Operations

AF/IN-AFIS CONTINUITY OF OPERATIONS

This INOI establishes policy for supporting the Continuity of Operations Plan. It requires that AF/IN-AFIS appoint representatives to coordinate planning matters and establishes responsibilities and procedures governing the AF/IN Continuity Plan (COP AF/IN). It applies to personnel assigned to AF/IN, AF/INE, AF/INY, and to AFIS activities specifically tasked under the AF/IN Continuity of Operations Plan as concurred in by the Commander, AFIS.

1. Reference Material:

a. Department of the Air Force Continuity of Operations Plan (COPDAF).

b. HOI 11-12, Planning for the Continuity of Essential Air Force Functions During Emergencies.

c. Continuity of Operations Plan, Air Force Intelligence (COP AF/IN).

d. INOI 55-1, AF/IN-AFIS Participation in JCS Command Post Exercises (CPXs).

e. INOI 55-3, AF/IN-AFIS Support of HQ USAF Contingency Support Staff (CSS).

2. Continuity of Operations Policy:

a. The COPDAF is the principal document for planning for the continuity of essential HQ USAF functions in a major crisis situation. The COP AF/IN is written to support COPDAF.

b. Relocation responsibilities under COP AF/IN take precedence over all other details and assignments. Personnel assigned to COP AF/IN relocation positions (known as relocatees) will not be assigned to the HQ USAF Contingency Support Staff (CSS).

c. The following AF/IN-AFIS staff elements are designated as task organizations for continuity planning:

(1) Assistant Chief of Staff, Intelligence (ACS/I).

(2) Directorate of Estimates (AF/INE) including AFIS/INO.

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(3) Directorate of Intelligence Plans and Systems (AF/INY) including AFIS/IND.

(4) Directorate of Target Intelligence (AFIS/INT).

(5) Directorate of Soviet Affairs (AFIS/INC).

(6) Directorate of Security & Communications Management (AFIS/INS).

(7) Air Force Special Activities Center (AFSAC).

(8) Office of Administrative Support, ACS Intelligence (AF/INA).

3. Responsibilities and Procedures of AFIS/INO: The Branch Chief, AFIS/INOZC serves as the AF/IN Continuity Planning Officer. This officer is responsible for maintaining the currency of COP AF/IN and:

a. Advises the ACS/I and appropriate task organizations on significant developments in continuity and emergency actions planning.

b. Acts as AF/IN-AFIS OPR for Air Staff (AF/IN and AFIS) coordination on all matters pertaining to continuity planning.

c. Ensures AF/IN-AFIS compliance with HOI 11-12, and update all supporting INOIs.

d. Provides initial orientation briefing for newly assigned COP AF/IN relocatees and rebrief selected participants prior to any deployment exercise.

e. Arranges orientation visit to the Air Force Emergency Operations Center (AFEOC) Fort Ritchie, MD, for all COP AF/IN relocatees.

f. Publishes, maintains, and disseminates a current COP AF/IN relocatees roster of primary and alternate incumbents for each COP AF/IN position.

g. Ensures that all relocatees secure Fort Ritchie identification passes.

h. Participates with AF/INA in annual inventory of AF/IN and AFIS collateral holdings at AFEOC.

i. Establishes AF/IN and AFIS emergency notification procedures for COP AF/IN Alert Cadre and relocates.

4. Responsibilities and Procedures of the Task Organizations. The task organizations:

a. Ensures assigned COP AF/IN positions are manned at all times (reference paragraph 1c).

b. Inform AFIS/INOZC as soon as possible of any reassignment, retirement, or separation action affecting a COP AF/IN relocatee.

c. Ensures relocatees are familiar with COP AF/IN and are prepared to assume their assigned fucntions.

d. Participates as required in exercises executing the COPDAF.

e. Ensures Ft Ritchie passes are returned to AF/INOZC when relocatees are removed from the COP AF/IN roster.

f. .Review and update annual inventories of AF/IN collateral and SCI holdings, stored at the AFEOC (to be provided by AF/INA and AFIS/INSD).

g. Ensures that all personnel, who are not delegated as COP AF/IN relocatees, are familiar with emergency evacuation procedures (reference paragraph 1c).

5. **Responsibilities and Procedures of the Office of Administrative Support, ACS/Intelligence (AF/INA).** AF/INA:

a. Provides a team to physically inventory AF/IN's collateral holdings at the AFEOC prior to 1 May of each year, and coordinates changes to XOOOB's listing.

b. Maintains an inventory listing (using computer lists prepared by AFCOS/XOOOB) of all collateral AF/IN-AFIS intelligence holdings at the AFEOC. Provides this listing to all AF/IN-AFIS task organizations for review and updating 30 days after the inventory.

c. Submits the revised inventory to AF/INOZC 30 days after being reviewed by all AF/IN-AFIS task organizations.

d. As new intelligence materials become available, coordinate with appropriate task organizations to determine if there is a requirement for this material in the alternate files.

e. Arrange for dissemination of collateral intelligence documents, original and recurring (including supersession, updates, and changes), to the alternate files.

6. **Responsibilities and Procedures of the Directorate of Security & Communications Management (AFIS/INS).** AFIS/INS:

a. Functions as AF/IN OPR for preparing and maintaining Annex F to COP AF/IN, including updating and maintaining SCI file of hard copy documents within the Fort Ritchie SSO.

b. Maintains, coordinates, and updates a semiannual inventory of SCI holdings with task organizations.

b. Furnishes clearance status of AF/IN-AFIS personnel to Fort Ritchie SSO, when required.

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