

**BY ORDER OF THE COMMANDER  
DAVIS-MONTHAN AIR FORCE BASE**

**DAVIS-MONTHAN AIR FORCE BASE  
INSTRUCTION 36-101**



**19 MAY 2014**

**Personnel**

**OPERATION FIREBIRD: AIRMAN IN  
CRISIS RESPONSE PLAN**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Instruction implements AFPD36-1, *General Civilian Personnel Provisions and Authorities*. It is a tool to be used at the discretion of any Commander and/or First Sergeant that is designed to maximize information flow and coordinate the efforts of multiple base agencies to assist a Commander and/or First Sergeant when dealing with an Airman in Crisis. This program will be most useful in complex, dynamic, and rapidly evolving situations that require simultaneous input from multiple support agencies that may have different pieces of information. By gathering agency Subject Matter Experts together, the Commander can develop a complete picture of the situation and execute a comprehensive plan to assist the Airman in Crisis. It is intended to prevent a situation from developing into a major incident. This base instruction applies to all Active Duty, Reserve and Air National Guard units to include tenant units on Davis-Monthan.. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm> Contact supporting records managers as required. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command.

## 1. RESPONSIBILITIES

1.1. All organizations listed below will have a representative in the local area able to be reached immediately by phone, even after-hours and on weekends. Restrictions on their ability to meet are noted where applicable in each agency's section below.

1.2. The representatives described will respond to the location and at the time determined by the initiating Commander or First Sergeant. They are subject matter experts and will provide assistance to the Commander and/or First Sergeant as described in the paragraphs below.

## 2. INITIATING COMMANDER / FIRST SERGEANT

2.1. A Commander or First Sergeant initiating Operation Firebird will first ensure that more urgent action is not needed. Command Post has different checklists for reacting to Suicide Attempts and Ideation, Death, Accidents and Incidents, and Law Enforcement Events. Operation Firebird does not replace current guidance regarding these situations. Instead it serves as an additional tool for Commanders and/or First Sergeants to gather information from multiple agencies in order to develop comprehensive, proactive courses of action or react to situations that are not so easily defined.

2.2. The Initiator will designate a meeting location, time, and phone number to be passed by the Command Post to the responding support agencies. The Initiator will also tell the Command Post whether or not the Sexual Assault Response Coordinator (SARC) is required.

## 3. COMMAND POST

3.1. Command Post can be reached at DSN 228-7400 or Commercial (520) 228-7400.

3.2. Upon contact from a Commander or First Sergeant requesting to run the *Operation Firebird: Airman in Crisis* Quick Reaction Checklist (QRC), the Command Post will record the basic scenario information from the initiator.

3.3. The Command Post will contact the on-call professionals from Mental Health, Chaplain, Judge Advocate General (JAG), Security Forces (SFS), and Office of Special Investigations (OSI) to relay the scenario and meeting information provided by the Initiator. The Command Post will also contact the SARC if requested by the Initiator.

3.4. The Command Post will notify appropriate Group and Wing leadership of the situation and initiate Higher Headquarters reporting if required by AFI 10-206, *Operational Reporting*.

3.5. The Command Post will notify the Initiator of checklist completion after all notifications and reporting have been accomplished. The Command Post will also log all actions IAW AFI 10-207, *Command Posts*.

## 4. MENTAL HEALTH (MH)

4.1. An on-call Mental Health Provider (MHP) who is a subject matter expert in psychiatry, psychology, or clinical social work is available at any time via the Command Post at DSN 228-7400 or the on-call cell phone (520)631-6408. The on-call schedule and emergency contact information are available at the Command Post.

4.2. The MHP will bring, at a minimum, the on-call bag or on-call binder containing a copy of AFI 44-172, *Mental Health*, SF-600s, list of local hospitals with phone numbers, Family

Advocacy Maltreatment Reporting Form, involuntary commitment petition paperwork, MH recall roster, and Commander Directed Evaluation (CDE) request paperwork. If time permits, the MHP may gather information about the Airman in crisis from the MH Clinic and/or electronic medical record.

4.3. The MHP will follow appropriate standard of care if the at-risk Airman needs inpatient psychiatric hospitalization.

4.4. IAW AFI 44-172, *Mental Health*, MHPs are limited to when and where a mental health evaluation may occur and information given to command.

4.4.1. MHPs are not allowed to conduct mental health assessments or provide interventions outside of the Mental Health Clinic during regular duty hours when both security and medical support are available, per standard of care. If an emergency MH assessment is warranted after-hours, the patient will be taken to a civilian emergency department for the assessment by off base law enforcement, emergency response personnel, or by member's command, IAW established MOA/MOU. MH personnel will not escort patients. Unless privileged at the civilian facility, AF MHPs will not evaluate or treat the patient until released.

4.4.2. MHPs are limited to making mental health disclosures IAW AFI 44-172, *Mental Health*, which requires notification to command of harm to self, harm to others, harm to mission, special personnel [Personal Reliability Program (PRP)/Presidential Security Program (PSP)], acute medical conditions interfering with duty, substance abuse treatment program, child or partner maltreatment, sexual assault victims, and CDEs. The MHP is required to operate under the Minimum Necessary Disclosure Rule which generally allows for disclosure of diagnosis, prognosis, treatment plan, and duty restrictions. The MHP will consult with Judge Advocate General (JAG) to ensure compliance with the Minimum Necessary Disclosure Rule.

4.5. Only a Commander may direct a CDE. If a Commander chooses to direct a CDE after consulting with the MHP, it will be directed IAW the procedures outlined in DoDD 6490.1 and DoDI 6490.4.

## 5. CHAPLAIN (HC)

5.1. The On-Call Duty Chaplain can be reached by calling the Command Post at DSN 228-7400 or the on-call cell phone at (520)269-2397. The Command Post has an up to date recall roster that is constantly reviewed and updated for accuracy by the 355 FW/HC.

5.2. The On-call Duty Chaplain will respond with the On-call Duty Chaplain Binder. At a minimum the binder will have a log for incident reporting, local faith and clergy contact information, 355 FW/HC recall roster, 355 FW Staff Directory, DMAFB First Sergeant Roster, USAF/HC directory and information, and local hospital and funeral information.

5.3. The on-call Chaplain may be able to provide the Commander or First Sergeant insight into an individual's belief system based on religion, if that religious belief is known. The Chaplain can also provide counsel on spiritual care and ethical leadership, as needed.

5.4. Information may be shared only IAW AFI 52-101, *Planning and Organizing*. Any information that is shared in confidence will NOT be reported to anyone. If information is

passed to the Chaplain in a non-confident manner, appropriate agencies such as mental health, legal, local VA hospitals, local clergy and others as needed may be informed.

## **6. JUDGE ADVOCATE GENERAL (JAG)**

6.1. The on-call JAG can be reached by calling the Command Post at DSN 228-7400 or the on-call cell phone at (520)954-0146.

6.2. The on-call JAG will bring the on-call JAG bag. At a minimum, the on-call bag contains relevant Air Force Instructions, a Manual for Courts-Martial, a copy of Commander and The Law, a 355 FW staff recall roster, a 355 FW staff directory, a Guide for Military Magistrates, an Article 31 Rights Advisement Card, DODD 6490.1, para 4.2.3, *Emergency Referrals*, and the requirements for pre-trial confinement.

6.3. JAG will advise the Commander or First Sergeant on legal issues and the legality of any proposed actions.

6.4. IAW AFI 51-504, *Legal Assistance, Notary, and Preventative Law Programs*, information received from a client during legal assistance, attorney work-products, and documents relating to a client are confidential. This information may only be released with the client's express permission, pursuant to a court order, or as otherwise permitted by the *Air Force Rules of Professional Conduct*, the *Air Force standards for Civility in Professional Conduct*, and other Air Force rules pertaining to ethical conduct and professional responsibility.

## **7. SECURITY FORCES (SFS)**

7.1. The on-call SFS representative can be reached by calling the Command Post at 228-7400 or by calling the Base Defense Operations Center (BDOC) at DSN 228-3200 or Commercial (520)228-3200. The default attendee is the on duty Security Forces Flight Sergeant unless the Security Forces Commander designates another.

7.2. The Security Forces designee will obtain the Operation Firebird binder from the BDOC and respond as directed by SFS Quick Reaction Checklist (QRC) #69. At a minimum, the binder contains this OI, pertinent checklists, and guidance on checking the Security Forces Management Information System (SFMIS), the Arizona Criminal Justice Investigation System (ACJIS), and Firearms Registry.

7.3. Procedures for information sharing will be IAW applicable AFI and COMACC information sharing policies and exemptions.

7.3.1. In general, Security Forces can only provide information that they themselves have generated on base.

7.3.2. Security Forces will contact the Tucson Police Department (TPD), if required, IAW established Memorandum of Agreement (MOA). While Security Forces does not have standing MOA with other law enforcement agencies, they do have contacts with other law enforcement agencies in the region, including South Tucson PD, Oro Valley PD, Marana PD, Green Valley PD, Pascui Yaqui Tribal Police, Tohono O'odhm Tribal Police, Sahaurita PD, Pima County Sheriff Dept, Dept of Public Safety (highway patrol), Pima Comm College PD, University of Arizona PD, and Tucson International Airport Police. SFS can only share minimal information from outside law enforcement agencies;

however, these other agencies may be able to share more law enforcement information with the Commander or First Sergeant at their discretion.

7.4. Security Forces provides security and law enforcement response on base only. Armed off-base response is limited by the Posse Comitatus Act.

## **8. OFFICE OF SPECIAL INVESTIGATIONS (OSI)**

8.1. AFOSI can be reached by calling the Command Post at DSN 228-7400. Both the Command Post and the BDOC have the Duty Agent roster and can call the appropriate person by cell phone during non-duty hours.

8.2. AFOSI will respond with all appropriate duty equipment outlined in all applicable AFOSI instructions and manuals, based on the circumstances of the meeting.

8.3. Information sharing will be done IAW applicable privacy act information guidelines. AFOSI has access to a wide variety of information that may not be available to other law enforcement personnel. In exigent circumstances necessary information will be facilitated to appropriate Commander or First Sergeant.

8.4. Certain information concerning AFOSI tradecraft will not be released. However, all information concerning the safe resolution to members impacted by Operation Firebird will be.

## **9. SEXUAL ASSAULT RESPOSE COORDINATOR (SARC)**

9.1. The SARC may be contacted as requested by the initiating Commander or First Sergeant if they have knowledge of a prior Sexual Assault history. During duty hours, the SARC office staff will respond if the call comes through to the SARC office at DSN 228-7272 or Commercial (520)228-7272. During non-duty hours, or if the SARC on-call cell number (520)940-8059 is called, the SARC or designee will respond to the call or to any message that may have been left.

9.2. At a minimum, the On-Call Victim Advocate's (VA) Bag will include the VA Sexual Assault Response Protocols Checklists for Initial Response, Sexual Assault Intake Sheet, Victim Reporting Preference Statement DD Form 2910, Individual Case Tracking & Management sheet, STD Testing & Treatment sheet, D-M Useful Numbers & Resource Contact sheet, VA Reference Card, and the On-Call VA Roster.

9.3. If there is a history of Sexual Assault, the SARC can provide information on Unrestricted Reports only. The SARC cannot share any information regarding Restricted Reports and will not even acknowledge if such a report exists.

## **10. AFTER ACTION REQUIREMENTS**

10.1. Members will re-convene as requested by the Initiator.

10.2. The initiating Commander or First Sergeant will create an after-action report to capture lessons learned from the Operation Firebird activation. The report should include the situation, initiating individual, action taken, and the result or on-going state of the situation. The report can also capture recommended improvements for the program.

10.3. In order to share information with Commanders and First Sergeants throughout the Wing, Operation Firebird actions will be briefed quarterly at the Community Action

Information Board (CAIB). Information will be provided by the Commander or First Sergeant who initiated Operation Firebird.

10.4. This program will be maintained by FW/CCC and new SQ/CCs will be briefed by SQ/CCFs during initial in-briefs.

JOHN A. CHERREY, Col, USAF  
COMMANDER

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

- ACC Guidance**, *Information-Sharing Policies and Exemptions; A Quick Reference for Commanders and Leaders*, 28 June 2011
- AFI 10-206**, *Operational Reporting*, 6 September 2011
- AFI 10-207**, *Command Posts*, 12 February 2012
- AFI 31-201**, *Security Forces Standards and Procedures*, 30 March 2009
- AFI 36-6001**, *Sexual Assault Prevention and Response (SAPR) Program*, 29 September 2008
- AFI 44-109**, *Mental Health, Confidentiality, and Military Law*, 1 March 2000
- AFI 44-172**, *Mental Health*, 14 March 2011
- AFI 51-201**, *Administration of Military Justice*, 21 December 2007
- AFI 51-504**, *Legal Assistance, Notary, and Preventative Law Programs*, 27 October 2003
- AFI 52-101**, *Planning and Organizing*, 10 May 2005
- AFMAN 31-201V2**, *Legal Considerations*, 28 August 2009
- AFOSIMAN 71-113**, *Firearms, Use of Force, and Apprehension Tactics*, 9 August 2005
- AFOSIMAN 71-121**, *Processing and Reporting Investigative Matters*, 20 June 2005
- AFOSIMAN 71-122**, *Criminal Investigations*, 27 February 2006
- AFOSIMAN 71-124**, *Crime Scene Handbook*, 30 September 2003
- DoDD 6490.1**, *Mental Health Evaluations of Members of the Armed Forces*, 28 August 1997
- DoDI 6490.4**, *Requirements for Mental Health Evaluations of Members of the Armed Forces*, 28 August 1997

***Prescribed Forms***

Prescribed Forms: No Forms or IMT's prescribed by this publication

***Adopted Forms***

Adopted Forms: AF Form 847, *Recommendation for Change of Publication*, 22 September 2009.

***Abbreviations and Acronyms***

**CAIB**—Community Action Information Board

**CDE**—Commander Directed Evaluation

**HC**—Chaplain

**IAW**—In Accordance With

**JAG**—Judge Advocate General

**OI**—Operating Instruction

**OSI**—Office of Special Investigations

**MH**—Mental Health

**MHP**—Mental Health Provider

**MOA**—Memorandum of Agreement

**MOU**—Memorandum of Understanding

**PRP**—Personal Reliability Program

**PSP**—Presidential Support Program

**QRC**—Quick Reaction Checklist

**SARC**—Sexual Assault Response Coordinator

**SFS**—Security Forces

**TPD**—Tucson Police Department

**VA**—Victim Advocate

**Attachment 2**

**COMMAND POST OPERATION FIREBIRD: AIRMAN IN CRISIS CHECKLIST**

**Figure 2.1. AIRMAN IN CRISIS CHECKLIST**

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<b>OPERATION FIREBIRD: AIRMEN IN CRISIS RESPONSE</b>		
<p>___ 1. Verify correct checklist. Date/time: _____ / _____ Z</p> <p>___ 2. Date/time of request: _____ Z</p> <p>Requested by: _____ Rank: _____ SQ _____ /CC/CCF</p> <p>Basic Scenario Info: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Name: _____ Rank: _____</p> <p>Marital Status: M / S      Dependents: Yes ___ No ___</p> <p>On/Off Base: _____ Alcohol / Drugs involved: Yes ___ No ___</p> <p>___ 3. Ask initiator for meeting location, time, and phone number for contact: Location: _____ Time: _____ Phone Number: _____</p> <p>___ 4. Notify the following for action:</p> <p>The following are required to respond: Ensure each is notified of time and location: * If after hours recall on-call representatives</p> <p>___ Mental Health (4926)      ___ Chaplain (5411)      ___ BDOC (3200) On-Call: 520-631-6408      On-Call: 520-269-2397      SFI- 520-940-2896</p> <p>___ JAG (5242)      ___ OSI (7855) On-Call: 520-954-0146      Cell: 520-940-6618</p> <p>Contact the following only if requested by initiating CC:</p> <p>___ SARC (7272) On-Call: 520-940-8059</p>		
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<b>OPERATION FIREBIRD: AIRMEN IN CRISIS RESPONSE</b>		
<p>___ 5. Notify owning GP/CC first then notify all individuals with (*): Information</p> <p style="padding-left: 40px;">*Do not call FW/CC, FW/CV, or GP/CC's if on crew rest – call alternate.</p> <p style="padding-left: 40px;">___ MXG/CC (3554)      ___ OG/CC (3553)      ___ 12 AF/WATCH (202-8032)</p> <p style="padding-left: 40px;">___ 55 ECG/CC (9591)      ___ 563 RQG/CC (0563)      ___ 943<sup>rd</sup> RQG/CC (0943)</p> <p style="padding-left: 40px;">___ AMARG/CC (8146)      ___ *MSG/CC (3555)      ___ *MDG/CC (3556)</p> <p style="padding-left: 40px;">___ *FW/CCC (3559)      ___ *FW/CV (3552)      ___ *FW/CC (3551)</p> <p>___ 6. Determine OPREP-3 requirements and initiate required reports.</p> <p>___ 7. Notify the following for all AD transports to local medical facilities.</p> <p style="padding-left: 40px;">Duty hours: Primary: 520-228-2663/2621/1564/Fax 520-228-8614 After hours: Primary: 520-878-9411, Alternate: 520-248-5824/Fax 520-228-8614 If unable to reach either POC, fax information to fax number listed above.</p> <p>___ 8. Call Initiating CC/First Sergeant upon completion of checklist.</p> <p>___ 9. Log all actions, and erase checklist. If directed by another QRC, return to it and complete checklist.</p> <p>NOTE: Local Hospital Information:</p> <p style="padding-left: 40px;">TMC (ER 324-5700, Admin 324-4340; located approx 5 miles N of DMAFB)</p> <p style="padding-left: 40px;">St Joseph's (ER 873-3840, Admin 873-3000; located approx 4 miles N of DMAFB)</p> <p style="padding-left: 40px;">St Mary's (ER 872-1608, Admin 872-4910; located approx 10 miles NW of DMAFB)</p> <p style="padding-left: 40px;">UMC (ER 694-4734, Admissions 694-9409; located approx 8 miles NW of DMAFB)</p> <p style="padding-left: 40px;">NWMC (ER 469-8000, Admin 742-9000; located approx 20 miles NW of DMAFB)</p> <p style="padding-left: 40px;">UPH (ER 874-2000 Opt 3, Admin 874-2000; located approx 8 miles NW of DMAFB)</p>		
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