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Operations

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The OPR for this supplement is HQ AFRC/CEXS (SMSgt Barry J. Costello). This supplement implements and extends the guidance of AFI 10-2501, 24 December 2002. The AFI is published word-for-word without editorial review. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

2.13.2. AFRC/CEXS is the OPR for the command FSTR program.

2.13.2.2. Where assigned, the Mission Support Group (MSG) Readiness Office will perform these functions.

2.13.2.6. AFRC NBC Defense PE is 55166. AFRC/CEXS is the command functional program element manager for this program element.

2.13.2.7. Chairs Readiness Support Board. (See AFRC Readiness Corporate Structure.)

2.13.2.8. Numbered Air Forces (NAFs) will conduct a SAV to installation Readiness Flights on a Bi-Annual basis. SAVs conducted by the Numbered Air Forces (NAFs) as SAVs/FAVs, will not exceed 24-months; forward trends and issues to AFRC/CEXS annually.) The issue and trend report will be submitted NLT 31 Jan for the previous year and in the format provided by AFRC/CEXS

2.14.4. AFRC will coordinate with ACC, AMC, AFSOC, PACAF, and AFSPC on all NBC, CBRNE, WMD joint mission need statements and joint operational requirements documents.

2.16.2. Where assigned, the MSG Readiness Office will perform these functions.

2.16.3. Tenant and associate units will establish the RB and RWG IAW **Attachment 9 (Added)**.

2.16.9. MSG commander or as appointed by the installation commander.

2.16.20.1. (Added) Commanders of units deployable to a high or medium chemical/biological threat areas must consider contamination reduction measures when developing a contamination control capability. Guidance is in AFMAN 10-2602, Chapter 3.

2.17.1. Appoint a primary and alternate representative. Primary duty 3E9X1 personnel are not appointed as the unit or squadron program manager. The appointed member may also represent the unit on the Readiness Working Group, as long as the commander empowers the individual with full decision-making authority.

2.17.2. Where assigned, the MSG Readiness Office will perform these functions.

2.17.3. AFRC installation organizations coordinate unit developed checklists that support Base FSTR Plan 10-2 requirements with the MSG Readiness Office. At non installations, coordinate all unit-developed checklists supporting the Base FSTR Plan 10-2 through the tenant readiness flight prior to submission to the host base. Unit commanders and staff agency chiefs will ensure checklists are reviewed annually. Document review per local instructions and provide copies of all checklists to the appropriate NAF.

2.17.4. AFRC units will provide this information to the MSG Readiness Office or tenant readiness flight 30-days prior to the annual FSTR SAV. Annotate observations or findings with corrective actions and an estimated completion date(s). Transmit a copy to the wing Self Inspection Tracking System (SITS) program administrator with an info copy to the MSG Readiness office.

2.17.5. The MSG Readiness office will publish UCC and specialized team requirements in the FSTR Plan 10-2.

2.17.6. MSG readiness offices and tenant CE readiness flights will schedule classes, document attendance, and track overall FSTR program training statistics.

2.17.7. In the absence of Host program, AFRC Readiness Flights will develop and disseminate FSTR training material. AFRC tenant units need to notify their respective NAF ASAP if the host unit does not provide this service as required.

3.6. Installation Planning Checklists. At AFRC installations, coordinate all unit developed checklists supporting Base FSTR Plan 10-2 requirements with the MSG Readiness Office. At non installations, coordinate all unit-developed checklists supporting the Base FSTR Plan 10-2 through the tenant readiness flight prior to submission to the host base. Unit commanders and staff agency chiefs will ensure checklists are reviewed annually. Document review per local instructions and forward a copy to the appropriate NAF.

3.7. FSTR Plan 10-2 (previously titled Disaster Preparedness OPLAN 32-1). At AFRC Installations, the MSG Readiness Office is the OPR for the FSTR Plan 10-2.

4.5. Vulnerability Assessments. At AFRC installations this function will be performed by the Threat Working Group, MSG Readiness Office, AFOSI, Installation Antiterrorism Officer, and SF.

5.2.2.1. The requirement for the nearest installation to respond as the Initial Response Base includes AFRC installations. AFRC installations will provide initial response and follow-on response to the maximum extent possible. AFRC installations that do not have operational control of all elements of the disaster response force must ensure a suitable capability as well as appropriate procedures are addressed in planning documents. For response procedures see AFMAN 32-4004, Emergency Response Operations.

7.3.1. As a minimum, AFRC installations will have a sheltering in place plan for all facilities on the installation. The plan will include the following information: sheltering location in the facility, location of environmental controls and how to operate them and procedures on how to improve the protection of personnel once an incident takes place.

8.2.7. As a minimum, FSTR meetings will meet no later than the first week in February to identify POM/APOM and mid-year unfunded requirements, and the last week in July to identify end-of-year unfunded requirements. Develop agenda and produce meeting minutes for review during NAF and higher headquarters visits/inspections.

8.2.8. Functional areas, e.g. life support, supply, civil engineer, security forces, etc. will submit their unfunded requirements through the appropriate functional channels at the NAF to HQ AFRC for review, approval and prioritization by the Readiness Support Board chartered Resources Working Group that is chaired by HQ AFRC/CEXS. CE readiness flights/MSG readiness offices have PE 55166 program oversight responsibility and will serve as the single point of contact for generic issues involving this PE.

8.2.13.1. HQ AFRC/CEXS is the PE55166 functional Program Element Manager (PEM) for AFRC. Where established, the MSG Readiness Office is the focal point at AFRC units/wings. The CE Readiness Flight is the focal point for tenant units.

8.3.3. Use applicable Allowance Standards (AS) for Disaster Response Force (DRF) equipment.

8.3.6. At AFRC Installations the MCP will be assigned and maintained by the MSG Readiness Office.

8.4.4. Units must maintain a 10 percent stock of replacement/consumable parts listed in T.O. 14P4-15-1, figure 6-1, for the total number of unit assigned masks.

9.3.1. AFRC Readiness military and civilian members must submit a request to attend initial courses (Readiness apprentice/Readiness officer) within the first month of assignment. As an alternative for in residence attendance at other formal training, units may budget for and sponsor traveling teams as well as federal, state and local agencies. The AFRC Training and Certification Center, Dobbins ARB, GA provides additional hand-on wartime task training opportunities. Report the completion of training to the appropriate NAF/CEX office.

9.3.2. At AFRC installations, Readiness personnel (3E9X1) (military, government civilians, and qualified contactors) will conduct this training, and unless otherwise noted will teach the courses listed in Table 9.3.

9.4.1. At AFRC installations, Readiness personnel (3E9X1) (military, government civilians, and qualified contactors) will conduct this training.

9.7.6. Readiness flights will ensure sufficient allocations are provided to Aircrew members to allow for completion of the 15 month NBCCDT requirement.

9.7.8. Supervisors will document tasks performed for record. Guidance for this documentation will be provided in the appropriate wing instruction to ensure standardization.

9.8. Full Spectrum Threat Information Program. At AFRC Installations, the MSG Readiness Office is responsible for disseminating this information to the installation.

9.11.1. At AFRC Installations, the RST augments the MSG Readiness Office. RST staffing is identified in the wing supplement to this document. All units on the installation shall proportionately provide staffing for the RST. Staff the RST for a 24-hour capability with military, civilian and contractor personnel,

from those positions least likely to deploy. Activation of the RST will be identified in the FSTR Plan 10-2. **NOTE:** Trained personnel shall not be relieved from their assignment/duties until substituted by a fully trained replacement. All RST members should meet physical and medical requirements/qualifications for associated HAZMAT levels as stated in 29CFR1910.120. AFRC installations will specify the number of RST team members that are required.

10.3.3. See **Attachment 8 (Added)** for command ground rules.

10.3.4. The tenant wing/unit commander or designee must coordinate with the host exercise evaluation team chief to incorporate the tenant in exercise planning and execution.

10.5. **Exercise Scenario Ground Rules.** The EET Chief should consult with the Readiness Flight for planning, guidance and advice on exercise scenarios.

10.5.4. Base exercise scenarios on local conditions, aircraft type, vulnerability assessment team (VAT) results and FSTR 10-2 Plan.

10.5.9. (Added) An ARE scenario is based on the unit’s tasked deployment location and gaining MAJ-COM requirement. Units involved in military operations other than war (MOOTW) are exempt from an ARE for six months from the time the unit returns to home station. When possible, the ARE is done as part of the forward operating base operations during local operational readiness exercises. Unit commanders ensure exercise objectives focus on command and control; attack warning reactions; use of individual equipment; contamination control area processing; contamination avoidance; self-aid and buddy care; explosive ordnance reconnaissance; dispersal; expedient hardening; blackout; and demonstrated effectiveness of personnel to perform their wartime tasks in a chemical-biological warfare environment. The unit conducting the ARE documents the results.

Table 10.1. Full Spectrum Threat Exercise Requirements.

<p>NOTES:</p> <ul style="list-style-type: none"> f. Willow Grove, Pittsburgh and Minneapolis-St Paul will also conduct a major accident recovery, terrorist use of WMD and natural disaster exercise. g. The major accident response exercise (MARE) scenario and schedule requirements stated in Table 10-1 apply to Dobbins, Grissom, March, and Westover ARBs and General Mitchell, Homestead, Niagara Falls and Youngstown ARSs. h. All AFRC units will conduct an enemy attack exercise based upon their mobility commitments.
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10.6. **EET.** At tenant AFRC units, the EET is structured to evaluate mobility commitment exercises.

10.6.1.2. Ensures use of local emergency reporting system(s) are integrated into exercises.

12.1. **General Information.** AFRC wings/units should consult AFRC ConPlan 2004-1, *Support to Civil Authorities*.

13.2.2. For AFRC procedures, see Chapter 2.

13.2.2.4. Step 7 – 55165/55166)

13.2.2.5. Steps 8, 9, & 10 – 55165/55166

13.2.2.6. Step 11- 55165/55166

14.3.3. At AFRC Installations, report status to the MSG Readiness Office (see A2.16.)

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

FAV—Functional Area Visit)

MSG—Mission Support Group)

ORE—Operational Readiness Exercise)

RAV—Readiness Assistance Visit)

RSG—Regional Support Group)

Terms

Functional Area Assistance Visit—Normally a unit requested or a Higher Headquarters (RSG) directed visit designed to meet any functional area assessment need.

Operational Readiness Exercise—An internal evaluation of a unit's transition into a wartime posture and ability to meet wartime taskings.

Readiness Assistance Visit—Higher Headquarters (NAF) exercise evaluation of a subordinate unit's (wing/group) ability to perform wartime taskings.)

A2.1. The MSG Readiness office performs this function at AFRC wings/units.

A2.1.1. (Added) The MSG Readiness office, at AFRC installations, will notify the LEPC and SERC of the installation emergency planning and response program.

A2.1.2. (Added) At AFRC installations, shelter capacity will be identified in the FSTR Plan 10-2.

A2.1.3. (Added) At AFRC installations, dispersal sites will be identified in the FSTR Plan 10-2.

A2.1.4. (Added) The MSG Readiness office at AFRC installations will be the OPR for EPCRA sections 301-304 and the LECP/SERC reporting requirements of sections 311 and 312 only.

A2.1.5. (Added) The MSG Readiness office performs this function at AFRC wings/units.

A2.2. **Base Civil Engineer.** Where assigned, the MSG Readiness Office is the installation FSTR focal point.

A2.2.5. The MSG Readiness office performs this function at AFRC installations.

A2.2.5.1. (Added) Notify the unit commander at least two UTAs prior to the visit.

A2.2.9. The MSG Readiness office, performs these duties at AFRC installations

A2.6.3. The MSG Readiness function will coordinate on this plan at AFRC installations.

A2.6.4. The MSG Readiness function will coordinate on these reports at AFRC installations.

A2.8.2. Air Force Active Duty Legal Offices, not AFRC Legal Offices, process claims.

A2.16.1. Report status to the MSG Readiness function at AFRC installations.

A3.1.2. The MSG Readiness function will review the checklists at AFRC installations.

A6.5.4. At AFRC installations, the MSG Readiness Office will have these responsibilities.

A6.7.2. At AFRC installations, the MSG Readiness Office will support the RWG.

A6.7.3.6. At AFRC installations, the MSG Readiness Office Chief will perform these duties.

A6.7.4. At AFRC installations, the MSG Readiness Office Chief will perform these duties.

Attachment 8 (Added)

AFRC EXERCISE GUIDANCE

A8.1. (Added) Base Civil Engineer. Use props and other simulators to add realism during exercises. AFRC installations have the following minimum exercise materials available: moulage kit, smoke-generating devices (if used), EOR simulators, evaluator identification devices, items to simulate radiological and/or chemical contamination, and objects to simulate human casualties (i.e., mannequins).

A8.2. (Added) Exercise Ground Rules. Avoid stereotyping exercises. Vary exercise locations to increase realism and participation. Thoroughly plan and design scenarios to create the stress and pressure that occurs in a real disaster or attack situation based on the threat to installation location per FSTR 10-2 plan and/ or current VAT report.

A8.2.1. (Added) Give required operational reports (voice and message) to the evaluators in writing. Do not transmit these reports off base unless instructed to do so. See AFMAN 10-206, *Operational Reporting*.

A8.2.2. (Added) Do not recall people from leave or temporary duty. Complete all administrative forms and give them to the evaluators.

A8.2.3. (Added) When responding to an exercise, use warning lights but not sirens on emergency vehicles. Use vehicle-mounted sirens or horns to announce withdrawal from the accident site.

A8.2.4. (Added) Follow procedures in AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*, when simulating radio calls from aircraft carrying dangerous material.

A8.2.5. (Added) Use TO 11N-20-11 line numbers in telephone, radio, and written communication during nuclear weapon accident exercises.

A8.2.6. (Added) Conduct exercises in security areas. However, do not plan disaster exercises to simulate a hostile or covert penetration of security areas.

A8.2.7. (Added) Do not block alert force routes or runways and do not locate simulated accidents closer than 1,000 feet (330 meters) to weapon-loaded aircraft.

A8.2.8. (Added) Consider safety in all aspects of the exercise.

A8.2.9. (Added) Restrict entry into facilities exempted from total evacuation to essential personnel and people having legitimate business within the facility. Personnel who were conducting business when evacuation was directed continue their business, but must remain in the facility until the evacuation portion of the exercise is over. Check evacuation plans for exempted facilities and question assigned personnel to make sure they know how to evacuate. Do not evacuate facilities which, if shut down and restarted, would cause damage or generate considerable expense. One person may be left in each evacuated facility for security/fire protection purposes. During exercises involving simulated toxic materials or explosive hazards, place primary emphasis on evacuation and protection of personnel and equipment. Do not evacuate the facilities mentioned below without coordination:

A8.2.9.1. (Added) Command posts, control centers, base operations dispatch desks, air traffic control facilities, central security control, telephone switchboards, communications centers, and fire and weather stations.

A8.2.9.2. (Added) Alert aircraft, alert facilities, liquid oxygen and nitrogen plants, POL hydrant facilities, computer rooms, and waste disposal facilities.

A8.2.9.3. (Added) Hospital, clinic, and dental facilities.

A8.2.9.4. (Added) Academic testing facilities when testing is in progress.

A8.2.9.5. (Added) Security and law enforcement entry control points and posts.

A8.2.9.6. (Added) Schools, nurseries, base exchange facilities, commissaries, credit unions, banks, post offices, religious services, dining facilities, and military court facilities.

A8.2.9.7. (Added) Munitions storage areas and navigational aid facilities.

A8.2.10. (Added) Wear all individual protective training equipment, including protective masks, during exercises. Exercise participants will not wear protective masks while driving a privately owned vehicle. Protective masks will not be worn while driving a GOV off-base.

A8.2.11. (Added) Do not use major accident events conducted and evaluated as part of an attack response exercise to meet major accident response exercise requirements.

A8.2.12. (Added) Include the phrase "This is an exercise message." at the beginning and very end of all written and verbal exercise communications.

A8.2.13. (Added) When using the installation warning system, tell the base populace, the surrounding civilian population, and local civil authorities well in advance of the exercise.

A8.2.14. (Added) General and special purpose vehicles and aerospace ground equipment located inside the cordon must be moved outside the cordon.

A8.2.15. (Added) Decrease the cordon size, if necessary, to keep accident response forces within the area owned or controlled by the AFRC unit.

A8.2.16. (Added) If utility shutdown is simulated, personnel must respond to the appropriate shutdown location and demonstrate knowledge of proper facility shutdown procedures.

A8.3. (Added) Ground Rules for Movement of Aircraft. All aircraft movement is simulated. Ground rules for simulating aircraft movement include the following:

A8.3.1. (Added) Taxi. Use the following procedures to obtain credit for the simulated taxi of an aircraft:

A8.3.1.1. (Added) A minimum crew of one pilot, one co-pilot, one flight engineer, and one other crew member (fire guard) for airlift units, must proceed to the aircraft and start a minimum of one engine following technical procedures. Fighter units require one pilot and one crew chief.

A8.3.1.2. (Added) The crew contacts the tower (command post or maintenance control may simulate tower operations), announcing their tail number and the taxi route they are simulating. If the crew is unaware of the proper route, obtain it from the tower (or simulated tower) or other personnel (on-scene commander).

A8.3.2. (Added) Towing. Use the following procedures to obtain credit for the simulated towing of an aircraft:

A8.3.2.1. (Added) Check aircraft to ensure it is capable of being towed.

A8.3.2.2. (Added) Physically dispatch a tow crew (minimum of two qualified personnel) and an operable tug and tow bar and attach to aircraft.

A8.3.2.3. (Added) Release all tie-down restraints. Chocks remain in place.

A8.3.2.4. (Added) One tow crewmember must enter the cockpit and occupy the crew position to ride brakes.

A8.3.2.5. (Added) The tow crew then unhooks the tow bar and drives at tow speed along a designated route to the dispersal area. The crew then returns to the disaster cordon to simulate towing of additional aircraft, if required.

A8.4. (Added) Evaluation Areas. Develop checklists (or procedural guides) to guide exercise evaluation using higher headquarters and local plans and directives. Mandatory evaluation areas are listed below. Some of these areas depend on the type of exercise conducted and on the extent the exercise is developed. Although an area may not be evaluated in each exercise, evaluate all areas at least annually.

A8.4.1. (Added) Major Accident Response Exercises. Commander's staff, control tower, base operations, command post, survival recovery center (if used), disaster control group, control centers, specialized teams, entry control point, on-scene control point, evacuation, cordon, national defense area (if used), communications systems, contamination control, and recovery operations.

A8.4.2. (Added) Attack Response Exercises. Commander's staff, command post, survival recovery center, installation warning system, specialized teams, control centers, communications systems, recovery and reconstitution operations, and (when necessary) mission accomplishment (to include contamination control) in an NBCC environment according to the threat. Include ability- to-survive-and-operate (ATSO) evaluation areas per GMAJCOM instructions.

A8.4.3. (Added) Natural Disaster Response Exercise or Review. Planning, installation warning system, reporting procedures, specialized teams, evacuation, shelter preparation and operations (if planned for locally), individual protection, resource protection, communication systems, recovery, and assistance to civil authorities during peacetime natural disaster or other civil emergency relief operations affecting installation mission capability.

A8.4.4. (Added) Recovery Exercise. Planning, reporting procedures

A8.5. (Added) Grading Criteria. Exercises are no-fault or training oriented. The wing commander has the option to require ratings.

A8.6. (Added) Reports and Analysis. Exercise reports may be in any format but must identify the type of exercise, summarize the scenario, identify findings, assign offices of primary and collateral responsibility, assign a suspense for replies, and list 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 reports to the readiness council. Identify recurring deficiencies in the exercise report and use them as objectives in future exercises. Track deficiencies as part of the unit self-assessment program.

A8.7. (Added) Weapons of Mass Destruction. Exercise designed to assist installation personnel in preparing for and responding to a terrorist WMD incident/attack, both at home and abroad, in peace, during contingencies and wartime. Its purpose is to ensure installation commanders and personnel can continue to perform operational missions, regardless of the terrorist threat of nuclear, biological, and chemical (NBC) contamination in the base operating environment.

Attachment 9 (Added)**AFRC TENANT READINESS FLIGHT**

A9.1. (Added) Purpose. This attachment outlines the purpose, functions, manning, organization, and complete duties of the tenant readiness flight. RSG Readiness Office writes procedures for subordinate units. This attachment also applies to the CES readiness flight on a AFRC installation (except where noted by "Tenant Locations Only").

A9.2. (Added) General Functions. The readiness Air Reserve Technician (ART), (the MSG readiness office at installations) manages the wing/group readiness program according to the core personnel document (CPD) and supports the host program according to local directives. The tenant readiness flight reservists plan and train for deployment (contingency) operations.

A9.3. (Added) Manning, Organization, and Duties. The manning, organization, and duties of the tenant readiness flight are:

A9.3.1. (Added) Manning. The manpower for the tenant readiness flight is determined by the WCD, the AFRCMS, and the tasked unit type code (UTC). The full-time flight manning is shown in the applicable Part A UMD under FAC 44EB. The reservists authorized for the flight and the applicable UTC are shown in the Part B UMD under FAC 44EB.

A9.3.2. (Added) Organization:

A9.3.2.1. (Added) During deployments, the flight becomes a part of the deployment location Readiness Flight. Readiness personnel should report according to deployment location plans to advise and support the MSG/CC, CES/CC, and the SRC, or its equivalent, and man additional posts as required.

A9.3.2.2. (Added) During unit training assemblies (UTA), the tenant readiness flight reports to the CES/CC. The Readiness Flight Chief assigns internal flight duties as necessary.

A9.3.2.3. (Added) (Tenant Locations Only) During weekdays the readiness ART is the acting tenant readiness flight chief and reports to the ART MSG/CC. If no ART MSG/CC is authorized, the acting flight chief reports to the duly appointed alternate for the MSG/CC. Refer to Figure A2.2. and CPD, Factor 2.

A9.3.3. (Added) Peacetime Duties. During peacetime, the primary duty for tenant readiness flight reserve personnel is to train for the wartime mission as tasked in the appropriate UTC and planning documents. Additionally, the tenant readiness flight ART and traditional reservists (TR):

A9.3.3.1. (Added) Analyzes the threat at the deployment location from the threat assessment provided by Intelligence. Provides just-in-time chemical-biological threat protective measures briefing to personnel deploying to high threat areas. (ART: Performs analysis and conducts briefing. TR presents information during NBCC Defense classes.)

A9.3.3.2. (Added) Prepares and/or tracks all planning documents which task the flight or support wing/group readiness operations. Coordinate with the wing plans (XP) function to ensure each of these plans is reviewed and when necessary revised by the appropriate functional experts. (ART duty only.)

A9.3.3.3. (Added) Develops checklists supporting the readiness program and generic emergency action guides, procedures, or checklists to support war and contingency plans. Review annually. (ART Develops; TR Reviews annually.)

A9.3.3.4. (Added) Develops, schedules, coordinates, conducts, and tracks NBCC Defense Training. (ART develops, schedules, coordinates, tracks; TR conducts.)

A9.3.3.4.1. (Added) Reserve readiness personnel conduct a maximum of two NBCC Defense Training (NBCCDT) classes per calendar year. The primary mission of the traditional reservist is to acquire the knowledge and proficiency required to fight and operate in a wartime environment. At Tenant locations, the conduct of NBCCDT remains the responsibility of the Host Readiness Flight Personnel at the 3-level are not to instruct without the proper supervision of a qualified instructor (5-level or higher).

A9.3.3.4.2. (Added) Use two instructors when class size exceeds 30 personnel and an additional instructor for each additional 25 students thereafter. This applies to hands-on training. During mask confidence exercises, an instructor instructs no more than six students at a time.

A9.3.3.4.3. (Added) Include any unique training materials developed by the gaining MAJCOM and/or theater commander.

A9.3.3.4.4. (Added) Further training guidance is given in **Chapter 9** and AFPAM 10-219, Volume 1.

A9.3.3.5. (Added) (Tenant locations only). Develops, schedules, coordinates, conducts, and tracks specialized teams, FSTR representative, and EET chief training. (ART develops schedules, coordinates, conducts FSTR Rep and EET Chief training; TR conducts specialized teams training.)

A9.3.3.5.1. (Added) (Tenant locations only). Tenant unit commanders or designees must coordinate with the host EET chief to incorporate the tenant in exercise planning and execution. If not included in the host exercise program, develop an internal evaluation team and conduct tenant unit exercise to evaluate specific procedures.

A9.3.3.5.2. (Added) Response to actual contingencies/emergencies fulfills exercise requirements provided appropriate reports are written and submitted.

A9.3.3.6. (Added) (Tenant locations only) If an EET is formed, assists the EET chief in developing, executing, evaluating, and reporting the results of local exercises. (ART duty only.)

A9.3.3.6.1. (Added) Primary duty readiness personnel are not assigned as the EET chief or designated to manage any aspect of exercise. However, the Readiness ART is an integral part of exercise scenario development.

A9.3.3.6.2. (Added) (Tenant locations only) Coordinates with the EET chief to ensure ability to survive to operate (ATSO)-related capabilities are evaluated during readiness exercises.

A9.3.3.7. (Added) Develops and submits a consolidated flight budget according to local directives. (ART duty only.)

A9.3.3.7.1. (Added) Budgets for and procures inert training munitions (commercial facsimiles) for classroom and field exercise use through normal supply channels. For actual training munitions listed in AFCAT 21-209, *Ground Munitions*, provide a 5 year forecast to HQ AFRC/CEXS. Submit the 5 year forecast no later than 15 December of each year.

A9.3.3.7.2. (Added) Budgets for FAVs, RAVs, SAVs, OREs, ORIs, workshops, etc.

A9.3.3.7.3. (Added) Submits budgets for readiness nuclear, biological, and chemical (NBC) defense-related supplies and equipment to support contingency missions through the Civil Engineer resource advisor. Submits ART related operations and maintenance (O & M) budget through the support group resource advisor.

A9.3.3.7.4. (Added) As an alternative to in-residence attendance at formal technical training, budget for traveling teams, as well as federal, state, and local agencies, to conduct training at home station.

A9.3.3.8. (Added) Orders, stores, and performs owner/user-level maintenance for assigned readiness-related equipment and material (that is, NBC defense related equipment on the 4F9DA UTC, and all individual and training equipment). Advises FSTR representatives on quantities of protective mask spare parts that assigned deployable units maintain on hand. Ensures all UTC-required materials are on-hand or on-order and required inspections are accomplished. (ART and TR duty).

A9.3.3.9. (Added) (AFRC Installations Only) The readiness ART provides input to the MSG readiness office so that updates, issues, and problems can be presented to the installation readiness council or other program review forum. NOTE: (Tenant Locations Only) For problems beyond the flight's capability to resolve, request assistance from the appropriate MSG readiness office.

A9.3.3.10. (Added) (Tenant locations only) In the absence of a host base information program, develop a program. This program reinforces the information covered during BEPO training. At least quarterly, the readiness flight furnishes materials to commanders to train their units. Use all available media to disseminate information: handouts, posters, base bulletin, electronic media, base newspapers, etc. (ART Duty only). The program emphasizes:

A9.3.3.10.1. (Added) Applicable seasonal hazards and protective actions.

A9.3.3.10.2. (Added) The types of attacks, major accidents, and natural disasters likely to occur at the installation.

A9.3.3.10.3. (Added) Command and control, passive defense measures, base recovery after attack (BRAAT), common task soldier skills, and sustainability.

A9.3.3.11. (Added) Attends or chairs meetings, conferences, and workshops covering readiness program issues as required. Provides support as requested to the RSGs for augmentation of HHQ visits.

A9.3.3.12. (Added) To maintain proficiency, readiness flight personnel must have at least 4 hours of monthly in-house training. Provides proficiency (officers and enlisted) and specialty training to assigned readiness personnel as required.

A9.3.3.12.1. (Added) Training emphasis for readiness personnel (3E9X1) must be on preparing them to perform wartime duties. Peacetime operations, conducting training for other wing personnel, and training for other than primary wartime duties are secondary.

A9.3.3.12.2. (Added) All military reserve 3E9X1's maintain ATP 45 NBC and JWARN plotting, prediction, and reporting proficiency along with NBC detection, survey, and marking qualifications regardless of assigned duty or deployment status.

A9.3.3.12.3. (Added) Readiness personnel should expand their professional development and knowledge with annual supplemental training. Training sources include: state and local agencies; Environmental Protection Agency; Department of Transportation; Occupational Safety and Health Administration; Interservice Nuclear Weapon School (INWS) Radiological Emergency Team Operations (RETOPS) course, US Army Chemical School; and Federal Emergency Management Agency (FEMA).

A9.3.3.12.4. (Added) Primary duty Readiness personnel (military and civilian) also attend the following courses (based on course availability): Radiological Safety Officer (RSO), and JWARN. Upon completion, or non-completion (failure, withdrawal, etc.), of any formal training course or Silver Flag attendance, the MSG readiness office, (ART at tenant units) notifies HQ AFRC/CEXS, in writing, (FAX,

LAN, or letter with info to respective NAF) who attended and the date of completion or non-completion (include reason).

A9.3.3.13. (Added) Ensures entry-level readiness personnel request a quota to attend the Readiness Apprentice course, J3ALP3E931-004, during their first UTA through the unit training manager. NOTE: Supervisors of personnel must maintain full documentation of trainee's progress in the Career Field Education and Training Plan (CFETP) throughout upgrade training.

A9.3.3.14. (Added) Complies with host program requirements as prescribed by local directives and plans. (ART duty only.)

A9.3.3.15. (Added) (Tenant locations only) Prepares a wing/group instruction or supplement, which includes program management, exercise, and administrative information. Forwards a draft to the appropriate RSG readiness office for coordination prior to implementation. Includes RSG readiness office on distribution requirements. (ART duty only.)

A9.3.3.16. (Added) Performs SAVs. See Chapter 2 and **Attachment 10 (Added)**. (ART duty only to units with full-time employees.)

A9.3.3.17. (Added) Conducts and documents FSTR representatives meeting. Meetings are conducted not less than semi-annually. This meeting covers those issues necessary to support contingency operations and management of the unit FSTR program and may be combined with other meetings. (ART duty only.)

A9.3.3.18. (Added) (Tenant locations only) Performs unit-level FAM duties as described in AFMAN 10-401, *Operation Plan and Concept Plan Development and Implementation*, chapter 9. (ART duty only.)

A9.3.3.19. (Added) Establishes a self-inspection program and expands the AFRC Self-Inspection Guide to include local procedures and requirements. (ART maintains checklist. ART/TR conduct inspections.)

A9.3.3.20. (Added) Establishes a forum to review the unit's FSTR program (FSTR council, steering group, etc.).

A9.3.3.20.1. (Added) Forum meets at least annually. Agenda items include issues and goals for training, exercising, evaluating, equipping readiness response elements, and SAV/RAV trends.

A9.3.3.20.2. (Added) Forum is composed of the chairman (installation commander or designated alternate), all group commanders, wing plans function, readiness flight chief, and EET chief. Meeting minutes are recorded, distributed and readiness flight maintains a copy.

A9.4. (Added) Operations. Upon deployment, readiness personnel:

A9.4.1. (Added) Conduct response and recovery operations to mitigate the effects of enemy attack, major accident, and natural disaster.

A9.4.2. (Added) Ensure proper contamination control, protective measures, and safety procedures are followed.

A9.4.3. (Added) Assemble, deploy, employ, and re-deploy readiness people and equipment assigned to UTCs when tasked and according to AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*.

Attachment 10 (Added)**AFRC FULL SPECTRUM THREAT RESPONSE PROGRAM STAFF
ASSISTANCE VISIT (SAV) PROCEDURE**

A10.1. (Added) FSTR (Readiness) SAV Objective. The SAV is used to resolve problems and help correct deficiencies in the base and tenant wing/group FSTR program. Indications of problems should lead to help via a SAV. The SAV emphasizes problem solving and is not compliance oriented. A SAV is not a substitute for routine work or continued corrective action by the unit.

A10.2. (Added) Planning and Conducting a SAV:

A10.2.1. (Added) NAF-Sponsored SAV. Joint HQ AFRC and NAF SAVs conducted under the auspices of the NAF/CC are scheduled on a Annual basis. Refer to the NAF schedule and guidance while planning. The appropriate NAF guidance should be followed during a NAF-sponsored SAV. AFRC PD 90-1 and AFRCI 90-1 contain instructions relating to program management of all SAVs to flying units and GSUs.

A10.2.2. (Added) Wing/Group SAV. FSTR program SAVs are conducted by the MSG and tenant readiness flight to wing/group units according to the following guidance. (**NOTE:** Parts of this guidance may be pertinent for the NAF-sponsored SAV.)

A10.2.2.1. (Added) If a unit has not had a SAV within the last 12 months, the readiness flight schedules a SAV within 60 days of the one-year anniversary. The readiness flight maintains a schedule to ensure the one year interval is not exceeded.

A10.2.2.2. (Added) The readiness flight uses the HQ AFRC/CEXS published FSTR Self-Inspection Guide (Base or Tenant) to conduct the SAV.

A10.2.2.3. (Added) If not initiated by the unit/CC, notify the commander of the unit to be visited at least two UTAs before the SAV. Provide the visit date and names of SAV team.

A10.2.2.4. (Added) Obtain a briefing from the unit commander concerning any identified problem area, including measures taken for resolution.

A10.2.2.5. (Added) During the SAV, identify discrepancies, provide specific guidance for their resolution and correct problems on the spot if possible. Provide a Pre/Post SAV briefing with the Unit/CC. Include specific solutions or assistance provided. Leave a list of observations or findings and recommendations. If a problem is beyond the unit's ability to correct, arrange for follow-up assistance. (**NOTE:** The unit FSTR representative should be present during the SAV.) Provide a written report within 10 days of the SAV. Route the SAV report through the Wing Commander and appropriate Directorate Chief to the Unit/CC. A written reply to discrepancies will be required within 2 UTA's.

A10.2.2.6. (Added) Deficiencies noted in a SAV are tracked via the unit self-inspection program.

A10.3. (Added) Responsibilities:

A10.3.1. (Added) HQ AFRC/CEXS:

A10.3.1.1. (Added) Provides guidance for conducting FSTR program SAVs.

A10.3.1.2. (Added) Analyzes SAV program trends, conducts a SAV when directed/requested based on identified problem areas and suggests corrective measures.

A10.3.2. (Added) MSG Readiness Offices. The MSG Readiness Office conducts a FSTR program SAV to subordinate units using the guidance above, NAF guidance, and other guidance issued by HQ AFRC/CEX.

A10.3.3. (Added) MSG/Tenant readiness flight. The readiness flight manages the local FSTR SAV program. Adverse trends should be presented to the readiness council or other forum.

A10.4. (Added) SAV Documentation. A written trip report is required for each SAV or follow-up SAV conducted. Use the trip report format in AFH 37-137, *Tongue and Quill*. Route the report through the appropriate chain of command. Standardized Report Format:

MEMORANDUM FOR: (Wing/Group)/CC (Unit/Staff Agency)/CC IN TURN

FROM: (Unit conducting SAV)

SUBJECT: FSTR Program Staff Assistance Visit (SAV) Report (Suspense: XX XXX XX)

1. Purpose of the Visit: A staff assistance visit to the (name of unit or staff agency visited) was conducted on (date of visit) to ensure compliance with AFI 10-2501, as supplemented, (name of installation) FSTR Plan 10-2, and other pertinent directives.

2. Personnel Conducting Visit:

3. Principal Personnel Contacted:

4. General Observations: (Short narrative of the positive and negative aspects of unit FSTR program)

5. Specific Observations:

a. Program Emphasis: (Provide feedback on AFI 10-2501, Attachment 2.)

(1) Program Review: (You may consolidate subparagraph comments under the following major paragraph headings.)

(a) Observations: (Explain observation, problem repeat discrepancy or commendable item.)

(b) Recommendation: (Explain procedures to follow for permanency correcting problems or how to improve an already satisfactory program.)

(c) Assistance provided: (Use if applicable)

b. Unit Support: (Comment on AFI 10-2501, Attachment 2.)

6. Forward reply of corrective actions to arrive at the ABO office/flight by the end of the second LTТА after the SAV report date. If a discrepancy will take longer than 30 days (from -reply date) to correct, provide justification for the delay and an estimated completion date.

NOTES:

1. Cite direct references for discrepancies, including paragraph, where possible.
2. Items corrected on-the-spot need not be noted in the report unless there is a possibility of recurrence and (or) impact on other portions of the program.

JOHN A. BRADLEY, Lt General, USAF
Commander