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Civil Engineering

READINESS PROGRAM



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This instruction establishes the 315th Airlift Wing Readiness Program and gives policy and guidance for Readiness management, planning, training, equipment and operations as required by AFR 32-4001/AFRC Supplement and 437 AW Readiness Operations Plan (OPLAN) when the plan is implemented. It applies to all units assigned and attached to the 315 AW.

SUMMARY OF REVISIONS

This instruction includes the AFRC supplement to AFI 32-4001. It changes the requirement of conducting Nuclear, Biological, Chemical and Conventional Defense Training (NBCDT) from once per calendar quarter to twice per calendar year.

1. General Policy.

1.1. As a tenant unit, the 315 AW must take part in base planning and exercises; schedule assigned people for training; procure and store equipment according to host requirements. The 315 AW Commander must be able to act promptly to protect personnel and assets in the event of enemy attack, major accident, or natural disaster and to maintain/restore mission capability following any of the above. Each unit commander must take part in the 315 AW Readiness Program.

2. Responsibilities.

2.1. The Commander, 315 AW, will ensure the Readiness Flight is established, staffed and provided facilities and all Readiness Flight authorizations are manned by primary duty readiness personnel trained according to AFI 32-4001/AFRC Supplement.

2.1.1. Appoint a primary and an alternate representative to represent the 315 AW for the Disaster Control Group (DCG). Provide individual's rank, name and telephone numbers for work and home to 437 AW Command Post. Each representative directs and coordinates the activities of on-scene organizational elements, coordinates functional support with 315 AW units through the

315 AW Operations Center (WOC), coordinates with their civil counterparts and advises the On-Scene-Commander (OSC). Primary representative responding to actual situations dealing with the 315 AW resources must be the organization commander or chief; the alternate must be a functional expert delegated the same authority as the primary representative.

2.1.2. Address wing readiness issues during the weekly 437 AW staff meetings.

2.1.3. Ensure subordinate units (to include geographically separated units (GSUs)) appoint representatives to coordinate readiness matters with the reserve wing/group Readiness manager/technician. (Note: Readiness personnel will not be used to manage individual unit or squadron readiness programs (AFI 32-4001/AFRC Supplement).

2.1.4. Ensure, through the Reserve Readiness Flight office, all 315 AW personnel (peak mobilization) (see [Attachment 2](#)) are afforded sufficient protective shelter space.

2.1.5. Ensure each 315 AW military member and emergency-essential civilians in, or deployable to, chemical-biological threat areas are equipped with conventional and chemical warfare defense equipment (CWDE).

2.1.6. Ensure Reserve primary duty (AFSC 3E9X1) Readiness personnel support of the base Readiness Flight is according to host-tenant support agreements.

2.1.7. Ensure the wing is included and participates in the base exercise program. Based on the threat within the deployment area, annually conducts a separate attack response exercise (chemical attack response exercise (CARE)) for units with mobility commitments. Objectives should focus on attack warning reactions, use of individual protective equipment, CCA processing, contamination avoidance, self-aid and buddy care, explosive ordinance reconnaissance (EOR), camouflage/concealment/deception (CCD), dispersal, expedient hardening, blackout, and demonstrated effectiveness of chemical warfare qualification training. The unit conducting the exercise will document the results and the 315th Readiness Office will maintain a copy of each report.

2.2. DCG Representative will:

2.2.1. Be notified by the Command Post of the DCG forming, respond to the assembly area as directed (CAFB DP OPLAN); if the primary cannot be reached then the alternate will be contacted. Representative will report to the OSC, initiate DCG checklist actions, and remain at the scene until released by the OSC. Normally, the 315 AW representative will be released if 315 AW resources are not involved or 315 AW assistance is not required or anticipated by the OSC.

2.2.2. Attend training as required by the installation commander. The DCG Course is mandatory for the OSC and all on-scene DCG. Initial course must be completed within 90 days of appointment. Course is offered by the 437th Readiness Flight on a quarterly basis.

2.2.3. Be qualified at the First Responder Operations Level based upon Federal Regulation 29 CFR 1910.120 (q)(6)(ii).

2.2.4. Promptly notify 437 AW Command Post whenever changes occur in telephone numbers of appointed representatives.

2.3. Readiness Flight will:

- 2.3.1. Manage the tenant wing program in accordance with AFI 32-4001/AFRC Supplement. (This office must also maintain a Readiness Flight program consistent with host requirements.)
- 2.3.2. Prepare a wing/group instruction which will include program management, exercise and administrative information. As a tenant unit, procedures for support of the host Readiness Flight OPLAN must be included. HQ AFRC/CEXP and NAF Readiness Office must be included on the distribution list.
- 2.3.3. Provide training to unit commanders appointed Readiness representatives upon units requests for training. The Readiness Office will maintain a copy of each unit's appointment letter.
- 2.3.4. Ensure the Readiness Flight Representative attends the 315 AW Commander's staff meeting regularly and briefs the program's status when requested. At least annually, the Readiness program briefing will be conducted during the commander's staff meeting. The Readiness Office must keep records of these briefings.
- 2.3.5. Maintain a file folder on each 315 AW unit containing program status documentation: SAV report, unit SAV corrective action, unit response checklist, unit representative training, copies of quarterly reports, general correspondence and memorandums for record.
- 2.3.6. Coordinate on Readiness procedures requiring evaluation during exercises.
- 2.3.7. Advise units on the chemical aspects of individual Enlisted Specialty Training (EST) if requested.
- 2.3.8. Coordinate protective shelter requirements with the host office.
- 2.3.9. Review, provide feedback, and file a copy of each unit's response checklist that supports the base Readiness OPLAN and the readiness sections of other plans.
- 2.3.10. Brief new commanders and their staff on major Readiness program responsibilities.
- 2.3.11. Prepare a quarterly Readiness program status report format and provide to each unit prior to report suspense date (unit UTA in Mar, Jun, Sep and Dec).
- 2.3.12. Maintain readiness material assigned to the readiness office according to appropriate publications and ensure appropriate equipment custodian is kept current on the status of equipment.
- 2.3.13. Ensure that all primary duty status personnel maintain NBC detection, survey, marking qualifications and ATP 45 NBC plotting, prediction, and reporting qualifications regardless of assigned duty or mobility status. Readiness Flight personnel (military and civilian) will attend mandatory courses (AFI 32-4001 with AFRC Supplement).
- 2.3.14. Furnish units with standard disaster response force maps as required.
- 2.3.15. Coordinate with 315th Support Group Commander and the 315th Civil Engineer Commander in the budgeting for Readiness Flight Office material, temporary duty and services.
- 2.3.16. Appoint a primary and an alternate to maintain documentation IAW 37 series directives and standard publication sets IAW 37-160V1 and to maintain technical orders IAW T.O. 00-5-2. Schedule primary and alternate for training required.
- 2.3.17. When requested, help compile data for operational and commander's situation reports (AFMAN 10-206) and for daily activity summaries.

2.3.18. Review AFTO Forms 22, Technical Order System Publication Improvement Report and Reply, that concern Readiness Flight, nuclear, biological, chemical and conventional (NBCC) defense-related technical orders submitted by 315 AW personnel then forward forms to HQ AFRC/CEXP and forward information copies to 22 AF Readiness.

2.3.19. Conduct a self-inspection evaluation on the overall wing readiness program as directed by command guidance and as advised by 315 AW Self-Inspection Monitor. The Readiness Flight Office is the OPR for the wing readiness self-inspection program and will provide 315 AW units with a Unit Readiness Flight Program Self-Inspection Checklist.

2.3.20. Coordinate with the servicing Military Personnel Flight to interview personnel applying for assignment to the Readiness Office.

2.3.21. Coordinate with the 315 AW Plans Office to provide personnel and equipment for DP unit type codes (UTCs), when tasked, according to AFI 10-403.

2.3.22. Develop a Readiness Office organization chart and position descriptions.

2.3.23. Attend the Host-Base Readiness Planning Board meetings when convened.

2.3.24. Conduct a SAV program IAW AFI 32-4001/AFRC Supplement. SAVs to all subordinate units will be conducted, as a minimum, every two years. The Readiness Office prepares a schedule of SAVs each December for the upcoming year and forwards copies to all 315 AW units. The Readiness Office also notifies the commander of the unit to be visited not later than one UTA before the visit. A SAV may also be conducted (1) when requested by the unit commander, (2) when there is a major change in the unit mission/personnel or (3) or when a unit fails an inspection. The Readiness Office will provide SAVs to collocated AFRC units when requested by the parent unit based on availability of qualified personnel. Each SAV report will be prepared and will be forwarded to the visited unit commander no later than the UTA following the visit. The report will state whether the commander declined or was not available for an inbrief or outbrief and will name the individual(s) who did receive the briefings. When requested, a reply of corrective actions should arrive at the Readiness Office NLT the end of the second UTA after the SAV report date. The Readiness Office will notify the unit by letter if a reply is not received by the end of the second UTA and send an information copy to the 315 AW/CC and the 315 SPTG/CC.

2.3.25. Coordinate NBCDT for reserve units with the host Readiness Office and publish a quarterly NBCDT schedule. Provide attendance feedback to unit commanders and training managers. NOTE: Primary readiness personnel will conduct two NBCDT (initial or refresher) per calendar year (AFRC requirement).

2.3.26. Coordinate with the 315th Personnel Systems Manager for an automated system of tracking and notifying Reserve units of required readiness initial and refresher training. The Readiness Office will maintain training completion dates on readiness related training.

2.4. Operations Group Commander will:

2.4.1. Establish the WOC as the 24-hour contact point when directed by the Crisis Action Team (CAT), Charleston Consolidated Command Post.

2.4.2. Maintain a log of events.

2.4.3. Provide communications link between the CAT and 315 AW units.

- 2.4.4. Establish alerting procedures and alert key personnel when required.
- 2.4.5. Select aircrews for aircraft evacuation and provide aircrew briefings.
- 2.5. Unit Commander and Staff Agency Chief will:
 - 2.5.1. Assign an additional duty readiness representative to coordinate requirements with the Wing Readiness Office. An alternate representative may be appointed if desired. Representative(s) may be officer or enlisted personnel.
 - 2.5.2. Notify the 315th Readiness Office when representative appointment status changes and request initial readiness representative training. Training must be completed within 90 days of appointment.
 - 2.5.3. Accomplish unit planning, training and operations to support the wing readiness program.
 - 2.5.4. Conduct an Information Program to include Initial Orientation (Base Populace) and recurring information. Also, provide readiness information common to the anticipated theater operating location (MOB, COB, BB, etc.). As available, provide information on: filling and placing sandbags, blackout procedures, expedient hardening, CCD and dispersal measures, etc. Obtain briefing materials from 315th Readiness Office.
 - 2.5.5. Forward attendance data on unit-conducted Initial Orientation (Base Populace) to 315 SPTG/CEX.
 - 2.5.6. Ensure personnel are aware of protective fallout shelter location ([Attachment 1](#)), individual actions to take in emergency situations, and what actions should be taken when unit personnel are away from home station if war or a national emergency is declared.
 - 2.5.7. Determine the need for unit CCA teams based on mission. Forward training requests to the 315 SPTG/CEX.
 - 2.5.8. Develop checklists supporting the base Readiness Program (OPLAN). The following procedures will apply:
 - 2.5.8.1. Prepare a draft checklist to include actions to take during a natural disaster, a major accident and an attack after reviewing the CAFB Disaster Preparedness OPLAN (32-1). AFI 32-4001/AFRC Supplement and unit capabilities/assets/requirements. Discuss/Coordinate with key staff. Prepare listing of key personnel to notify when checklist is implemented. NOTE: Units that are collocated with active duty counterparts are encouraged to obtain copies of coordinated active duty counterpart response checklists for review when preparing the draft checklist. IAW AFI 41-106, medical response will be provided as specified in the host medical unit's Disaster Casualty Control Plan which formally tasks the 315th Medical Squadron as a supporting organization.
 - 2.5.8.2. Forward the draft to 315 SPTG/CEX. A Readiness technician will review the checklist, make changes/recommendations to improve procedure if necessary, then add coordination information to include technician's name, office symbol, and date at the top of the first page. The technician will then return the checklist to the unit. If there are no recommendations for change, the 315th Readiness Office will make a copy for office use; unit will skip paragraph [2.5.8.3.](#) and [2.5.8.4.](#)
 - 2.5.8.3. If changes are needed, prepare the "final" copy. If reprinting is necessary, the preparer

transfers (types) the coordination information at the top of the first page on the final copy to assure future readers that this required action was in fact a part of the process.

2.5.8.4. Forward one copy of the “final” checklist to the 315 SPTG/CEX.

2.5.8.5. Inform key personnel that coordination has been completed and where the checklist will be located when directed to implement by 315 WOC.

2.5.8.6. Annually, and when the CAFB DP OPLAN is revised, review the unit checklist. Validate the currency of telephone numbers, building numbers, personnel to contact, etc. If changes have occurred, repeat steps in paragraphs [2.5.8.1.](#) and [2.5.8.5.](#)

2.5.8.7. Document that a review has been made: REVIEWED: DATE, NAME OR INITIALS of reviewer and REASON for review: annual or revision.

2.5.8.8. Ensure personnel (military and civilian), when required, have protective equipment to support Readiness Flight and nuclear, biological, and chemical (NBC)-related training and operation. 315 AW units will coordinate unit requirements with 315th Logistics Group. NOTE: The base life support section inspects, stores and maintains aircrew ensembles for aircrew members. Commander should specify whether groundcrew or aircrew training equipment, operational equipment, or both is required when requesting or directing TDY assignments.

2.5.8.9. Ensure all personnel who receive NBCDT also receive EST. Commanders determine the best method to ensure their personnel can perform their wartime skills in a chemical biological environment. Commanders and supervisors can schedule EST as often as necessary to ensure qualification of personnel. EST documentation is governed by AFI 36-2201/AFI 36-2202. For others, document on an AF Form 1098 or suitable automated system.

2.5.8.10. Ensure those personnel on mobility can perform mission-critical tasks in a chemical environment (AFI 36-2201/AFI 36-2202).

2.5.8.11. Ensure an additional attack response exercise is performed annually based on the threat within the deployment area for units with mobility commitments. The unit conducting the exercise will document the results. See recommended report format, [Attachment 3](#) of this instruction.

2.5.8.12. Coordinate with the 315th Medical Squadron to obtain protective masks eyeglass inserts when required for assigned personnel.

2.6. Supply will:

2.6.1. Store operational NBCDT equipment separately.

2.6.2. Maintain applicable T.O. for operation equipment.

2.6.3. Coordinate cleaning requirements with the host Linen Exchange Office. (Protective equipment used to support readiness and NBC-related training and operations will be cleaned at Air Force-level maintenance for impermeable chemical/biological protective clothing).

2.7. Unit Mobility Representative will complete CBWDE sizing cards (in duplicate) for newly assigned personnel who are exempt from initial chemical biological warfare defense training class and forward one copy to supply (Mobility Bag Section).

2.8. 315th Medical Squadron will:

- 2.8.1. Provide medical care and treatment to support the base mission by serving as personnel augmentation assets to the host medical organization as specified in the 437th Medical Group Disaster Casualty Control Plan.
- 2.8.2. Provide liaison support between Reserve units and the installation medical function in obtaining protective mask eyewear for Reserve personnel.
- 2.8.3. Coordinate with the installation medical function to ensure chemical/biological pretreatment drugs/antidotes and guidance for their use are available for Reserve personnel.
- 2.9. 315th Public Affairs Office will:
- 2.9.1. Function as the 315 AW office of primary responsibility for media, public, and community relations and for the release of Reserve information whenever 315 AW units are involved in a disaster situation.
- 2.9.2. Assist the 437th Public Affairs Office when requested, based on availability of office personnel.
- 2.10. 315th Chaplain Office will:
- 2.10.1. Upon request, provide ministry to Reservists and their family members in disaster situations or when directed by the 315 AW Commander.
- 2.10.2. Assist the 437th Chaplain Office when requested, based on availability of office personnel.
- 2.11. Unit Readiness representative will:
- 2.11.1. Perform a self-inspection on the unit program semiannually. Document that the inspection was accomplished, what discrepancies/deficiencies were found, and what corrective actions were taken and that discrepancies/deficiencies no longer exist. (Documentation may be Memorandum for Record (MFR), a letter, a form, etc.)
- 2.11.2. Brief the unit commander on the status of the unit program semiannually. Document on MFR that the commander's briefing was given with a brief description of its content. Keep last two MFRs in TAB D, Program Status Reports, as directed by paragraph [2.11.6](#).
- 2.11.3. Prepare quarterly readiness report and submit to 315th Readiness Office during the unit's UTA in March, June, September and December each year.
- 2.11.4. Ensure the Readiness Orientation and recurring briefings are given to Reserve members and civilian employees. Provide names/dates of personnel receiving Initial Orientation training to the 315 AW Readiness Office. Document recurring training in a MFR to include dates, times, number of personnel briefed, and subject matter covered or exercised.
- 2.11.5. Post appropriate visual aids (AFVA, CAFBVA, etc.) (Ensure unit personnel are briefed/aware of changes when visual aids are received.) During semiannual self-inspections, review currency of posted visual aids.
- 2.11.6. Establish a Readiness Program Handbook with TABs labeled A through J and maintain current program material as described below:
- TAB A: Quarterly Unit Readiness Reports.
- TAB B: Quarterly Unit Readiness Program Self-Inspection Checklist prepared by 315 AW Readiness Office, QAFA guide, and individual unit self-inspection list.

TAB C: Program Publications/Technical Orders. (AFPD 32-40, AFI 32-4001/AFRC Supplement, AFI 10-212, Base Host OPLAN 32-1, CAFB Sup 1, 315 AWI 32-101, Unit OI(s), Technical Orders(s) or a cross reference sheet showing the location if guidance is filed elsewhere.) Technical Orders for equipment that a unit owns or uses.

TAB D: Program Status Reports/Corrective Actions/MFRs of Briefings provided to Commander/Key Staff

TAB E: Information Program Briefing materials and MFRs.

TAB F: Copy of the Unit Response Checklist to support CAFB Readiness Operations Plan.

TAB G: General Correspondence.

TAB H: Squadron Representative Appointment Letter.

TAB I: Current copy of 315th Readiness Office's "Readiness Additional Duty Representative" letter.

TAB J: Readiness training roster.

2.12. Responsibilities of assigned 315 AW personnel.

2.12.1. 315 AW personnel should:

2.12.1.1. Know their unit (response checklist) actions as well as their individual actions to take during disaster/exercise situations.

2.12.1.2. Ensure their dependents are aware of emergency/survival measures associated with the local area, particularly when the sponsor is on temporary duty (TDY)/deployed.

2.12.1.3. Know the USAF Standardized Alarm Signals for the United States. Its territories and possessions, and for areas subject to NBCC (nuclear, biological, chemical and conventional) attack.

2.12.1.4. Report an emergency or accident to the Command Post, Fire Department, Central Security Control or Law Enforcement Desk. Provide the following information: location of accident, nature of accident, estimated number of casualties, and provide name and telephone number where they can be reached. Notify the 315 WOC of actions taken.

2.12.1.5. Know that the following actions should be taken by personnel in the event of a hazardous material spill: (only personnel trained in Spill Response will respond to and contain a spill).

POL RELEASE (i.e., fuel, lubricate, non-chemical degreasers, etc.). **REPORT TO THE FIRE DEPARTMENT (911) IMMEDIATELY IF:** spill is more than one gallon, or: spills into any drain, sewer, or ditch, or; beyond immediate capability to clean up.

CHEMICAL RELEASE (i.e., MEK, Trich, PD 680, etc.) **REPORT TO THE FIRE DEPARTMENT (911).**

2.12.1.6. If ordered to take shelter, follow the instructions of the shelter commander/shelter management team. **NOTE:** While the shelter management team is a trained team of pre-appointed individuals, the highest ranking individual in the shelter will be designated shelter commander.

2.12.1.7. Safeguard classified materials.

2.12.1.8. Evacuate an area when directed.

2.12.1.9. Remain outside the physical barrier surrounding an accident scene where controls are established to preclude unauthorized entry until it is determined that safety permits re-entry.

2.12.1.10. Not discuss with members of the new media any information concerning a disaster, nor start or spread rumors.

EDWARD A. STICKLER, Colonel, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms*****AFR**—Air Force Regulation**AFRC**—Air Force Reserve Command**AFTO**—Air Force Technical Order**AFVA**—Air Force Visual Aid**ATP**—Army Training Pamphlet**BB**—Bare Base**CAFBSA**—Charleston Air Force Base Visual Aid**CARE**—Chemical Attack Response Exercise**CAT**—Crisis Action Team**CBPO**—Consolidated Base Personnel Office**NBCDT**—Chemical –Biological Warfare Defense Training**CCA**—Contamination Control Area**CCD**—Camouflage, concealment and Deception**COB**—Collocated Operating Base**CWDE**—Chemical Warfare Defense Equipment**DCG**—Disaster Control Group**DP**—Disaster Preparedness**DPPB**—Disaster Preparedness Planning Board**EOR**—Explosive Ordnance Reconnaissance**EST**—Enlisted Specialty Training**GSU**—Geographically Separated Unit**HAZMAT**—Hazardous Material**IAW**—In Accordance With**MEK**—Methyl Ethyl Ketone**MFR**—Memorandum for Record**MOB**—Main Operating Base**NAF**—Numbered Air Force**NBC**—Nuclear, Biological, Chemical and Conventional**NCBDT**—Nuclear, Biological, Chemical and Conventional Defense Training

OSC—On-Scene-Commander

OPLAN—Operating Plan

PD 680—Cleaning Solvent

POL—Petroleum, Oil, and Lubricant

PSM—Personnel Systems Manager

SAV—Staff Assistance Visit

TDY—Temporary Duty

T.O. —Technical Order

USAF—United States Air Force

TRICH—Trichloroethylene

UTA—Unit Training Assembly

WOC—Wing Operations Center

Attachment 2**FALLOUT PROTECTIVE SHELTER ASSIGNMENTS**

When directed, S-1995 (Commissary) and S-611 (Base Supply) will provide shelter for the following organizations:

| UNIT | SHELTER/BUILDING # | AUTHORIZED RESERVE PERSONNEL |
|------------|-----------------------|------------------------------|
| 315 AW | S-1995 | 35 |
| 315 SPTG | S-611 | 4 |
| 315 MSS | S-611 | 100 |
| 315 CES | S-611 | 128 |
| 315 SPS | S-611 | 55 |
| 315 OG | S-1995 | 9 |
| 315 OSF | S-1995 | 27 |
| 300 AS | S-1995 | 137 |
| 701 AS | S-1995 | 142 |
| 707 AS | S-1995 | 155 |
| 317 AS | S-1995 | 46 |
| 315 ALCF | S-1995 | 14 |
| 315 AES | S-611 | 263 |
| 38 APS | S-611 | 209 |
| 81 APS | S-611 | 199 |
| 84 APS | S-611 | 128 |
| 315 LG | B-59 | 13 |
| 315 LSF | S-1995 | 105 |
| 315 MXS | S-1995 | 432 |
| 315 AGS | S-1995 | 516 |
| 315 MED SQ | S-364 (Emergency Ops) | 81 |

Attachment 3

RECOMMENDED ATTACK RESPONSE EXERCISE FORMAT

Date

MEMORANDUM FOR 315 SPTG/CEX

FROM:

SUBJECT: Attack Response Exercise Report

Reference _____

1. The (Squadron) tested the unit's capability to perform its mission on (Date), at (Location). The number of personnel who participated in this exercise is _____. (Note: If other units participated in this exercise, state unit name and number of "players.").
2. The exercise began at _____ hours and terminated at _____ hours.
3. Evaluators were:
4. Special Instructions were:
5. Deficiencies noted:
 - a. REPEAT DEFICIENCIES:
 - b. OTHER DEFICIENCIES:
6. An outbriefing was presented to unit personnel on (Date).
7. Feedback from exercise participants: (Give a brief description of feedback if applicable).
8. Corrective actions are: (Give a description of those actions taken or to be taken).
9. General Observations: short narrative of the positive and negative aspects of the overall exercise performance.

SIGNATURE BLOCK

CC: (Unit Commander)