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SECRETARY OF THE AIR FORCE**

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**Operations**

**READINESS AND EMERGENCY  
MANAGEMENT (R&EM) FLIGHT  
OPERATIONS**

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This manual implements Air Force Policy Directive (AFPD) 10-2, *Readiness*; AFPD 10-25, *Emergency Management*; AFPD 10-26, *Counter-Chemical, Biological, Radiological, and Nuclear (C-CBRN) Operations*; and portions of Air Force Instruction (AFI) 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*. It describes Air Force Readiness and Emergency Management (R&EM) Flight management and responsibilities. It applies to all Air Force active, reserve, guard and civilianized (civilian and contractor) Civil Engineer (CE) units. This publication requires collecting and maintaining information protected by the *Privacy Act of 1974*. See **Attachment 1**, Glossary of References and Supporting Information, for definitions of acronyms, abbreviations, and terms used in this manual. **Attachment 2**, Readiness and Emergency Management Flight Response Capabilities, incorporates requirements of the Homeland Security Target Capabilities List. Send recommended changes and major command (MAJCOM) supplements to this publication to HQ AFCESA/CEXR, 139 Barnes Drive Suite 1, Tyndall AFB, FL 32403-5319. Route recommended changes and questions about this publication from the field through MAJCOM Readiness and Emergency Management Functional Manager. Recommended changes must be submitted on Air

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**(AFRC) This supplement implements and extends the guidance of Air Force Policy Directive (AFPD) 10-25 *Emergency Management*, 26 September 2007, Air Force Manual (AFMAN) 10-2507 *Readiness and Emergency Management (R&EM) Flight Operations*, 14 May 2009.** This AFMAN is published word-for-word without editorial review. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic manual. This publication applies to all Air Force Reserve Command (AFRC) host and tenant locations. Refer recommended changes and conflicts between this and other publications to the Office of Primary Responsibility (OPR) at Headquarters Air Force Reserve Command (HQ AFRC/A7XEM (Emergency Management)), 255 Richard Ray Blvd, bldg 220, Robins AFB, GA 31098-1637, using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; AF 847's from the field through the appropriate functional's chain of command. All waiver requests require AFRC/A7XEM and HQ AF Civil Engineer Support Agency (AFCESA) approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and are disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>.

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## Chapter 1

### READINESS AND EMERGENCY MANAGEMENT FLIGHT STRUCTURE AND MANAGEMENT

**1.1. Purpose.** The R&EM Flight is an emergency response component within the Air Force Incident Management System (AFIMS). All R&EM Flight personnel and Readiness Support Team (RST) members are considered emergency responders under the AFIMS implementation of the National Response Framework (NRF) and the National Incident Management System (NIMS) as directed by Homeland Security Presidential Directive-5 (HSPD-5), *Management of Domestic Incidents*. The R&EM Flight is the installation commander's Air Force Emergency Management (EM) program office of primary responsibility (OPR) and is the Installation Office of Emergency Management. As such, the intention of this AFI is that the R&EM Flight, under the Base Civil Engineer (BCE), is the only EM Flight on an installation. The flight executes and assists in the training and education of people and protection of assets before, during, and after disasters, major accidents, civil emergencies, humanitarian operations, terrorist events, or hostile action at either home station or at a deployed location. Protection for people includes all assigned military, civilian (Department of Defense (DOD) and host-nation), and contract personnel, dependents, and guests. Flight personnel provide on-scene and Emergency Operations Center (EOC) command and control (C2) support, as well as specialized detection and contamination control support. The R&EM Flight provides guidance to installation units to mitigate the effects of disasters and hostile incidents and to ensure rapid response to and recovery from these incidents. This manual expands on duties contained in AFI 10-2501. This manual does not repeat R&EM Flight responsibilities covered in AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*. This manual expands upon the AFI 10-210 guidance for Category II Status of Resources and Training System (SORTS) reportable items.

**1.2. R&EM Flight Responsibilities.** The R&EM Flight within the installation Civil Engineer Squadron manages the Prime BEEF program for the BCE and the AF EM program for the installation commander. As such this flight:

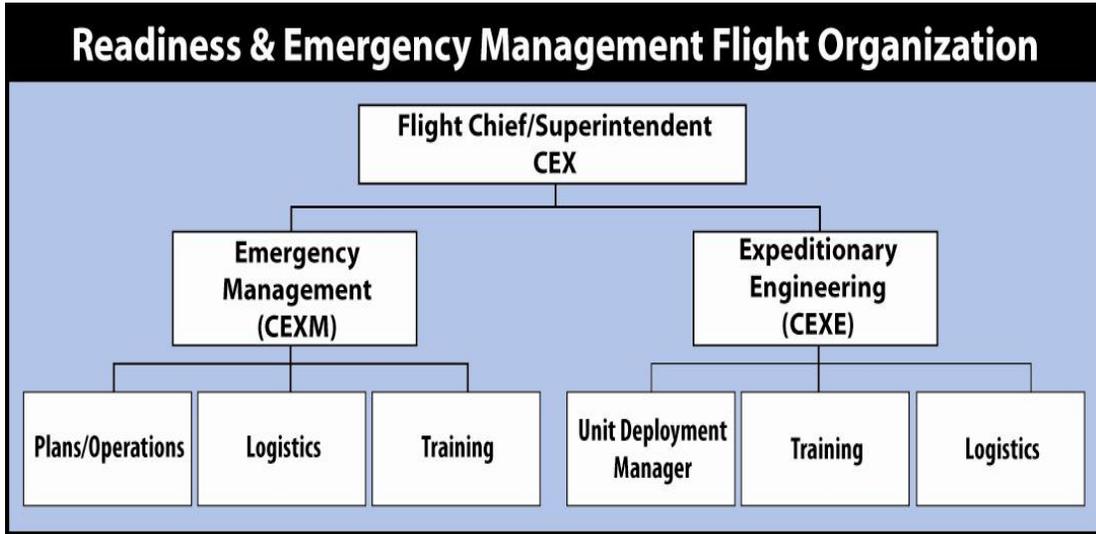
1.2.1. Establishes and manages the CE Prime BEEF program IAW AFI 10-210 and Air Force Pamphlet (AFPAM) 10-219, Volume 8, *Prime Base Engineer Emergency Force (BEEF) Management*. See **Figure 1.1**.

1.2.2. Serves as the installation commander's OPR for the EM program and is appointed as the Installation Office of Emergency Management IAW AFI 10-2501. A tenant Air Reserve Component (ARC) R&EM Flight is not responsible for installation program management.

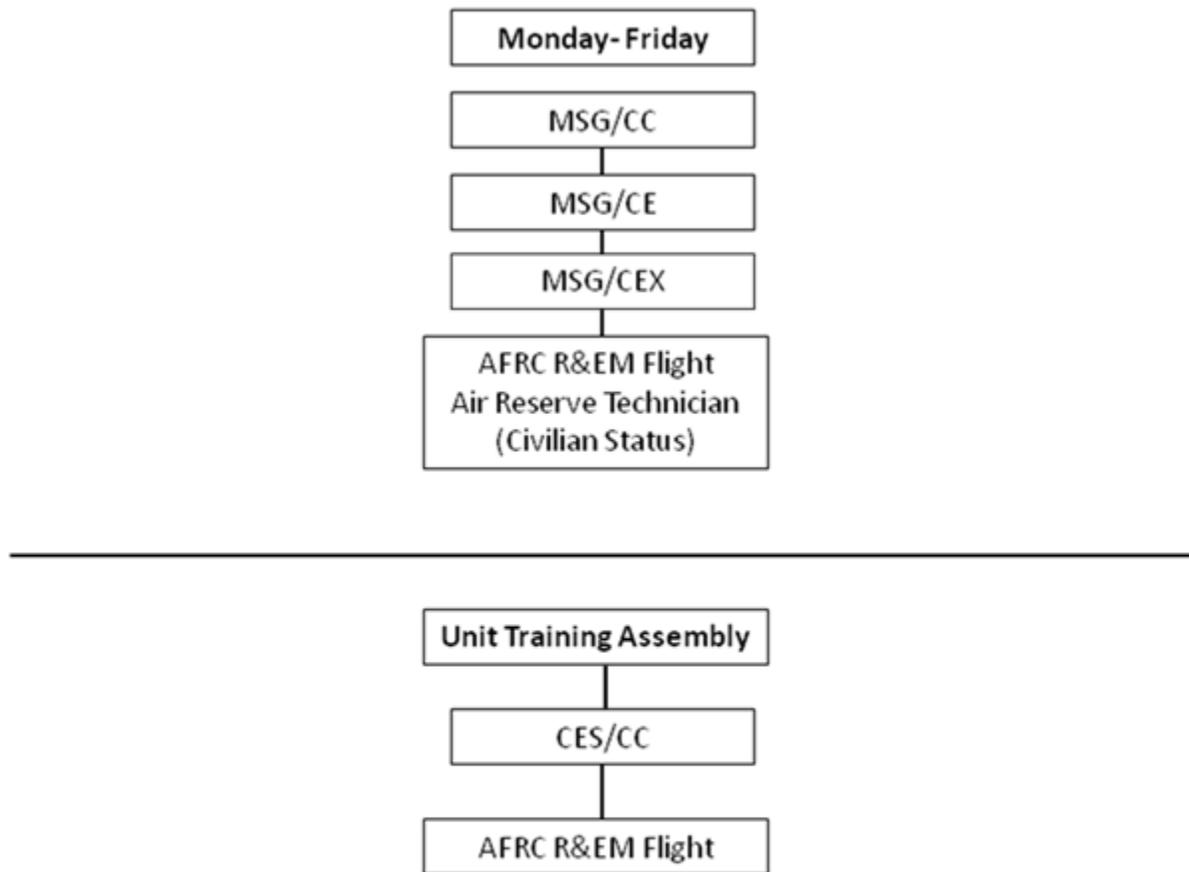
1.2.3. Establishes and manages a single, installation-wide EM program including planning, organizing, training, and equipping, IAW AFI 10-2501. A tenant ARC R&EM Flight is not responsible for installation program management.

1.2.4. Manages the AF Installation Protection Program (AF IPP), which is also known as the Guardian Program. A tenant ARC R&EM Flight is not responsible for installation program management.

Figure 1.1. R&EM Flight Structure.



**NOTE:** Civilianized (civilian and contractor) R&EM Flights are "offices" and usually will not have an Expeditionary Engineering section. MAJCOM/A7 will determine the best structure for the civilianized flights.

**Figure 1.1. (AFRC) R&EM Flight Organizational Structure at AFRC Host Locations.****Figure 1.1 R&EM Flight Structure**

Note: EM offices (civilian) and R&EM Flight relationships Monday-Friday and during Unit Training Assemblies (UTA).

**1.3. Flight Leadership (Flight Chief or Superintendent) Responsibilities.** Flight leadership reports to the Civil Engineer Squadron Commander and will:

1.3.1. Serve as the installation EOC Manager. See [paragraph 2.2.2.2](#).

1.3.1. (AFRC) AFRC EM personnel at tenant wings and units must understand the AFIMS disaster response structure and their responsibilities as an Emergency Operations (EOC) Manager when deployed and during operational readiness exercises and inspections.

1.3.2. Coordinate installation EM support and Prime BEEF support with MAJCOM R&EM Staff.

1.3.3. Ensure Prime BEEF planning, organizing, training and equipping are completed IAW AFI 10-210 and AFPAM 10-219, Volume 8. Ensure a unit Prime BEEF Working Group is established IAW AFPAM 10-219, Volume 8.

1.3.4. Manage Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive (CBRNE) passive defense and consequence management programs IAW AFI 10-2501 and supporting manuals.

1.3.4. (AFRC) AFRC EM personnel perform this program management when deployed.

1.3.5. Publish an installation EM instruction expanding upon the requirements in AFI 10-2501 and outlining the specific requirements for the installation EM program.

1.3.5. (AFRC) Tenant locations prepare a wing/group manual or supplement for the Reserve wing responsibilities. Include RSG EM office and HQ AFRC A7/XEM on distribution.

1.3.6. Review and coordinate on installation emergency response plans.

1.3.6. (AFRC) Tenant R&EM Flights will review and consolidate inputs to the host Comprehensive Emergency Management Plan (CEMP) 10-2 and provide those inputs to the host R&EM Flight.

1.3.7. Coordinate EM policies and procedures with local civilian EM counterparts.

1.3.8. Review and coordinate on EM-related mutual aid agreements (MAA) IAW AFI 25-201, *Support Agreement Procedures*.

1.3.9. Organize, plan, schedule, and conduct installation Emergency Management Working Group (EMWG) meetings IAW AFI 10-2501.

1.3.9. (AFRC) AFRC tenant wings will establish a forum (EM council, steering group, etc.) to review and address reserve wing issues to present to either the host EM working group (EMWG), the NAF or HQ AFRC.

1.3.9.1. (Added-AFRC) AFRC. The forum meets at least quarterly. Agenda items include issues and goals for training, exercising, evaluating, equipping readiness response elements, and staff assistance visit (SAV) and/or Readiness Assistance visit (RAV) trends.

1.3.9.2. (Added-AFRC) The forum is composed of the chairman (reserve wing commander or designated alternate), all group commanders, wing plans function, R&EM Flight superintendent, and EET chief. Meeting minutes are recorded, distributed and R&EM Flight maintains a copy.

1.3.10. Serve as the chemical, biological, radiological, and nuclear (CBRN) and EM subject matter experts (SME) to the installation's Threat Working Group (TWG), Force Protection Executive Council (FPEC), and other installation working groups as assigned.

1.3.10. (AFRC) The R&EM Flight ART or full time civilian equivalent is the tenant wing liaison to the host.

1.3.11. Brief installation, group, and unit commanders on EM policies and the commanders' respective responsibilities, as required.

1.3.11. (AFRC) Tenant unit R&EM Flight provide newly-assigned reserve unit commanders a briefing on EM policies and responsibilities. The briefing should include EM Program factors such as the unit's roles and responsibilities outlined in the host CEMP 10-2.

1.3.12. Conduct the CBRN and EM portions of the installation's hazard analysis and vulnerability assessment as described in supporting Air Force Manuals (AFMANs) (when published).

1.3.13. Serve as OPR for Emergency Support Function (ESF) 5 IAW AFI 10-2501 and supporting manuals. The scope and offices of collateral responsibility (OCR) for ESF 5 are listed in AFI 10-2501.

1.3.14. Provide support to the Exercise Evaluation Team (EET) and assign R&EM Flight members to the EET IAW AFI 10-2501.

1.3.14. (AFRC) When a Reserve wing EET is formed, assist the Reserve wing EET chief in developing, executing, evaluating, and reporting the results of Reserve exercises.

1.3.14.1. (Added-AFRC) . Primary duty EM personnel are not assigned as the EET chief or designated to manage any aspect of exercise execution. However, EM is an integral part of exercise scenario development for the operational readiness exercise (ORE).

1.3.15. Ensure R&EM capabilities are exercised as identified by MAJCOM IAW AFI 10-2501.

1.3.15. (AFRC) Coordinates with the EET chief to ensure ability to survive and operate (ATSO) related capabilities are evaluated during operational readiness exercises.

1.3.16. Coordinate with the Installation Radiation Safety Officer (RSO) to appoint Permit RSOs. Ensure Permit RSOs are trained IAW AFI 40-201, *Managing Radioactive Materials in the US Air Force*.

1.3.17. Equip response forces for EM operations IAW Chapter 3.

1.3.18. Forecast formal and specialty training requirements IAW Chapter 4.

1.3.18. (AFRC) Ensures entry-level EM personnel request a quota to attend the EM Apprentice course, J3ALP3E931, during their first Unit Training Assembly (UTA) through the unit training manager. **NOTE:** Supervisors of personnel must maintain full documentation of trainee's progress in the Career Field Education and Training Plan (CFETP) using the Air Force Training Record (AFTR) process throughout upgrade training.

1.3.19. Ensure training classes are provided to train all unit EM representatives, Disaster Response Force (DRF) personnel, and base populace to support the installation EM program IAW AFI 10-2501. The DRF is defined in [Attachment 1](#).

1.3.19. (AFRC) Conducts and documents EM representative meetings. Meetings are conducted not less than semi-annually. These meetings cover issues necessary to support contingency operations and management of the unit EM program. Meetings may be combined with other meetings.

1.3.20. Establish an on-the-job training (OJT) program IAW guidance provided by the Unit Training Manager and current procedures. For upgrade training and position qualification, develop a master task listing IAW AFI 36-2201, Volume 3, *Air Force Training Program On-the-Job Training Administration*.

1.3.21. Ensure all flight personnel are trained and qualified to proper skill-level standards and requirements listed in the *Air Force Specialty Code (AFSC) 3E9X1 Emergency Management Career Field Education and Training Plan (CFETP)*, the EM Proficiency Program in Chapter 4 and AFI 10-210.

1.3.22. Ensure the R&EM Flight and the RST are trained and equipped to respond IAW AFI 10-2501, the installation Comprehensive Emergency Management Plan (CEMP) 10-2, or as directed.

1.3.22. (AFRC) The tenant EM functionals ensure the host CEMP 10-2 does not task traditional reservists or reserve unit type code (UTC) capabilities for home station response.

1.3.23. Implement the installation EM Staff Assistance Visit (SAV) Program IAW Chapter 5, and coordinate, prepare for, and host the annual MAJCOM EM SAV IAW Chapter 5.

1.3.23. (AFRC) AFRC tenant units on Regular Air Force (RegAF) will receive an annual SAV from the host based on the host EM program and CEMP 10-2 requirements. The R&EM Flight will conduct a SAV on the Reserve wing/group units not to exceed 24-months. The SAV can be conducted in conjunction with the host SAV.

1.3.24. Conduct an annual self-assessment using checklists and procedures provided by the parent MAJCOM or using checklists adapted from the sample located on the R&EM Flight Community of Practice (CoP), as directed by the parent MAJCOM.

1.3.24. (AFRC) Establishes a self-inspection program using the Management Internal Control Toolset (MICT) and expand the EM Checklist to include local procedures and requirements.

1.3.25. Develop, manage, and execute the R&EM Flight budget IAW Chapter 6.

1.3.25. (AFRC) Develops and submits a consolidated flight budget for Chemical Biological Radiological Nuclear (CBRN) training requirements using PE 55166F, CBRN Defense, according to the Program Implementation Message (PIM). Groundcrew and Aircrew CBRN requirements are submitted by the respective functional using the guidance in the 55166F PIM.

1.3.25.1. (Added-AFRC) Budgets for and procures inert training munitions (commercial facsimiles) for classroom and field exercise use through normal supply channels. For actual training munitions listed in AFCAT 21-209, Volume 1, Ground Munitions, provide a 5-year forecast to HQ AFRC/A7XED. Submit the 5-year forecast no later than 15 December of each year.

1.3.25.2. (Added-AFRC) . Budgets for RAV, operational readiness training program (ORTP), SAVs, OREs, ORIs, workshops, etc. Submits budget for CBRN defense-related supplies and equipment to support training contingency missions through the Civil Engineer (CE) resource advisor (RA). Submits operations and maintenance (O&M) budget through the support group resource advisor.

1.3.25.3. (Added-AFRC) . As an alternative to in-residence attendance at formal technical training, budget for mobile training teams (MTT), as well as federal, state, and local agencies, to conduct training at home station.

1.3.26. Provide commanders EM expertise as they budget for, equip, and organize the DRF and base populace.

1.3.27. Ensure flight operating instructions (OI) are developed IAW AFI 33-360, *Publications and Forms Management*. Flight OIs should be posted in a master continuity book (physical or virtual) that will outline the processes for operating the R&EM Flight and supporting the installation EM program. Flight OIs must be reviewed annually. Minimum flight OIs include:

- 1.3.27.1. Flight leadership and management.
- 1.3.27.2. Information management.
- 1.3.27.3. Planning.
- 1.3.27.4. Operations.
- 1.3.27.5. Training.
- 1.3.27.6. Staff Assistance Visits.
- 1.3.27.7. Budget.
- 1.3.27.8. Equipment.
- 1.3.27.9. Radiation Safety (if storing radioactive material)
- 1.3.27.10. Prime BEEF functions
- 1.3.27.11. Flight standby and recall procedures.

1.3.28. Establish the SORTS reportable CBRN capabilities listed in [Attachment 2](#).

1.3.29. Ensure the CE commander is briefed monthly on SORTS, the Nuclear Biological Chemical Defense Report, and Air and Space Expeditionary Force Reporting Tool (ART) status.

1.3.30. Participate in the preparation of Lessons Learned Reports IAW AFI 10-204, *Readiness Exercises and After-Action Reporting Program*, and After-Action Reports IAW AFI 10-206, *Operational Reporting*. The Lessons Learned Report consolidates information about an installation's response to EM events, on or off the installation. The installation EM program manager will support data collection and report preparation. Ensure MAJCOM/A7 receives a copy of the approved final report. The MAJCOM/A7 ensures the Air Force Emergency Services Branch (AF/A7CXR) and Headquarters Air Force Civil Engineer Support Agency, Readiness Support Directorate (HQ AFCESA/CEX) receive copies.

1.3.31. Ensure any AF IPP contract personnel are assigned to the R&EM Flight. At installations where the R&EM Flight is civilianized, assign the AF IPP contracted personnel to the R&EM Functional Area Supervisor. The AF IPP personnel and, when assigned specifically, the contract logistics support (CLS) individual will:

- 1.3.31.1. Manage all equipment provided as part of the IPP system. Equipment management will include warranty management, preventive maintenance, and periodic operational inspections.
- 1.3.31.2. Ensure IPP capabilities are incorporated into the CEMP 10-2.

1.3.31.3. Provide training on IPP capabilities to end users.

1.3.31.4. May be assigned to support other R&EM Flight duties as long as IPP duties are given first priority.

1.3.32. When assigning personnel to support any base augmentation requirements consider current manpower and the flight's ability to respond to incidents. Generally, those personnel assigned to the installation HAZMAT team, ESF-5 or EOC Manager duties, should be considered a last resort for filling augmentation positions lasting 14 or more consecutive days. In any case emergency response is the primary responsibility for all emergency management personnel.

1.3.33. Provide installation EM planning IAW Chapter 2.

1.3.34. Ensure EM Information Management (IM) duties are accomplished IAW Chapter 7.

1.3.35. When assigned, provide daily oversight and supervision of AF IPP CLS employees. Also, ensure AF IPP CLS personnel are provided the following government furnished items (in conjunction with HQ AFCESA/CEXR):

1.3.35.1. Adequate environmentally controlled workspace for CLS personnel to work, maintain supported equipment, and store consumables.

1.3.35.2. Computer equipment, government phone line, E-mail/Internet access, document reproduction facilities, and office supplies as required.

1.3.35.3. Standard Operational Procedures, applicable regulations, manuals, texts, briefs and other materials associated with the project, and other software or hardware previously mentioned within the performance work statement.

1.3.35.4. Access to government-owned vehicles (GOV) for the performance of assigned duties for those installations with fixed detector sample gathering and maintenance requirements. In the event that GOV access is not available, CLS personnel are authorized to charge privately owned vehicle (POV) mileage expenses to the travel budget.

1.3.36. Oversee development of C-CBRN consequence management guidance for measures that deliberately respond to the use of CBRNE incidents and the actions required to restore essential operations in a permissive environment.

## Chapter 2

### EMERGENCY MANAGEMENT (EM) PLANNING AND OPERATIONS

#### 2.1. Planning Objectives, Roles, and Responsibilities.

2.1.1. Planning Objectives. EM planning includes all installation personnel, resources, and missions, including geographically separated units (GSU) and off base facilities supported by the installation. Planning for personnel includes all military, DOD, and host nation civilians, contractors, dependents, and guests. Training and equipping will be IAW AFI 10-2501.

2.1.2. R&EM Flight Planning Roles and Responsibilities.

2.1.2. (AFRC) Paragraph 2.1.2.4 thru paragraph 2.1.2.16 are performed by the host R&EM Flight and the EM Office at AFRC host installations and stations. Traditional Reservists (TR) perform these duties when deployed.

2.1.2.1. Serve as the CE plans representative for plans other than the CEMP 10-2, as assigned by the CE commander. Provide the installation plans office with the representative's contact information.

2.1.2.1. (AFRC) This paragraph does not apply to the AFRC EM Personnel.

2.1.2.2. Consider the use of cross-functional teams to develop, coordinate, and review plans as tasked.

2.1.2.3. Maintain documentation of completed plan reviews. Use a tracking method (electronic or paper copy) such as the example in **Table 2.1**.

**Table 2.1. Sample Plan Review Tracking Matrix.**

Plan	Date Reviewed	Reviewed By
Installation Deployment Plan	23 Sep 05	Joe Smith
Medical Contingency Response Plan	23 Sep 05	C. Clauser
CE Contingency Response Plan	23 Sep 05	C. Clauser
Installation Antiterrorism Plan	23 Sep 05	C. Clauser

2.1.2.4. Use the CEMP 10-2 template available on the Air Force Portal to develop the installation CEMP 10-2. The template will be used, expanded, modified, or tailored to meet the specific or unique circumstances at each installation or deployment location. Consequently, the planner can extract and use only the portions of the plan applicable to the installation. For example, do not develop a Hurricane Appendix to Annex B if the installation is not susceptible to hurricanes.

2.1.2.5. Provide functional checklist templates from the CEMP 10-2 to installation units. Once developed, checklists must be reviewed and approved annually by the unit commander and R&EM Flight.

2.1.2.6. Review the installation CEMP 10-2 at least annually. Update it when significant changes occur in installation response policies and capabilities. The annual review should be documented on the "Security Instructions and Record of Changes" page.

2.1.2.7. Conduct the CBRN and EM portions of the installation hazard analysis and vulnerability assessment IAW AFI 10-245, *Air Force Antiterrorism (AT) Standards*, AFI 10-2501, and supporting manuals.

2.1.2.8. Support the CE Asset Management Flight in developing the chemical warfare (CW) agent section of the hazardous waste collection and disposal plan.

2.1.2.9. Develop and implement a method to track the review and approval of emergency response checklists that support CEMP 10-2. Use a tracking method (electronic or paper copy) such as the example in **Table 2.2**.

**Table 2.2. Sample Functional Checklist Tracking Matrix.**

Unit	Checklists	Date Reviewed	Reviewed By
314 MXS	Natural Disaster	23 Sep 05	Joe Smith
314 MXS	Major Accident	23 Sep 05	C. Clauser
314 MXS	Terrorist Use of CBRNE	23 Sep 05	C. Clauser
314 MXS	CBRNE Attack Response	23 Sep 05	C. Clauser
314 MXS	Unit Control Center Relocation	23 Sep 05	Joe Smith
314 MXS	Shelter Management Team	23 Sep 05	C. Clauser

2.1.2.10. Review and coordinate on MAAs IAW AFI 25-201, AFI 10-2501, and supporting manuals.

2.1.2.11. Serve as the OPR for CBRN detection planning.

2.1.2.12. Review and coordinate other installation units' EM-related plans and checklists. Unit reviews must include all assigned, attached, and tenant units, including Air Force Reserve Command (AFRC) and Air National Guard (ANG) units, located on and off the installation.

2.1.2.13. Integrate joint service, MAA, and host tenant support agreements into the installation EM program.

2.1.2.14. Coordinate with first responders and local civilian authorities to ensure the DRF uses standardized off-base maps with the same off-base grid reference system.

2.1.2.15. Integrate AF IPP elements into all applicable planning documents such as the CEMP 10-2 and supporting checklists.

2.1.2.16. Support the Medical Group in the development of the Medical Contingency Response Plan (MCRP) and/or Disease Containment Plan (DCP). Ensure EM portions of the MCRP for dealing with a biological warfare (BW) attack (terrorist or state actor) and elements of the MCRP's installation DCP Pandemic Influenza annex are consistent with the corresponding elements within the CEMP 10-2.

## **2.2. Operations Objectives, Roles, and Responsibilities.**

**2.2. (AFRC)Operations Objectives, Roles, and Responsibilities.** All sub-paragraphs in 2.2., except where specifically noted, are duties performed by the EM Office at AFRC host installations.

2.2.1. Operations Objectives. R&EM Flight operations provide the capability to respond in accordance with **Attachment 2** of this publication. Operations activities support C2, advise installation leadership and provide on-going support to the installation EM program.

2.2.2. Operations Roles and Responsibilities.

2.2.2.1. Use DD Form 2325, *Radiological Response Capability Report*, to collect data from all installation units annually as prescribed by Defense Special Weapons Agency (DSWA) 5100.52.1L, Nuclear Accident Response Capability Listing. Prepare and submit one report per installation IAW AFI 10-2501.

2.2.2.2. Support the EOC Manager to:

2.2.2.2.1. Recommend primary and alternate EOC locations to the EOC Director.

2.2.2.2.2. Ensure the EOC and alternate EOC can be activated within the timeframe mandated by local procedures.

2.2.2.2.3. Activate the EOC and alternate EOC when directed.

2.2.2.2.4. Upon activation, oversee EOC operations.

2.2.2.2.5. Ensure EOC checklists, as required in AFI 10-2501 and formatted IAW the CEMP 10-2 template, are maintained. Assist EOC representatives to develop and review function-unique response checklists used in the EOC.

2.2.2.2.6. Ensure EOC staff rosters are maintained.

2.2.2.2.7. Provide the EOC Director with information and guidance regarding the internal functions of the EOC.

2.2.2.2.8. Work directly with the ESF OPRs and OCRs to support the EOC Directors and Incident Commanders (IC).

2.2.2.2.9. Ensure the EOC has interoperable communication systems with civil authorities.

2.2.2.3. Establish, organize, and maintain a CBRNE Control Center that functions in an all-hazards environment.

2.2.2.4. Establish, organize, and maintain an EM Control Center to control EM and support resources when the CBRNE Control Center is not activated.

2.2.2.4.1. Operate and monitor communications equipment.

2.2.2.4.2. Support the installation deployment control center.

2.2.2.4.3. Monitor pre-incident activities until the EOC is activated.

2.2.2.4.4. Manage the RST.

2.2.2.4.5. Ensure Secret Internet Protocol Router Network (SIPRNET) capability and access for planning and reporting.

- 2.2.2.4.6. Monitor Force Protection Conditions (FPCON) and resultant activities.
- 2.2.2.4.7. Maintain a log of events.
- 2.2.2.5. Support the IC with CBRN technical advice, hazard plume modeling, common operational picture (COP) management and EM specialized team management.
- 2.2.2.6. Ensure support for the EOC, MEOC, MCC, and specialized teams during incident response.
- 2.2.2.7. Perform and document MEOC and MCC inspections and operations checks. Vehicle inspections should be documented on AF Form 1800, *Operator's Inspection Guide and Trouble Report*. AFI 24-301, *Vehicle Operations*, requires MAJCOMs to prescribe the vehicle inspection frequency.
- 2.2.2.8. Perform and document MEOC and MCC response equipment inspections and operations checks IAW the flight OIs or established standards. Check equipment such as trailers, generators, communication equipment, Weather Pak®, and all-terrain vehicles.
- 2.2.2.9. Provide expertise and specific guidance to commanders concerning hazards involving EM response to incidents.
- 2.2.2.10. Provide EM representatives to the EOC, ESF 5, CBRNE Control Center, and EM Control Center.
- 2.2.2.11. Advise the EMWG to determine the scope of each unit EM program. Use scoping factors such as the unit's size, mission, CEMP 10-2 responsibilities and roles, and UTC taskings. The R&EM Flight may need to perform scoping at deployed locations.
- 2.2.2.12. Ensure each unit assigned or attached to the installation has a viable EM program.
  - 2.2.2.12.1. Ensure all installation units appoint an EM representative in writing. In units without EM taskings or deployment requirements, such as the Defense Commissary Agency, the unit EM representative may serve only as a conduit to pass EM information to unit personnel.
  - 2.2.2.12.2. Establish an EM program folder IAW [paragraph 5.6.2](#).
- 2.2.2.13. Develop an annual SAV schedule according to MAJCOM guidance. A sample installation SAV schedule template is provided on the Air Force Portal.
  - 2.2.2.13.1. Balance the SAV schedule with other flight and installation activities, such as Air and Space Expeditionary Force (AEF) rotations, inspections and exercises.
  - 2.2.2.13.2. Include all installation units.
  - 2.2.2.13.3. Coordinate the schedule with the installation CE commander.
  - 2.2.2.13.4. Ensure EM personnel participate in the unit SAV program.
  - 2.2.2.13.5. Provide SAV trend analysis to the EMWG and higher headquarters as required by MAJCOM direction.
- 2.2.2.14. Manage the installation EM information program.

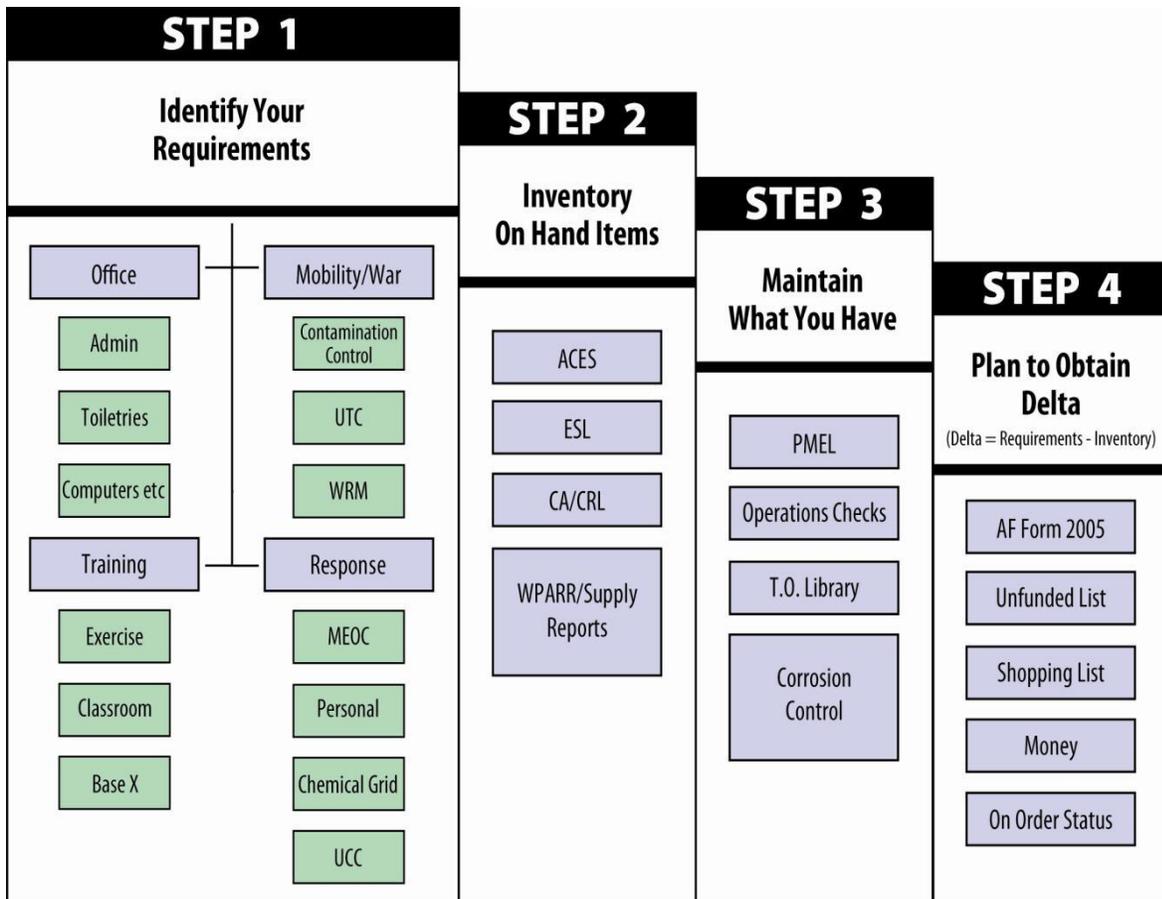
- 2.2.2.14.1. Supplement the CE Operations Flight Facility Manager's Training with EM information, such as shelter-in-place guidance.
- 2.2.2.14.2. Incorporate additional resources for EM information, such as the Department of Homeland Security (DHS), the Red Cross, and Federal Emergency Management Agency (FEMA).
- 2.2.2.15. Serve as the CE unit EM Program representative.
- 2.2.2.15. (AFRC) To ensure program integrity, a CE functional should be considered as the primary CE unit EM representative.
- 2.2.2.16. Advise and manage the RST and shelter management teams (SMT) during contingency operations. The EMWG must determine local team requirements based on the installation home station mission IAW AFI 10-2501.
  - 2.2.2.16.1. Brief RST and SMT personnel requirements to the EMWG.
  - 2.2.2.16.2. Establish, schedule, conduct and document local training requirements for RST and SMT personnel.
  - 2.2.2.16.3. Establish local logistics requirements, budget, and procure equipment for RST and SMT personnel responding to incidents.
- 2.2.2.17. Advise unit control centers (UCCs) on management of Contamination Control Teams (CCT) during contingency operations.
- 2.2.2.18. Support special programs such as air shows, EM-unique programs, and DOD programs as directed by the MAJCOM, installation commander, and CE commander.
- 2.2.2.19. Provide Installation Geospatial Information and Services (IGI&S) interface for EM response and recovery actions. Provide Military Grid Reference System (MGRS) grid maps from the CE Programs Flight to the DRF.
- 2.2.2.20. Provide support to fulfill the requirements of the *USAF War and Mobilization Plan, Volume 1 (WMP-1)*. The primary wartime EM missions are:
  - 2.2.2.20.1. Providing for force survivability and mission continuation.
  - 2.2.2.20.2. Maintaining a Continental United States (CONUS)-sustaining force capable of carrying out the homeland defense and civil support missions.
  - 2.2.2.20.3. Supporting wartime combat requirements for strategic missions in the CONUS.
  - 2.2.2.20.4. Mobilizing and deploying military personnel on Rapid Engineer Deployable Heavy Operational Repair Squadron Engineer (RED HORSE) and Prime BEEF teams to the overseas theaters of operation.

Chapter 3

EMERGENCY MANAGEMENT (EM) EQUIPMENT

**3.1. General.** This chapter provides R&EM Flight EM program logistics information. The R&EM Flight’s specific equipment inventory will vary depending on the installation’s mission, location, functions, size, and specific threat. HQ AFCEA and MAJCOMs ensure baseline and supplemental equipment requirements and guidance are provided to the installation R&EM Flight to support domestic incident response and training. When assigned, AF IPP CLS personnel will assist the R&EM Flight and other emergency response functional areas (Fire, Hazardous Material Response Team, Security Forces, EOD) in accountability, maintenance, and procurement of AF IPP and installation CBRN response equipment assets. See **Figure 3.1**.

**Figure 3.1. Sample R&EM Flight Logistics Process.**



Acronyms for **Figure 3.1**: War Reserve Materiel (WRM); Automated Civil Engineer System (ACES); Equipment Supply Listing (ESL); Custodian Authorization/Custody Receipt Listing (CA/CRL); War Plans Additive Requirements Roster (WPARR); Precision Measurement Equipment Laboratory (PMEL); Technical Order (TO).

3.1.1. Identify Requirements.

3.1.1.1. Stock R&EM Flight UTC and mobility bag equipment IAW Equipment Supply Listing (ESL) requirements listed on the AFCESA website. Include materials and equipment to support training. Allowance Standards (AS) are listed in AFI 10-210 and AFI 10-2501.

3.1.1.2. List all EM equipment items needed to support the home station mission, including CEMP 10-2 contingency operations, classroom training, AF IPP, installation CBRN response equipment, Prime BEEF training sets, weapons and munitions, warehouse equipment, WRM, administrative supplies, communications equipment for both office and response use, and exercise support equipment. Examples of home station response capabilities are listed in AFI 10-2501 and supporting manuals.

3.1.1.3. List all EM equipment items needed to support the deployable UTC equipment, such as pallet jacks and pallet scales, and non-UTC equipment, such as tactical vests and holsters.

### 3.1.2. Inventory On Hand Items.

3.1.2.1. Establish accountability for all equipment, supplies, and materials maintained by the R&EM Flight.

3.1.2.2. Use automated systems to inventory equipment, supplies, and materials. UTC equipment must be tracked in the Automated Civil Engineers System – Personnel Readiness (ACES-PR) module.

### 3.1.3. Maintain Equipment and Supplies.

3.1.3.1. Establish the inventory schedule in the equipment OI. Inventory and package Readiness equipment UTC packages. Ensure equipment is prepared correctly for deployment. Identify shelf life items.

3.1.3.2. Identify R&EM Flight equipment and cargo tasked for deployment IAW the Installation Deployment Plan. Ensure deployable equipment custodians, weapons custodians, and classified couriers are identified. Provide required documentation, particularly HAZMAT shipping documentation. See AFI 10-403, *Deployment Planning and Execution*, and AFMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*.

3.1.3.3. Prepare deployable equipment and cargo for shipment IAW AFI 10-403, before marshaling. Preparation includes prioritizing; identifying with unit, destination, and cargo movement markings; identifying and documenting HAZMAT; and building up pallets. See AFMAN 24-204 for cargo processing, including in-checking, weighing, measuring, joint inspecting, marshaling, preparing cargo manifest, loading cargo, processing baggage, loading baggage, and conducting customs inspections.

3.1.3.4. Maintain all EM-related equipment and supplies IAW TOs or applicable guidance.

3.1.3.5. Label individual protective equipment (IPE) that is maintained in the flight for training use only IAW the applicable equipment TO.

3.1.3.6. Store "training only" equipment separately from operational or dual-purpose equipment.

3.1.3.7. Establish and maintain an account for EM program TOs IAW TO 00-5-1, *Air Force Technical Order System*. Prime BEEF TO accounts are discussed in AFPAM 10-219, Volume 8. Establish and maintain owner/user operator manuals for all AF IPP and installation CBRN response equipment. When assigned, CLS personnel will accomplish this duty.

3.1.3.8. Review Air Force Technical Order (AFTO) Form 22, *Technical Manual (TM) Change Recommendation and Reply*, concerning CBRN defense-related TOs and equipment maintained at the installation. Forward approved AFTO Form 22 to the MAJCOM Emergency Management staff.

3.1.3.9. Review TO changes to ensure equipment is stored, marked, serviced, and used correctly, including training equipment.

3.1.3.10. Update TO changes in training plans, checklists, and operational plans. Brief R&EM Flight personnel on TO changes that affect their responsibilities. Significant changes should be briefed during in-house training.

3.1.3.11. Maintain all R&EM Flight equipment and supplies used for installation response IAW AFMAN 23-110, *USAF Supply Manual*. Determine CBRNE equipment required for local response and maintain that equipment in an operationally ready status. Ready status is defined in [Attachment 1](#).

3.1.3.12. Identify items in the R&EM Flight's inventory that require periodic inspections and calibrations. Establish a flight inspection and calibration program IAW AFI 21-113, *Air Force Metrology and Calibration (AFMETCAL) Program* and TO 00-20-14, *Air Force Metrology and Calibration Program*. Stagger equipment calibration dates so sufficient assets are available for immediate response. Plan for lead times and backlogs. Use AFTO Form 244, *Industrial/Support Equipment Record* to maintain records of inspections.

3.1.3.13. Review EM-related AS regularly to determine if authorizations for accountable equipment items have been added, deleted, or changed.

3.1.3.14. Maintain proper paperwork, especially for accountable items, IAW AFI 23-111, *Management of Government Property in Possession of the Air Force*.

3.1.3.15. Prepare checklists for R&EM Flight equipment within 30 days after equipment is received. Checklists should tell how, where, and by whom equipment will be used, especially CBRN detection, identification, and monitoring equipment.

3.1.3.16. Determine contents requirements for R&EM Flight personnel response bags. Stock and maintain bag contents for Readiness and RST personnel. See **Table 3.1**.

**Table 3.1. Recommended R&EM Flight Personnel Response Bags.**

Coveralls	Meals Ready to Eat (MREs) - 3 day supply (see note below)
Camelbak®	Bottled Water – 3 day supply (see note below)
Gore-Tex® jacket and pants	Utility knife
Poncho	Flashlight and extra batteries

Work gloves (leather or Gore-Tex®)	Sunscreen
Sleeping bag and sleeping mat	Insect repellent
Dust masks	Administrative supplies
<b>NOTE:</b> MREs and water do not have to be maintained at the flight at all times. However, the flight must pre-coordinate with Contracting and/or Services to ensure these items can be obtained and issued quickly to flight personnel, when required. The R&EM Flight Chief or Superintendent will determine when these items will be obtained and issued.	

3.1.3.17. Maintain the MEOC or MCC. MEOC and MCC capabilities provide C2 support for all installation threats and are listed in AFI 10-2501 and supporting manuals.

3.1.3.17. (AFRC) Only applies to the EM Office at AFRC host installations and stations.

3.1.3.18. Update ACES-PR to provide SORTS-reportable and ART-reportable equipment statistics to the unit Prime BEEF Program Manager for reporting.

3.1.4. Plan to obtain "Delta" (Shortages and Overages).

3.1.4.1. Determine the difference between the requirements and the inventory. The result is the "delta", which may be shortages or overages.

3.1.4.2. Identify shortages to flight leadership for funding.

3.1.4.3. For overages of CBRNE, Prime BEEF, and specialized equipment, contact MAJCOM for disposition. Dispose of non-CBRNE overages through re-distribution to other units, turn-in to Logistics Readiness Squadron (LRS), or turn-in to Defense Reutilization and Marketing Office (DRMO).

### 3.2. Equipment Support to the Installation Emergency Management (EM) Program.

3.2.1. Ensure R&EM responsibilities for the Installation Notification and Warning Systems (INWS) are fulfilled IAW AFI 10-2501.

3.2.1. (AFRC) Performed by the EM Office at AFRC host installations and stations.

3.2.2. Assist units in developing plans to maintain their unit operational and training equipment required to support the installation EM program.

3.2.3. Prepare to brief significant equipment issues at installation EMWG meetings.

### 3.3. Flight Radiation Safety Program.

3.3.1. Establish a flight radiation safety program IAW AFI 40-201. Obtain Installation RSO approval for the program before the flight obtains any radioactive material.

3.3.2. Ensure primary and alternate radioactive material (RAM) Permit RSOs are trained IAW AFI 40-201. **NOTE:** "Permit RSOs" should not be confused with "Installation RSOs" when determining training or assigning responsibilities. See AFI 40-201 for details.

3.3.3. Check the receipt, storage, distribution, use, transfer, and disposal of radioactive materials that are controlled by the R&EM Flight.

3.3.4. Provide control and inventory of all radioactive material. Maintain records and reports that apply to each permit.

3.3.5. Ensure annual As Low As Reasonably Achievable (ALARA) training is conducted for required personnel. Document ALARA training on AF Form 55, *Employee Safety and Health Record*, as prescribed by AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection and Health (AFOSH) Program*, and in the RAM permit continuity folder.

3.3.6. Post Nuclear Regulatory Commission (NRC) Form 3, *Notice to Employees*, and a supplemental notice regarding the availability of a permit and Air Force Master Materials License documentation according to Title 10, Code of Federal Regulations (CFR), Part 19.11, *Posting of Notices to Workers*, subsequently referred to as 10 CFR Part 19.11. The supplemental notice is provided in AFI 40-201.

**3.4. (Added-AFRC) EM AFSC Professional Equipment.** Document upon issuance of equipment in the Readiness Assessment Tool (RAT) located on the AFRC Readiness and Emergency Flight Community of Practice (R&EM CoP). The RAT is a quarterly requirement and must be updated and uploaded to the respective unit folder located on the AFRC R&EM CoP no later than the last day of the last month of the quarter i.e. 31 Mar...30 Jun...30 Sep...31 Dec

## Chapter 4

### EMERGENCY MANAGEMENT (EM) TRAINING

**4.1. Training Programs.** This chapter provides guidance for the R&EM Flight to conduct required EM training. The flight provides installation-wide Air Force EM program training and internal flight training as part of the EM Proficiency Program. The flight schedules and reports Prime BEEF training IAW AFI 10-210.

**4.2. Installation Emergency Management (EM) Program Training.** The R&EM Flight provides courses to installation personnel to support the Air Force EM education and training program. These courses provide the required knowledge and skills to prepare for, prevent, respond to, recover from, and mitigate emergency events requiring Air Force response IAW AFI 10-2501. The R&EM Flight will:

4.2.1. Conduct installation EM training IAW AFI 10-2501. All instructors must be task certified in a course before they can teach it. Use AF Form 797, *Job Qualification Standard (JQS) Continuation/Command JQS*, as prescribed by AFI 36-2201, Volume 3 to document task certification. The Air Force Civil Engineer has mandated the use of the Air Force Training Record (AFTR), which is the enlisted OJT record system for personnel in upgrade training.

4.2.1. (AFRC) AFRC R&EM Flight provides EM specialized team training for deployed mission. AFRC personnel will utilize the AFRC Instructor Evaluation and Certification checklist posted on the AFRC R&EM CoP to evaluate and certify their personnel. To complete the certification process the evaluator must coordinate with the trainer and ensure a valid AF Form 623A entry (On the Job (OJT) Training Continuation Sheet) is made in the individuals training record in AFTR.

4.2.2. Develop an annual training schedule and post it on ACES-PR Unit Scheduler Module for units to view and use. Consider scheduling a majority of CBRNE defense classes within the AEF training windows. Units will use ACES-PR Unit Scheduler Module to schedule personnel for classes.

4.2.3. Minimum class size for CBRNE defense will be 10 students, unless determined otherwise by the installation EMWG. Determine the minimum class size for all other courses the flight instructs. Publish minimum class sizes and any "no show" policies approved by the installation EMWG in the installation supplement to AFI 10-2501. The number of classes required will depend upon many factors, such as the number of specialized team members assigned and the turnover rate of the team members.

4.2.3. (AFRC) AFRC Tenant units will coordinate minimum class size and no show policies through the local EM forum with the host R&EM Flight.

4.2.3.1. (Added-AFRC) The primary method for accomplishing the CBRN Defense Awareness Course is the Advance Distributed Learning System (ADLS). If the ADLS is not operational, the tenant R&EM Flight will request course instruction from the host R&EM Flight. At tenant locations, CBRN Defense Survival Skills remains the responsibility of the host R&EM Flight.

4.2.4. Develop an instructor schedule for all installation and in-house training. Consider implementing instructor-to-student ratios of one instructor for every 30 students. The exception is the CBRN Survival Skills Course which requires one instructor for every 10-15 students. Coordinate the installation training schedule through the EM branches, and gain approval through EM leadership and the EMWG prior to publicizing.

4.2.4. (AFRC) AFRC R&EM Flights will provide the host R&EM Flight an instructor schedule. AFRC tenant units will use ACES-PR Unit Scheduler to submit requests for classes.

4.2.5. Maintain and publish training statistics for all courses conducted. Provide trend analysis on unit scheduling, attendance, and classroom utilization rates to the EMWG and higher headquarters as required by MAJCOM direction.

4.2.5. (AFRC) Maintain and publish training statistics for CBRN Awareness and Survival Skills and any other EM focused training conducted by the tenant unit.

4.2.5.1. (Added-AFRC) Provide trend analysis on unit scheduling, attendance, and classroom utilization rates to the local EM Forum. AFRC host and tenant EM flights will provide HQ AFRC/A7XEM an annual trend analysis.

4.2.6. Schedule RST, CCT, and SMT team members for specialized equipment training.

4.2.7. Update the ACES-PR database with training conducted.

4.2.8. Determine requirements for training, such as training sites, facilities, classroom furniture, audio-visual equipment, supplies, and student materials.

4.2.9. If used, provide O-Chlorobenzylidene Malononitrile (CS) or other training agent requirements to the munitions account custodian.

4.2.10. Develop and maintain master lesson plans for instructor-led courses. Lesson plans should be tailored to local conditions. Review and update lesson plans annually or when guidance, such as publications or TOs, changes. Readiness Training Plans (RTP) must be used until they are superseded by web-based training. The RTP format can be used for any locally developed courses.

4.2.10. (AFRC) Tenant R&EM Flights may use host lesson plan as long as lesson plans are tailored to unit's mission. At AFRC installations and stations, the EM Office develops the master lesson plans for instructor lead courses.

4.2.11. Evaluate EM instructors annually using Sample Instructor Evaluation Checklist, located on the R&EM Flight CoP. All assigned Emergency Management, AFS 3E9X1, must teach at least one class a quarter to maintain proficiency. Air Force Reserve and Air National Guard EM instructors must teach at least one class per year.

4.2.11. (AFRC) AF Reserve EM personnel will not conduct more than one CBRN Defense Training (CBRN Defense Awareness Course /CBRN Defense Survival Skills) class per calendar year. The primary mission of the EM TR is to acquire the knowledge and proficiency required to fight and operate in a contingency environment. The primary method for accomplishing the CBRN Defense Awareness Course is the ADLS. If the ADLS is not operational, the AFRC tenant R&EM Flights will request course instruction from the host

R&EM Flight. At AFRC Installations, CBRN Defense Survival Skills remains the responsibility of the host R&EM Flight.

4.2.11.1. **(Added-AFRC)** AFRC personnel will utilize the AFRC Instructor Evaluation and Certification checklist posted on the AF R&EM Flight Community of Practice (CoP) to evaluate and certify their personnel. To complete the certification process the evaluator must coordinate with the trainer to ensure a valid AF Form 623A entry is made in individuals training record in AFTR.

4.2.12. Consider developing or using multi-media presentations and educational handouts to support training.

4.2.13. Determine training requirements and organize training for specialized teams.

4.2.14. Document completion of Air Force EM education and training IAW AFI 10-2501 and AFI 36-2201, Volume 3.

4.2.15. Emergency Management Flight Formal Training Courses. EM personnel attend several formal courses throughout their careers. Forecast course requirements with the unit training manager, government contracting officer (for contracted personnel) and MAJCOM. Maintain a list of flight personnel who require training to fill short-notice allocations effectively. See **Table 4.1** for a list of courses in addition to those required by AFI 10-2501. Also, 3E9X1 CFETP lists training courses and resources applicable to the EM career field.

4.2.15. **(AFRC)** Primary duty EM civilian personnel also attend these courses.

**Table 4.1. Air Force Emergency Management (EM) Program Education and Training Courses.**

<b>COURSE</b>	<b>TARGET AUDIENCE</b>	<b>RECOMMENDED INTERVALS</b>	<b>REMARKS</b>
Emergency Management Apprentice	3E911/EM Civilian Employee	Upon entry into the Emergency Management career field.	
Readiness and Emergency Management Flight Officer	Readiness and Emergency Management Flight Officers	Prior to being assigned to Readiness and Emergency Management Flight.	
Emergency Management Craftsman	3E951	Before upgrade to 7-level.	Quotas controlled by Air Force
Advanced Emergency Management	3E971/32E1D/EM Civilian Employee	Every 2-3 years.	
Radiological Emergency Team Operations (RETOPS)	3E9X1/ Emergency Management Civilian Employee	One-time requirement. Consider every 2-5 years to maintain proficiency.	Defense Nuclear Weapons School (DNWS).

COURSE	TARGET AUDIENCE	RECOMMENDED INTERVALS	REMARKS
CBRNE Control Center Operations	3E9X1/32XX/ Emergency Management Civilian Employee	Every 2-5 years.	Mobile Training Team course.
Weapons of Mass Destruction	3E951/3E971/ Emergency Management	One-time requirement	Defense Nuclear Weapons School (DNWS).
Incident Response Workshop (WMDIRW)	Civilian Employees		

4.2.16. Develop a flight in-house training (IHT) schedule to meet the established objectives for the EM Proficiency Program and task qualification. Assign instructors based upon flight personnel expertise and experience. Consider providing the training schedule to RST members, ARC EM personnel and Bioenvironmental Engineering (BEE) personnel who may benefit from the training. This program increases personnel's overall level of competence by providing training on skills and knowledge of contingency tasks and ensures personnel maintain proficiency. Proficiency training enhances flight personnel's ability to perform wartime duties.

4.2.17. Where assigned, AF IPP CLS personnel will conduct training on AF IPP equipment for EM and cross-functional communities (Fire, Hazardous Material Response Teams, Security Forces, Command Post, etc).

#### 4.3. R&EM Flight Internal Training – In-House Training.

4.3.1. All R&EM Flight personnel will complete 16 hours of in-house proficiency training monthly, of which 8 hours are SORTS reportable capabilities listed in [Attachment 2](#). ARC and ANG personnel will complete 16 hours of in-house proficiency training quarterly, with 9 hours being SORTS reportable. Minimum levels of proficiency are listed in the 3E9X1 CFETP. When assigned, CLS employees shall be included in the flight's in-house training program.

4.3.1. (AFRC) Training emphasis for EM personnel must be on preparing them to perform the duties on the career field approved 1098 located on the EM CoP.

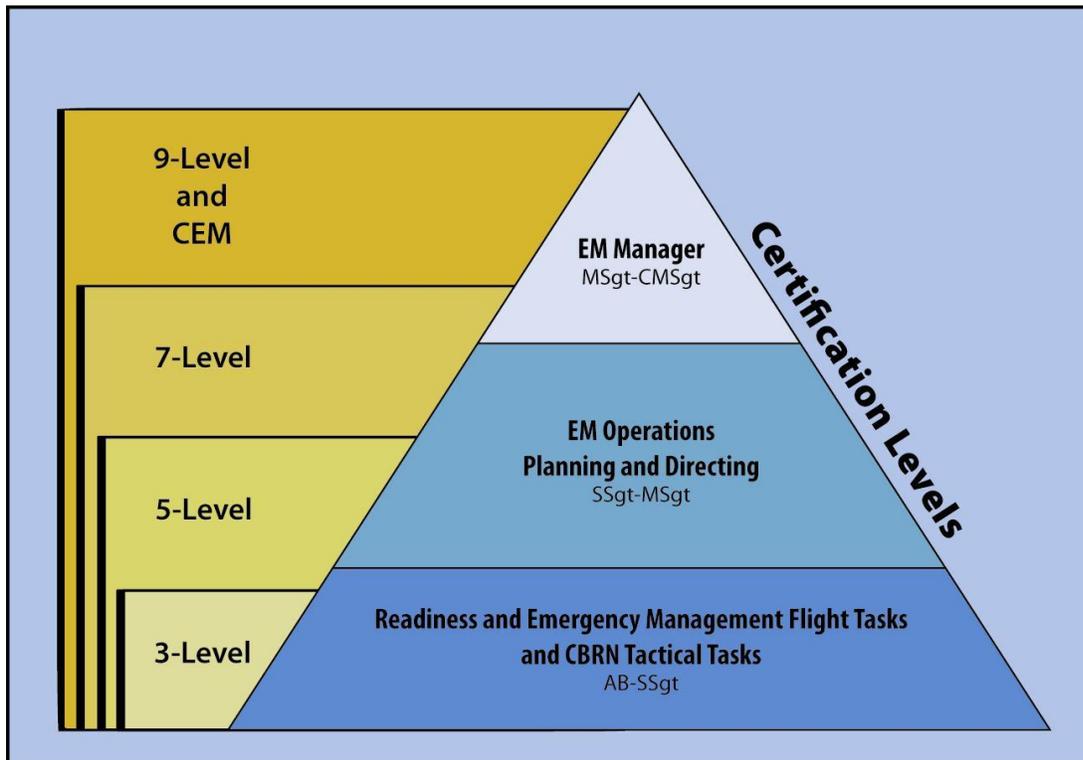
4.3.2. Proficiency training may be in-residence, exportable, or OJT. Evaluated elements of an EET exercise and annual CE bivouacs provide additional venues for EM proficiency training.

4.3.3. EM personnel progress through three levels of certification to meet deployment challenges. These levels use a building block approach that requires certification at each level before personnel can advance to a higher level. Lower levels are task-oriented, while the manager level is knowledge-oriented. The levels represent the proficiency levels that all EM personnel must complete. Minimum levels of proficiency are listed in the 3E9X1 CFETP. Regardless of rank, all EM personnel must begin at the Readiness and Emergency Management Flight Tasks and CBRN Tactical Tasks level and maintain training records to

show proficiency commensurate with grade. See **Figure 4.1**, which displays a typical career path.

4.3.3. (AFRC) To facilitate specific upgrade training requirements, AFRC EM personnel at the 3-skill level will not teach CBRN Defense Courses until all 5-level upgrade requirements are met and they have been evaluated and certified to teach utilizing the established process and criteria IAW paragraph 4.2.1. Once met, the supervisor has the option of allowing the 3-levels to instruct with or without the supervision of a qualified instructor (5-level or higher). Additionally, once the 5-skill level is achieved AFRC personnel may instruct courses unsupervised, but must be evaluated and recertified biennially.

**Figure 4.1. Emergency Management Proficiency Pyramid.**



4.3.4. EM Proficiency Program Certifiers. The unit commander appoints OJT certifiers. These individuals may also be EM Proficiency Program certifiers if they are recommended by the flight leadership. AFI 36-2201, Volume 3 lists task certifier qualifications and responsibilities.

4.3.5. EM Proficiency Documentation. Use AF Form 1098, *Special Task Certification and Recurring Training*, (or electronic equivalent), to list Air Force, MAJCOM-specific, and installation-specific EM Proficiency training requirements and to document training. This form may be overprinted and filed in the AF Form 623, *Individual Training Record Folder*, as prescribed by AFI 36-2201, Volume 3.

4.3.6. Where assigned, AF IPP CLS employees will maintain proficiency for inspection, maintenance, and training on all AF IPP equipment.

4.3.7. (**Added-AFRC**) EM personnel should expand their professional development and knowledge with annual supplemental training. Training sources include state and local agencies; Environmental Protection Agency (EPA); Department of Transportation (DOT); Occupational Safety and Health Administration(OSHA); Interservice Nuclear Weapon School (INWS), US Army Chemical School; and Federal EM Agency (FEMA). Document upon completion, or non-completion (failure, withdrawal, etc.), of any formal training course who attended and the date of completion or non-completion (include reason) in the Readiness Assessment Tool (RAT) located on the AFRC R&EM CoP. The RAT is a quarterly requirement and must be updated and uploaded into the respective unit folder located on the AFRC R&EM CoP no later than the last day of the last month of each quarter i.e. 31 Mar...30 Jun...30 Sep...31 Dec

**4.4. Prime BEEF Training.** Prime BEEF training is managed and documented IAW AFI 10-210 and AFPAM 10-219, Volume 8.

## Chapter 5

### EMERGENCY MANAGEMENT (EM) STAFF ASSISTANCE VISIT (SAV) PROGRAM

**5.1. Purpose.** This chapter provides the guidance and procedures for installation-level EM SAVs. It also directs a self-inspection for the R&EM Flight and each installation unit. The installation SAV program is an installation commander's tool to help units support the AF, MAJCOM, and installation EM program.

#### **5.2. Emergency Management (EM) Staff Assistance Visit (SAV) Guidance.**

5.2.1. The R&EM Flight is the OPR for the installation EM SAV Program.

5.2.1. (AFRC) Tenant R&EM Flights conduct SAVs to each reserve unit.

5.2.2. The objective of SAVs is to enhance the organization's ability to execute its assigned mission. SAVs should be used to identify and resolve problems in the EM program.

5.2.3. The SAV program provides a method to review compliance with directives and evaluate problem areas. The MAJCOM SAV provides additional training to the R&EM Flights and the installation SAV provides additional training to the unit EM representative.

5.2.3. (AFRC) IAW AFI 10-2501, AFRC supplement, MAJCOM level SAVs are conducted by the respective NAF.

5.2.4. Use MAJCOM guidance for SAV report formats, requirements for formal replies, routing, and suspense dates for correcting deficiencies. Deficiencies noted in SAVs should be tracked within established self-inspection programs.

5.2.5. R&EM Flights will program funding for any necessary travel expenses associated with conducting SAVs on GSUs.

5.2.6. Where assigned, AF IPP CLS personnel may assist in the development of checklists and concepts of operation (CONOPS), and assist in conducting SAVs to ensure AF IPP assets are properly managed and integrated into response plans.

#### **5.3. Staff Assistance Visit (SAV) Schedule.**

5.3.1. R&EM Flight Operations personnel will develop, coordinate, and distribute a SAV schedule on an annual basis and conduct annual SAVs on units identified by the installation EMWG. The schedule must include a copy of the SAV checklist.

5.3.1. (AFRC) Tenant units will coordinate SAV schedule through the local EM forum. IAW AFI 10-2501, AFRC supplement, the unit SAV is conducted every 24-months.

5.3.2. Align units functionally, depending upon the installation organizational structure. For example, perform SAVs on all units within a group or on all groups within a wing.

5.3.3. Balance the SAV schedule with AEF training windows and other areas of high workload, such as installation exercises or higher headquarters inspections.

5.3.4. The annual SAV schedule is tentative. Each visit must be coordinated with the unit EM representative and commander at least two weeks before the visit.

5.3.4. (AFRC) If not initiated by the unit/CC, notify the commander of the unit to be visited at least two UTAs before the SAV. Provide the visit date and names of SAV team.

#### **5.4. Staff Assistance Visit (SAV) Checklist.**

5.4.1. R&EM Flight Operations personnel will develop a localized SAV checklist based upon the Sample Installation SAV checklist located on the R&EM Flight CoP. Once the installation has developed its SAV checklists, ensure that each unit EM representative receives a copy.

5.4.2. Unit EM representatives should use the SAV checklist to perform semi-annual self-inspections, two to four weeks before and six months after the unit's scheduled annual SAV. Additional self-inspections may be required by MAJCOM or determined locally.

5.4.2. (AFRC) The R&EM Flight uses the Management Internal Control Toolset (MICT) EM checklists in the Self-Inspection section to conduct the SAV.

5.4.3. Unit EM representatives must track open deficiencies until closed. Open items will have a plan and an estimated completion date to resolve the deficiency.

#### **5.5. Conduct the Staff Assistance Visit (SAV).**

5.5.1. Before conducting the SAV, review supporting documents such as:

5.5.1.1. The unit's CEMP 10-2 taskings.

5.5.1.2. Previously documented SAV results.

5.5.1.3. The unit's quarterly EM Report.

5.5.1.4. Exercise and evaluation reports.

5.5.1.5. Unit EM training statistics.

5.5.2. Provide a formal in-brief to the unit commander and the unit EM representative. Formal out-briefs are at the commander's discretion, but the unit EM representative must be out-briefed. Leave a list of observations and recommendations with the unit visited.

5.5.3. When conducting the visit, observe and review unit EM accomplishments and activities. Identify commendable areas and problems. Explain how to correct problems that cannot be corrected immediately.

5.5.4. Flight leadership will submit the written SAV report to the CE commander within five duty days. After the CE commander signs the report (signature may be electronic), forward the report to the unit commander. The report should include commendable areas, improvement areas, problems identified, suggested solutions and assistance provided.

5.5.4. (AFRC) Reserve EM Offices & R&EM Flights will provide a written report within two UTAs of the SAV. Route the SAV report through the Mission Support Group CC and appropriate Directorate Chief to the Unit/CC.

5.5.5. Provide and document follow-up visits as required by the MAJCOM.

5.5.5. (AFRC) If a problem is beyond the unit's ability to correct, arrange for follow-up assistance.

5.5.6. Provide SAV trend analysis to the EMWG and higher headquarters as required by MAJCOM direction.

### 5.6. Track Staff Assistance Visit (SAV) Replies and Corrective Actions.

5.6.1. Establish methods to track SAV replies and corrective actions. See [Table 5.1](#)

5.6.1. (AFRC) Deficiencies noted in a SAV are tracked via the unit self-inspection program in MICT.

**Table 5.1 Sample Staff Assistance Visit (SAV) Tracking Matrix.**

TYPE OF DEFICIENCY													
UNIT	SAV DATE	EM Program Review	EM Program Assessment	Commander's SUPPORT	EM Planning	EM Training	EM Equipping	Self-Inspection and SAV Program	Emergency Operations Center	Unit Control Centers	Specialized Teams	Shelter Program	Exercise Evaluation
39 ABW	7 Jun 06				2		1						
39 MSS	20 Jul 06					1			1	1			
728 AMS	19 Sep 06	1											
COMMENDABLE ITEMS													
UNIT	SAV DATE	EM Program Review	EM Program Assessment	Commander's SUPPORT	EM Planning	EM Training	EM Equipping	Self-Inspection and SAV Program	Emergency Operations Center	Unit Control Centers	Specialized Teams	Shelter Program	Exercise Evaluation
39 ABW	7 Jun 06			2					3	2			
39 MSS	20 Jul 06				2						2		
728 AMS	19 Sep 06				3			1					

5.6.2. Create and maintain a unit EM program folder, either hard copy or electronic, for each unit. The folder should include:

5.6.2.1. A copy of the unit quarterly EM report that includes EM representative appointments. This report will be updated quarterly or when a new primary or alternate is identified. See [Attachment 3](#).

5.6.2.2. Current and previous year SAV reports.

5.6.2.3. Copies of correspondence concerning corrective actions of EM SAV report observations.

5.6.2.4. The record of review for the unit's plans and checklists.

5.6.2.5. Other items as required by MAJCOM or flight leadership.

**5.7. Staff Assistance Visit (SAV) Trend Analysis.**

- 5.7.1. Analyze unit SAV reports to identify trends within the installation EM program.
- 5.7.2. Brief the EMWG on SAV trends and observations.
- 5.7.2. (AFRC) Tenant units will brief SAV trends to the local EM forum

## Chapter 6

### EMERGENCY MANAGEMENT (EM) BUDGETING

**6.1. General.** The R&EM Flight uses budgeting guidance provided by AF/A7CXR through MAJCOM to develop budgets. AF/A7CXR distributes guidance in the form of a Program Objective Memorandum (POM) Data Call for each Program Element (PE) that AF/A7CXR manages. The POM Data Call provides specific instructions on use of funding such as initial purchases, sustainment funding, central funding and funding limitations. Flight leadership budgets for non-medical equipment and supply items, home station response to terrorist use of CBRNE, and flight operations and maintenance (O&M). The budget formulation process primarily involves preparing an Execution Plan when directed by installation and MAJCOM to build an executable budget and to identify unfunded requirements. Flight leadership must develop and submit resource requirements and justifications within the parameters established by the POM Data Call.

6.1.1. In addition, the installation comptroller must establish and maintain a financial management structure for installation level and subordinate units. The R&EM Flight may receive budgeting guidance and assistance from the installation comptroller through the unit Resource Advisor (RA) and may be tasked to provide budget inputs to the unit RA as part of the installation budget process.

6.1.2. AFI 65-601, Volume 1, *Budget Guidance and Procedures*, explains procedures for using budget authorizations and allocations for other than operations. AFI 65-601, Volume 2, *Budget Management for Operations*, explains procedures for using budget authorizations and allocations for operations. Governing Air Force policy on the use of the Government Purchase Card (GPC) can be found in AFI 64-117, *Air Force Government-wide Purchase Card Program*.

6.1.3. Items that are required, but not funded, can be placed on memo due out status to establish the requirement. Flight leadership should address shortages with the unit commander and the EMWG for additional funding support.

**6.2. Budgeting for Chemical, Biological, Radiological, and Nuclear (CBRN) Defense.** PE 27593, CBRN Defense; PE 55165 (ANG); or PE 55166 (Air Force Reserve) are used for CBRN Defense items. See [Attachment 5](#).

**6.2. (AFRC) Budgeting for Chemical, Biological, Radiological, and Nuclear (CBRN) Defense.** See Attachment 4, Chemical, Biological, Radiological, and Nuclear (CBRN) Defense Program Element (PE) Guidelines.

6.2.1. These budget items include CBRN-related manpower authorizations, peculiar and support equipment, and necessary facilities, including the associated costs specifically identified and measurable to chemical and biological defense equipment items to equip the forces. Such items enhance the survivability of personnel and enable units to continue primary mission operations in a CBRN-contaminated environment.

6.2.2. Manpower will provide installation units, including EM, with information to support manpower budgeting. See AFI 38-205, *Manpower and Quality Readiness and Contingency Management*.

**6.3. Budgeting for Home Station Response to Terrorist Use of CBRNE.** Equipment for home station response to terrorist use of CBRNE is listed in the installation CBRN response equipment and AF IPP Family of Systems Basis of Allocation and funded via PE 27574F, Weapons of Mass Destruction (WMD) Threat Response (non-medical). These assets are designed to equip the local installation emergency response agencies with the ability to detect, assess, contain, and provide limited recovery from an event. These assets are not all-inclusive but reflect the minimum equipment necessary to respond to CBRNE incidents. Coordinate and consolidate funding requirements with the installation Fire Emergency Services (FES), Security Forces (SF), and Explosive Ordnance Disposal (EOD) offices. The consolidated listing should be reviewed by the installation EMWG and elevated to MAJCOM for submission to HQ AFCESA and Air Staff for placement in the POM.

**6.4. Budgeting for Operations and Maintenance (O&M).** The flight O&M budget should consider Prime BEEF training and contingency requirements including ESL items, administrative supplies, Temporary Duty (TDYs) not covered in PE 27593, including Silver Flag if not command funded, printing costs, and GPC purchases. The O&M budget also covers most AF IPP and installation CBRN response equipment non-asterisked items and some sustainment items.

**6.5. Budgeting for Global War on Terrorism (GWOT)-funded Materials.** Track GWOT-funded materials under the Emergency and Special Program (ESP) code assigned by Financial Management IAW AFI 65-601, Volume 1 for reimbursement. Examples include items purchased for AEF support and homeland defense. One-time requirements include items such as communications equipment. Burn rate requirements are limited to specific categories, such as civilian personnel costs or transportation.

**6.6. Budgeting for Unfunded Priorities.** Flights will maintain an unfunded priority listing. Work with the resource advisor to implement short-notice execution procedures.

**6.7. Depot Funded Items.** Depot funded items should be ordered as directed by MAJCOM. Do not use unit funds to purchase depot-funded items.

## Chapter 7

### EMERGENCY MANAGEMENT (EM) INFORMATION MANAGEMENT

**7.1. Information Management Tasks.** Tasks identified in this chapter are typically performed by the authorized Information Management (IM) specialist IAW Manpower Standard 44EB. If the flight does not have an assigned IM specialist, then flight leadership will assign these tasks as necessary.

**7.2. File Plan.** Establish and maintain a R&EM Flight file plan, including electronic files, IAW AFRIMS.

**7.3. Standard Publications.** Maintain standard AF publications, such as AFIs, AFMANs, MAJCOM supplements, installation instructions and supplements, and related plans IAW AFI 33-360. Maintain other publications using AFI 33-360 as a guide. Examples of other publications that may be included are North Atlantic Treaty Organization (NATO) or host nation publications, and related plans. Air Force publications are available on the Air Force Electronic Publishing web-site.

**7.4. Flight Operating Instructions (OI).** Develop, maintain, and schedule annual review of R&EM Flight OIs.

**7.5. Suspense File.** Develop and maintain a R&EM Flight suspense file.

**7.6. Emergency Management Web Page.** Provide installation EM information via a flight CoP or website. Post items such as the following:

7.6.1. Installation CEMP 10-2 (final coordinated copy and any coordination paperwork to show concurrence).

7.6.2. Annual training schedule.

7.6.3. Annual SAV schedule.

7.6.4. Local EM documents such as lesson plans or response guides.

7.6.5. Installation EM representative guide.

7.6.6. Standardized response maps.

7.6.7. Response equipment requirements.

7.6.8. EMWG minutes.

7.6.9. Links to EM-related websites such as FEMA, National Incident Management System Integration Center (NIC), American Red Cross, National Oceanic and Atmospheric Administration (NOAA), College of Aerospace Doctrine Research and Education (CADRE) Contingency Wartime Planning Course, Air Force Nuclear Weapons Counter-Proliferation Agency (AFNWCA), and United States Geological Survey websites.

**7.7. Information Collections, Records, and Forms.**

7.7.1. Information Collections. No information collections are created by this publication.

7.7.2. Records. The program records created as a result of the processes prescribed in this publication are maintained IAW AFMAN 33-363 and disposed of IAW the AFRIMS RDS located at [https://afrims.amc.af.mil/rds\\_series.cfm](https://afrims.amc.af.mil/rds_series.cfm).

## **7.8. Prescribed and Adopted Forms.**

### **7.8.1. Adopted Forms.**

DD Form 2325, *Radiological Response Capability Report*

AFTO Forms 22, *Technical Manual (TM) Change Recommendation and Reply*

AFTO Form 244, *Industrial/Support Equipment Record*; AF Form 55, *Employee Safety and Health Record*

AF Form 623, *Individual Training Record Folder*

AF Form 797, *Job Qualification Standard (JQS) Continuation/Command JQS*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1098, *Special Task Certification and Recurring Training* AF Form 1800, *Operator's Inspection Guide and Trouble Report* NRC Form 3, *Notice to Employees*

### **7.8.2. Prescribed Forms.**

No prescribed forms are implemented by this publication.

LOREN M. RENO, Lt. Gen., USAF  
DCS/Logistics, Installations & Mission Support

**(AFRC)**

CHARLES E. STENNER Jr., Lt Gen, USAF  
Commander

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

- AFI 10-204, *Readiness Exercises and After-Action Reporting Program*, 12 July 2002
- AFI 10-206, *Operational Reporting*, 15 October 2008
- AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*, 21 March 2008
- AFI 10-245, *Air Force Antiterrorism (AT) Standards*, 30 March 2009
- AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, 24 January 2007
- (Added-AFRC)** AFI 10-2501\_AFRCSUP, *Air Force Emergency Management (EM) Program Planning and Operations*, 6 February 2009
- AFI 10-403, *Deployment Planning and Execution*, 13 January 2008
- AFI 10-802, *Military Support to Civil Authorities*, 19 April 2002
- AFI 21-113, *Air Force Metrology and Calibration (AFMETCAL) Program*, 12 November 2008
- AFI 23-111, *Management of Government Property in Possession of the Air Force*, 25 July 2005
- AFI 24-301, *Vehicle Operations*, 1 November 2008
- AFI 25-201, *Support Agreement Procedures*, 1 May 2005
- AFI 33-360, *Publications and Forms Management*, 18 May 2006
- AFI 36-2201, Volume 3, *Air Force Training Program On-the-Job Training Administration*, 4 February 2005
- AFI 38-205, *Manpower and Quality Readiness and Contingency Management*, 18 June 2002
- AFI 40-201, *Managing Radioactive Materials in the US Air Force*, 13 April 2007
- AFI 64-117, *Air Force Government-wide Purchase Card (GPC) Program*, 31 January 2006
- AFI 65-601, Volume 1, *Budget Guidance and Procedures*, 3 March 2005
- AFI 65-601, Volume 2, *Budget Management for Operations*, 21 October 1994
- AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*, 1 June 1996
- AFMAN 10-2602, *Nuclear, Biological, Chemical and Conventional (NBCC) Defense Operations and Standards*, 29 May 2003
- AFMAN 23-110, *USAF Supply Manual*, 1 April 2009
- AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipments*, 15 April 2007
- AFMAN 33-363, *Management of Records*, 1 March 2008
- AFPAM 10-219, Volume 8, *Prime Base Engineer Emergency Force (BEEF) Management*, 30 August 2007

AFPD 10-2, *Readiness*, 30 October 2006

AFPD 10-25, *Emergency Management*, 26 September 2007

AFPD 10-26, *Counter-Chemical, Biological, Radiological, and Nuclear (C-CBRN) Operations*, 26 September 2007

Career Field Education and Training Plan (CFETP) 3E9X1C3, *Emergency Management Career Field Education and Training Plan*, 15 November 2007

Comprehensive Emergency Management Plan (CEMP) 10-2

Defense Special Weapons Agency (DSWA) 5100.52.1L, *Nuclear Accident Response Capability Listing*, April 1997

DOD 3150.8-M, *Nuclear Weapon Accident Response Procedures (NARP)*, 1 February 2005

**(Added-AFRC)** DODI 6055.17 DoD Installation Emergency Management (IEM) Program. 13 January 2009

Homeland Security Presidential Directive (HSPD) 5, *Management of Domestic Incidents*, 28 February 2003

National Incident Management System (NIMS), 1 March 2004

National Response Framework (NRF), January 2008

Technical Order (TO) 00-5-1, *Air Force Technical Order System*, 1 March 2004

TO 00-20-14, *Air Force Metrology and Calibration Program*. United States Air Force War Mobilization Plan (WMP), Volume 1

United States Northern Command (USNORTHCOM) *Antiterrorism (AT) Operations Order (U)*  
10 Code of Federal Regulations (CFR) Part 19.11, *Posting of Notices to Workers*

### ***Abbreviations and Acronyms***

**ACES**—Automated Civil Engineers System

**ACES—PR**—Automated Civil Engineers System – Personnel Readiness

**ACR**—Active CBRN Response

**AEF**—Air and Space Expeditionary Force

**AETC**—Air Education and Training Command

**AF**—Air Force

**AF IPP**—Air Force Installation Protection Program

**AFCESA**—Air Force Civil Engineer Support Agency

**AFI**—Air Force Instruction

**AFIMS**—Air Force Incident Management System

**AFMAN**—Air Force Manual

**AFMETCAL**—Air Force Metrology and Calibration

**AFNWCA**—Air Force Nuclear Weapons Counter-Proliferation Agency  
**AFOSH**—Air Force Occupational and Environmental Safety, Fire Protection and Health  
**AFPAM**—Air Force Pamphlet  
**AFPD**—Air Force Policy Directive  
**AFRC**—Air Force Reserve Command  
**AFRIMS**—Air Force Record Information Management System  
**AFSC**—Air Force Specialty Code  
**AFTO**—Air Force Technical Order  
**AFTR**—Air Force Training Record  
**ALARA**—As Low As Reasonably Achievable  
**ALOHA**—Aerial Locations of Hazardous Atmospheres  
**ANG**—Air National Guard  
**AOC**—Air Operations Center  
**ARC**—Air Reserve Component  
**ART**—Air and Space Expeditionary Force Reporting Tool  
**(AFRC) ART**— Air Reserve Technician  
**AS**—Allowance Standards  
**AT**—Antiterrorism  
**(Added-AFRC) ATP**— Allied Tactical Plan  
**(Added-AFRC) ATSO**— Ability to Survive and Operate  
**BCE**—Base Civil Engineer  
**BEE**—Bioenvironmental Engineer  
**BEEF**—Base Engineer Emergency Force  
**BW**—Biological Warfare  
**C2**—Command and Control  
**CA/CRL**—Custodian Authorization/Custody Receipt Listing  
**CADRE**—College of Aerospace Doctrine Research and Education  
**CAMEO**—Computer-Aided Management of Emergency Operations  
**CBRN**—Chemical, Biological, Radiological, and Nuclear  
**CBRN**—Counter- Chemical, Biological, Radiological, and Nuclear  
**CBRNE**—Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive  
**CCA**—Contamination Control Area

**CCT**—Contamination Control Team  
**CE**—Civil Engineer  
**CEMP**—Comprehensive Emergency Management Plan  
**CFETP**—Career Field Education and Training Plan  
**CFR**—Code of Federal Regulations  
**CLS**—Contract Logistic Support  
**CM**—Consequence Management  
**COCOM**—Combatant Commander  
**CONOPS**—Concept of Operations  
**CONUS**—Continental United States  
**CoP**—Community of Practice  
**COP**—Common Operational Picture  
**COTS**—Commercial Off-The Shelf  
**CS**—O-Chlorobenzylidene Malononitrile (a tear agent)  
**CW**—Chemical Warfare  
**DAGR**—Defense Advanced Global Positioning System (GPS) Receiver  
**DCP**—Disease Containment Plan  
**DFU**—Dry Filter Unit  
**DHA**—Downwind Hazard Analysis  
**DHS**—Department of Homeland Security  
**DNWS**—Defense Nuclear Weapons School  
**DOD**—Department of Defense  
**DODI**—Department of Defense Instruction  
**DRF**—Disaster Response Force  
**DRMO**—Defense Reutilization and Marketing Office  
**DSCA**—Defense Support of Civil Authorities  
**DSWA**—Defense Special Weapons Agency  
**ECC**—Emergency Communications Center  
**EET**—Exercise Evaluation Team  
**EM**—Emergency Management  
**EMWG**—Emergency Management Working Group  
**EOC**—Emergency Operations Center

**EOD**—Explosive Ordnance Disposal  
**ESF**—Emergency Support Function  
**ESL**—Equipment Supply Listing  
**ESP**—Emergency and Special Program  
**FBI**—Federal Bureau of Investigation  
**FEMA**—Federal Emergency Management Agency  
**FES**—Fire Emergency Services  
**FP**—Force Protection  
**FPCON**—Force Protection Condition  
**FPEC**—Force Protection Executive Counsel  
**FYDP**—Future Years Defense Program  
**GOV**—Government Owned Vehicle  
**GPC**—Government Purchase Card  
**GPS**—Global Positioning System  
**GSU**—Geographically Separated Unit  
**GWOT**—Global War on Terrorism  
**HAZMAT**—Hazardous Material  
**HEPA**—High Efficiency Particulate Air  
**HPAC**—Hazard Prediction and Assessment Capability  
**HSPD**—Homeland Security Presidential Directive  
**HTA**—High Threat Area  
**IAP**—Incident Action Plan  
**IAW**—In Accordance With  
**IC**—Incident Commander  
**ICAM**—Improved Chemical Agent Monitor  
**ICC**—Installation Control Center  
**IGI&S**—Installation Geospatial Information and Services  
**IHT**—In-House Training  
**IM**—Information Management  
**INWS**—Installation Notification And Warning Systems  
**IPE**—Individual Protective Equipment  
**IPP**—Installation Protection Program

**(Added-AFRC) JEM**— Joint Effects Modeling  
**JQS**—Job Qualification Standard  
**JTF**—Joint Task Force  
**JWARN**—Joint Warning and Reporting Network  
**LRS**—Logistics Readiness Squadron  
**LTA**—Low Threat Area  
**MAA**—Mutual Aid Agreement  
**MAJCOM**—Major Command  
**MCC**—Mobile Communications Center  
**MCRP**—Medical Contingency Response Plan  
**MEOC**—Mobile Emergency Operations Center  
**MGRS**—Military Grid Reference System  
**(Added-AFRC) MICT**— Management Internal Control Toolset  
**MOPP**—Mission-Oriented Protective Posture  
**MRE**—Meals Ready to Eat  
**MTA**—Medium Threat Area  
**MTW**—Major Theater War  
**NAF**—Numbered Air Force  
**NATO**—North Atlantic Treaty Organization  
**NBC**—Nuclear, Biological, and Chemical  
**NBCC**—Nuclear, Biological, Chemical and Conventional  
**NFPA**—National Fire Protection Association  
**NIC**—National Incident Management System Integration Center  
**NIMS**—National Incident Management System  
**NOAA**—National Oceanic and Atmospheric Administration  
**NRC**—Nuclear Regulatory Commission  
**NRF**—National Response Framework  
**O&M**—Operations and Maintenance  
**OCONUS**—Outside the Continental United States  
**OCR**—Office of Collateral Responsibility  
**OI**—Operating Instruction  
**OJT**—On-the-Job

**OPR**—Office of Primary Responsibility  
**(Added-AFRC) ORE**—Operational Readiness Exercise  
**(Added-AFRC) ORTP**—Operational Readiness Training Program  
**OSI**—Office of Special Investigations  
**PAPR**—Powered Air Purifying Respirator  
**PE**—Program Element  
**PMEL**—Precision Measurement Equipment Laboratory  
**POM**—Program Objective Memorandum  
**POV**—Privately Owned Vehicle  
**PPE**—Personal Protective Equipment  
**R&EM**—Readiness and Emergency Management  
**RA**—Resource Advisor  
**RAM**—Radioactive Material  
**(Added-AFRC) RAV**—Readiness Assistance Visit  
**RDS**—Records Disposition Schedule  
**RED HORSE**—Rapid Engineer Deployable Heavy Operational Repair Squadron Engineer  
**RETOPS**—Radiological Emergency Team Operations  
**ROTA**—Releases Other Than Attack  
**(Added-AFRC) RSG**—Regional Support Group  
**RSO**—Radiation Safety Officer  
**RST**—Readiness Support Team  
**RTP**—Readiness Training Plans  
**S4**—Sense, Shape, Shield and Sustain  
**SAV**—Staff Assistance Visit  
**SCBA**—Self-Contained Breathing Apparatus  
**SF**—Security Forces  
**SIPRNET**—Secret Internet Protocol Router Network  
**SME**—Subject Matter Expert  
**SMT**—Shelter Management Team  
**SORTS**—Status of Resources and Training System  
**STANAG**—Standardization Agreement  
**TDY**—Temporary Duty

**TIC**—Toxic Industrial Chemical

**TIM**—Toxic Industrial Material

**TM**—Technical Manual

**TO**—Technical Order

**(Added-AFRC) TR**— Traditional Reservist

**TWG**—Threat Working Group

**UCC**—Unit Control Center

**UDM**—Unit Deployment Manager

**(Added-AFRC) UMD**— Unit Manpower Document

**(Added-AFRC) UTA**— Unit Training Assembly

**UTC**—Unit Type Code

**VLSTRAC**—Vapor, Liquid and Solid Tracking

**WMD**—Weapons of Mass Destruction

**WMDIRW**—Weapons of Mass Destruction Incident Response Workshop

**WMP**—War Mobilization Plan

**WPARR**—War Plans Additive Requirements Roster

**WRM**—War Reserve Materiel

### *Terms*

**Air Force Emergency Management (EM) Program**—The single, integrated Air Force program to coordinate and organize efforts to prepare for, prevent, respond to, recover from, and mitigate the direct and indirect consequences of an emergency or attack. The primary missions of the Air Force EM program are to (1) save lives, (2) minimize the loss or degradation of resources, and (3) continue, sustain, and restore combat and combat support operational capability in an all-hazards physical threat environment at Air Force installations worldwide. The ancillary missions of the Air Force EM program are to support homeland defense and civil support operations and to provide support to civil and host nation authorities IAW DOD directives and through the appropriate Combatant Command. The Air Force EM program is managed by the Office of The Civil Engineer, AF/A7C.

**Air Force Incident Management System (AFIMS)**—A methodology designed to incorporate the requirements of HSPD-5, the NIMS, the NRP, and Office of the Secretary of Defense guidance while preserving the unique military requirements of the expeditionary Air Force. AFIMS provides the Air Force with an incident management system that is consistent with the single, comprehensive approach to domestic incident management. AFIMS provides the Air Force with the coordinating structures, processes, and protocols required to integrate its specific authorities into the collective framework of Federal departments and agencies for action to include mitigation, prevention, preparedness, response, and recovery activities. It includes a core set of concepts, principles, terminology, and technologies covering the incident command system, EOCs, incident command, training, identification and management of resources,

qualification and certification, and the collection, tracking and reporting of incident information and incident resources. The AFIMS methodology is incorporated into current operating practices through revised instructions and manuals, training products, and exercise and evaluation tools.

**Air Force Installation Protection Program (AF IPP)**—Air Force Program established to implement the DOD direction to protect AF missions and personnel against terrorist use of WMDs. Specifically AF IPP (aka Guardian Program) is designed to plan, organize, equip, and train forces through Joint and Air Force CBRN detection, identification and warning, protection and restoration capability enhancements.

**CBRN**—Operations that include chemical, biological, radiological, and nuclear, either individually or in combination. Collectively known as WMD, CBRN replaces "NBC" when used in reference to operations or incidents limited to NBC-only issues. TIC/TIM and HAZMAT are considered part of the "C" in "CBRN."

**CBRNE**—Operations or incidents involving chemical, biological, radiological, nuclear, and high-yield explosives, either individually or in combination. "CBRNE" is used any time that reference is not being made to WMD or "NBC-only" operations or incidents

**Command and Control (C2)**—The exercise of authority and direction by a properly designated commander over assigned and attached forces in the accomplishment of the mission. C2 functions are performed through an arrangement of personnel, equipment, communications, facilities and procedures employed by a commander in planning, directing, coordinating, and controlling forces and operations in the accomplishment of the mission

**Consequence Management**—Actions taken to maintain or restore essential services and manage and mitigate problems resulting from disasters and catastrophes, including natural, manmade, or terrorist incidents.

**Contingency**—An emergency involving military forces caused by natural disasters, terrorists, subversives, or by required military operations. Due to the uncertainty of the situation, contingencies require plans, rapid response, and special procedures to ensure the safety and readiness of personnel, installations, and equipment.

**Defense Support of Civil Authorities (DSCA)**—Refers to DOD support, including Federal military forces, DOD civilians and DOD contractor personnel, and DOD agencies and components, for domestic emergencies and for designated law enforcement and other activities.

**Deployment**—1. In naval usage, the change from a cruising approach or contact disposition to a disposition for battle. 2. The movement of forces within operational areas. 3. The positioning of forces into a formation for battle. 4. The relocation of forces and material to desired operational areas. Deployment encompasses all activities from origin or home station through destination, specifically including intra-continental United States, inter-theater, and intra-theater movement legs, staging and holding areas.

**Disaster Response Force (DRF)**—The USAF base level organization that responds to disasters or accidents, establishing C2, and supporting disaster operations. The DRF includes the Installation Control Center (ICC), Commander's Senior Staff, Emergency Communications Center (ECC), EOC, Incident Commander, First Responders, Emergency Responders, Unit Control Centers (UCC), ESFs, and specialized teams.

**Domestic Emergencies**—Emergencies affecting the public welfare and occurring within the 50 States, District of Columbia, Commonwealth of Puerto Rico, US possessions and territories, or any political subdivision thereof, as a result of enemy attack, insurrection, civil disturbance, earthquake, fire, flood, or other public disasters or equivalent emergencies that endanger life and property or disrupt the usual process of government. The term domestic emergency includes any or all of the emergency conditions defined below:

a. Civil defense emergency. A domestic emergency disaster situation resulting from devastation created by an enemy attack and requiring emergency operations during and following that attack. It may be proclaimed by appropriate authority in anticipation of an attack.

b. Civil disturbances. Riots, acts of violence, insurrections, unlawful obstructions, assemblages or other disorders prejudicial to public law and order. The term civil disturbance includes all domestic conditions requiring or likely to require the use of Federal Armed Forces pursuant to the provisions of Chapter 15 of Title 10, USC.

c. Major disaster. Any flood, fire, hurricane, tornado, earthquake, or other catastrophe which, in the determination of the President, is or threatens to be of sufficient severity and magnitude to warrant disaster assistance by the Federal Government under Public Law 606, 91st Congress (42 USC 58) to supplement the efforts and available resources of State and local governments in alleviating the damage, hardship, or suffering caused thereby.

d. Natural disaster. All domestic emergencies except those created as a result of enemy attack or civil disturbance.

**Emergency Operations Center (EOC)**—For the purposes of AFIMS, the EOC is the C2 support elements that directs, monitors, and supports the installation's actions before, during, and after an incident. The EOC is activated and recalled as necessary by the Installation Commander. The EOC updates the ICC with ongoing incident status and seeks support through the ICC when on-scene requirements surpass the installation's inherent capability and the installation's cumulative capabilities acquired through MAAs. EOCs may also support MCS and joint information activities. According to the NRF, the EOC is defined as —"The physical location at which the coordination of information and resources to support attack response and incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines such as fire, law enforcement, and medical services, by jurisdiction such as Federal, State, regional, county, city, tribal, or by some combination thereof."

**Emergency Responders**—The response element of a DRF that deploy to the accident scene after the First Responders to expand C2 and perform support functions. Emergency Responders include follow-on elements such as firefighters, law enforcement personnel, security personnel, and emergency medical technicians, as well as R&EM Flight personnel, EOD personnel, physicians, nurses, medical treatment providers at medical treatment facilities, readiness officers, public health officers, bioenvironmental engineering personnel, and mortuary affairs personnel. Emergency Responders also include specialized teams such as the RST or SMT. Not all Emergency Responders are First Responders, but all First Responders are Emergency Responders. Emergency Responders are not assigned to additional duties that will conflict with

their emergency duties. For the purposes of AFIMS, EOD personnel are considered Emergency Responders but not First Responders.

**Emergency Support Function (ESF)**—ESFs are groupings of capabilities into an organizational structure that provides the support, resources, program implementation, and services that are most likely to be needed during an incident. ESFs also serve as the primary operational-level mechanism that provides support during an incident.

**Explosive Ordnance**—All munitions containing explosives, nuclear fission or fusion materials, and biological and chemical agents. This includes bombs and warheads; guided and ballistic missiles; artillery, mortar, rocket and small arms ammunition; all mines, torpedoes and depth charges; demolition charges; pyrotechnics; clusters and dispensers; cartridge and propellant actuated devices; electro-explosive devices; clandestine and improvised explosive devices; and all similar or related items or components explosive in nature.

**Facility**—A real property entity consisting of one or more of the following: a building, a structure, a utility system, pavement, and underlying land.

**Federal Emergency Management Agency (FEMA)**—The Federal agency tasked to establish Federal policies for and coordinate civil defense and civil emergency planning, management, mitigation, and assistance functions of Executive agencies.

**First Responders**—The DRF element that deploys immediately to the disaster scene to provide initial C2, to save lives, and to suppress and control hazards. Firefighters, law enforcement, security personnel, and key medical personnel provide the initial, immediate response to a CBRNE incident. All First Responders are Emergency Responders, but not all Emergency Responders are First Responders. First Responders are not assigned as augmentees or to additional duties that will conflict with their emergency duties.

**Force Protection Executive Council (FPEC)**—The FPEC is the commander's cross-functional working group made up of installation and tenant units. Working group members are responsible for coordinating and providing deliberate planning for Antiterrorism and Force Protection issues.

**Force Protection (FP)**—Actions taken to prevent or mitigate hostile actions against Department of Defense personnel (to include family members), resources, facilities, and critical information. These actions conserve the force's fighting potential so it can be applied at the decisive time and place and incorporate the coordinated and synchronized offensive and defensive measures to enable the effective employment of the joint force while degrading opportunities for the enemy. Force protection does not include actions to defeat the enemy or protect against accidents, weather, or disease. Also called FP. (JP 1-02)[An integrated application of offensive and defensive actions that deter, detect, pre-empt, mitigate, or negate threats against or hazards to Air Force air and space operations and assets, based on an acceptable level of risk.](Definition in brackets applies only to the Air Force and is offered for clarity.) See also AFI 10-245.

**Hazardous Material (HAZMAT)**—Any material that is flammable, corrosive, an oxidizing agent, explosive, toxic, poisonous, etiological, radioactive, nuclear, unduly magnetic, a chemical agent, biological research material, compressed gases, or any other material that, because of its quantity, properties, or packaging, may endanger life or property.

**Homeland Security Presidential Directive 5 (HSPD-5)**—A Presidential directive issued on February 28, 2003 and intended to enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive NIMS.

**Homeland Security**—Homeland security, as defined in the National Strategy for Homeland Security, is a concerted national effort to prevent terrorist attacks within the United States, reduce America's vulnerability to terrorism, and minimize the damage and recover from attacks that do occur. The Department of Defense contributes to homeland security through its military missions overseas, homeland defense, and support to civil authorities.

**Host Nation**—A nation that receives the forces or supplies of allied nations, coalition partners, or NATO organizations to be located on, to operate in or to transit through its territory.

**Incident Commander (IC)**—The command function is directed by the IC, who is the person in charge at the incident and who must be fully qualified to manage the response. Major responsibilities for the IC include: performing command activities, such as establishing command; protecting life and property; controlling personnel and equipment resources; maintaining accountability for responder and public safety, as well as, for task accomplishment; establishing and maintaining an effective liaison with outside agencies and organizations, including the EOC, when it is activated.

**Incident**—An occurrence or event, natural or human caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, HAZMAT spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**Individual Protective Equipment (IPE)**—In nuclear, biological, and chemical warfare, the personal clothing and equipment required to protect an individual from biological and chemical hazards and some nuclear effects.

**Installation Commander**—The individual responsible for all operations performed by an installation.

**Major Accident**—An accident involving DOD materiel or DOD activities that is serious enough to warrant response by the installation DRF. It differs from the minor day-to-day emergencies and incidents that installation agencies typically handle.

**Mission-Oriented Protective Posture (MOPP)**—A flexible system of protection against nuclear, biological, and chemical contamination. This posture requires personnel to wear only that protective clothing and MOPP equipment appropriate to the threat level, and define the work rate imposed by the mission, temperature, and humidity.

**Mutual Aid Agreement (MAA)**—Written agreement between agencies, organizations, or jurisdictions that they will assist one another on request by furnishing personnel, equipment, or expertise in a specified manner. Reciprocal assistance by local government and an installation for emergency services under a prearranged plan. Mutual aid is synonymous with "mutual assistance", "outside aid", "memorandums of understanding", "memorandums of agreement", "letters of agreement", "cooperative assistance agreement", "intergovernmental compacts", or other similar agreements, written or verbal, that constitute an agreed reciprocal assistance plan

for emergency services for sharing purposes. MAAs between entities are an effective means to obtain resources and should be developed whenever possible. MAAs should be in writing, be reviewed by legal counsel, and be signed by a responsible official.

**Natural Disaster**—An emergency situation posing significant danger to life and property that results from a natural cause.

**Program Element (PE)**—An element of the DOD Defense Program representing a combination of personnel, equipment, and facilities which together constitute a specific identifiable military capability or support activity.

**Ready Status**—Equipment that must be used for response at a moment's notice.

**Standardization Agreement (STANAG)**—The record of an agreement among several or all of the member nations to adopt like or similar military equipment, ammunition, supplies, and stores; and operational, logistic, and administrative procedures. National acceptance of a NATO allied publication issued by the Military Agency for Standardization may be recorded as a STANAG.

**Threat Working Group (TWG)**—An AT and FP advisory body for the commander. Key functions include analyzing threats and providing recommendations to command concerning potential FPCON changes, AT, and other measures based upon potential threats to facilities or personnel.

**Threat**—An indication of possible violence, harm, or danger.

**Vulnerability Assessment**—A DOD, command, or unit-level evaluation (assessment) to determine the vulnerability to terrorist attack of an installation, unit, exercise, port, ship, residence, facility, or other site. Identifies areas of improvement to withstand, mitigate, or deter acts of violence or terrorism.

**Vulnerability**—a. The susceptibility of a nation or military force to any action by any means through which its war potential or combat effectiveness may be reduced or its will to fight diminished. b. The characteristics of a system that cause it to suffer a definite degradation (incapability to perform the designated mission) as a result of having been subjected to a certain level of effects in an unnatural (manmade) hostile environment. c. In information operations, a weakness in information system security design, procedures, implementation, or internal controls that could be exploited to gain unauthorized access to information systems.

**Weapon of Mass Destruction (WMD)**—Weapons that are capable of a high order of destruction or of being used in such a manner as to destroy large numbers of people. WMD can be high explosives or nuclear, biological, chemical, and radiological weapons, but exclude the means of transporting or propelling the weapon where such means is a separable and divisible part of the weapon.

## Attachment 2

**R&EM FLIGHT RESPONSE CAPABILITIES**

**A2.1.** The BCE maintains EM and CBRN response for garrison and expeditionary capabilities within the R&EM Flight as identified in **Table A2.2**. Refer to AFI 10-2501 to determine an installation's threat designator (high, medium, low) and correlate required capabilities within this table. Supporting manuals to this AFI will contain detailed capability description; standards; personnel requirements and team position descriptions; specific equipment/supply employment; and associated tactics, techniques, and procedures.

**A2.2.** CBRN Response Categories: R&EM Flight CBRN response capabilities are categorized into Sense, Shape, Shield, and Sustain (S4). The flight is responsible for achieving each S4 category through the execution of capabilities to include coordination with other responders. The S4 categories are defined below and in **Table A2.1**.

A2.2.1. Sense: The ability to continually provide information regarding a CBRN situation at a time and place by detecting, identifying, and quantifying CBRN hazards in air, water, on land, on personnel, equipment or facilities.

A2.2.2. Shape: The ability to provide situational awareness to command and control functions; characterize the CBRN hazard; develop a clear understanding of current and predicted CBRN operational effects; collect and assimilate information from sensors, intelligence, other responders in near real time to inform personnel, provide actual and potential impacts of CBRN hazards; predict and prepare for critical Sense, Shield, and Sustain end states (preparation for operations); and visualize and communicate the sequence of events that moves the installation from its current state to those end states.

A2.2.3. Shield: The ability to protect the force from harm caused by CBRN hazards by preventing or reducing individual and collective exposures, evacuating or sheltering personnel in place, and protecting critical facilities and equipment.

A2.2.4. Sustain: The collective synergistic efforts of Sense, Shape, and Shield activities resulting in critical mission continuation leading to full mission capability for the installation. Additionally, this category pertains to personnel decontamination and the ability to advise commanders on decontamination activities in order to maintain and recover essential functions that are free from the effects of CBRN hazards, and facilitate the return to pre-incident operational capability as soon as possible.

**Table A2.1. S4 Construct Capability Descriptions.**

<b>Category</b>	<b>Description</b>
Sense	Continually provides information regarding a CBRN situation at a time and place.
	Detects, identifies, and quantifies CBRN hazards in air, water, on land, on personnel, equipment or facilities.
	Detects, identifies, and quantifies CBRN hazards in all physical states -- solid, liquid, gas, or a combination of these.
	Relates to event notification.
Shape	Provides situational awareness to C2 at all levels.

	Characterizes the CBRN hazard.
	Develops a clear understanding of current and predicted CBRN operational effects.
	Characterizes the CBRN hazard.
	Informs personnel of the actual and potential impacts of CBRN hazards.
	Collects and assimilates information from sensors, intelligence, and other responders in near real time.
	Envisions critical Sense, Shield, and Sustain end states to prepare for operations.
	Visualizes and communicates the sequence of events that moves the installation from its current state to Sense, Shield, and Sustain end states.
	Relates to displaying real-time information and representations of the operating environment using plume modeling or other decision tools.
Shield	Prevents or reduces individual and collective exposures.
	Protects critical equipment.
	Evacuate personnel or provides shelter in place capability.
	Relates to evacuation or shelter in place type activities.
Sustain	Executes Sense, Shape, and Shield activities, initially focusing on critical mission continuation.
	Leads to full mission capability for the installation.
	Advises commanders on decontamination activities to maintain or recover essential functions that are free from CBRN effects.
	Provides personnel decontamination.
	Facilitates the return to pre-incident operational capability as soon as possible.
	Relates to recovery planning and EOC activities.

**A2.3. EM and CBRN Response Capability.** The flight will maintain the following capabilities (based on installation class):

**Table A2.2. R&EM Flight CBRN Response Capabilities.**

Capability Title	High Threat Area (HTA)	Medium Threat Area (MTA)	Low Threat	Expeditionary <sup>2</sup>	Category
Air Operations Center (AOC) and/or Joint Task Force (JTF) Staff EM and CBRN Management				x	Shape
EOC Emergency Support Function-5	x	x	x	x	Shape
Plume Modeling	x	x	x	x	Shape

MEOC or MCC	x	x	x	x	Shape
Staging Area Survey	x	x	x	x	Sense
Staging Area Detection Grid	x	x	x	x	Sense
Downwind Hazard Analysis (DHA)	x	x	x	x	Sense
Initial Cordon Definition	x	x	x	x	Sense
Reduce/Expand Isolation Perimeter	x	x	x	x	Sense
Ground Survey	x	x	x	x	Sense
Site/Facility Survey	x	x	x	x	Sense
Identification of Unknown Substances	x	x	x	x	Sense
Determine Responder PPE/IPE	x	x	x	x	Sense
Detection Grid Type 1	x	x	x	x	Sense
Detection Grid Type 2	x	x	x	x	Sense
Detection Grid Type 3	x			x	Sense
Establish/Operate Contamination Control Area (CCA)	x	x	x	x	Sustain
Radiological Decontamination	x	x	x	x	Sustain
Establish/Conduct Technical Decontaminations	x	x	x	x	Sustain
Establish/Conduct Emergency Decontamination	x	x	x	x	Sustain
Establish/Conduct Mass Populace Decontamination	x	x	x	x	Sustain
Emerging CW Detection Systems <sup>3</sup>	x	x		x	S4
Automated BW Detection Systems <sup>3</sup>	x	x		x	S4
Note 1: For CONUS Low Threat Area installations, see <i>USNORTHCOM Antiterrorism (AT) Operations Order (U)</i> for additional guidance.					
Note 2: Represents expeditionary EM response and CBRN response capability employed in support of major contingency operations with increased EM response and/or CBRN threats					
Note 3: Represents combination of fielded, future, and revolutionary systems; MAJCOM and Numbered Air Forces (NAF) determine requirements					

### A2.3.1. EM and CBRN Management

A2.3.1.1. **AOC/JTF Staff EM and CBRN Management:** This capability provides Numbered Air Force, Air Component, and Joint Task Force Commanders with theater EM, and Consequence Management (CM) capability for activities ranging from DSCA and smaller-scale contingencies to Major Theater War (MTW). The CM capabilities are achieved through the EM program activities. Although this capability is not a R&EM Flight requirement, execution of the flights capabilities are key enablers for higher headquarters personnel to execute this capability.

#### A2.3.1.2. EOC Emergency Support Function-5:

A2.3.1.2.1. This capability provides skilled personnel for primary and alternate operations and conducts activities related to initial establishment of EOC capability. Personnel assigned to this capability perform as the EOC Director's key advisor in relation to EM and CBRN response activities; provide CONUS EM, CM and CBRN response liaison with EM officials from any outside agencies; and perform as liaison

with Outside the Continental United States (OCONUS), Coalition, Joint and Host Nation agencies.

A2.3.1.2.2. This capability provides the skills and ability to initially establish an EOC through coordination with installation agencies; ensures collaborative effort to initially form the garrison or expeditionary EOC based on AFI 10-2501 and AFMAN 10-2602, *Nuclear, Biological, Chemical and Conventional (NBCC) Defense Operations and Standards* (will be replaced by a supporting AFMAN, when published) requirements. It also provides the ability to form a viable EM, CM and CBRN response capability through planning activities with installation agencies (e.g., installation CEMP 10-2).

A2.3.1.3. **Plume Modeling:** This capability is contained within the CBRN Control Center and operates either in the EOC, the R&EM Flight Control Center, and/or the MEOC/MCC. This capability provides hazard analysis activities, vulnerability assessment, and risk assessment for CBRN. It can assess and analyze estimated CBRN contamination contours, direct activities of CBRN specialized teams, determine actual contours of hazards through collection of survey/post attack data, and develop hazard duration estimations (persistence). The CBRN Control Center provides plume modeling/hazard analysis data to CBRN forces for associated activities of DHA, cordon reduction or expansion, ground surveys, and CBRN sampling. It provides the ability to reduce hazard areas allowing critical mission continuation. It protects responding forces from primary and secondary hazards through inputs to the local common operating picture for commanders and UCCs.

A2.3.1.3. (**AFRC**) As a minimum all military reserve 3E9X1's will maintain ATP 45 NBC, JWARN and JEM plotting, prediction, and reporting proficiency along with CBRN detection, survey, and marking qualifications regardless of assigned duty or deployment status.

A2.3.1.4. **MEOCandMCC:** This capability serves as a self-sustaining mobile communications center, capable of operating in an environment with little to no basic services, facilitating communications between multiple entities using an array of fixed and/or wireless communications equipment, providing appropriate work space for routine support functions, and providing basic services for personnel in short-term or long-term deployments. The MEOC or MCC will be equipped to achieve these requirements IAW AFI 10-2501.

A2.3.1.4.1. **Maintain Site Security:** Personnel performing this capability can actively engage enemy forces with small arms and can conduct defensive operations as required. If available, personnel can assist in securing the site from spectators, terrorists, or criminals on the installation.

A2.3.1.4.2. **Provide Situational Awareness Reports:** Capturing information at the incident scene and forwarding to the IC and EOC as situation reports. Use automated data bases or checklist actions to provide and send updates to the EOC. Using plume modeling software, provide a COP to the EOC and ICC as necessary.

A2.3.2. **Active CBRN Response (ACR):** This group of capabilities provides the IC or deployed installation commander with flexible and scalable capabilities to assist with CBRN

response requirements enhancing the installation's ability to respond to smaller weaponized CBRN attacks and/or terrorist use of improvised CBRN devices.

**A2.3.2.1. Staging Area Survey:** This capability performs an initial assessment of the staging area either prior to or after arrival of response forces during increased threat levels or unexplained incidents (e.g., explosions, unexplained symptomatic personnel, etc.). It ensures the incident command post, entry control point, and logistical staging area(s) are set up in an area free of contamination. It protects responding forces from primary and secondary hazards. In addition, this capability performs airborne (vapor/aerosol) CW, BW, toxic industrial chemical (TIC), toxic industrial material (TIM), and radiological detection.

**A2.3.2.2. Staging Area Detection Grid:** This capability confirms or denies the presence of hazards at the responder staging area during increased threat levels or unexplained incidents (e.g., explosions, unexplained symptomatic personnel, etc.). It provides warning of hazards if weather or other circumstances change. This capability is critical to assessing the safety of the staging area. In addition, it protects responding forces from primary and secondary hazards.

**A2.3.2.3. Downwind Hazard Analysis (DHA):** This capability locates, detects, and quantifies the levels of contamination within an open area or facility. The primary focus of this capability is locating ground or surface CBRN contamination. A secondary capability is the use of aerosol or vapor detection capability; however, due to the dynamics of wind currents and movement of agent, detailed mapping of such hazards is limited. Provides a contamination footprint by using automated programs like Hazard Prediction and Assessment Capability (HPAC), Vapor, Liquid and Solid Tracking (VLSTRAC), Aerial Locations of Hazardous Atmospheres (ALOHA), and Computer-Aided Management of Emergency Operations (CAMEO). Can conduct airborne CW, BW, TIC and TIM airborne (vapor or aerosol) detection; capable of performing ground contaminating CW, BW, TIC, TIM, and radiological detection monitoring. Confirms or denies the location of hazards and what risks are involved with personnel re-entering the area or facility. Uses vehicle support and can navigate around geographical objects. Personnel performing this capability can actively engage enemy forces with small arms and can conduct defensive operations as required.

**A2.3.2.4. Initial Cordon Definition:** This capability locates, detects, and quantifies the levels of contamination within an open area outside (e.g., air field, taxiway, industrial area, etc.). The primary focus of this capability is locating ground or surface CBRN contamination. A secondary capability is the use of aerosol or vapor detection capability; however, due to the dynamics of wind currents and movement of agent, detailed mapping of such hazards is limited. Of particular interest is the focus area of creating a COP in relation to contamination. As such, this capability interacts with the plume modeling CBRN Control Center capability to ensure a viable COP in relation to contamination and supports installation mission continuation. In addition, this capability provides airborne (vapor or aerosol) CW, BW, TIC, TIM and radiological detection. It is capable of performing ground contamination detection for CW, BW, TIC, TIM and radiological.

**A2.3.2.5. Reduce/Expand Isolation Perimeter:** This capability refines the cordon size based on actual hazard contours allowing commanders the ability to continue mission

critical operations close to hazard area. Protects the population beyond the estimated hazardous areas if weather or other circumstances were to change. Locates/detects edge of contaminated areas ensuring cordon encompasses the contamination. Provides information to the C2 element and supports critical mission continuation. This capability performs both vapor/aerosol and liquid/solid contamination detection. The team is capable of detecting the full spectrum of CW, BW, TIC, TIM and radiological vapor/aerosol/particulate and solid/liquid contamination.

**A2.3.2.6. Ground Survey:** This capability locates, detects, and quantifies the levels of contamination within an open area outside (e.g., air field, taxiway, industrial area, etc.). The primary focus of this capability is the location of ground/surface CBRN contamination. A secondary capability is the use of aerosol/vapor detection capability; however, due to the dynamics of wind currents/movement of agent, detailed mapping of such hazards is limited. Of particular interest is the focus area of creating a COP in relation to contamination. As such, this capability interacts with the plume modeling CBRN Control Center capability to ensure a viable COP in relation to contamination and supports installation mission continuation. The area reconnaissance provides a detailed information set for C2 decisions in relation to development of recovery plans and associated IPE requirements.

**A2.3.2.7. Establish Hazard Control Zones:** This capability will assist in locating and quantifying hazards within the cordon so the IC can establish the hazard control zones. The primary focus of this capability is locating ground/surface CBRN contamination if possible. A secondary capability is the use of aerosol/vapor detection capability; however, due to the dynamics of wind currents/movement of agent, detailed mapping of such hazards is limited. It is capable of performing ground contamination detection for CW, BW, TIC, TIM, and radiological. Personnel performing this capability can actively engage enemy forces with small arms and can conduct defensive operations as required.

**A2.3.2.8. Initiate Public Protective Actions:** Assist the IC in identifying relocation facilities recommendations using checklists, CEMP 10-2, and automated data bases. EM personnel would pass on situation reports to the ECC, ICC and if operating, the EOC for notification and alerting of facilities to evacuate or shelter in place.

**A2.3.2.9. Estimate Operational Risk:** Based on reconnaissance and initial entry teams' assessments and CBRN detection grid results an operational risk assessment is given to the commander. The assessment will be based on mission criticality and the risk to personnel. EM personnel will consult with BEE on the health risks to personnel based on existing information prior to providing the commander an operational risk assessment on reducing individual protective equipment requirements or allowing personnel to re-enter the area or facility.

**A2.3.2.10. Site/Facility Survey:** This capability performs initial (and follow-on) assessment within the immediate area of an incident/release, building, or room. This capability categorizes, diagrams, maps, and documents the CBRN incident/event site or facility and assesses extent of primary and secondary hazards. It can detect, identify, quantify, and preserve evidence for Federal Bureau of Investigation (FBI) (and other federal agencies) or theater Combatant Commanders (COCOMs) supporting international legal matters. It can distinguish between TICs, TIMs and traditional CBRN warfare

agents. This capability allows further verification/identification of CBRN contamination through use of instruments too sensitive for use in the hazard area.

**A2.3.2.11. Identification of Unknown Substances:** This capability is used in those instances when a small package or container is presented (or discovered) by "non-responders" in a non-emergency setting. For example, Office of Special Investigations (OSI) or SF personnel find a vial or container containing a liquid and bring it to the R&EM Flight for identification. This capability provides the ability to distinguish between TICs, TIMs and traditional warfare agents and provides identification of the substance. The main thrust is to validate that an item is not a traditional CBRN agent; this assists OSI agents and other authorities regarding unknown substances. As such, this capability performs airborne (vapor/aerosol) CW, BW, TIC, TIM and radiological detection to include liquid or solid CW, BW, TIC, TIM and radiological detection capability. The personnel performing this capability can quickly determine if the size and scope of a package or container requires an emergency response approach employing aspects of the CBRN active response capabilities.

**A2.3.2.12. Determine Responder Personal Protective Equipment (PPE) and Individual Protective Equipment (IPE):** Provides the responding 3E9X1 personnel with appropriate PPE/IPE based on CBRN situation. Provides recommendations for IPE along with the BEE to the EOC director to protect base populace, as well as, responders.

**A2.3.2.13. Develop Incident Action Plan (IAP):** Assist the IC in developing the IAP by identifying and quantifying the material at the incident. Provide research material to determine hazards and quantities of the material using data bases and other research materials. Provide plume models based on known materials to provide a preliminary assessment to determine incident priorities and actions.

**A2.3.2.14. Collect and Manage Evidence:** The team will provide pictures or sketches of the scene and location of the evidence and the layout of the room or area. The team will record site information and collect samples using tactics, techniques, and procedures, such as chain of custody and evidence preservation guidelines.

**A2.3.3. Detection Grid:** The detection grid provides sensors capable of detecting airborne, ground or surface CBRN and TIC/TIM contamination during wartime operations for the entire installation. Detection grid requirements are driven by the type of installation or facility. The installation type determines what type of equipment an installation has to employ for detection grid operations. Plume modeling also impacts the detection grid plan development. The detection grid plan must consider the highest priorities, such as mission critical areas, facilities and population centers.

#### **A2.3.4. Personnel Decontamination:**

**A2.3.4.1. Establish/Operate Contamination Control Area (CCA):** This capability provides the ability to decontaminate personnel exposed to CBRN warfare agents in liquid, solid, aerosol, and vapor form. Although the equipment and procedures are primarily designed for CBRN warfare agents, the procedures can be modified to decontaminate personnel exposed to TICs or TIMs. Provides installations the capability to process personnel contaminated during or after a CBRN attack in a centralized location.

**A2.3.4.2. Radiological Decontamination:** This capability provides the First Responders and the Initial Response Force to a nuclear weapons accident the ability to ensure radioactive contamination is not transferred from an area that is already contaminated to an area that is not contaminated through the orderly processing of personnel, equipment, and vehicles entering and leaving the contaminated area as described in DOD 3150.8-M, *Nuclear Weapon Accident Response Procedures*.

**A2.3.4.3. Establish/Conduct Technical Decon:** Provides decontamination to responders who are contaminated while performing their duties. This capability can be set up to process first responders who are returning from conducting initial hazard identification tasks. Within this capability is the task to set up of a contamination control station to process responders during a nuclear accident or an attack with a radiological source.

**A2.3.4.4. Establish/Conduct Emergency Decon:** This is the physical process of immediately reducing the contamination of individuals in potentially life-threatening situations with or without the establishment of a decontamination corridor. EM personnel will assist FES personnel in conducting emergency decontamination operations.

**A2.3.4.5. Establish/Conduct Mass Populace Decon:** The process of decontaminating large numbers of people in the fastest time to reduce surface contamination to safe levels. If needed EM personnel will assist FES in conducting mass decontamination of personnel leaving the incident site before going to a safe area.

**A2.3.5. Advanced CBRN Capabilities:** The following capabilities are low-density assets. Each capability enhances ACR and/or detection grid capabilities previously described. Flights with deployed in-place assets will integrate these systems into their capabilities.

**A2.3.5.1. Future ACR platforms:** These systems in development will provide the capability to enhance active CBRN response and detection grid capabilities. It provides the capability to detect, identify, warn, and report CBRN, TIC and TIM hazards resulting from wartime enemy attack or Releases Other Than Attack (ROTA).

**A2.3.5.2. Automated BW Detection Systems:** These systems provide the capability to enhance active CBRN response and detection grid capabilities.

**A2.4.** The equipment for executing the flights capabilities is identified within the HQ AFCESA R&EM installation CBRN response equipment and the 4F9D and W series UTCs. The flight uses assigned installation CBRN response equipment and UTC equipment to conduct contingency response to include training and exercises in relation to the SORTS-reportable training requirements identified in AFI 10-210. Equipment SORTS reporting is completed IAW the AFCESA ESL and AFI 10-210. **Table A2.3** identifies major equipment and detection assets.

**A2.5.** MAJCOMs will provide supplemental guidance to their flights to align tailored responsibilities within manning and mission constraints (e.g. civilian manned flight, AFRC or ANG units with limited daily manning.)

**Table A2.3. Core Equipment Supporting CE Readiness EM and CBRN Response Capabilities.**

ITEM
Level A Fully Encapsulated, Limited use

Level B Hooded or Fully Encapsulated Clothing
Level B/C Hooded or Encapsulated Clothing, Training
Level C Hooded or Encapsulated Clothing (Tyvek F, Tychem SL or equiv)
HazMat Overboots - Must meet National Fire Protection Association (NFPA) Chemical Permeation Resistance Standards
Inner/Outer disposable Glove one size fits all
Inner or Outer Booties (disposable) Skid-resistant, liquid-resistant 10.5" high Universal size, 200 pair/case
Protective Hood
Organic Vapor/Acid Gas/High-Efficiency Particulate Air (HEPA) filter with Nuclear, Biological, and Chemical (NBC) Capability
Loose-fitting powered air purifying respirator (PAPR)
PAPR replacement battery
Cylinder, Carbon, High pressure, 45 min
MSA Firehawk Self-Contained Breathing Apparatus (SCBA) with CBRN Protection, Stealth H-60, 2 cylinders, Hard Case
Cellular Telephone
GEO Explorer (GeoXT) 512MB Mapping System
Communications Radios - programmable w/scan capability
Computers for stand-alone, Local/Wide Area Networks, modeling software
Plume modeling Software (Joint Warning and Reporting Network (JWARN), CAMEO, ALOHA, CATS)
Mobile Facsimile, Copier, Computer Printer, and Scanner
Communications Interconnect System (Raytheon ACU-T, ACU-1000, or equivalent)
Global Positioning System (GPS), Defense Advanced GPS Receiver (DAGR)
Generator, Portable, (5kw)
Trailer, 10' - 14'
Sprayer, Insecticide, 8 qt minimum size
Calcium Hypochlorate, Granular
MultiRAE Plus Multi-Gas Monitor
Civil Defense Simultest (CDS) Kit NSN 6665-01-508-3257
Detector, TIC/TIM, Hazmat ID Command System (Smiths)
Improved Chemical Agent Monitor (ICAM) Commercial off-the Shelf (COTS) Equivalent APD-2000
Dry Filter Unit (DFU-2000) (6665-01-523-3926)
Kit, DFU Support (6665-01-515-8343)
Detector, Unknown Substances, First Defender XLS3 (Ahura)
Detector Paper, Chem Agent, M9 (30' roll)
DoD Biological Sampling kit (Hand-Held Assays) NSN 6665-01-494-8725
M34A1 CBR Sample Kit NSN 6665-01-134-0885
Detector Kit, Chem Agent, M256A1 NSN 6665-01-133-4964

Detector Paper, Chemical Agent, M8
Chemical Agent Detector/Alarm, M22
Radeco High Volume Air Sampling Kit, H809VII
Radiation Meter, ADM-300C NSN 6665-01-320-4712
Radiac Calibration Kit, ADM-300E NSN 6665-01-426-5071
Decon Kit, Skin M291 (20Kt/BX) 6 packets/kit NSN 6850-01-276-1905
Decon Kit, Squad/ Equip, M295 (20 Kit/Box) NSN 6850-01-357-8456

**Table A2.3. (AFRC) Core Equipment Supporting CE Readiness EM and CBRN Response Capabilities.**

(Added) Note 1: All 3E9 personnel are issued one MSA Firehawk mask to use and maintain when assigned to a 3E9 UMD 4FPW-series UTC position.
Note 2: Personnel will turn in mask when retiring, retraining, separating, moving to another unit or if removed from the UTC position. Superintendent will ensure all mask are turned in per this criteria.

## Attachment 3

## SAMPLE QUARTERLY INSTALLATION EMERGENCY MANAGEMENT PROGRAM REPORT

Figure A3.1. Sample Quarterly Installation Emergency Management Program Report.

MEMORANDUM FOR XX CES/CEX

(DATE)

FROM: (YOUR UNIT/CC)

SUBJECT: Emergency Management Quarterly Report (Month-Month Year)

1. This report is effective as of the last week of the quarter covered. Personnel preceded by an asterisk are newly appointed to the positions indicated and require training by the R&EM Flight.

EM POSITION ASSIGNMENTS						
Duty Position	Last Name, First Name	Rank	Office Symbol	Duty Phone	Date Assigned	Date Trained
<b>UNIT EM REPRESENTATIVE</b>						
PRIMARY						
ALTERNATE						
<b>UNIT SCHEDULER/TRAINING MANAGER</b>						
PRIMARY						
ALTERNATE						
<b>EMERGENCY OPERATIONS CENTER REPRESENTATIVE</b>						
PRIMARY						
ALTERNATE						
ALTERNATE						
<b>UNIT CONTROL CENTER REPRESENTATIVE</b>						
PRIMARY						
ALTERNATE						
ALTERNATE						
<b>CONTAMINATION CONTROL TEAM</b>						
TEAM CHIEF						
TEAM CHIEF						
TEAM MEMBER						
TEAM MEMBER						
<b>SHELTER MANAGEMENT TEAM</b>						
TEAM CHIEF						
TEAM CHIEF						
TEAM MEMBER						
TEAM MEMBER						
<b>EXERCISE EVALUATION TEAM</b>						
TEAM MEMBER						
TEAM MEMBER						

EM TRAINING INFORMATION		EM REP REMARKS
<b>QUARTERLY EMBRIEFINGS</b>		
Number of personnel assigned:		
Number of personnel trained:		
<b>CBRNE DEFENSE TRAINING</b>		
Total # requiring training:		
Total # current:		
Total # scheduled this quarter:		
Total # attended this quarter:		
<b>SPECIALIZED TEAM TRAINING</b>		
Total Number scheduled this quarter		
Total number attended this quarter		
<b>EM LOGISTICS</b>		
Total # of CBRNE training suits required?		
Total # of CBRNE training suits on hand		
<b>EM PLANNING</b>		
Date of unit checklists		
Date of last review		
Date of CEX review		
Date of Last SAV		
Date SAV is scheduled or due		
Number of Open SAV items		

2. This report accurately reflects the status of my organization's EM program.

COMMANDER, Rank, USAF  
Unit

**Figure A3.1. (AFRC) Sample Quarterly Installation Emergency Management Program Report.**

This sample report or a locally developed version may also serve as the commanders specialized team appointment letter.

**Attachment 4****CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR (CBRN) DEFENSE PROGRAM ELEMENT (PE) GUIDELINES**

**A4.1.** General Guidelines, CBRN Defense PE. The guidelines reflect the information in the FY09-13 POM Data Call instructions and are subject to change with each subsequent data call. Additional budgetary guidance will also be provided through AF/A7CXR at the beginning of each fiscal year. This guidance may further limit funds usage, based on the level of funding received for that particular year. The PEs for the CBRN Defense Program are PE 27593F (active duty), PE 55165F (ANG), and PE 55166F (Air Force Reserve). These PEs are categorized by CBRN UTCs, Home Station Equipment, Training, MEOC/MCC, Response Equipment, Manpower Study, Information Management, CBRN Individual Protective Equipment, New Equipment Fielding and Sustainment, and Collective Protection Equipment. Use the planning factors, guidance, and basis of issue outlined in AFI 10-2501 and supporting manuals. Add additional requirements to comply with MAJCOM instructions. Include requirements to replace 100% of shelf-life coded items, such as filters, one fiscal year prior to the projected expiration date of the item. Do not include requirements for collective protection equipment and supplies identified under the AF IPP and installation CBRN response equipment; these are included in PE 27574. Do not include requirements for expendable items for shelter-in-place or shelter management program support. These requirements are the responsibility of the owning organization.

**A4.1.1. CBRN UTCs:**

A4.1.1.1. Support requirements to equip and maintain CBRN equipment on assigned 4F9W-series UTCs.

A4.1.1.2. Include periodic replacement of items such as UTC-specific computer and communications equipment and perishable supplies.

A4.1.1.3. Replace shelf-life coded items before expiration.

**A4.1.2. Home Station Equipment:**

A4.1.2.1. Includes CBRN defense equipment requirements to support day-to-day operations and theater war plans for bases located in medium and high threat areas.

A4.1.2.2. Includes periodic replacement of items such as mission-essential computer and communications equipment, perishable supplies, and shelf-life coded items.

A4.1.2.3. Replaces all shelf-life coded items before expiration.

**A4.1.3. Training:**

A4.1.3.1. Uses a baseline of \$2 per student trained to reflect O&M costs for each R&EM Flight to conduct courses required in AFI 10-2501.

A4.1.3.2. Includes costs to replenish consumables necessary to conduct training.

A4.1.3.3. Includes additional requirements for the operation, maintenance, and periodic replacement of classroom items such as the tear agent chamber or tent, CCA training set, computer projection, audiovisual equipment, and training aids.

A4.1.3.4. Purchases computer systems for training using the AFWay Program managed by the installation Communications Squadron.

A4.1.4. MEOC or MCC:

A4.1.4.1. Identifies requirements to equip, operate, and maintain the MEOC or MCC IAW AFI 10-2501, supporting manuals, and applicable MAJCOM guidance.

A4.1.4.2. Includes petroleum, oil, and lubricants, as well as the periodic replacement of items, such as weather enclosures, communications equipment, weather stations, tools, and related response equipment.

A4.1.4.3. Includes local requirements and specialized response equipment needs such as the purchase, operation, and maintenance of a response trailer, portable generators, and lighting systems.

A4.1.5. Response Equipment:

A4.1.5.1. Identifies requirements to equip the RST (or equivalent) and to operate and maintain assigned response equipment IAW AFI 10-2501 and supporting manuals.

A4.1.5.2. Includes team and flight personnel equipment such as field gear and specialized equipment and supplies, DOD Sampling Kits, bleach test kits, maintenance and periodic replacement of team communications and response equipment, and replacement of expiring shelf-life supplies and items expended during exercises and actual responses.

A4.1.5.3. Includes additional requirements based upon local threats, such as wartime operations and existing host-tenant or host-nation support agreements.

A4.1.6. Exercises:

A4.1.6.1. Identify requirements to conduct and sustain exercises required in support of CBRN passive defense and other exercises per AFI 10-2501.

A4.1.6.2. Include consumable items expended during exercises and TDY costs.

A4.1.6.3. Do not include funding for WMD-related exercises that are programmed in PE 27574.

A4.1.7. Manpower Support:

A4.1.7.1. Identifies requirements for contract, AFRC and ANG manpower to support flight operations.

A4.1.7.2. Includes manpower support for maintenance, such as Portal Shield or similar systems.

A4.1.7.3. Includes manpower support to EM schools or Silver Flag.

A4.1.7.4. Includes administrative support.

A4.1.7.5. Includes contract, AFRC and ANG manpower TDY travel requirements.

A4.1.7.6. Includes manpower support for Prime BEEF warehouse operations or specialized detector operation and maintenance.

A4.1.8. Information Technology:

A4.1.8.1. Identifies requirements to meet computer and information technology standards to support the R&EM Flight and EM functions such as EM schools or Silver Flag training.

A4.1.8.2. Includes additional requirements to support the operation of a CBRNE Control Center and EOC to provide command, control, and communications for response teams.

A4.1.8.3. Includes periodic replacement of items such as computers, monitors, communications equipment, weather stations, and related response equipment.

A4.1.8.4. Purchases computer systems using AFWay.

A4.1.9. CBRN IPE:

A4.1.9.1. Develops requirements to fill 100% of the installation CBRN defense IPE needs.

A4.1.9.2. Uses the planning factors, guidance, and basis of issue outlined in AFI 10-2501. Add additional requirements to comply with MAJCOM instructions.

A4.1.9.3. Includes requirements to support and sustain fielding of the M45 Land Warrior Mask.

A4.1.9.4. Includes spare parts required to support repair of the fielded protective masks.

A4.1.9.5. Includes requirements to replace 100% of shelf-life coded items one fiscal year prior to the projected expiration date, excluding extensions, of the item.

A4.1.9.6. Does not include requirements for CBRN equipment and supplies identified under the AF IPP and installation CBRN response equipment; these are programmed under PE 27574.

A4.1.10. TDY Travel:

A4.1.10.1. Includes military, civilian, and contractor requirements for unfunded attendance at Air Education and Training Command (AETC) or joint service formal schools, and other activities such as AF, Federal, State, and local CBRN-related training courses, exercises, workshops, and seminars.

A4.1.10.2. Allocates funding based on authorized EM manning levels attending unfunded training every 5 years.

A4.1.10.3. Includes requirements for ARC man-day support.

A4.1.11. New Equipment Fielding and Sustainment: AF/A7C in conjunction with HQ AFCESA, the Joint Requirements Office and Human Systems Group will determine fielding levels and sustainment costs associated with equipment programmed to field within the Future Years Defense Program (FYDP).

A4.1.12. Collective Protection Equipment: Develops requirements for installation collective protection equipage and sustainment.

A4.1.13. DSCA reimbursement will be requested and accomplished IAW AFI 10-802, *Military Support to Civil Authorities*. **NOTE:** Fixed facility collective protection requirements are programmed under Facility Operations PE. Do not include fixed facility requirements under 27593F, 55165F, or 55166F.

**A4.2.** General Guidelines, WMD PE 27594F. Use this funding to enhance non-medical responder planning, training and equipment capabilities so an installation can detect, assess, contain and perform limited recovery from a peacetime WMD terrorist incident involving CBRNE. PE 27574F also includes sustainment funding for the AF IPP program. AF/A7CX will centrally program sustainment requirements for AF IPP (Guardian), so MAJCOMs do not submit these sustainment requirements in their POM submittal. Once programmed, this funding will be managed by HQ AFCESA to sustain the AF IPP capability.

A4.2.1. WMD Response Equipment. Include requirements and sustainment for WMD asterisked equipment and supplies identified under the AF IPP and installation CBRN response equipment.

A4.2.2. TDY Travel.

A4.2.2.1. Include military, civilian and contractor requirements for unfunded attendance at AETC, joint service formal schools and other activities such as AF, federal, state, and local training courses, exercises, workshops, seminars and annual Emergency Services Symposium.

A4.2.2.2. Where appropriate, include requirements for ARC man-day support.

A4.2.3. Exercises.

A4.2.3.1. Identify requirements to conduct and sustain WMD-related exercises required in AFI 10-2501.

A4.2.3.2. Include additional requirements for joint service, state, federal, MAJCOM or host-tenant or host-nation exercises.

A4.2.4. Contract Manpower Support. Identify requirements for contract manpower to support administration of the AF EM Program.

**A4.3.** Additional budgetary guidance will be provided through the MAJCOM/A7 staff.

**Attachment 5 (Added-AFRC)****AFRC TENANT EMERGENCY MANAGEMENT PROGRAM**

**A5.1. (AFRC) Purpose.** This attachment outlines the purpose, functions, staffing, organization, and duties of AFRC EM personnel. This attachment also applies to the CES R&EM Flight on an AFRC installation (except where noted by "Tenant Locations Only").

**A5.2. (AFRC) General Functions.** The R&EM Flight Air Reserve Technician (ART) and the EM civilian assigned to tenant AFRC units manage the wing/group EM program according to their personnel document and support the host EM program according to local directives. The tenant R&EM Flight reservists plan and train for deployment (contingency) operations.

**A5.3. (AFRC) Manning.** The manpower for the tenant R&EM Flight is determined by the tasked unit type code (UTC) and associated skill levels of the UTCs. The full-time flight manning is shown in the applicable Part A UMD under FAC 44EB. The reservists authorized for the flight and the applicable UTC are shown in the Part B UMD under FAC 44EB.

**A5.4. (AFRC) Organization:**

A5.4.1. **(AFRC)** During unit training assemblies (UTA), the tenant R&EM Flight reports to the CES/CC. The R&EM Flight Superintendent assigns internal flight duties as necessary.

A5.4.2. **(AFRC)** -(Tenant Locations Only) During the week, the EM ART is the Reserve wing EM Program Manager and reports to the Mission Support Group commander.

A5.4.3. **(AFRC)** During deployments, the flight becomes a part of the deployed location R&EM Flight or Emergency Management function. EM personnel report according to deployed location plans and man additional posts as required.

**A5.5. (AFRC) Plans and Operations.**

A5.5.1. **(AFRC)** Prepare and/or track all planning documents which task the flight or support wing/group EM and CBRN operations.

A5.5.2. **(AFRC)** Develop checklists supporting the EM program and generic emergency action guides, procedures, or checklists to support war and contingency plans. Review annually.

A5.5.3. **(AFRC)** -(AFRC Installations Only) The EM ART provides input to the EM office so that updates, issues, and problems can be presented to the installation readiness council or other program review forum. NOTE: (Tenant Locations Only) For problems beyond the flight's capability to resolve, request assistance from the appropriate EM office.

A5.5.4. **(AFRC)** -(Tenant locations only) In the absence of a host base information program, develop a program. This program reinforces the information covered in the BEPO training. At least quarterly, the R&EM Flight furnishes materials to commanders to train their units. Use all available media to disseminate information: handouts, posters, base bulletin, electronic media, base newspapers, etc. (ART Duty only). The program emphasizes:

A5.5.4.1. **(AFRC)** Applicable seasonal hazards and protective actions.

A5.5.4.2. **(AFRC)** The types of attacks, major accidents, and natural disasters likely to occur at the installation.

A5.5.4.3. (AFRC) Command and control, passive defense measures, base recovery after attack (BRAAT), common task soldier skills, and sustainability.

A5.5.5. (AFRC) Attends or chairs meetings, conferences, and workshops covering Emergency Management program issues as required.

A5.5.6. (AFRC) Provides support as requested for augmentation of NAF and HHQ requirements.

A5.5.7. (AFRC) Assemble, deploy, employ, and re-deploy Emergency Management people and equipment assigned to UTCs when tasked and according to AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*.

#### **A5.6. (AFRC) Equipment.**

A5.6.1. (AFRC) Orders, stores, and performs owner/user-level maintenance for assigned readiness-related equipment and material. Advises EM representatives on quantities of protective mask spare parts that assigned deployable units maintain on hand. Ensures all UTC-required materials are on-hand or on-order and required inspections are accomplished.

#### **A5.7. (AFRC) Training.**

A5.7.1. (AFRC) Peacetime Duties. During peacetime, the primary duty for CES R&EM Flight reserve personnel is to train for the contingency mission as tasked in the appropriate UTC and planning documents. Additionally, the CES R&EM Flight ART and traditional reservists (TR):

A5.7.2. (AFRC) Analyze the threat at the deployment location from the threat assessment provided by Intelligence. Provide just-in-time chemical-biological threat protective measures briefing to personnel deploying to CBRN threat areas.

A5.7.3. (AFRC) Develop, schedule, coordinate, conduct, and track CBRN Survival Skills Training using the Automated Civil Engineer System, Personnel and Readiness (ACES-PR) and the Unit Scheduler module of ACES-PR.

A5.7.4. (AFRC) Include any unique training materials developed by the gaining MAJCOM and/or theater commander.

A5.7.5. (AFRC) Further training guidance is given in Chapter 4.

A5.7.6. (AFRC) -(Tenant locations only). Develop, schedule, coordinate, conduct, and track specialized teams, EM representative, and EET chief training. (ART develops schedules, coordinates, conducts EM Rep and EET Chief training; TR conduct specialized teams training.)

A5.7.7. (AFRC) Tenant unit commanders or designees must coordinate with the host EET chief to incorporate the tenant in exercise planning and execution. If not included in the host exercise program, develop an internal evaluation team and conduct tenant unit exercises to evaluate specific procedures.

**Attachment 6 (Added-AFRC)****EXAMPLE STANDARDIZED STAFF ASSISTANCE VISIT REPORT FORMAT**

Standardized Staff Assistance Visit Report Format:

MEMORANDUM FOR: CES/CC, MSG/CC, Wing/Group/CC, Visited Unit/Staff Agency/CC  
IN TURN

FROM: XXX CES/CEX

SUBJECT: Emergency Management Program Staff Assistance Visit (SAV) Report (Suspense:  
XX XXX XX)

1. Purpose of the Visit: A staff assistance visit to the (name of unit or staff agency visited) was conducted on (date of visit) to ensure compliance with AFI 10-2501, as supplemented; (name of installation) CEMP 10-2, and other pertinent directives.
2. Personnel Conducting Visit:
3. Principal Personnel Contacted:
4. General Observations: (Short narrative of the positive and negative aspects of unit EM program)
5. Specific Observations:
  - a. Program Emphasis: (Provide feedback on AFI 10-2501, Attachment 4.)
    - (1) Program Review: (You may consolidate subparagraph comments under the following major paragraph headings.)
      - (a) Observations: (Explain observation, problem repeat discrepancy or commendable item.)
      - (b) Recommendation: (Explain procedures to follow for permanency correcting problems or how to improve an already satisfactory program.)
      - (c) Assistance provided: (Use if applicable)
    - b. Unit Support: (Comment on AFI 10-2501, Attachment 4.)
6. Forward reply of corrective actions to arrive at the EM office/CES R&EM Flight by the end of the second UTA after the SAV report date. If a discrepancy will take longer than 30 days (from -reply date) to correct, provide justification for the delay and an estimated completion date.