

**BY ORDER OF THE COMMANDER  
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND INSPECTION  
CHECKLIST 32-0016**

**2 AUGUST 1999**

**Civil Engineer**

**CIVIL ENGINEER CONTINGENCY RESPONSE  
OPERATIONS (UNIT)**

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This checklist reflects Command requirements for Civil Engineer units to prepare for and conduct internal reviews.

### ***SUMMARY OF REVISIONS***

This checklist has been revised to update references and reduce the number of Critical Items, in accordance with recommendations from the CSAF Blue Ribbon Commission, Organizational Evaluations.

- 1.** References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
- 2.** This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the checklist at **Attachment 1** as a guide only. Add to or modify each area as needed, but not less stringent than the specified reference, to ensure an effective and thorough review of the unit Civil Engineer Contingency Response Operations program.

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The Civil Engineer

**Attachment 1**

**CIVIL ENGINEER CONTINGENCY OPERATIONS**

**Table A1.1. Checklist.**

<b>SECTION 1: CIVIL ENGINEER COMMAND &amp; CONTROL</b>			
<b>1.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.1.1. Do Contingency Response Forces (CRF) demonstrate effective command and control? (AFI 10-211, paragraph 3.1)			
1.1.1.1. Do CRF teams respond IAW established procedures? (AFI 10-211, paragraph 2.1.1.3. and 3.1.2.)			
1.1.1.2. Do communications links, assembly instructions, and alternative means of notifying personnel function properly? (AFI 10-211, paragraph 3.1.2)			
1.1.2. Do the primary and alternate communications links function effectively to communicate with the Base's Contingency Response command structure? (Wing Operations Center, Support Staffs, BCE Damage Control Centers and Fire Alarm Communications Center) (AFI 10-211, paragraph 2.2.2)			
1.1.3. Does the CRF effectively respond to any anticipated contingency situation? (AFI 10-211, paragraph 2.1., AFI 32-4001, paragraphs 4.8 and 4.10; AFD 32-40, paragraphs 5.3, 5.4 and 5.5; AFMAN 32-4004, paragraph 2.1)			
1.1.3.1. Can the CRF sustain critical mission requirements and maintain essential base activities during contingencies using only the base sustainment forces? (AFI 10-211, paragraph 2.1.1.3. and 4.3.)			
1.1.3.2. Is the Contingency Response Plan (CRP) used to restore operational capability following a contingency? (AFI 10-211, paragraph 2.1.1.1.)			
1.1.4. Does the Damage Control Center: (AFMAN 32-4004, paragraph 1.4.)			
1.1.4.1. Provide a focal point within CE to monitor unit resources and mission capability and coordinate unit activities and response postures during disaster operations?			
1.1.4.2. Maintain emergency response checklists, maps, communications equipment, alternate control centers, and a personnel accountability/recall system?			
1.1.4.3. Evaluate and report damage, casualties, and mission capability?			
1.1.4.4. Alert, recall, deploy forces, and disseminate threat and required information?			
1.1.4.5. Maintain a log of events to document response actions?			

<b>1.2. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.2.1. Has the BCE provided information for higher headquarters' reports? (AFMAN 10-206 and AFI 32-4001, AFMAN 10-206, chap 13, AFI32-4001AFSPC1, paragraphs A.2.1 through A.2.1.8)			
1.2.1.1. Provide status for Operation Event and Incident Report (OPREP-3) to the installation command post?			
1.2.1.2. Provide status for TEMPEST RAPID Report as required?			
1.2.1.3. Provide status of actual major accident and natural disaster response?			
1.2.2. Has the BCE ensured that policy and procedures were developed for shelter management, personnel protection, and nuclear, biological, chemical, and conventional (NBCC) defense? (AFPD 32-40, paragraphs 5.6., 5.7., AFMAN 32-4005, chapter 1)			
1.2.2.1. Has the BCE established shelter and contamination control procedures? (AFI 32-4001, paragraphs 1.12.4 and 8.5. and AFMAN 32-4005, Attachment 15)			
1.2.2.2. Has the BCE developed a plan to ensure pre-attack, trans-attack, and post-attack procedures cover all installation requirements? (AFMAN 32-4005, Attachment 16)			
1.2.2.3. Has the BCE developed procedures to ensure shelter management training can be accomplished during increased readiness? (AFI 32-4001, Table 6.3.)			
<b>SECTION 2: READINESS FLIGHT</b>			
<b>2.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.1.1. Does the Mobile Command Post respond to contingencies to provide support to the On-Scene Commander? (AFI 32-4001, paragraph 3.4 and AFMAN 32-4004, paragraph 1.9 )			
2.1.2. Is the Mobile Command Post equipped to support the required level of support to potential major accident and disaster responses? (AFI 3-4001, paragraph 3.4., and AFMAN 32-4004, paragraph 1.9.)			
2.1.3. Does CE Readiness maintain a log of events and prepare a final report following disaster response operations? (AFMAN 32-4004, paragraph 1.2.5.4)			
2.1.4. Does CE Readiness advise the OSC concerning major accident and natural disaster response and recovery policies and procedures? (AFMAN 32-4004, paragraph 1.2.5.4.)			
2.1.5. Does CE Readiness maintain effective communications between the command post and the accident, providing periodic situation updates? (AFMAN 32-4004, paragraph 1.2.5.4.)			

<b>2.2. NON-CRITICAL</b>			
2.2.1. Are specialized teams (CCT, DPST, SMT) assigned, organized and trained to support emergency response operations, and are they assigned in sufficient numbers to adequately support simultaneous emergencies? (AFMAN 32-4004, paragraph 1.5.)			
<b>SECTION 3: EXPLOSIVE ORDNANCE DISPOSAL (EOD) FLIGHT</b>			
<b>3.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.1.1. When the EOD team directly supports a nuclear mission, are they maintaining full EOD support (E-1) as defined in AFI 32-3001? The EOD team will be required to demonstrate (AFPD 32-30, paragraph 1.3.3.4 serves as the reference to the following items):			
3.1.1.1. Respond to the incident with properly certified personnel, technical data, and specialized render safe equipment.			
3.1.1.2. Use of specialized protective equipment (dress with proper protective clothing, self-contained breathing apparatus, protective mask, etc).			
3.1.1.3. Use of detection and monitoring equipment (ADM-300, AN/PDR 74, T-290, etc).			
3.1.1.4. Initial reconnaissance.			
3.1.1.5. Preparation of the Explosive Ordnance Disposal portion of the recovery plan.			
3.1.1.6. Nuclear and explosive render safe procedures.			
3.1.1.7. System knowledge of all hazardous and classified components.			
3.1.1.8. Packaging and marking of classified and hazardous weapon components.			
3.1.1.9. Reporting actions.			
3.1.2. The EOD team must demonstrate problem solution while performing each of the below listed Team Operations. (AFSPCI 32-300101, para 5) ( <i>Note</i> : Live explosives should be utilized as much as possible)			
3.1.2.1. Improvised Explosive Device to include terrorist devices.			
3.1.2.2. Conventional Munitions Operations.			
3.1.2.3. Defensive Chemical Operations.			
3.1.2.4. Hazardous Disposal Operations utilizing live explosives.			
3.1.3. Can all EOD space vehicle launch support teams, or contractor as applicable, perform all render safe and disposal procedures for the lift vehicle and the expected payload? (AFSPCI 32-300101, paragraph 3)			
3.1.4. Is the EOD team organized, manned, trained and equipped to provide 24-hour surge operation support as directed by the Wing Control Center? (AFSPCI 32-300101, paragraph 2.3.15)			

3.1.5. Are all EOD personnel certified on all Wartime Task Standard skills? (AFPD 32-30, paragraph 3.4)			
<b>3.2. NON-CRITICAL ITEMS:</b>			
	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.2.1. Is the EOD Team capable of rendering safe, identifying, and reporting new and previously unknown munitions? (AFPD 32-30, paragraph 1.3.3.3)			
3.2.2. Has the EOD Team reported all EOD action events that required a formal report? (AFPD 32-30, paragraph A2.2.3)			
<b>SECTION 4: FIRE PROTECTION FLIGHT</b>			
<b>4.1. CRITICAL ITEMS:</b>			
	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.1.1. Are fire department personnel and equipment used to rescue survivors, keep loss of life to a minimum, and extinguish or prevent the spread of fire as first priority, with other contingency recovery actions their secondary efforts? (AFI 10-211, paragraph 3.3.3)			
4.1.2. In the event of a incident/accident, did the senior fire official take command and control of the on-scene operations, initiate the Incident Management System, designate an entry control point (ECP) and establish an initial cordon size until arrival of the on-scene commander (OSC)? (AFI 32-2001, paragraph 3.3.1 and AFM 32-4004, paragraph 1.2.5.5 & paragraph 1.2.4)			
4.1.3. Are HAZMAT/Munitions operations conducted IAW AFI 32-4002, paragraph 4.2.4.4, AFMAN 91-201, paragraph 2.24 and Table 2.2 Fire Symbol Hazards and Actions, TO 11A-1-46, TO 11N-20-11, DoD 5100.52-M Nuclear Weapons Accident Response Procedures, AFI 32-4001, chap 4, and AFI 32-4004, chap 2?			
<b>4.2. NON-CRITICAL ITEMS:</b>			
	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.2.1. Has the fire protection flight been included in the BCE Contingency Response Plan (CRP) objective for aircraft rescue and facility fire protection and are plans developed for expected/worst case scenarios? (AFI 10-211, paragraph 2.1.)			
4.2.2. Are all firefighters and other rescue personnel trained in first aid, and equipped with necessary first aid supplies and equipment? (AFI 10-211, paragraph 3.3.4.)			
4.2.3. Does the fire protection flight fire alarm control center maintain current utility distribution system drawings showing locations of all cut-off valves and switches? (AFI 10-211, paragraph 3.2.5.)			
4.2.4. Where available, are reciprocal fire protection agreements with local fire protection organizations in place and appropriately exercised? (AFI 10-211, paragraph 3.2.6.)			

4.2.5. Has the fire protection flight developed a program and list of minimal training requirements for CONUS sustaining backfill personnel to ensure they are familiar with the base's equipment and operations? (AFI 10-211, paragraph 3.2.7.6.)			
4.2.6. Can the fire department disperse vehicles according to the BCE Contingency Response Plan (CRP) in the event the Installation Commander specifies the need for dispersal? (AFI 10-211, paragraph 6.2.)			
<b>SECTION 5: OPERATIONS &amp; ENGINEERING FLIGHTS</b>			
<b>5.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
5.1.1. Are emergency-essential backup power sources established/available for essential base functions when primary service is disrupted? (AFI 10-211, paragraph 2.2.3.2.)			
5.1.2. Are current infrastructure systems drawings available at DCC and FACC showing location of cutoff values and switches for utility system isolation? (AFI 10-211, paragraph 2.2.5)			
5.1.3. Can the Operations workforce promptly reestablish or substitute utility services following an attack or disaster? (AFI 10-211, paragraph 2.3.5)			
5.1.4. Do damage assessment teams immediately perform assessments to identify and evaluate critical facility, utility, and communication repair requirements and coordinate recovery activities with appropriate agencies following natural or man-caused disasters or attack? (AFI 10-211, paragraph 2.3.1.2)			
<b>SECTION 6: ENVIRONMENTAL FLIGHT</b>			
<b>6.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
6.1.1. Are contingency response activities performed in accordance with the Facility Response Plan (FRP) IAW 40 CFR 112.20(a)(f-h) and the Spill Prevention Countermeasures and Control (SPCC) Plan IAW 40 CFR 112.1(d), 112.3 and 112.7?			
6.1.2. Are environmental concerns during contingency response activities evaluated IAW AFI 32-7061, Environmental Impact Analysis Process, AFI 10-211, paragraph 2.1.3?			
6.1.3. Do contingency response operations and training activities comply with the environmental laws and standards as described in AFPD 32-70? (AFI 10-211, paragraph 2.1.3)			

<b>SECTION 7: MISSILE ENGINEERING FLIGHT</b>			
<b>7.1. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
7.1.1. Are personnel identified and procedures in place to provide support for the Missile Potential Hazards (MPH) Response Team? (20AFI21-1, paragraph 5.5.7)			
<b>SECTION 8: RESOURCES FLIGHT</b>			
<b>8.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
8.1.1. Does Resources Flight identify emergency requirements to their Command counterparts (if applicable), and follow specific CE emergency project reporting procedures? (AFSPCI 65-601, paragraph 3.3.6.2.)			
8.1.2. Are local funds used (with approval of the unit commander), to accomplish requirements in support of emergency actions needed to protect human life, government property or facilities, and are all associated expenses identified using a local ESP code (when established)? (AFSPCI 65-601, paragraph 3.3.6.1.)			
8.1.3. Does Resources Flight notify the Wing Financial Analysis office and HQ AFSPC/CEPF (if applicable) by telephone to advise them of emergency circumstances and estimated cost, and follow-up with confirming message? (AFSPCI 65-601, paragraph 3.3.6.3.)			
<b>SECTION 9: HOUSING FLIGHT</b>			
<b>9.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
9.1.1. Are procedures established to shelter dormitory residents in-place or evacuate the dormitories and relocate residents in the event of fire, terrorist threat, or other disaster situation? (AFI 32-4001AFSPC1, paragraph 1.13.1)			