BY ORDER OF THE COMMANDER
2D SPACE WARNING SQUADRON

2D SPACE WARNING SQUADRON OI 10-20301
15 November 2002

Operations

EMPLOYMENT OF THE SPACE-BASED INFRARED SYSTEM (SBIRS) INTERIM MISSION CONTROL STATION BACK-UP (IMCS-B)

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

OPR: 2 SWS/DOU
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This instruction establishes guidance and procedures for deployment of 2d Space Warning Squadron (2 SWS) operations to the SBIRS IMCSB, and/or back to the Mission Control Station (MCS) or Survivable Mission Control Station (SMCS). It supplements Unified Instruction (UI) 10-23, the SBIRS Concept of Operations (CONOPS), 21 SWI 10-203 the 21st Space Wing (21 SW) Concept of Employment (COE) for SBIRS and the 460 ABW/2 SWS memorandum of agreement. It also provides guidelines to all 2 SWS personnel, to include Air Force Reserve and Foreign Nationals, involved with the Defense Support Program (DSP) and SBIRS operations. Submit changes to the 2d Space Warning Squadron Operations Support Flight (2 SWS/DOU).

SUMMARY OF REVISIONS

Clarifies activation requirements when SMCS is available for operations. Clarifies civilian clothing policy for initial response teams and follow-on teams. Defines initial response team, remaining team, and follow-on team. Incorporates scheduling concepts for follow-on teams. Incorporates policies for deployment during severe weather and/or FPCON Charlie or FPCON Delta. Adds the requirement for DOV and DOU to conduct physical audits of IMCS-B materials on a monthly basis. Changes the quarterly activation requirement to a semi-annual requirement.

1. **General.** This instruction describes the roles, responsibilities, and procedures of the 2 SWS, when 2 SWS operations are deployed to the IMCS-B. All responsibilities and procedures identified herein apply to transfers both to and from the SBIRS IMCS-B.

2. **Policies and Responsibilities.**

2.1. The 2 SWS/CC responsibilities are as follows and can be carried out by the DO (operations officer):

2.1.1. Ensure the prime sensor manager, 21st Space Wing Operations Center (WOC) or 14th Air Force Air Operations Center (SPACEAF/AOC) are notified of all mission transfers between the MCS, SMCS and IMCS-B.

2.1.2. Ensure the 460th Air Base Wing Command Post, 460th Security Forces and Regional Tech Control are notified of scheduled IMCS-B activations. Regional Tech Control can be contacted via STU-III (1-800-531-5428, ext 3161), Secure FAX: (STU-III 1-800-531-5428).

2.1.3.   Ensure scheduled mission transfers between the MCS, SMCS and IMCS-B are included on the 21 SW Monthly Maintenance Schedule.

2.1.4.   Ensure the 2 SWS deployment plan has been implemented in the event that the MCS/SMCS and/or operations crew are rendered unavailable by attack or natural disaster.

2.1.5.   Develop and maintain current plans for IMCS-B mission transfers/activation and distributing that plan to the 21 OG, 460 ABW, SPACEAF, the host site program manager contractor (Lockheed-Martin) and the Combined Task Force (CTF) test support at the IMCS-B. 21 OG will distribute this plan to applicable agencies such as 21 OG/OGV, 21 OSS, and 21 SW/WOC. Plan will contain primary and alternate routes to the site.

2.1.6.   Deploy operations to the IMCS-B periodically. As a minimum, activate the IMCS-B at least once every 6 months, with a goal of once every 3 months. Every crew will be scheduled to operate at the IMCS-B with a goal to schedule 100% of the crew members in the 6 month period.

2.1.7.   Initiate unit recall as appropriate to account for personnel and to disseminate instructions for sustained operations at the IMCS-B.

2.2. The on-duty 2 SWS Crew Commander responsiblities are as follows:

2.2.1.   Notify the 460 ABW Command Post and Central Security Control (CSC) of all unscheduled mission transfers between the MCS, SMCS and IMCS-B so that appropriate security measures can be implemented.

2.2.2.   Transfer Satellite Command Authority (SCA) of the DSP constellation to the 1st Space Operations Squadron (1 SOPS) as necessary until operations are established following a mission transfer between the SBIRS MCS and IMCS-B.

2.2.3.   Submit potential OPREP reportable incidents to the 460 ABW and out-of-cycle Commander's Situation Reports (SITREPS) to inform the chain of command that operations are established at the new location following a mission transfer between the MCS and IMCS-B and to provide current status of operations.

2.2.4.   Submit OPSCAP report to 21 SW/WOC and SPACEAF/AOC as necessary.

2.2.5.   Notify 2 SWS/DOUC of IMCS-B activation and the need to recall personnel.

2.3. The 2 SWS Resource Advisor responsibilities are as follows:

2.3.1.   Ensure sufficient funds are requested in the annual spend plan to support unplanned operations from the IMCS-B for 30 days in addition to the scheduled activities.

2.3.2.   Generate travel orders to support personnel deployments to IMCS-B.

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2.4. The 2 SWS/DOU responsibilities are as follows:

2.4.1. Maintain an agreement with the 460 ABW to provide transportation to and from the IMCS-B during deployments.

2.4.2. Obtain contracted lodging for three full 2 SWS operations crews (45 people) and six 460 ABW security forces personnel to perform prolonged operations (for more than 48 hours) at the IMCS-B. Lodging should be made available within 48 hours of notification from the 2 SWS/CC/DO. 2 SWS/DOU may contact 21st Services, Combat Support Flight (CSF) to assist with lodging arrangements.

2.4.3. Maintain and publish current plans to deploy personnel to the IMCS-B in the event of an scheduled/unscheduled mission transfer. For unscheduled mission transfers, DOUC will establish crew rotations and provide explicit instructions on where to report for duty. Normally, the next duty crew will be directed to report to the IMCS-B and will constitute the follow-on team.

2.4.4. Ensure all deploying personnel are trained on how to get to the IMCS-B and ensure all personnel have badge access to the IMCS-B.

2.4.5. Ensure 2 SWS personnel receive training for IMCS-B operations during UQT. It is not a prerequisite for 2 SWS operators to function from the IMCS-B prior to certification however, 2 SWS/DOU will attempt to include newly certified members in the next scheduled activation activity.

2.4.6. Schedule planned mission transfers/activations on the Monthly Maintenance Schedule (MMS) and coordinate these activities with the 460 SFS and Regional Tech Control.

2.4.7. Ensure 2 SWS Status of Resources and Training (SORTS) report is submitted when necessary (if the MCS is unable to conduct operations for 72 hours or longer).

2.4.8. Conduct a monthly audit of Crew Information Files (CIF), Temporary Procedures (TP) and Command Plans to ensure documents are current. Updated CIF/TP sign-off logs will be posted monthly.

2.4.9. Coordinate with 21 OG/OGV & 21 OSS when training functions cannot be accomplished at the MCS to support sustained operations at the IMCS-B.

2.4.10. Ensure Contract Logistical Support (MTA, SSE, DP and Hardware Maintenance personnel) are informed of projected training and activations.

2.4.11. Ensure duplicate COMSEC material is stored, inventoried and updated at IMCS-B.

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2.5. The 2 SWS/DOV responsibilities are as follows:

    2.5.1. Develop/coordinate new/existing procedures required for sustained IMCS-B operations.

    2.5.2. Ensure all necessary documentation to support operations at the IMCS-B. Documents may also be carried by the deploying crew.

    2.5.3. Coordinate with 21 OG/OGV & 21 OSS when evaluation functions may not be accomplished at the MCS to support sustained operations at the IMCS-B.

    2.5.4. Conduct a monthly audit of Operating Instructions, Local Procedures, and Job Aids to ensure documents are current.

    2.5.5. Develop minimum IMCS-B requirements for baseline configuration upon 2 SWS crew arrival during unscheduled activations.

2.6. Deployment.

    2.6.1. Crews will deploy to the IMCSB according to their IMCS-B transfer/activation checklist.

    2.6.1.1 The 2 SWS crew commander will activate the IMCS-B using the MCS Catastrophic Failure/IMCS-B Recall checklist when:
        2.6.1.1.1. MCS and SMCS is unavailable
        2.6.1.1.2. Directed by the 2 SWS/CC or DO
        2.6.1.1.3. Directed by the C2 agency

    2.6.1.2. The crew commander or system crew chief will notify the IMCS-B, 21 SW/WOC and 14th Air Force Air Operations Center (SPACEAF/AOC) of the activation. If the activation occurs after regular duty hours, the IMCS-B contact will notify the on-duty CLS person at the IMCS-B, who will in turn contact the 21 SW/WOC and SPACEAF/AOC via secure means to verify that the activation is valid. The IMCS-B CLS person will then follow the IMCS-B recall/activation plan to prepare the site for 2 SWS crews.

    2.6.2. In the event of a catastrophic failure, natural disaster or malicious act and the MCS crew is unable to man the IMCS-B, additional 2 SWS crew members will be recalled by 2 SWS/DOUC with explicit instructions on where and when to report for duty. In the event that the SMCS is available, the IMCS-B will not be activated unless directed by the C2 agency or the 2 SWS/CC or 2 SWS/DO.

    2.6.3. The crew commander or systems crew chief will notify the 460 ABW Command Post prior to all mission transfers to ensure appropriate security measures and vehicle recall procedures have been initiated. An agreement with the 460 ABW is to recall government vehicles to transport crew members to the IMCS-B for preplanned deployments or deployments during normal duty hours.

2.6.3.1. For catastrophic failure activations or malicious act rendering the MCS unavailable, after normal duty hours, Initial Response Team (IRT) crew members may deploy to the IMCS-B using their privately owned vehicles and will be reimbursed for the mileage if government vehicles are not readily available.

2.6.3.2. Follow-on Team (FOT) crew members will have government vehicles provided to get to the IMCS-B. 2 SWS crew members will use the primary/alternate routes used by the 460 SFS, but are not required to convoy to the site. 2 SWS will not wait for 460 SFS to deploy before sending the 2 SWS initial response team. 2 SWS crew members will report to the IMCS-B CRE upon arrival for a system status briefing before taking command of the SOC floor.

2.6.3.3 During severe weather warnings or FPCON Charlie/Delta, crew commanders will obtain 2 SWS/CC or 2 SWS/DO approval prior to dispatching the initial response team to IMCS-B.

2.6.4. Deployment binders are available in the MCS SOC, SMCS, IMCS-B SOC and the 460 ABW, Command Post with information to aide during the transfer/activation process. It contains a copy of the IETM checklist, a list of unclassified phone numbers, maps to the site with primary and alternate routes, information on lodging, and sources for food near the IMCS-B.

2.6.5. Deployments of less than 48 hours in duration will be done from home station. For deployments in excess of 48 hours, 2 SWS/DOU will arrange lodging in the local area of the IMCS-B. 2 SWS/DOU may contact 21st Services Combat Support Flight (CSF) to assist with lodging arrangements.

2.6.6. Civilian clothes will be worn by crew members for pre-planned activities and follow-on teams. The initial response team will report in duty uniform.

2.6.7. Once mission transfer has been completed, the operations crew will notify the 2 SWS/CC & DO and submit an out-of-cycle SITREP to identify the status of operations at the IMCS-B. The same will be done when re-deploying operations to the MCS.

2.6.8. Transfer of operations from IMCS-B to MCS will be scheduled to start mission processing at the beginning of a normal scheduled shift.

2.7. Operations:

2.7.1. For scheduled transfers/activations, the IMCS-B will take control of the Remote Ground Stations and perform TT&C operations according to the normally scheduled satellite support schedule. Exceptions may be made at the discretion of the 2 SWS/CC or 2 SWS/DO for launch and anomaly resolution functions, and other extenuating circumstances.

2.7.2. All TT&C operations will be coordinated with 1 SOPS until 2 SWS has resumed SCA of the operational DSP constellation.

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2.7.3. Mission operations will continue to be performed at the MCS if possible. The 2 SWS/CC or 2 SWS/DO will determine the nature of the crew force necessary to sustain MCS functionality while the mission is transferred to the IMCS-B. The MCS will continue to voice report strategic events and shadow all TT&C operations if the operating system is available. If feasible, one Intel crew member will remain at the MCS to monitor the GCS/JWICS network and relay vital intel data to deployed 2 SWS crews at the IMCS-B.

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