



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

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**AFI 10-2501, 24 December 2002, is supplemented as follows:**

This supplement defines the Hill Air Force Base FSTR program as a cross-functional program that integrates procedures and standards for planning, logistical requirements, emergency response actions, exercises and evaluation, training of personnel, detection, identification and warning, notification and enemy attack actions. It establishes responsibilities, procedures and standards for Hill AFB mitigation and emergency response to major accidents, natural disasters, terrorist use of weapons of mass destruction (WMD), nuclear, biological, chemical and conventional (NBCC) warfare. Its prescribed planning process is to help commanders achieve unity of effort, allocate and utilize resources effectively and identify shortfalls in their response capabilities. The FSTR program serves as a focal point, bringing together unit operations that interact during contingencies so the installation can continue its missions. This supplement applies to other service and associate units and members assigned or attached to Hill AFB. Maintain and dispose of records in accordance with AFMAN 37-123, *Management of Records*, and the WebRIMS Records Disposition Schedule (RDS).

**2.17. Installation Units and Staff Agencies.** The following units will establish and maintain a unit FSTR Program. Reference **Attachment 8 (Added)** for units.

2.17.1. Commanders/agency chiefs will appoint primary and alternate unit FSTR representatives (UFR) using the format provided in **Attachment 9 (Added)** of this supplement. The primary unit UFR may be any grade officer, SSgt (or higher), or civilian equivalent. The alternate will be in the grade of SrA or higher, or civilian equivalent grade. Unit representatives must have a minimum of one-year retainability without any impending permanent change of station (PCS), permanent change of assignment (PCA), retirement or separation actions.

2.17.1.1. (Added) Each directorate chief will appoint a primary UFR and alternates to act as the focal point for FSTR matters for the entire directorate. Primary and alternate UFR monitors will be appointed in each division (with more than 25 personnel) and will report directly to the directorate UFR.

2.17.1.2. (Added) UFRs will be knowledgeable of the unit's mission capabilities, limitations and the plans under which it is tasked. The UFRs will maintain a unit FSTR Program Continuity Book as outlined in **Attachment 10 (Added)**. The UFRs will ensure the unit commander is kept informed of the status of the units FSTR Program. Briefings will be documented and detailed information maintained in the unit handbook. Representatives will attend 775 Civil Engineer Squadron Readiness (775CES/CEX) UFR quarterly meetings to keep abreast of current requirements and procedures.

2.17.2. Units will submit change recommendations for HAFB Plan 10-2, *Full Spectrum Threat Response*, to 775 CES/CEX.

2.17.3. Units will submit FSTR checklists supporting taskings in HAFB FSTR Plan 10-2, *Full Spectrum Threat Response*, to 775 CES/CEX for review before implementation. All unit FSTR checklists will provide information in the title block to include the office of primary responsibility (OPR) for developing and updating the checklists and a current revision date. Units will develop written procedures providing emergency notification for all unit personnel to include: After normal duty hours, weekends and communications outage situations.

2.17.3.1. (Added) In accordance with Hill AFB Shelter Guide, UFRs and building managers will identify areas in the work centers or unit facilities suitable as severe weather shelters and sheltering in place programs. The UFRs will ensure all personnel are briefed on shelter locations and the unit sheltering procedures during unit information program briefings.

2.17.4. The 775 CES/CEX will conduct FSTR staff assistance visits (SAV) to all base and associate units.

2.17.4.1. (Added) 775 CES/CEX will develop the HAFB SAV checklist and distribute it to all UFRs. The 775 CES/CEX will conduct a SAV to base units identified in paragraph **2.17.**, at least once every 12 months. The 775 CES/CEX will publish the next year's SAV schedule NLT December 15 each year. The 775 CES/CEX will notify the unit commander to be visited at least two weeks before the visit and provide the commander the option to schedule an in-brief. The UFR will ensure a mandatory SAV out brief is scheduled in conjunction with the visit. The 775 CES/CEX will provide a list of observations and/or recommendations to the unit visited during the SAV out-brief.

2.17.4.2. (Added) UFRs will perform and document FSTR self-assessment (using the SAV checklist provided by 775 CES/CEX and a Memo For Record (MFR) semiannually (in January and July) and forward a copy of the results to 775 CES/CEX. The SAV documentation will be maintained for one year.

2.17.4.3. (Added) UFRs will complete the quarterly readiness report and forward the finished product to 775 CES/CEX no later than the 10th duty day of the new quarter (Jan, Apr, Jul and Oct). Reference **Attachment 11 (Added)** for template.

2.17.5. Organizations tasked to provide disaster control group (DCG) members with more than 25 personnel will have a minimum of three personnel (one primary and two alternates) assigned and trained as DCG members. Organizations with less than 25 personnel assigned will have a minimum of two personnel (one primary and one alternate) assigned and trained as DCG members. Appointment will be in writing (see format in **Attachment 9 (Added)**). Update appointment letters as changes occur and send a copy to 775 CES/CEX. **Attention: This does not replace the unit's responsibility to HAFB Plan 17 requirements, which are managed by 75 ABW/CP on a monthly basis.** The 775 CES/CEX will conduct initial and refresher training as required. The primary DCG member should be a ranking member of the functional agency shown IAW AFMAN 32-4004, *Emergency Response Operations*, paragraph 1.2.2. The alternates, as designated by the commander, will be assigned to ensure continuous availability of required specialists and simultaneous response capability to more than one disaster situation and/or 24-hour cover-

age. The DCG representatives must be knowledgeable of the unit's capabilities and have authority to commit unit resources in support of response and recovery actions.

2.17.5.1. (Added) All disaster response force personnel are required to maintain a response kit and personal/go bag with seasonal clothing and personal items to sustain themselves in the field for a minimum of 72 hours. Reference [Attachment 12 \(Added\)](#) for requirements.

8.2.13.2. Units (non-medical) requiring weapons of mass destruction (WMD) baseline equipment data authorization list (BEDAL) response equipment must ensure equipment requests are forwarded to 775 CES/CEX by the first day of the last fiscal quarter of the year. The unit equipment manager will track all BEDAL equipment transactions including materials received, requests and shortfalls. The equipment managers will ensure BEDAL equipment is inventoried and stored in a secure, clean, dry and climate controlled environment. Inventory results will be forwarded to 775 CES/CEX by the first day of each fiscal year for purchasing prioritization.

8.3.1. Units with a mobility requirement will assign primary and alternate chemical warfare defense ensemble (CWDE) custodians and ensure sufficient levels of CWDE exist to support the unit's taskings. The 388 FW, 729 ACS and the 419th FW will maintain programs according to higher headquarters instructions in addition to local mobility requirements. Any air combat command (ACC) specific CWDE guidance will be forwarded to 775 CES/CEX. The CWDE will be inspected and maintained IAW applicable technical orders and AFI 10-2501, Chapter 8 as supplemented.

9.7.1. Units requiring nuclear biological chemical conventional (NBCC) training will appoint unit schedulers in writing using the format provided in [Attachment 9 \(Added\)](#) and forward appointment letters to 775 CES/CEX. Schedulers will receive initial training from 775 CES/CEX. Schedulers must attend any NBCC training meetings scheduled. Annual NBCC training requirements for each unit must be submitted to 775 CES/CEX NLT COB on the Friday in the second week of December each year.

9.7.8.6.1. (Added) NBCC Defense Task Qualification Training (TQT) is the performance of an airman's wartime mission and it will be conducted and documented in the member's AF Form 623, **Individual Training Record**, and on a memorandum for record (MFR) for senior NCOs and officers. The UFRs will implement a TQT training plan and maintain that plan in Tab G of their FSTR continuity binder. Participation in a base or unit-level exercise constitutes TQT as long as training is accomplished in accordance with the units TQT training plan, falls in a window 5 to 8 months after individuals NBCDT and is properly documented.

9.8.3. UFRs will ensure unit FSTR training and information programs are documented. Provide an initial (FSTR) orientation unit briefing to personnel during in processing and provide quarterly information program updates.

10.3. **Exercise and Evaluation Policy.** Exercise Evaluation Team (EET) members will review unit exercise objectives and evaluator checklists with the unit commander before inputs are made to base exercises. The EET checklists must identify the OPR for the checklist and be reviewed before each exercise. The location of the unit EET checklists and exercise materials must be listed on unit file plan and should be checked during the unit FSTR self-assessment.

10.4.3. Unit EET members will document unit real-world responses to major accidents and natural disasters, conduct a unit debrief and an analysis, and forward the summary to the OO-ALC/IGR office in an effort to obtain credit for fulfilling an annual exercise requirement.

10.6. **EET.** Unit EET members will be appointed in writing and included in the unit FSTR appointment letter. EET members will be functional area experts assigned to the EET by the unit commander.

## Attachment 8 (Added)

## HILL AFB UNIT FSTR PROGRAM LISTINGS

Table A8.1. OO-ALC Organizations.

Small Business (OO-ALC/BC)	Command Chief Master Sergeant (OO-ALC/CCC)	Protocol (OO-ALC/CCP)
Commanders Action Group (OO-ALC/CAG)	Civilian Personnel (OO-ALC/DPC)	Environmental Management Directorate (OO-ALC/EM)
Engineering Directorate (OO-ALC/EN)	Financial Management and Comptroller Directorate (OO-ALC/FM)	History (OO-ALC/HO)
Inspector General (OO-ALC/IG)	Information Technology (OO-ALC/IT)	Judge Advocate Directorate (OO-ALC/JA)
Mature & Proven Aircraft Directorate (OO-ALC/LC)	Logistics Support Management Directorate (OO-ALC/LG)	Space and C3I Systems Management Directorate (OO-ALC/LH)
Inter-Continental Ballistic Missile System Program Office (SPO) Directorate (OO-ALC/LM)	Maintenance Directorate (OO-ALC/MA)	Public Affairs (OO-ALC/PA)
Contracting Directorate (OO-ALC/PK)	Specialized Management Directorate (OO-ALC/QL)	Safety Office (OO-ALC/SE)
Munitions Directorate (OO-ALC/WM)	Plan and Programs Directorate (OO-ALC/XP)	F-16 Management Directorate (OO-ALC/YP)
Training Systems Management Directorate (OO-ALC/YW)	514th Flight Test Squadron (514 FTS)	Combat Logistics Support Squadron (649 CLSS)

**NOTE:** OO-ALC/LM, LH, LG, YP, YW, WM, LC will have one UFT as group manager. OO-ALC/BC, PK, DPC, EN, EM, IT will have one UFR as group manager. OO-ALC/XP, CCX, CCP, CCC, HO, PA, JA, IG, FM, SE will have one UFR as group manager.

**Table A8.2. 75 ABW Organizations.**

Air Base Wing (75 ABW)	Mission Support Squadron (75 MSS)	Medical Group (75 MDG)	Logistics Readiness Squadron (75 LRS)
Command Post (75 ABW/CP)	Chaplain (75 ABW/HC)	Maintenance Group (75 MXG)	Mission Support Group (75 MSG)
Security Forces Squadron (75 SFS)	Civil Engineer Group (75 CEG)	Plans and Programs (75 ABW/XP)	Munitions Squadron (649 MUNS)
Services Division (75 SV)	Communications Squadron (75 CS)	Civil Engineer Squadron (75 CES)	Operations Support Squadron (75 OSS)

**NOTE:** 75 ABW staff agencies (ABW, HC, XP, CP) will have one UFR as group manager. 75 MXG will fall under 649th MUNS' UFR

**Table A8.3. Tenant Organizations.**

4th Fighter Squadron (4 FS)	34th Fighter Squadron (34 FS)	84th Radar Evaluation Squadron (84 RADES)
299th Range Control Squadron (299 RCS)	376th Training Support Squadron (367 TRSS)	372D USAF Recruiting Group (372 RCG)
388th Aircraft Maintenance Squadron (388 AMXS)	388th Component Maintenance Squadron (388 CMS)	388th Equipment Maintenance Squadron (388 EMS)
388th Fighter Wing (388 FW)	388th Maintenance Operations Squadron (388 MOS)	388th Operations Support Squadron (388 OSS)
388th Range Squadron (388 RANS)	419th Fighter Wing (419 FW)	421st Fighter Squadron (421 FS)
729th Air Control Squadron (729 ACS)	USAF Trial Judicial Area Defense Counsel (AFLSA/ADC)	Commissary Agency (DeCA)
Defense Depot Hill Utah (DDHU)	Def Non-tactical Generator & Rail Equipment Center (DGRC)	Defense Reutilization and Marketing Office (DRMO)
Defense Information Systems Agency Defense Enterprise Computing Center (DECC)	AF Office of Special Investigations Detachment 113 (OSI Det 113)	

**Attachment 9 (Added)**

**APPOINTMENT LETTER FORMAT**

**A9.1.** The letter appointing unit personnel to full spectrum threat response (FSTR) positions will be formatted in the following manner:

MEMORANDUM FOR 775CES/CEX

FROM: Unit or Organization/CC

SUBJECT: FSTR Appointment Letter

1. The following personnel are appointed to the specialized FSTR duties listed:

NAME, RANK, ORG/OFF SYM, DUTY PHONE, DATE TRAINED

UFR: UNIT FULL SPECTRUM THREAT RESPONSE REPRESENTATIVE (UFR)

Primary and Alternate

UTS: UNIT TRAINING SCHEDULER (UTS)

Primary and Alternate

DCG: DISASTER CONTROL GROUP (DCG)

Primary and 2 Alternates

RST: READINESS SUPPORT TEAM (RST)

(75th CEG only)

EET: EXERCISE EVALUATION TEAM (EET)

2. This letter supersedes all previous letters, same subject.

3. If there are any questions concerning these personnel, please contact our UFR at extension \_\_\_\_\_.

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COMMANDER/AGENCY CHIEF

cc: Unit FSTR Program Handbook  
Each Team Member

**A9.2.** Include all those positions your unit is tasked with on one letter if possible.

**A9.3.** Do not include social security numbers on the paperwork.

**Attachment 10 (Added)****UNIT FSTR PROGRAM CONTINUITY HANDBOOK**

**A10.1.** FSTR representatives (UFRs) will maintain a program continuity handbook for administration of the unit program. The record set of all documents will be maintained in the unit's files, using correct disposition. Each unit will identify on the appropriate File Maintenance and Disposition Plan, the Unit FSTR Program Continuity Handbook. The Unit FSTR Continuity Handbook will be maintained in a 3-ring loose-leaf binder and will be labeled "Unit FSTR Program Continuity Handbook." The binder will be reviewed as part of the semi-annual unit self-assessment using the staff assistance visit checklist.

**A10.2.** The continuity book will include the following:

**A10.3.** Cover letter or program continuity sheet explains where the binder is stored, who is the current office of primary responsibility (OPR) for the program, and when the semi-annual FSTR Program self-assessments are due. The letter provides step-by-step instructions on the unit process for conducting the semiannual assessments and the office responsible for the reporting and tracking of self-assessment discrepancies. The location of program electronic files and back-up disks must also be provided.

**A10.4. Binder Review/Verification Update Sheet.**

**A10.5. Table of Contents.**

**A10.6. Tab A: Appointment Letters/Quarterly Readiness Report (QRR).** All FSTR appointment letters and QRRs will be forwarded to 775 CES/CEX. This tab will contain the most current FSTR position appointment letter(s) and one year of QRRs, signed by the commander or director to include:

A10.6.1. Unit full spectrum threat response representative (UFR) and alternate.

A10.6.3. Disaster control group (DCG) primary and (2) alternates.

A10.6.4. Exercise evaluation team (EET) members.

A10.6.5. Readiness support team (RST) members.

A10.6.6. Mobility equipment monitors and chemical-biological warfare defense training (CBWDT) schedulers and unit task qualification training (TQT) appointment letters may be submitted separately from the others.

**A10.7. Tab B: Staff Assistance Visit (SAV) Checklist and Documentation.** This tab will contain the necessary worksheets for conducting a unit program self-assessment. It will include:

A10.7.1. A memo for record documenting the self-assessments, must provide the date the assessment is performed and name of the person conducting the self-assessment. The memo for record must be signed by the unit or directorate commander.

A10.7.2. Documentation of discrepancies or problems found during assessments.

A10.7.3. A copy of the self-assessment checklist tailored to the unit program from the staff assistance visit (SAV) checklist provided by 775 CES/CEX.

A10.7.4. A list of all the letters, checklists, maps, bulletin board information, unit information program products and training documents that need to be reviewed during the self-assessments.

**A10.8. Tab C: Applicable Instructions and Plans.** This tab will include either a paper copy of reference Air Force Instructions, MAJCOM supplements, HAFB Shelter Guide and HAFB Plan 10-2 or

instructions how to access them electronically. Use a DD Form 2861, **Cross-Reference**, or memo to annotate the file location for paper copies of FSTR references when the files are located in another location within the unit. Ensure paper copy publications are posted correctly and remain current.

**A10.9. Tab D: Staff Assistance Visit Reports and Replies.** This tab will contain the most recent SAV report and unit reply.

A10.9.1. Post a copy of the current SAV report. List all observations noted during the SAV and corrective actions taken. Assign OPRs and estimated completion dates for unresolved issues. Send the reply to the unit command section for review and signature, and then forward it to 775 CES/CEX.

A10.9.2. Exercise IG, or higher headquarters reports that are specifically addressed to your unit's program should be referenced here. Provide a written analysis (lessons learned) and actions taken summary.

**A10.10. Tab E: FSTR Briefings/FSTR Newsletter.** This tab will contain documentation of unit staff FSTR related briefings, discussions or handouts. Document the process for conveying FSTR information to the commander or director. Keep a log of the briefings or handouts listing the dates of the unit personnel received and the topics of information provided. Provide location of electronic files when paper copies are not maintained.

**A10.11. Tab F: Training Documentation.** This tab will contain documentation for all FSTR-related training and information programs conducted by the unit.

A10.11.1. Provide in writing the unit procedure for scheduling and documenting training. When training documentation is performed by another office list the procedure and identify how to obtain the training completed information.

A10.11.2. FSTR training documentation will include:

Nuclear, Biological, Chemical and Conventional (NBCC) Training.

Task Qualification Training (TQT).

Specialized Team Training records (RST, CAT, DCG and EET are examples).

Unit Information Program briefing dates, the topics covered in the briefings and a record of attendance.

Hazardous Materials Training (Awareness Level).

**A10.12. Tab G: Training Materials and Lesson Plans.** This tab will contain all training materials, lesson plans and informational materials used in the unit program. Continuity on "how to" access electronic products should be provided.

A10.12.1. It will contain a copy of the initial orientation briefing to be provided to newly assigned personnel.

A10.12.2. Quarterly Information Program materials provided by 775 CES/CEX or developed by the unit.

A10.12.3. The TQT materials are developed by the unit and must include a safety briefing, training schedule and details of the tasks performed during the training session.

A10.12.4. Include a list of any training required for unit control center (UCC) personnel and exercise evaluation team members. Provide lesson plans for all unit-developed in-house training or exercises for unit specialized teams.

**A10.13. Tab H: Written Procedures.** This tab will contain a copy of the unit FSTR operating instruction and all the unit's current checklists supporting HAFB FSTR Plan 10-2.

A10.13.1. All checklists developed for the unit will include the date published and the OPR at the top of the checklist. Checklists must be identified by the annex and title they support from HAFB FSTR Plan 10-2. Checklists must be reviewed annually and forwarded to 775 CES/CEX for review before implementation. The UFR should store these checklists on electronic media and maintain a back up disk copy.

A10.13.2. Unit checklists are required when the plan annex OPR tasking column identifies the unit by name or by "All." Develop a list of unit taskings and the OPR for each checklist. Also develop a list of the locations where the checklists are kept for use, so they can all be updated when changes occur. Most units will be tasked to develop response action checklists for on-base major accidents, natural disasters and terrorist attack response, sheltering in-place, evacuation and assembly.

A10.13.3. All units are required to develop evacuation and assembly procedures, and personnel accountability procedures for all unit facilities

A10.13.4. Units that support team taskings such as the DCG or a unit control center must coordinate checklist requirements with 775 CES/CEX.

**A10.14. Tab I: Miscellaneous.** This tab will contain correspondence, memos, letters, records or materials that are relevant to the unit's program but are not referenced under another heading.

This section may be subdivided and the contents specified in the table of contents.

**NOTE:** If any of the items required to be in the handbook are maintained elsewhere, place a cross-reference sheet, (DD Form 2861, **Cross-Reference**, or a memo), in the appropriate Tab, indicating where the required material is filed.

Attachment 11 (Added)

QUARTERLY READINESS REPORT TEMPLATE

(May deviate from format slightly but information must be included as listed)

MEMORANDUM FOR 775th CES/CEX

FROM: ( ) Unit

SUBJECT: Quarterly Readiness Report ( ) ⇔ Specify Day/Month/Year.

1. Unit Control Center: Bldg: \_\_\_\_\_ Phone: \_\_\_\_\_ Grid Map Date/: \_\_\_\_\_
P.O.C. \_\_\_\_\_ Fax: \_\_\_\_\_ Location: \_\_\_\_\_

2. Supporting Documents Reviewed/Updated.

OPLAN 10-2 inputs: Date of inputs \_\_\_\_\_
UCC/DCG Checklists: Last reviewed \_\_\_\_\_ Copy to CEX: \_\_\_\_\_
Appointment letters
FSTR Rep: Date of Current \_\_\_\_\_
DCG Rep: Date of Current \_\_\_\_\_
RST Rep: Date of Current \_\_\_\_\_
EET Rep: Date of Current \_\_\_\_\_

3. Most recent unit FSTR Self-Inspection was completed on \_\_\_\_\_, see attached Forms, and MFR for information on unit FSTR program discrepancies.

NOTE: Include date of last unit FSTR self-inspection. Self-inspections are required semi-annually (Jan and July). All discrepancies in the unit FSTR program shall be tracked using MFR. Copies of MFR will be attached to the QRR until discrepancies are closed. If there are no discrepancies from the last self-inspection or they've been closed out, state so.

4. Training (if applicable to unit):

# #
Newcomer's FSTR Briefing (All Personnel) Required: \_\_\_\_\_ Briefed: \_\_\_\_\_
Nuclear, Biological, Chemical, Conventional (NBCC) Warfare Training. Per AFI 10-2501, paragraph 9.7.1 Required: \_\_\_\_\_ Current: \_\_\_\_\_

HAZMAT Awareness Level Training (MDS,BIO,SFS,OSC)	Required:_____	Trained:_____
Disaster Control Group DCG EET (As required)	Required:_____	Trained:_____
Readiness Support Team RST (75 CEG only)	Required:_____	Trained:_____

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UNIT COMMANDER/CHIEF SIGNATURE

This signed form faxed or forwarded through signatory is acceptable.  
DUE NLT the 10th working day of each quarter ( Jan, Apr, Jul, and Oct)

**Attachment 12 (Added)****REQUIRED EQUIPMENT LISTINGS**

Units will ensure appointed team members are provided the following equipment and supplies.

**A12.1. Disaster Control Group.**

A12.1.1. Mandatory DCG Items.

A12.1.1.1. The most recent copy of FSTR Plan 10-2.

A12.1.1.2. Appropriate unit checklists in support of FSTR Plan 10-2.

A12.1.1.3. Line badge.

A12.1.1.4. Flashlight with spare batteries.

A12.1.1.5. Current on-base UTM grid maps with appropriate overlays (provided by CEX).

A12.1.1.6. Utah state highway map.

A12.1.1.7. Communications equipment as required.

A12.1.1.8. Administrative supplies (pencils, pens, pager, events logs, etc.).

A12.1.1.9. Professional reference materials.

A12.1.1.10. 72-hour personal/go bag with seasonal clothing.

**A12.2. Unit Control Centers.**

A12.2.1. The current on-base UTM grid map with appropriate overlays (provided by CEX) Note: Maps will be color coded to highlight unit facilities and outside work areas under unit control.

A12.2.2. Utah state highway map.

A12.2.3. The most recent copy of HAFB FSTR Plan 10-2.

A12.2.4. Current recall roster of unit personnel. Rosters must be updated at least monthly.

A12.2.5. Current recall roster of unit personnel assigned to FSTR teams. This includes DCG, RST and other disaster response force teams. Recall information must include means to contact unit members after normal duty hours and on weekends. Rosters must be updated as changes occur.

A12.2.6. Unit checklists in support of disaster and emergency recovery operations. Checklists will include: Activation of the control center, recall of personnel, evacuation and relocation of the control center and sheltering in place.

A12.2.7. Listing of unit phone numbers and alternate numbers for all owned buildings and facilities.

SEBASTIAN V. ROMANO III, COLONEL, USAF  
75 ABW Commander