

**BY ORDER OF THE CHIEF
OF SPACE OPERATIONS**

**SPACE FORCE STAFF OPERATING
INSTRUCTION (SPFSOI) 10-208**



24 MARCH 2022

Operations

**U.S. SPACE FORCE
CONTINUITY OF OPERATIONS (COOP)
PROGRAM OPERATING INSTRUCTION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: SF/COO/O

Certified by: SF/COO
(Lt Gen B. Chance Saltzman)
Pages: 23

This instruction implements Chairman Joint Chiefs of Staff (CJCS) OPORDS 1-21, 2-12 and 3-18, Department of the Air Force Policy Document 10-2, *Readiness*, Air Force Instruction (AFI) 10-208, *Headquarters Air Force (HAF) COOP Program*, HAF COOP Operations Order (OPORD) 3-18, HAF Operating Instruction (HOI) 10-2, *Headquarters Air Force Crisis Action Team Organization, Manning, and Operations*, HOI 10-3, *HAF Continuity of Operations Program*. It provides guidance and procedures for the planning, training and execution of the COOP Program. This publication applies to only the Office of the Chief of Space Operations (referred to hereafter as the Space Staff). If this publication conflicts with higher level issuances, such as Department of Defense (DoD), CJCS, Department of the Air Force (DAF) or HAF guidance and policy, then the DoD, CJCS, DAF and/or HAF guidance and policy will take precedence. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the Air Force Form 847, *Recommendation for Change of Publication*; route forms from the field through the appropriate functional chain of command. Ensure that all records created because of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System Records Disposition Schedule. This publication requires the collection and or maintenance of information protected by Title 5 United States Code Section 552a, Records Maintained on Individuals. The authorities to collect or maintain the records prescribed in the publication are numerous, and may

be found in the applicable System of Record Notices: F036 Air Force (AF) PC C, Military Personnel Records System; F036 AF PC Q, Personnel Data System; DPR 34 DoD, Defense Civilian Personnel Data System. These notices are available at <http://dpcl.d.defense.gov/Privacy/SORNs.aspx>.

Chapter 1 - GENERAL INFORMATION

1.1. Purpose

Chapter 2 - ROLES AND RESPONSIBILITIES

- 2.1. HAF COOP Office, Air Force District of Washington (AFDW/A3C)
- 2.2. USSF Chief Operations Officer (SF/COO)
- 2.3. USSF Chief Strategy and Resourcing Officer (SF/S5/8 or informally SF/CSRO)
- 2.4. USSF Chief Current Operations (SF/COO/O)
- 2.5. Front Offices – L1 Offices of the CSO, VCSO, CMSSF and the Director of Staff (SF/DS)
- 2.6. Space Staff Level 2 (L2) Offices

Chapter 3 – SPACE STAFF CAT COOP PROGRAM MANAGEMENT

- 3.1. Space Staff CAT COOP Program Manager (PM)
- 3.2. Emergency Planning Coordinators (EPCs)
- 3.3. Emergency Relocation Staff (ERS) Members

Chapter 4 - TRAINING AND EXERCISE REQUIREMENTS

- 4.1. ERS Training
- 4.2. Site R Orientations
- 4.3. AtHoc Alert Notification System
- 4.4. Exercise Participation and Real World Activities

Chapter 5 - SPACE FORCE CRISIS ACTION TEAM (SFCAT) RESPONSIBILITIES AND POSITIONS

- 5.1. SF/COO
- 5.2. Space Staff L2 Directors of Staff
- 5.3. SFCAT Positions

Attachment 1 - Glossary of References, Adopted Forms, Abbreviations and Acronyms

Attachment 2 - Emergency Planning Coordinator (EPC) Appointment Letter Template

Attachment 3 - SFCAT Member Appointment Letter Template

Attachment 4 - SFCAT Manager/NCOIC Appointment Letter Template

Attachment 5 - Space Staff AFCAT LNO Appointment Letter Template

Attachment 6 - Alert Mission Staff (AMS) Appointment Letter Template

Attachment 7 - Temporary Pentagon Parking Pass

Attachment 8 - AtHoc Attribute Selections by ERS Position

Attachment 9 - Electronic Rostering System (ERoSter) Intake Sheet

Chapter 1

GENERAL INFORMATION

1.1. Purpose. This instruction provides guidance, responsibilities and procedures for the planning and execution of the Headquarters, United States Space Force (USSF) COOP Program and identifies Space Force Crisis Action Team (SFCAT) positions to be included in the program. It supports the implementation of the specific Space Staff requirements in the HAF COOP OPORD and HOI 10-3 and only applies to the Space Staff. In the event this SPFSOI conflicts with higher-level guidance, the higher-level guidance will take precedence. Note: A future publication will address specific SFCAT operations and procedures. All SFCAT procedures addressed in this SPFSOI are included as interim measures to facilitate SFCAT operations and will be incorporated into a future SFCAT publication.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. HAF COOP Office, Air Force District of Washington (AFDW/A3C). Responsible for the HAF COOP Program, which includes the Secretariat, Air Staff and Space Staff. Specific responsibilities are detailed in the AFI 10-208, HAF COOP OPORD and HOI 10-3.

2.1.1 The Air Staff Directorate of Current Operations (AF/A3O). Is the OPR for AFI 10-208 and DAF wide Continuity and Mission Assurance Policy.

2.2. Deputy Chief of Space Operations for Operations (SF/COO). Space Staff lead for COOP planning and execution.

2.2.1. USSF COOP Program Responsibilities. The SF/COO shall:

2.2.1.1. Oversee and provide guidance on the implementation of the USSF requirements detailed in the references above and this SPFSOI.

2.2.1.2. Be prepared to appoint all SF/COO Colonels/civilians (NH-04) for Joint Staff Alert Mission Staff (AMS) duties. AMS personnel must have a good understanding of Space Staff issues and will represent USSF interests as a member of the AMS. AMS will become a requirement once the applicable Joint Staff OPORDs are updated and approved. See Attachment 6.

2.2.2. Space Force Crisis Action Team (SFCAT) Responsibilities. The SF/COO shall:

2.2.2.1. Delegate via appointment letter the authority to activate the SFCAT to the following: Deputy Chief Operations Officer (SF/DCCO), Associate Chief Operations Officer (SF/ACOO), Chief, Current Operations (SF/COO/O) or Deputy Chief, Current Operations (SF/DCCO/O).

2.2.2.2. Delegate the responsibility of appointing at least two senior non-commissioned officers (SNCOs) from within SF/COO as SFCAT Manager/NCOICs and AFCAT POCs to the SF/COO Director of Staff. See Attachment 4.

2.3. Deputy Chief of Space Operations for Strategy and Resourcing (SF/S5/8 or SF/CSRO).

2.3.1. Be prepared to appoint all SF/CSRO Colonels/civilians (NH-04) for Joint Staff AMS duties. AMS personnel must have a good understanding of USSF issues and will represent USSF interests as a member of the AMS. AMS will become a requirement once the applicable Joint Staff OPODs are updated and approved. See Attachment 6.

2.4. Chief Current Operations (SF/COO/O). As the OPR for this SPFSOI, oversees the implementation of the Space Staff CAT COOP Program via the following:

2.4.1. Space Staff CAT COOP Program Manager (PM). Manages the Space Staff CAT COOP program. As the USSF representative to the Joint Staff (JS) COOP Response Cell (CRC) and HAF CRC, oversees and accomplishes the following:

2.4.1.1. Provides guidance to Space Staff Emergency Planning Coordinators (EPCs) and SFCAT Manager/NCOICs on program requirements.

2.4.1.2. Coordinates with JS CRC, the HAF COOP Office and sister Service COOP Offices, Air Force and Space Force Service Watch Cells and Space Staff EPCs including SFCAT Manager/NCOICs on all JEEP mission requirements, CAT and COOP exercises, training, Site R Orientations and real-world events as appropriate.

2.4.1.3. Manages the EROster database. Manages EROster access for Space Staff EPCs and SFCAT Manager/NCOICs. Provides monthly EPC training. Builds USSF specific exercise and training events in EROster.

2.4.1.4. Trains Space Staff senior leaders, SFCAT members and all other Space Staff ERS personnel.

2.4.1.5. Provides responses to OSD, JS, HAF and sister Services on CAT and COOP related tasks.

2.4.1.6. During exercise or real world activities, will ensure Space Staff participants receiving benefits from the Mass Transportation Benefit Program are provided a temporary parking pass when necessary to ensure participants are able to support 24/7 operations at the Pentagon. Refer to paragraph 4.4.2.

2.4.2. Space Force Service Watch Cell (SFSWC)

2.4.2.1. Coordinates daily with USSF Field Commands via their Command Posts (CPs) to ensure all communication channels are viable.

2.4.2.2. Establishes “comms out/fail over” protocols with Field Command CPs.

2.4.2.3. Serves as the USSF JEEP Load Coordinator in coordination with (ICW) Air Force Service Watch Cell (AFSWC).

2.4.2.4. Serves as the Space Staff AtHoc alert notification system administrator and message initiator for Space Staff specific emergency events, SFCAT activation, Space Staff specific JEEP training missions and Space Staff specific ERS relocation events (real world and exercise).

2.4.3. SFCAT Manager/NCOICs. At least two SF/COO SNCOs will be appointed by the SF/COO Director of Staff. See Attachment 4. SFCAT Manager/NCOICs will function similar to EPCs managing day to day SFCAT program activities and serving as AFCAT POCs during non-activated periods:

2.4.3.1. Provide oversight of SFCAT and Space Staff AFCAT Liaison Officer (LNO) personnel assignments in ERoSter; working with EPCs will ensure all CAT positions are filled and personnel are trained per Chapter 4 of this SPFSOI.

2.4.3.2. Collect SFCAT Appointment Letters quarterly and update ERoSter assignments accordingly to reflect the current calendar quarter’s primary assignments

2.4.3.3. Manage SFCAT on-call rosters and ensure on-call rosters are reflected in ERoSter for the current calendar quarter’s primary assignments

2.4.3.4. Ensure appointed Space Staff AFCAT LNOs’ names and contact information are provided to the AFCAT Superintendent and that LNOs are in ERoSter. Space Staff AFCAT LNOs will coordinate with AFCAT Superintendent to schedule AFCAT training.

2.4.3.5. Ensure on-call personnel have updated AtHoc profiles and have selected the appropriate attributes. Refer to Attachment 8.

2.4.3.6. Attend Space Staff COOP Working Group (CWG) meetings

2.5. Front Offices/Level 1 Offices (L1) - Offices of the CSO, VCSO, CMSSF and the Space Force Director of Staff (SF/DS)

2.5.1. Each office will appoint at least one ERS personnel of any grade to be an EPC to serve as point of contact for Space Staff CAT COOP program management for their respective offices. The Senior and Junior Executives assigned ERS duties are ideal EPCs. The Senior Executive will appoint EPCs in writing. See Attachment 2. Send EPC appointment letters to the Space Staff CAT COOP PM Office for processing. Additional L1 Directorate EPC responsibilities are listed at paragraph 3.2.

2.5.2. The SF/DS Management Support Office (MSO) will:

2.5.2.1. Provide monthly Space Staff personnel rosters to the Space Staff CAT COOP Program Office NLT 15th day of each month.

2.5.2.2. Procure office supplies requested by directorate EPCs with requirements at Site R.

2.6. Space Staff Level 2 (L2) Offices

2.6.1. Each L2 Director of Staff will appoint at least two personnel (minimum of O-4 or civilian equivalent) to be EPCs and to serve as SFCAT points of contact (POCs). See Attachment 2. Send EPC appointment letters to the Space Staff CAT COOP PM Office for processing. See EPC responsibilities listed at paragraph 3.2. Additionally, EPCs will support the directorate's SFCAT activation and COOP execution activities and should not be ERS members themselves if avoidable.

Chapter 3

SPACE STAFF CAT COOP PROGRAM MANAGEMENT

3.1. Space Staff CAT COOP Program Manager (PM). The Space Staff CAT COOP PM manages the daily activities of assigned personnel and:

3.1.1. Serves as the Space Staff representative on the JS CRC, HAF COOP CRC and is the HAF Deputies Committee, Space Staff CAT COOP Representative in support of the USSF Deputy Director of Staff.

3.1.2. Coordinates with the HAF COOP Office on all COOP related issues affecting the Space Staff CAT COOP Program. Ensures Space Staff participation in HAF COOP CWG meetings and passes information from the HAF COOP CWG to Space Staff EPCs.

3.1.3. Manages Space Staff EPC and SFCAT Manager/NCOIC ERoSter account access; builds Space Staff specific training and exercise events in ERoSter; Maintains Space Staff ERS positions in ERoSter ICW the HAF COOP Office.

3.1.4. Conducts Space Staff CWG meetings as needed with Space Staff EPCs and SFCAT Manager/NCOICs.

3.1.5. Conducts Space Staff senior leader ERS training; Coordinates with JS CRC to schedule Chairman of the Joint Chiefs of Staff Successor Group (CJCS-SG) training for CSO & VCISO; Conducts CJCS-SG Service Representative Training for Space Staff representatives. CJCS-SG training will become a requirement once the applicable Joint Staff OPORDs are updated and approved.

3.1.6. Conducts ERS training for all Space Staff personnel.

3.1.7. Conducts Space Staff EPC training.

3.1.8. Coordinates with JS CRC to have AMS training provided to Space Staff AMS personnel once the applicable Joint Staff OPODs are updated and approved.

3.1.9. Provides quarterly Space Staff CAT COOP program status and training reports to Space Staff offices via the SF/COO/O.

3.2. Emergency Planning Coordinators (EPCs). The Front Office Senior Executives or L2 Directors of Staff will appoint EPCs in writing. Send all appointment letters to the Space Staff CAT COOP PM. See Attachment 2. Front Office EPCs should be an ERS member and can be any rank. L2 EPCs are to be at a minimum O-4 or civilian equivalent with access to senior leaders and front office personnel and should not be assigned any ERS position if possible. The Space Staff CAT COOP PM Office will conduct monthly EPC training. EPCs must complete ERS and EPC training within 30 days of appointment. Site R Orientation training must be completed within 90 days of appointment. EPC responsibilities include the following:

3.2.1. Attending Space Staff CWG meetings

3.2.2. Maintaining the ERoSter database by adding new personnel and assigning them to their assigned positions and deactivating personnel no longer in the program. EPCs must log into ERoSter every 30 days to avoid being locked out. If locked out, contact the Space Staff CAT COOP PM or the HAF COOP Office at (703) 614-7147.

3.2.3. Scheduling ERS members for training and ensuring all required training is completed within 90 days of ERoSter assignment

3.2.4. Ensuring ERS personnel maintain their AtHoc profiles. See Attachment 8; provide feedback on ERS members' responses to AtHoc notification tests as directed

3.2.5. Providing respective senior leaders their directorate's ERS staffing and training status reports on a monthly basis and informing them of upcoming activities

3.2.6. Scheduling ERS members for exercises and events via ERoSter prior to suspense

3.2.7. Determining office supply requirements and ensuring needed supplies are available at Site R in coordination with the MSO

3.2.8. Developing a process for tracking ERS personnel's leave and TDY plans for planning and execution purposes and ensuring all ERS positions are covered at all times

3.2.9. L2 Directorate EPCs will serve as SFCAT POCs, add SFCAT and Space Staff AFCAT LNO personnel into ERoSter and ICW SFCAT Manager/NCOICs assign personnel to CAT positions in ERoSter. Additionally, EPCs will:

3.2.9.1. Receive AtHoc notifications of SFCAT activations and ensure scheduled SFCAT members report for duties when activated. Help ensure AtHoc attributes identified in Attachment 8 for L2 Directorate EPCs are selected.

3.2.9.2. Support the directorate's SFCAT activation, recall and COOP execution activities. L2 Directorate EPCs should not be ERS members if it can be avoided.

3.3. Emergency Relocation Staff (ERS) Members. The acronym ERS refers to all personnel in the Space Staff COOP Program including the following: SFSWC, Space Staff AFCAT LNOs, SFCAT and Space Staff Front Office and L2 Directorate personnel assigned ERS positions. Additionally, personnel assigned duties as members of the CJCS-SGs and AMS will be included as part of the Space Staff ERS once the applicable Joint Staff OPORDs are updated and approved.

3.3.1. ERS personnel should be full-time military or government civilian personnel with position descriptions that allow for conducting ERS responsibilities. Contractors are not eligible for ERS assignments unless allowed in terms of the contract.

3.3.2. ERS personnel are responsible for the following:

3.3.2.1. Completing all training described in Chapter 4.

3.3.2.2. Ensuring AtHoc contact information is current and the appropriate attributes are selected based on assigned ERS position(s). See Attachment 8.

3.3.2.3. Responding to all AtHoc notification tests even when TDY or in a leave status

3.3.2.4. Maintaining personal "go bags"

3.3.2.5. Identifying all vital records and references required to execute directorate's mission essential functions (DMEF) and saving these on appropriate COOP shared drives below:

NIPR Drive: \\cornflower\coop_ers\ussf\name of directorate

SIPR Drive: \\thyme\coop_ers\ussf\name of directorate

If after two weeks of being added to EROster members are not able to connect to the COOP drives described above, contact the HAF COOP Office at 703-614-7261/7147.

REMINDER: OneDrive is not a COOP drive and may not be available at alternate locations.

3.3.2.6. Participating in exercises to maximum extent possible

3.3.2.7. Completing requirements for telework and have an approved Situational Telework Agreement on file with Supervisor.

3.3.2.8. Keeping EPCs abreast of leave and TDY plans ensuring coverage of ERS position(s) at all times

3.3.2.9. Colonels and NH-04 personnel assigned AMS duties will represent Space Force Service interests and should be well versed on space missions and Service level issues.

Chapter 4

TRAINING AND EXERCISE REQUIREMENTS

4.1. ERS Training. All ERS personnel and EPCs will complete ERS training and a Site R Orientation visit. ERS members must complete training requirements within 90 days of ERS assignment. EPCs will complete ERS and EPC training within 30 days of appointment and a Site R Orientation within 90 days of appointment. Prior to attending a Site R Orientation or participating in any exercise, all personnel must have completed ERS training. ERS training and Site R Orientations are scheduled by respective EPCs.

4.1.1. Senior Leaders (GO/SESs). All Space Staff Senior Leader ERS training will be provided by the Space Staff CAT COOP PM. Additionally, the following training is required as applicable:

4.1.1.1. Chairman Joint Chiefs of Staff Successor Group (CJCS-SG) Training. The CSO and VCSO will be trained by the Joint Staff CRC on the CJCS-SG mission prior to their scheduled rotation. The Space Staff CAT COOP PM will coordinate with Joint Staff CRC and front offices to schedule training the month prior to scheduled rotation. CJCS-SG training will become a requirement once the applicable Joint Staff OPORDs are updated and approved.

4.1.1.2. CJCS-SG USSF Service Representative Training. The Space Staff CAT COOP PM will provide the CJCS-SG USSF Service Representative training to assigned General Officers and SES personnel prior to their scheduled rotations. The Space Staff CAT COOP PM will coordinate with front offices to schedule training the month prior to scheduled rotations. CJCS-SG training will become a requirement once the applicable Joint Staff OPORDs are updated and approved.

4.1.1.3. Space Staff GO/SES personnel assigned as SFCAT Directors will receive ERS training from the Space Staff CAT COOP PM face to face. The Space Staff CAT COOP PM will coordinate with front offices to schedule.

4.1.2. Military and Civilian ERS Personnel (Colonels & below and civilian equivalents).

4.1.2.1. All Colonels & below personnel including civilian equivalents will be scheduled for ERS training by their respective EPCs via ERS. Space Staff ERS training events will be clearly marked for Space Staff personnel within ERS and will be conducted by the Space Staff CAT COOP PM.

4.1.3. AMS Training. All Colonels and NH-04 civilian personnel in SF/COO and SF/CSRO will be required to have AMS training. EPCs will coordinate with the Space Staff CAT COOP PM to schedule AMS training by the Joint Staff. AMS training will become a requirement once the applicable Joint Staff OPODs are updated and approved.

4.1.4. Space Staff AFCAT LNOs. All Space Staff personnel assigned to the AFCAT will be appointed in writing by the SF/COO Director of Staff and are required to attend AFCAT training provided by the Air Force Operations Group. See Attachment 5. Space Staff AFCAT LNOs will complete ERS training with the Space Staff CAT COOP PM prior to attending AFCAT Training or completing a Site R Orientation. Assigned Space Staff AFCAT LNOs will coordinate with the AFCAT Superintendent to schedule AFCAT training.

4.2. Site R Orientations. All ERS personnel and EPCs will complete a Site R Orientation within 90 days of assignment. ERS training is a prerequisite for a Site R Orientation or participation in any exercise. There are typically two methods for completing Site R Orientations. They are:

4.2.1. Joint Emergency Evacuation Plan (JEEP) Missions. These orientations must be requested on behalf of a GO, SES or the CMSSF. EPCs will coordinate with front office personnel to determine two or three dates desired by the senior leader and provide the request to the Space Staff CAT COOP PM for coordination and approval. The requesting senior leader must be **firmly committed** to the requested dates and time to avoid mission cancellation and the loss of training opportunities to personnel. For planning purposes, these orientations take a half day.

4.2.2. Orientations provided by HAF COOP Office. These monthly orientations are scheduled by the HAF COOP Office and are available to Space Staff ERS personnel via EROster. For planning purposes, these orientations will take one full day to complete. EPCs can register ERS personnel for these orientations via EROster.

4.3. AtHoc Alert Notification System

4.3.1. Space Staff AtHoc System Administrator. The SFSWC is the AtHoc system administrator for the Space Staff.

4.3.2. AtHoc Profile Maintenance. All Space Staff personnel are responsible for ensuring their personal profiles are current. Space Staff ERS and EPC personnel must also ensure the appropriate attributes are selected based on their assignment(s). See Attachment 8. Instructions on updating personal profiles will be provided by the Space Staff CAT COOP PM Office.

4.3.3. AtHoc Notification Tests. The HAF COOP Office, Air Force Service Watch Cell, Space Force Service Watch Cell and the Space Staff CAT COOP PM Office will conduct various notification tests in preparation for special events, exercises and for routine checks.

The HAF COOP office conducts monthly tests of AtHoc for all ERS members Colonels and below including civilian equivalents. It is important that all personnel respond to AtHoc notifications even when TDY or on leave to verify members' contact information. EPCs will follow up on and verify members' AtHoc test responses to validate contact information when requested.

4.4. Exercise Participation and Real World Activities

4.4.1. All ERS personnel will participate in exercises to the maximum extent possible to maximize the value of the training provided and to improve on the Space Staff CAT COOP Program.

4.4.2. During exercise or real world activities, participants that receive benefits from the Mass Transportation Benefit Program will be provided a temporary parking pass when necessary to ensure participants are able to support 24/7 operations at the Pentagon.

4.4.2.1. Members without Pentagon Parking permits are directed to park in North Parking lanes 61 or 62 and to enter the Pentagon via the Mall Entrance. The following information is required to request a temporary parking permit: Full name, DOD ID Number and vehicle license plate number with state.

4.4.2.2. The above information will be collected by the SFCAT Manager/NCOIC and submitted to the SAF AA Parking Manager at:
SAF.AA.Pentagon.USAF.Parking@us.af.mil for processing.

4.4.2.3. Attachment 7 will be provided by the SFCAT Manager/NCOIC to all personnel to place in vehicles for those whose information has been submitted to the SAF AA Parking Manager.

Chapter 5

SFCAT RESPONSIBILITIES AND POSITIONS

5.1. SF/COO. Refer to paragraph 2.2.2 above.

5.2. Space Staff L2 Directors of Staff.

5.2.1. See paragraph 2.6. and provide personnel as directed per paragraph 5.3.

5.2.2. During CAT operations, provide additional information and/or resources necessary to support assigned personnel.

5.3. SFCAT Positions. As part of the Space Staff COOP program, the SFCAT is comprised of the positions below. All personnel assigned to the Directorates and Divisions meeting the skill sets and grades identified below will be appointed as directed. See Attachment 3. A completed Attachment 9 will also be provided to the respective EPCs to be added to the EROster database.

EPCs will coordinate with SFCAT Manager/NCOICs for SFCAT position assignments for assigned personnel.

SFCAT POSITIONS

<u>POSITION TITLE</u>	<u>DIR/DIV</u>	<u>SKILLSET</u>	<u>MINIMUM GRADE</u>
SFCAT DIRECTOR	COO	Any	Brig Gen/SES
SFCAT TEAM CHIEF*	Any	(OFF 13S) or (CIV 301/0343) is preferred	Colonel/NH-04
SFCAT MANAGER/NCOIC*	Any, except SFSWC	Any	Any SNCO
SFCAT KNOWLEDGE MANAGER/BRIEFER*	Any	Any	OFF/NH-03
SFCAT SPACE OPS SME*	Any, expect SFSWC & COO/J	(NCO 5S0X1) (OFF 13S) (CIV 301/0343)	NCO/OFF/NH-03
SFCAT CYBERSPACE OPS SME*	COO/S6C and CTIO	(NCO 5C0X1) (OFF 17D/17S)	NCO/OFF/NH-03
SFCAT FORCE MANAGEMENT SME*	COO/S7	Any	Any
SFCAT LOGISTICS SME*	COO/S4	Any	Any
SFCAT INTELLIGENCE SME*	COO/S2	(NCO 5IXXX) (OFF 14N)	NCO/OFF/NH-03
Space Staff AFCAT LNO* (These personnel are assigned to the AFCAT and do not fill SFCAT positions.)	Any except SFSWC & COO/J	(OFF 13S) (CIV 301/0343)	OFF/NH-03

When activated, the SFCAT will remain operational 24/7 thus requiring two personnel for each position listed and annotated by * above. There will be one person per position for each 12-hour shift.



B. Chance Saltzman
Lieutenant General, USSF
Chief Operations Officer

Attachment 1

Glossary of References, Adopted Forms, Abbreviations and Acronyms

References

DAFPD 10-2, *Readiness*, 20 May 2021

AFI 10-208, *Air Force Continuity of Operations Program*, 10 October 2018

DAFI 10-401_DAFGM2021-01, *Department of the Air Force Guidance Memorandum to DAFI 10-401, Air Force Operations Planning and Execution*, 19 January 2021

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

HAF COOP OPORD 3-18, *Headquarters Air Force, Continuity of Operations, Operations Order 3-18*, 24 September 2018

HOI 10-2, *Headquarters Air Force Crisis Action Team Organization, Manning, and Operations*, 1 November 2017

HOI 10-3, *HAF Continuity of Operations Program*, 17 June 2021

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFCAT - Air Force Crisis Action Team

AFDW - Air Force District of Washington

AFI - Air Force Instruction

AFSWC - Air Force Service Cell

AMS - Alert Mission Staff

CAT - Crisis Action Team

CJCS - Chairman of the Joint Chiefs of Staff

CJCS-SG - Chairman of the Joint Chiefs of Staff Successor Group

CMSSF - Chief Master Sergeant of the Space Force

COO - Chief Operations Officer, USSF

COO/O - Director Current Operations, USSF

COOP - Continuity of Operations

CPs - Command Posts

CRC - COOP Response Cell

CSO - Chief of Space Operations, USSF

CSRO - Chief Strategy and Resourcing Officer, USSF

CTIO - Chief Technology and Innovation Officer, USSF

CWG - COOP Working Group

DAFI - Department of the Air Force Instruction

DoD - Department of Defense

DS - Director of Staff

EPC - Emergency Planning Coordinator

ERoSter - Electronic Rostering System

ERS - Emergency Relocation Staff

HAF - Headquarters Air Force. The HAF includes the Secretariat, Air Staff and Space Staff.

ICW - In Coordination With

LNO - Liaison Officer

L1 Directorate - Refers to the Space Staff Front Offices of the CSO, VCSO, CMSSF and DS

L2 Directorate - Refers to the Space Staff Offices of the CHRO, COO, CSRO and CTIO

MSO - Management Support Office

NCO - Noncommissioned Officer

NCOIC - Noncommissioned Officer in Charge

OPORD - Operations Order

PM - Program Manager

POC - Point of Contact

SFCAT - Space Force Crisis Action Team

SPFSOI - Space Force Staff Operating Instruction

SFSWC - Space Force Service Watch Cell

TDY - Temporary Duty

USSF - United States Space Force

VCSO - Vice Chief of Space Operations, USSF

WARNORD – Warning Order

Attachment 2

Emergency Planning Coordinator (EPC) Appointment Letter Template

DD Mmm YY

MEMORANDUM FOR SPACE STAFF CAT COOP PROGRAM MANAGER

FROM: *Name of L1/L2 Organization*

SUBJECT: Appointment of Emergency Planning Coordinators (EPCs)

1. The individuals below are assigned EPC duties for *name of L1/L2* per Space Force Staff Operating Instruction (SPFSOI) 10-208. A completed Attachment 9 is provided for each member below:

<u>Name</u>	<u>Rank</u>	<u>Duty Phone</u>	<u>Official Email</u>
a. Last, First M	Maj	703-123-4567	first.m.last@spaceforce.mil
b. Last, First M	CIV	703-123-4567	first.m.last@spaceforce.mil
c. Last, First M	CIV	703-123-4567	first.m.last@spaceforce.mil

2. Per SPFSOI 10-208, EPCs will:

- a. Represent the *name of L1/L2* in all Crisis Action Team and COOP matters.
- b. Complete EPC training within 30 days of this letter.
- c. Maintain the *name of L1/L2* CAT/COOP program.
- d. Select the AtHoc attributes identified in Attachment 8 based on assigned position(s).

//Signed//
L1/L2 Principal or
Director of Staff

Attachment 3

SFCAT Member Appointment Letter Template

DD Mmm YY

MEMORANDUM FOR SPACE STAFF CAT COOP PM AND SFCAT MANAGER/NCOIC

FROM: *Name of L2 Organization*SUBJECT: Appointment to Space Force Crisis Action Team (SFCAT) for *1st Quarter-CY*

1. The following individuals are designated SFCAT members for *Name of L2*. Per HOI 10-3 and SPFSOI 10-208, these individuals will schedule required training with their EPC and complete training as directed. A completed Attachment 9 for each member below will be provided to EPCs.
2. Each member listed will coordinate their leave and TDY schedules with their EPC to ensure coverage of assigned positions as directed in SPFSOI 10-208.
3. Members listed below will ensure their AtHoc profiles are accurate and that the AtHoc attributes identified in Attachment 8 of SPFSOI 10-208 for SFCAT Members are selected.

Last, First I., Rank	SFCAT Position	Work Phone	NIPR Email

4. My points of contacts for this issue are *names of appointed L2 EPCs*.

//Signed//
L2 Director of Staff

Attachment 4

SFCAT Manager/NCOIC Appointment Letter Template

DD Mmm YY

MEMORANDUM FOR SPACE STAFF CAT COOP PM

FROM: Director of Staff, COO

SUBJECT: Appointment of SFCAT Manager/NCOICs

1. The following individuals are designated SFCAT Manager/NCOICs and will be Space Staff AFCAT POCs. Per HOI 10-3 and SPFSOI 10-208, these individuals will schedule required training with the Space Staff CAT COOP PM and complete training as directed.

2. Each member listed will complete Attachment 9 and provide to COO EPCs. Members will deconflict their leave and TDY schedules with their EPCs to ensure continuous coverage of responsibilities as directed in SPFSOI 10-208.

3. Members listed below will ensure their AtHoc profiles are accurate and that the AtHoc attributes identified for this position in Attachment 8 of SPFSOI 10-208 are selected.

Last, First I., Rank	NIPR email	Work Phone	Cell Phone

4. My points of contacts for this issue are *names of COO EPCs*.

//Signed//
Director of Staff
Space Staff COO

Attachment 5

Space Staff AFCAT LNO Appointment Letter Template

DD Mmm YY

MEMORANDUM FOR AF/A3OO

FROM: Space Staff COO DS

SUBJECT: Appointment as Space Staff AFCAT LNOs for *1st Quarter-CY*

1. The following individuals are designated Space Staff AFCAT LNOs for the 1st Quarter. Per HOI 10-3 and SPFSOI 10-208, these individuals will schedule required training.
2. Each member listed will coordinate their leave and TDY schedules with the AFCAT Superintendent to ensure coverage of assigned positions as directed in SPFSOI 10-208.
3. Members listed below will ensure their AtHoc profiles are accurate and that the AtHoc attributes for this position in Attachment 8 are selected.

Last, First I., Rank	SFCAT Position	Work Phone	NIPR Email

4. My points of contacts for this issue are *names of appointed SFCAT Manager/NCOICs*.

//Signed//
Director of Staff
Space Staff COO

Attachment 6

Alert Mission Staff (AMS) Appointment Letter Template

DD Mmm YY

MEMORANDUM FOR SPACE STAFF CAT COOP PM AND COO or CSRO EPCs

FROM: Director of Staff, COO or CSRO

SUBJECT: Appointment of Alert Mission Staff (AMS) Members

1. The following individuals are assigned AMS duties. Per HOI 10-3 and SPFSOI 10-208, these individuals will schedule required AMS training with the Space Staff CAT COOP PM and complete ERS training as directed.
2. Each member listed will deconflict their leave and TDY schedules with their EPCs to ensure continuous coverage of responsibilities as directed in SPFSOI 10-208. A completed Attachment 9 has been provided to EPCs for each member below:

Last, First I., Rank	NIPR email	Work Phone	Cell Phone

3. My points of contacts for this issue are *names of EPCs*.

//Signed//

Director of Staff

Space Staff COO or CSRO

Attachment 7

Temporary Pentagon Parking Pass



UNITED STATES
SPACE FORCE

SPACE FORCE CRISIS ACTION TEAM (SFCAT) MEMBER

TEMP PARKING FOR SFCAT ACTIVATION

DATES: 01 Jun – 30 Jul 202X

POC: SFCAT MANAGER 693-1541

Attachment 8

AtHoc Attribute Selections by ERS Position

AtHoc Attribute Selections by ERS Position								
ERS Positions	Select only one AtHoc attribute in this gray shaded block.							
	HAF COOP MEMBER- HAF ERS Senior Leader/GO/SES	HAF COOP MEMBER- ERS Member	HAF COOP MEMBER- EPCs/EPAs	HAF COOP MEMBER- CRC	HQ USSF SFCAT	HAF CAT (AFCAT) MEMBER PENTAGON	AFWATCH Controller	HQ USSF JEEP MEMBER
L1 Senior Leaders (GO/SES/CMSSF)	X							X (if assigned as Primary or Alternate)
L1 O6 & below		X						X (if assigned as Primary or Alternate)
L2 Senior Leaders (GO/SESs)	X							X (if assigned as Primary or Alternate)
L2 O6 & below		X						X (if assigned as Primary or Alternate)
L2 EPCs			X		X	X		X
SFSWC Members		X			X	X	X	X
Space Staff AFCAT LNO		X				X		
SFCAT Director	X				X			
SFCAT Team Chief		X			X	X		
SFCAT Manager/ICOC		X			X	X		
SFCAT Knowledge Manager/Briefer		X			X			
SFCAT Space Ops SME		X			X			
SFCAT Cyberspace Ops SME		X			X			
SFCAT Force Management SME		X			X			
SFCAT Logistics SME		X			X			
SFCAT Intelligence SME		X			X			
Space Staff CAT COOP PM Personnel				X	X	X		X

Attachment 9

Electronic Rostering System (ERoSter) Intake Sheet

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

Personally Identifying Information (PII) Included. Only send via encrypted email to you EPC when completed. ALL personal data is required in order to be added to the EROSter database.

ERoSter Intake Sheet

Office Code (Name of L1 or L2)		
Full SSN (no dashes)		
First Name		
Last Name		
Rank / Grade		
Male or Female		
DOD ID/EDIP #		
DOB (MM/DD/YYYY)		
Is member 13S (Space Ops Officer)? Y or No. If so, add the comment "13S Space Ops Officer" in notes section in EROSter.		
Country of birth		
State of birth		
Citizenship		
NIPR email		
SIPR email		
Commercial work number		
Cell phone number		
Home phone number		
Daily commute option. Choose: POV, Metro rail, bus or other		
Who does the above member replace? Please provide full name here.		
For EPC Use	Initials	Date
Member added to:		
ERoSter		
Assigned ERS position(s) in EROSter		
SIPR Distro		
NIPR Distro		
ERS training in EROSter (If SFCAT member, schedule ERS Training with HQSF COOP PM Office.)		
AFCAT Training Roster (13Ss only)		
Transferred member ID'd above removed from:		
ERoSter		
SIPR Distro		
NIPR Distro		

CUI. Privacy Act of 1974 as amended applies. This document contains information which must be protected IAW DoD Regulation 5400.11 and AFI 33-332.