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Civil Engineer

**DISASTER PREPAREDNESS PLANNING AND
OPERATIONS**

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OPR: 934 SPTG/CEX
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This instruction implements AFI 32-4001, *Disaster Preparedness Planning and Operations*, and appropriate AFRC supplements. It establishes responsibilities and procedures for the 934th Airlift Wing Readiness (AW/CEX) program. It defines functions of units within the 934 AW that contribute to the program. This instruction applies to all 934 AW units at Minneapolis – St Paul IAP ARS, Minnesota.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. Functional Responsibilities: The overall responsibility for the Wing Readiness program lies with the Wing Commander (934 AW/CC).

- 1.1. Establish Wing Readiness Council for the purpose of reviewing wing readiness program.
- 1.2. Readiness Council is composed of the following members: 934 AW/CC (Chair Person), 934 SPTG/CC, 934 OC/CC, 934 LG/CC, 934 AW/XP, 934 ASTS, 934 FS/SFTC, 934 LG/LGSD, Wing Exercise Evaluation Chief, 934 CES/CEX, and 934 SPTG/CEX.
- 1.3. The 934th Readiness Flight (934 SPTG/CEX & CES/CEX):
 - 1.3.1. Establishes a CEX program, as outlined in AFI 32-4001, AFRC Supplement 1, and all other applicable directives. Responsible for the overall management of the program.
 - 1.3.2. Provides Nuclear, Biological, Chemical, Conventional (NBCC) training.
 - 1.3.3. Provides training to Unit Readiness Representatives (URR).

- 1.3.4. Provides training to specialized decontamination, shelter management, chemical monitoring/recon and Contamination Control Area (CCA) teams/personnel, as required for deployed locations.
 - 1.3.5. Provides materials for unit Readiness information programs.
 - 1.3.6. Develops an annual NBC defense-training schedule. Go to wing G-drive look in disaster preparedness folder, then look for the schedules folder open-up the file identified as ATSO with the current year.
 - 1.3.7. Co-chairs the Wing PEC code 55166 working group, which is the wing forum for Nuclear, Biological, Chemical Warfare Defense equipment program. This program includes the following organizations, 934 CES, 934 AW/FM, 934 LG/LGSD, 96 AS/DOOL and 934 SV/SVF.
 - 1.3.8. Provides a Readiness Staff Assistance Visit (SAV) Program.
 - 1.3.9. Provides Exercise Evaluation Team training/guidance as necessary for Operational Readiness Exercise (ORE) and Ability To Survive and Operate (ATSO) Major Accident Response Exercise (MARE) and Natural Disaster Response Exercise (NDRE) evaluators.
- 1.4. Unit Commander:
- 1.4.1. Have the overall responsibility for their respective Unit Readiness programs.
 - 1.4.2. Will appoint, in writing, Unit Readiness Representatives. There must be a primary and at least one alternate. Distribute a copy of the appointment letter to unit, 934 CES/CEX, and appointed member.
 - 1.4.3. When required by 934 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.).
 - 1.4.4. Ensure personnel assigned to Disaster Preparedness duties attend required training AFI 32-4001, AFRC Sup 1, Table 6.3.
 - 1.4.5. Identify requirements and budget, obtain, store, and maintain unit DP training equipment, including personnel protection items and contamination control materials
 - 1.4.6. Ensure Technical Orders (T.O.) and applicable directives are maintained and utilized for all Nuclear, Biological, Chemical (NBC) Warfare Defense Equipment & Disaster Preparedness operational equipment maintained and/or stored by their unit. The 934 CES/CEX will establish technical order sub-accounts for units requesting assistance in ordering CBWD equipment technical orders.
 - 1.4.7. Develop and implement applicable response procedures and checklists to support local response plans as well as war and contingency planning documents. All checklists must be coordinated with the 934 SGTG or CES Readiness Flight.
 - 1.4.8. Assist the 934 CES Readiness Flight in establishing an NBC contamination control capability, as applicable. As a minimum, aircraft maintenance, transportation (includes both ground and aerial port), civil engineering, and medical activities will have this capability. Refer to AFI 32-4001, AFRC Sup 1, para 1.13.9 for further guidance.
 - 1.4.9. Schedule and track assigned people for the training required by AFI 32-4001, AFRC Sup 1, Table 6.2. and 6.3. and ensure they attend.

1.5. 934 LSS/LGS (Supply)

1.5.1. The 934 Readiness Flight will coordinate with 934 LSS/LGSP when budgeting for spare parts for DP operational and training equipment.

1.6. Unit Readiness Representatives:

1.6.1. Are responsible for managing their unit Readiness program.

1.6.2. Maintain their Unit Readiness workbooks.

1.6.3. Ensure consolidated letters of appointment are current.

1.6.4. Conduct a unit Disaster Preparedness information program.

1.6.5. Attend readiness representative training, conducted by the 934 CES/CEX.

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

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

2. Procedures, 934 AW Units:

2.1. Are required to have a Readiness program.

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

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

2.4. 934 AW Unit Disaster Preparedness Programs

2.4.1. Must have at least two representatives.

2.4.2. Must ensure that Readiness matters may be handled during the weeks, as well as during unit training assemblies (UTAs). It is preferable to have an air reserve technician (ART) as a representative.

2.4.3. Unit Disaster Preparedness representatives should be knowledgeable of their respective unit's operations.

2.4.4. Unit Readiness representative's names, office symbols, and telephone extensions and if possible e-mail address must be included on the consolidated letter of appointment.

2.4.5. Unit Readiness representatives will not be released from their duties until replacements have been trained.

2.4.6. Quarterly review ATSO training roster to ensure currency of unit personnel.

3. Information Program, All Units:

3.1. Consists of the General Base Populace Briefing and recurring unit indoctrination.

3.2. The 934 CES Readiness Flight provides information for General Base Populace Briefing to be used as part of the Wing/Unit Newcomer Ancillary Training program.

3.3. The unit readiness representative recurring briefings throughout the year. They may use materials provided by the Readiness Flight, FEMA, and any other credible sources. This training need not be documented for each unit member except for new comer's briefing. Instead, simply record it's accomplishment on a memo for record or equivalent. In additions, use bulletin boards to post necessary Disaster Preparedness visual aids and materials.

4. The Unit Disaster Preparedness Representative Continuity Binders, All Units:

4.1. The binder will be a composite of the unit's readiness program.

4.2. Each unit must maintain a Readiness Representative binder in a centralized location for easy access.

4.3. The contents shall be indexed as follows:

TAB A: Letter of Appointment

TAB B: Staff Assistant Visit Schedule

TAB C: Initial and Refresher NBCD Training Schedule

TAB D: Record of Training and Attendance

TAB E: Readiness Training Plan (RTP)

TAB F: Instructions (unless electronic)

TAB G: Unit Checklist

TAB H: Program Status Reports

TAB I: Unit Information Program

TAB J: Copies of Visual Aids for informational use

TAB K: Unit OPlan Tasking

TAB L: Equipment/Budget Information

TAB M: Miscellaneous Correspondence

5. Readiness Staff Assistance Visit (SAV) Program, Objective

5.1. The objective of the Readiness SAV program is to maximize each unit's ability to perform its mission by identifying and resolving problems in its Readiness program.

5.2. 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.

6. SAV, Procedures

6.1. The 934 CES/CEX offices will develop an annual SAV schedule. It will be published and distributed by 15 December for the upcoming calendar year.

6.2. The 934 CES/CEX office will prepare and distribute a SAV checklist to units along with annual SAV schedule.

6.3. As a minimum, each unit will receive a SAV not to exceed 24 months as requested by Unit Commander or URR.

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

6.5. The 934 CES/CEX office will prepare a SAV report to be received by the Unit Commander no later than the two UTA's after the SAV is conducted.

6.6. Units will prepare replies to SAV reports and submit them to 934 CES/CEX office not later than 90 days or three UTA's after the report date. If a shortcoming will take longer than 30 days to correct, a deficiency and estimated completion date should be provided.

6.7. The 934 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 Group Commander's during Quarterly Wing Readiness council.

7. Exercise and Evaluation, Objective

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

8. Exercise Evaluation Team (EET) Members

8.1. When requested by Wing Commander each unit commander will appoint an EET member.

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

8.3. A list of EET appointments will be sent from the respective unit to the 934 SPTG/CEX office.

8.4. The Wing EET Shall:

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

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

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

8.4.4. Develop exercise scenarios.

8.4.5. Conduct exercises as planned.

8.4.6. Debrief affected units of each exercise.

8.4.7. Write exercise reports (unless the Wing Commander directs otherwise) and submit copies to the 934 SPTG/CEX office.

8.4.8. 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).

9. NBCD Equipment/Material, Responsibilities

9.1. The 934th Readiness Flight will:

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

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

9.2. Unit Commanders will:

9.2.1. Submit requirements for NBCD operational and training equipment/material to 934 SPTG/CEX and 934 LSS/LGSD as required.

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

9.3. Unit Readiness Representatives will:

9.3.1. Inventory unit NBCD training equipment as deemed necessary by the Unit Commander.

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

9.3.3. Coordinate with the wing CEX office concerning information pertaining to NBCD operational and training equipment/material.

9.4. Section supervisors will:

9.4.1. Ensure operational/training equipment is properly maintained, inspected, stored and is repaired and/or replaced when necessary, IAW applicable equipment T.O.s or directives.

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

9.4.3. Ensure operational masks are cleaned and inspected every six months peacetime and separately stored from training c-bag.

9.5. Procedures. Units will acquire NBCD training equipment for each UTC task person (unless otherwise directed by the Wing Commander). This equipment will be maintained and stored by the unit.

10. Training Program, Responsibilities

10.1. The 934 CES/CEX Readiness Flight will:

10.1.1. Develop training to meet unit requirements. Refer to AFI 32-4001, AFRC Sup 1, *Disaster Preparedness Planning and Operations*, Table 6.3. *Readiness Flight Training Matrix*, for course duration times.

10.1.2. Develop and provide an annual schedule of NBCD training to the Wing Training Planning Council (WTPC).

10.1.3. Readiness Flight will contact Unit Training Managers if any changes happen to annual training schedule:

10.1.4. Readiness Flight ensure instructors are available for NBCD training no later than one week prior to the UTA.

10.1.5. Readiness flight will update NBCD (ATSO) computer training records after each UTA.

10.1.6. Return an annotated classroom roster to the Unit Ancillary Training Manager after each UTA.

10.1.7. Provide materials to conduct an information program.

10.2. Unit Commanders will:

- 10.2.1. Ensure personnel are scheduled for and attend required training.
- 10.2.2. Ensure a unit Disaster Preparedness information program is developed.

10.3. Unit Readiness Representatives will:

- 10.3.1. Coordinate the overall unit readiness-training program with their Unit Ancillary Training Manager.
- 10.3.2. If required ensure specialized team members are identified and attend required training.

10.4. Unit Ancillary Training Managers will:

- 10.4.1. Ensure personnel are scheduled for NBCD training.
- 10.4.2. Coordinate training requests with the 934 CES/CEX Readiness Flight. All requests must be received no later than one-week prior to the next UTA.
- 10.4.3. Document/Track CBWD training.

10.5. Section Supervisors will:

- 10.5.1. Conduct and document individual EST, as required.
- 10.5.2. Ensure personnel under their supervision are scheduled and attend NBCD and specialized team training. Ensure attending personnel are properly equipped for the training.

11. Disaster Response Force, The Disaster Control Group (DCG) will:

11.1. Maintain equipment in the event of a rapid response, along with:

- 11.1.1. Checklists, according to AFMAN 32-4004, *Emergency Response Operations*.
- 11.1.2. Communications capability with unit control center, as applicable.
- 11.1.3. Inclement weather gear.
- 11.1.4. Road maps for the states of Minnesota and Wisconsin.
- 11.1.5. Crash Grid maps with overlay.
- 11.1.6. Receive training according to AFI 32-4001, AFI 32-4002, *Hazardous Material Emergency Planning and Response Compliance*, and other directives as supplemented.
- 11.1.7. Refresher training will be based on exercise participation for each DCG member.

11.2. Control Centers:

- 11.2.1. Ensure the following functions establish control centers to support the 934 AW OPlan 32-1 operations:
 - 11.2.1.1. Civil Engineer Damage Control
 - 11.2.1.2. Security
 - 11.2.1.3. Transportation
 - 11.2.1.4. Communications/Computer Systems

- 11.2.1.5. Personnel
- 11.2.1.6. Maintenance
- 11.2.1.7. Base Operations
- 11.2.1.8. Readiness Flight
- 11.2.1.9. Services/Mortuary
- 11.2.1.10. Chaplain
- 11.2.1.11. News Media
- 11.2.1.12. Command Post
- 11.2.1.13. Aeromedical Staging Squadron

GARY L. COOK, Colonel, USAFR
Commander

Attachment 1**PUBLICATIONS THAT NEED TO BE MAINTAINED IN EACH UNIT****A1.1.** For all units:

- A1.1.1. AFI 32-4001, *Disaster Preparedness Planning and Operations*; as supplemented by Higher HQ and gaining MAJCOM.
- A1.1.2. 934 AWI 32-4001, *Disaster Preparedness Planning and Operations*.
- A1.1.3. 934 AW OPlan 32-1
- A1.1.4. AFMAN 32-4004, *Emergency Response Operations*.

A1.2. For all reserve units:

- A1.2.1. AFMAN 32-4005, *Personal Protection and Attack Actions*.
- A1.2.2. T.O. 14P4-15-1, *Chemical-Biological Mask Type MCU-2/P, MCU-2P/A*.
- A1.2.3. Air Force Handbook 32-4014 Volume 4, *USAF Ability to Survive and Operate Procedures in a Nuclear, Biological, Chemical (NBC) Environment*.
- A1.2.4. Air Force Manual 10-100, *Airman's Manual*.

A1.3. For reserve units storing operational chemical warfare equipment:

- A1.3.1. T.O. 11D1-1-131, *Decontamination Kit, Skin: M291*.
- A1.3.2. T.O. 11H2-2-21, *Paper, Chemical Agent Detector: M9*.
- A1.3.3. T.O. 11H2-14-1-5, *Paper Chemical Agent, VGH, ABC-M8 (Paper)*, and includes the M9 paper roll.
- A1.3.4. T.O. 14P3-1-141, *Ground Chem-Defense Ensemble*. This includes the gloves and over boots.
- A1.3.5. T.O. 14P4-1-151, *Chemical Biological Canisters and Filter Element procedures and Serviceability List*. NOTE: This T.O. is for canisters still sealed in the tin can.

Attachment 2

SAMPLE LETTER FOR NUCLEAR BIOLOGICAL CHEMICAL DEFENSE TRAINING AND EQUIPMENT STATUS

Date: _____

MEMORANDUM FOR 934 CES/CEX

FROM: (Unit Commander) _____

SUBJECT: Quarterly Nuclear, Biological, Chemical, Defense, Training (NBCDT) and Equipment Status Report

The following is the (Unit) _____ NBCDT and equipment status report. The (Unit) _____ Readiness Representative briefed me on this status.

Circle appropriate quarter: 1st/January 2nd/April 3rd/July 4th/October

Number of mobility positions (UTC tasked)? _____

Number of personnel assigned (mobility positions)? _____

Number of personnel current in NBCDT (mobility positions)? _____

Number of personnel assigned (non-mobility)? _____

Number of personnel current in NBCDT (non-mobility)? _____

Percentage of complete operational NBCD ensembles?

(Ref. AFI 32-4001, Table 3-1) * Note 1 & Note 2 _____

2. POC for this report is _____ at extension _____.

Unit Commander's Signature Block

NOTES:

- 1. Most units have their C-bags maintained at Base Supply. Call Base Supply at 713-1535 and ask for the overall C-bag percentage for C-bag assets maintained at base supply.
2. Base supply needs to know how many mobility positions your unit has and the clothing size of each individual assigned. The unit mobility Officer/NCO does this in most units.