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**Operations**

**SILVER FLAG TRAINING**

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This instruction implements Air Force Policy Directive 10-2, *Readiness*, and Air Force Instruction 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*. It provides PACAF guidance for the PACAF Silver Flag Exercise Site (SFES) at Kadena AB and guidance for units on requesting technical assistance from Detachment 1, 554 RED HORSE Squadron (RHS), hereafter referred to as Det 1. It applies to all PACAF Civil Engineer, Services, and Personnel (PERSCO) functionals and to organizations that receive support from Det 1. This publication also applies to Air National Guard (ANG) and US Air Force Reserve Command (AFRC) units that request support and/or training from Det 1.

**SUMMARY OF REVISIONS**

This instruction was revised to reflect the addition of PACAF Services and Personnel roles and responsibilities and the realignment of Detachment 1, PACAF Civil Engineer Squadron to Detachment 1, 554 RHS. **Chapter 1**, **Chapter 2** and **Chapter 5** were significantly revised to include specific guidance on the PACAF/CE policy and process for reimbursing active-duty PACAF/CE units for travel expenses related to attending Silver Flag training at the PACAF SFES and updating technical assistance. Chapter 6 on Regional Training Sites was deleted because current and anticipated funding does not permit PACAF/CE to pursue previous plans for establishment of Regional Training Sites within PACAF. Additionally, the roles and responsibilities of PACAF Services and Personnel were included into the instruction. A bar ( | ) indicates revision from the previous edition.

## Chapter 1

### ORGANIZATION AND RESPONSIBILITIES

**1.1. General.** This instruction provides guidance for all PACAF civil engineer, services and PERSCO units for preparation and use of the Silver Flag Exercise Site (SFES) and for obtaining technical assistance from Det 1. The SFES is located at Kadena AB and is operated by Det 1.

1.1.1. It is highly encouraged for the ANG and USAFR units (gained by PACAF) to participate in Silver Flag training at the Kadena site. Even though the curriculum is standard across the various training sites, the units will gain a better understanding of the PACAF mission by attending the Kadena site.

**1.2. Mission.** The mission of Det 1 is to provide the training and technical assistance to Civil Engineer, Services, and Personnel organizations that will enable them to fulfill their unit mission. Det 1 conducts the PACAF Silver Flag program for PACAF civil engineer, services, and mission support units to meet Status of Resources and Training (SORTS) reporting requirements. Det 1 also provides Mobile Contingency Skills Training (MCST), readiness support, and technical assistance.

### 1.3. Responsibilities.

1.3.1. PACAF/CEX/SVX will:

1.3.1.1. Monitor readiness training and issues in the Command.

1.3.1.2. Provide guidance and instruction to Det 1 on readiness issues and the curriculum as a result of Air Force Readiness Board decisions.

1.3.1.3. Support Command buy requirements for specialized support requirements through supply, funding, and procurement channels.

1.3.1.4. Schedule an annual Shareholders Meeting to review initiatives/policies, and seek feedback from base civil engineers, Det 1 personnel, PACAF/SVX, and The Civil Engineer.

1.3.2. PACAF/CEX will:

1.3.2.1. Provide funding to Det 1 to support Silver Flag.

1.3.2.2. Submit annual forecasts for WRM, mobility, and Command training and approve training requirements for civil engineer units throughout the Command.

1.3.3. PACAF/SVX will:

1.3.3.1. Provide Det 1 a cadre of highly qualified instructors.

1.3.4. Det 1 will:

1.3.4.1. Maintain a cadre of highly qualified instructors and experienced technicians to implement the Silver Flag and Technical Assistance programs.

1.3.4.2. Budget for anticipated temporary duty associated with technical assistance, readiness support, and MCST.

1.3.4.3. Budget for and request funding to include replacement parts, materials and equipment.

1.3.4.4. Coordinate delivery of new items for training through PACAF/CEX, SVX, or DPAX.

1.3.4.5. Develop lesson plans as the pilot unit for AFSs as agreed at the annual curriculum review with AFCESA and AFSVA. Lesson plans will have minimum criteria for all AFSs.

1.3.4.6. Focus curriculum on the personnel who fill unit type code (UTC) positions in line with Air Force Readiness Board criteria.

1.3.4.7. Coordinate annual training requirements with units.

1.3.4.8. Coordinate dates for MCST and technical assistance requested with the unit POC and notify the base civil engineer of agreed dates.

1.3.4.9. Coordinate individual training standards to be met prior to sending an individual to training.

1.3.4.10. Provide a copy of the schedule of training dates to the HQ PACAF functional for approval.

1.3.4.11. Make all travel arrangements for instructors traveling to units and coordinate all local transportation requirements for MCST or technical assistance programs with the unit POC.

1.3.5. Units will:

1.3.5.1. Develop unit training requirements based on AFI 10-201, Status of Resources and Training System (SORTS) requirements.

1.3.5.2. Submit training requirements in response to the annual Det 1 call memo, to include number of personnel requiring training by AFS and a proposed training time frame.

## Chapter 2

### SILVER FLAG

**2.1. General.** The PACAF Silver Flag program will take place at Kadena AB at the Silver Flag Exercise Site. The program will last for seven (7) days to include initial beddown of troops, training, recovery exercise and reconstitution of equipment.

**2.2. Training.** Silver Flag training dates require involved coordination between the deploying unit and Det 1. Communication is essential. Unit planning should begin approximately six (6) months prior to deployment.

#### **2.3. Responsibilities.**

2.3.1. HQ PACAF/CEX/SVX will:

2.3.1.1. Provide Det 1 with upcoming AEF schedule for PACAF units in June/July, to deconflict the proposed next year's Silver Flag schedule.

2.3.1.2. Provide approved Silver Flag training schedule to units in August for upcoming fiscal year.

2.3.1.3. For civil engineering units (with exception of ANG or USAFR units), PACAF/CEX will provide travel expense bogeys for next fiscal year to each applicable base in Jul/Aug. These bogeys represent the maximum amount of funding PACAF/CEX has planned to reimburse each base for Silver Flag and Base Support Plan (BSP) travel expenses. Travel for only one BSP review will be reimbursed per year, and only if done en route to Silver Flag.

2.3.1.4. Review and validate requests (with exception of ANG or USAFR units) for reimbursement of travel expenses (does not include per diem). Then distribute reimbursement funds within thirty (30) days of resolving any questions about the request.

2.3.1.4.1. Only travel expenses (not per diem) of students who successfully complete Silver Flag training are eligible for reimbursement.

2.3.1.4.2. Reimbursement is not automatic. Bases must utilize ESP code "SL" when preparing travel orders, and then request reimbursement within thirty (30) days).

2.3.1.4.3. For CE units, the BSP Review portion of a request will not be considered for reimbursement unless the required BSP Review Trip Report has been submitted and approved.

2.3.1.4.4. The amount of reimbursement may vary from the amount requested depending on validation and funds availability.

2.3.2. Det 1 will:

2.3.2.1. Issue a call for training in June/July for the following fiscal year.

2.3.2.2. Coordinate with PACAF/CEX, SVX, DPAX and unit to de-conflict draft schedule with upcoming AEF, 7 AF peninsula exercises, and Inspector General schedules.

2.3.2.3. Coordinate transportation from the military air terminal or Naha Airport to initial lodging and to the Silver Flag Exercise Site. Arrange for transportation support during the training week.

2.3.2.4. Publish a pre-deployment guide with additional information and prerequisites for each AFSC.

2.3.3. Units will:

2.3.3.1. Schedule all travel reservations and arrangements from home station to Kadena AB (if flying by military air) or to Naha Airport, Okinawa (if commercial air), to include return arrangements. Travel must provide adequate time for the team to recover from travel to begin activities on the first day of training. Ensure deploying units arrive in time to provide adequate rest for their personnel to depart for breakfast and Det 1 at 0545 hours on Training Day 1. Make flight/travel arrangements to depart Det 1 no earlier than 1600 hours on Day 7.

2.3.3.1.1. Travel arrangements are to utilize the least expensive method regardless whether it is commercial or military.

2.3.3.1.2. Ensure unused travel reservations are cancelled prior to incurring a cost.

2.3.3.1.3. Units will only be reimbursed up to their bogey amounts.

2.3.3.2. Send a team list to Det 1 at least sixty (60) days prior to the scheduled training date. The list shall include the number of team members by AFSC. Mailing address for Det 1 is as follows:

DET 1, 554 RHS/(office symbol)

Unit 5184

APO AP 96368-5184

2.3.3.3. Send a complete team roster to Det 1 at least thirty (30) days prior to training. Roster must include: Rank, Name, SSN, Gender, AFSC, Security Clearance and Line Badge Number (if applicable).

2.3.3.4. Provide a point of contact (POC) to work with Det 1 for the above rosters, provide travel times, and other requested information.

2.3.3.5. Ensure all personnel attending Silver Flag meet minimum requirements, complete the prerequisites and bring equipment and supplies outlined in the pre-deployment guide for each AFS.

2.3.3.6. Ensure each individual deploys with one training chemical warfare defense ground crew ensemble (CWD GCE), one operational chemical protective mask, and individual protective equipment (IPE-to include flak vest, helmet, canteen, web belt, and mess kit). Additional items (safety toe boots, gloves, sleeping bag, etc.) are detailed in the pre-deployment guide and may vary by AFSC.

2.3.3.7. CE units will submit a trip report to PACAF/CEX detailing the results of the BSP review, NLT fourteen (14) days from the date members returned to home station after Silver Flag training.

2.3.3.7.1. Identify the dates of the review and who participated.

2.3.3.7.2. Summarize what was reviewed.

2.3.3.7.3. Provide a detailed description of the deficiencies found.

2.3.3.7.4. Provide recommended changes and justification for the proposed changes.

2.3.3.7.5. Transmit report using appropriate channels based on classification of contents.

2.3.3.8. CE and SV units will submit request for reimbursement of travel costs to HQ PACAF functional NLT thirty (30) days from the date members returned to home station.

2.3.3.8.1. Requests should be submitted electronically to speed processing.

2.3.3.8.2. Requests must include:

2.3.3.8.2.1. List of personnel who attended Silver Flag training, indicating person's SSN, whether person passed or failed, whether person fills a core critical UTC position, and the person's travel cost.

2.3.3.8.2.2. Legible copies of each person's travel orders.

2.3.3.8.2.3. A "selective" report run against the "SL" ESP code in MicroBas to reflect DFAS commitments and obligations for Silver Flag expenditures.

2.3.3.8.2.4. If the amount being requested exceeds the bogey amount, the request must include the quoted cost for alternative travel methods as well as the date quotes were received and the date tickets were bought. Any additional information provided will be considered as well.

## Chapter 3

### MOBILE CONTINGENCY SKILLS TRAINING

**3.1. General.** Mobile Contingency Skills Training is designed to enhance the individual unit's home station training program. It is conducted at the home station of the unit and length is dependent upon the needs of the unit.

3.1.1. The MCST program applies to ANG and USAFR units within the PACAF command. The units are responsible for funding the training.

### 3.2. Responsibilities.

3.2.1. Det 1 will:

3.2.1.1. Request units provide a list of proposed MCST tasks in June/July of the current fiscal year for the next fiscal year. Provide a list of what training is currently available and what AFSs should attend training to be provided.

3.2.1.2. Coordinate with each individual unit for specific training in each AFS. Provide the minimum number of students required for each class to the POC. Provide the POC a brief description of each scheduled class.

3.2.1.3. Make all travel arrangements for instructors to the unit. Request any needed transportation support through the unit POC.

3.2.1.4. Budget for and fund travel, per diem and material transportation costs of instructors and equipment to support the training.

3.2.2. Units will:

3.2.2.1. Request MCST dates. [See [Attachment 1](#) for sample format]

3.2.2.2. Provide a POC to work with and support Det 1. POC will be responsible for: coordinating on-base lodging (if possible); assisting with transportation needs for the instructors; receiving material shipped for training; arranging for adequate classrooms and training space (based on needs expressed by instructors); scheduling unit personnel for training; ensuring equipment is available for training; assisting with any audiovisual and reprographic support; providing an initial orientation of installation and facilities.

3.2.2.3. Determine who, by AFS, will attend training. Ensure personnel are notified of the training and are available to attend.

## Chapter 4

### FACILITIES AND EQUIPMENT

#### 4.1. Facilities.

4.1.1. Lodging. Lodging during the Silver Flag training period will be in TEMPER tents provided by the SFES and erected by the deployed team on Day 1 of the training week.

4.1.1.1. On-base lodging may be used prior to and immediately after the training if the deployed units allocate funds. Arrangements must be made as soon as possible to reserve sufficient room.

4.1.1.2. Silver Flag administrative or classroom facilities will only be used as lodging during medical emergencies or severe weather conditions.

#### 4.2. Equipment.

4.2.1. The training site will furnish most or all of the tools and equipment for the training. Items students are required to bring can be found in the Silver Flag Pre-deployment Guide.

4.2.2. Specific AFSs may need to bring special tools or gear. This is indicated by AFS in the pre-deployment guide.

#### 4.3. Vehicles.

4.3.1. Students must have a valid AF Form 2293, Motor Vehicle Operator Identification Card; a SF 346, US Government Motor Vehicle Operator's Identification Card; or a "CONTINGENCY USE ONLY" license, and be qualified to operate the equipment listed for their AFS in AFI 10-210, paragraph 3.4.1.2.1 and Table 3. In addition, Structures personnel should be qualified to operate 10-ton dump trucks and 4 cubic yard loaders.

#### 4.4. Travel Orders.

4.4.1. Authorized accompanied excess baggage.

4.4.2. Authorized lodging as a team for maintenance of team integrity.

4.4.3. Authorized to travel in civilian clothing if using civil transportation.

4.4.4. Authorized subsistence in kind status under field conditions.

## Chapter 5

### TECHNICAL ASSISTANCE

**5.1. Technical Assistance.** Technical assistance is designed to assist civil engineer personnel in contract project acceptance, training, troubleshooting or solving technical problems with specific facility, equipment, and utility systems. It is performed at the home station and length is dependent upon the needs of the unit. NOTE: Technical assistance **is not** a manning assistance or manpower pool.

5.1.1. The technical assistance program applies to ANG and USAFR units within the PACAF command. However, the units are responsible for funding.

### 5.2. Responsibilities.

5.2.1. PACAF/CEX with coordination from CEO and CEC will:

5.2.1.1. Consolidate all requests for technical assistance and submit prioritized list to Det 1.

5.2.1.2. Identify areas needing new classes or Det 1 support.

5.2.1.3. Provide funding to Det 1 to support technical assistance.

5.2.2. PACAF/CEO will:

5.2.2.1. Budget for commissioning of HVAC and POL systems.

5.2.2.2. Budget for technical assistance support.

5.2.2.3. Publish annual technical assistance call letter to the units.

5.2.3. Det 1 will:

5.2.3.1. Maintain a list of available assistance capabilities for each AFS and coordinate with each individual unit for specific training or assistance needs.

5.2.3.2. Provide technical assistance/training to units to enhance the maintenance of CE-unique War Reserve Materiel (WRM) equipment stored throughout the Command.

5.2.3.3. Maintain a living collection of lessons learned and good ideas from the Tech Assist Program that is regularly shared with PACAF bases and other Commands.

5.2.3.4. In-brief/out-brief unit Commander on findings and recommendations. Document each assist with a summary trip report. Provide PACAF/CEX/CEO/CEC with a copy of the report.

5.2.4. Unit will:

5.2.4.1. Request technical assistance at any time by letter to PACAF/CEX/CEO with an informational copy to Det 1. [See [Attachment 2](#) for letter format]

5.2.4.2. Provide a POC to work with and support Det 1. POC will be responsible for: coordinating on-base lodging (if possible); assisting with transportation needs of Det 1 personnel; receiving material and equipment shipped for assistance; arranging for adequate support space (based on needs expressed by instructors); arranging for proper personnel to support the assistance effort; ensuring home station equipment and supporting utilities are available.

5.2.4.3. Identify who will be attending and working with Det 1 on the assistance. Provide names and telephone numbers of these personnel to Det 1.

DAVID W. DEFOLIART, Colonel, USAF  
The Civil Engineer

**Attachment 1**

**SAMPLE TRAINING REQUEST**

(Fax to 632-5079)

Date:

MEMORANDUM FOR: DET 1, 554 RHS  
Unit 5184  
APO AP 96368-5184

FROM: (Unit and address)

SUBJECT: (Type of training required)

1. Training required, number to be trained, location to be trained, and time frame of request.
2. Reason for the training request.
3. Resources base can provide (i.e., training area or vehicles)
4. POC: Name, DSN, and Fax or E-mail address.

(Signature Block)  
Commander

cc: (PACAF Readiness Functional)

**Attachment 2****SAMPLE TECHNICAL ASSISTANCE REQUEST**

MEMORANDUM FOR: HQ PACAF/CEX/CEO  
25 E St Suite D-306  
Hickam AFB HI 96853-5412

FROM: (Unit and address)

SUBJECT: Request for Technical Assistance

1. Reason for request
2. Assistance Information
  - a. Base/Building #/Name
  - b. Type/Size of building - (2 story dorm/10,000 sf)
  - c. Type/Size of system (VAV, AHU's, Chiller)
    - d. Based on verification from engineering and maintenance engineering, the problem is not scheduled for repair through a different method. (ex. demolition, remodeling) Engineers name and # will suffice.
  - e. Assistance base will provide. (vehicle, tools, manpower)
3. Time frame for requested assistance and urgency.
4. POC: Name, DSN, Fax, and E-mail address if available.

(Signature Block)  
Commander

cc: Det 1, 554 RHS