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Operations

**FULL SPECTRUM THREAT RESPONSE
(FSTR) PLANNING AND OPERATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 10-25, *Full Spectrum Threat Response*, Air Force Instruction (AFI) 10-2501, *Full Spectrum Threat Response (FSTR) Planning and Operations*. It establishes responsibilities and procedures for the 302d Airlift Wing (AW) FSTR program. It defines functions of units within the 302 AW that contribute to the program. This publication references Air Force Instruction (AFI) AFI36-2201V1, *Training Development, Delivery, and Evaluation* and 302 Airlift Wing Instruction (AWI) 10-2503, *Full Spectrum Threat Response Task Qualification Training (TQT)*. This instruction applies to all 302 AW units at Peterson Air Force Base, Colorado.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. Functional Responsibilities.

1.1. 302 Airlift Wing Commander. The overall responsibility for the Wing FSTR program lies with the 302 Wing Commander (302AW/CC).

1.1.1. Establish a Readiness Work Group (RWG). This forum is to discuss, evaluate, and recommend issues affecting Wing Readiness, Contingency Operations, Nuclear, biological, and Chemical, Conventional (NBCC) Operations, and unit FSTR programs.

1.1.1.1. Membership. The following representation will make up the RWG board:

1.1.1.1.1. Chairperson: 302 Mission Support Group Commander (MSG/CC).

1.1.1.2. Board members:

1.1.1.3. 302 AW/CC

1.1.1.4. 302 Operations Group Commander (OG/CC)

1.1.1.5. 302 Maintenance Group Commander (MXG/CC)

- 1.1.1.6. 302 Aeromedical Staging Squadron (ASTS)
 - 1.1.1.7. 302 Logistics Readiness Squadron (LRS)/LGR
 - 1.1.1.8. 302 AW Exercise Evaluation Team (EET) Chief
 - 1.1.1.9. 302 Civil Engineering Squadron (CES)/CEX
- 1.1.2. Commander's Responsibilities: The 302 MSG/CC presides over the meetings. The 302 AW/CC has final decision authority for issues brought to the RWG for resolution. The 302 MSG/CC will:
- 1.1.2.1. Convene and guide the operation of the RWG.
 - 1.1.2.2. Issue guidance and procedures to the wing units and members of the RWG.
 - 1.1.2.3. Ensure information, briefings, and reports are received from Major Command (MAJCOM), host base Readiness Board (RB), threat working group (TWG), EET and other tasked integrated process teams.
 - 1.1.2.4. Review unit Staff Assist Visit (SAV) reports, NBC equipment status, Status of Resource Training System (SORTS) reports and wing readiness training attendance reports prior to the RWG meeting.
 - 1.1.2.5. Approve annual Individual Protection Equipment (IPE) budget.
 - 1.1.2.6. Elevate issues for resolution to the Numbered Air Force (NAF)/MAJCOM RWG when additional guidance is required for issues beyond the scope of the installation.
 - 1.1.2.7. Ensures accuracy, compliance, and timeliness of readiness and contingency capabilities briefings.
- 1.1.3. Administrative Responsibilities. The 302 CES Readiness Flight Chief will:
- 1.1.3.1. Organize, schedule, and coordinate all aspects of the Wing RWG meetings.
 - 1.1.3.2. Record and distribute minutes of the RWG meeting.
- 1.1.4. Meetings: The RWG will meet as a minimum quarterly or as required.
- 1.2. 302d Civil Engineer Readiness Flight (302 CES/CEX):
- 1.2.1. Establishes a FSTR program, as outlined in AFI 10-2501, and all other applicable directives. Responsible for the overall management of the program.
 - 1.2.2. Provides NBCC training.
 - 1.2.3. Provides training to unit FSTR representatives.
 - 1.2.4. Provides training to specialized decontamination, shelter management, chemical monitoring/recon and Contamination Control Area (CCA) teams/personnel, as required.
 - 1.2.5. Provides materials for unit FSTR information programs.
 - 1.2.6. Develops and distributes an annual training schedule. Coordinates with the Wing Training Planning Council (WTPC) in scheduling Initial and Refresher Chemical Warfare Defense Training (CWDT).
 - 1.2.7. Co-chairs the Wing RWG, which is the wing forum for the FSTR program.

1.2.8. Provides a FSTR SAV Program.

1.2.9. Provides EET training/guidance as necessary for the 302d Operational Readiness Exercise (ORE) and Ability To Survive and Operate (ATSO) evaluators.

1.3. Unit Commander:

1.3.1. Have the overall responsibility for their respective unit FSTR programs.

1.3.2. Will appoint, in writing, unit FSTR representatives. There must be a primary and at least one alternate. Distribute a copy of the appointment letter to unit, 302 CES/CEX, and appointed member.

1.3.3. When required by 302 CES/CEX, appoint – in writing – qualified personnel, who are in mobility (or can be placed in mobility positions) to specialized teams (i.e. contamination control, shelter management, chemical monitoring, etc.).

1.3.4. Ensure personnel assigned to FSTR duties attend required training.

1.3.5. Identify requirements and budget, obtain, store, and maintain unit FSTR training equipment, including personnel protection items and contamination control materials.

1.3.5.1. Provide an Operating Instruction (OI) for issue, maintenance, and accountability of issued operational MCU2A/P masks (includes any M-series masks).

1.3.6. Ensure Technical Orders (TOs) and applicable directives are maintained and utilized for all Chemical-Biological Warfare Defense (CBWD) & FSTR operational equipment maintained and/or stored by their unit. The 302 CES/CEX will establish technical order sub-accounts for units requesting assistance in ordering CBWD equipment technical orders.

1.3.7. Develop and implement applicable response procedures and checklists to support local response plans as well as war and contingency planning documents. Any changes to the 302 AW ATSO checklists must be coordinated with the 302 CES Readiness Flight.

1.3.8. Assist the 302 CES Readiness Flight in establishing an NBC contamination control capability, as applicable. As a minimum, aircraft maintenance, transportation, aerial port, and CE will have this capability. Refer to AFI 10-2501, table 9.3 for further guidance.

1.3.9. Schedule and track assigned people for the training required by AFI 10-2501, Table 9.3 and ensure they attend.

1.4. 302 MSG/LRS (Supply):

1.4.1. The 302 CES Readiness Flight will coordinate with 302 MSG/LRS when budgeting for spare parts for FSTR operational and training equipment.

1.5. Unit FSTR Representatives:

1.5.1. Are responsible for managing their unit FSTR program.

1.5.2. Maintain their FSTR unit workbooks.

1.5.3. Ensure consolidated letters of appointment are current.

1.5.4. Conduct a unit FSTR information program.

1.5.5. Attend FSTR representative training, conducted by the 302 CES/CEX.

1.5.6. Monitor their unit CWDT tracking system(s) and notify their unit commander of areas requiring his/her attention.

1.5.7. Manage unit FSTR chemical warfare defense training equipment, to include spare parts, and operational MCU2A/P masks

1.6. 302 AW Units:

1.6.1. Are required to have a Full Spectrum Threat Response program.

1.6.2. Groups with a large number of personnel may elect to delegate the program down to each squadron.

1.6.3. Smaller units may combine with another unit and have one program.

2. Procedures.

2.1. 302 AW Unit Full Spectrum Threat Response Programs

2.1.1. Must have at least two representatives; a primary and one alternate.

2.1.2. Must ensure that FSTR matters may be handled during the week, as well as during unit training assembly (UTA). It is preferable to have an air reserve technician (ART) as a representative.

2.1.3. Unit FSTR Representatives should be knowledgeable of their respective unit's operations.

2.1.4. FSTR representative's names, office symbols, and telephone extensions must be included on the consolidated letter of appointment.

2.1.5. FSTR representatives will not be released from their duties until replacements have been trained.

3. Information Program

3.1. All Units:

3.1.1. Consists of the Base Emergency Preparedness Orientation (BEPO) briefing and recurring unit indoctrination.

3.1.2. The 302 CES Readiness Flight provides the BEPO briefing to be used as part of the Wing/Unit Newcomer Ancillary Training program.

3.1.3. The unit FSTR representative or safety representative conducts recurring indoctrination throughout the year. They may use materials provided by the Wing, base Readiness Flight, FEMA, and any other credible sources. This training need not be documented for each unit member. Instead, simply record it's accomplishment on a memo for record or equivalent. In additions, use bulletin boards to post necessary FSTR visual aids and materials.

4. The Unit Full Spectrum Threat Response Representative Workbook.

4.1. All Units:

4.1.1. The workbook will be a composite of the unit's readiness program.

4.1.2. Each unit must maintain a FSTR representative workbook in a centralized location for easy access.

4.1.3. The contents shall be indexed as follows:

4.1.3.1. TAB A: Letter of Appointment.

4.1.3.2. TAB B: Program status.

4.1.3.3. TAB C: Peacetime/Wartime Unit Tasking Contingency Checklists.

4.1.3.4. TAB D: FSTR Correspondence.

4.1.3.5. TAB E: Unit Training Documentation.

4.1.3.6. TAB F: Equipment.

4.1.3.7. TAB G: Publications.

5. Full Spectrum Threat Response Staff Assistance Visit (SAV) Program

5.1. Objective:

5.1.1. The objective of the FSTR SAV program is to maximize each units ability to perform its mission by identifying and resolving problems in its FSTR program.

5.1.2. Problem solving assistance and guidance will be provided during the visit. The SAV, however, is not a substitute for continued corrective action by the unit, nor is it designed to complete routine work. If substantial corrective actions are necessary, a follow-up SAV will be conducted.

5.2. SAV Procedures:

5.2.1. An annual SAV schedule will be developed by the 302 CES/CEX office. It will be published and distributed by 15 December for the upcoming calendar year.

5.2.2. The 302 CES/CEX office will prepare and distribute a SAV checklist to units along with the annual SAV schedule.

5.2.3. As a minimum, each unit will receive a SAV every 12 months.

5.2.4. The unit commander or a designated representative will be in and out briefed.

5.2.5. The 302 CES/CEX office will prepare a SAV report to be received by the Unit Commander no later than the next UTA after the SAV is conducted.

5.2.6. Units will prepare replies to SAV reports and submit them to 302 CES/CEX office not later than 60 days or two UTAs after the report date. If a shortcoming will take longer than 30 days to correct, a deficiency and estimated completion date should be provided.

5.2.7. The 302 CES/CEX office will analyze SAV reports to identify trends and initiate actions to correct them. The results of the overall trend analysis will be provided in report and/or briefing format to the Wing and Unit Commander's pre-UTA staff meeting.

6. Exercise and Evaluation

6.1. Objectives:

6.1.1. To provide realistic, large scale training and to determine the wing's units capability to respond, operate, and recover in challenging or adverse conditions.

6.2. Exercise Evaluation Team (EET) Members.

6.2.1. EET members will be appointed by each unit commander, as requested by the Wing Commander.

6.2.2. EET members should have expertise in the functional area in which they will evaluate.

6.2.3. A list of EET appointments will be sent from the respective unit to the 302 CES/CEX office.

6.3. The Wing EET Shall:

6.3.1. Develop exercise inputs for all areas to be evaluated.

6.3.2. Ensure evaluation checklists are developed and maintained for areas to be evaluated.

6.3.3. Ensure assigned munitions EET members are trained to use munitions properly and safely in accordance with munitions/safety directives.

6.3.4. Develop exercise scenarios.

6.3.5. Conduct exercises as planned.

6.3.6. Debrief affected units of each exercise.

6.3.7. Write exercise reports (unless the Wing Commander directs otherwise) and submit copies to the 302 AW/CCX and 302 CES/CEX office.

6.3.8. Prepare and conduct hot wash of exercises with the Wing staff, discuss problem areas and solutions in order to achieve solutions within an acceptable time (as required by the Wing Commander).

6.3.9. Ensure coordination is accomplished between Wing and host base EET for available participation in local and base exercises.

7. CBWD Equipment/Material

7.1. Responsibilities:

7.1.1. The 302 CES/CEX Readiness Flight will:

7.1.1.1. Provide technical expertise on the maintenance, inspection, storage, and use of CBWD equipment/material.

7.1.1.2. Work with units to locate the proper types and quantities of CBWD operational and training equipment/material as required.

7.1.2. Unit Commanders will:

7.1.2.1. Budget for and acquire CBWD operational and training equipment/material as required.

7.1.2.2. Provide manpower to accomplish War Readiness Material (WRM) equipment inventory and inspections, as required, to include CBWD equipment.

7.1.3. Unit Disaster Preparedness representatives will:

7.1.3.1. Inventory unit CBWD training equipment as deemed necessary by the Unit Commander.

7.1.3.2. Brief the unit commander on the status of such equipment, as deemed necessary by the Unit Commander.

7.1.3.3. Coordinate with the 302 CES/ CEX office concerning information pertaining to CWBD operational and training equipment/material.

7.1.4. Section supervisors will:

7.1.4.1. Ensure operational/training equipment is properly maintained, inspected, stored and is repaired and/or replaced when necessary, in accordance with (IAW) applicable equipment TOs or directives.

7.1.4.2. Ensure operational/training equipment bags are inventoried before and after use.

7.1.4.3. Ensure operational masks are cleaned and inspected after each use. Also upon turn-in or receipt from the supply warehouse.

7.2. Procedures.

7.2.1. Units will acquire CBWD training equipment for each person in the unit (unless otherwise directed by the Wing Commander). This equipment will be maintained and stored by the unit.

8. Training Program:

8.1. Responsibilities:

8.1.1. The 302 CES/CEX Readiness Flight will:

8.1.1.1. Develop training to meet unit requirements. Refer to AFI 10-2501, table 9.3 for course duration times.

8.1.1.2. Develop and provide an annual schedule of CBWD training to the WTPC.

8.1.1.3. Contract with Unit Ancillary Training Managers during the Wing Training meeting, acting as the CBWD provider:

8.1.1.4. CBWD training slots for the next Unit Training Assembly.

8.1.1.5. Complete unit training, if requested and instructors available.

8.1.1.6. Return an annotated AF Form 2426, classroom roster and/or computer product to the Unit Ancillary Training Manager at the Wing Training meeting.

8.1.1.7. Update CWD Initial/Refresher attendance in the wing Logmod Stand Alone (LSA) database.

8.1.1.8. Provide materials to conduct an information program.

8.1.2. Unit Commanders will:

8.1.2.1. Ensure personnel are scheduled for and attend required training.

8.1.2.2. Ensure a unit FSTR information program is developed.

8.1.2.3. Ensure an individual Task Qualification Training (TQT) program is established as required. IAW AFI AFI36-2201V1, *Training Development, Delivery, and Evaluation*, and 302

AWI 10-2503, *Full Spectrum Threat Response Task Qualification Training (TQT)*.

8.1.3. Unit Full Spectrum Threat Response Representatives will:

8.1.3.1. Coordinate the overall unit FSTR-training program with their Unit Ancillary Training Manager.

8.1.3.2. Ensure specialized team members are identified and attend required training.

8.1.4. Unit Ancillary Training Managers will:

8.1.4.1. Ensure personnel are scheduled for CBWD training.

8.1.4.2. Coordinate training requests with the 302 CES/CEX Readiness Flight.

8.1.4.3. Document/Track CBWD training.

8.1.5. Section Supervisors will:

8.1.5.1. Conduct and document individual TQT, as required.

8.1.5.2. Ensure personnel under their supervision are scheduled and attend CBWD and specialized team training. Ensure attending personnel are properly equipped for the training.

RICHARD R. MOSS, Colonel, USAFR
Commander

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

AFI 10-2501, *Full Spectrum Threat Response (FSTR) Planning and Operations*.

AFPD 10-25, *Full Spectrum Threat Response*

AFI36-2201V1, *Training Development, Delivery, and Evaluation*

302 AWI 10-2503, *Full Spectrum Threat Response Task Qualification Training (TQT)*.

Abbreviations and Acronyms

302AW/CC—302d Wing Commander

302 MSG/LRS—Supply

OG/CC—302 Operations Group Commander

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

ASTS—302 Aeromedical Staging Squadron

ATSO—Ability To Survive and Operate

AW—Airlift Wing

AWI—Airlift Wing Instruction

BEPO—Base Emergency Preparedness Orientation

CBWD—Chemical-Biological Warfare Defense

CCA—Contamination Control Area

CES—Civil Engineering Squadron

CES/CEX—Civil Engineer Readiness Flight

CWDT—Chemical Warfare Defense Training

EET—Exercise Evaluation Team

FSTR—Full Spectrum Threat Response

IAW—In accordance with

IPE—Individual Protection Equipment

LRS—302 Logistics Readiness Squadron

LSA—Logmod Stand Alone

MAJCOM—Major Command

MSG/CC—302 Mission Support Group Commander

MSG/CC—302 Maintenance Group Commander

NAF—Numbered Air Force

NBCC—Nuclear, biological, and Chemical, Conventional

ORE—Operational Readiness Exercise

RB—Readiness Board

RWG—Readiness Work Group

SAV—Staff Assist Visit

SORTS—Status of Resource Training System

T.O.s—Technical Orders

TQT—Task Qualification Training

TWG—Threat working group

UTAs—Unit training assemblies

WRM—War Readiness Material

WTPC—Wing Training Planning Council