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**Operations**



**RESOURCE AUGMENTATION DUTY (READY)  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**Attachment 10—MACDILL READY TEAM DISTRIBUTION**

**1. Purpose.** The purpose of this instruction is to establish local guidelines for a successful Resource Augmentation Duty (READY) Program. This instruction explains local policy, responsibilities, and procedures for the READY Program at MacDill Air Force Base (AFB). This publication applies to all officer and enlisted personnel assigned to MacDill AFB.

**2. Program Mission.** The READY Program is designed to identify, place, and train a pool of individuals to temporarily augment 6th Air Mobility Wing (6 AMW) units that will be short of required manpower during exercises, contingencies, wartime, or emergency situations to include tenant deployments. This program is not intended to augment unit manning shortages during normal, routine work schedules. Other avenues are available to satisfy low manning levels, such as extended work hours and Personnel Manning Assistance Requests. The 6 AMW Vice Commander (CV) is the approval authority for READY call up of augmentees. The Readiness Council (RC) serves as the READY Review Board (RRB) and approves and prioritizes READY Team requirements. Valid augmentee sourcing requirements are tasked to groups based on Readiness Working Group (RWG) recommendations approved by the RC. A well thought out, effective READY program is key to the success of any augmented operation. The READY program, governed by AFI 10-217, *Resource Augmentation Duty* (READY) Program, exists to utilize people assets in other than their normal assigned or Air Force Specialty Code (AFSC) duties. READY Augmentees will perform READY duties in accordance with this instruction and AFI 10-217. The READY program is not intended to satisfy local day-to-day base detail needs, nor to track personnel who are tasked for mobility requirements. Once appointed, when at all possible, the standard obligation is to serve a minimum of 2-years in their READY position following full training (see para 5.4.2.). The READY program is not justification for requesting changes to the Unit Manpower Document since READY program taskings are temporary in nature.

**3. Policy.** Installation plans and scenarios drive the requirement for READY work center teams. Units, which lead these teams, appoint READY team chiefs who develop proposed augmentation requirements, equipment needs, and training plans. The Manpower Office (6 AMW/MO) certifies the team manning requirements and makes recommendations to the RWG which recommends taskings to the RC. Once these taskings are approved by the RC, the Group READY monitors fill READY taskings. The use of civilians in the MacDill READY Program is not normally encouraged due to legal, regulatory, bargaining agreement, and financial concerns. These issues must all be addressed before assigning qualified, volunteer civilian personnel to READY duties. The MacDill READY Program is designed to augment the deployment, disaster, and security forces needs of the 6 AMW through the activation of the following READY work center teams:

3.1. Air Passenger Function (APF): The APF performs passenger processing functions to include palletizing passenger baggage, accounting for, manifesting, briefing, and loading deploying personnel.

3.2. Cargo Deployment Function (CDF): The CDF receives and inspects cargo and accompanying documents at the cargo in-check point, marshals cargo by load or increment number into the cargo marshalling area, performs Joint Inspector duties, manifests cargo, and loads cargo aboard support aircraft according to the sequence of events. The CDF is the final authority as to whether the cargo is properly prepared before it is loaded onto the aircraft.

3.3. Deployment Vehicle Operations (DVO): The DVO unit provides transportation between unit assembly area and the deployment facility for deploying cargo and passengers that are in excess of unit capabilities and provides transportation of passengers from the air passenger facility to departing aircraft.

3.4. Transportation Control Unit (TCU): The TCU directs and controls all transportation work centers. It performs quality control functions to include collecting and quality checking manifests from the cargo deployment function and air passenger function. It prepares deployment packages including the troop commander, aircraft commander, cargo courier, and station file packages. The TCU briefs the aircraft commander, cargo courier, and troop commander on passengers and cargo and performs surveillance and coordination of ramp activities associated with cargo marshaling and aircraft loading operations.

3.5. Security Forces (SF): SF augmentation provides additional personnel to the 6th Security Forces Squadron in response to base/accident scene security needs, increased force protection conditions, or perimeter security requirements. The 6th Security Forces Squadron Commander determines the exact nature of augmentation requirements.

3.6. Disaster Preparedness: The Disaster Preparedness Support Team (DPST) supports the 6th Civil Engineer Squadron, Readiness Flight (6 CES/CEX), by operating the Contamination Control Station and monitoring for radiation during nuclear materials incidents and disasters. DPST members may be recalled during initial response to other major accident/disaster situations to assist the Disaster Control Group and 6 CES/CEX in preparing to deploy to the incident site.

3.7. Shelter Management (SM): SM Teams provide a safe environment from which personnel can emerge in good emotional and physical condition to conduct recovery operations following enemy attack. There are two types of shelters: Protective Shelters used to provide protection to all personnel, and Emergency Operations Facilities to house essential functions. Shelters are unit owned and manned.

3.8. Search and Recovery (S&R): S&R Teams are responsible for locating and recovering human remains after accidents and natural disasters such as vehicle accidents, hurricanes, and military aircraft mishaps. Services personnel man the key team positions and Honor Guard personnel augment as necessary during their inactive month.

**4. Assumptions.** The 6 AMW READY Augmentation Program is designed to activate the deployment related functions of APF, CDF, DVO, TCU, and SF augmentation **or** to activate the functions of DP and SF augmentation. Any event necessitating the simultaneous activation of all work centers will be of sufficient scope to warrant shutting down the wing's nonessential services and enlisting augmentation from all wing resources. SM and S&R Teams are identified as base requirements for unit consideration.

**5. Responsibilities.** The agencies key to the success of the READY program and their individual responsibilities are the vice commander (CV), group commanders (Group/CC), Chief of Wing Plans (XP), group READY Monitors, READY Team Chiefs, unit commanders, the RWG, RC, and the 6 AMW/MO.

5.1. Vice Commander. The 6 AMW Vice Commander owns the MacDill READY Program and will chair the RC. The 6 AMW/XP will chair the READY RWG and manage the READY Program on behalf of the vice commander.

5.2. Group Commanders. Group commanders will serve as members of the RC and appoint (in writing) group READY monitors to manage their group READY programs. Group commanders will forward copies of the appointment letters to 6 AMW/XP.

5.3. Chief, Wing Plans. The 6 AMW Chief of Wing Plans (XP) will serve as the Base READY Program Facilitator and is directly responsible to the vice commander for program administration, and

managing and coordinating all aspects of the base READY Program. XP will maintain current list of READY taskings and forward requests for additional taskings to the RWG/RC for approval/disapproval; coordinate semiannual review of team requirements and unit taskings; report statistical data as required; attend the RC meetings; and chair the RWG.

5.3.1. XP will address all requests with the RWG prior to presenting them to the RC. and ensure all requests are current and approved by the RWG.

5.3.2. Schedule and produce RWG meeting agendas to detail the topics to be discussed and, as RWG recorder, publish meeting minutes.

5.3.3. Schedule and produce RC agendas. Ensure all unresolved items from the RWG and previous RC are brought before the RC for resolution. As RC Recorder, publish meeting minutes.

5.3.4. Maintain appointment letters for all group READY monitors and READY team chiefs.

5.4. Group READY Monitors. Group READY monitors represent their group commanders in providing management oversight of the READY program within their groups. Group monitors are integral members of the RWG and will attend all RWG meetings. They provide the equitable distribution of READY taskings within their group and coordinate with other group READY monitors for any additional support. Group READY monitors ensure sufficient numbers of personnel are trained or are available to meet 100% of required taskings at all times. They also ensure a sufficient number of alternate personnel are trained, equipped, and available to serve as READY alternates, should the primary assigned individual be unavailable for duty.

5.4.1. Group READY monitors work with squadron commanders to identify replacements as soon as it is known that the incumbents are projected for departure. Group READY monitors should ensure replacement personnel are trained before the incumbent departs for permanent change of station (PCS), separation, or retirement. If an augmentee receives a profile or notice for extended temporary duty (TDY), the group monitor will work with their respective squadron commander to provide a permanent replacement. Group READY monitors notify READY team chiefs of assignment/replacement of augmentees in writing via the member's squadron commander.

5.4.2. Ensure augmentees are identified and selected to fulfill a standard 2-year commitment on READY requirements. Due to the rotational nature of squadron personnel, the 6th Communications Squadron may appoint READY augmentees for as short as 1-year terms. When selecting personnel for the READY program, group READY monitors and commanders should consider that personnel might be activated for extended periods of time based on the nature of the contingency. Coordinate with UDMs to select augmentees that do not fill known UTC deployment requirements to the maximum extent possible. Ensure the squadron commander signs letters of notification.

5.4.3. Maintain a READY roster to track individual ready status. This data consists of the individual's rank, name, social security number, date assigned to READY duty, date trained, and READY status.

5.4.4. Group READY monitors will immediately notify READY team chiefs and squadron commanders when personnel assigned are unavailable for READY duty.

5.5. READY Team Chiefs. READY program coordinators who use READY augmentees are referred to as READY Team Chiefs, and they have the following responsibilities.

5.5.1. READY Team Chiefs will develop training programs, schedule, conduct, and document augmentee training. They will provide a quarterly READY training schedule to appropriate unit commanders. Team chiefs will provide training documentation, such as AF Form 2426, **Training Request and Completion Notification**, or a training certificate, to provide a written record of training to the individual's assigned unit. As training is conducted, they will provide a list of augmentee training no-shows, vacancies, and augmentee problems to respective squadron commanders, and group monitors, with copy to 6 AMW/XP not later than 24 hours after augmentees are declared no-shows for training.

5.5.2. READY Team Chiefs may track augmentee training using any method they see as appropriate for their unique team needs.

5.5.3. READY team chiefs will provide quarterly training reports to group READY monitors with a copy to 6 AMW/XP, identifying all assigned augmentees and their status of training. The report should address augmentee usage, any upcoming scheduled training, and any no-shows for duty or training. Highlight any unit not meeting their READY tasking. This report is due to group READY monitors and 6 AMW/XP not later than close of business the 5th day of the quarter following the report period.

5.5.4. READY team chiefs will identify team requirement changes to 6 AMW/XP for addressing at the RWG. All changes will be prior coordinated with group READY monitors and their respective group commander.

5.5.5. READY team chiefs ensure augmentees are aware of the required equipment and any specialized clothing not normally issued. Augmentees are responsible for maintaining a clothing inventory for required duties. The augmentee's unit will fund for required training, necessary equipment, uniform items (rain gear, cold weather gear, etc.), and safety gear (steel toed boots, leather work gloves, reflective belts, etc.).

5.5.6. READY team chiefs will maintain an accurate, up-to-date listing of all augmentees assigned to their teams and will accomplish augmentee taskings.

5.6. Squadron Commanders. Squadron commanders will ensure the following actions:

5.6.1. Appoint, in writing, a READY Team chief for each READY team assigned to their squadron (if applicable). Refer to Attachments for a listing of READY teams. Forward copies of appointment letters to 6 AMW/XP and copies to the group READY monitor.

5.6.2. Coordinate with the respective group READY monitor on the assignment of personnel to READY taskings.

**NOTE:** The commander and the group READY monitor should make every attempt to replace departing augmentees as soon as possible, generally not later than 60 days prior to removal from READY, to allow time for appropriate replacement qualification training.

5.6.3. Assign augmentees (in writing) to READY teams, and ensure they are assigned for a period of at least 2-years (1-year term for 6th Communications Squadron). Forward appointment letters to the group READY monitor for endorsement. Upon endorsement, the group monitor will forward appointment letters to the respective team chiefs.

5.6.4. Release augmentees for scheduled READY training.

5.6.5. Release augmentees to their READY team chiefs (if READY duties require their presence) at Warning Order and again at Execution Order, and as determined during recalls.

5.6.6. Inform group READY monitor of how many augmentees the squadron can provide for READY.

5.6.7. Immediately inform group READY monitor when unable to fill READY taskings (short-falls).

5.6.8. If a squadron commander excuses a READY augmentee from READY duties or training, it must be done in writing to the individual augmentee, group READY monitor, and the affected READY team chief. In the event of extenuating circumstances (i.e., pending legal action, medical/personal problems, selection for extended TDY, etc.) that would preclude a READY team member from fulfilling his/her 2-year obligation (1-year for 6th Communications Squadron), a justification letter must be drafted by the individual's commander, listing the circumstances. Forward the letter, along with the letter designating the replacement, to the group READY monitor, affected READY team chief, and 6 AMW/XP. If the commander does not have a replacement, the commander will elevate the fill tasking to the group READY monitor to provide the alternate.

5.6.9. Squadron commanders will ensure augmentees advise their group READY monitor and READY team chief on all planned leaves, TDYs, or other situations rendering them unavailable to perform READY augmentee duties. Advise the group READY monitor of needed replacement action as soon as possible if selected for PCS, extended TDY, or separation/retirement.

**NOTE:** Should a mission-related scheduling conflict arise between the squadron and READY team chief regarding augmentee duties, attempts will be made to resolve such conflicts at the lowest level. The concerned group READY monitor, representing the group commander, is the final decision authority in these cases.

5.6.10. READY duty is a mandatory formation. Personnel who fail to report to duty are subject to appropriate administrative/disciplinary action.

5.7. Readiness Council (RC). The RC approves and prioritizes requirements and is chaired by the 6 AMW/CV. Only the 6 AMW/CV or the Commander (6 AMW/CC) has authority to approve augmentee call-ups for base-wide exercises, contingencies, emergencies, and wartime conditions. In addition to the RC, MacDill will also establish a RWG.

5.7.1. The RC is chaired by the 6 AMW/CV and is attended by the group commanders. 6 AMW/XP, 6th Mission Support Squadron Commander (6 MSS/CC), and 6 AMW/MO serve as principal advisors to the RC. Squadron commanders may attend the RC at group commander discretion.

5.7.2. The RC will meet at least twice a year or as needed to provide oversight of the wing's READY Program, review and approve any new requirements, allocate/reallocate taskings to fill augmentation requirements as deemed necessary, resolve any issues requiring attention, and approve taskings for the READY Program.

5.8. Readiness Working Group (RWG). The RWG validates READY team requirements and makes tasking recommendations to the RC. It is chaired by 6 AMW/XP and is comprised of 6 AMW/MO, 6 AMW/DPM, group READY monitors, READY team chiefs, and squadron commanders. The RWG ensures all local augmentation needs are identified and met and that local training programs are established to meet those needs. The RWG will meet once every six months or as needed to determine changes to requirements, review the status of READY fills and training, and identify issues to the RC.

5.8.1. The servicing Manpower Quality representative to the RWG will assist units, using approved management engineering methods, in determining total manpower requirements under locally defined scenarios and computing resulting augmentation requirements. They will provide advice to the RWG based on their review and evaluation of findings, assess the utilization of augmentees, and recommend solutions to augmentee reclama/shortfall actions.

5.9. 6 AMW Manpower Office. The 6 AMW/MO will assist READY team chiefs in determining READY manpower requirements under locally defined scenarios and appropriately compute augmentation requirements. They will review and validate all READY requirements, presenting their recommendation to the RWG and RC. 6 AMW/MO will revalidate all requirements on a semiannual basis or as needed.

**6. Using The Ready Program.** The following recall/contingency conditions indicate the proper reporting procedures for augmentees:

6.1. Base-wide or Limited Recall. Augmentees will report to their units for accountability. Immediately after sign-in, augmentees then report to their READY team chiefs if they are designated to perform READY duties upon a base recall.

6.2. READY Call-up Without Recall: READY teams may be notified to report for their particular duties without initiating a recall. Under these circumstances, the affected READY team chief will obtain approval from the 6 AMW/CV or other appropriate authority to call up READY augmentees. Once approved, the READY team chief will contact the augmentee's group READY monitor of the requirement for the READY augmentee to report for duty; the group READY monitor will accomplish the call-up and ensure the augmentee reports for READY duties. Upon notification, augmentees will report to their respective READY team chief for READY duties and notify their normal work units of their status, unless otherwise directed.

6.3. Honor Guard. Personnel assigned to Honor Guard duty will not be assigned to the READY teams outlined in this instruction with the exception of paragraph 3.8. Units must train sufficient READY personnel to accommodate the temporary assignment of their personnel to the base Honor Guard.

6.4. Replacing Individuals. If an individual is assigned to a READY team and moves to a new group, the losing group must continue to fill the tasking unless relieved by the RC. The READY position does not move with the individual when assigned to a new unit without RC approval. Prior to leave approval, READY duty takes precedence over ordinary leave, and mission priorities should be strictly considered before an individual is released from a READY tasking. If, for some bonafide reason, a READY augmentee cannot perform said duties, then he or she must obtain an excusal letter signed by their squadron commander and group READY monitor, and discuss their excusal with their READY team chief. If a squadron commander excuses the member, that same commander will provide an alternate. If the commander does not have an alternate, the commander will elevate it to the group READY monitor to provide the alternate. Accordingly, READY team chiefs will closely monitor attendance and report no-shows. Commanders and augmentees should clearly understand that, without an approved excuse, the absence may be treated as a failure to go, punishable under the Uniform Code of Military Justice.

6.5. MILPDS. MILPDS will not be used for administration of the READY program or to track training. 6 AMW will use a single locally devised method for tracking participation and training.

WILLIAM W. HODGES, Maj Gen (Sel), USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-217, *Resource Augmentation Duty (READY) Program*

AFMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*

AFI 34-242, *Mortuary Affairs Program*

**Attachment 2****AIR PASSENGER FUNCTION**

**A2.1. Duties.** The Air Passenger Function (APF) performs passenger processing functions to include palletizing passenger baggage, accounting for, manifesting, briefing, and loading deploying personnel.

**A2.2. Required Training.** Depending on the area of the APF worked, individuals will receive all or part of the following: Flightline Driver Certification (FLC), Cargo and Equipment Preparation (CEP), and operation of the Cargo Movement Operating System (CMOS).

**A2.3. Specialized Equipment Needs.** Flightline driving badge. Personal Protection Equipment: safety toed boots, leather work gloves, reflective belt, and hearing protection.

**A2.4. Personnel Required.** 19 (2-9 person shifts).

- Baggage In-check: 6 per day shift; 5 per night shift

Job Description

- Build personal baggage pallets for deploying personnel
- Verify pallets are serviceable
- Ensure required tie down straps and nets are available

Required Training

- 1 day Cargo and Equipment Prep
- 1 day classroom vehicle training (CBTs)
- 1 day hands-on vehicle training
- 2 days Flightline Certification \* This training is needed in case DVO can't support the APF

- Manifester: 1 per shift

Job Description

- Prepare passenger CMOS/LOGMOD manifest using disk provided by MPF

Required Training

- 2 days continuous CMOS operations

- Briefer: 1 per shift

Job Description

- Briefs Troop Commander and passengers on pertinent flight information
  - Hazardous cargo, number of passengers, and prohibited items
- Briefer must be able to speak clearly and concisely to large groups of passengers

Required Training

- 1 day APF familiarization and practice briefings

- Passenger Hold & Loader: 2 per shift

Job Description

- Ensure passengers are kept in a sterile environment until aircraft departure time
  - Provide escort to restroom facilities
- Conduct head count of passengers and escort passengers to aircraft

Required Training

- 1 day APF familiarization and practice departures

**Attachment 3****CARGO DEPLOYMENT FUNCTION**

**A3.1. Duties.** The Cargo Distribution Function (CDF) receives and inspects cargo and accompanying documents at the cargo in-check point, marshals cargo by load or increment number into the cargo marshalling area, performs Joint Inspector duties, manifests cargo, and loads cargo aboard support aircraft according to the sequence of events. The CDF is the final authority as to whether the cargo is properly prepared before it is loaded onto the aircraft.

**A3.2. Required Training.** Depending on the area of the CDF worked, individuals will receive all or part of the following: Flightline Driving Certification (FLC), Cargo and Equipment Preparation (CEP), Hazardous Cargo Preparation (Haz), MAC Affiliation Training (AMC Affil), operation of the Cargo Movement Operation System (CMOS), and vehicles to include 10K forklift (10K), 10K AT (AT), 25 K-loader (25K), MB-4 (MB 2/4), and Bobtail (Tug).

**A3.3. Specialized Equipment Needs.** Flightline badge. Personal Protection Equipment: safety toed boots, leather work gloves, reflective belt, and hearing protection.

**A3.4. Personnel Required.** 58 (2-29 Person Teams).

2 each CMOS/LOGMOD

Description: Reviews in-check sheets for each cargo increment and inputs data into CMOS/LOGMOD to reflect the current status in the processing flow; updates shipping dimensions, weights, etc, if they differ from data in the Deployment File; inputs and updates data on frustrated cargo.

Training Required: 2 days CMOS Operations, 2-week AMC Affiliation Course.

2 each HAZMAT Inspectors.

Description: Inspects hazardous cargo to ensure that it complies with AFMAN 24-204; Preparing Hazardous materials for Military Air Shipments, verifies that Shippers Declarations have been completely and accurately accomplished and that it contains the signature of a currently certified individual who has been approved by the unit commander; ensures the cargo is properly packed, placarded/labeled, secured, and positioned on the pallet, and that there are no leaks, bulges, etc.

Training Required: 1 day Cargo Prep, 1 day Hazardous Materials Familiarization.

4 each Preassembly.

Description: Receives cargo at the entry point, verifies each increment has the appropriate paperwork and placards, annotates in-check worksheets, and directs the cargo to the appropriate staging or processing area.

Training: 1 day Cargo Prep, 1 day Hazardous Familiarization, 1 day hands-on cargo processing.

14 each Marshallers.

Description: Operates 10K forklifts and bobtails to transport cargo from the Preassembly Area to HAZMAT Inspection, In-Check, and the appropriate chocks on the Ready Line in accordance with the Load Plan; pre-stages cargo onto the highline docks when load teams are already loading/downloading aircraft.

12 each In-Checkers.

Description: Verifies that all required placards, labels, load lists, Shippers Declarations, Tally Records, Special Handling Data/Certifications, packing lists, waivers, etc., are on each increment; inspects pallets to ensure the pallet is serviceable, that it is properly netted and strapped, the cargo is properly positioned and secured, that hazardous material is properly positioned and labeled, and that the weight and shipping dimensions match the data on the placards; inspects rolling stock to verify the shipping dimensions, weight, and center of balance match the data on the placard, and the center of balance is properly marked on both sides of the rolling stock; inspects to ensure the rolling stock is safe and serviceable for air shipment. May be required to operate 10K forklifts and bobtails if Marshalling personnel are otherwise occupied.

Training: 1 day Cargo Prep, 1 day Hazardous Materials Familiarization, 1 day hands-on cargo processing, 1 day classroom vehicle training (CBTs), 1 day hands-on vehicle training, 2 days Flightline Certification.

16 each Load Team Members.

Description: Personnel pre-stage palletized cargo and rolling stock in load sequence from the Ready Line to the high line docks, load and secure the cargo on 25K aircraft loaders, transport the cargo to the aircraft parking location, and load and secure the cargo on the aircraft; members are required to operate 10K standard and adverse terrain forklifts, 25K aircraft loaders, MB4 and bobtail tow tractors.

Training: 1 day Cargo Prep, 1 day Hazardous Materials Familiarization, 1 day classroom vehicle training (CBTs), 1 day hands-on vehicle training, 2 days hands-on cargo training, 2 days Flightline Certification.

4 each Load Team Chiefs.

Description: Supervises assigned personnel to ensure continuous personnel accountability and safety of all operations; ensures load team members utilize required personal protective equipment while operating vehicles and loading cargo and rolling stock; oversees all loading operations to ensure cargo is loaded in proper load sequence in a timely and safe manner.

Training: 1 day Cargo Prep, 1 day Hazardous Materials Familiarization, 1 day classroom vehicle training (CBTs), 1 day hands-on vehicle training, 2 days Flightline Certification, 4 days hands-on cargo loading, 2-week AMC Affiliation Course.

2 each Yardmasters.

Description: Oversees all operations within the CDF to ensure they are being accomplished in a safe manner; ensures staging areas are prepared for cargo reception; monitors the status of all cargo in the CDF yard; ensures proper cargo staging for aircraft uploading; troubleshoots problems locating/processing specific increments and associated documentation; ensures proper accountability of personnel and equipment assigned to the CDF.

Training: 1 day Cargo Prep, 1 day Hazardous Materials Familiarization, 1 day classroom vehicle training (CBTs), 1 day hands-on vehicle training, 2 days Flightline Certification, 4 days hands-on cargo loading, 2-week AMC Affiliation Course.

2 each Runners.

Description: Initiates in-check worksheets for all cargo increments on the Schedule of Events (SOE), posts and updates the Status Board and Frustrated Cargo Board, reproduces and distributes SOEs and load plans to appropriate work centers throughout the CDF.

Training: 1 day hands-on status board training, 2 days Flightline Certification training.

#### Attachment 4

### DEPLOYMENT VEHICLE OPERATIONS

**A4.1. Duties.** The Deployment Vehicle Operations (DVO) unit provides transportation between unit assembly area and the deployment facility for deploying cargo and passengers that is in excess of unit capabilities, and provides transportation of passengers from the air passenger facility to departing aircraft.

**A4.2. Required Training.** Flightline Driver Certification (FLC), vehicles to include the following: 28-pax bus, 44-pax bus, 10-20K A/T forklift, 2-15K forklift, bobtails, and 7.8-ton and 10-ton tractor with 18'-48' trailers (Semi).

**A4.3. Specialized Equipment Needs.** Flightline badge. Personal Protection Equipment: safety toed boots, leather work gloves, reflective belt, and hearing protection.

**A4.4. Personnel Required.** 18 (2-9 Person Teams).

Responsible during contingency for the safe and efficient operation of vehicles to include sedans, 9 & 15 passenger vans, 6 passenger pickup trucks, 28 & 44 passenger busses, 10K 463L forklifts, 10K all terrain forklifts, 7.5 & 10 ton semi-tractors, & 25' & 40' trailers.

Ensures proper loading and securing of cargo and personnel on assigned vehicles. Performs operator maintenance necessary to guarantee vehicles are safe and serviceable. Maintains appropriate forms for assigned vehicles. Operates 2-way radio equipment.

During deployment operations, DVO personnel are responsible for transporting cargo and equipment from a deploying unit's location to the Cargo Deployment Function. In addition, deploying personnel must be transported to the Deployment Processing Unit for processing. DVO operators must also shuttle aircrew personnel from their unit to the aircraft parking spots and assist Services' with transporting In-Flight meals to deploying aircraft.

When conducting reception operations, DVO personnel are responsible for transporting cargo and equipment from the aircraft to the cargo staging area and incoming personnel to the personnel reception area. After cargo, equipment, and personnel are processed and released, DVO operators will transport all items/personnel to incoming forces work centers. DVO operators will also transport aircrew personnel on incoming airlift from airfield parking spots to Base Operations, maintenance debriefing, and to billeting locations.

## Attachment 5

## TRANSPORTATION CONTROL UNIT

**A5.1. Duties.** The Transportation Control Unit (TCU) directs and controls all transportation work centers. It performs quality control functions to include collecting and quality checking manifests from the cargo deployment function and air passenger function. It prepares deployment packages including the Troop Commander, Aircraft Commander, Cargo Courier, and Station File packages. The TCU briefs the Aircraft Commander, Cargo Courier, and Troop Commander on passengers and cargo, and performs surveillance and coordination of ramp activities associated with cargo marshaling and aircraft loading operations.

**A5.2. Required Training.** Flightline Driver Certification (FLC), Cargo and Equipment Preparation (CEP), Hazardous Cargo Preparation (Haz), Transportation Deployment Work Center Familiarization, and operation of the Cargo Movement Operation System (CMOS).

**A5.3. Specialized Equipment Needs.** Flightline badge and steel-toed boots.

**A5.4. Personnel Required.** 11 (1-5 Person Team/ 1-6 Person Team).

Two each Coordinator: Noncommissioned Officer in Charge (NCOIC) of TCU ensures all information is channeled to/from DCC to appropriate work centers, ensures all aircraft commander, station, and cargo courier packages are assembled with all required documentation within scheduled timelines in accordance with SOEs.

Required Training:	1 day Hazardous Materials class
	1 day Cargo and Equipment Preparation
	2 days Flightline Certification
	2 each exercises hands-on

One Ramp Coordinator: Personnel inspect cargo prior to it being loaded aboard aircraft and also ensure aircraft are ready to upload at required times in accordance with SOEs. Receive Form F from loadmasters and ensure all required documentation is included in the aircraft commander's package. Briefs loadmaster/boomer on the load characteristics, i.e., hazardous cargo, weight, special handling requirements, if applicable.

Required Training:	2 weeks AMC Affiliation course
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1 day Hazardous  
Materials class  
1 day Cargo and  
Equipment  
Preparation  
2 days Flightline  
Certification  
2 each exercises  
hands-on

Four each QC: Personnel sort and assemble all required documentation into the aircraft commander, station, and cargo courier packages.

Required Training:	1 day Hazardous Materials class 2 each exercises hands-on
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Four each Load Planners: Personnel enter all required entries into CALM 5.6 to load plan aircraft, compare hazardous material for compatibility, ensure accuracy of cargo description and characteristics, and enters cargo information into CMOS/LOGMOD if required.

Required Training:	2 weeks AMC Affiliation course 1 day Hazardous Materials class 2 days CALM 5.6 hands-on training 2 days CMOS/ LOGMOD hands-on training 2 each exercises hands-on
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**Attachment 6****SECURITY FORCES**

**A6.1. Duties.** Security Forces (SF) augmentation provides additional personnel to the 6th Security Forces Squadron (6 SFS) in response to base/accident scene security needs, increased Force Protection Conditions, or resource security requirements. The 6th Security Forces Squadron Commander determines the exact nature of augmentation requirements.

**A6.2. Required Training.** As directed by 6 SFS training manager.

**A6.3. Specialized Equipment Needs.** Varies depending on assigned duties.

**A6.4. Personnel Required.** 44.

**Installation Entry Controller**--Process vehicular/pedestrian traffic onto the installation.

**Response Force Member**--Provide security for and immediate armed response to restricted areas; detect/report unauthorized personnel, activities, and breaches of security; respond, investigate and react to neutralize potential threats to Protection Level 1, 2, and 3 resources.

**Installation Patrolman**--Conduct interviews, base entry point and building checks, inmate escorts and complete statements; basic paperwork; response to alarm activations and accidents; traffic management; armed response; to threat against personnel and Protection Level 1, 2, and 3 resources.

**Attachment 7****DISASTER PREPAREDNESS SUPPORT TEAM**

**A7.1. Duties.** The Disaster Preparedness Support Team (DPST) supports the 6th Civil Engineer Squadron, Readiness Flight (6 CES/CEX), by operating the Contamination Control Station and monitoring for radiation during Nuclear Materials incidents and disasters. DPST members may be recalled during initial response to other major accident/disaster situations to assist the Disaster Control Group and CE Readiness in preparing to deploy to the incident site.

**A7.2. Required Training.** As directed by 6 CES/CEX personnel.

**A7.3. Specialized Equipment Needs.** Varies depending on assigned duties.

**A7.4. Personnel Required** 10 (2-5 Person Teams).

Two each alpha radiation monitors who process personnel through their portion of the contamination control station (CCS). They provide directions to processing personnel and monitor their equipment, protective equipment, and clothing to determine the presence of alpha-emitting radioactive contamination.

Two each beta-gamma radiation monitors who process personnel through their portion of the contamination control station. They provide directions to processing personnel and monitor their equipment, protective equipment, and clothing to determine the presence of beta and/or gamma-emitting radioactive contamination.

One each CCS Supervisor who monitors overall operation of the CCS and provides assistance to other team members as required.

## Attachment 8

## SHELTER MANAGEMENT TEAMS

**A8.1. Shelters.** Protective shelters are unit owned and manned. Shelters play a central role in protecting personnel from the effects of enemy attack. They also must provide a safe environment from which personnel can emerge in good emotional and physical condition to conduct recovery operations. MacDill AFB shelter program is used in the event of attack on the United States and for protection from radioactive fallout. Shelters must be prepared to operate for two weeks after the arrival of peak radiation levels. There are two types of shelters—Protective Shelters are used to provide protection to all personnel and Emergency Operations (EO) facilities house essential functions, limiting shelterees to those required to accomplish required tasks. Both require shelter management teams.

**A8.2. Duties.**

A8.2.1. **The Shelter Manager** is responsible for the overall control of shelter operations and its occupants. Responsibilities include: organization, staffing, maintaining shelter supplies, personnel accountability, shelter security (controlling, entry and exit), safety, sanitation, care and treatment of casualties pending transfer to the medical facility, and communicating/coordinating with other shelters and command and control functions.

A8.2.2. **The Exposure Control Monitor** monitors and tracks radiation dose levels and advises the Shelter Manager/Commander if levels become too high. Responsibilities include inventorying and distributing dosimeters, recording dosimeter hourly during fallout conditions, issuing dosimeters to personnel who must leave the shelter during fallout conditions, and maintaining radiation exposure for all personnel in the shelter.

**A8.3. Personnel Required.** 68 personnel from owning units (see [Attachment 8](#)). Two 2-man teams per 12 hour shift for each shelter/EO—one Shelter Manager and one Exposure Control Monitor.

**Protective Shelter Listing = 44 personnel:**

BLDG. #	OPR	PF	AVAIL SPACE	USING ORGS
30	6 CES	5	300	6 CES
49	6 SUPS	6	500	6 LG & 6 OG (SUPS, LSS, MXS, AGS, TRNS, OSS, 91 ARS, 310 AS)
149	6 CPTS	20	500	6 CPTS, 6 CONS
262	6 CS	5	200	6 CS
373	6 MSS	12	500	6 MSS, 6 ARW
411	6 SVS	7	500	6 SVS, DECA
501	USSOCOM	20	600	USSOCOM, 6 SFS, and all others, including deployed forces.
540	USCENTCOM	20	2000	USCENTCOM, and all others, including deployed forces.

<b>BLDG. #</b>	<b>OPR</b>	<b>PF</b>	<b>AVAIL SPACE</b>	<b>USING ORGS</b>
711	6 MDG	13	2275	6 MDG
861	JCSE	8	300	JCSE
862	JCSE	5	300	JCSE

**Emergency Operations (EO) Facilities = 24 personnel:**

<b>BLDG. #</b>	<b>FUNCTION</b>	<b>OPR</b>
3	Airfield Management	6 OSS
8	Fire Department	6 CES
26	Fire Department	6 CES
54	Wing Operations Center	6 AMW/CP
528	Security Forces	6 SFS
717	Aerovac Control	622 AES

**Attachment 9****SEARCH AND RECOVERY (S&R)**

**A9.1. Duties.** Search and Recovery team members are responsible for locating and recovering remains after accidents and natural disasters, such as vehicle accidents, hurricanes, and military aircraft mishaps.

**A9.2. Required Training.** 6 SVS personnel receive S&R training semiannually as a part of home station training (HST). Just in time training is also utilized. All active members of the honor guard are trained annually. During their inactive month, honor guard team members may be subject to recall to assist with search and recovery operations.

**A9.3. Specialized Equipment Needs.** S&R team members will be equipped with hand held radios or cell phones for communication with the Mortuary officer. In determining equipment/supplies needed, terrain and weather conditions should be considered in which the team would have to operate. Supplies will include but are not limited to:

Pouch, human remains (NSN) 9930-00-451-1231), 8 ea

Bag, plastic, 18" x 12" (NSN 8105-00-902-6508), 1000 ea

Pencil, grease, china marker (NSN 7510-00-436-5210), 24 ea

Tag, shipping, cloth with wire tie (NSN 8135-00-178-9193), 5000 ea

Stakes, at least 4 feet long (locally fabricated), 1000 ea

Bed sheets, white (NSN 7210-00-171-1099), 12 ea

Gloves, leather, workman cowhide, sizes small – large (NSN 8415-00-268-7868) 26 ea

Gloves, surgeon (NSN 6515-00-782-6475), 5 pks

Mask, surgical (NSN 6515-00-982-7493), 5 ea

**A9.4. Personnel Required.** In accordance with AFI 34-242, Mortuary Affairs Program, the search and recovery team will consist of two working teams of 13 people each. The 26-person requirement will be handled in-house with 6 SVS personnel manning the key positions and honor guard personnel augmenting.

## Attachment 10

## MACDILL READY TEAM DISTRIBUTION

## Air Passenger Function (APF)

## Team Distribution

POSITION	OG	MDG	SPTG	DS	LG
Baggage In Check (11)		1	1	3	6
Manifester (2)					2
Briefer (2)			1	1	
Loader (4)					4
Total (19)		1	2	4	12

## Cargo Distribution Function (CDF)

## Team Distribution

POSITION	OG	MDG	SPTG	DS	LG
CMOS (2)			1		1
HAZMAT (2)			1		1
Preassembly (4)		1	2	1	
Marshalls (14)		3	6		5
In-Checkers (12)		3	5	2	2
Load Team (16)		3	12		1
Load Team Chiefs (4)			2		2
Yardmasters (2)		1			1
Runners (2)			2		
Total (58)		11	31	3	13

**Deployment Vehicle Operations (DVO)**

**Team Distribution:**

<b>POSITION</b>	<b>OG</b>	<b>MDG</b>	<b>SPTG</b>	<b>DS</b>	<b>LG</b>
<b>Drivers (18)</b>		7	4	1	6
<b>Total (18)</b>		7	4	1	6

**Transportation Control Unit (TCU)**

**Team Distribution:**

<b>POSITION</b>	<b>OG</b>	<b>MDG</b>	<b>SPTG</b>	<b>DS</b>	<b>LG</b>
<b>Coordinator (2)</b>			1		1
<b>RAMPCO (1)</b>				1	
<b>QC (4)</b>				1	3
<b>Load Planner (4)</b>		1	2		1
<b>Total (11)</b>		1	3	2	5

**Security Forces (SF)**

**Team Distribution:**

<b>POSITION</b>	<b>OG</b>	<b>MDG</b>	<b>SPTG</b>	<b>DS</b>	<b>LG</b>
<b>SF Augmentee (44)</b>	2	10	27	1	4
<b>Total (44)</b>	2	10	27	1	4

**Disaster Preparedness (DP)****Team Distribution:**

<b>POSITION</b>	<b>OG</b>	<b>MDG</b>	<b>SPTG</b>	<b>DS</b>	<b>LG</b>
<b>Alpha Monitor (4)</b>		4			
<b>Beta Monitor (4)</b>		4			
<b>Supervisor (2)</b>		2			
<b>Total (10)</b>		10			

<b>Grand Total (160)</b>	2	40	67	11	40
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