

434ARWI32-4001

BY ORDER OF THE COMMANDER 434th AIR REFUELING WING

434th AIR REFUELING WING INSTRUCTION 32-4001

16 July 1997

Disaster Preparedness

READINESS PLANNING AND OPERATIONS

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This instruction implements AFPD 32-40, *Disaster Preparedness*. It establishes responsibilities and procedures for the 434th Air Refueling Wing Disaster Preparedness Program. It defines some functions of the units that contribute to the program.

SUMMARY OF REVISIONS

This revision aligns this instruction with current instructions in AFI 37-160V1, *The Air Force Publications and Forms Management Programs—Developing and Processing Publications*. A indicates revisions from the previous edition.

Chapter 1

FUNCTIONAL RESPONSIBILITIES

1.1. Responsibilities. The overall responsibility for the Wing Readiness Program is with the Commander.

1.2. Unit Commanders:

1.2.1. Have overall responsibility for their respective unit readiness programs.

1.2.2. Appoint unit DP representatives--in writing--to manage their respective unit programs.

1.2.3. Appoint qualified personnel--in writing--to specialized teams and ensure they are trained.

1.2.4. Budget for and acquire chemical-biological warfare training materiel as required.

1.2.5. Ensure that Chemical Warfare Defense recurring training is completed for all required personnel within established time frames.

1.3. The Readiness Office:

1.3.1. Establishes a Readiness Program and is responsible for the overall management of the program.

1.3.2. Conducts readiness training.

1.3.3. Trains unit Disaster Preparedness (DP) representatives.

1.3.4. Provides materials for unit information programs.

1.3.5. Develops and distributes training schedules.

1.3.6. Conducts a Staff Assistance Visit (SAV) Program.

1.4. Unit Disaster Preparedness Representatives (DPRs):

1.4.1. DPRs are responsible for managing the unit readiness program.

1.4.2. Maintain the unit DP Handbook.

1.4.3. Ensure consolidated letters of appointment are current.

1.4.4. Conduct a unit information program.

1.4.5. Attend DPR training conducted by the Readiness Office.

1.4.6. Submit a semi-annual unit readiness program status report to their unit commander and the Readiness Office using the format in Attachment 1 of this instruction.

Chapter 2

READINESS PROGRAM PROCEDURES

2.1. Disaster Preparedness Representative:

2.1.1. Each wing unit is required to have a readiness program and unit Disaster Preparedness Representatives (DPRs). Units with a small number of personnel may combine and have one readiness program.

2.1.2. Each unit readiness program should have two representatives. Normally, one is an officer and one is an NCO. In units with four or fewer officers, a second NCO may substitute for the officer. So readiness matters may be handled during non UTA periods as well as on UTAs, one representative should be an Air Reserve Technician (ART) or full time civilian. Unit DPRs should be knowledgeable of their respective units' operations. They do not have other readiness additional duties. The DPRs names, office symbols, and telephone extensions must be included on the consolidated letter of appointment. They are not be released from their duties until replacements are trained and available.

2.2. The Information Program:

2.2.1. The Information Program consists of the Base Populace Course and recurring indoctrination.

2.2.2. The Readiness Office provides the Base Populace Course with the Base Populace handout.

2.2.3. Recurring indoctrination is conducted throughout the year by unit DPR's. Representatives may use materials provided by the Readiness Office. This training need not be documented for each unit member. Instead, accomplishment may simply be recorded on the information/education material/sheet itself. In addition, bulletin boards may be used to post necessary readiness visual aids and materials.

2.3. Unit DP Handbook:

2.3.1. Because it is a composite of a unit's readiness program, each unit has a Disaster Preparedness Handbook. The contents should be indexed as follows:

TAB A. Current Consolidated Letter of Appointment. Include unit DPRs, Exercise Evaluation Team members, Decontamination Team members, etc.

TAB B. Staff Assistance Visit Program. Current Readiness Office staff assistance visits (SAV)/Self-

Inspection (SI) checklist, the last two unit SAV reports, and--when applied--documentation of corrective actions and/or follow-ups to shortcomings.

TAB C. Chemical-Biological Warfare Program Semi-annual Report. Maintain the report and other information on the status of the unit disaster preparedness program.

TAB D. OIs and Checklists. Current OIs and checklists (or cross reference sheets) in support of the readiness program.

TAB E. Information Materials. Materials to conduct the Information Program.

TAB F. Training Documentation. Documentation of the unit's Information Program, supplemental training conducted by the unit for specialized teams, and other training documentation.

TAB G. Publications. The following publications or cross reference sheets identifying their location: AFI 32-4001, *Disaster Preparedness Planning and Operations*, AFRESI 10-202, *Readiness Program Management*, AFRCI 32-4001, *Hazardous Materials Emergency Planning and Response Program for USAFR Installations*, and 434 ARW OPLAN 32-1.

TAB H. Technical Orders. Cross reference sheets identifying the location of technical orders for readiness-related equipment maintained by the unit.

2.3.2. This handbook should be in a central location within the unit and be accessible.

Chapter 3

READINESS STAFF ASSISTANCE VISIT (SAV) PROGRAM

3.1. Objective:

3.1.1. The objective of the Readiness SAV Program is to maximize each unit's ability to perform its mission by identifying and resolving problems in its readiness program.

3.1.2. Problem-solving assistance and guidance is provided during the visit. The SAV, however, is not a substitute for continued corrective action by the unit, it is not designed to complete routine work. If substantial corrective actions are necessary, a follow-up SAV is conducted.

3.2. SAV Procedures:

3.2.1. A SAV schedule is developed by the Readiness Office. This schedule is published and distributed by 1 December for the upcoming calendar year.

3.2.2. The Readiness Office prepares and distributes to units a SAV/Self-Inspection checklist. Checklist items are drawn from applicable policy directives, inspection reports, special interest items, and cross feed newsletters, etc.

3.2.3. As a minimum, each unit receives a SAV every 24 months.

3.2.4. The unit commander or a designated representative is in-briefed and out-briefed.

3.2.5. The SAV itself consists of a thorough and tangible review of the checklist items. The unit also shows evidence of its individual chemical-biological enlisted specialty training (EST) during the SAV.

3.2.6. The Readiness Office prepares a report. This report is forwarded to the unit through the wing commander and the respective group commander.

3.2.7. Units prepare replies to SAV reports and submit them to the Readiness Office no later than 60 days after the report date. If a shortcoming takes longer than 30 days to correct, a reason and estimated

completion date shall be provided.

3.2.8. The Readiness Office analyzes aggregate SAV reports to identify unfavorable trends, and then initiate actions to correct them. The results of SAVs, including the overall trend analysis, are briefed at Readiness Council meetings.

Chapter 4

EXERCISE EVALUATION PROGRAM

4.1. Purpose of the Exercise Evaluation Program. The purpose of the exercise evaluation program is to evaluate the Wing's ability to accomplish its mission during emergency and contingency operations.

4.2. Objectives of the Exercise Evaluation Program:

4.2.1. The program determines the installation's capability to respond, operate, and recover during disaster, emergency, or contingency operations.

4.2.2. This program provides realistic, integrated, large scale training for assigned personnel.

4.3. Policy of the Exercise Evaluation Program:

4.3.1. The 434 ARW Commander, through the Wing Operations Inspector (434 ARW/CVI) determines the conduct of the installation's exercise program.

4.3.2. The 434 ARW Operations Inspector and the Exercise Evaluation Team (EET), in coordination with the Readiness Flight, develop and use the exercise evaluation criteria.

4.3.3. Tenant units may be included and participate in the base exercise program.

4.3.4. EET evaluators must use the standards prescribed by applicable Readiness Training Packages (RTPs) to evaluate the knowledge and proficiency of assigned specialized teams.

4.3.5. Primary and alternate Disaster Response Force (DRF) personnel must take part in at least one exercise per year.

4.3.6. The Readiness Flight and 434 ARW/CVI train exercise evaluation team members in basic evaluation procedures. Training is conducted according to applicable directives.

4.4. Exercise Requirements:

4.4.1. As a minimum, the installation conducts major accident, natural disaster, HAZMAT, and mobility/attack response exercises.

4.4.2. Follow the exercise scenarios and schedules contained in AFI 32-4001, Chapter 5.

4.4.3. In addition, exercise requirements identified as applicable Federal, DoD, Air Force, and installation directives are conducted as required.

4.5. Exercise Evaluation Team (EET):

4.5.1. The 434 ARW/CVI is the Exercise Evaluation Team Chief.

4.5.2. Commanders of organizations applying EET evaluators are responsible for ensuring those positions are filled by highly qualified and motivated individuals.

4.5.3. When activated, EET duty takes priority over normal duty.

4.5.4. Commanders and supervisors ensure replacements for evaluators departing PCS, retiring, or

separating are identified in advance (approximately 90 days) to allow time for training replacements.

4.5.5. Personnel assigned as evaluators must not be assigned to positions which conflict with their EET duties.

4.5.6. EET members should be selected for their maturity and ability to use good judgment.

4.5.7. Sufficient numbers of evaluators (to be determined by tasked unit) with representative skill are assigned to ensure a comprehensive evaluation of the exercise.

4.5.8. Forward letters of appointment to 434 ARW/CVI and the Readiness Flight with name, grade, security clearance, duty phone, and date of assignment.

4.5.9. Team members must be fully knowledgeable in the area they are evaluating. Any deviation from those qualifications are on a case-by-case basis approved by the 434 ARW/CVI.

4.6. Exercise Ground Rules:

4.6.1. General exercise ground rules are explained in AFI 32-4001, Attachment 7.

4.6.2. Specific ground rules for each exercise are developed by the EET in coordination with the Readiness Flight.

4.7. Exercise Planning: AFI 32-4001 contains some exercise planning information to be adapted for exercises.

Chapter 5

CHEMICAL WARFARE DEFENSE EQUIPMENT RESPONSIBILITIES

5.1. Unit Commanders:

5.1.1. Budget for and acquire chemical-biological warfare defense training materiel as required by Air Force and Wing directives.

5.1.2. Units acquire chemical-biological warfare defense training equipment for each person in the unit. This equipment is maintained and stored by the unit.

5.1.3. Provide manpower to accomplish equipment inventory when requested.

5.2. The Readiness Flight:

5.2.1. Provides technical expertise on the maintenance of chemical-biological warfare defense equipment.

5.2.2. Works with units to locate and acquire the proper types and quantities of chemical-biological warfare defense materiel.

5.2.3. The Readiness Office provides masks to individuals attending Chemical Warfare Defense Training (CWDT) who do not have a mask issued to them. This mask is only to be used for the CWDT class, and is provided only to individuals who do not occupy a primary mobility Unit Type Code position.

5.3. Unit DPRs:

5.3.1. Inventory unit chemical-biological warfare defense training equipment semi-annually.

5.3.2. Brief the unit commander on the status of such equipment semi-annually.

5.3.3. Coordinate with the Readiness Office to acquire chemical-biological warfare defense training equipment.

5.4. Section Supervisors:

5.4.1. Individuals and supervisors ensure training equipment is properly maintained and is repaired or replaced when necessary. Ensure training equipment is not stored with operational equipment.

5.4.2. Ensure training bags are inventoried before and after use.

Chapter 6 TRAINING PROGRAM

6.1. Unit Commanders:

6.1.1. Ensure personnel are scheduled for and attend required training.

6.1.2. Ensure a unit readiness information program is developed.

6.1.3. Ensure an individual chemical-biological warfare proficiency training (WPT) program is established IAW AFI 36-2201, *Developing, Managing, and Conducting Training*.

6.1.4. Ensure Life Support personnel train aircrew members on aircrew chemical-biological warfare defense equipment procedures.

6.2. Readiness Office:

6.2.1. Develops training to meet unit requirements.

6.2.2. Develops and provides an annual schedule of chemical-biological warfare defense training.

6.2.3. Conducts all readiness training.

6.2.4. Documents specialized team member training.

6.2.5. Advises units when members fail to meet proficiency standards.

6.2.6. Provides materials to conduct an information program.

6.3. Unit Disaster Preparedness Representatives:

6.3.1. Manage the overall unit training program for their respective unit commander.

6.3.2. Ensure specialized team members are identified and trained.

6.4. Unit Ancillary Training Monitors:

6.4.1. Ensure personnel are scheduled for chemical-biological warfare defense training.

6.4.2. Coordinate training requests with the Readiness Office.

6.4.3. Document chemical-biological warfare defense training and qualification training.

6.4.4. Ensure supervisors conduct individuals chemical-biological enlisted specialty training (EST) in accordance with AFI 36-2201, *Developing, Managing, and Conducting Training* and AFI 32-4001, *Disaster Preparedness and Operations*.

6.4.5. Ensure supervisors schedule Self-Aid/Buddy Care training for their personnel and are current prior to attending Chemical Warfare Defense Training.

6.5. Base Readiness and Disaster Preparedness Training:

6.5.1. Readiness and disaster preparedness courses, with the exception of base populace chemical-biological warfare defense, and camouflage, concealment, and deception are covered under the *Resource Augmentation Duty* (READY) Program (AFI 10-217). The base populace course is ancillary training as defined in AFI 36-2201 Chemical-biological warfare defense training is covered under *Air Base Operability* (AFI 10-212) and AFI 32-4001. *Camouflage, Concealment, and Deception* training is covered under AFI 32-4001.

6.5.2. Stated training times for readiness courses are approximations. The actual time required to teach a course is as variable as the threat, mission, and the students' duties and responsibilities. Course length generally is the time needed to meet course objectives, but minimum times, as shown in AFI 32-4001, Table A6.2 will be followed.

6.5.3. Refresher training courses must be designed to maintain currency, to revisit subject areas that students are deficient in, and to acquaint personnel with changes in procedures and new material.

6.5.4. All military and civilian employees who have a hazardous material (HAZMAT) emergency response role must receive the specified training (AFI 32-4002, *Hazardous Material Emergency Planning and Response Compliance*, Attachment 6) before they can take part in an actual HAZMAT incident response operation. Selected Disaster Control Group representatives receive First Responder - Awareness Level training as required in AFI 32-4002 and AFRES 32-4001.

6.6. Readiness Courses:

6.6.1. Disaster Preparedness Support Team (DPST) course is mandatory for members of the DPST. The course provides the knowledge and skills needed to augment the disaster preparedness function of the Readiness Flight. Subject may include nuclear, biological, and chemical detection, identification, monitoring, reporting, contamination control, hazardous materials, and warning. The course is tailored to the specific tasks assigned to support team members in the wing.

6.6.1.1. Initial course duration is eight hours. Refresher training is required semi-annually for four hours. Documentation of this training is maintained in the individual's unit and in the Readiness Flight office.

6.6.1.2. The Readiness Flight determines if participation in an exercise satisfies recurring training requirements.

6.6.2. Shelter Management Team (SMT) course is for shelter supervisors, exposure control monitors, and contamination control area monitors. The course provides selected knowledge and skills for personnel shelter planning and operations. Subjects may include protective shelter standards, marking, planning, nuclear, biological, and chemical detection, identification, dosimeter, contamination control, exposure control, security, sanitation, contamination control area management and collective protection systems operation. The course is supplemented by the unit on operating procedures, facilities and equipment.

6.6.2.1. Initial course is four hours. Refresher training is required annually and is two hours in length. Documentation of this training is maintained in the individual's unit and in the Readiness Flight office.

6.6.2.2. The Readiness Flight determines if SMT participation in an exercise satisfies recurring training requirements.

6.6.3. Contamination Control Team (CCT) course is for unit contamination control team members. The course provides selected knowledge and skills for contamination control planning and operation. Subjects may include nuclear, biological, and chemical detection, identification, contamination avoidance, decontamination, and marking. The course is supplemented by the unit on unit operating procedures, facilities, and equipment.

6.6.3.1. Initial course duration is four hours. Refresher training is required semi-annually and is two

hours in length.

6.6.3.2. The Readiness Flight determines if participation in an exercise is sufficient to satisfy refresher training requirements.

6.6.4. Unit Disaster Preparedness Representative (DPR) course is for unit readiness representatives. The course provides the knowledge and skills to plan and manage a unit readiness program. Subjects include Readiness program policy, organization, planning, equipage, and base program support.

6.6.4.1. Initial course duration is two hours. Refresher training is required annually and is two hours in duration.

6.6.4.2. Documentation of training is maintained in the Readiness Flight office and in the individual's unit.

6.6.5. Disaster Control Group (DCG) course is mandatory for designated On-Scene Commander (OSC) and DCG representatives. The course provides the knowledge and skills for field command, control, and communications (C3) during peacetime disasters. Topics include response phases and procedures, C3 interface, hazardous materials, and recovery. The course is supplemented by the unit on unit operating procedures, facilities, and equipment.

6.6.5.1. Initial course duration is four hours. Recurring training is at least annually and is two hours in length. Major accident response exercises may fulfill recurring training requirements when all training requirements are met in the exercise.

6.6.5.2. Documentation of training is maintained in the Readiness Flight office and in the individual's unit.

6.6.6. Exercise Evaluation Team (EET) course is for the EET chief and members. The course provides the knowledge and skills to plan, conduct, and evaluate readiness/disaster preparedness exercises. Topics include the disaster response force organization, exercise planning, coordination, ground rules, scripting, conduct, evaluation, reports, and analysis. The course is supplemented by other readiness/disaster preparedness courses in the specific areas the member will evaluate.

6.6.6.1. Initial course duration is two hours. Recurring training is required annually, however participation in evaluating an exercise may be sufficient to satisfy recurring training requirements.

6.6.6.2. Documentation of training is maintained in the Readiness office and in the individual's unit.

6.6.7. Chemical/Biological Warfare Defense Training (CBWDT) course is required for all Wing military personnel and emergency essential civilians since all are subject to deployment to chemical/biological threat areas. Personnel must receive training within 90 days of assignment to the wing (see AFI 32-4001, paragraph. 6.4 for waivers). The course provides the knowledge and skills to survive and operate during a conventional, chemical, or biological attack. Subjects include the threat hazards, command and control, individual protection, detection, and decontamination equipment, protective measures, contamination avoidance, alarm signals, contamination marking, unexploded ordinance identification reporting and marking, and contamination control area procedures. A mask confidence exercise is included in the initial course but not in the refresher course.

6.6.7.1. Initial course duration is six to eight hours. Refresher training is completed at least every 24 months and is four hours in length.

6.6.7.2. Medical personnel provide training to unit Self-Aid/Buddy Care (SACB) instructors who in turn train unit personnel who are in or deployed to threat areas. This training includes instruction on chemical warfare agent symptoms, pretreatment drugs, and antidotes according to AFI 36-2238, *Self-Aid/Buddy Care Training*. This training is a prerequisite to CBWDT training.

6.7. Scheduling Procedures:

6.7.1. The training schedules issued by the Readiness Office are notification of course availability. Special requests may be accommodated.

6.7.2. Unit ancillary training monitors request classroom training for their personnel by name. AF Form 2426, **Training Request and Completion Notification**, an approved computer product, or letter must be used.

6.7.3. Submit training requests directly to the Readiness Office (preferably by FAX or E-mail) to arrive no later than 5 working days prior to the desired UTA, or training date. Special training requests must be coordinated well in advance.

6.7.4. Space for the CBWDT course is on a quota system. Quotas are published by the Readiness Office annually. All other courses are on a first come, first serve basis.

6.7.5. Changes or cancellations must be made no later than class start time.

6.7.6. Persons scheduled for classroom training must be in place with required training equipment by the indicated start time.

6.8. Course Completion Notification:

6.8.1. The Readiness Office returns an annotated AF Form 2426, letter, or computer product to the unit, whichever the unit training monitor requests.

6.8.2. A computer product showing class attendance and no-shows is sent to unit commanders.

6.9. Chemical-Biological Defense Enlisted Specialty Training (EST):

6.9.1. Unit supervisors and trainers manage individual chemical-biological warfare defense EST in accordance with AFI 32-4001.

6.9.2. The unit DPR may provide assistance for this training. The Readiness Office provides advice upon request.

ANTHONY TASSONE, JR., Colonel, USAFR

Commander

Attachment 1

UNIT DISASTER PREPAREDNESS PROGRAMS STATUS REPORT

(Unit Readiness representatives use this format to prepare a Unit Readiness Program Semi-Annual Status Report. Submit reports to your unit commander and the Readiness Office IN TURN. Reports should arrive at 434 SPTG/CEX the first week of both April and October.)

Date

MEMORANDUM FOR UNIT COMMANDER
434 SPTG/CEX
IN TURN

FROM:

SUBJECT: Unit Readiness Program Semi-Annual Status Report

1. Chemical-Biological Warfare Defense Training:
 - a. Number of people assigned.
 - b. Number of people overdue.
 - c. Percentage of people overdue.
 - d. The reason for overdue personnel.

2. Individual chemical-biological warfare defense enlisted specialty training (EST):
 - a. Number of people assigned.
 - b. Number of people overdue.
 - c. Percentage of people overdue.
 - d. The reason for overdue personnel.

3. Specialized teams training:
 - a. Number of people assigned each team.
 - b. Number of people requiring training.
 - c. Percentage of people requiring training.

4. Number of shortages or overages of chemical-biological warfare defense training equipment.

5. Open discrepancies from previous SAVs, IG inspections, and exercise evaluations.

6. Assistance needed from the Readiness Office.

UNIT COMMANDER'S SIGNATURE BLOCK