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BY ORDER OF THE COMMANDER 439<sup>TH</sup> WING

AIR FORCE INSTRUCTION 32-4001

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Civil Engineering

DISASTER PREPAREDNESS PLANNING AND OPERATIONS

OPR: 439 SPTG/CEX (Ms. Roberta Knox)

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The OPR for this supplement is 439 SPTG/CEX (Ms. Roberta Knox). This supplement implements and extends the guidance of Air Force Instruction (AFI) 32-4001, 1 May 1998. The AFI is published word-for-word without editorial review. "439 AW" in boldface type indicates 439 Airlift Wing (AW) supplementary materials. This supplement describes 439 AW procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement, discard the standalone Air Force basic. This supplement applies to all 439 AW units at Westover and geographically separated units.

### ***SUMMARY OF REVISIONS***

This revision aligns our supplement with the basic publication. It removes all references of shelter management requirements at Westover ARB; it changes all references from Chemical Biological Warfare Defense (CBWD) to Nuclear Biological Chemical (NBC) Defense; changes the unit tasking from appoint a unit readiness representative to appoint and train a primary and alternate readiness representative (paragraph 1.13.1); includes tasking representatives to act as the unit point of contact for NBC defense training equipment and defense material spare parts (paragraph 1.13.1.1.6); includes the requirement to conduct in and out-processing on unit members obtaining and documenting readiness training history and issue/return of NBC defense training equipment (paragraph 1.13.1.1.7); and changes unit tasking from maintain their mobility bag equipment inventory in Mobility Accounting Inventory and Tracking System to maintain their mobility bag equipment inventory on the Mobility Inventory Control Accountability System (MICAS) (paragraph 1.13.5). A (I) indicates revision from the previous edition.

1.11.12. The Installation Commander's oversight of the Survival Recovery Center (SRC) during contingency operations is through the SPTG/CC.

1.11.13. The forum for oversight and implementation of the 439 AW Readiness Program is through the Readiness Council and Readiness Office (SPTG/CEX). The Support Group Commander (SPTG/CC) chairs the Readiness Council as designated by the Installation Commander. In order to facilitate a readiness program for our deployable forces and our daily civilian forces, two branches under the Readiness Council are instituted. One branch is the Reserve Readiness Council for the readiness of

our deploying units and the other is the Base Readiness Council for readiness at Westover ARB. The agenda for the Readiness Council includes issues and goals for training, exercising, evaluating, equipping, staff assistance visits (SAV), Readiness Action Visits and inspection trends as it pertains to the specific branch.

1.11.13.1. The Reserve Readiness Council meets monthly during the A Unit Training Assembly (UTA). The Council is composed of the chairperson, all group and squadron commanders that have a deployment commitment or their designated representative, Wing Plans (XP), SPTG/CEX, and Exercise Evaluation Team (EET) members. Reserve Readiness Council Members are appointed in writing with a copy provided to SPTG/CEX. Council members must have decision making authority for their represented unit. SPTG/CEX publishes minutes and tracks taskings.

1.11.13.2. The Readiness Council meets annually as a minimum. The Readiness Council is composed of the chairperson, all civilian and military functional chiefs represented at Westover ARB, XP, SPTG/CEX and EET/Disaster Control Group (DCG) members. SPTG/CEX publishes minutes and tracks taskings.

1.12.2. The most likely disasters to effect Westover are snow and ice storms, tornadoes, hurricanes and terrorist actions. Westover is also designated through plans and support agreements, as a reception base for personnel and equipment evacuating the effects of a disaster. Natural disaster shelters are not designated for severe weather at Westover ARB. The base populace will take shelter in their work area, as applicable or would be released to shelter in their homes or evacuate to a safer area, time permitting.

1.12.5. SPTG/CEX performs SAVs to all Westover ARB units and maintains a schedule to ensure a unit's SAV does not exceed a two year interval. SPTG/CEX will also perform a unit SAV upon request from a squadron commander or higher authority. Follow-up SAVs are conducted only where major discrepancies are identified. SAVs are followed by a written report to the visited unit commander through the appropriate group commander.

1.12.5.1. (Added) An annual SAV schedule and SAV/Self-Inspection Checklist is published and distributed in December for the following year. SPTG/CEX will update the checklist throughout the year whenever AFRC/CEXR or 622 RSG publishes a new Self-Inspection Guide or as policies change.

1.12.5.2. (Added) SPTG/CEX reviews the SAV reports to identify trends and initiate actions to correct them. The results of the overall trend analysis are provided to unit commanders through the Readiness Council.

\*1.13.1. Unit commanders manage their readiness programs by appointing and training a primary and alternate readiness representative. Provide a copy of this appointment letter to SPTG/CEX. Appoint and train replacements for anticipated vacancies. Unit Readiness representatives may be traditional reservists or Air Reserve Technicians, as determined by the commander. Wing group and squadron readiness management is combined as listed below. The designated squadron appoints a primary and alternate unit representative to administer the program for these combined units. Unit representatives

are appointed by: AW, SPTG, Mission Support Squadron, Logistics Group (LG), Logistics Support Squadron (LSS), Operations Group (OG), and Operations Support Squadron (OSS).

1.13.1.1. Unit readiness representatives duties are:

1.13.1.1.1. Maintain a unit readiness binder according to attachment 11, Unit Readiness Binder.

1.13.1.1.2. Coordinate Readiness training requirements with the unit training manager. Ensure unit personnel are scheduled for and attend required readiness training. Unit Readiness representatives will verify readiness training rosters and coordinate disparities with SPTG/CEX.

1.13.1.1.3. Conduct a semi-annual self-inspection utilizing the checklist provided by SPTG/CEX.

1.13.1.1.4. Conduct a quarterly Unit Information Program as described in paragraph 6.6.

1.13.1.1.5. Ensure in-house training on unit procedures is conducted annually for designated contamination control teams, recon teams, and deployable shelter management teams.

\*1.13.1.1.6. Act as the unit point of contact for NBC defense training equipment and defense material spare parts program.

\*1.13.1.1.7. Conduct in and out-processing on unit personnel to obtain and document readiness training history, and issue/return NBC defense training equipment.

1.13.1.1.8. Coordinate NBC defense and specialized team training with SPTG/CEX.

1.13.1.1.9. Ensure required NBC defense equipment inspections are accomplished as required.

1.13.1.1.10. Ensure applicable directives and technical orders (TO) (see attachment 12, Applicable Directives and Technical Orders.) are maintained as a minimum for readiness planning, management; and maintenance and inspection of unit owned equipment.

1.13.1.1.11. Request (non-reportable) readiness assistance visits from SPTG/CEX whenever there is a need.

1.13.1.1.12. Maintain the supply of spare parts for protective equipment and ensure spares are deployed with deploying personnel.

1.13.3. All units assigned to Westover ARB publish checklists or procedural guides for control center activation, evacuation and relocation, major accidents, natural disasters (to include sheltering) and attack actions. Checklists must be year dated when developed. Completed checklists must be approved by the commander and then forwarded to SPTG/CEX for review. Checklists must be reviewed for currency by the unit annually. The date of annual reviews must be annotated on each checklist along with the reviewing officials name. Designated base response control centers must develop checklist or procedural guides for control center activation, notification, major accident response, natural disaster response and attack response. Westover deployable units may use the generic war and contingency checklist developed by the Readiness Council for training and actual deployments in lieu of developing individual unit checklist. These checklists are maintained on the Westover Y drive for easy access. Units must tailor these checklists for their particular mission.

\*1.13.5. Units must maintain their mobility bag equipment inventory on the MICAS.

1.13.8. The following units must establish and maintain control centers for emergency response at Westover ARB: Public Affairs (PA), SPTG/CEX, Airfield Management (OSA), Aircraft Generation Squadron (AGS/MAMC), CEF, Civil Engineering (CE), Security Forces Squadron (SFS), Services (SV), and Griffin Services, Inc.

1.13.9. Contamination Control Team (CCT) chief's require augmentation during a contingency based on the type, size and amount of equipment or area to be decontaminated. Units tasked have the option to designate and cascade train additional teams based on mission requirements and unit sustainment. Additional units may designate and train CCT members based on their deployable mission. The following deployable units must designate and train a primary and alternate contamination control chief: Civil Engineering Squadron, 42 Aerial Port Squadron (42 APS), 58 APS, 85 APS, AGS, Transportation (LGT), 439 Aeromedical Staging Squadron (ASTS), and 722 ASTS.

1.13.9.4. (Added) The CCT for Westover is a multipurpose team employed to control contamination defensively at Westover ARB. This team will not come in contact with the product and will not perform clean-up or removal of hazardous material including nuclear contamination. Duties include hosing down equipment with water, diking or damming or vacuuming. Team members must be in good physical health with the ability to wear respiratory protection. Team composition is considered minimum in structure and may require augmentation during a disaster situation. The team is composed of two personnel from each of the following units: CE for operating heavy equipment to decontaminate large areas, runways, and roads, MXS and AGS for decontaminating aircraft and aerospace ground equipment, and LGT for decontaminating vehicles.

3.1.3.1. (Added) Defense materiel for wartime operations at Westover ARB come from in place stock items and are not procured or stored for the sole purpose of wartime activities. Procurement of defense materials may be authorized with an increase of threat.

3.1.3.2. (Added) Deployable units must maintain a 30 day stock of spare parts for protective equipment. A 30 day stock is interpreted as a minimum of 10 percent authorized equipment including 10 percent of replacement parts for assigned protective mask. Spare parts and the applicable TOs for protective equipment must be deployed with the units' deploying personnel.

3.2.1.1. The two sets of chemical protective equipment is stored as follows: build up one sized ensemble and store in the waterproof bag. Store this waterproof bag inside an A-3 bag along with the other sized ensemble. Units possessing operational chemical biological and conventional individual protective equipment conduct an annual inventory and inspect at least 10% of each item. Record this inventory/inspection and budget for replacement items needed.

3.2.3.1. (Added) Westover CCT members protective equipment and wet-weather clothing is issued by and stored in SPTG/CEX for all base CCT members. CCT detection equipment is shared use with the disaster preparedness support team, stored and maintained by SPTG/CEX. The power driven decontamination apparatus is stored and maintained by LGTM. CCT members must be cognizant of available supplies and equipment required to accomplish decontamination. Contamination control materials may be drawn from in stock resources. Materials are not stockpiled for the sole purpose of contamination control. Additional materials required at the time of an incident are procured through LGC. HAZMAT contamination control materials are determined, procured, stored, and maintained by CEF. HAZMAT contamination control is identified in the SPTG/CEX Operational Plan 32-1, Annex A.

3.2.3.2. (Added) Deployable CCTs utilize individual protective equipment and wet-weather clothing as issued in A- and C-bags. Replacement items are drawn from the 10% of spare equipment authorized to the unit. Additional decontamination materials; i.e., bleach, soap, rags, sponges, mops, etc., may be procured at the deployed location. CCTs may procure and deploy with an additional complement of the materials listed below to enhance minimum contamination control capabilities: one case of M295 Decon Kits, Two NBC marking kits, extra M8 paper and M9 tape, and applicable T.O.s.

3.2.5. (Added) SPTG/CEX procures, maintains, and stores personal protective equipment and response equipment for the readiness office and Disaster Preparedness Support Team (DPST). SPTG/CEX provides rain gear for the disaster control group and provides identification material for both the disaster control group and EET members. Cold weather gear is provided by the individual.

4.2. The On-Scene Disaster Control Group (OSDCG) is employed during situations where on-scene command and control is necessary. Each group member is a division or section chief. They are responsible for controlling unit resources. Elements of the OSDCG are comprised of a primary and alternate as follows: on-scene commander - SPTG/CC and XP, SPTG/CEX, CEF, SFSCC and SPO, PA, LG, MXS, AGS, LGC, CE, Staff Judge Advocate, Bioenvironmental Engineering (SGPB), SV, SEG, OSA, and tenant units. Primary and alternate DCG members are divided into an "A" and "B" team, respectively, for exercise purposes only. The teams will alternately perform duties as EET members developing, executing, and evaluating exercise scenarios. The primary (A) and alternate (B) on-scene commanders are alternately the EET chief.

4.2.1. Disaster Preparedness Support Team (DPST). SPTG, OG and LG commanders appoint five personnel to the DPST for emergency response. The DPST augments SPTG/CEX during contingencies. Appointed DPST members must be able to wear respiratory protection, have normal color vision and a minimum physical profile of "two" under "P", "U", "L", "H", and "E", one under "S" and "H" under "X", possess a valid driver's license, and have at least a secret security clearance.

4.2.2. (Added) At Westover the OSDCG personnel convert to a SRC for natural disasters, terrorist/attack actions, and other military operations where command and control is required for base support. The SRC reports to the Crisis Action Team (CAT). Primary members on the SRC are as

follows, however, others may be tasked as the situation directs: Support Group Executive Officer, CE, CEF, SPTG/CEX, SGPB, SV, and Communications Squadron (CS).

4.10.4. Direct all request for assistance from civil authorities through SPTG/CEX.

5.3.2 (Added). An annual Attack Response Exercise (ARE) is conducted for units' mobility commitments based upon the threat at deployment locations. Every other year the annual ARE will be conducted at a deployed location away from Westover ARB. Unit commanders must ensure all deployable Unit Type Codes participate in preferably the annual ARE or a unit designed ARE as described in the basic AFI paragraph supplemented by HQ AFRC.

5.4 (Added). Exercise evaluators for Westover ARB exercises are comprised of the appointed DCG "A" and "B" teams. The A and B teams alternate as DCG and EET members to provide maximum training. Exercise evaluators for deployment exercises are comprised of at least one member from each deployable function. The EET chief for deployment exercises will be appointed at the onset of the specific exercise planning.

5.4.6. The only training munitions that will be used at Westover during exercises are smoke grenades and/or a smoke generator. Bird Cannons are used in place of grenade simulators.

5.14. Computer-Aided Management of Emergency Operations will be used during the annual HAZMAT exercise.

6.4.2. SPTG/CEX develops and publishes a tentative annual training schedule. A specific NBC Defense Training schedule is published monthly for the following month. Weekday NBC defense classes are scheduled quarterly the Wednesday before the A-UTA or by request. Training is documented with a sign-in roster and maintained in a computer data base file. Training status reports depicting the overall unit status is provided to units or functions monthly by SPTG/CEX.

6.4.4. The unit commander or designated training manager determines if an individual must attend either initial or refresher NBC Defense Training. NBC Defense Training must be accomplished every two years but not exceed a 24 month interval. To evenly distribute NBC refresher classes across a 24 month time frame, the groups train on either odd or even years. Operations Group and Medical Unit personnel are scheduled to train on even years and Logistic Group and Support Group are scheduled to train on odd years. NBC Defense Training classes are open to all personnel on the year their respective group is scheduled to train. Initial NBC Defense Training is open to any unit any year. Units should make every effort to schedule NBC Defense Training by unit. SPTG/CEX will work with the individual units to schedule NBC Defense Training to maximize training efforts. NBC classes are not held for less than ten personnel. All personnel attending training must bring a complete CBWD training ensemble and field gear including a filled canteen. Attendees are to be prepared for field training with appropriate apparel according to outside weather conditions.

6.4.4.2 Medical readiness training officers must provide written documentation to SPTG/CEX verifying the personnel that have met NBC Defense Training requirements through participation in one of the creditable formal medical courses.

6.4.4.5. (Added). All personnel deployable to an NBC threat area must complete mask Quantative Fit Testing (QNFT). Unit commanders must ensure their personnel are scheduled for and complete mask fit

testing according to attachment 13 QNFT Implementing Instructions. Newly assigned personnel will receive QNFT during Initial NBC Defense Training.

<b>Table 6.4 - 439 AW Readiness Refresher Training Frequencies and Duration</b>			
<b>COURSE</b>	<b>REFRESHER FREQUENCY</b>	<b>MINIMUM DURATION</b>	<b>REMARKS</b>
NBC Defense	Not to exceed 24 months	3 hours	Field Training (wx permitting)
DCG/EET	Annual	As required	Classroom Updates & Exercise Participation
Readiness Representatives	Semi-Annual	1 hour	Meetings
DPST	Semi-Annual	3 hours	Classroom & Field Training
CCT (base)	Semi-Annual	2 hours	Classroom & Field Training
Base Information	Quarterly	See remarks	Briefing, handouts or read and sign
EOR	Not to exceed 24 months	See remarks	Incorporated into NBCDT & Combat Skills Training
CCT (deployable)	Annual	1 hour	Also in Combat Skills Training
CCD		1 hour	Combat Skills Training
SMT (deployable)		1 hour	Combat Skills Training
NBCC Recon		1 hour	Combat Skills Training

6.6.4. (Added) Base Emergency Preparedness Orientation (BEPO) is provided monthly within the base newcomers orientation. BEPO is documented in the base readiness-training database. Additional BEPO's may be provided upon request.

6.6. (Added) Unit readiness representatives provide a quarterly Information Program with information provided by SPTG/CEX. This information may be supplemented by the unit from current events or as they see appropriate. Training may be provided through a combination of handouts, read and sign documents, or unit-level briefings. Appropriate subject matter for the information program is seasonal weather hazards preparedness, wartime actions, NBC defense equipment, hazardous materials, or major accident response actions. Document training with a memorandum for record, read and sign or other documentation method to summarize the subject matter, method presented, audience, and date of the training.

7.2. Westover ARB alarm signals are in consonance with AFVA 32-4010, USAF Standardized Alarm Signals. The base siren is activated by the Command Post personnel as the situation warrants. The Command Post tests the base siren system on the first Thursday of every month at 1300 hours.

## **Attachment 11 (added)**

## **UNIT READINESS HANDBOOK**

Each unit Readiness Representatives maintains a readiness handbook with the following format and content.

**TAB I** - Table of Contents and Letters of Appointment – File a copy of all applicable letters of appointment; e.g., unit representatives, readiness council member(s), specialized team members, disaster control group members, etc.

**TAB II** - Record of Training – Contains documentation of all types of readiness training; e.g., NBC Defense, supplemental training of specialized teams, intro training for newcomers, unit representative training/meeting minutes, specialized team, Explosive Ordnance (EOD), Camouflage Concealment and Deception (CCD), DCG, etc.

**TAB III** - Readiness Council - File Readiness Council meeting minutes, tasking, information, etc.

**TAB IV** - Self-Assessment/SAV Report – Conduct a unit readiness self-assessment in accordance with the Wing Self-Assessment Program. Use the Readiness Self-Assessment Checklist provided by this office along with gaining MAJCOM and/or unit developed self-assessment checklist. File a copy of your program review documentation in this tab. Maintain a copy of our latest SAV report and your corrective actions.

**TAB V** - Unit/Agency Checklists – Maintain a record copy of unit action checklists for response to emergencies, such as major accidents, natural disasters, attack actions, control center activation/relocation, evacuation, CCT, DCG and so on. Keep only what is applicable to your unit.

**TAB VI** - Exercise Participation – Units with base response requirements, file MSEL, exercise reports and applicable corrective actions; for all annual base exercise's; i.e., MARE's, ARE's and natural disasters. Deployable units, file annual attack response exercise participation information; i.e., MSEL, exercise report/evaluation and corrective actions. The unit conducting the exercise documents result.

**TAB VII** - Information Program – Written materials used in conducting the recurring information program. File memos-for-record documenting when information was provided, how it was provided, what subject information was provided, and to whom it was provided.

**TAB VIII** - Equipment information, inventories/inspections, MICAS Reports, etc.

**TAB IX** - Miscellaneous – Correspondence, anything that pertains to your Readiness Program that doesn't fall under another TAB.

**Attachment 12 (Added)**

**APPLICABLE DIRECTIVES AND TECHNICAL ORDERS**

## **Directives**

AFI 32-4001, *Disaster Preparedness Planning and Operations*

AFI 32-4002, *Hazardous Materials Emergency Planning and Response Compliance*

AFMAN 32-4004, *Emergency Response Operations*

AFMAN 32-4005, *Personnel Protection and Attack Actions*

AFMAN 32-4006, *Nuclear, Biological, and Chemical (NBC) Mask Fit and Liquid Hazard Simulant Training*

AFI 32-4007, *Camouflage, Concealment, and Deception*

AFH 32-4014, Vol 4, *USAF Ability to Survive and Operate Procedures in a Nuclear, Biological, and Chemical (NBC) Environment*

AFI 10-212, *Air Base Operability*

## **Technical Orders Required to Maintain CBWD (a must for units with deployable personnel)**

TO-11D1-1-131, *Operator's Manual, Decontamination Kit, Skin M291*

TO-11H2-2-21, *Paper Chemical Agent Detector: M9*

TO-11H2-14-5-1, *Paper, Chemical Agent, VGH, ABC-M8*

TO-14-P3-1-141, *Groundcrew Chem-Defense Ensemble (includes JS-List)*

TO-14P-4-1-151, *Chemical-Biological Canisters and Filter Elements Procedures and Serviceability List SB 3-30-2 Serviceability Status of Canister and Filter Element Lots*

TO-14P4-15-1, *Chemical-Biological Mask Type MCU-2/P*

TM-3-4230-235-10, *Operator's Manual for Decontamination Kit, Individual Equipment M-295*

## **Technical Orders Required for Deployable Contamination Control Teams**

TO-00-110A-1, *Guidelines for Identification and Handling of Aircraft and Material Contaminated With Radioactive Debris (fallout)*

TO-11C15-1-3, *Chemical Warfare Decontamination, Detection and Disposal of Decontamination Agents*

TO-11D1-3-10-1, *Operational Manual-Marking Set, Contamination, Nuclear, Biological, Chemical (NBC)*

## **Attachment 13 (Added)**

## **439 AW QUANTATIVE MASK FIT TEST**

A13.1. Purpose. Mask fit testing is to check the fit and operation of an individuals assigned NBC mask, enhance defense survivability by helping personnel maximize their NBC mask protection and instill mask confidence. Provide procedural guidance for completing the initial mask fit testing in accordance with AFM 32-4006. Mask fit testing will officially start at Westover ARB on 1 October 1999 and must be completed by 30 September 2001.

A13.2. Applicability. Mask fit test must be accomplished using the individuals assigned mask. Mask fit testing must be accomplished on all personnel deploying to or deployable to an NBC medium or high threat area prior to deployment or by 30 September 2001, which ever comes first. This program applies to the groundcrew and firefighter NBC masks. It does not include or apply to the aircrew mask. However, aircrew members must have this mask fit test with their assigned groundcrew mask. All volunteers (e.g., Air Expeditionary Force (AEF) volunteers) must complete this testing prior to deployment.

A13.3. Timetable. HQ AFRC has directed a two-year completion date for the initial testing of applicable personnel. After the initial mask fit testing is completed, the testing will be repeated:

A13.3.1. When a new mask is issued.

A13.3.2. When an individual has difficulty with negative pressure self-checks.

A13.3.3. If the wearer gains/loses 10% or more pounds of body weight.

A13.3.4. If the wearer experiences extensive dental work, facial surgery, scarring, or disfigurement.

A13.4. Procedures. At Westover we have three mask fit test machines, two M41 machines belonging to SPTG/CEX and one Porta Count machine belonging to SGPB. SPTG/CEX and SGPB will combine efforts during regularly scheduled UTAs to complete the initial testing. Mask fit testing will take approximately 15 to 20 minutes. However, the mask fit test is a pass/fail test that, if failed, must be reaccomplished.

A13.4.1. UTA Testing.

A13.4.1.1. The mobility units will coordinate with SPTG/CEX to schedule a specific UTA to test their personnel. A combined SGPB and SPTG/CEX mask fit team will bring mask fit machines to your unit and set up for testing where your people and assigned mask are located and conduct as many tests as we can accomplish on Saturday and Sunday of that requested UTA. Units that are too large to be

accomplished in one UTA will schedule another testing for the next earliest convenient UTA. Recommend the units that frequently deploy or are most likely to deploy first schedule their units as soon as possible.

A13.4.1.2. Individuals deploying to a medium or high threat area within 30 days must schedule testing with SPTG/CEX on the UTA prior to their departure. SPTG/CEX will schedule a time and direct them to the location where testing is scheduled for that UTA.

A13.4.2. Weekday Testing. Individuals available any day Monday through Friday may schedule a mask fit test. Call and schedule a time and day for better service.

A13.5. XP Responsibility. Develop procedures to ensure personnel will deploy carrying the same mask worn for their mask fit test.

A13.6. Unit Responsibility. The assigned unit readiness representative will be responsible for:

A13.6.1. Scheduling their unit for testing.

A13.6.2. Insure individuals have a specific mask assigned are tested with this same mask and that the mask they are tested with is the same mask they will deploy with.

A13.6.3. Insuring a steady flow of personnel for testing.

A13.6.4. Insuring individuals test with their assigned mask. Insuring masks are cleaned and inspected before mask fit testing. Pay special attention to the mask head harness while inspecting.

A13.6.5. Insure one copy of mask fit test documentation is placed in individuals mobility folder.

A13.7. Individual Responsibility.

A13.7.1. Clean, inspect, and ensure assigned mask is operational before testing.

A13.7.2. Complete mask fit information sheet.

A13.7.3. Must not wear lotions, perfume or cologne, use mouthwash, smoke, eat or drink anything for at least 30 minutes before testing.

A13.7.4. Must not chew gum during the test.

A13.7.5. Women will remove hair fasteners (hair clips, pins) and let hair hang freely before donning the mask for the test.

A13.7.6. If individual wears glasses, they must wear their combat spectacles during mask fit testing.

A13.7.7. Maintain one copy of mask fit documentation in assigned mask carrier.

A13.8. SPTG/CEX Responsibility:

A13.8.1. Schedule and provide testing material for the mask fit tests.

A13.8.2. Document individual test and results and maintain a database of all NBC mask fit tests for program overview tracking.

A13.8.3. Provide unit and individual with a copy of test results.

A13.8.4. Provide program overview reports to HQ AFRC.

A13.8.5. Notify the unit commander in writing when an individual cannot attain the minimum target fit factor of 2000.

A13.8.6. Exhaust all feasible options to attain the highest fit factor possible with testing individuals.

A13.9. Unit Commander. If an individual cannot attain the minimum target fit factor, the individual's commander must make a determination to remove or keep the individual on mobility. If the person is removed from mobility or relieved from the tasking, another person from the unit will be selected to fill the rotational requirement. The person will not be separated from the Air Force.

MARTIN M. MAZICK, Colonel, USAFR  
Commander