, land mobile radios, key fobs, GPS devices, smart watches, etc.) will not be authorized in the briefing room. Cell phones will be turned off or made silent and placed in the designated storage bin located immediately outside the briefing room. No personal wireless or Bluetooth electronic devices (e.g. cell phones, smartwatches, etc.) are allowed in areas with classified information, unless they are an approved device, registered, and used in accordance with agreed upon stipulations.

2.7.5.3. Every individual is responsible to check the physical security of areas prior to classified information being briefed or discussed.

2.7.6. Entry Control. When CAT attendance is in-person, the CAT briefing room will be considered a controlled access area. CAT members must be listed on the consolidated EAL. The CAT Manager will consolidate the Unit EALs into one master EAL for use by the Entry Controller.

2.7.6.1. Upon approaching entry to the CAT meeting room, all persons must present their Common Access Card (CAC) to the EC manning the reception area.

2.7.6.2. The EC will maintain attendance information for all persons inside the CAT briefing room to ensure accountability in case the CAT must relocate or evacuate.

2.7.6.3. Personnel not listed on the EAL will be considered a visitor and will be escorted at all times by an authorized CAT member. Visitors will be signed in and out on the visitor's log (AF IMT 1109) in the CAT reception area.

2.7.6.4. During classified briefings, AEDC/IP will confirm clearance and need-to-know information for any visitors/observers.

## **2.8. CAT Operating Procedures.**

2.8.1. Each unit identified as a primary or alternate CAT member will maintain at least one trained person on standby at all times.

2.8.2. The CAT Manager or CAT Liaison will ensure all required CAT members are present prior to the initial briefing.

2.8.3. The Commander/designated representative or CAT Director will decide when to activate the CAT, unless specifically directed by HHQ.

2.8.4. Anytime a decision is made to activate a CAT it will serve as the single authority for release of all emergency notifications and directives, unless otherwise directed by the Commander/designated representative or CAT Director.

2.8.5. The primary operating location for Virtual CAT operations is on Microsoft Teams. Required CAT members will be invited to the meeting. Only one member (primary or alternate) from the required organization will attend, not both. The Microsoft Teams meeting will include a dial-in number for those without access to a computer in the allotted time.

2.8.6. The in-person location for CAT operations will be Bldg. 100, 1st floor, room A101C, unless otherwise directed.

2.8.7. For CAT activations where classified information is required, members will assemble in Bldg. 100, 1st floor, room A101C or other designated meeting area. The room must be sanitized by AEDC/IP according to the classified briefing checklist prior to any classified briefings/discussions, and an Entry Controller posted outside the entrance.

2.8.8. CAT briefings are intended to provide information necessary for decision making by senior leaders and may include status of HHQ taskers, unit resources, response actions and any limiting factors that may hinder accomplishment of required tasks. Although briefings will be arranged and guided by the CAT Director or CAT Manager, Subject Matter Experts (SMEs) may be summoned if required. CAT briefings fall into the following three categories:

2.8.8.1. Initial. After the CAT convenes, an initial situation brief will be presented. This briefing will incorporate information from the Threat Working Group (TWG) and EOC regarding the sequence of events pertaining to the situation, current status, immediate actions, and any initial guidance from the Commander or designated representative, or CAT Director.

2.8.8.2. Update. Update briefings provide status changes from the initial briefing, provide CAT members an opportunity to address functional area concerns, awareness of reports or other taskers coming due, and decisions on required actions. Update briefings are scheduled by the AEDC Commander or CAT Director on an as-needed basis.

2.8.8.3. After-Action. The after-action brief will provide review of the real-world or exercise crisis or contingency to consolidate feedback for the After-Action Review (AAR) and/or lessons learned.

2.8.9. The format for initial and update briefings will depend on the situation and may include the following topics:

2.8.9.1. Initial Situation (including information from TWG and/or EOC as applicable)

2.8.9.2. Safety considerations

2.8.9.3. Security considerations

2.8.9.4. Weather (as applicable)

2.8.9.5. Effects on Test Operations and any support requirements

2.8.9.6. Test Support status and pertinent issues

2.8.9.7. Inputs and issues from Wing Staff, as required

2.8.9.8. Decision points for the Commander

2.8.9.9. Date/time/location for follow-on briefings, as required

2.8.10. Follow-on Briefing and Actions. All recalled CAT members will be present at this briefing. The CAT Director determines the time interval between the initial and follow-on briefings. This briefing should include updated information from previous briefings.

2.8.11. AFMC or AFTC CAT directives will be disseminated to the CAT Director and other OPRs for information and/or action, as applicable.

2.8.12. The CAT Director or representative will notify the AEDC Operations Center, AFTC CAT, and AFMC CAT of activations, relocations, and deactivations. The AEDC Operations Center will notify the AFMC Command Center, as required.

2.8.13. The Commander/designated representative or CAT Director will approve all Installation CAT Directives (ICDs) prior to issuance. ICDs will be disseminated to appropriate organizations and track taskers through completion.

**2.9. CAT Deactivation.**

2.9.1. After the Commander/designated representative or the CAT Director determines COOP is sustained, the CAT can be deactivated.

2.9.2. After the CAT is deactivated, an After-Action Review and/or Lessons Learned report must be completed and submitted to AFTC/CAG within five days.

## Chapter 3

### TRAINING AND EXERCISES

**3.1. CAT Training.** In order to prepare for CAT operations, AEDC CAT members must be properly trained. Training involves understanding CAT processes and governing instructions.

**3.2. Training Requirements.**

3.2.1. AEDC CAT training consists of face-to-face initial orientation training; refresher training; leadership position specific training; just-in-time training held immediately prior to any event or exercise; and alternate location orientations (fulfilled during scheduled COOP exercise). Although it may be necessary to grant exceptions in extreme circumstances, AEDC CAT members should not work in the AFTC CAT until they have completed Air Force Emergency Management Program Course. Directorate POCs will document their trained AEDC CAT members on the AEDC CAT Member Appointment Letter/Memorandum and all training will be tracked on the AEDC CAT Training SharePoint page.

3.2.2. Within 60 days of assignment to the CAT, all individuals assigned with CAT responsibilities will complete the one-time Air Force Emergency Management Program Course (AFEMPC) (ZZ133131), and initial/semi-annual refresher training per [para 3.2.4](#) below.

3.2.3. The CAT Director will be responsible to ensure an initial and semi-annual training plan is established and maintained for all CAT members.

3.2.4. Initial and semi-annual training will include the following:

3.2.4.1. Positional roles and responsibilities

3.2.4.2. CAT recall, activation, relocation, and deactivation procedures

3.2.4.3. Security measures

3.2.4.4. Communications and multimedia systems

3.2.4.5. Governing directives and scenario driven checklists

3.2.4.6. Operating procedures to include briefings, C2 systems, and administration

3.2.4.7. AEDC CAT SharePoint site access and navigation

3.2.5. Semi-annual refresher training will include a review of any new or revised directives or procedures and may be conducted virtually.

3.2.6. Recurring Training & Certification.

3.2.6.1. CAT members will check their computer systems and CAT accounts/organization workflow email monthly to ensure proper operation and access prior to any CAT activation.

3.2.6.2. CAT Personnel will participate in a real world or exercise event at least once per year. CAT duty in an assigned position during an actual contingency fulfills this training.

3.2.7. Certification. The CAT Manager will review all electronic training records monthly and notify individuals and their respective Director on any overdue training requirements.

3.2.8. Training Management and Documentation. Individuals assigned to CAT duty are responsible for ensuring completion of training and updating their CAT training record.

**RANDEL J. GORDON, Colonel, USAF  
Commander**

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DAFI 10-2501, *Emergency Management Program*, 17 June 2021

AFMAN 10-206, *Operational Reporting (OPREP)*, 18 June 2018. Change 1, 1 September 2020

AFMCI 10-800, *Crisis Command and Control*, 11 April 2022

AFTCI 10-200, *Crisis Command and Control*, 10 September 2020

Arnold AFB Plan 10-2, *Installation Emergency Management Plan (IEMP)*

Arnold AFB Plan 10-245, *Arnold AFB Anti-terrorism Plan (ATP) 10-245*, September 2021

***Adopted Form***

DAF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AAFB**—Arnold Air Force Base

**AAR**—After-Action Review

**AEDC**—Arnold Engineering Development Complex

**AFIMS**—Air Force Incident Management System

**AFMC**—Air Force Materiel Command

**AFTC**—Air Force Test Center

**CAT**—Crisis Action Team

**CCIR**—Commander's Critical Information Requirement

**COOP**—Continuity of Operations Plan

**EM**—Emergency Management

**EMNS**—Emergency Mass Notification System

**EOC**—Emergency Operations Center

**HHQ**—Higher Headquarters

**ICD**—Installation CAT Directive

**MAJCOM**—Major Command

**MCD**—MAJCOM CAT Directive

**OPREP**—Operational Report

**SITREP**—Situation Report

**SME**—Subject Matter Expert

**TWG**—Threat Working Group

*Office Symbols*

**AEDC/CC**—Commander

**AEDC/DV**—Vice Commander

**AEDC/CCC**—Command Chief Master Sergeant

**AEDC/CSD**—Complex Support Director

**AEDC/CSD/CAG**—Commander's Action Group

**AEDC/TSD**—Test Support Division

**AEDC/AP**—Advanced Programs

**AEDC/DP**—Directorate of Personnel

**AEDC/FM**—Financial Management

**AEDC/HO**—Historian Office

**AEDC/IG**—Inspector General's Office

**AEDC/IP**—Information Protection

**AEDC/JA**—Judge Advocate

**AEDC/PA**—Public Affairs

**AEDC/PM**—Program Management

**AEDC/SE**—Safety

**AEDC/XP**—Plans and Programs

**AFTC PZ Arnold**—Air Force Test Center Contracting at Arnold AFB, TN

*Terms*

**AEDC Operations Center**—A Command and Control (C2) center from which the Commander and staff direct actions in support of the unit's assigned mission.

**Command and Control (C2)**—The exercise of authority by a Commander over assigned and attached forces for accomplishment of the unit mission. C2 functions are performed through an arrangement of personnel, equipment, communications, facilities, and procedures.

**Contingency**—A situation requiring military operations in response to natural disasters, terrorists, subversives, or as otherwise directed by appropriate authority to protect US interests.

**Crisis**—An incident or situation involving a threat to a nation, its territories, citizens, military forces, possessions, or vital interests that develops rapidly and creates a condition such as diplomatic, economic, political or military importance that commitment of military forces and resources is contemplated to achieve national objectives.

**Emergency Operations Center (EOC)**—For the purposes of the Air Force Incident Management System (AFIMS), the EOC is the C2 support element that directs, monitors, and supports the installation's actions before, during, and after an incident. The EOC is activated and recalled as necessary by the Commander. The EOC updates the Commander with ongoing incident status and seeks support when on-scene requirements surpass the installation's organic capabilities.

**Threat Working Group (TWG)**—A team of subject matter experts tasked with evaluating threat information and making recommendations to the installation commander and/or designated representative to mitigate risks. The recommendations include changes in the Force Protection Conditions (FPCONS) and security posture.

Attachment 2

EXAMPLE OF CAT APPOINTMENT LETTER

Figure A2.1. CAT Appointment Letter.

CUI



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS ARNOLD ENGINEERING DEVELOPMENT COMPLEX (AFMC)
ARNOLD AIR FORCE BASE TENNESSEE

DD Mmm 21

MEMORANDUM FOR AEDC/CSD

FROM: AEDC/Office Symbol

SUBJECT: Crisis Action Team (CAT) Appointment Letter

1. IAW AEDCI 10-200 Crisis Command and Control, para. 2.3.2., the following individuals are appointed CAT members for AEDC:

Table with 4 columns: Name, Rank/Grade, Duty Phone, Gov't/Personal Cell Phone, Clearance. It lists two individuals: (PRI) and (ALT), both with rank/grade, duty phone 340-1234, and personal cell phone (123) 456-7890. Clearances are SECRET / TOP SECRET.

2. The information herein is marked Controlled Unclassified Information (CUI) which must be protected. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in civil/and or criminal penalties.

3. This letter supersedes previous letters, same subject.

NAME, RANK/GRADE, DAF (USAF if Military)
Duty Title, Org

cc:
AEDC CAT Manager

Controlled by: AEDC/CSD
Controlled by: Complex Support Director
CUI Category: General Privacy
Distribution/Dissemination Control: FEDCON
POC: DSN 340-7959, sarah.morgan@us.af.mil

CUI

## Attachment 3

## EXAMPLE OF INSTALLATION CAT DIRECTIVE

Figure A3.1. Installation CAT Directive.



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS ARNOLD ENGINEERING DEVELOPMENT COMPLEX (AFMC)  
ARNOLD AIR FORCE BASE TENNESSEE

Classification: UNCLASSIFIED//CUI

DTG: DDTTTTMMYYYY

SUBJECT: "Subject of ICD"

1. (U//CUI) "Applicable status information" (i.e., FPCON Status, Base Closure, etc.).
2. (U//CUI) "Information for the base populace to perform/receive. (i.e., report information to BDOC, CAT, Ops Center, etc.)"
3. (U) Additional information will be posted to the AEDC Information line (931) 454-3600 and on the TEAM AEDC Site as applicable. Questions should be channeled through your supervisory chain.
4. (U//CUI) Points of Contact:
  - a. Arnold AFB Crisis Action Team (CAT):  
DSN: 454-5197/7955 - STE 454-5198  
NIPR e-mail: AEDC.CATDirectorworkflow@us.af.mil  
SIPR e-mail: USAF.arnold.afmc-ds.mbx.aedc-cat-director@mail.smil.mil
  - b. AEDC Operations Center  
DSN: 454-7752/7753/7754 - STE 454-6631  
NIPR e-mail: arnoldoperationscenter@us.af.mil  
SIPR e-mail: usaf.arnold.afmc.arnold.mbx.aedc.ops-1@mail.smil.mil
  - c. AEDC Emergency Operations Center (EOC):  
DSN: 454-5183/4790

//SIGNED//  
(Signature Block)  
Arnold AFB CAT Director

**Attachment 4****ROLES AND RESPONSIBILITIES OF THE CAT DIRECTOR**

- A4.1. Direct recall and activation of the CAT, SMEs, and other specialized teams as necessary.**
- A4.2. Determine CAT operations schedule.**
- A4.3. Designate primary and alternate meeting locations, and methods for CAT operations.**
- A4.4. If 24-hour continuous CAT operation is anticipated, the CAT Director will. Designate shifts and briefing schedules.**
- A4.5. Conduct and oversee initial and subsequent situational briefings.**
- A4.6. Ensure development, maintenance and execution of scenario driven CAT checklists. Are completed in concert with AEDC Readiness and Emergency Management Office.**
- A4.7. Approve submission of Installation CAT Directives (ICDs), and transmission of information notifications via the Emergency Mass Notification System (EMNS).**
- A4.8. Direct and approve release of required reports (SITREPs, OPREPs, CCIRs, PA releases, etc.).**
- A4.9. Approve release of reports and message traffic to the AFTC CAT and the AFMC CAT.**
- A4.10. Ensure CAT members complete initial training within 60 days of appointment to the CAT and semi-annual refresher training thereafter.**
- A4.11. Conduct post-event after-action reviews and/or lessons learned to improve processes within 5 days of CAT deactivation.**
- A4.12. Ensure any identified deficiencies are entered into MICT and/or IGEMS for root cause analysis and correction as applicable.**
- A4.13. If the Commander is unavailable, perform the duties of the Commander, including representing AEDC at command-level crisis response meetings/conferences and brief the AFTC CAT as appropriate.**

## Attachment 5

### ROLES AND RESPONSIBILITIES OF THE CAT MEMBERS

**A5.1. Group/Division Commanders and Wing Staff Directorates will.** Designate a primary and an alternate CAT member, and submit a signed copy of their appointment letter to the CAT Manager.

**A5.2. Serve as.** SMEs for their functional areas, knowledgeable of their organization's essential tasks/functions, capabilities and resources, and are vested with the authority to make decisions for their organization.

**A5.3. CAT members can provide additional SMEs as necessary during CAT operations.** Additional SMEs will require a security clearance check prior to attending classified briefings.

**A5.4. Ensure assigned actions are.** Completed, including any after-action reviews upon deactivation of the CAT.

**A5.5. Be on-call for the duration of a contingency or exercise when not physically present in the designated CAT meeting room.** CAT responsibilities take precedence over all other duties during real-world contingencies.

**A5.6. Ensure CAT members complete all applicable training requirements.**

**A5.7. Participate in training and installation exercises.**

**A5.8. Geographically Separated Units at installations other than Arnold Air Force Base are not required to be AEDC CAT Members.** However, primary and alternate point of contacts will be available as required for issues that may affect their operations.

**A5.9. Present After-Action Review results to senior Installation leadership.** Forward a copy to AFTC CAT for lessons learned dissemination within the Command's crisis response community and inclusion in AFMC After-Action Reviews.

**Attachment 6**

**ROLES AND RESPONSIBILITIES OF THE CAT MANAGER**

- A6.1. Perform initial and subsequent situational briefings as required in concert with the CAT Director.**
- A6.2. Create Microsoft Teams invite for virtual convening of CAT.** All virtual CAT meetings will be recorded in lieu of maintaining an Action Tracking Log and Events Journal.
- A6.3. Schedule and organize briefers who will present information to the CAT.**
- A6.4. Establish and maintain a CAT Recall roster and an Entry Authorization List (EAL).** Provide a copy of the CAT Recall roster to the AEDC Operations Center.
- A6.5. Maintain and review all CAT training certificates and notify individuals on upcoming or overdue training requirements.**
- A6.6. Participate in the CAT's review of appropriate scenario driven checklists.**
- A6.7. Route taskers to appropriate OPRs for action, track to completion, and inform CAT Director of completion statuses.**
- A6.8. Ensure maintenance of the AEDC CAT SharePoint site.**

**Attachment 7****ROLES AND RESPONSIBILITIES OF THE CAT LIAISON/AEDC OPERATIONS CENTER**

**A7.1. Provide initial and update briefings to.** The CAT from the AEDC Operations Center and EOC for situational awareness of current and emerging events. Provide continuous command & control (C2) connectivity in support of CAT operations.

**A7.2. Prepare and submit reports to the AEDC Commander or designated representative for review and approval.** Release approved reports to higher headquarters and other appropriate agencies. Initiate and submit outgoing reports (OPREPs, SITREPs, CCIRs, etc.) for review/release by AEDC Commander or designated representative, CAT Director, or other approval authority IAW AFMAN 10-206, Operational Reporting (OPREP), and MAJCOM supplements.

**A7.3. Transmit completed and approved ICDs to appropriate AEDC organizations as directed.**

**A7.4. Forward MAJCOM CAT Directives (MCDs) to the.** AEDC Commander or designated representative, or CAT Director for action or approval and/or acknowledge as required.

**A7.5. Inform AFTC CAT of AEDC CAT activation, deactivation or status change.**

**A7.6. Inform AEDC Commander/designated representative and/or CAT Director of incoming information alerts, taskers, and special instructions.** Disseminate incoming communications to the CAT.

**A7.7. Ensure timely communication of information between the CAT and AEDC organizations including contractors and tenant units, as applicable.**

**A7.8. Utilize the Ops Center crisis/contingency chronological log to.** Provide continuity and historical account of situations.

**A7.9. Accomplish CAT recall procedures for.** CAT activation as directed by the AEDC Commander or designated representative, or the CAT Director.

**A7.10. Participate in local and higher headquarters.** CAT training sessions and installation exercises, including quarterly familiarization training.

**A7.11. Provide Administrative equipment to include the following capabilities:** NIPRnet access, SIPRnet access, secure Video Teleconferencing (SVTC) and standard and encrypted telephone communications system Voice over Secure Internet Protocol (VoSIP), STE and/or OMNI.

**A7.12. Establish standardized NIPRnet and SIPRnet CAT email accounts identified as the “Installation’s organizational title organizational position Workflow” (e.g. “AEDC/CAT Director Workflow”).** This is the primary organizational account to which inbound tasks and requirements are sent, Installation level sub-tasks are released and Wing responses to Center level crisis/contingency tasks are sent.

**Attachment 8**

**ROLES AND RESPONSIBILITIES OF THE CAT SUPPORT TEAM (CAST)**

- A8.1. Active-duty members will be assigned to comprise the CAST. If the CAT convening is through virtual means, a CAST activation will not be required.**
- A8.2. Serve as Entry Controller during CAT activations as required.**
- A8.3. Correspond with agencies and/or personnel outside of the CAT, as required.**
- A8.4. Participate in training and installation exercises.**
- A8.5. Support the EOC as directed by the CAT Director.**
- A8.6. Complete security inspections of meeting room for all CAT classified briefings.**
- A8.7. Other assigned duties as directed by the CAT Director.**

**Attachment 9****ROLES AND RESPONSIBILITIES OF THE EMERGENCY OPERATIONS CENTER  
(EOC)**

**A9.1. The EOC is not a CAT Member, but.** The EOC Director/Manager will brief the Commander, CAT Director or CAT Manager regarding any incidents and current statuses in order to determine if a CAT should be activated.

**A9.2. During CAT operations.** If the EOC is active, the EOC Director or EOC Manager may be asked to provide the initial brief and/or be a SME for follow-on briefings.

**Attachment 10**

**ROLES AND RESPONSIBILITIES OF THE THREAT WORKING GROUP (TWG)**

**A10.1. The TWG is an advisory body to the CAT. This group includes:**

A10.1.1. The TWG Chair (Vice Commander)

A10.1.2. TWG Director (TSD Lead)

A10.1.3. Defense Force Commander (DFC) or Anti-Terrorism Program Manager will provide initial and update briefs on the situation and status of the event(s), installation security and changes thereof.