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Disaster Preparedness

**READINESS FLIGHT PROGRAM
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 512 CES/CEX (SSgt Cornell Jolley)

Certified by: 512 SPTG/CC (Col Robert D. Welsh)

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This instruction defines Readiness functions of units assigned to the 512th Airlift Wing (AW). It implements AFRPD 32-40, *Disaster Preparedness*, and specifies procedures and controls that govern the Readiness Program as prescribed by AFI 32-4001/AFRC Sup, *Disaster Preparedness Planning and Operations*, and other associated publications. This instruction applies to all units assigned or attached to the 512 AW.

1. Responsibilities:

1.1. Wing Commander:

1.1.1. The Wing Commander will appoint, in writing, an EET Chief who will serve as 512th liaison with the host EET Chief. Additionally, the EET Chief will coordinate exercise participation with the host base.

1.2. Unit Commanders:

1.2.1. Appoint a primary and alternate Unit Readiness Representative (URR) in the grade of staff sergeant or above.

1.2.2. Ensure URRs attend the quarterly URR meetings.

1.2.3. Appoint personnel, in writing, to specialized teams, i.e., Contamination Control Team (CCT), Contamination Control Area (CCA) Monitors, and Exercise Evaluation Teams (EETs).

1.2.4. Appoint a primary and alternate Camouflage, Concealment, and Deception (CCD) Trainer.

1.2.5. The Logistics Support and Civil Engineer Squadrons will have CCTs. These teams must maintain equipment per AFMAN 32-4004 and AFMAN 32-4005. (See attachment 1 for recommended equipment.)

1.2.6. Ensure 20% of mobility personnel are assigned and trained as CCA monitors (AFMAN 32-4005).

1.2.7. Maintain 10% overage of MCU-2A/P mask and spare parts per Unit Type Code (UTC) guidelines. (See attachment 2 for equipment and price list.)

1.2.8. Ensure that all personnel in- and out-process through their URR.

1.2.9. Conduct and document a mini-Attack Response Exercise (ARE) or participate in a wing level ARE on an annual basis. Provide the 512 CEX Office with a brief exercise evaluation report including the date performed.

1.3. Unit Readiness Representatives (URR):

1.3.1. Ensure letters of appointment are current and on file in the Readiness Office.

1.3.2. Maintain their unit Disaster Preparedness (DP) Handbook. (See attachment 3 for recommended tabs.)

1.3.3. Establish a unit DP information program using information provided by the 512 CEX office (file information in TAB E of atch 3).

1.3.4. Conduct a unit DP self-inspection, annually.

1.3.5. Use the Personnel Chemical Warfare Training Status Report provided by the 512 CEX Office to determine training requirements. Project training slots a minimum of 2 months in advance.

1.3.6. In order to cancel Chemical Biological Warfare Defense Training (CBWDT), the URRs must notify the Readiness Office no later than 0800 the Saturday of the scheduled Unit Training Assembly (UTA).

1.3.7. Geographically-Separated Units (GSUs) will maintain contact with the 512 CEX Office on DP program issues.

1.3.8. GSUs will fax the status of their unit Chemical Warfare/Enlisted Specialty Training (formerly known as Task Qualification Training) to the 512 CEX Office by the end of the applicable UTA.

2. Training:

2.1. Initial CBWDT is provided quarterly and is required for personnel in or deployable to chemical-biological threat areas. Personnel newly assigned to a mobility position must complete this training within three UTAs or provide proof of training. Duration of the class is 6 hours.

2.2. Refresher CBWDT classes are conducted bi-monthly. This training is required every 24 months for personnel in or deployable to chemical-biological threat areas. Unit commanders may request additional classes at least two UTA's in advance. Classes must be justified in writing and include 10 or more personnel. Duration of the class is 3 hours.

2.3. Air Force personnel who have not received a refresher CBWDT since 1990 must attend an initial CBWDT class.

2.4. A 4-hour CCT is conducted semi-annually. Personnel recently assigned to this team must be trained by the next scheduled CCT class.

- 2.5. Two-hour CCA Monitor classes are provided semi-annually. Personnel recently assigned as monitors must complete this training by the next scheduled CCA class.
- 2.6. URR training is required for primary and alternate representatives. This training must be scheduled upon appointment. It is administered for a period of 1.5 hours.
- 2.7. CCD train-the-trainer course is provided semi-annually for personnel designated by the commander. The initial and refresher training should last for a period of 4, and 2 hours, respectively.
- 2.8. Chemical Biological Warfare Defense Equipment will be used in conjunction with Enlisted Specialty Training (EST). It is conducted annually.
 - 2.8.1. For each enlisted specialty code, the supervisor must determine the required wartime skills from the master Career Field Education and Training Plan (CFETP). All unit personnel assigned to a mobility position must complete the identified tasks.
 - 2.8.2. Document training on an approved form to show all required tasks are observed and that each certification training objective has been achieved.
 - 2.8.3. Vehicle operators, including personnel who operate vehicles on the flight line, must have the following statement annotated on an AF Form 483 (Certificate of Competency): "Flt/Line CBWD qualified". Note: Ensure that a safety monitor (unmasked) accompanies masked drivers during exercises.

3. Staff Assistance Visit (SAV) Program:

- 3.1. The 512 CEX Office will develop and distribute Staff Assistance Visit (SAV) checklists and schedules. Units assigned and attached will receive a SAV every 24 months or upon recommendation by the EET Chief. The 512 CEX Office will write and distribute SAV reports to the unit, group, and wing commander by the UTA following the SAV.
- 3.2. Units will prepare replies to SAV reports, if required, and forward them to the 512 CEX Office NLT two UTAs after the date of the SAV report. Replies must be coordinated with their unit, and group commander and include corrective actions with completion or estimated completion dates.
- 3.3. SAV procedures:
 - 3.3.1. Units will be reminded by letter at least two UTA's prior to the visit.
 - 3.3.2. The unit commander or a designated representative, and the URR, will be in- and out-briefed.
 - 3.3.3. A thorough review of all SAV checklist items will be accomplished.

4. Chemical Biological Warfare Defense Equipment:

- 4.1. Logistics Support Squadron will be responsible for all the operational equipment stored.
- 4.2. Units will maintain sufficient CBWD training equipment to equip each mobility tasked individual by size. (See attachment 4 for recommended equipment).

5. Exercise Evaluation Program:

5.1. The EET Chief will comply with exercise requirements outlined in AFI 32-4001, *Disaster Preparedness Planning and Operations*, and applicable to 512 AW directives and guidelines.

MICHAEL J. QUARNACCIO, Brig Gen, USAFR
Commander

Attachment 1

RECOMMENDED DECONTAMINATION EQUIPMENT

A1.1. Units should equip contamination control teams:

A1.1.1. Responsible for chemical-biological warfare agent decontamination with the chemical defense and wet weather clothing for splash protection.

A1.1.2. T.O. 11c15-1-3, Chemical Warfare Decontamination, Detection and Disposal of Decontamination Agents, contains additional equipment requirements.

A1.1.3. With detection equipment to determine the effectiveness of their decontamination operations.

A1.1.4. With marking equipment to mark and identify contaminated areas resulting from decontamination operations.

Attachment 2

EQUIPMENT AND PRICE LIST

NSN	Size	Nomenclature	Issue	Price
4240-01-415-4239	Short	Face Piece	Ea	\$115.75
4240-01-415-4240	Medium	Face Piece	Ea	\$115.75
4240-01-415-4241	Long	Face Piece	Ea	\$115.75
4240-01-224-4196	Carrier		Ea	\$41.92
4240-00-803-5839	Waterproof Bag		Ea	\$1.70
4240-01-119-2315	Canister		Ea	\$8.70
4240-01-189-9423	Hood		Ea	\$11.63
4240-01-224-4195	Outsert, S, Clear		Ea	\$13.12
4240-01-224-4197	Outsert, M/L, Clear		Ea	\$10.83
4240-01-247-9107	Outsert S, Tinted		Ea	\$14.20
4240-01-249-4438	Outsert, M/L, Tinted		Ea	\$12.02
4240-01-223-7312	Strap, Rubber		Ea	\$0.82
4240-01-223-7313	Harness, Head		Ea	\$2.89
4240-01-286-1842JW	Air Deflector Assy		Ea	\$0.94
4240-01224-6336	Disc, Inlet Valve		Bx	\$14.75
4240-01-226-7005	Body Inlet Valve		Ea	\$0.46
4240-01-286-1841JW	Drinking Tube, E,		Ea	\$5.97
4240-01-241-4913	cover, Outlet Valve		Ea	\$3.69
5365-01-222-3145	Ring, Retainer (Sidevmtr)		Ea	\$2.73
4240-01-224-4198	Side Voicemitter		Ea	\$2.79
5330-01-231-3877	Gasket, Side Vmtr Port		Ea	\$0.18
4240-01-334-6824JW	Disc, Nosecup Valve		2ea	\$0.85
4240-01-286-1843JW	Drinking Tube, Internal		Ea	\$0.57
4220-01-246-1996JW	Valve, Nosecup Seal		Bx	\$5.88
4240-01-334-6824	Disk, Outley, Valve		Ea	\$0.85

Attachment 3

RECOMMENDED TABS FOR DPR HANDBOOK

A3.1. The unit DPR Handbook is a composite of a unit's DP program. Therefore, each unit will have a unit handbook. It should be maintained in a central location to allow easy access. The following TABs are recommended for the Handbook.

TAB A: Current letter of appointment, DPR, CCT, CCA Monitors, EET, etc.

TAB B. Records of Training, Chemical Biological Warfare Defense Training (CBWDT), EST, CCA, etc.

TAB C. Self-Inspection: Maintain a copy of our DP SAV checklists for self-inspection.

TAB D. Program Status Reports: Reports pertaining to the unit program i.e., SAV, exercise and self-inspection reports.

TAB E. Briefing on Indoctrination and Recurring Protective Measures: Briefings for all newly arrived personnel and recurring briefings for all including shelters, etc.

TAB F. Information Program: Maintain a copy of all visual aids, booklets, posters and briefing items and locations of unit bulletin boards.

TAB G. OPlan, Instructions, Manual and Technical Orders (TO): Maintain a cross reference to your main library for all AFI'S, etc. or T.O.s that apply to your unit's response capability (i.e., MCU-2A/P Mask).

TAB H. 512 AW Instruction 32-4001

TAB I General Correspondence: Maintain copies of policy letters, meeting information, letters of agreement, etc.

Attachment 4**RECOMMENDED CBWD TRAINING EQUIPMENT**

A4.1. The following Chemical Warfare Defense Equipment is required for training:

MCU-2A/P Mask (SIZED) & Carrier

Battle Dress Overgarment (SIZED)

Green/Black Vinyl Overshoe (ONE TO TWO SIZES LARGER THAN WORK BOOT)

Gauntlet cotton inserts (SIZED)

Gauntlet Protective Rubber Gloves (SIZED)