

**BY ORDER OF THE COMMANDER
36TH WING**



**ANDERSEN AIR FORCE BASE
INSTRUCTION 10-402**

24 OCTOBER 2012

Operations

**OFF-STATION AIRCRAFT
RESPONSE PROCEDURES**

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This instruction establishes procedures and assigns responsibilities for the 36th Wing's (36 WG's) response to incidents involving aircraft that land off-station. This directive applies to the 36 WG and all subordinate and tenant units.

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Chapter 1

PURPOSE, ASSUMPTIONS, RESPONSIBILITIES

1.1. Purpose. This instruction describes Andersen Air Force Base (AAFB) procedures when the base responds to an incident involving aircraft that land off station, i.e., a divert situation. This includes emergency and non-emergency divers for aircraft assigned or deployed to AAFB, as well as circumstances where higher headquarters (HHQ) tasks AAFB to respond. The overarching objective of this INSTRUCTION is to synchronize and focus the efforts of AAFB resources and highlight the coordination required with units deployed to or using AAFB facilities to respond in these situations. It is intended to supplement, but not replace, other existing guidance, e.g. 36 ABWI 21-107, *Crashed, Damaged, or Disabled Aircraft Recovery Program*.

1.2. Assumptions.

1.2.1. The 36 WG does not have permanently assigned subject matter experts or resources available to fully man and equip an aircraft recovery effort. Other units, e.g., deployed, tenant, transient or off-station, will be required to support recovery efforts. Expeditiously executing aircraft recovery from neighboring airport facilities requires longstanding partnership building with local civilian and military authorities and training with their first responders.

1.2.2. The 36 WG possesses full spectrum emergency response capabilities with these possible exceptions:

1.2.2.1. Robust and diverse Mission Design Series (MDS) expertise and equipment.

1.2.2.2. Clearly defined central line of accounting/funding responsibilities for recovery operations.

1.2.2.3. Dedicated airlift capability.

1.2.2.4. MDS-trained first responders at divert locations.

1.3. Responsibilities.

1.3.1. The 36 WG/CC will:

1.3.1.1. Provide manpower, support and overall direction to recovery efforts.

1.3.1.2. Determine command and control for the divert situation. Coordinate with HHQ, other supporting units and parent unit leadership (of the divert aircraft), as required. Assume command and control as applicable through the command post and installation control center per AAFBI 10-207, *Installation Control Center Procedures and Functions*.

1.3.1.3. Assign an incident commander and/or senior military liaison officer (hereafter referred to as the “team leader”) for the divert site, as well as a quick response team.

1.3.1.4. Ensure, to the maximum extent feasible, that local airport managers are aware of the possibility of a divert situation. Develop formal agreements as required. Coordinate these efforts with the US Defense Representative to Guam, the Commonwealth of the Northern Mariana Islands (CNMI), Federated States of Micronesia (FSM) and the Republic of Palau (USDEFREP).

1.3.2. The 36 MSG/CC will:

1.3.2.1. Activate the Emergency Operations Center (EOC) as required. The EOC will serve as the focal point for communications with the team leader per AAFBI 10-207, *Installation Control Center Procedures and Functions*.

1.3.2.2. Provide direction to the reception working group and deployment control center (DCC). DCC will facilitate the expeditious deployment of the quick reaction team and remain engaged until all forces return to base. Coordinate all actions through the EOC, once activated.

1.3.2.3. Provide security augmentation and subject matter expertise to the team leader, as required.

1.3.2.4. Provide contracting and procurement support to the team leader.

1.3.2.5. Provide mission support as required to the quick response team and follow-on forces. Examples include:

1.3.2.5.1. Lodging reservations.

1.3.2.5.2. Vehicle support.

1.3.2.5.3. Orders processing.

1.3.2.5.4. Personnel accountability.

1.3.2.5.5. Communications (mobile/handheld) support.

1.3.2.5.6. Casualty assistance/mortuary support.

1.3.2.6. Ensure airfield personnel at potential divert locations in the local flying area are trained in MDS-specific first responder duties, as required.

1.3.2.7. Ensure formal agreements per para. 1.3.1.4 above address entry of armed security forces personnel. Activate these agreements as applicable upon notification of a divert situation.

1.3.2.8. Provide the team leader when tasked by 36 WG/CC. Be prepared to provide a Contracting Officer with the quick response team.

1.3.3. The 36 MXG/CC will:

1.3.3.1. Provide and prepare personnel to serve on a quick response team, to include an officer or SNCO to serve as the lead maintenance representative on scene (and potentially the team leader). Team will determine in advance, to the maximum extent possible, the aircraft maintenance requirements and respond with required resources.

1.3.3.2. For transient aircraft where no aircraft-specific maintenance expertise is available on AAFB, contact the parent unit to coordinate response and recovery actions, when authorized by 36 WG/CC.

1.3.3.3. Provide EOC maintenance member. In the absence of an EOC, the MOC will serve as the focal point for all communication with the lead maintenance representative.

1.3.3.4. Provide the team leader when tasked by 36 WG/CC.

1.3.4. The 36 OG/CC will:

1.3.4.1. Coordinate with the parent organization's flying unit leadership, as applicable.

1.3.4.2. Coordinate with divert airfield management until the quick response team is in place.

1.3.4.3. Include information on divert procedures and airfield information in the in-flight guide and provide this information to all flying units operating out of AAFB.

1.3.4.4. Coordinate for airlift support, e.g., locally with HSC-25 or via HHQ for other airlift support.

1.3.4.5. Provide the team leader when tasked by 36 WG/CC.

1.3.5. The 36 CRG/CC will:

1.3.5.1. Remain postured to provide support (e.g. security, airfield assessment and engineering expertise) to the quick response team as directed by 36 WG/CC.

1.3.5.2. Provide the team leader when tasked by 36 WG/CC.

1.3.6. The 36 MDG/CC will: Upon notification, provide appropriate quick response team members and support, as applicable.

1.3.7. The 734 AMS/CC will: Coordinate with 36 MXG/CC to provide MDS-specific equipment and expertise, as applicable.

1.3.8. HSC-25/CO will:

1.3.8.1. In coordination with higher headquarters, provide airlift and search and rescue support to the recovery effort.

1.3.8.2. Develop and maintain standing agreements to allow quick response team members (to include civilians) to fly on their aircraft.

1.3.9. The 36 WG/PA will:

1.3.9.1. Liaise with local media to disseminate appropriate information to the public. Upon order, disseminate press release(s).

1.3.9.2. Be prepared to deploy a Public Affairs (PA) member with the quick response team.

1.3.9.3. Coordinate with HHQ to discern desired communications message and PA posture.

1.3.9.4. Upon request, provide photo and/or video capabilities.

1.3.10. The 36 WG/SE will:

1.3.10.1. Be prepared to implement the mishap response or investigation plan per AFI 91-204, *Aircraft Mishap Response Plan*, associated 36th Wing Plan 91-204 and the CEMP 10-2, *Comprehensive Emergency Management Plan*.

1.3.10.2. Be prepared to support EOC or quick response team with weapons safety expertise.

1.3.11. The 36 WG/JA will:

1.3.11.1. Provide legal advice to WG/CC and the team leader.

1.3.11.2. Be prepared to deploy an attorney to provide claims expertise to divert airfield authorities and potential claimants.

1.3.11.3. Gather information and evidence to support and/or respond to legal actions and inquiries.

1.3.12. **The 36 WG/XP will:** Maintain this plan and coordinate with the 36 WG/IG for its periodic exercise.

Chapter 2

RESPONSE TEAM COMPOSITION

2.1. Recommended minimum quick response team.

- 2.1.1. Team leader.
- 2.1.2. MDS-specific maintainers (number is situation dependent).
- 2.1.3. Security forces (2).

2.2. Potential team augmentees. These members will be added (either as part of the initial quick response team or as a follow-on element) as the situation requires.

- 2.2.1. Additional MDS-specific maintainers.
- 2.2.2. A 36 MXG liaison.
- 2.2.3. Additional security forces.
- 2.2.4. Public affairs.
- 2.2.5. Contracting.
- 2.2.6. Finance.
- 2.2.7. Safety representative(s) to include Interim Safety Board (ISB) members.
- 2.2.8. Fire department representative.
- 2.2.9. Flight medicine/public health/bio-environmental.
- 2.2.10. Legal.
- 2.2.11. Explosive Ordnance Disposal (EOD).
- 2.2.12. Civil-military liaison, as determined by team leader.
- 2.2.13. Mortuary affairs.

STEVEN D. GARLAND, Brigadier General, USAF
Commander

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

36 WG CEMP 10-2, *Comprehensive Emergency Management Plan*

36 WGI 21-107, *Crashed, Damaged, or Disabled Aircraft Recovery Program*

36 WG Plan 91-204, *Aircraft Mishap Response Plan*

AAFBI 10-207, *Installation Control Center Procedures and Functions*

AFI 10-2501, *Air Force Emergency Management Program Planning and Operations*

AFI 91-204, *Aircraft Mishap Response Plan*

AFMAN 33-363, *Management of Records*

ICC Quick Reaction Checklists

Adopted Forms

AF Form 847, *Recommendation for Change of Publication, 22 September 2009*

Abbreviations and Acronyms

AAFB—Andersen Air Force Base

CNMI—Commonwealth of the Northern Mariana Islands

DOD—Department of Defense

DCC—Deployment Control Center

EOC—Emergency Operations Center

FSM—Federated States of Micronesia

HHQ—Higher Headquarters

LIMFAC—Limiting Factor

MDS—Mission Design Series

MOC—Maintenance Operations Center

PACAF—Pacific Air Forces Command

USDEFREP—U.S. Defense Representative to Guam, the CNMI, FSM and the Republic of Palau