



Civil Engineer

DISASTER PREPAREDNESS PLANNING AND OPERATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes procedures and assigns tasking necessary to support the 919th Special Operations Wing (919 SOW) Disaster Preparedness Program. It implements AFD 32-40, *Disaster Preparedness*, AFI 32-4001/AFRC Sup 1, *Disaster Preparedness Planning and Operations*, and AFI 10-212, *Air Base Operability*. This instruction is designed to ensure a comprehensive Readiness program and is developed for all personnel assigned to the 919th SOW to include active duty and reserve units. To promote continuity in terminology, all references to Disaster Preparedness will be changed to Readiness. Since the 919th SOW is a tenant on Eglin AFB (AFMC), the following procedures are modified to fulfill requirements and intent of the above listed guidance, for those areas not supported by Eglin AFB.

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CHAPTER 1

WING READINESS PROGRAM MANAGEMENT

1.1. PURPOSE: This section defines the basic responsibilities of each functional agency in carrying out the overall Wing Readiness Program.

1.2. RESPONSIBILITIES:

1.2.1. The 919th SOW Commander will:

1.2.1.1. Ensure a comprehensive Wing Readiness Program is developed in accordance with all USAF, AFRC, and applicable gaining major command publications.

1.2.1.2. Ensure units appoint a primary and alternate Unit Readiness Representative.

1.2.1.3. Establish a control center (Command Post) within the wing to direct the 919 SOW activities during contingency conditions.

1.2.1.4. Develop policy for a modified Disaster Control Group (Crisis Action Team) in accordance with AAC OPLAN 32-1, *Disaster Preparedness Operations Plan*, to supplement Eglin Air Force Base procedures during peacetime natural disasters and major accidents.

1.2.1.5. Establish a tailored Wing Exercise Evaluation Program to provide feedback on unit exercises.

1.2.1.5.1. Appoint, in writing, an Exercise Evaluation Team (EET) Chief and ensure the EET Chief attends initial training.

1.2.1.5.2. Direct subordinate units to provide personnel to serve as members of the EET.

1.2.1.6. Establish a Wing Readiness Forum to review the Readiness Program, gather data to increase survivability of the 919 SOW in wartime, present findings and propose solutions.

1.2.1.6.1. The forum will meet at least annually and be chaired by the 919 SOW Commander or his designated senior staff member.

1.2.1.6.2. The Readiness Flight Chief will develop the agenda and provide briefings, which will include: issues and goals for training/evaluation; mobility equipment; readiness response elements and Staff Assistance Visit (SAV) trends.

1.2.2. Senior Leadership Group (SLG) will:

1.2.2.1. Provide guidance to the Readiness Forum by approving/disapproving proposed solutions and provides guidance to resolve issues.

1.2.2.2. The SLG meets monthly and consists of group commanders, the medical squadron commander and the Wing Command Chief Master Sergeant.

1.2.3. Unit Readiness Representatives (URR) will:

1.2.3.1. Be responsible for managing squadron/flight level readiness program.

1.2.4. Squadron/Flight Commanders and Staff Agency Chiefs will:

1.2.4.1. Have the overall responsibility for establishing a squadron readiness program.

1.2.4.2. Ensure all taskings and requirements in support of Air Base Operability (ABO) and the Wing Readiness Program are met.

1.2.4.3. Be member of the Wing Readiness Forum (WRF) and comply with the program as outlined in this instruction, AFD 32-40, AFI 32-4001/AFRC Sup 1, and AAC OPLAN 32-1. These documents will be reviewed when changes occur. Report findings and recommendations to 919 CES/CEX (Readiness Flight).

CHAPTER 2

SQUADRON/FLIGHT READINESS PROGRAM

2.1. PURPOSE: This section defines the requirements for establishing and operating a squadron/flight readiness program.

2.2. RESPONSIBILITIES:

2.2.1. 919 CES/CEX will:

2.2.1.1. Train and advise Unit Readiness Representatives (URR), Wing Exercise Evaluation Team (EET) members, and all military personnel in Nuclear, Biological, and Chemical Warfare Defense.

2.2.1.2. Provide education and training materials to squadrons/flights for use in the unit information program.

2.2.1.3. Conduct bi-annual staff assistance visits (SAV) to all units assigned to the 919 SOW.

2.2.1.4. Compile and distribute letters containing Readiness special interest items received from Inspector General and Higher Headquarters cross feed materials.

2.2.2. Squadron/Flight Commanders will:

2.2.2.1. Comply with this instruction in establishing their unit's readiness program.

2.2.2.2. Appoint a primary and alternate Unit Readiness Representative (URR) in writing, to manage the unit's readiness program. A copy of the appointment letter must be sent to the Readiness Flight for filing in the unit's folder.

2.2.2.3. Appoint a representative to coordinate with Readiness Flight to ensure protection of unit critical assets IAW AFI 32-4007, *Camouflage, Concealment, and Deception (CCD)*.

2.2.2.4. Ensure personnel attend required training IAW AFI 32-4001/AFRC Sup 1.

2.2.2.5. Ensure URR(s) attends required meetings scheduled by 919 CES/CEX.

2.2.3. Unit URR(s) will:

2.2.3.1. Accomplish the Readiness responsibilities as tasked by this regulation, AFI 32-4001/AFRC Sup 1 and AFI 32-4007.

2.2.3.2. Be responsible for managing the squadron/flight readiness program to include monitoring, scheduling and documenting all squadron readiness training.

2.2.3.3. Brief the unit commander, at least quarterly, on status of the unit's readiness program.

2.2.3.4. Establish a readiness education and information program within their unit.

2.2.3.5. Maintain the unit URR Readiness Continuity Book.

2.2.3.6. Submit an Attack Response Exercise (ARE) report to 919 CES/CEX, in accordance with Attachment 1 of this instruction, when the squadron/flight conducts an out of cycle exercise.

2.3. PROCEDURES:

2.3.1. Units will:

2.3.1.1. Establish and maintain a readiness program as outlined by this instruction.

2.3.1.2. Will conduct or participate in at least one ARE annually.

2.3.2. Unit URR(s) will: Unit URR(s) will manage their unit's Readiness Program as follows:

2.3.2.1. Conduct a readiness program self-inspection. Reports are due to the Readiness flight by close of business Sunday of the UTA every February, June and October. The purpose of the report is to document compliance and prepare memorandums for record (MFR) to include findings and corrective actions. A copy of the MFR will be forwarded to 919 CES/CEX.

2.3.2.2. Develop procedural guides/checklists in support of AAC OPLAN 32-1 and IAW AFI 32-4001/AFRC Sup 1, para 1.13.3. Coordinate these checklists with all affected agencies. Accomplish checklists and task actions to cover who, what, when where, and how. Review all unit readiness program checklists. 919 CES/CEX will review all unit Readiness checklist upon receipt and again during Staff Assistance Visits (SAVs). If changes are made in the checklists, send a coordination copy to 919 CES/CEX.

2.3.2.3. Establish a Unit Readiness information and education program. This program will consist of posting Readiness information furnished by the 919 CES/CEX on unit bulletin boards and conduct briefings on emergency response and individual requirements during contingencies. Document briefings as completed, and file copies of the documentation in Section 6 in the Unit's Readiness Continuity Book. Utilize Air Force Visual Aids identified in paragraph 2.3.2.5.

2.3.2.4. Maintain a Unit Readiness Continuity Book IAW with this publication. Primary and/or alternate URR(s) must attend all URR meetings scheduled by 919 CES/CEX.

2.3.2.4.1. The Unit Readiness Continuity Book will contain 14 sections with the following titles: Section 1: Letter of Appointment; Section 2: Record of URR Initial Training; Section 3: Self-Inspection/Cross feed; Section 4: Unit Operating Instructions/Checklist; Section 5: Staff Assistance Visit Program; Section 6: Information Program Materials; Section 7: Specialized Team/Recall Rosters; Section 8: NBC Defense Equipment Information; Section 9: Publications and Technical Orders; Section 10: Exercise Reports/Results; Section 11: General

Correspondence; Section 12: Camouflage, Concealment, and Deception Program Data; Section 13: Documentation of URR Meetings; Section 14: Documentation of NBC Training and QNFT Testing.

2.3.2.5. Display the following material on work center bulletin boards: (All other materials should be approved by 919 CES/CEX before posting).

2.3.2.5.1. AFVA 32-4010, *USAF Standardized Alarm Signals for the Continental United States*.

2.3.2.5.2. AFVA 32-4011, *USAF Standardized Alarm Signals for Areas Subject to NBCC Attack*.

2.3.2.5.3. AFVA 32-4012, *Mission-Oriented Protective Postures (MOPP)*.

2.3.2.6. Ensure organizational chemical protective masks are inspected every six months while stored at unit level and/or at base supply. Ensure Technical Manual 14P4-15-1, Table 5-1 is utilized during inspection and preventive maintenance checks.

2.3.2.7. Brief the unit commander, at least quarterly, on all Readiness matters. Document these briefings on MFRs and file in Section 6 of Unit Readiness Continuity Book.

2.3.3. Staff Assistance Visit (SAV). Schedule a SAV in-brief and out-brief with the unit commander and notify 919 CES/CEX of the time, date, and place that coincides with the published biennial Readiness SAV schedule. The objective of the SAV is to identify trends, discrepancies and problem areas and improve the unit level readiness program. The Readiness Flight (919 CES/CEX) maintains a schedule to ensure the two-year interval is not exceeded. Send a report of corrective actions on any findings discovered during the SAV within two Unit Training Assemblies (UTAs) from receipt of SAV Report.

2.3.4. Supervisors. Work center supervisors will ensure the following are accomplished:

2.3.4.1. Schedule and conduct Specialty Training (ST) for the personnel in their sections. Document the training IAW current directives applicable to each functional area (CAMS; AFORMS; AF Form 1098, **Special Task Certification and Recurring Training**; Data Automated Systems, etc).

2.3.4.2. Prior to the training, inform the unit URR of the date, time, and names of personnel conducting specialty training.

CHAPTER 3

TRAINING PROGRAM

3.1. PURPOSE: This section defines the readiness-training program and required documentation. It assigns responsibilities and establishes procedures for ensuring all assigned personnel are properly trained.

3.2. RESPONSIBILITIES:

3.2.1. Readiness Flight. Provide classroom initial and refresher training. Maintain training documentation and letters of appointment. Conduct training IAW AFI 32-4001/AFRC Sup 1, table 6.4.

3.2.1.1. CHEMICAL WARFARE INITIAL – 6+ hrs. (Notes 1,3,5). Explosive Ordnance Reconnaissance (EOR) and Depleted Uranium (DU) training is included.

3.2.1.2. CHEMICAL WARFARE REFRESHER – 2 hrs. (Not to exceed 24 months for Reserves, 12 months for Active Duty). EOR and DU Training are included (Notes 2 & 3).

3.2.1.3. UNIT READINESS REPRESENTATIVE INITIAL – 1.5 hrs.

3.2.1.4. EXERCISE EVALUATION TEAM INITIAL – 2 hrs. (Note 4)

3.2.1.5. CONTAMINATION CONTROL TEAM INITIAL – 4 hrs.

3.2.1.6. NEW COMMANDER'S BRIEFING – 1 hr.

3.2.1.7. QUANTITATIVE MASK FIT TEST (QNFT) – 15-30 minutes per individual (Note 5).

3.2.1.8. FACILITY MONITOR INITIAL – 2 hrs.

Note 1: Personnel not having previously accomplished Initial Nuclear, Biological, Chemical (NBC) Defense training before assignment to this wing, will complete it within 90 days after arrival to the 919 SOW. Prior service personnel will provide documentation of their training dates to the URR to initiate their training cycle. All wing personnel will be issued a training Ground crew Ensemble (GCE) during unit in-processing. This information will be included in the Wing/Squadron/Flight databases.

Note 2: Refresher class will not exceed the 2-hour allocation.

Note 3: This is not a base functional team, but the internal squadron/flight team.

Note 4: Initial training will only be offered every six months, except where special circumstances require otherwise.

Note 5: Quantitative Fit Test (QNFT) is a training aid, not a certification. Mask fit testing may be conducted as part of either NBC Defense Training or in “mask-fit only” sessions.

3.2.2. Squadron/Flight Commanders. Ensure assigned team members attend required training (initial and refresher).

3.2.3. Unit Readiness Representative. Monitor and keep the unit commander informed of readiness program training status to include no show rates.

3.2.4. Hazardous Materials (HAZMAT) Training. Will be accomplished IAW AFI 32-4001/AFRC Sup1. Only primary duty readiness personnel will be trained in HAZMAT Level 1 Awareness. Eglin AFB maintains control and responsibility of HAZMAT response at Eglin AFB Field 3 Florida.

3.3. PROCEDURES:

3.3.1. Prerequisites. Initial training is required if there has been a break of 36 months or more in NBC defense training. An initial class of the same title must precede all refresher classes.

3.3.2. Scheduling. The scheduling procedures for chemical warfare defense training will incorporate a training Desire List with associated procedures. Send Desire List with unit personnel identified (Last, First Name, Rank and Unit) to 919 CES/CEX prior to the scheduled classes. Prior coordination must be accomplished to perform simultaneous classes, i.e., one class at the Readiness classroom, and others at other locations.

NOTE: Personnel attending the Chemical Warfare Initial and Refresher class must be in either battle dress uniforms (BDU) or flight suits. Individuals must bring their complete GCE to all NBC Defense Training.

3.3.3. Cancellation. If conflicts in scheduling occur and prohibit an individual from attending training, the individual’s supervisor must contact the training scheduler/monitor to cancel the individuals prior to the start of class. Individuals that were scheduled but not in attendance will be reported to the Group and unit commanders, respectfully, as “No Show” by letter from 919 CES/CEX.

3.3.4. Documentation. All attendees will sign in on the form supplied by the instructor. Attendance will be transcribed in the 919 CES/CEX tracking program.

3.3.5. Specialty Training (ST). Formerly Task Qualification Training (TQT), is scheduled, conducted and documented by the work center supervisors as required and IAW AFI 32-4001/AFRC Sup 1. Personnel may receive credit for ST by participating in ARE’s as long as the individual performs wartime tasking while in MOPP 4.

3.3.5.1. Work center supervisors need to identify specific wartime duties/tasks to be performed while wearing the Chemical Warfare Defense Ensemble (CWDE).

3.3.5.2. Individuals will perform wartime skills while wearing the complete CWDE. Follow additional guidelines in AFI 90-201, *Inspector General Activities*.

NOTE: All precautions should be taken to minimize the necessity for vehicle operations.

CHAPTER 4

EXERCISE PROGRAM

4.1. PURPOSE: As a tenant unit on Eglin Air Force Base, the 919 SOW will conduct Natural Disaster & Major Accident Response Exercises (MARE) jointly with Eglin. These exercises are conducted off-line and include those actions required by the recovery phase described in AFMAN 32-4004, *Emergency Response Operations*. This section outlines policies and procedures for planning, executing and evaluating Attack Response Exercises. The Wing Exercise Program is designed to ensure proficiency of the Wing's ability to conduct operations through periodic exercise and evaluation.

4.2. RESPONSIBILITIES:

4.2.1. 919th SOW Commander will:

4.2.1.1. Establish a Wing Exercise Evaluation Team (EET). The commander will appoint, in writing, a Wing EET Chief. The team chief must be a Major, GS-11 (ART), or higher. The Readiness Flight Chief will not be appointed as EET Chief.

4.2.2. 919 CES/CEX will:

4.2.2.1. Make required and requested inputs to the designated EET Chief.

4.2.3. EET. The designated team chief will manage the EET. The EET plans, coordinates, schedules, conducts, and evaluates all exercises directed by the 919 SOW Commander. Scenarios must be realistic and appropriate to mission requirements. The EET Chief will publish and distribute exercise reports signed by the 919 SOW Commander prior to the second UTA following the exercise. The EET Chief will ensure units identified in the report as having discrepancies send a reply reporting corrective actions to the EET Chief with a courtesy copy to 919 CES/CEX.

4.2.4. Squadron/Flight Commander. Appoint two individuals in writing to the EET at least 2 UTAs prior to the scheduled ARE. Tasked OPR(s) must respond to exercise discrepancies by the following UTA, or as tasked in the after-action report. The response should indicate actions taken to correct discrepancies and actions taken to prevent recurrence.

4.3. PROCEDURES:

4.3.1. Program Management.

4.3.1.1. EET Chief is responsible for maintaining all appropriate instructions, exercise reports and replies. Coordinate all actions pertaining to the Wing Exercise Program through the 919 SOW/CC. Detailed duties are outlined in AFI 32-4001/AFRC Sup 1, 5.4. and attachment 6.

4.3.2. EET Checklist. The EET Chief will maintain checklist to ensure standardization and currency.

4.3.3. EET Meetings. EET members will attend pre-exercise briefings and training classes as scheduled by the EET Chief.

4.3.4. Exercise Exemptions. All requests for exercise exemption will be submitted through unit commanders to the 919 SOW/CC for approval/disapproval.

THOMAS M STOGSDILL, Brig Gen, USAFR
Commander

ATTACHMENT 1

REPORT FORMAT FOR UNIT CONDUCTED
ATTACK RESPONSE EXERCISE

MEMORANDUM FOR: (Unit CC)

FROM: (Unit Readiness Representative or Exercise Evaluator)

SUBJECT: Attack Response Exercise Report

References: (a) 919 SOWI 32-4001
(b) AFI 32-4001/AFRC Sup 1
(c) AFI 10-212
(d) AFI 90-201
(e) AFSOCI 90-201

1. The ability of (Unit) to cope with a chemical/biological attack involving military resources were tested on _____, IAW references.

(Date)

2. Particulars of the evaluation are:

a. Scenario: Unit simulated deployment to _____
Attack simulated _____ weapons/munitions.

b. Exercise Evaluation Objectives:

(1) Command, control and communication. (Were alarm signals changed and properly disseminated based on information received?)

(2) Individual response to alarm signals. (Were proper actions taken as a result of alarm signals given?)

(3) Proper wear of CWDE. (Were personnel wearing the Ground crew Ensemble (GCE) in the proper configuration?)

(4) Proper use of nerve agent antidotes and decontamination procedures. (Could personnel show proficiency in the use of the auto-injectors and M258A1/M291 Personal Decon Kits?)

(5) Use of M8/M9 paper. (Was M8/M9 paper properly displayed on buildings, vehicles, and personnel? Were surveys of the devices made and a report given to then control center?)

(6) Ability to perform AFSC wartime related tasks (ST) (Were tasks performed to the established standard in a safe and effective manner while wearing the GCE?)

- c. Time of initiation:
- d. Time of termination:
- e. Date and time of required debriefing:
- f. Evaluators:
- g. Attendees: (list either name or office)

3. FINDINGS:

a. Operational Procedures: (Any noted items, procedures, or events affecting the overall exercise.)

b. Individual Response: (List casualties and equipment or procedural deficiencies.)

4. CORRECTIVE ACTIONS:

5. SUMMARY: (Note unit attitude and/or sense of urgency and any additional observations.)

NOTE: Send report NLT than two (2) UTA's after date of exercise to 919 CES/CEX.

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