

**7 MARCH 1995**

**Operations**

**CRISIS ACTION TEAM AND KEY PERSONNEL**



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This instruction designates 305 AMW Crisis Action Team (CAT) members and key personnel. Additionally, it provides a locating system to assure these personnel are readily available on a continuous basis. It applies to all 305 AMW agencies and the 514 AMW.

**SUMMARY OF REVISIONS**

Deleted the requirement for primary staff officers to notify Security Police with their status. Realigned primary CAT members with the new 305 AMW structure. Identification listing of key personnel and their alternates is now kept by 305 AMW/CP.

**1. KEY PERSONNEL DESIGNATIONS:**

1.1. The 305 AMW key personnel referred to in this instruction are as listed below. Personnel identified by an asterisk (\*) are also primary staff officers but do not have positions on the CAT, as specified in the 305 AMW Basic Unit Supplement (BUS). 514 AMW counterparts may replace 305 AMW personnel for CAT operations as required.

Commander -- 305 AMW/CC

Commander -- 514 AMW/CC (AFRES)

Commander -- 108 ARW/CC (ANG)

Vice Commander -- 305 AMW/CV

Operations Group Commander -- 305 OG/CC

Operations Group Commander -- 458 OG/CC

Logistics Group Commander -- 305 LG/CC  
Support Group Commander -- 305 SPTG/CC  
Medical Group Commander -- 305 MDG/CC  
Chief, Public Affairs -- 305 AMW/PA  
CAT Executive Officer  
\*Chief, Plans, Programs, and Deployments -- 305 AMW/XP  
\*Chief, Safety -- 305 AMW/SE  
\*Chief, Aircrew Standardization -- 305 OG/DOV  
\*Chief, Security Police -- 305 SPTG/SPS  
\*Senior Installation Staff Chaplain -- 305 AMW/HC  
\*Staff Judge Advocate -- 305 AMW/JA  
\*Comptroller -- 305 AMW/FM  
\*Installation Deployment Officer -- 305 AMW/XPL

1.2. The personnel listed above, or their representatives, will be readily available at their normal places of duty or in the immediate local area and easily reached by radio, telephone, or pager.

## **2. RESPONSIBILITIES:**

2.1. Key personnel or their designated representatives, will be readily available at all times and will advise the applicable agency of their location and telephone number in accordance with paragraph 2.2. as follows:

2.1.1. CAT members as well as primary staff officers will advise the Command Post (305 AMW/CP) or their 24-hour work center of their status. Individuals possessing intrabase radios (305 AMW/CC, 305 AMW/CV, 305 OG/CC, 458 OG/CC, 305 LG/CC, 305 SPTG/CC) may satisfy this requirement by keeping the tactical switchboard advised of their status.

2.1.2. 305 MDG/CC may advise the hospital information desk (telephone number: 562-2255).

2.2. 305 AMW/CP and MDG/SGA will maintain a location/telephone listing of personnel for whom they have notification responsibility per para 2.1.

2.3. Key personnel need not advise their monitoring agencies when they are at their normal place of duty during duty hours or at their residence during non-duty hours. Anytime key personnel are at other locations, they must comply with paragraph 2.1. promptly. In such instances, key personnel must advise the appropriate monitoring agency of the telephone number and expected stay at the new location. Report each subsequent change of location to the appropriate monitoring agency, including the return to place of duty (during duty hour) or residence (during non-duty hours).

2.4. Key personnel will designate a minimum of one alternate representative. Whenever an alternate representative is placed on call to substitute for the primary member, the primary member is responsible to assure the alternate is aware of the contents of this instruction and the proper monitoring agency is notified.

2.5. The 305th Air Mobility Wing command section is responsible for notifying the command post duty controller anytime the wing commander departs the station, giving departure time, itinerary, and estimated time of return.

**3. IDENTIFICATION LISTING OF KEY PERSONNEL:** Staff agencies of the personnel designated in paragraph 1.1. will identify by letter to the 305 AMW/CP, the name of the person in each key position, and all designated alternates. This letter will:

3.1. Contain name, rank, home address, and office/home telephone numbers for all key personnel and designated alternates.

3.2. Be updated by each staff agency whenever a change in primary or alternate key personnel occurs.

**4. PYRAMID ALERT NOTIFICATION:** This instruction in no way relieves key personnel or their alternates of their responsibility to respond to wing pyramid alert notification as prescribed in the 305 AMW Basic Unit Supplement (BUS).

**5. ADMINISTRATIVE SUPPORT:** The 305 AMW staff, 305 Operations Group Commander, 458 Operations Group Commander, Logistics Group Commander, Support Group Commander, and Medical Group Commander will provide one person each to the CAT in the grade of Staff Sergeant or above. The 514 AMW will also provide one equivalent augmentee when mobilized and other times when available. Individuals selected must possess at least a secret security clearance and AFSC 3AXX0. They will provide administrative support to the CAT.

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