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**Civil Engineering**

**DISASTER PREPAREDNESS PLANNING  
AND OPERATIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 32-40, *Disaster Preparedness* and extends the guidance of AFI 32-4001/AFRC Sup 1, *Disaster Preparedness Planning and Operations*. It establishes responsibilities and procedures for the 944th Fighter Wing (FW) Readiness Program. It applies to all units assigned to the 944 FW.

***SUMMARY OF REVISIONS***

**This document is substantially revised and must be completely reviewed.**

***Section A—Program Management Responsibilities***

**1. Wing Commander:**

- 1.1. Has overall responsibility for the 944 FW Readiness Program.
- 1.2. While not required for tenant units, the 944 FW Commander may choose to establish a forum that reviews the 944 FW Readiness (Disaster Preparedness) Program. This can be in the form of a wing readiness council or steering group.
  - 1.2.1. If established, the forum meets at least annually. Agenda items include training, exercising, evaluating issues and goals, staff assistance visits (SAV) trends, and equipment.
  - 1.2.2. If established, the forum is composed of the chairman (wing commander), group commanders; wing plans and programs staff member, readiness flight chief, and exercise evaluation team (EET) chief. Meeting minutes are recorded and a copy is maintained in the Wing Readiness Office (944 CES/CEX).

**2. Wing Readiness Office (944 CES/CEX)**

- 2.1. Establishes a readiness program as outlined by AFI 32-4001/AFRC Sup 1 and is responsible for the management of the 944 FW Readiness (Disaster Preparedness) Program.
- 2.2. Supports the host base program according to local directives.
- 2.3. Coordinates with Plans and Programs (944 FW/XP) to ensure planning documents which task the 944 FW or the Wing Readiness Office are reviewed and or revised as needed.
- 2.4. Schedules and conducts 14 nuclear, biological and chemical (NBC) defense training classes per calendar year.
- 2.5. Schedules and conducts at least 4 hours of in-house training per month.
- 2.6. Trains unit readiness representatives and specialized team members.
- 2.7. Tracks all initial, refresher and specialized team member training (see AFI 32-4001/AFRC Sup 1, Attachment 5, Table 6.3., Readiness Flight Training Matrix).
- 2.8. Develops and distributes a yearly training schedule.
- 2.9. Conducts Readiness SAVs.
- 2.10. Provides materials and booklets to support the Base Populace Course, if requested.

**3. Units:**

- 3.1. Provide functional support to the 944 FW Readiness (Disaster Preparedness) Program. This includes unit planning, training and operations.
- 3.2. Appoints, in writing, a primary and alternate unit readiness representative. These individuals manage and coordinate the unit aspects of the Readiness (Disaster Preparedness) Program. They can also represent the unit on the readiness council, provided the unit commander grants them full decision making authority.
- 3.3. Develops and implements response procedures and checklists to support local response plans, as well as contingency and war planning documents. Units may use procedural guides in lieu of checklists to detail actions supporting the Readiness (Disaster Preparedness) Operations Plan (OPLAN) and any other plans requiring implementation guidance. This applies wherever the term *checklist* is used in this instruction.
- 3.4. Budgets for and procures the field gear equipment for chemical-biological warfare defense (CBWD) training.
- 3.5. Appoints, in writing, qualified personnel to specialized teams. To ensure team integrity, members should be appointed for a period of no less than one year.
  - 3.5.1. Ensures appointed personnel attend scheduled team training.

**4. Unit Readiness Representatives:**

- 4.1. Responsible for managing their unit's readiness program.
- 4.2. Maintains a unit readiness book as established by 944 CES/CEX.

- 4.3. Ensures consolidated letters of appointment for representatives and team members are sent to 944 CES/CEX.
- 4.4. Conducts and oversees their unit information program.
- 4.5. Attends all scheduled unit readiness representative training.

### ***Section B—Procedures***

#### **5. Unit Readiness Programs:**

- 5.1. All units are required to have a readiness program. Units with a small number of personnel (35 or less) may combine with another unit for one program.
- 5.2. Unit readiness programs will have two representatives, a primary and alternate. The primary representative must be a Staff Sergeant or higher. The alternate representative should be no less than a Senior Airman; however, it is recommended that the alternate representative be an Air Reserve Technician (ART). The ART, acting as the alternate, would allow for continuity between unit training assemblies (UTA). If this is not possible, the primary representative should brief the ART on program status during the UTA.
  - 5.2.1. Appointment letters must contain the representatives' name, rank, office symbol, and duty phone number.
  - 5.2.2. Representatives must be knowledgeable of their unit's operations.
  - 5.2.3. Representatives will not be assigned to specialized teams.
  - 5.2.4. Representatives will not be released from their duties until a replacement has been trained.

#### **6. Unit Readiness Books:**

- 6.1. Each primary unit representative will maintain a unit readiness book. Each book will contain the following:
  - 6.1.1. Letter of Appointment – Filed in front of book.
  - 6.1.2. Training schedule provided by 944 CES/CEX – Filed in front of book.
  - 6.1.3. SAV schedule from 944 CES/CEX – Filed in front of book.
  - 6.1.4. Unit representative's self-inspection schedule – Filed in front of book.
  - 6.1.5. Specific Tabs:
    - 6.1.5.1. TAB 1 Pamphlets – Representative guide, Enlisted Specialty Training pamphlet, and Equipment Management pamphlet provided by 944 CES/CEX.
    - 6.1.5.2. TAB 2 Bulletin Board Items – Letter assigning board (if required), bulletins and hand-outs.
    - 6.1.5.3. TAB 3 Inspection Results – SAVs and self-inspections.
    - 6.1.5.4. TAB 4 Documentation – Correspondence, training tracking documents, exercise reports, memorandums for record (MFR), and program status briefing given to unit commander.

- 6.1.5.5. TAB 5 Training Records – Copies of class rosters.
- 6.1.5.6. TAB 6 Checklists – Chemical-biological warfare defense training (CBWDT) equipment, ability to survive and operate (ATSO), SAV, and self-inspection (if different than SAV).
- 6.1.5.7. TAB 7 Regulations – AFI 32-4001/AFRC Sup 1; AFI 32-4005, *Personnel Protection and Attack Actions* (suggested); and AFI 32-4007, *Camouflage, Concealment and Deception* (suggested). (These may be printed or downloaded to a disk and stored at this tab.)
- 6.1.5.8. TAB 8 Technical Orders (T.O.) – See list in [Attachment 1](#) (these are suggested, but not required).
- 6.1.5.9. TAB 9 OPLANs – Provided by 944 CES/CEX.
- 6.1.5.10. TAB 10 Unit Operating Instructions, 944 FW Instructions (FWI) 32-4001 and 32-4002, *Gas Mask Spectacle Inserts*.
- 6.1.5.11. TAB 11 Miscellaneous – Maps, charts, etc.

## 7. Information Program:

- 7.1. The information program consists of recurring unit indoctrination and, if requested, a Base Populace Course given during the 944 FW newcomer in-briefing.
- 7.2. The Wing Readiness Office provides unit representatives materials that can be used for either formal instruction or posted to the unit readiness bulletin board. If formal instruction is conducted, file a MFR recording the date, time, location and number of people trained in the unit readiness book under appropriate tab.
- 7.3. A Base Populace pamphlet has been developed and will be handed out at the 944 FW newcomers in-briefing. Questions regarding local hazards will be answered, if time permits.

### *Section C—Wing Readiness Office SAV Program*

**8. Objective.** To assist units in maximizing their ability to perform missions in a nuclear, chemical, and or biological environment by identifying and resolving any problems found in their unit readiness program.

- 8.1. SAVs will be conducted at least every 24 months. Exceptions are at the request of a unit commander or higher authority; on the recommendation of the EET Chief, through the wing commander, whenever significant deficiencies are identified through exercise trend analysis.
- 8.2. 944 CES/CEX will develop a SAV schedule. This schedule will be provided to all unit readiness representatives.
- 8.3. Unit commanders will be notified at least two UTAs prior to their scheduled SAV.
- 8.4. The 10th Air Force SAV checklist for tenant units will be used when conducting the SAV.
- 8.5. Each SAV will have a written trip report (see AFI 32-4001/AFRC Sup 1, Attachment 10, A10.4.) published in accordance with AFH 33-337, *The Tongue and Quill*. A copy will be provided to the unit commander. As a general rule, this report will be sent out no later than (NLT) one UTA after the SAV takes place.

8.6. Replies to SAVs will be submitted to 944 CES/CEX NLT three UTAs after the report date. If discrepancies will take longer than 60 days to correct, a reason and estimated completion date will be provided in lieu of the reply. The reply will then be due on the UTA after the estimated completion date.

8.7. 944 CES/CEX will review report replies and analyze for unfavorable trends. The results of the trend analysis will be forwarded to the wing commander and the EET Chief for discussion.

### ***Section D—Exercise and Evaluation***

**9. Program Objective.** To provide realistic, large-scale training that determines the wing's capability to respond, operate and recover in challenging or adverse conditions. Exercises are planned based on the Chemical-Biological Threat Matrix (see AFI 32-4001/AFRC Sup 1, Attachment 5, Table 1.1.).

9.1. The 944 FW is subject to the following exercises per AFI 32-4001:

9.1.1. Major Accident Response Exercise (MARE). As a tenant unit, the 944 FW will conduct an annual exercise designed to evaluate the wing's internal actions (including aircraft and associated hazards) in the event of a MARE. Internal actions are those that could reasonably be expected to be accomplished by a tenant unit and are not accomplished by the host base.

9.1.2. Attack Response Exercise (ARE). Exercises are based on the ARE Matrix (see AFI 32-4001/AFRC Sup 1, Attachment 5, Table 5.1.). Objectives focus on command and control; attack warning reactions; use of individual equipment; contamination control area processing; contamination avoidance; self-aid and buddy care; explosive ordnance reconnaissance; dispersal; expedient hardening; blackout; and a demonstrated effectiveness of personnel to perform duties in a chemical-biological warfare environment.

9.2. Exercise Evaluation Team (EET) Chief:

9.2.1. Must be in the grade of Major or GS-12.

9.2.2. A member of the wing readiness council (if formed).

9.2.3. Develops, schedules, conducts and evaluates local exercises.

9.2.4. Determines the number of evaluators and functional areas that will provide evaluators. Ensures evaluators are trained and have expertise in the areas they are evaluating.

9.2.5. Establishes exercise objectives and develops checklists to guide exercise evaluation.

9.2.6. Obtains installation commander's approval before using training munitions. Ensures all munitions used are listed in the training scenario. **NOTE:** Only trained EET evaluators are allowed to access and expend these munitions.

9.2.7. Coordinates the appropriate portions of the exercise with the 56 FW Fire Chief and 56 FW Chief of Air Traffic Control.

9.2.8. Provides a debriefing, critique and report on each exercise. Distributes the final report to all participating agencies.

9.2.9. Ensures units identified in the exercise report that have discrepancies submit a corrective action report. Directs units to forward a courtesy copy of their reports to the Wing Readiness

Office (944 CES/CEX). Units will send follow-up corrective action reports until discrepancy is resolved.

9.2.10. Reviews corrective action and compiles trend analysis of the exercise program. Recommends to the wing commander that a Readiness SAV be provided to units with significant deficiencies.

9.2.11. Provides 944 CES/CEX with projected munitions needs NLT November of each year.

**9.3. Wing Readiness Office Responsibilities (944 CES/CEX):**

9.3.1. Assists EET Chief in the development of scenarios, schedules and team responsibilities.

9.3.2. Assists EET Chief in the evaluation of readiness capabilities during exercises.

9.3.3. Assists EET Chief in compiling trend analysis data.

**9.4. Unit Commanders Responsibilities:**

9.4.1. Provides personnel as required by the EET Chief.

9.4.2. Ensures team members appointed are knowledgeable in their assigned area.

***Section E—Chemical-Biological Warfare Defense (CBWD) Equipment***

**10. Responsibilities:**

**10.1. Wing Readiness Office (944 CES/CEX):**

10.1.1. 944 CES/CEX will provide technical expertise on the maintenance of CBWD equipment.

10.1.2. Works with units to locate and acquire proper types and quantities of CBWD material.

10.1.3. Provides units with training items comprising the ground crew ensemble, overboots, gloves and inserts, mask hood and decontamination training kits.

**NOTE:** See AFI 32-4001/AFRC Sup 1, Attachment 5, Table 3.1., Ground Crew Individual Protection Equipment, for a listing of required CBWD equipment.

**10.2. Unit Commanders:**

10.2.1. Budgets for and obtains non-CBWDT equipment items required (web belts, canteen, etc.).

10.2.2. Provides personnel to assist in accomplishing the War Readiness Material (WRM) equipment inventory and inspection. This includes operational CBWD equipment.

10.2.3. Oversees the management and distribution of real world MCU-2A/P masks to unit personnel.

**10.3. Unit Readiness Representatives:**

10.3.1. Inventories the unit CBWDT equipment on a semiannual basis.

10.3.2. Briefs the unit commander on the status of training equipment semiannually. Documents briefing as a MFR and files in the unit readiness book under appropriate tab.

10.3.3. Acts as a focal point for control and monitoring of MCU-2A/P masks within the unit.

10.3.4. Acts as a focal point for unit personnel when requesting CBWD equipment. Submits CBWD Equipment Request Memorandum (**Attachment 2**) to 944 CES/CEX to obtain equipment.

10.3.5. Acts as focal point for recovery of real world masks and CBWDT equipment from individuals leaving the unit.

10.3.6. Maintains a small stockpile of CBWDT equipment to issue to new personnel.

#### 10.4. Unit Members:

10.4.1. Ensures CBWDT bag is inventoried prior to use.

10.4.2. Ensures CBWDT equipment and real world mask is properly maintained and repaired or replaced as needed.

10.4.3. Ensures real world mask and CBWDT equipment is turned in to the unit representative before separating from the unit.

10.4.4. Ensures real world MCU-2A/P masks is cleaned and inspected as set forth in T.O. 14P4-15-1, *Operation and Maintenance Instruction with Illustrated Parts Breakdown Chemical-Biological Mask Type MCU-2A/P*, Section V. Also ensures the DD Form 1574, **Serviceable Tag - Materiel**, is kept current.

### ***Section F—NBC and Chemical-Biological Warfare Defense Training (CBWDT)***

#### **11. Requirements:**

11.1. Initial training is accomplished once a quarter. Personnel who have not had initial training; who cannot provide a documented initial training date; or have a 36-month or more break in NBC defense training are required to attend. Initial course duration is 6 hours.

11.2. Refresher training accomplishment is determined locally. This training must be accomplished at least every 24 months. Qualified primary duty Readiness (Disaster Preparedness) personnel will conduct this training. Training will be accomplished either by classroom instruction or field exercises. Refresher training course duration is 2 hours.

11.3. Individuals assigned to a mobility position must receive CBWDT within 90 days of assignment.

11.4. Personnel who have been granted a waiver must attend CBWDT within three UTAs after the waiver has expired.

11.5. Unit readiness representatives and unit ancillary training monitors are responsible for managing the unit's CBWD qualification training. 944 CES/CEX will provide assistance on request.

#### **12. Guidance:**

12.1. AFI 32-4001/AFRC Sup 1, Table 6.3., **NOTE** states that operational readiness exercises (ORE), operational readiness inspections (ORI), Readiness Assistance Visit (RAV), AREs, etc., are not considered field-training exercises. Participation in these events does not meet the requirements for refresher training.

12.2. Refresher training focuses on a review of nuclear, chemical and biological agents, donning/doffing of the ground crew ensemble; use of personal decontamination equipment; contamination control area procedures; base recovery after attack; expedient hardening; dispersal; camouflage, concealment

and deception; post attack damage assessment; etc. Due to these requirements, training must be conducted by qualified primary duty Wing Readiness Office personnel and must be accomplished by classroom instruction or field exercise.

### ***Section G—Training Program***

#### **13. Responsibilities:**

##### 13.1. Wing Readiness Office (944 CES/CEX):

- 13.1.1. Develops training to meet wing requirements.
- 13.1.2. Develops and provides an annual schedule of CBWDT. Instructs the specialized teams, as needed.
- 13.1.3. Instructs a minimum of two initial and or refresher classes per year.
- 13.1.4. Assists 56 CES/CEX in teaching CBWDT classes on UTA weekends, if requested.
- 13.1.5. Maintains a roster and tracks individuals that have received CBWDT by using the Wing Ancillary Training Program database.
- 13.1.6. Provides rosters to units showing who has and has not received CBWDT, if requested.
- 13.1.7. Advises units when members fail to meet proficiency standards during training.
- 13.1.8. Provides updated material/information for units' information program on a quarterly basis.

##### 13.2. Unit Commanders:

- 13.2.1. Ensures personnel are scheduled for and attend required training.
- 13.2.2. Ensures a unit readiness information program is developed and used in the unit.
- 13.2.3. Ensures an individual CBWD qualification training program is established and used in the unit.

##### 13.3. Unit Readiness Representatives:

- 13.3.1. Works closely with the unit ancillary training monitor to identify individuals requiring CBWDT. Ensures specialized team members are identified and scheduled for training.
- 13.3.2. Provides a monthly report on unit CBWD training to their commander. Files a copy of the report in the unit readiness book under the appropriate tab. This report can be in the form of a MFR.

##### 13.4. Unit Ancillary Training Monitors:

- 13.4.1. Ensures personnel requiring CBWDT are scheduled.
- 13.4.2. Coordinates training requests with 944 CES/CEX.
- 13.4.3. Verifies training attendance of personnel by checking the Wing Ancillary Training Program database or by obtaining a copy of the class roster from 944 CES/CEX.

##### 13.5. Unit Supervisors:

- 13.5.1. Schedules and documents individual enlisted specialty training.

13.5.2. Ensures personnel who are scheduled for CBWDT classes attend. Provides notification to 944 CES/CEX 1 hour prior to class start time if personnel are not able to attend training class.

13.5.3. Provides a letter of justification to 944 CES/CEX for personnel who did not attend their scheduled CBWDT class.

### *Section H—Scheduling and Notification of Training*

**14. Training Schedules.** Training schedules issued by 944 CES/CEX are notifications of course availability. Special requests may be accommodated.

#### **15. Procedures:**

15.1. Using the Wing Ancillary Training Program database, 944 CES/CEX will provide a computer-generated roster to unit ancillary training monitors notifying them of personnel that require CBWDT.

15.2. Unit ancillary training monitors will verify that individuals on the notification roster require training and provide an AF Form 2426, Training Request and Completion Notification, or a computer-generated roster to 944 CES/CEX requesting training. The AF Form 2426 or computer-generated roster must be provided to 944 CES/CEX at least 2 days prior to the training class date.

15.3. Personnel scheduled for initial or refresher training will be at the training class location with their CBWDT equipment and MCU-2A/P mask NLT class start time.

**16. Training Completion Notification.** 944 CES/CEX will return the signed AF Form 2426 or computer-generated roster to the unit ancillary training monitors. A letter listing personnel who did not attend scheduled training will be sent to unit commanders and the wing commander.

### *Section I—Specialized Teams*

**17. Team Training.** 944 CES/CEX will provide training for unit specialized teams. Team training will be conducted in accordance with AFI 32-4001/AFRC Sup 1, Attachment 5, Table 6.3., Readiness Flight Training Matrix.

CRAIG S. FERGUSON, Colonel, USAFR  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFH 33-337, *The Tongue and Quill*

AFI 32-4001/AFRC Sup 1, *Disaster Preparedness Planning and Operations*

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

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

944 FWI 32-4002, *Gas Mask Spectacle Inserts*

T.O. 11D1-131, *Operator's Manual Decontaminating Skin Kit M291*

T.O. 14P3-1-141, *Operation and Maintenance Instruction Ground Crew Chem Defense Ensemble*

T.O. 14P4-1-151, *Chemical-Biological Canister and Filter Element Procedures*

T.O. 14P4-15-1, *Operation and Maintenance Instruction with Illustrated Parts Breakdown Chemical-Biological Mask Type MCU-2A/P*

***Abbreviations and Acronyms***

**AFH**—Air Force Handbook

**AFB**—Air Force Base

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**AFRCI**—Air Force Reserve Command Instruction

**ARE**—Attack Response Exercise

**ART**—Air Reserve Technician

**ATSO**—Ability to survive and operate

**CBWD**—Chemical-Biological Warfare Defense

**CBWDT**—Chemical-Biological Warfare Defense Training

**DP**—Disaster Preparedness

**EET**—Exercise Evaluation Team

**FW**—Fighter Wing

**FWI**—Fighter Wing Instruction

**GCE**—Ground Crew Ensemble

**MARE**—Major Accident Response Exercise

**MFR**—Memorandum for Record

**NBC**—Nuclear, Biological and Chemical

**NLT**—Not later than

**OPLAN**—Operations Plan

**ORE**—Operational Readiness Exercise

**ORI**—Operational Readiness Inspection

**RAV**—Readiness Assistance Visit

**SAV**—Staff Assistance Visit

**UTA**—Unit Training Assembly

**WRM**—War Readiness Material

**XP**—Plans and Programs

**944 CES/CEX**—Wing Readiness Office

**Attachment 2****CBWD EQUIPMENT REQUEST MEMORANDUM (SAMPLE)**

MEMORANDUM FOR 944 CES/CEX

FROM: (Unit/Unit Readiness Representative Office Symbol, Duty Phone)

SUBJECT: Chemical-Biological Warfare Defense Equipment Request

1. Date Required:
2. Delivery Destination:
3. Best Delivery Time: \_\_\_\_\_(am)(pm)
4. COMPLETE ISSUE: (new personnel)(includes M258A1 kit, waterproof bag and hood)

NAME	GCE SIZE	GLOVE SIZE	BOOT SIZE

## 5. INDIVIDUAL EQUIPMENT ITEMS:

NOUN	STOCK NUMBER	SIZE	QUANTITY
GCE (Set)			
Gloves, Cotton Insert			
Gloves, Rubber			
Waterproof bag	4240-00-803-5839	N/A	
MCU-2A/P Hood	4240-01-189-9423	N/A	
MCU-2A/P Head Harness	4240-01-223-7313	N/A	

6. This order is enough to keep a small supply on-hand for replacement. I understand the MCU-2A/P mask is a real world item and is not issued by 944 CES/CEX.

7. Comments (if needed):

NAME, Rank, USAFR  
 Unit Readiness Representative  
 (Primary or Alternate only)