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Civil Engineering

**READINESS FLIGHT PROGRAM
MANAGEMENT**



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This instruction implements AFD 32-40, *Disaster Preparedness*, and specifies procedures and controls that govern the Readiness Program as prescribed by AFI 32-4001/AFRC Sup1, *Disaster Preparedness Planning and Operation*, and other associated publications. It defines Readiness functions of units assigned to the 403d Wing. This instruction applies to all units assigned or attached to the 403d Wing.

SUMMARY OF REVISIONS

This revision implements the following Air Force instruction format: Changes all references of AFR 355-1 to AFI 32-4001. Changes Unit Readiness Representative (URR) to Disaster Preparedness Representative (DPR). Requires unit commanders to ensure all DPR's are trained in NBCC Defense Training. Changes all references to AFRES to AFRC. Training requirement includes AFRC Quantitative Fit Test M-41 (QNFT). A bar (|) indicates revision from the previous edition.

1. Functional Responsibilities:

- 1.1. General Instruction. All unit commanders are tasked to conduct a disaster preparedness program and readiness planning in accordance with AFI 32-4001/AFRC Sup 1, and other applicable directives. This instruction provides specific guidance for establishing and managing these programs.
- 1.2. Responsibilities: The Disaster Preparedness and Response capabilities of the 403d Airlift Wing, during peacetime and wartime, are the primary responsibility of the 403d Wing Commander.
- 1.3. The Wing Commander will:
 - 1.3.1. Appoint two Disaster Control Group representatives who will respond to an accident/incident scene when requested by the host installation.
 - 1.3.2. Appoint 81st Battle-staff primary and alternate representatives.

1.3.3. Appoint and notify in writing an Exercise Evaluation Team (EET) Chief and alternate who will serve as 403d liaison with the host EET Chief. Additionally, the EET chief will coordinate exercise participation with the host.

1.3.4. Establish the 403d Readiness Forum (Readiness Council or Steering Group). The Forum is composed of Wing CC or designated alternate, Group CC, CEX, EET Chief, XP, and LGS.

1.3.4.1. The 403d Readiness Forum will address peacetime and wartime preparation and response issues in the areas of disaster preparedness and Nuclear, Biological, Chemical, and Conventional (NBCC) Defense training exercise and training programs.

1.4. The Unit Commander will:

1.4.1. Have ultimate responsibility for their unit's disaster preparedness and readiness programs and will ensure unit planning documents incorporate Disaster Preparedness (DP) objectives of force survivability and mission continuation according to all applicable publications.

1.4.2. Appoint and notify in writing a primary and alternate DPR. Representatives may be traditional reservists or Air Reserve Technicians. Appoint and train replacement DPR for anticipated reassignments or vacancies. Ensure unit's representatives are trained as representatives and trained in NBCC defense training. These individuals will manage the unit disaster preparedness program and serve as the single point of contact for all matters related to disaster preparedness. Ensure that unit DP additional duty appointments are kept stable with minimal replacement of personnel.

1.4.3. Appoint and notify in writing primary and alternate Contamination Control Team (CCT) Chiefs to establish a contamination control capability. As a minimum, CE, Aerial Port, Maintenance and Medical units will have capability.

1.4.4. Ensure Unit Control Centers (UCC) implement procedures and checklists to support local Disaster Preparedness/Readiness deployment plans, as well as war and contingency planning documents. (See AFMAN 32-4004, *Emergency Response Operations*)

1.5. If the unit has a deployment commitment:

1.5.1. Ensure work center supervisors and trainers determine each wartime critical task identified in the individual's training plan to be accomplished during NBC defense Enlisted Specialty Training (EST) [formerly Task Qualification Training (TQT), on an AF Form 1098, Special Task Certification and Recurring Training, or comparable system]. Supervisors, trainers, and certifiers must be cognizant of the requirements of AFI 36-2201, *Officer Training Program Examining Center (OTPEC)*.

1.5.2. Ensure Attack Response Exercise requirements are met annually to determine the ability to survive and operate, in accordance with AFI 32-4001/AFRC Sup 1, par 5-3. Findings or deficiencies will be documented by an exercise evaluation team. Rotate deployed personnel to maximize participation.

1.5.3. Immediately following each annual exercise, an out-brief must be given. An exercise evaluation report is written by the exercise OPR. One copy of the report is submitted to the 403d EET Chief and Readiness Office (403 CEX) by close of business of the next normally scheduled UTA following the exercise.

1.6. Unit Disaster Preparedness Representatives will:

- 1.6.1. Manage and coordinate all aspects of the Unit Readiness Program IAW AFI 32-4001, AFRC Sup1, and this instruction.
- 1.6.2. Brief the unit commander/agency chief quarterly using the unit DP Quarterly Report on the status of the unit's program. Assist the commander/agency chief as necessary to ensure unit responsibilities are fulfilled. Forward a signed copy of the DP Quarterly Report to 403 CEX.
- 1.6.3. Request a Staff Assistance Visit (SAV) from the 403d Readiness Office not to exceed 24 months between visits. The objective of a program review (SAV) is to identify and resolve problems before they degrade mission effectiveness. Be available for the SAV; the Unit commander should also be available for an in/out briefing. The commander's designated representative will be briefed in the commander's absence.
- 1.6.4. Unit DPRs should review their self-inspection/SAV checklist prior to the visit and list any areas needing improvement and/or assistance. Units should also review their two preceding SAV reports.
- 1.6.5. The Readiness Flight will send all SAV reports to the unit commander, with a copy to the Group CC and DPR.
- 1.6.6. Written replies to 403 CEX for deficiencies cited during a program review are required following receipt of a SAV report. If deficiencies are serious, a follow-up visit to monitor correction actions will be scheduled. When a follow-up is required, it will be specified in the report. Maintain the last two SAV reports and responses in the unit readiness handbook.
- 1.6.7. If applicable, review Designed Operational Capability (DOC) statements and checklist in support of this OI once per year to ensure currency.
- 1.6.8. Establish and keep current a unit readiness handbook.
- 1.6.9. Maintain or have access to the following publications: AFI 32-4001 AFRC Sup 1 (electronic), 403d Wing Instruction 32-4001, Keesler OPlan 32-1, TO 14P3-1-141 Ground Crew Chem-Defense Ensemble, TO 14P4-15-1 Chemical-Biological Mask Type MCU-2A/P, TO 14P4-9-31 Masks, Protective Field M17, M17A1 and M17A2, and 14P4-1-151 Chemical-Biological Canisters and Filter Element.
- 1.6.10. Ensure unit's annual budget includes funding for specialized team operations (if required). Identify, budget, store and maintain a 30 day stock of spare parts for equipment maintenance (NBC protective masks).
- 1.6.11. Newly appointed DPRs shall attend a quarterly unit meeting for initial training within 90 days following appointment. Maintain a copy of verification of training (i.e., training certificate) in handbook.
- 1.6.12. Attend the quarterly DPR meeting conducted by 403 CEX. Maintain a copy of meeting minutes in handbook.
- 1.6.13. Conduct a self-inspection of the unit disaster preparedness program semi-annually with a 6 - 8 month separation between inspections. Use the self-inspection checklist provided by 403 CEX to document this inspection. Send written reports to the Readiness Office, 403 CEX, 701 Fisher Street, Keesler AFB, MS 39534-2568.

1.6.14. Ensure unit DPR is on the Unit IN/OUT Processing checklist to obtain or release NBCC training history of personnel, conduct unit level in-processing DP briefing and the turn-in of NBC training equipment. The briefing should include but is not limited to unit recall procedures, exercise responsibilities/actions, individual shelter assignment and its location. A suggested briefing is included in the Unit DP Information Guide provided by the CEX office.

1.6.15. Ensure all newly assigned personnel receive Base Emergency Preparedness Orientation (BEPO).

1.6.16. Ensure all unit-assigned personnel receive supplemental disaster preparedness information at least quarterly and document for record.

1.6.17. Ensure the names of the DP program representatives, phone number, and shelter location are reflected in the local procedures block of the visual aid. Other current disaster preparedness information material may also be displayed on the unit bulletin board.

1.6.18. Ensure NBCC Defense Training and Specialized Team training are scheduled during the wing annual contract training fair.

1.6.19. Display the current versions of the following visual aids on the unit bulletin board: (visual aids web sites <http://www.afpubs.hq.af.mil/pubs>)

1.6.19.1. AFVA 32-4011, USAF Standardized Alarm Signals for Areas Subject to NBCC Attack

1.6.19.2. AFVA 32-4012, Mission-Oriented Protective Postures (MOPP)

1.6.19.3. AFVA 32-4010, USAF Standardized Alarm Signals - For the United States, Its Territories and Possessions

1.7. The 403 Readiness Office (403 CEX) will:

1.7.1. Manage the 403d Wing Readiness/Disaster Preparedness Program as directed by the 403d Wing Commander and higher headquarters.

1.7.2. Serve as the wing focal point for all Air Base Operability (ABO) and disaster preparedness-related matters.

1.7.3. Perform the support functions for the 403d Readiness Forum.

1.7.4. Coordinate the 403d Wing Disaster Preparedness program with 81 CEX.

1.7.5. Distribute host-generated unit information material, and other educational materials as required.

1.7.6. Provide or contract for EET, DCG, NBCC and Specialized Team training.

1.7.7. Perform staff assistance visits to all assigned units. The 403 CEX will distribute a SAV schedule in December for the next calendar year.

2. Operational Equipment

2.1. All 403d operational (go-to-war) NBC defense equipment is maintained, stored, inspected and issued by the 81 TRW supply system, except for 96 APS NBC defense equipment. Under no circumstances is go-to-war NBC defense equipment issued by the 403d Wing Readiness Flight. 403 LG will monitor 403d Wing assets (to include 96 APS) through the Mobility Inventory Control and Account-

ability System (MICAS), will brief the Wing Commander on the status of these assets at least semi-annually through the Readiness Council, and will document briefing. The 96 APS operational (go-to-war) NBC defense equipment is maintained, stored, inspected and issued by the 314 LRS at Little Rock AFB. All units that check-out operational masks from supply will assume the responsibilities of maintenance, storage, and inspection of those masks. Applicable directives/technical data/manuals are maintained and adhered to for maintenance, storage, and inspection of equipment assets.

2.2. NBC protective mask inserts: Units will direct personnel to pick up their medical records from the 403 ASTS and proceed to the Keesler Eye Clinic for eye glass insert evaluation (during UTA). If a current eyeglass prescription (less than one year old) is available, it can be presented to the clinic for possible use. Individual must tell clinic personnel what type NBC mask they have been assigned to ensure the correct eyeglass inserts are ordered. Contact lenses and normal eyeglasses cannot be worn with the chemical protective masks.

2.3. All NBC masks are considered operational, go-to-war equipment assets. Masks **will not** be stored with the training ensembles to eliminate the possibility of deploying training gear. Individuals will accomplish a mask inspection and sign the member's initials on DD form 1574 (inspection tag) upon issue of a mask and before turn-in. The mask inspection is a mandatory individual responsibility. Individuals will inspect their mask prior to attendance to the M-41 Fit Test. Inspection compliance is the responsibility of the person in possession of the mask until mask is returned to the 81st Supply. Omission of this procedure may result in severe problems or death. The 403d Readiness Flight will periodically monitor inspection compliance. The Readiness Flight office will assist the unit in inspection criteria.

3. Emergency Response

3.1. Emergency Response Actions. The Mississippi Gulf Coast is subject to damage from natural disasters, particularly hurricanes, tropical storms, tornadoes, flash floods and damaging wind. The 403d Wing must protect its personnel, facilities, and aircraft against these potential disasters.

3.1.1. Pre-Disaster Action Checklists are implemented upon notification from the host base of potential natural disaster situations. At the implementation of HURCON 4 condition (72 hours prior to arrival of forecast 50-knot winds), the following actions are taken:

3.1.2. The 403d Wing Command Post recalls mission-essential personnel at the direction of the Wing Commander.

3.1.3. The Flying Squadron Hurricane Evacuation Officers begin aircraft evacuation according to the 403d Hurricane Evacuation Plan.

3.1.4. All Post-Disaster Action Checklists are implemented during the Post-Hurricane period (see 403d Command Post for details).

4. Exercise and Evaluation

4.1. Attack Response Exercise (ARE) applies to all units with a mobility commitment ANNUALLY as a minimum (AFI 32-4001/AFRC Sup 1, Chapter 5.3.2. and Table 5.1). This can be a deployed operational readiness exercise or conducted at home station.

4.2. Major Accident and Natural Disaster Response Exercise: The 403d Wing shall request to exercise with the 81st Training Wing annually. The 403 EET Chief receives reports from the 81 TRW and

sends an info copy to the 403d Readiness Office. The EET Chief will coordinate with host to ensure the 403d Wing is included in exercise planning. Real world HURCON can be used in lieu of exercise if administrative paperwork showing before and after actions is accomplished (see Reports and Analysis). 96 APS, Little Rock AFB, will follow the guidance of their Host.

4.3. Reports and Analysis: Exercise reports may be in any written format but must be formally documented. The report identifies the type of exercise, states exercise objectives, summarizes the scenario, identifies findings, assigns offices of primary and collateral responsibility, assigns a suspense for replies, and lists ratings (if used). Suspense times for critiques, reports, and replies are determined locally. The EET chief analyzes individual and collective exercise reports to identify recurring or common deficiencies and areas for improvement, and uses them as objectives in future exercises. Follows up with formal documented corrective actions to findings noted during exercises. Tracks deficiencies and areas for improvement as part of unit self-assessment program.

4.4. Exercise Evaluation Team Chief (EET): The EET is structured to evaluate Attack Response Exercises (ARE's). The EET chief is also a member of the Readiness Council or other Readiness Forum.

4.4.1. AFI 32-4001/AFRC Sup 1, Chapter 5.4, provides detailed guidance for the EET.

4.4.2. The Wing EET Chief requests DP training from the DP Training Element for EET members desiring to evaluate DP tasks. It is highly recommended that the 403d Safety Office be included with this training.

4.4.3. All EET members performing evaluations of DP functions must receive qualification training in that specialty.

5. Disaster Preparedness Training

5.1. Disaster Preparedness Training Policy: This chapter gives general guidance to all units under the 403d Wing for Disaster Preparedness Readiness training. Additional detailed guidance in AFI 32-4001/AFRC Sup 1, Chapter 6.

5.2. Initial and refresher NBC defense training is normally conducted during regularly scheduled UTAs by the installation (81 TRW/CEX). This is held in Building 3902, inside the Civil Engineering compound, across the street from the base supply mobility bags building. BDUs, flight suits or appropriate civilian attire (if in civilian status) must be worn for all NBCC training. Personnel requiring eyeglasses must wear eyeglass inserts during training events if they are wearing the chemical protective mask.

5.3. DPR and Unit Training Monitors (UTM): Coordinate scheduling of personnel for Disaster Preparedness training with 403 CEX. Only these personnel can schedule, make changes, or cancel scheduled students. Readiness related training is contracted during the Annual Job Fair.

5.4. Nuclear, Biological, Chemical, and Conventional Defense Training (NBCC): Schedulers will use the Annual Training Calendar or coordinate very special requirements with the CEX for class dates and times. (NBCC Defense is required every 24 months for AFRC personnel in a Mobility position. NBCC Defense is required if there has been a break of 36 months or more in NBCC Defense training). Medical personnel are credited with initial training according to AFI 32-4001/AFRC Sup 1, paragraph **6.4.2**. Personnel with exemptions or waivers must meet this requirement upon expiration of said doc-

umentation. Personnel not in a Mobility position can be scheduled to NBCC defense training by the schedulers with Unit Commander's approval.

5.5. Personnel reassigned to the 403d Wing from an active duty, reserve, guard military component, or basic military training will get credit for initial training provided their records indicate such training. If no record exists, they will be scheduled for NBCC defense training within 90 days (three UTAs) of assignment.

5.6. Refresher NBCC training will not exceed 24 months. OREs, ORIs, ARES, RAVS, etc., do not meet refresher NBCC defense training requirements.

5.7. 403 CEX will notify unit training schedulers when personnel are "no-shows" for DP courses by distribution of copies of attendance rosters to all units.

5.8. Work Center Supervisors develop procedures to identify, conduct, and document individual Nuclear, Biological and Chemical Warfare Defense Aspects of ETS (formerly TQT). Reference the guidelines established in AEI 36-2201.

5.9. Specialized Team Training: These courses are scheduled throughout the year and also on an "as needed" basis. Course dates will be coordinated with the affected units.

5.10. DPR Training: Each unit will request training from the 403 CEX within 90 days of assignment to position.

6. Training Equipment

6.1. Units will receive sufficient quantities of NBC defense equipment to train and exercise tasked personnel. Training ensembles will be stored by the units. Training equipment will not be stored with operational equipment. Mark training equipment storage location "Training Equipment" to preclude mistaking for operation equipment. Training ensembles should be issued and turned in during unit in/out processing procedures.

6.2. Training ensembles will be taped with masking tape, simulating M9 detection tape, according to AFVA 32-4012.

6.3. Disposition of Unserviceable NBC Defense Equipment:

6.3.1. Unserviceable masks, filters and suits will be turned in to the unit supply personnel for disposal.

6.4. Mask Fit Testing:

6.4.1. The 403 CEX provides oversight for the 403d (including 96 APS) Mask Quantitative Fit Test (QNFT) as directed by AFRC.

6.4.2. AFMAN 32-4006, Nuclear, Biological, Chemical (NBC) Mask Fit and Liquid Hazard Simulation Training contains the governing guidance for QNFT. The Quantitative Fit Test Guide establishes minimum timelines and criteria for accomplishing test.

6.4.3. The Unit DPR or Training Manager will maintain a listing of all personnel who require Mask Fit Testing. Send information to the 403 CEX office to schedule training.

6.4.4. The 403d Readiness Flight will send individual pass/fail data to the respective Unit DPRs or Training Managers upon completion of testing. The Unit DPR or Training Manager will maintain this data. Unit DPR or Training Manager will also ensure the Mask Fit test date and results are

annotated in individual's Mobility Folder. Ensure personnel are re-tested if they go above or below 10 pounds of their recorded weight or major dental changes have occurred after first testing.

CHARLES D. ETHREDGE, Colonel, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 10-212, Air Base Operability Program

AFPD 32-40, Disaster Preparedness

AFI 32-4001/AFRES Sup 1, Disaster Preparedness Planning and Operations

AFI 36-2201, Developing Military Training Programs

AFI 90-201, Inspector General Activities

AFMAN 32-4004 volumes 1-4

AFMAN 32-4005 Personnel Protection and Attack Actions

AFMAN 32-4006, Nuclear, Biological, and Chemical (NBC) Mask Fit and Liquid Hazard Simulation Training

403d Hurricane Evacuation Plan

AFI 32-4001/81 TRW SUP

Keesler Air Force Base Plan 32-1

AFI 32-4007, Camouflage, Concealment and Deception