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Operations

CONTINGENCY RESPONSE FORCES

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This instruction implements the Department of the Air Force Policy Directive (DAFPD) 10-2, *Readiness*. It provides guidance and procedures on organizing, training, equipping, and utilizing identified Contingency Response forces to rapidly respond and operate at any worldwide location that requires an organic capability to provide initial 'Open the Airbase' Force Element, initial airfield operations, command and control, and mobility support. This publication applies to all civilian employees and uniformed members of the Regular Air Force, the Air Force Reserve, the Air National Guard, and those who are contractually obligated to comply with Department of the Air Force publications. This publication does not apply to the United States Space Force. This publication requires the collection and/or maintenance of information protected by Title 5 United States Code (USC) § 552a, *The Privacy Act of 1974*. The authorities to collect or maintain the records prescribed in the publication are Title 10 United States Code § 9013, *Secretary of the Air Force*; Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*; AFI 36-2909, *Air Force Professional Relationships and Conduct*; and Air Force Manual (AFMAN) 36-2100, *Military Utilization and Classification*. The applicable SORN, F036 AF PC C, Military Personnel Records System, is available at: <https://dpcl.d.defense.gov/Privacy/SORNS/>. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) listed above using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Form 847 from the field through the appropriate chain of command. This publication may be supplemented at any level, but all supplements must be routed

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include revised chapters for airfield operations, training requirements, standardization, and force structure and presentation.

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Chapter 1

GENERAL INFORMATION

1.1. General. This chapter provides guidance to execute contingency response (CR) force operations and specific guidance for executing the “Open the Airbase” (OPEN) Force Element (FE) mission in the absence of combatant command (CCMD) or higher headquarters (HHQ) guidance. When executing CR deployed operations, reference the 2023 *CR Force Concept of Operation (CONOP)* and the Air Force Tactics, Techniques, and Procedures (AFTTP) 3-4.7, *Contingency Response* in conjunction with this instruction.

1.2. Administration.

1.2.1. For completeness, this instruction contains cross-functional information from various sources. This instruction has precedence in the case of any conflicts, revisions and matters of interpretation over other source directives for all CR matters.

1.2.2. Abbreviations, Acronyms, and Terms. Key words explained:

1.2.2.1. “Will” and “shall” indicate a mandatory requirement.

1.2.2.2. “Should” indicates a preferred, but not mandatory, method of accomplishment.

1.2.2.3. “May” indicates an acceptable or suggested means of accomplishment.

1.3. Background.

1.3.1. Contingency Response Forces are prepared to participate in the full spectrum of operations ranging from deployments to limited regional conflicts to major combat operations. These forces provide initial force protection (FP) to secure and protect CR operating areas (aircraft parking ramp, CR operations centers, and CR camp), rapidly assess and open airfields, and perform initial airfield operations.

1.3.2. Further enabling expeditionary operations, CR forces are a subset of capabilities explicitly designed to rapidly respond to contingencies and humanitarian assistance and disaster relief (HA/DR) operations. These forces also deploy on very short notice to support missions such as President of the United States (POTUS) support, security cooperation engagements and operations, Special Assignment Airlift Missions (SAAMs), Joint Airborne and Air Transportability training, building partnership exercises, and United States Air Force (USAF) aircraft deployment support. This unique set of capabilities provides the foundation for all USAF CR organizations to be standardized, resourced, trained, and operational.

1.3.3. Furthermore, CR forces execute the OPEN FE as referenced in DAFI 10-401, *Operations Planning and Execution*.

1.4. Objective. This instruction addresses CR roles and capabilities, standardizes core capabilities and expectations, and provides top-level guidance on force presentation, training, tasking processes, and command relationships.

1.4.1. The 2023 CR CONOP defines the CR’s mission as the ability to open an airbase/airfield, regardless of the follow-on mission or aircraft type. This module represents all CR forces’ baseline capability, skill, and equipment.

1.4.2. CR forces are the USAF's rapid response to requests to open an airbase and conduct initial airfield operations. Therefore, they must be able to rapidly deploy, assess and open a location, and conduct initial operations immediately upon arrival in various climatic and threat environments, including denied, disconnected, intermittent, or limited (D-DIL) environments.
(T-2)

1.5. Mission. CR forces are a rapid response organic capability that provides initial airbase/airfield opening capability and operations, bridges the gap between seizure forces and the follow-on combat or combat support forces when required, extends the global mobility en-route system, jointly opens ports, and operates worldwide where little or no air operations support exists. CR forces' operating locations may vary from robust international airports to semi-prepared dirt landing zones (LZ), which may not be initially mission supportable due to damage resulting from conflict or environmental conditions. The CR force may be required to assess the airfield or LZ capabilities and make suitability recommendations to the controlling agency before deploying the CR forces' main body. Although a single CR force is usually tasked to support one operating location, it may be required to support multiple locations (split operations) if the mission dictates, the scope of operation is limited, and the necessary personnel and equipment are available. CR forces are composed of personnel who are both expeditionary operators and cross-functionally skilled experts, trained and equipped to operate effectively in the joint and coalition environment. To meet this mission:

1.5.1. CR forces are organized, trained, and equipped to support scaled operations for a maximum of 60 days without augmentation. Contingency Response Team (CRT) can continuously work one aircraft at a time during a 12-hour day with a throughput of up to 100 pallet position equivalents (PPEs). Contingency Response Element (CRE) can continuously work two aircraft at a time during a 24-hour day with a throughput of up to 400 PPEs.

1.5.2. Conduct worldwide airfield assessments, drop zone (DZ) and LZ surveys to determine the capabilities and limitations of specified airfields and LZs in support of air mobility operations.

1.5.3. CR forces can sustain operations under bare base conditions for five days without resupply.

1.5.4. CR forces are capable of closing airfield operations and/or transitioning operations to follow-on forces or host-nation representatives. In accordance with Joint Publication 4-04, *Contingency Basing*, the Base Commander or Base Operating Support-Integrator (BOS-I) is responsible for execution of a base transfer or closure.

1.5.5. CR forces can survive and minimally operate in chemical, biological, radiological, and nuclear (CBRN) environments only when deployed with organic CR or external emergency management (EM) forces capable of CBRN detection and decontaminating personnel and equipment. As a result, CR operations will be degraded and limited to the amount of CBRN equipment and support on hand. CR force's ability to operate at higher threat levels depends on their integration with combat forces. See the CR designed operational capacity (DOC) statement/Defense Readiness Report System (DRRS) and [paragraph 1.6.8](#).

1.5.6. CR forces can terminate CR-initiated airfield operations and/or transition operations to follow-on forces or host nation representatives.

1.6. Core Capabilities. CR forces' unique and organic capabilities allow them to rapidly respond as a single entity or as lead for augmented forces. CR forces are organized, trained, manned, and equipped to provide the following core capabilities with assigned forces and must constantly remain ready to:

1.6.1. Provide capabilities that permit uninterrupted operations supporting initial airbase/airfield opening requirements, during deployment of joint or coalition forces involving air operations from austere locations to commercial airfields, under permissive and non-permissive environments, which may include D-DIL environments.

1.6.2. Support short-notice requirements as the first on-scene USAF forces.

1.6.3. Rapidly respond in support of contingency operations, HA/DR response, or any required airbase/airfield opening operations.

1.6.4. Be light, lean, and lethal for deployment, employment, redeployment, and reconstitution.

1.6.5. Conduct comprehensive airfield assessments globally to determine the capacities and constraints of designated airfields and LZs in support of air mobility operations. The CR Assessment teams are required to perform rapid inter and intra theater movement. This includes the in-fil of forces and equipment using rotary-wing aircraft via sling-loadable configurations, as well as making efficient use of limited pallet positions on available cargo aircraft, sea-lift, and over-the-road driving to locations. The versatility of these teams ensures adaptability to diverse operational scenarios and facilitates effective evaluation of airfield and LZ capabilities worldwide.

1.6.6. Provide Airfield, DZ and LZ surveys to include completion of AF Form 1174, *Airfield Survey*, AF Form 3822, *LZ survey*, and AF Form 3823, *DZ survey*, when required.

1.6.7. Provide air operations capability assessment to include contractor and host-nation capabilities.

1.6.8. Provide initial command and control (C2) and reach-back capability. When required by operational environments, both secure and unsecure communication should include both line-of-sight and beyond-line-of-sight for voice and data, to include secure tactical data link and other situational awareness tools.

1.6.9. Provide initial FP to include initial threat assessment, weapon system security, and protection of assets in CR operating areas. CR forces are not designed to participate directly in forcible entry or airfield seizure operations but must be able to closely interface with these operations in an accelerated timeline. **(T-2)** CR forces will not provide primary airbase FP and will require additional security forces to effectively perform airbase perimeter security, detainee operations, and installation access control points **(T-2)**

1.6.10. Provide initial air mobility support operations, including quick-turn maintenance and aerial port operations.

1.6.11. Provide initial airfield operations to include airfield management, weather reporting capability, deployable navigation aids (NAVAIDs), Landing Zone Safety Officer (LZSO), and Drop Zone Controller (DZC) services. Provide Landing Zone Controller (LZC) services when 1C1 or qualified 13M is present and required for Air Traffic Control services in Visual Meteorological Conditions.

1.6.12. Provide initial airbase/airfield CR support to include fuels, power production, contracting, finance, vehicle maintenance, materiel management, logistics readiness, aerospace ground equipment, personnel support, and other CR operating support.

1.6.13. Provide Role 1 medical support capability, which includes: immediate life-saving measures, disease and nonbattle injury prevention, combat and operational stress control preventive measures, triage and patient casualty collection. To the max extent, the FFGRL Unit Type Code (UTC) will reside inside of the Contingency Response Group (CRG) to ensure this capability is fully trained, integrated, and available at time of need.

1.7. Waivers and Deviations. Deviation from policies and guidance specified in this instruction is only allowed if approved by appropriate waiver authority per Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*.

1.7.1. Waiver authorities will forward copies of approved waivers to AMC/A34. **(T-2)** In addition, commanders will ensure that waiver requests are kept on file for two years. **(T-3)**

1.7.2. If the mission dictates immediate action to protect personnel or equipment, and the CR forces' leadership cannot request an operational mission waiver during execution due to time constraints, the deployed CR commander or team chief may authorize the operation if the risk can be safely mitigated. The commander or team chief will report the deviation through their operational chain of command to the assigned MAJCOM/A3 or ANG/A3 within 48 hours. **(T-2)** This does not preclude additional home station notification for situational awareness. The commander or team chief must be prepared to collect background information and submit a follow-up written report upon request. **(T-2)**

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Deputy Chief of Staff, Operations, Headquarters Air Force (AF/A3) will:

- 2.1.1. Manage and coordinate policy, guidance, and oversight for CR units.
- 2.1.2. Direct and lead periodic operational plan reviews to determine CR forces end-strength requirements, identify shortfalls, and develop mitigation strategies in coordination with Lead MAJCOM, Pacific Air Forces, and United States Air Forces Europe.
- 2.1.3. Assist the Lead Command (L-Command) in the identification of mission capability gaps for inclusion in the Core Function Support Plans, which Headquarters Air Force subsequently uses to develop an Air Force enterprise-wide prioritized list of capability gaps.

2.2. Air Force Personnel Center (AFPC). AFPC will assign personnel to CR units that are worldwide deployable and that do not have ongoing medical, financial, or physical cases.

2.3. Lead Command, AMC (AMC/A3/10) will:

- 2.3.1. Perform duties as the AF and MAJCOM Functional Area Manager for the 7E1XX family of UTCs.
- 2.3.2. Provide L-Command responsibility in accordance with Air Force Policy Directive (AFPD) 10-21, *Rapid Global Mobility*, and DAFPD 10-9, *Lead Command/Lead Agent Designation and Responsibilities for United States Air Force Weapon Systems, Non-Weapon Systems, and Activities*, for all CR force-related matters and the CR force weapon system by providing or coordinating Functional Area Manager (FAM) expertise for all CR force matters.
- 2.3.3. Ensure the CR force is organized, trained, equipped, and operationalized as a single weapons system to ensure standardization across MAJCOMs/ANG.
- 2.3.4. Advocate and respond to matters affecting CR force readiness and operational utilization. Advocacy includes planning, programming, and budgeting for designated system-wide CR force unique equipment, modifications, initial spares, replenishment spares, and follow-on test and evaluation.
- 2.3.5. Provide appropriate operational and support agency representation in the requirements and modification process.
- 2.3.6. Conduct operational plans (OPLAN) analysis for global CR requirements ensuring coordination with theater MAJCOMs to identify all CR requirements, shortfalls, and determine mitigations to address limiting factors.

2.4. Headquarters Air Force (HAF)/AMC CR FAM will:

- 2.4.1. Develop and review CR policy and procedures.
- 2.4.2. Develop, manage, and maintain 7EXXX-UTCs.
- 2.4.3. Develop criteria for and monitor readiness reporting.
- 2.4.4. Develop and approve standards, tasks, and formal training requirements to conduct contingency response and expeditionary operations.

- 2.4.5. Conduct force posturing and analysis activities IAW DAFI 10-401, *Operations Planning and Execution*.
- 2.4.6. Review, assist development, and approve CR duty position Command Job Qualification Standard (CJQS).
- 2.4.7. Coordinate with supported commands to identify CR force support requirements, initial (user, operations, and maintenance) and sustainment training needs.
- 2.4.8. Coordinate with supported commands and other services in developing new CR force missions, tactics, procedures, and other operations support concepts.
- 2.4.9. Consider concerns that affect the total force when assigning priorities to resources.
- 2.4.10. Serve as a focal point to represent users and pilot units during all phases of the acquisition and sustainment processes.
- 2.4.11. Coordinate with supported commands to establish a priority list for fielding new systems and modifications.
- 2.4.12. Participate in source selection and program management reviews.
- 2.4.13. Define, advocate, and coordinate CR force manpower requirements.
- 2.4.14. Develop force readiness reporting criteria.
- 2.4.15. Assign pilot unit responsibilities for all standardized CR force UTCs, oversee periodic reviews, and coordinate with other MAJCOMs/ANG.
- 2.4.16. Advocate and coordinate CR force participation in Joint Chiefs of Staff and other exercises.
- 2.4.17. Ensure all CR forces are mission ready.
- 2.4.18. Provide Global Force Management sourcing recommendations for CR forces through the mobility Joint Force provider, United States Transportation Command (USTRANSCOM).
- 2.4.19. Coordinate with supported MAJCOMs to ensure host installations provide the required support to enable CR unit DOC response timeline.

2.5. Using MAJCOM/ANG Director of Operations (MAJCOM/A3) will:

- 2.5.1. Participate with the L-Command in the development of applicable CONOP.
- 2.5.2. Coordinate all concepts developed by the L-Command.
- 2.5.3. Provide L-Command with documented requirements and keep L-Command informed of changes to existing requirements, missions, and procedures.
- 2.5.4. Retain responsibility for accomplishing the above duties for command or mission-unique equipment, modifications, and requirements.
- 2.5.5. Fund command-unique requirements.
- 2.5.6. Coordinate and publish MAJCOM/ANG supplements to this instruction when required for unique mission considerations.
- 2.5.7. Plan, program, and budget for annual operations and maintenance funding, equipment procurement and corresponding maintenance costs.

- 2.5.8. Provide funding offsets for new requirements to support MAJCOM/ANG's program objective memorandum submission.
- 2.5.9. Advocate for MAJCOM/ANG program objective memorandum submissions and coordinate on the program priority list.
- 2.5.10. Support the L-Command on acquisition planning activities, including testing, fielding, sustainment, and initial operational capability planning.
- 2.5.11. Participate in reviewing proposed system changes with the L-Command to determine the impact and set priorities.
- 2.5.12. Define, advocate, and coordinate MAJCOM/ANG-unique CR force unit manpower requirements.
- 2.5.13. Publish MAJCOM/ANG-unique force readiness reporting criteria.
- 2.5.14. Conduct staff assistance visits (SAVs) at the request of the subordinate commander.
 - 2.5.14.1. Produce SAV reports that are for informational use of the requesting unit only and not for inspection purposes.
 - 2.5.14.2. Forward reports to AMC/A34 for review.

2.6. The USAF Expeditionary Center Commander will:

- 2.6.1. Organize, train, and equip assigned personnel in accordance with Air Mobility Command Mission Directive 7-711, *United States Air Force Expeditionary Center*.
- 2.6.2. Develop and coordinate revisions to the CR force formal training curriculum.
- 2.6.3. Establish and operate a CR force formal training unit.
- 2.6.4. Establish mobile training teams to instruct core CR force skills.
- 2.6.5. Provide recommendations to L-Command in the development of applicable concepts of operations.
- 2.6.6. Plan, program, and budget for annual operations and maintenance funding:
 - 2.6.6.1. For command or mission-unique equipment, modifications, and requirements.
 - 2.6.6.2. For equipment procurement and corresponding maintenance costs.
- 2.6.7. Support the L-Command on acquisition planning activities, including testing, fielding, sustainment, and initial operational capability planning.

2.7. Unit Commander will:

- 2.7.1. Conduct force management activities to support emergent and rotational force equities at the unit level.
- 2.7.2. Organize, train, and equip assigned personnel in accordance with this instruction.
- 2.7.3. Budget annual funding for UTC training and equipment purchases.
- 2.7.4. Ensure postured UTCs are aligned within the applicable MAJCOM force generation construct.

- 2.7.5. Organize, train and equip assigned forces for rapid response deployments into all operational environments, including D-DIL environments.
- 2.7.6. Identify personnel to fill UTCs and validate the availability of UTCs within Deliberate and Crisis Action Planning and Execution Segments (DCAPES).
- 2.7.7. Ensure CR forces are ready to respond to meet their DOC response time. DOC Statement can be found on the DRRS at <https://drrs.csd.disa.smil.mil/drrs/>.
- 2.7.8. Complete unit readiness assessments in the DRRS in accordance with AFI 10-201, *Force Readiness Reporting*.
- 2.7.9. Ensure pre-deployment planning and preparations in support of mission tasking are adequately coordinated, completed, and communicated to unit personnel.
- 2.7.10. Ensure procedures are established to recall, brief, mobilize, process home station manpower, and deliver materials to the ready line for deployment.
- 2.7.11. Consider real-world operations tempo, the applicable MAJCOM force generation cycle, and taskings when planning unit-level training events and exercises.
- 2.7.12. Establish and maintain a Stan/Eval program in accordance with this instruction.
- 2.7.13. Review inbound assignments data to verify personnel meet the Air Force Specialty Codes (AFSCs) and deployment requirements.
- 2.7.14. Ensure Airmen in the unit fulfill individual medical readiness requirements IAW DoDI 6025.19, *Individual Medical Readiness Program*, and AFI 10-250, *Individual Medical Readiness*.
- 2.7.15. Ensure Airmen meet deployment eligibility requirements in accordance with this instruction, AFI 10-403, *Deployment Planning and Execution*, DAFI 36-2110, *Total Force Assignments*, and the supported command processing guidance and reporting instructions. Commanders can coordinate reassignment for CR personnel who cannot meet worldwide mobility requirements for greater than six months.
- 2.7.15.1. A meeting will be held, at a minimum, quarterly with the warfighter care team responsible for the CR units to meet the high state of readiness levied upon CR forces, to include worldwide mobility. The purpose of this meeting is to ensure Airman medical readiness optimization and to promote collaboration between the warfighter care team and the commander, for both awareness of deployable unit forces, and to create mutual dialogue to accelerate Airmen returning to duties, referral into the Disability Evaluation System process, or potential reassignment outside of the CR. Personnel designated on the HIPAA designee letter, IAW DoDI 6025.18, *Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule Compliance in DoD Healthcare Care Programs*, DoDM 6025.18, *Implementation of the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule Compliance in DoD Healthcare Care Programs*, and AFI 48-133, *Duty Limiting Conditions*, are permitted to attend this meeting if there is a need to know.

- 2.7.15.2. Will refer service members with medical and/or Mental Health (MH) condition(s) that is (are) inconsistent with retention standards or deployability to the Airman Medical Readiness Optimization (AMRO) Board IAW AFI 48-133, *Duty Limiting Conditions*. Events that could trigger a referral to the AMRO Board are, for example, a member's condition precludes him/her from performing AFSC duties; member's condition prevents him/her from deploying to field conditions; member has an unfitting condition and/or will not return to mobility status prior to 365 cumulative days for the condition or related issue(s); poor duty performance or deployment concerns stemming from a potential medical or mental health condition.
- 2.7.16. Ensure assigned CR members carry their, Deployment Health Record, *DD Form 2766/2766C, Adult Preventive and Chronic Care Flowsheet* IAW DoDI 6490.03, *Deployment Health*, on all missions.
- 2.7.17. Ensure that personnel security investigations are in accordance with DoDM 5200.02_DAFMAN 16-1405, *Department of Air Force Personnel Security Program*, and if required, will be initiated, or completed before assignment if possible.
- 2.7.18. Ensure adequate team members are qualified as joint inspectors (unit dependent according to assigned Joint Inspection missions), hazardous materials preparers, technical specialists and inspectors and handlers, deployed equipment custodians, communications security couriers, and weapons couriers to accomplish the full range of the unit's missions. NOTE: CR forces are not deployed communication couriers for non-CR units.
- 2.7.19. Ensure that CR-assigned equipment is maintained and ready.
- 2.7.20. Ensure comprehensive equipment control encompassing accountability and rapid access to all authorized equipment.
- 2.7.21. Ensure that CR equipment which cannot meet worldwide mobility requirements is reported and replaced as soon as funding and priorities permit.

Chapter 3

FORCE STRUCTURE AND PRESENTATION

3.1. Selection, Manning, General Policies and Qualification of CR Force Personnel. Regular Air Force (RegAF) personnel selected for a permanent change of station or permanent change of assignment to a CR force unit must have a minimum of three years of retainability to accommodate the additional training requirements. **(T-2)** For more details on force element force package (FEFP) capabilities, reference the CR CONOP and AFTTP 3-4.7, *Contingency Response*.

3.1.1. Unit manpower positions for Continental United States (CONUS) and Outside Continental United States (OCONUS) RegAF CR forces will be coded as a 3-year or 4-year Stabilized Tour Assignment Availability Code (as applicable in the Stabilized Tour Guide). **(T-2)**

3.1.2. If authorized by the Air Force Enlisted Classification Directory, all enlisted CR force personnel will be coded 090 Special Experience Identifier (SEI) after completing Basic Mission Qualification, nine months of experience from Date Arrived Station, and CR unit commander recommendation. **(T-2)**

3.1.3. Airmen being considered for a CR position will possess the AFSC, grade, skill level, and special experience identifiers assigned to that position, defined in the manpower force element (MFE) of a UTC. When CR leadership identifies personnel on assignment who do not meet minimum requirements, commanders will ensure that this information is elevated through the chain of command to AFPC. **(T-2)**

3.1.4. Official and regular passports are required for CR personnel and, when possible, international driver's licenses. Commanders will ensure all personnel have the required passports, which will be purchased at government expense. **(T-2)**

3.1.5. All CR force personnel will have a secret clearance at a minimum. **(T-3)**

3.1.6. Unit Commanders, Directors of Operations, Assistant Directors of Operations, CR Element Commander, Operations Officers, CR Team Chief, and unit commander designated CR planners should possess a Top-Secret clearance and be matched to a Search and Rescue (SAR) 5 billet.

3.1.7. Members will fill UTC deployments based upon AFSC, training, qualification, and/or certification, regardless of home station duty title or position. **(T-2)**

3.2. Force Element Force Package (FEFP). To meet the requirements of the OPEN FE, CR forces are designed into two FEFPs: Contingency Response Element (CRE) or Contingency Response Team (CRT). These packages are composed of multiple AFSCs and equipment. CR has additional specialized teams to augment or increase the CRE or CRT capabilities. The composition of CR forces varies depending on mission requirements.

3.2.1. **CRE FEFP.** A CRE comprises approximately 100 personnel spanning multiple AFSCs, usually led by a field-grade officer. A CRE provides airfield surveys and assessments, operational assessments, C2, limited FP, initial airfield operations, weather services, organic base operating support (BOS), quick-turn maintenance, air mobility support, and other capabilities listed in the CR CONOP. The CRE may also comprise various units' contingency support elements for additional capabilities. A CRE provides aerial port capable of working two aircraft at a time during a 24-hour day (2/24) with a throughput of up to 400 PPEs.

3.2.2. **CRT FEFP.** A CRT is a small multi-capable team of 25 personnel. CRTs shall be led by a senior non-commissioned officer. **(T-2)** A CRT provides airfield surveys, operational assessments, C2, limited FP, initial airfield operations, weather services, organic BOS, maintenance liaison, air mobility support, and other capabilities listed in the CR CONOP. A CRT provides 24-hour reach-back C2 coverage and aerial port capable of working one aircraft at a time during a 12-hour day (1/12) with a throughput of up to 100 PPEs.

3.2.3. The Force Provider, assigned to the MAJCOM/A3, may pare and tailor UTCs if required, carefully balancing mission requirements and airlift limitations. The desired effect shapes personnel and equipment decisions, and UTCs may be tailored to achieve the desired effect.

3.2.4. Unique unit capabilities exceeding or modifying those outlined in this instruction may still be required to perform MAJCOM-specific missions. These alternative capabilities shall build upon and not degrade CR's OPEN FE capability. **(T-2)**

3.2.5. CR FEFPs are designed as a single weapons system.

3.2.6. When tasked, CR forces should deploy as either a CRE or CRT FEFP. Planners should not separately task CR UTCs belonging to the same operational capability package for different operations, as it will degrade capabilities.

3.2.7. The CRE Commander or CRT Chief is the final mission authority and makes decisions not explicitly assigned to a higher-level authority. The CRE Commander or CRT Chief is the primary liaison with the host nation, coalition or other U.S. forces, the supported command, and/or controlling agency. Unless otherwise indicated, the CRE Commander or CRT Chief may delegate specific duties to other team members as necessary.

3.2.8. The deployed CRE or CRT will be led by a trained and certified CRE Commander or CRT Chief in accordance with **Chapter 4** of this instruction. **(T-2)**

3.2.9. An O-6 will perform duties as CRE/Joint Force Commander for USTRANSCOM Joint Task Force-Port Opening (JTF-PO) missions. **(T-2)**

3.2.10. If a senior airfield authority (SAA) is required by the Joint Forces Commander, the CRE Commander can be appointed the duties of SAA if they are trained and certified in SAA duties and responsibilities.

3.3. Specialized Teams. CR forces are embedded with multiple specialized teams to perform airfield and operational assessments, airfield surveys, and aerial port augmentation. Most of these teams are organized within the CRE or CRT FEFP. All specialized teams are designed to increase the CRE or CRT capability and will be trained and certified in accordance with their AFSC or CR duty position training and proficiency requirements listed in **Chapter 4** of this instruction. **(T-2)** Examples of specialized teams are, but not limited to:

3.3.1. **Assessment Team.** The Assessment team should precede the CR force main body as early as possible to verify airfield operations and installation infrastructure and determine whether the airfield can support the planned mission. This team is usually the lead element for the CR forces; however, it may also be tasked to conduct follow-on airfield assessments to support the development of an expeditionary theater basing strategy, evaluate established facilities, and recommend opportunities for increasing air operations throughput and mission support capabilities. This team comprises personnel and equipment from either the 7E1A1 or 7E1A2 UTC. Assessment Team personnel will be trained in accordance with the Assessment Team CJQS. **(T-2)** The Assessment Team will:

3.3.1.1. Establish contact with the appropriate points of contact (e.g., seizure force, on-site Air Mobility Liaison Officer (AMLO), controlling agency, Air Operations Center (AOC), Air Mobility Division (AMD), theater planners, U.S. Agency for International Development, non-governmental agencies, host base and/or host-nation personnel, and Federal Emergency Management Agency), prior to arrival if able, to obtain updates and coordinate for potential operating and bed-down locations for CR forces and any follow-on forces. **(T-2)**

3.3.1.2. Conduct an initial airfield inspection with the appropriate agencies. **(T-2)** If airfield access is impeded, make the Go/No-Go call as soon as possible and keep the controlling agency informed. **(T-2)** Prepare and transmit a Go/No-Go report in accordance with [Attachment 2, paragraph A2.2.1](#) of this instruction. **(T-2)**

3.3.1.3. Prepare and transmit on-station report and situation report (SITREP) in accordance with [Attachment 2, paragraph A2.2.3](#) of this instruction. **(T-2)**

3.3.1.4. Establish contact with incoming CR force members, pass situation updates, and coordinate for further CR force support requirements and aircraft arrival timeline. **(T-3)**

3.3.1.5. Determine and coordinate actions with follow-on or sustainment forces and ensure the team continues coordination to prepare for the CR force main body and follow-on or sustainment forces' arrival as needed. **(T-2)**

3.3.2. **Survey Team.** The Survey Team can conduct worldwide airfield surveys in support of CCMD requirements. The Survey Team provides in-depth airfield information via AF Form 1174 *Airfield Survey*, AF Form 3822 *Landing Zone Survey*, and AF Form 3823 *Drop Zone Survey*. Refer to [Chapter 8](#) of this instruction, AFTTP 3-2.68, *Multiservice Tactics, Techniques, and Procedures for Airfield Opening*, and AFTTP 3-4.13V2, *Contingency Airfield Operations* for additional information. This team is led by a certified Survey Team lead. **(T-2)** It comprises personnel from the 7E1A1 or 7E1A2 MFE to augment with other subject matter experts as required to survey locations accurately. **(T-2)** The Survey Team equipment will be pared off the 7E1A1 or 7E1A2 UTCs. **(T-2)** The Survey Team will:

3.3.2.1. Collect, validate, and/or update airfield suitability information and geospatial (mapping) data on critical airfield infrastructure key to air operations as applicable in the AF Form 1174. **(T-2)**

3.3.2.2. When time permits, a pre-mission analysis of the field to be surveyed should be conducted prior to deployment and include a determination on whether a new pavement evaluation is required.

3.3.3. Contingency Support Element (CSE). A CSE consists of personnel and equipment providing specific contingency support capabilities other than core C2 such as joint air cargo inspection, aircraft maintenance, force protection, or communications support. They can be deployed as an element of a CRE or CRT or as a small-scale, stand-alone capability. These teams may require BOS. Unit commanders will designate a team lead for each tasked CSE. **(T-2)**

Chapter 4

CR FORCE TRAINING

4.1. CR Training. CR personnel must maintain the highest state of readiness to include worldwide mobility, Ready Airman Training (RAT), AFSC-specific training and proficiency, and CR functional area proficiency. **(T-2)** The overarching objective of the CR training program is to develop and maintain a high state of mission readiness for immediate and effective employment in exercises, contingencies, and HA/DR operations. The three major types of training addressed in this instruction are Career Field Education and Training Plan (CFETP), CR mission readiness, and expeditionary readiness. For the purpose of this instruction, CR Mission Readiness refers to Basic Mission Qualification, Mission Qualification, and Continuation Training that is not part of an AFSC-specific CFETP.

4.1.1. Commanders will ensure that individual training records are maintained in accordance with DAFI 36-2670, *Total Force Development*, AFI 33-322, *Records Management and Information Governance Program*, and this instruction. **(T-2)**

4.1.2. Commanders will develop procedures for management of CFETP and CR-specific training records. **(T-3)**

4.1.3. Commanders may direct the use of a centralized training system to track CR force training but may not eliminate AFSC training records mandated by each specialty's Air Force Career Field Manager without appropriate waivers. **(T-2)**

4.1.4. Commanders will formally assign a training manager(s)/certifier(s) responsible for timely and efficient formal school scheduling and training progression. **(T-3)** This position should be filled by a full time individual when possible and with the education and training AFSC (3F2X1) or civilian equivalent if possible. These responsibilities may be delegated to a Unit Training Manager (UTM) as required.

4.1.5. Units will convene a CR force-focused Training Review Panel (TRP) quarterly. **(T-3)** At a minimum, the panel will review:

4.1.5.1. Required versus qualified number(s) for the following duty positions and special qualifications: Survey Team, Assessment Team, Joint Inspection (JI) team members, CRE Commander(s), CRE Operations Officer(s), and CRT Chief(s) and other unit-identified areas of emphasis or DOC-requirements. **(T-3)**

4.1.5.2. Scheduled training calendar events, priorities for those training events, and expected capabilities gained from each event. **(T-3)**

4.1.6. Individuals who fail to demonstrate satisfactory performance during training, or who fail to complete Basic Mission or Mission Qualification training, should be formally removed from a training program, and considered for reassignment.

4.2. Trainers and Certifiers. Trainers must have attended the Air Force Training Course and maintain required task certification. **(T-3)** Personnel who have completed a formal instructor school are exempted from attending the Air Force Training Course. Certifiers provide third-party certification and evaluation on tasks when required. Certifiers must maintain trainer qualification and must be at least an E-5. **(T-3)** The certifier for the task should not be the same individual as the trainer unless an exemption exists as outlined in DAFI 36-2670, *Total Force Development*. Trainers will:

- 4.2.1. Use Mission Essential Task Lists, duty position CJQS or Job Qualification Standard (JQS), and other unit-identified tasks to prepare and instruct the trainee in the skills necessary to conduct the CR mission. **(T-3)**
- 4.2.2. Submit proposed annual training plans and schedules for commander approval. **(T-3)**
- 4.2.3. Recommend improvements for unit operations and procedures. **(T-3)**
- 4.2.4. Provide feedback to the trainee on the results of the training conducted. **(T-3)**

4.3. Career Field Education and Training Plan (CFETP) Management. Commanders will ensure that an AFSC-specific training plan is conducted. **(T-1)** See DAFI 36-2670, *Total Force Development*, MAJCOM/ANG supplements, and AFSC-governing instructions for specific guidance.

- 4.3.1. Commanders will ensure all personnel are current and qualified within their respective AFSCs, except AFSCs that are assigned in CR and not executing their primary AFSC duties (e.g., 1A1XX). **(T-3)**
- 4.3.2. CR personnel are not exempt from AFSC-specific training and currencies when assigned to a CR unit when performing that specific AFSC duty. **(T-2)**
- 4.3.3. Certain AFSCs may perform generalized duties instead of specialized duties that will require different training requirements.
- 4.3.4. If available, CR units should establish written agreements with host installation or other appropriate outside units to provide opportunities for applicable AFSCs to maintain core proficiency and/or enter and complete upgrade training.

4.4. CR Mission Readiness. Each unit will monitor the status of training for all assigned personnel to include ancillary, RAT, CR basic and mission qualification training, and continuation training. **(T-3)**.

4.4.1. Basic Mission Qualification Training. Training consists of The USAF Expeditionary Operations School Advanced Ready Training (ART)-CR formal training, or Lead MAJCOM-approved equivalent, and meet theater entry requirements. Commanders must ensure all CR forces, including augmentees, receive this training prior to a CR mission into supported CCMD. **(T-2)**

- 4.4.1.1. Prior CR personnel that no longer meet the 36-month currency but have attended CR-Mobility Operations Course or Fieldcraft-CR (FCCR) previously are exempt from attending ART-CR and must complete in-unit ART-CR refresher prior to Basic Mission qualification. **(T-2)**

4.4.1.2. AMC CR FAM and AFPC will ensure personnel processing codes require all inbound personnel will be weapons qualified and attend ART-CR prior to arriving to a CR unit. **(T-2)**

4.4.1.3. Commanders will ensure that members do not deploy on MAJCOM-directed missions until completion of Basic Mission Qualification training requirements. **(T-2)** Commanders will ensure all personnel have completed and stay current on all training and processes required for worldwide deployment. **(T-2)**

4.4.1.4. At a minimum ART-CR must cover:

4.4.1.4.1. Individual Combat Equipment. **(T-2)**

4.4.1.4.2. Escalation of Force. **(T-2)**

4.4.1.4.3. De-escalation of Conflict. **(T-2)**

4.4.1.4.4. Weapons Sustainment. **(T-2)**

4.4.1.4.5. Firearm Retention. **(T-2)**

4.4.1.4.6. Familiarization with Crew Served Weapons. **(T-2)**

4.4.1.4.7. Tactical Combat Casualty Care. **(T-2)**

4.4.1.4.8. Defensive Fighting Positions. **(T-2)**

4.4.1.4.9. Shoot, Move, Communicate. **(T-2)**

4.4.1.4.9.1. Dis-Mounted Tactical Movements. **(T-2)**

4.4.1.4.9.2. Mounted Operations training and Vehicle Egress. **(T-2)**

4.4.1.4.10. Building Clearing. **(T-2)**

4.4.1.4.11. Principals of Radio Communications, Hands-on use of Hand-held radio, and Communication Security (COMSEC) requirements. **(T-2)**

4.4.1.4.12. Counter-Improvised Explosive Device (IED) and Unexploded Ordnance (UXO). **(T-2)**

4.4.1.4.13. Reports: SALUTE/SALT, LACE, 9-LINE (UXO and MEDEVAC). **(T-2)**

4.4.1.4.14. Entry Control Point Fundamentals. **(T-2)**

4.4.1.4.15. High Threat Driving Techniques. **(T-2)**

4.4.1.4.16. High Risk Challenge (Vehicle and Personnel). **(T-2)**

4.4.1.4.17. Unmanned Aerial Systems (UAS) and Small Unmanned Aerial Systems (s-UAS) Recognition. **(T-2)**

4.4.1.4.18. Cross-functionality and Small Team Operations. **(T-2)**

4.4.1.4.19. Field Training Activity Event (CAPSTONE). **(T-2)**

4.4.1.4.20. Law of war and rules of engagement requirements **(T-0)**

4.4.2. **Mission Qualification Training (CR Duty Position Training).** This category includes training necessary to meet assigned UTC mission capability (MISCAP) statement requirements and Mission Qualification Training CJQS if applicable.

4.4.2.1. Commanders will ensure that certification is documented according to **Table 4.1**, “CR Duty Position Training Requirements.” **(T-3)**

4.4.2.2. Units may develop their own training JQS that accomplishes added training in addition to the requirements of the CJQS.

4.4.2.3. A unit desiring to eliminate a task requirement from a CJQS due to mission requirements will obtain approval from L-Command. **(T-2)**

4.4.2.4. Individuals who have not completed Mission Qualification Training will not deploy in a primary UTC position unless under the direct supervision of a qualified trainer and approved by the controlling authority. **(T-3)**

4.4.2.5. Once an individual is qualified, their primary duty is to deploy in support of CR missions. To maintain currency, individuals must perform duties in the listed CR forces position and in any specialized mission (e.g., Assessment Team, Survey Team, etc.) in accordance with **Table 4.1**, “CR Duty Position Training Requirements.” **(T-2)**

4.4.2.6. Currency.

4.4.2.6.1. Members exceeding the 12 months requirement must recertify local training requirements and a minimum of one deployment or field exercise recertification. **(T-2)** Local training is defined as home station training.

4.4.2.6.2. Members performing CRE Commander duties update both CRE Commander and CRE Operations Officer currencies simultaneously.

4.4.2.6.3. Members performing LZSO, LZ Control Officer, DZ Safety Officer, DZ Control Officer must maintain currency. **(T-2)** See DAFMAN 13-217, *Drop Zone, Landing Zone, and Helicopter Landing Zone Operations* for specific guidance.

4.4.2.6.4. Civil Engineering personnel must conduct one pavement evaluation per year. **(T-2)**.

4.4.2.6.5. Members exceeding 36 months unqualified will re-accomplish all duty and position requirements in their assigned CR force position (Basic Mission Qualification, Mission Qualification, and Continuation Training). **(T-2)**

4.4.2.7. L-Command will ensure that CR-unique formal training programs are available and adequate to provide the skills necessary to operate and maintain assigned equipment.

4.4.2.8. Due to the potential operational locations and mission, all CR members will attend Evasion and Conduct After Capture (ECAC) training. **(T-3)**

4.4.2.8.1. ECAC should be scheduled prior to personnel arriving at their CR unit.

4.4.2.8.2. Airmen who are ordered to perform a permanent change of station (PCS) to OCONUS CR units (to include consecutive OCONUS tours) will complete ECAC prior to arrival at unit. **(T-3)**

4.4.2.8.3. Attendance at ECAC is unit funded and scheduled through their UTM.

- 4.4.2.8.4. Personnel who have graduated from the following are exempt from this requirement: S-V97-A, Advanced SERE Skills Training, after 27 July 2020; S-V80-A, Combat SERE Training, between 01 January 2009 and 26 July 2020; S-V80-A, Combat SERE Training, prior to 01 January 2009, or authorized equivalent C-Level Code of Conduct training IAW AFI 16-1301, *Survival, Evasion, Resistance, and Escape (SERE) Program*, and completion of SERE Refresher Training events SS-02, Combat Survival Training, and SS-03, Conduct After Capture, conducted after 15 June 2018.
- 4.4.2.8.5. Currency requirements are identified within course reporting instructions.
- 4.4.2.9. Any non-USAF course or training, not outlined in this instruction, will be coordinated, and funded by the unit. **(T-2)** The courses listed below are examples of highly desired training to enhance the mission and core capabilities as outlined in **paragraph 1.5** and **paragraph 1.6** of this instruction. CR unit members may attend these and similar courses at their squadron commander's (Sq/CC) discretion.
- 4.4.2.9.1. US Army, Sling Load Inspector Certification Course.
 - 4.4.2.9.2. US Army, Air-Assault Course.
 - 4.4.2.9.3. US Army, Pathfinder Course.
 - 4.4.2.9.4. USMC, Marine Survey and Assault Zone Assessment Course.
 - 4.4.2.9.5. LZ/DZ Security Officer Survey Course.
 - 4.4.2.9.6. Forward Area Refuel Point Survey Course.

Table 4.1. CR Duty Position Training Requirements.

	CJQS	Off-station Training and Mission ⁷	LZSO Training	DZC/SO Training	CR Mission Planning Cell Course	Mobile Command, Control and Communication (C3) Ops
CRE/CC ¹ , CRE/Ops Officer, CRT Chief ²	X	X	X ³	X ³	X	X
Assessment Team Member ⁸	X	X	X ⁴	X ⁵		⁶
Survey Team Member ⁸	X	X	X ⁴	X ⁵		⁶

Notes: “X” marks are Shall unless noted.

1. CRE/CC shall be 11x,12x, or 13x AFSC. **(T-3)**. Notify MAJCOM and AMC/A34 within 5 business days of AFSC waiver approval.
2. CRT Chief shall be 1A1 AFSC. **(T-3)**. Notify MAJCOM and AMC/A34 within 5 business days of AFSC waiver approval.
3. This is a T-3 waiver authority. Notify MAJCOM and AMC/A34 within 5 business days of waiver approval.
4. 11M, 12M, 13M & 32E and 1C1, 1C7, 1C8 & 3E5 should receive LZSO training. AMC/A34 may authorize other CR personnel with 7 or 9 skill levels to be certified as LZSOs.
5. All personnel assigned to a Contingency Response unit may receive DZC/Drop Zone Safety Officer (DZSO) training and be certified to perform DZC operations.
6. All 1C3 will attend Mobile C3 Operations and all other (if not previously identified) Assessment and Survey Team members should attend Mobile C3 Ops.
7. Off-Station missions shall only be substituted with local training when operational tempo and budget constraints hinder opportunities.
8. All Assessment Team Members must be certified in their primary CR duties first.

4.4.3. Continuation Training.

4.4.3.1. ART-CR Refresher. CR units will develop a refresher training program and course syllabus. MAJCOM/NGB CR FAM will approve each unit's training plan and syllabus. CR Units will check the Critical Information File (CIF) for new/emerging ART-CR refresher requirements and will use up to date instructions from the current ART-CR syllabus. Commanders may direct further refresher requirements for their units as needed to meet emerging needs. CR members will complete refresher training every 24 months **(T-2)**. At a minimum ART-CR Refresher will include:

4.4.3.1.1. Escalation of Force **(T-2)**

4.4.3.1.2. De-escalation of Conflict **(T-2)**

4.4.3.1.3. Familiarization with Crew Served Weapons **(T-2)**

4.4.3.1.4. Tactical Combat Casualty Care **(T-2)**

4.4.3.1.5. Defensive Fighting Positions **(T-2)**

4.4.3.1.6. Shoot, Move, Communicate **(T-2)**

4.4.3.1.6.1. Dis-Mounted Tactical Movements **(T-2)**

4.4.3.1.6.2. Mounted Operations training and Vehicle Egress **(T-2)**

4.4.3.1.7. Hands-on Use of current CR Radio Communications equipment and demonstrate Communication Security (COMSEC) use and requirements **(T-2)**

4.4.3.1.8. Counter-Improvised Explosive Device (IED) and Unexploded Ordnance (UXO) **(T-2)**

4.4.3.1.9. Reports: SALUTE/SALT, LACE, 9-LINE (UXO and MEDEVAC) **(T-2)**

4.4.3.1.10. Entry Control Point Fundamentals **(T-2)**

4.4.3.1.11. High Risk Challenge (Vehicle and Personnel) **(T-2)**

4.4.3.1.12. Unmanned Aerial Systems (UAS) and Small Unmanned Aerial Systems (s-UAS) Recognition **(T-2)**

4.4.3.1.13. Cross-functionality and Small Team Operations **(T-2)**

4.4.3.1.14. Field Training Activity Event (CAPSTONE) **(T-2)**

4.4.3.1.15. Law of war and rules of engagement requirements **(T-0)**

4.4.3.2. Weapons Training. CR Forces are assigned to USAF arming group A in accordance with AFI 36-2654, *Combat Arms Program*, and DAFMAN 36-2655, *USAF Small Arms and Light Weapons Qualification Programs*, CR forces are assigned to. **(T-2)** CR forces will accomplish respective qualification requirements on all small arms with which they are armed, including night and live fire, every 12 months. Security Forces personnel will maintain qualification in accordance with their AFSC standards. **(T-2)**

Chapter 5

CR STANDARDS AND EVALUATIONS (STAN/EVAL) PROGRAM

5.1. General. The Stan/Eval program is the commander's tool to ensure personnel are trained to published standards and remain proficient in their respective functional areas, and validates mission readiness and effectiveness, including documentation of individual qualifications and capabilities. CR units may have additional capabilities due to unique MAJCOM/ANG requirements and organizational structure. Specific program objectives are:

- 5.1.1. Develop and ensure standardization of operational procedures not specifically addressed in HHQ guidance.
- 5.1.2. Ensure compliance with appropriate operational, training, and administrative directives.
- 5.1.3. Evaluate, approve, and coordinate change recommendations to operational directives, procedures, and techniques as required.
- 5.1.4. Provide a system to assess individual qualifications, proficiency, and capability to accomplish assigned CR functions.
- 5.1.5. Recognize trends, and recommend and initiate changes to operational procedures, training programs, and directives.
- 5.1.6. Evaluate and recommend changes to standardized training programs and procedures used to qualify personnel to accomplish expeditionary air mobility support operations.

5.2. Stan/Eval Programs. Commanders will ensure appropriate programs reside within their Stan/Eval function and develop procedures utilizing the general guidance provided within this instruction to ensure CR forces are qualified to accomplish assigned, supporting, and/or gained MAJCOM/ANG requirements. **(T-3)** Therefore, unit commanders may define which of the following programs are applicable for their forces. The evaluations programs are designed to verify successful training completion and that individuals are ready to conduct operations unsupervised. Commanders will ensure that all evaluations are conducted by personnel certified as evaluators in the CJQS being evaluated. **(T-2)** At a minimum, unit commanders will insure they have the following programs:

5.2.1. Review and Certification (R&C) Program. The R&C program places primary responsibility for unit training, upgrade, and certification on the unit commander. Unit supervisory involvement is critical to ensure the commander has all available information to make the best decisions possible for maintaining unit capability. The commander will determine frequency and composition of R&C boards; however, at a minimum, an R&C board will take place within a month of a member's training/upgrade completion. **(T-3)** R&C boards will certify completion of training and evaluations for initial upgrade or requalification in accordance with [Table 5.1](#), "Review and Certification (R&C) Board Certification." **(T-3)**

5.2.1.1. The review portion of the R&C program provides commander oversight of unit training. This portion of the R&C program addresses the adequacy of training for substandard performance, in-unit upgrades, qualifications, and re-qualifications, as determined by the unit commander.

5.2.1.2. The certification portion of the R&C program formally completes the mission certification process. This portion provides commanders oversight through formal documentation of mission qualification or other specialized training.

Table 5.1. Review and Certification (R&C) Board Certification.

QUALIFICATION	Wg/CC or equivalent	Gp/CC or equivalent	Sq/CC or equivalent
Mission Qualification Training			X
CRE Commander	Note 3	Note 1	X
CRE Operations Officer		Note 1	X
CRT Chief			X
Assessment Team Member	Note 3	Note 1	X
Survey Team Member		Note 1	X
Certifier/Evaluator		Note 2	X
Trainer/Instructor			X
Other CR-Specific CJQS		Note 1	X
Notes:			
1. The Group Commander will certify Sq/CCs within their chain of command. (T-3)			
2. Certified by the commander who owns the Stan/Eval program.			
3. Wing/CC will certify O-6 personnel. (RegAF Only)			

5.2.2. **Letter of Qualification.** CR units will maintain a Letter of Qualification, or equivalent database, documenting CR force certifications and special qualifications for unit personnel. **(T-2)** These will include, at a minimum, the certifications from **Table 5.1**, “Review and Certification (R&C) Board Certification.” **(T-2)**

5.2.2.1. Use a Letter of Evaluation and Certification to record and to certify or de-certify members.

5.2.2.2. The commander’s signature certifies the Letter of Qualifications.

5.2.2.3. Commanders may add additional qualifications to their Letter of Qualifications at their discretion.

5.2.2.4. At a minimum, the letter will include examinee’s name, grade and organization, the duty position for which the evaluation was given, and all examiners’ names for mission evaluations. **(T-3)**

5.2.3. **Stan/Eval Testing.** Commanders will ensure that the Mission Qualification testing program is designed to assess members’ knowledge of USAF, MAJCOM/ANG and commander special interest items, pre-mission planning duties, the deployment process and emergency actions as required. **(T-3)**

5.2.3.1. CRE Commanders, CRE Operations Officers, and CRT Chiefs will successfully complete an open book evaluation, scoring at least 90 percent before being certified in their respective duty position and annually thereafter. **(T-3)**

5.2.3.2. A master question file will be established for each duty position requiring testing. **(T-3)**

5.2.3.3. Unit Stan/Eval will review tests and master question files annually for accuracy and currency. **(T-3)**

5.2.3.4. Commanders may direct other mission-related testing.

5.2.4. **Evaluation Program.**

5.2.4.1. Mission evaluations are conducted at the conclusion of CJQS or JQS training. Some mission evaluations require successful completion of an open book test as defined in this chapter. Mission evaluations should be as realistic as possible and minimize the number of simulated events. Due to the collective nature of training for some AFSCs and positions (e.g., Security Forces, CRT Chief), the mission evaluation is the preferred method to validate training completion and ability to conduct operations.

5.2.4.2. Completion of the CRE Commander, CRE Operations Officer, and CRT Chief CJQS requires either a mission evaluation (preferred) or board evaluation prior to commander certification. **(T-2)**

5.2.4.3. Commanders may direct a requirement for an evaluation before certification for other duty-positions, including trainer or evaluator qualifications.

5.2.4.4. Certification of an individual requiring an evaluation without completion of an evaluation is not authorized. **(T-2)**

5.2.4.5. Board evaluations can be conducted in-lieu of mission evaluations. The board should be constructed of a panel of core mission experts (e.g., C2, aerial port, maintenance), and CR leadership. Boards will be chaired by either the squadron or group commander depending on evaluation level. **(T-3)**

5.2.4.6. Trainer evaluations are used to assess the trainer's instructional capabilities but should be conducted during actual instructional missions. When students are not available or mission requirements/team composition requirements prevent inclusion of students, the examiner may serve in the capacity as a student for purpose of evaluating the examinee's training ability.

5.2.4.7. Commanders may direct no-notice evaluations of personnel assigned in their Unit Personnel Management Roster at any time. All squadron-directed no-notice evaluations will be coordinated with the commander, operations officer, or operations superintendent. **(T-3)** Notification to examinee of no-notice evaluation will be at the discretion of the examiner and squadron supervision, but no earlier than initiation of normal planning cycle and no later than 1-hour prior to mission departure brief. **(T-3)** Allow sufficient time for scope of evaluation. No-notice evaluations may cover all requirements of a mission evaluation but is not required.

5.2.4.8. Commanders may direct evaluations targeting specific areas but not all aspects of a mission. These evaluations shall be identified as spot evaluations and recorded on a separate letter of evaluation and certification. This will be documented and presented at the R&C board. **(T-2)**

5.3. Conducting Evaluations. Examiners will pre-brief the examinee on the conduct, purpose, requirements of the evaluation and all applicable evaluation criteria. **(T-3)** Examiners will then evaluate the examinee in each graded area or sub-area. **(T-3)** At a minimum, units will use current MAJCOM/ANG-directed training standards as the evaluation criteria. **(T-2)**

5.3.1. Examiners should not evaluate personnel in their chain of command; for example, a flight commander should not give their squadron commander an evaluation or administer them an evaluation. Commanders will ensure that deviations are approved, in writing, by the examinee's commander and/or the Chief of Stan/Eval. **(T-3)**

5.3.2. Commanders will ensure that an evaluation is not changed to a training mission to avoid documenting substandard performance, nor should a training mission be changed to an evaluation. **(T-3)**

5.3.3. Commanders will ensure that early termination of an evaluation (an incomplete evaluation) for any reason is clearly documented with a course of action recommended to complete the evaluation. **(T-3)**

5.3.3.1. Examiners should make every effort to prevent an incomplete evaluation from occurring.

5.3.3.2. The examiner for the incomplete evaluation should be the same one used to complete the remaining evaluation.

5.3.4. The judgment of the examiner and the guidance provided in this instruction are the determining factors in assigning an overall qualification level. The examiner will thoroughly debrief the examinee and critique all aspects of the evaluation. **(T-3)** During the critique, the examiner will review the examinee's overall rating, specific deviations, and any additional training required. **(T-3)** The examiner will debrief the examinee's supervisor when a grade of U is awarded, or the evaluation is determined to be incomplete. **(T-3)**

5.4. Recertification. Members decertified by a commander will receive a requalification mission evaluation based off requalification training plan approved by the commander. **(T-3)** If required, commanders will ensure that the evaluation is recorded on a separate Letter of Evaluation and Certification. **(T-3)** If the member does not require a requalification evaluation, after requalification training is accomplished, the CR unit commander will certify the member as requalified on a separate letter of evaluation and certification. **(T-3)**

5.4.1. Commanders will ensure that reevaluations are administered by an examiner other than the one who administered the original unsatisfactory evaluation. **(T-3)**

5.4.2. Commanders will ensure that deviations are approved by the examinee's commander and the Chief of Stan/Eval. **(T-3)**

5.4.3. Commanders will direct reevaluation if, in the opinion of the examiner and the commander, the unsatisfactory performance warrants not certifying the individual in the evaluated duty position. **(T-3)**

5.4.4. Commanders will determine required items for reevaluation after considering the examiner's recommendations. **(T-3)**

5.4.5. Reevaluations may be completed at home station and commanders will ensure that the reevaluations are completed within the commander directed timeline. **(T-3)**

5.5. Reviewing and Approving Officers. A reviewing officer ensures all requisites of the evaluation were met and the evaluation profile, home station and Temporary Duty (TDY) or deployment phases were adequate to justify the qualification level assigned by the examiner. The approving officer awards the duty position certification to the examinee.

5.5.1. The reviewing and approving officers will ensure recommended additional training is adequate to correct the noted deficiencies. **(T-3)**

5.5.2. If a reviewing or approving officer does not agree with the examiner's overall rating, the overall grade is not changed. The reviewing or approving officer will mark "Do Not Concur" or "Do Not Certify", as appropriate, and annotate comments above their signature block. **(T-3)**

5.6. CR Read File Program (RFP). CR RFP was created to ensure all CR personnel possess the most current information prior to any deployment or exercise. Each unit will maintain a local copy, while the master is maintained and disseminated by AMC/A34. **(T-2)** Unit Stan/Eval offices will establish a CR RFP to ensure members have read all current CIF information prior to departing on an exercise or deployment. **(T-2)** The CR RFP consists of the following four sections:

5.6.1. Section A: CIF. This is a collection of information for each functional area necessary for CR force-specific operations.

5.6.1.1. CIFs may be issued to CR forces defining restrictions or waivers that could drive future publications changes for technical orders or DAFIs that affect mobility operations. Actual publication changes must be accomplished in accordance with established procedural guidance, to include DAFMAN 90-161. **(T-2)**

5.6.1.2. CIFs can be created at any level; however, must be approved by AMC/A34 prior to release. **(T-2)**

5.6.1.3. CIFs are temporary in nature and will include a withdrawal date or timeline. **(T-2)**

5.6.1.4. AMC/A34 will keep all CIFs on file for one year from the date they are withdrawn. **(T-2)**

5.6.2. Section B: Contingency Response Bulletin (CRB). This is a quarterly collection of all CIFs that have not been rescinded or incorporated in an instruction, HHQ regulation, or Technical Orders. CRBs will be published quarterly. **(T-2)**

5.6.3. Section C: Unit Read File. All CR units will maintain a unit read file. **(T-3)** Information within the unit read file will be at the commander's discretion.

5.6.4. Section D: Safety Read File. All CR units will maintain a safety read file. **(T-3)** Information within the safety read file will be at the commander's discretion.

Chapter 6

CR COMMAND RELATIONSHIPS (COMREL), TASKING, AND SUPPORT

6.1. COMREL. The United States Secretary of Defense (SecDef) has assigned 621st Contingency Response Wing (621 CRW) forces to the Commander, USTRANSCOM (CDRUSTRANSCOM), 36 CRG forces to Commander, United States Indo-Pacific Command (CDRUSINDOPACOM), and 435 CRG forces to Commander, United States European Command (CDRUSEUCOM).

6.1.1. CCMDs delegate operational control (OPCON) and tactical control (TACON) of their CR forces to their air component commanders.

6.1.2. AMC assigned, supporting, or gained CR forces on Title 10 orders are under USTRANSCOM OPCON unless otherwise specified in a SecDef execute order (EXORD) or another authorized document. AMC/A3/10 executes OPCON authority over USTRANSCOM-assigned CR forces on behalf of Commander Air Mobility Command and TACON of USTRANSCOM-assigned CR Forces is delegated to the 618 AOC/CC.

6.1.3. Gaining CCMDs are responsible for providing FP and BOS outside of CR capabilities.

6.2. Tasking. Air components or other services requiring AMC, AMC-supported, or AMC-gained CR support, or additional CR forces, will process a request for support (RFS) through their respective CCMD Director of Operations, J3, to USTRANSCOM Director of Operations, TJ3. Reference Operational Order 23-1, *Rapid Global Mobility* for more information.

6.2.1. Once deployed, CR force capabilities (personnel and/or equipment) will not be reassigned to another mission or be given another tasking without the CRE Commander or CRT Chief coordinating with and informing the controlling OPCON authority. **(T-2)**

6.2.2. OPCON authority will ensure coordination with the controlling CCMD. **(T-2)**

6.2.3. The CRE Commander or CRT Chief will not redeploy personnel without OPCON authority approval. **(T-2)**

6.2.4. USINDOPACOM and USEUCOM-assigned CR forces fall under their respective CCMD's OPCON and TACON and normally do not deploy outside of their respective Areas of Responsibility (AORs), unless directed by SecDef or to meet an approved RFS. **(T-2)**

6.2.5. CR forces are commanded and controlled by their respective AOC, unless TACON has been transferred or delegated, or as directed by controlling OPCON authority. **(T-2)**

6.2.6. Commanders will coordinate with requesting CCMD on FP augmentation and support, as CCMD always retains FP responsibility for forces operating within their AOR, including CR forces. **(T-2)**

6.2.7. When requirements direct additional CR forces or outside augmentation, the deployed CR force designation will be defined by the primary CR unit being tasked. **(T-3)**

6.2.8. Tasking authority (OPCON) will ensure that capability, availability, and utilization of CR forces are coordinated with the appropriate MAJCOM/ANG CR FAM. **(T-2)**

6.2.9. Equipment organic to CR forces will not be transferred to other forces or commands. **(T-1)**

6.2.10. Supported CCMD authorities are responsible for tasking follow-on forces to replace CR forces and associated support equipment.

6.2.10.1. CR forces will not leave any or transfer any equipment without prior approval from owning MAJCOM A3. (T-2)

6.2.10.2. Plans requiring the CR force to leave equipment (e.g., tents) in the AOR require coordination/approval prior to mission execution. (T-2)

6.2.10.3. Any loss of CR force equipment will significantly impair the CR forces' ability to forward deploy or reconstitute their limited and critical capabilities.

6.2.11. IAW Annex Kilo to AMC Programming Plan 22-01, AMC Security Forces (AMC/A4S) must be notified when CR Security Forces are deployed for command functional awareness and reach back support.

6.3. Response Time. Commanders will posture assigned forces for rapid response deployments into all operational environments in accordance with units' DOC statement and Immediate Response Force (IRF) EXORD. (T-1)

6.3.1. Commanders are responsible to ensure their CR capabilities are, and remain, ready for aircraft loading in accordance with from receipt of tasking or in accordance with MAJCOM/ANG-directive or DOC statement. However, CR forces ready to deploy timelines will not surpass 72 hours from notification unless directed by owning MAJCOM A3. (T-2).

6.3.2. The installation commander where CR forces are based will establish sufficient mobility support and procedures, in coordination with the CR unit commander, to deploy CR forces within their prescribed response time. (T-2)

6.3.3. CR forces are normally among the first elements deployed during contingencies. For this reason, commanders must work closely with host installation commanders to ensure proper sequencing and timing of deploying chinks. (T-2)

6.3.4. CR forces and host installation commanders will ensure that CR force personnel are not tasked to be permanent members of host installation mobility processing units. (T-3)

6.3.5. Commanders will ensure host installation processes support deployment of personnel and cargo and are sufficiently resourced to support simultaneous processing of two aircraft chinks at a time to meet the response timing outlined for CR forces. (T-2) Deployment requirements of greater scale for simultaneous processing may require augmentation beyond the host installation's allocated resources.

6.4. Orders. The following special authorizations are approved for inclusion in all mission TDY orders (includes AF Form 938, *Request and Authorization for Active-Duty Training/Active Tour*, used to order air reserve component members to active duty):

6.4.1. Travel via military airlift is preferred. Line haul may be directed if more efficient for shorter distances. Travel via commercial air may be authorized at the discretion of the tasking authority.

6.4.2. Multi-Modal lift should only be used as a last resort and when reconstitution timelines can be met without impacting follow-on missions or unit readiness.

6.4.3. Commanders will ensure that excess baggage is authorized when transporting required UTC equipment. **(T-3)**

6.4.4. Mission essential personnel may be authorized by the appropriate agency for CR force personnel traveling to and from deployed locations.

6.4.5. Travel and performance of official duties in civilian clothes may be authorized by commanders when dictated by FP concerns.

6.4.6. If a mission dictates civilian clothing as the primary uniform, CR members may apply for allowance in accordance with DAFI 36-3012, *Military Entitlements*. A personnel processing code must indicate civilian clothing must be worn. **(T-2)**

Chapter 7

MISSION PLANNING

7.1. General. In the absence of CCMD guidance, the following information provides CRE Commanders and CRT Chiefs guidance, information, and requirements.

7.1.1. Contingency mission planning is a dynamic process constrained primarily by available time. To maximize efficiency and thoroughness, the mission planning process should involve representatives from multiple functional areas. Within a short span of time, CR planners must identify the mission tasking, analyze all facets of the deployed location and environment, determine team composition, equipment, and support necessary, and then prepare the required team and equipment for deployment. **(T-3)** Mission support requests are processed as soon as possible to allow thorough coordination and planning. For more expanded planning guidance, see AFTTP 3-4.7, *Contingency Response*, for recommended considerations.

7.1.2. Commanders will ensure that proposed tasking of USTRANSCOM-assigned CR forces to the USEUCOM and USINDOPACOM AORs are coordinated with applicable theater air component planners to ensure compliance with appropriate theater directives and to eliminate CR force operational redundancies. **(T-2)**

7.2. Pre-Mission Planning. When a CR unit commander receives an execution order for a contingency tasking, CR forces will recall, brief, mobilize, process home station manpower, and deliver materials to the ready line for deployment. **(T-2)** The planning phase of operations normally occurs between the alert order or warning order, and the EXORD. However, short notice mission requirements may dictate the planning phase concurrently take place within the unit's allotted response time. CR forces' Assessment Team may be deployed earlier in the sequence if mission requirements dictate. CR forces will maintain the capability to rapidly roll-up, move forward, or redeploy. **(T-2)**

7.2.1. The CRE Commander or CRT Chief will be responsible for ensuring pre-departure planning is complete and adequate to accomplish the mission while providing for the well-being of CR forces. **(T-2)** CR units should develop local mission planning procedures that clearly define organizational and individual roles and responsibilities and provide systematic guidance to ensure the timeliness and thoroughness of planning.

7.2.2. The CRE Commander or CRT Chief will assemble and brief all deploying personnel prior to departure on command relationships, mission objective, operating environment and individual preparation required for deployment. **(T-3)** CRE Commander or CRT Chief will ensure that those who cannot be personally briefed are informed sufficiently prior to departure to accomplish any items needed for preparation. **(T-3)**

7.2.3. ARC personnel must be on Title 5, Title 10, or Title 32 status prior to executing any pre-mission planning, operations, or reconstitution. **(T-1)**

7.2.4. The minimum pre-departure planning should consist of:

7.2.4.1. Ensuring ARC members are on Title 10 orders prior to conducting AMC-supported or AMC-gained operations. **(T-1)**

7.2.4.2. Initiating contact with controlling agency, defense attaché office, embassy, or planners involved with tasking or requirements.

- 7.2.4.3. Determining deployed organizational structure and succession of command.
 - 7.2.4.4. Ensuring all personnel are qualified to perform assigned tasks.
 - 7.2.4.5. Ensuring all personnel are deployment eligible.
 - 7.2.4.6. Ensuring all personnel deploying are briefed prior to departure on the Chairman of the Joint Chiefs of Staff standing rules of engagement (ROE), theater-specific ROE, the law of war, and applicable status of forces agreement (SOFA).
 - 7.2.4.7. Finalizing composition of the deploying CR force and ensuring personnel and equipment required to accomplish the mission are tasked.
 - 7.2.4.8. Accomplishing deployment load plans to include unit line numbers represented, accompanied by associated hazardous materials, diplomatic clearance requests, and transmission of this information to appropriate sourcing/tasking agency.
 - 7.2.4.9. Ensuring the FP plan is completed in conjunction with intelligence preparation of the operating environment (IPOE).
 - 7.2.4.10. Ensuring a plan to maneuver FEFPs within the AOR using the most expedient and advantageous methods available to include joint capabilities such as: sealift, rotary wing, and ground transportation.
 - 7.2.4.11. Ensuring all deploying personnel are briefed prior to departure on the mission objective, operating environment, and individual preparation required for deployment.
- 7.2.5. Planning Guidance to be used in conjunction of CCMD directives.
- 7.2.5.1. Airlift Planning. CR forces follow AFMAN 24-604, *Preparing Hazardous Materials for Military Air Shipments*, Chapter 3 guidelines for deployment. Redeployments and exercises may also execute under **Chapter 3** to ensure readiness. **(T-2)**
 - 7.2.5.2. Entry Clearances. Commanders will ensure that personnel, country, and theater clearances are submitted. **(T-2)** See the Foreign Clearance Guide for further guidance.
 - 7.2.5.3. CCMDs may levy notification requirements upon a military team entering a country in their AOR.
 - 7.2.5.4. **Intelligence Considerations.** Commanders will ensure that intelligence personnel are integrated into the contingency planning process and are responsible for providing geospatial intelligence support, and threat data for the airfield, AOR and IPOE. **(T-2)**
 - 7.2.5.5. **Air Traffic Control (ATC) Considerations.** If the mission requires augmentation to support ATC, the controlling air component should source sufficient resources internally, and/or request supplemental resources via an RFS. Air Force Special Operations Command, Combat Airfield Operations Squadrons, or the Theater Special Operations Component may also provide ATC support to deployed CR forces if available. Planners should also submit requirements for follow-on ATC capability if required.

7.2.5.6. **C2 Considerations.** CR forces possess specific C2 capabilities for CRT and CRE mission accomplishment. C2 controllers do not have the ability to receive Emergency Actions Messages (EAM), have limited means to receive real time ballistic missile/threat warnings, and do not have the capacity for stage management. C2 controllers will coordinate with their closest C2 node in the AOR where CR forces will be operating for support.

7.2.5.6.1. Ensure that deploying CR forces are equipped to maintain secure voice and data connectivity with their controlling agency. **(T-2)**

7.2.5.6.2. Ensure a viable C2/Comm Primary/Alternate Contingency Emergency plan is in place and sufficient systems and capabilities are available to execute that plan.

7.2.5.7. **Assessment Team and Survey Team Considerations.** The Assessment/Survey Team should gather airfield suitability information by whatever means available. Examples include previously conducted site surveys; satellite imagery; previous operations; Base Support and Expeditionary Planning Tool; Air Force geospatial airfield databases such as the AMC GeoMobility and Geospatial Information Management System; Global Decision Support System (GDSS) Giant Report and Airfield Detail; AMC Airfield Suitability and Restrictions Report, airfield surveys, LZ surveys, aeronautical information publications; and after-action reports (AARs). Commanders will ensure information that cannot be verified by the team is annotated as such. **(T-3)**

7.2.5.8. **FP Considerations.** For FP requirements, planners must utilize, DAFI 31-101, *Integrated Defense (ID)*, and consult the operations order or instruction of the CCMD into which they are deploying. **(T-0)**

7.2.5.8.1. The CRE Commander or CRT Chief is responsible for ensuring security of resources under CR force control at locations and shall utilize the full threat working group (TWG), to include local, host nation, sister service, and coalition counterparts if appropriate. **(T-3)**

7.2.5.8.2. The TWG will keep the CRE Commander or CRT Chief abreast of FP requirements and concerns. **(T-3)**

7.2.5.8.3. The CRE Commander or CRT Chief should further incorporate Judge Advocate (JA), Security Forces, Intelligence, Air Force Office of Special Investigations (AFOSI), civil engineering, EM, and preventative medicine subject matter expert under their command into a FP cell for their location when available. **(T-3)**

7.2.5.8.4. In accordance with the unified command plan, CCMDs are responsible for providing FP within their AORs, including locations where CR forces may operate, except for those for whom the Department of State Chief of Mission retains security responsibility. During mission planning, the CCMD's air component TWG or other agency should conduct a risk assessment specific to CR operations. If the threat(s) exceeds the acceptable level of risk, the Air Force Forces staff will coordinate with both the supporting and supported CCMD staff to develop a risk mitigation plan. **(T-2)**

7.2.5.8.5. When operating in a contested or highly contested threat environment, planners will ensure additional Security Force augmentation is tasked and deployed for direct CR force support requirements. **(T-2)**

7.2.5.9. **Bed-down Considerations.** Bed-down plans should be based on best available information from GDSS, AMC airfield database, geospatial airfield databases, etc., including at a minimum: CR force bed-down areas, aircraft parking maximums on ground, cargo yards, hot cargo parking, and temporary munition storage areas as required. Corresponding MAJCOM/ANG Geospatial Engineering Office (GEO) should assist CR force bed-down planning by conducting airfield, imagery, terrain, bed-down, and aircraft maximum on ground analysis. Bed-down considerations should also factor in: local climate, seasonal flood plains, prevailing winds, and history of land usage. These factors will impact support facilities such as the dining hall, latrines, and sleeping facilities. Base planning should seek to mitigate exposure sources between operational areas and bed-down facilities. Consult preventive health personnel for insight and plan IAW DODD 3000.10, *Contingency Basing Outside the United States*, and Defense Health Agency Procedural Instruction (DHAPI) 6490.03, *Deployment Health Procedures*.

7.2.5.10. **CBRN Considerations.** CR forces maintain limited organic CBRN capabilities. Defense, detection, and decontamination requirements will be determined by CBRN threat conditions and host base or augmenting capabilities. **(T-1)** The following is a prioritized EM/CBRN capabilities list that will be supported:

7.2.5.10.1. CBRN detection and reconnaissance. **(T-2)**

7.2.5.10.2. Provide guidance on personnel decontamination options. **(T-2)**

7.2.5.10.3. Subject matter expert/advisor to the CRE Commander or CRT Chief on EM/CBRN. **(T-2)**

7.2.5.10.4. Liaison with host installation or friendly forces counterparts. **(T-2)**

7.2.5.10.5. CBRN warning and reporting. **(T-2)**

7.2.5.10.6. CBRN training for CR forces. **(T-2)**

7.2.5.10.7. Health Risk Assessment for personnel **(T-2)**.

7.2.5.11. **Support from Outside Agencies.** The CR force may find itself dependent upon the host-nation and/or coalition forces for any number of services from fuel to messing facilities. To avoid fiscal law violations, the procurement of any support from the host nation, coalition forces, or other non-contractor entities should first be coordinated with JA.

7.2.5.12. **Weapons Considerations.** Commanders will ensure that weapons acquired or employed by their personnel have received a law of war weapons review to ensure compliance with domestic and international law. **(T-0)** Additionally, Commanders will ensure qualified weapons couriers are appointed in writing for deploying forces. **(T-3)**

7.2.5.12.1. Commanders will ensure that all personnel deploying with weapons are briefed prior to departure on the Law of War, Chairman of the Joint Chiefs of Staff Standing ROE, Theater specific ROE, SOFA and AFI 31-117, *Arming and Use of Force by Air Force Personnel*, if applicable. **(T-2)**

- 7.2.5.12.2. Weapons planners should coordinate with JA and/or State Department (Defense Attaché Office) early in their planning process to determine what host nation weapons restrictions exist, if any, and whether those restrictions should and can be loosened through supplemental diplomatic notes or other arrangements.
- 7.2.5.13. **Communications Considerations.** Develop a communications plan in accordance with mission requirement.
- 7.2.5.13.1. Commanders will ensure that a Satellite Access Request/Gateway Access Request is submitted through assigned HHQ frequency manager within the directed timeframe and process. **(T-2)**
- 7.2.5.13.2. CR forces will ensure all required communication security material is on hand in accordance with theater specific special instructions (SPINS), annexes and communication system requirements. **(T-3)**
- 7.2.5.14. **Weather Considerations.** Utilize assigned weather personnel during mission planning to assess environmental impacts to the potential operations area. For operations requiring continuous CR force surface weather observations, consider tasking additional weather personnel to ensure uninterrupted weather services.
- 7.2.5.15. **Augmenting Forces.** Commanders will ensure that associated personnel are current and qualified in the duty AFSC for which they are being tasked and meet mobility deployment requirements and theater entry requirement. **(T-2)**
- 7.2.5.16. **Medical Clearance.** All CR forces, CR force-associated forces, and CR force-augmenting forces should be medically cleared to perform duties for at least 60 days past the deployment start date or for the expected length of the deployment, whichever is longer.
- 7.2.5.16.1. Host base and/or unit assigned medical forces will perform medical clearance IAW DoDI 6490.03, *Deployment Health*, and DAFI 48-122, *Deployment Health*. **(T-0)**
- 7.2.5.16.2. Organic medical support coordinates and develops a medical assessment plan prior to mission execution. If no organic medical support exists or has not been tasked, CR forces will reach out to their MAJCOM, U.S. embassy, or controlling agency for medical information to assist in development of a medical assessment plan.
- 7.2.5.17. **Equipment Preparation and Accountability.** CRE Commanders and CRT Chiefs are responsible for their hazardous declarations and other documentation. Commanders will ensure that deployed equipment custodians are appointed prior to deployment to ensure positive control of equipment in accordance with DAFI 23-101, *Materiel Management*. **(T-2)** Commanders will ensure that certified individuals are available to prepare and document equipment for redeployment. **(T-3)**
- 7.2.5.18. **Legal Considerations.** JA personnel should be integrated early into the contingency planning process and are responsible for advising on all legal matters. Legal considerations include but are not limited to the law of armed conflict, ROE, customary international law, status of forces rights and obligations, diplomatic note obligations, pertinent host nation laws, international agreements, acquisition cross-servicing agreement (ACSA), and other logistical support agreements with the host nation or coalition partners. Commanders should know their JA office and points of contact (POCs) in the region to

provide support on general fiscal law matters, and joint service integration. Finally, Air Force military and civilian personnel shall promptly report possible, suspected, or alleged law of war violations committed by or against U.S. personnel, including members of other U.S. government agencies, or enemy personnel, and other nations' military. **(T-0)**.

7.2.5.19. **Public Affairs Considerations.** Ensure public affairs and visual information documentation plan is completed and any strategic communications guidance is provided if available.

7.2.5.20. **Logistics Considerations.** Logistics planning for CR operations should encompass schemes of maneuver beginning at mission planning to deployment of personnel and equipment to sustaining to redeployment and reconstitution. The following is a prioritized logistics list:

7.2.5.20.1. Determine the mode of transportation for the deployment of personnel and equipment, to include lead times for procurement.

7.2.5.20.2. Develop execution plan to support sustainment for maintaining adequate levels of supply, specifically identifying requirements for Class I, III, and V.

7.2.5.20.3. Understand customs and diplomatic clearance requirements for moving personnel and equipment into the operating environment.

7.2.5.20.4. Understand potential War Reserve Materiel (WRM) and pre-positioned stock locations within the operating environment.

7.2.5.20.5. Determine requirements for ACSA development with host nation.

7.3. Employment. The CRE Commander or CRT Chief has responsibility for all tasked operations, support personnel, and equipment. Personnel from other units tasked to support CR forces are normally temporarily attached and are under the control and authority of the CRE Commander or CRT Chief.

7.3.1. To every extent practical, relationships with the host base, or supporting unit regarding availability of existing resources should be negotiated and formalized through a memorandum of agreement subject to a review by the supporting unit's JA's office, the CR force legal advisor, and CR contracting officer, if applicable. Any necessary relationship with a host nation will be coordinated in accordance with DoDD 5530.03, International Agreements, and AFI 51-402, International Law.

7.3.2. The CRE Commanders or CRT Chiefs are responsible for providing mission information, operational reports, and SITREPs to the controlling agency. **(T-2)** Prepare and transmit on-station report, SITREPs, and Deployment Personnel & Equipment (DP&E) report in accordance with **Attachment 2** of this instruction. **(T-2)**

7.3.2.1. At a minimum, to protect sensitive and critical information, CRE Commander or CRT Chief will ensure that all reports are marked in accordance with AFI 10-701, *Operations Security (OPSEC)*. **(T-3)**

7.3.2.2. Reports will be transmitted over Secret Internet Protocol Router Network (SIPRnet) or via secure voice. When no secure means are available and/or if combat or combat-related speed of delivery outweigh the need for information security, after careful consideration of risks, CRE Commanders or CRT Chiefs may modify transmission of information as necessary to meet local conditions. **(T-3)**

7.3.2.3. The CRE Commander, CRT Chief, and applicable CR force members will maintain all applicable system accounts to comply with operational report synchronous and asynchronous reporting requirements. **(T-2)**

7.3.3. The CRE commanders or CRT Chiefs will ensure that CR force integrity is maintained to the maximum extent possible for redeployment or forward deployment mission requirements. **(T-3)**

7.3.4. Upon arrival, the CR force main body will:

7.3.4.1. Immediately establish contact with the Assessment/Survey Team, if deployed in advance, and seizure forces (if present), host base and/or host-nation personnel, AOC, CCMD, or directed agency for situation update. **(T-3)**

7.3.4.2. Establish communications with the controlling agency. **(T-3)**

7.3.4.3. Assemble team and update individual responsibilities, communications plan, and situation update. **(T-3)**

7.3.4.4. Determine equipment operability and initial maintenance status, and establish personnel accountability, weapons accountability, work schedule, billeting plan, time and location for daily staff meetings, vehicle control, and any other requirements. **(T-3)**

7.3.4.5. Work schedules for deployed operations are based on 12-hour/7-day-a-week shift work with minimum personnel and assets needed to accomplish the mission. Any request for CR force assets and/or personnel to support any non-CR force mission requirement will be coordinated with OPCON authority if support will impact CR operations. **(T-2)**

7.3.4.6. In coordination with host base and/or host-nation personnel and controlling agency, determine operating hours based on manning levels, mission requirements, and airfield capabilities. **(T-3)**

7.3.4.7. Coordinate and confirm approval for use of all operating facilities, communications infrastructure or equipment, and work and living areas. **(T-3)**

7.3.5. If not previously completed:

7.3.5.1. Acquire the CCMD operations order or instruction.

7.3.5.2. Coordinate with host-nation, Security Forces, intelligence, preventative medicine team, and AFOSI and civil engineering, EM personnel to update and finalize the FP plan. **(T-3)** This includes but is not limited to emergency notification, duress codes, weapons and radio and communications accountability, security response actions, HHQ notifications, Base Emergency Preparedness Orientation (BEPO) emergency destruction plan for classified materials and, if required, a tactical ballistic missile warning plan,

CBRN, high-explosive defense plan, perimeter defense plan, hardening plan, and dispersal options. When intelligence or the situation dictates increased CBRN and/or high-explosive defensive measures, the commander will ensure that attack detection, warning, and notification, as well as personnel and asset protection and contamination avoidance procedures, are implemented. **(T-2)**

7.3.5.3. Ensure all personnel receive a BEPO covering emergency notification, protective actions, and additional information as needed.

7.3.5.4. When personnel deploy with weapons, the FP plan should include emergency combat actions and ROE, to include a review of the use of deadly force. JA should brief ROE when present. Nevertheless, Commanders retain the responsibility to ensure their personnel comply with the law of war in the conduct of military operations regardless of how such conflicts are characterized. **(T-0)**.

7.3.5.5. Establish the primary and alternate tactical operations center (TOC). **(T-3)** The TOC is the focal point of CR force operations and usually consists of multiple work centers. Its primary functions include C2, FP, air operations and air operations support. Access to the TOC should be limited to essential personnel only.

7.3.5.6. Initiate air mobility operations (maintenance, aerial port, and C2). **(T-3)**

7.3.5.7. Implement the FP plan. **(T-3)**

7.3.5.8. Initiate airbase/airfield support operations. **(T-3)**

7.3.5.9. Initiate airfield operations. **(T-3)**

7.3.5.10. Initiate medical site assessment and medical laydown plan for follow-on forces. Assessment capabilities include: safety and vulnerability of local food and water sources, occupational and environmental exposures and hazards, vector/pest risk assessment, local medical capabilities, disease mitigation, proper lay-down of installation facilities, toxic industrial chemicals/toxic industrial materials (TIC/TIM) vulnerability, medical intelligence, epidemiological risk, and other health risks to force. **(T-3)**

7.3.5.11. Implement force health protection measures. **(T-3)**

7.3.5.12. Conduct a safety assessment of operating and bed-down areas and implement risk mitigation measures as required. **(T-3)**

7.3.6. FP Plan. CR forces will develop a FP plan prior to deployment and update once on the ground. **(T-2)** Initial and updated plans must be submitted to the controlling agency within 48 hours of arrival. **(T-2)**

7.3.7. Redeployment Plans. Requirements and proposed load plans for the roll-up and redeployment of CR forces should be forwarded to the controlling agency as soon as possible after arrival at the deployed location. The validation process in the Joint Operation Planning and Execution System takes up to 21 days for airlift.

7.4. Redeployment and Forward Deployment. CR forces should be ready to move from the deployed location, in accordance with the DOC Statement timelines, to either another forward location, an intermediate staging base, or to home station to reconstitute. As the OPEN phase draws down, the CRE Commander or CRT Chief must look at the deployed forces and determine which functional areas can be reduced or eliminated. **(T-3)** Functions such as maintenance, materiel management, and aerial port are directly related to airflow requirements and should only be decreased in proportion to a sustained reduction in airflow. To expedite the transition process, the CRE Commander or CRT Chief will ensure that synchronization and hand-off with follow-on forces begin immediately. **(T-3)** CRE Commander or CRT Chief will brief incoming follow-on or sustainment forces' commanders on assumption of responsibilities currently assumed by the CR forces. **(T-3)**

7.4.1. CRE Commander or CRT Chief will ensure orderly phase-out of operational capability and CR forces' redeployment. **(T-3)**

7.4.2. If part or all the CR forces are tasked to forward deploy, the CRE Commander or CRT Chief will submit all requests for information on the forward deployment tasking through the controlling agency. **(T-3)**

7.4.3. CRE Commander or CRT Chief will submit complete listings of their equipment and personnel status, estimated airlift requirement, a manpower and materiel request for the new tasking, and CR force-limiting factors to the controlling agency. **(T-3)**

7.4.4. CR forces will submit a list of supplies required to reconstitute their equipment to full operational capacity before forward deploying. **(T-3)**

7.4.5. The CRE Commander or CRT Chief is responsible for ensuring that all equipment and personnel depart the deployed location with valid shipping or travel arrangements to home station or follow-on tasking locations. If individuals are detained for legal or diplomatic reasons or equipment seized or impounded by the host-nation, commanders will coordinate via the chain-of-command to determine the units' rights under international law, applicable SOFAs, or diplomatic notes. Contact the controlling agency and/or AOC for additional guidance. **(T-2)**

7.4.6. If OPCON of a CR force should transfer to another CCMD, in accordance with DAFI 23-101, *Materiel Management*, and DAFMAN 23-122, *Materiel Management Policy*, transfer of resources can occur 120 days after the equipment enters the theater if CR forces change OPCON. Deployed equipment custodians or supply personnel should ensure appropriate documentation is completed.

7.4.6.1. The CRE Commander or CRT Chief or designated representative will ensure a detailed listing of contaminated equipment and vehicles is provided to the controlling agency for review prior to developing the redeployment plan. **(T-2)**

7.4.6.2. Regardless of the level of decontamination sustained, residual contaminants (undetected with currently fielded detectors) may remain. The CRE Commander or CRT Chief will ensure that controlling agency authorization is obtained to airlift this cargo. **(T-2)**

7.4.7. The CRE Commanders, CRT Chiefs, and/or their designated representatives should personally meet with key host officials to resolve any final problems or unfinished business.

7.4.8. The CRE Commander or CRT Chief will ensure that all borrowed or joint-use equipment must be returned in a clean, serviceable condition, and operations areas are cleaned and restored to their original or better condition. **(T-2)**

7.4.9. The CRE Commander or CRT Chief will ensure that all financial obligations of the U.S. government are paid, or satisfactory arrangements are made to ensure that obligations are taken care of in an appropriate and timely manner. **(T-2)**

7.4.10. CR forces must comply with host-nation diplomatic and security requirements during roll-up. **(T-2)**

7.5. Reconstitution. CR forces reconstitute personnel and equipment as quickly as possible to accept future taskings in accordance with SecDef Deploy-to-Dwell guidance.

7.5.1. Units will develop procedures to reconstitute their UTCs to full operational capability within 72 hours of return to home station. **(T-2)**

7.5.2. Reconstitution should be accomplished during normal duty hours to the maximum extent practical.

7.5.3. Units will report any capability that cannot be brought to full operational capability or replaced within the 72-hour timeframe. **(T-2)**

7.5.4. AARs. CR forces will provide AARs to supported CCMDs and assigned MAJCOM/ANG. **(T-2)** See [Attachment 2, paragraph A2.2.7](#) of this instruction for AAR requirements.

7.5.4.1. An initial end of operations reports/AAR will be forwarded to AMC/A34 no later than (NLT) 5 days upon the official end of operations. **(T-2)**

7.5.4.2. CR units should (when applicable) enter AARs into the Joint Lessons Learned Information System (JLLIS) no later than 30 days after the event. **(T-3)** Units may contact their MAJCOM Lessons Learned office for JLLIS assistance.

Chapter 8

AIRFIELD OPERATIONS

8.1. General. This chapter defines CR airfield operations that are significantly nonstandard and the airfield survey program. It establishes operational criteria and limitations for LZ and DZ operations. It also establishes authority, responsibilities, and procedures to conduct airfield surveys.

8.2. Roles and Responsibilities.

8.2.1. AMC/A3/10 is responsible for managing the airfield assessment and survey program and determining airfield suitability for all mobility aircraft.

8.2.2. Air Mobility Commands Logistics Operations and Civil Engineer Division's (AMC/A4O) GeoMobility is an air mobility focused Geospatial Engineering program responsible for providing the Mobility Air Force (MAF) detailed imagery and the sustainment of a global geospatial airfield infrastructure (includes drop zones and landing zones) and logistics database with sufficient information to identify dimensions of hard surfaces and potential obstacles, hazards or limiting factors affecting mobility and mobility aircraft operations. It coordinates and integrates with MAJCOM Geospatial Engineering program offices and/or Component-Numbered Air Force equivalents, MAJCOM Directorate of Intelligence (AMC/A2), AMC's Airfield Operations Division (AMC/A3A), and AMC's Logistics Readiness Division (AMC/A4R) to provide an initial (pre-deployment) tactical airfield picture with supporting Airfield Suitability and Restrictions Report (ASRR) and AF Form 1174 data. It also establishes standards and procedures for geospatial data collection, integration, multi-user environment interfaces, and storage of data that supports Rapid Global Mobility.

8.2.3. Air Mobility Command Airfield Suitability Branch (AMC/A3AS) is the OPR for determining airfield suitability for mobility aircraft operations, updating, and maintaining the AMC Airfield Database contained in GDSS, and is the only authority for official mobility airfield suitability. Duties include researching available and applicable resources such as host-nation aeronautical information publication data, pavement reports, airfield surveys, and flight information publications to determine airfield suitability for aircraft operations, processing completed surveys from Survey Teams, updating the AMC Airfield Database, providing consultation to USTRANSCOM and other organizations' planners regarding feedback and/or information necessary for a complete airfield suitability assessment; and determining whether a particular airport is suitable for specific mobility aircraft.

8.2.4. AMC/A34 is responsible for establishing policy, procedures, and standards to conduct airfield assessments, surveys, and survey team training.

8.2.5. Unit commanders are responsible for managing, training, equipping and quality control of the unit airfield survey program and will appoint an airfield survey program manager (1C7X1, 3E5X1, 13M3X or 32E3G) to administer the program, ensure assessment/survey team chief and members are properly trained and certified and provide quality control of the final airfield survey reports. **(T-2)**

8.2.6. AMC/A4R is responsible for setting the theater and is a good resource to provide airfield information, coordinate support with theater forces, and request WRM for USTRANSCOM-assigned AMC forces. AMC/A4R is also responsible for ACSA training and can assist and advise CR forces on ACSA execution.

8.3. Tasking Procedures. Since airfield assessments and surveys are normally conducted prior to follow-on operations, the tasking process would mirror the process outlined in [Chapter 6](#).

8.3.1. With the exceptions of USINDOPACOM and USEUCOM, requestors without organic airfield survey capability should forward the airfield survey requests to the CCMD responsible for the airfield for validation prior to submission to USTRANSCOM J3. The CCMD forwards valid airfield survey requests to the USTRANSCOM Deployment and Distribution Operations Center via email. AMC A34 Operations Branch (AMC/A343) will provide a coordinated AMC survey/feasibility recommendation to the applicable USTRANSCOM regional branch. USTRANSCOM notifies the CCMD if the survey request is supported. AMC/A343 will task appropriate CR forces to execute all supported airfield survey requests. Requestors originating within USINDOPACOM and USEUCOM shall forward the airfield survey requests to USINDOPACOM's Deployment and Distribution Operations Center and USEUCOM's Deployment and Distribution Operations Center for validation and sourcing of organic CR force assets. This is only if the theater assigned CR forces are unable to fulfill the request first.

8.3.2. See [Attachment 2, paragraph A2.2.6](#) in this instruction for survey request requirements.

8.3.3. Requests for airfield capability assessments may come from, but are not limited to, the following sources: AOCs, planners, MAJCOM/ANG A3s, accident investigation boards, federal agencies (e.g., State Department), U.S. Embassies, intelligence community.

8.3.4. A Survey Team may conduct unit funded airfield surveys and/or updates as required for training and will inform their assigned controlling agency prior to survey teams departing home station. **(T-3)**

8.3.5. Commanders will ensure that training is not conducted in a designated combat zone. **(T-2)**

8.4. Landing Zone and Drop Zone Operations. CR forces can operate LZs and DZs worldwide with qualified personnel IAW DAFMAN 13-217.

8.4.1. LZSO. LZSOs will operate in a minimum of a 2-member team construct. **(T-2)** There are no duty day restrictions or requirements while performing LZSO duties. The team lead must be an LZSO/LZC certified 7/9 level or commissioned officer. If the second member of the team is a SrA/5 level, the team lead will monitor all ground-to-air communications made by the SrA/5 level. **(T-3)**

8.4.2. LZC. LZ Controllers (LZC) are in addition to LZSO capabilities and provide Visual Flight Rules ATC services during LZ operations. LZC is required when air traffic is forecasted to be more than 2 dissimilar aircraft or 1 flight of aircraft. Additionally, it is recommended to have LZC support during UAS/Suas operations in close proximity to the LZ during aircraft operations.

8.4.2.1. LZC duties will only be executed by tower-qualified 1C1 or 13M. **(T-3)** Crew rest while performing ATC services will be IAW DAFMAN 13-204, Volume 3, *Air Traffic Control*.

8.4.2.2. SrA/5 levels conducting LZC duties will hold control tower operator credentials (Air Traffic Oversight [AOV] Tower Facility Rating) and must be monitored by a current and qualified LZC 7/9 level. **(T-3)**

8.4.3. ANG ONLY. ANG 1C1s and 13Ms who do not have a host base tower will maintain proficiency via a simulator or static board. **(T-2)** CR units must provide AMC/A34 an operational risk assessment that includes previous ATC experience and a risk mitigation plan. **(T-2)** Approval to conduct LZC duties will be approved on a case-by-case basis. **(T-2)**

8.4.4. CR Forces must review the information on the AF Form 3822 prior to Landing Zone use. **(T-3)** See DAFMAN 13-217 for specific guidance.

8.4.5. LZSO/LZC Instructor Requirements. These requirements are in addition to those outlined in DAFMAN 13-217. **(T-3)**

8.4.5.1. Attend AFSOC certified LZSO course.

8.4.5.2. Be of a 7-level skill level or higher in their respective career-field.

8.4.5.3. Performed LZSO/LZC duties at a minimum of two different locations, excluding initial qualification.

8.4.5.4. Maintained LZSO/LZC currency for a minimum of 1 year.

8.4.5.5. Be monitored and recorded by a certified LZSO/LZC instructor throughout a training session. Ensure documentation adheres to the “Go” standard on an AF Form 623A, *On-The-Job Training Record – Continuation Sheet* or an equivalent substitute.

8.4.5.6. Appointed by unit commander. May be delegated to Flight CC, if applicable.

8.4.6. Drop Zone Safety Officer (DZSO)/Drop Zone Controller (DZC). Duty day restrictions are IAW DAFMAN 13-217.

8.4.7. Certification. Unit/CC is responsible for developing and maintaining a current list of qualified LZSOs, LZCs, DZSOs, and DZCs to include a management oversight tool of annual currency requirements. **(T-3)** This may be delegated in writing to a training staff member.

8.4.8. De-certification. In the event of an unsafe practice requiring decertification of an LZSO, LZC, DZSOs and DZCs, the Unit/CC shall write a de-certification letter. **(T-3)**

8.4.9. Re-certification. Re-certification will be at the discretion of the Unit/CC. LZSO/LZC/DZSO/DZC must receive remedial/re-certification training via an AFSOC approved LZSO/LZC/DZSO/DZC course. **(T-3)**

8.5. Airfield Assessment and Survey Program. The suitability assessment of airfields is based in part on information provided by airfield surveys, when available. CR force assessment and survey teams, in conjunction with functional area experts, are responsible for conducting airfield surveys throughout the world and will document airfield data on the AF Form 1174, to include geospatial (GPS mapping) data collection of critical airfields natural and built infrastructure as required to support the AF Form 1174. **(T-3)** It is imperative for a survey and assessment capability to possess the versatility to evaluate the entire spectrum of airfield environments, ranging from contingency location (CLs) to main operating bases (MOBs). This capability ensures a holistic understanding of diverse airfield conditions, contributing to a thorough and accurate suitability assessment process.

8.5.1. Commanders will ensure that survey data is made available through the airfield suitability program administered by AMC as USAF L-Command for mobility operations. **(T-2)**

8.5.2. An airfield survey should be a scheduled tasking. It provides an extensive survey for support of all air mobility aircraft and missions. These surveys may span from a day to a few weeks depending on the amount of data that requires validation. A Survey Team is responsible for executing these duties and ensuring comprehensive documentation on either AF Form 1174, AF Form 3822, or AF Form 3823.

8.5.3. An operational airfield assessment may be tailored for time sensitive evaluation of an airfield to support a specific air mobility operation. These teams should include forces that may liaise with host-nations and other services and agencies for the purpose of advanced echelon responsibilities for follow-on forces. Depending on the mission, these forces will either complete a tailored AF Form 1174 or an assessment team Go/No-Go report. **(T-2)**

8.6. Accomplishment of Assessments or Surveys. Airfield surveys are valid for three years and should be re-accomplished as required beyond that or whenever significant changes have occurred to the airport or the operating environment. Assessments or surveys over three years old are maintained for archive purposes only. Landing zone and drop zone surveys are valid for five years in accordance with DAFMAN 13-217 and should be re-accomplished as required beyond that. Current and expired landing zone and drop zone surveys are maintained on the AMC ZAR SharePoint <https://usaf.dps.mil/sites/amczar/SitePages/Home.aspx>.

8.6.1. The Survey Team will provide completed AF Form 1174 and pavement evaluation (Dynamic Cone Penetrometer Results) within ten duty days of the requested survey completion date. **(T-3)** If results are needed prior to ten days, the essential information can be provided by email, message, telephone, facsimile, or other expeditious means.

8.6.2. If results are needed prior to five days, the essential information can be provided by email, message, telephone, facsimile, or other expeditious means. To recommend immediate changes to protected GDSS airfield suitability information, contact the AMC Airfield Help Desk at Airfield.Helpdesk@us.af.mil or DSN 779-3112 or DSN FAX 576-2702.

8.6.3. Survey Teams may use USAF standard survey tools and software (e.g., GeoExPt, AutoDesk) or Tactical Assault Kit to assist with conducting surveys and producing an AF Form 1174.

8.6.4. Airfield survey final products provided by CR forces are maintained by AMC/A3/10 in the GDSS AMC Airfield Database and the Air Mobility Command's Civil Engineer Operations Branch (AMC/A4OC) GeoMobility Geospatial Airfield Database.

8.7. AF Form 1174, *Airfield Survey*.

8.7.1. Part I, Airfield Data, provides specific information on airfield capabilities to physically handle air mobility aircraft.

8.7.2. Part II, Airfield Support, documents facilities to support air mobility operations.

8.7.3. The Survey Team, in conjunction with functional experts, may be tasked to accomplish part or all the survey, depending on the proposed operation. Commanders will ensure that all checklist items are completed or marked "N/A" when appropriate to ensure survey areas are properly identified and not overlooked during AMC suitability analysis. **(T-3)**

8.7.4. The AF Form 1174 should be completed in as precise detail as possible.

8.7.5. Commanders will ensure that completed AF Form 1174 and contingency airfield pavement evaluation report, including Dynamic Cone Penetrometer Results, are emailed to the AMC Airfield Help Desk at Airfield.Helpdesk@us.af.mil, AMC/A4O at Org.AMCA4-42@us.af.mil, and AMC/A4R at amc.a4.a4.rx@us.af.mil. **(T-2)** Each unit conducting a survey will retain a copy for backup and archive purposes until superseded by a newer survey. **(T-3)** AMC/A4O reviews Dynamic Cone Penetrometer results to validate Pavement Classification Number on AF Form 1174.

8.8. Airfield Survey Database. AF Form 1174 is used to update the AMC Airfield Database in GDSS. Survey Team Chief should also review the database prior to deploying on the airfield survey. Notify AMC's Airfield Suitability Branch (AMC/A3AS) of any discrepancies noted in the database.

8.9. AMC GeoMobility and Air Force Geospatial Engineering. Air Force geospatial airfield databases (i.e., AMC/A4OC GeoMobility Airfield Infrastructure database) provide Expeditionary Site Mapping techniques, tactics, and procedures to Survey Team for creating and updating geospatial data on critical airfield natural and built infrastructure. This geospatial data facilitates integration of AF Form 1174 collected data, base support & expeditionary planning data, and other data sources resulting in a common installation picture or common airfield picture which visualizes and synchronizes the airfield environment with GDSS for planning and decision-making processes.

8.9.1. Geospatial data collection during airfield surveys and assessments are performed by Civil Engineer (32E and/or 3E5X1), Airfield Operations (13M), and Airfield Management (1C7X1) personnel utilizing hand-held GPS devices. AFMAN 11-230, *Instrument Procedures*, permits the use of hand-held GPS survey, but it becomes a non-standard procedure and requires a MAJCOM/A3 waiver.

8.9.2. AMC GeoMobility personnel provide airfield, drop zone, and landing zone survey reach back support to Survey Teams pre- and post-survey. Support includes assisting in the collection of best available imagery, geospatial and airfield data, development of the tactical airfield picture, post-processing, and integration of geospatial data with AF Form 1174 data, and airfield, drop zone, and landing zone survey map-based support products as required.

ADRIAN L. SPAIN, Lt Gen, USAF
Deputy Chief of Staff, Operations

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

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DoDI 6025.19, *Individual Medical Readiness Program*, 13 July 2022

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Joint Publication 4-04, *Contingency Basing*, 4 January 2019

Title 5 United States Code § 552a, *The Privacy Act of 1974*

Title 10 United States Code § 9013, *Secretary of the Air Force*

TO 00-5-1, *AF Technical Order System*, 30 August 2022

Prescribed Forms

None

Adopted Forms

AF Form 623A, *On-The-Job Training Record – Continuation Sheet*

AF Form 938, *Request and Authorization for Active Duty Training/Active Tour*

AF Form 1174, *Airfield Survey*

AF Form 3822, *Landing Zone Survey*

AF Form 3823, *Drop Zone Survey*

AMC Form 97, *AMC In-Flight Emergency and Unusual Occurrence Worksheet*

DAF Form 673, *Air Force Publication/Form Action Request*

DAF Form 847, *Recommendation for Change of Publication*

DD Form 2766/2766C, *Adult Preventive and Chronic Care Flowsheet*

Abbreviations and Acronyms

A3—Operations Air Staff

AAR—After Action Report

ACSA—Acquisition Cross-Servicing Agreement

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFOSI—Air Force Office of Special Investigations

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFSC—Air Force Specialty Code

AFTTP—Air Force Tactics, Techniques, and Procedures

AMC—Air Mobility Command

AMCI—Air Mobility Command Instruction

AMD—Air Mobility Division

AMLO—Air Mobility Liaison Officer

AMRO—Airmen Medical Readiness Optimization

AOC—Air Operations Center

AOR—Area of Responsibility

AOV—Air Traffic Oversight

ARC—Air Reserve Component

ART—Advanced Ready Training

ASRR—Airfield Suitability and Restrictions Report

ATC—Air Traffic Control

BEPO—Base Emergency Preparedness Orientation

BOS—Base Operating Support
C2—Command and Control
C3—Command, Control and Communications
CBRN—Chemical, Biological, Radiological, and Nuclear
CC—Commander
CCMD—Combatant Command
CDRUSEUCOM—Commander, United States European Command
CDRUSINDOPACOM—Commander, United States Indo-Pacific Command
CDRUSTRANSCOM—Commander, United States Transportation Command
CFETP—Career Field Education and Training Plan
CIF—Contingency Information File
CJQS—Command Job Qualification Standard
CL—Contingency Location
COMREL—Command Relations
CONOP—Concept of Operation
CONUS—Continental United States
CR—Contingency Response
CRB—Contingency Response Bulletin
CRE—Contingency Response Element
CRG—Contingency Response Group
CRS—Contingency Response Squadron
CRT—Contingency Response Team
CRW—Contingency Response Wing
CSE—Contingency Support Element
DAFI—Department of the Air Force Instruction
DAFMAN—Department of the Air Force Manual
DAFPD—Department of the Air Force Policy Directive
DCAPES—Deliberate and Crisis Action Planning and Execution Segments
D-DIL—Denied, Disconnected, Intermittent, or Limited
DHAPI—Defense Health Agency Procedural Instruction
DOC—Designed Operational Capability
DoD—Department of Defense

DoDM—Department of Defense Manual
DP&E—Deployed Personnel and Equipment
DRRS—Defense Readiness Reporting System
DZ—Drop Zone
DZC—Drop Zone Controller
DZSO—Drop Zone Safety Officer
EAM—Emergency Actions Messages
ECAC—Evasion and Conduct After Capture
EM—Emergency Management
EXORD—Execution Order
FAM—Functional Area Manager
FCCR—Field Craft Contingency Response
FE—Force Element
FEFP—Force Element Force Package
FP—Force Protection
GDSS—Global Decision Support System
GEO—Geospatial Engineering Office
HAF—Headquarters Air Force
HA/DR—Humanitarian Assistance and Disaster Relief
HHQ—Higher Headquarters
HIPPA—Health Insurance Portability and Accountability Act
ICAO—International Civil Aviation Organization
IED—Improvised Explosive Device
IPOE—Intelligence Preparation of the Operating Environment
IRF—Immediate Response Force
JA—Judge Advocate
JI—Joint Inspection
JLLIS—Joint Lessons Learned Information System
JQS—Job Qualification Standard
JTF-PO—Joint Task Force-Port Opening
J3—Joint Operations
L-Command—Lead Command

LZ—Landing Zone
LZC—Landing Zone Controller
LZSO—Landing Zone Safety Officer
MAF—Mobility Air Force
MAJCOM—Major Command
MH—Mental Health (MH)
MFE—Manpower Force Element
MISCAP—Mission Capability
MOB—Main Operating Bases
MPC—Mission Planning Cell
NAVAID—Navigation Aid
ANG—National Guard Bureau
NLT—No Later Than
NVD—Night Vision Device
OCONUS—Outside Continental United States
OPCON—Operational Control
OPEN—Open the Airbase
OPLAN—Operational Plan
OPR—Office of Primary Responsibility
PACAF—Pacific Air Forces
PCS—Permanent Change of Station
POC—Point of Contact
POTUS—President of the United States
PPE—Pallet Position Equivalent
R&C—Review and Certification
RAT—Ready Airman Training
RegAF—Regular Air Force
RFP—Read File Program
RFS—Request for Support
ROE—Rules of Engagement
SAA—Senior Airfield Authority
SAAM—Special Assignment Airlift Mission

SAR—Search and Rescue
SAV—Staff Assistance Visit
SecDef—Secretary of Defense
SEI—Special Experience Identifier
SII—Special Interest Item
SIPRnet—Secret Internet Protocol Router Network
SITREP—Situation Report
SOFA—Status of Forces Agreement
SPINS—Special Instructions
SQ/CC—Squadron Commander
STAN/EVAL—Standardization and Evaluation
s-UAS—Small Unmanned Aerial Systems
TACON—Tactical Control
TDY—Temporary Duty
TIC—Toxic Industrial Chemicals
TIM—Toxic Industrial Materials
TOC—Tactical Operations Center
TRP—Training Review Panel
TWG—Threat Working Group
UAS—Unmanned Aerial Systems
ULN—Unit Line Number
U.S.—United States
USAF—United States Air Force
USAFE—United States Air Forces Europe
USC—United States Code
USEUCOM—United States European Command
USINDOPACOM—United States Indo-Pacific Command
USTRANSCOM—United States Transportation Command
UTC—Unit Type Code
UTM—Unit Training Manager
UXO—Unexploded Ordnance
WRM—War Readiness Materiel

Office Symbols

AMC/A2—Directorate of Intelligence

AMC/A3A—Air Mobility Command Airspace and Airfield Operations Division

AMC/A3AS—Air Mobility Command Airfield Suitability Branch

AMC/A34—Air Mobility Command Mobility Support Operations Division

AMC/A343—Air Mobility Command GAMSS Operations Branch

AMC/A3/10—Air Mobility Command Directorate of Operations, Strategic Deterrence, and Nuclear Integration

AMC/A40—Air Mobility Command Logistics Operations and Civil Engineer Division

AMC/A40C—Air Mobility Command's Civil Engineer Operations Branch

AMC/A4S—Air Mobility Command Security Forces

AMC/A4R—Air Mobility Command Logistics Readiness Division

Terms

Airfield Suitability and Restrictions Report—A document published by AMC/A3AS, to establish airfield suitability and restrictions for AMC and AMC-gained C-5, KC-10, C-17, C-21, C-32, C-37, C-40, C-130, KC-46, and KC-135 aircraft operations. GDSS provides the most up to date information available. Others use as information only, or as directed by the assigned MAJCOM.

Airman—Any USAF member (officer or enlisted, active, reserve, or guard, along with Department of the Air Force civilians) who supports and defends the U.S. Constitution and serves our country. Air Force Airmen are those people who formally belong to the USAF and employ or support some aspect of the USAF's air power capabilities.

Air Mobility Division—The AMD plans, coordinates, tasks, and executes theater air mobility missions. The AMD tasks intra-theater MAF through wing and unit command posts and through applicable C2 nodes deployed forward. The AMD works for the Air Operation Center Commander and coordinates closely with the director, mobility forces.

Air Reserve Component—This term comprises all the forces assigned to both the Air National Guard and the Air Force Reserve.

Building Partnerships—The ability to set the conditions for interaction with partner, competitor or adversary leaders, military forces, or relevant populations by developing and presenting information and conducting activities to affect their perceptions, will, behavior, and capabilities (AMC Air Mobility System Building Partnerships Concept of Employment, version 3.4, 2 August 2010).

Career Field Education and Training Plan—Comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum core task requirements for a career field specialty. Career Field Education and Training Plans also provide personnel a clear career path to success and will instill rigor in all aspects of career field training. Within the air transportation career field, the Career Field Education and Training Plan is used as a source document to create Air Transportation Standardization Evaluation program evaluation checklists.

Command Job Qualification Standard—Comprehensive task list common to all persons serving in the duty position, which describe a particular job type or duty position.

Critical Information File—A collection of information for each functional area (e.g., aerial port, C2 and aircraft maintenance) necessary for CR force-specific operations. Each squadron maintains a copy while the master is maintained in Stan/Eval.

Common Installation Picture—The Common Installation Picture is the standard AF geospatial data set that depicts the natural and built infrastructure of an installation. The Common Installation Picture is comprised of geospatial data layers in digital format with related attribute information and satellite imagery.

Contingency Response Force—Refers to generic CR teams during mission execution. A CR force may encompass anything from the smallest contingency support element up to a full contingency response group.

Contingency Response Group—CRGs are home station organizations that rapidly deploys tailorable, multi-role, multi-skilled, expeditionary CR teams, organized to quickly assess and effectively open forward contingency airbases and conduct air support operations anywhere in the world. CRGs ensure mission-ready airfield assessment teams, airfield operations, C2, aerial port, quick-turn aircraft maintenance, weather, intelligence, ATC, security forces, finance, fuels, supply, legal and contracting personnel are available to project and sustain combat forces worldwide.

Contingency Response Element—A provisional, pared and tailored rapidly deployable organization established at locations where air operational support is non-existent or insufficient. A CRE provides initial airfield operations, command and control, and air support. The CRE may also be composed of contingency support elements from various units and deploys in support of Special Assignment Airlift Mission, POTUS support, Joint Airborne/Air Transportability Training, tanker support, or contingency and emergency relief missions on both planned and “no notice” basis.

Contingency Response Team—Performs the same function as a CRE, but on a smaller scale. CRTs are normally led by and enlisted non-commissioned officer certified as a CRT chief.

Contingency Response Wing—The Air Forces global reach crisis response force. The CRW is a home station organization that rapidly deploys tailorable, multi-role, multi-skilled, expeditionary mobility teams, organized to quickly assess and effectively open forward contingency airbases and conduct air mobility support operations anywhere in the world. The CRW ensures mission-ready airfield assessment teams, airfield operations, C2, aerial port, quick-turn aircraft maintenance, weather, intelligence, ATC, security forces, finance, fuels, supply, legal and contracting personnel are available to project and sustain combat forces worldwide.

Controlling Agency—The agency that has TACON or OPCON of CR forces. Depending on the situation, TACON or OPCON can be delegated or transferred. Usually, the controlling agency is identified in an order.

Force Health Protection—Force Health Protection is a strategy that uses preventive health techniques and emerging technologies in environmental surveillance and combat medicine to protect all service members before, during and after deployment. It is designed to improve the health of service members, prepare them for deployment, prevent casualties and promptly treat injuries or illnesses that do occur.

Joint Force—A general term applied to a force that is composed of two or more Services operating under a single Commander authorized to exercise unified command and OPCON over joint forces.

Minimum Lighting—Minimum lighting is defined as conditions requiring the use of NVDs to enhance existing light to a level in which ground crew can support operations.

Off-Station Mission—Any contingency operation, exercise or TDY that occurs away from the CR force's home station.

Review & Certification (R&C) Board—Certifies unit personnel complete (after all training and evaluations) for initial upgrade or re-qualification to CRE commander, CRT chief or designated positions.

Review and Certification (R&C) program—The R&C program is designed to ensure safe and efficient Global Reach Laydown operations through a systematic review of individual qualifications prior to allowing that person to conduct operations without supervision. It is intended to help standardize squadron certification programs set up by the respective commanders. Execution of the program encompasses R&C boards, appropriate documentation, and interviews for certain qualifications.

Senior Airfield Authority—An individual designated by the joint forces commander to be responsible for the control, operation, and maintenance of an airfield to include the runways, associated taxiways, parking ramps, land, and facilities whose proximity directly affects airfield operations.

Special Interest Item—A tool to focus management attention, gather data, and assess the status of specific programs and conditions in the field. SIIs are evaluated by IG inspectors using inspection guides and grading criteria provided by the SII sponsoring agency.

Staff Assistance Visit—Performed to solve specific problems or exchange information by covering any standardization/evaluation area. An example would be visiting squadron-training offices to monitor training folder status.

Training Review Panel—A six month projection of personnel in critical AFSCs and the status of their CRW-specific training.

Attachment 2

REPORTS AND REQUIRED FORMS

A2.1. Go-No/Go. The team lead shall be responsible for submitting an initial verbal assessment (known as the Go/No-Go) within four hours of arrival (first boots on the ground) to commence the flow of aircraft and provide a more detailed written airfield assessment (known as the Go/No-Go report) within 24 hours of arrival, unless directed otherwise by controlling agency. **(T-2)** This report does not take the place of a SITREP.

A2.1.1. Initial and follow-up are reported to the controlling agency and follow-on CR forces via secure data/voice.

A2.1.2. Address at a minimum: condition of runways, taxiways, ramps, facilities, FP, communication, airfield operations, hot cargo operations capabilities, fuels, aerial port operations, and other specific data requested by the supported command and/or controlling agency. **(T-2)**

A2.1.3. These assessments are used to recommend the suitability of conducting further air operations to planners. A more in-depth assessment report should continue to the extent practical after the initial assessment is complete.

A2.2. On-Station Report. The CRE Commander or CRT Chief shall be responsible for submitting an initial verbal on-station report to the controlling agency within 60 minutes of arrival (120 minutes for airdrop insertion), via secure means (voice/data as available). **(T-2)**

A2.2.1. Initial data copy is not required if reported to the controlling agency via secure voice.

A2.2.2. Submit a revised on-station report as soon as CR forces are prepared to begin operations. This report is critical to ensure the controlling agency can begin directing global mobility missions into the deployed location. Identify limiting factors to mission execution.

A2.2.3. The On-Station report should be in a data format via MS Word or Adobe PDF file. The below categories provide a list of subparagraphs. These paragraphs are used as a baseline template. Specific categories may be directed based on the event or operation and information required.

A2.2.3.1. **FROM:** XXX CRE or CRT/OP or EXER TITLE/ICAO

A2.2.3.2. **TO:** 618 AOC/GADC MISSION SUPPORT ORG BOX or THEATER AMD EMAIL; AMC/A34 MOBILITY SUPPORT OPERATIONS DIVISION ORG BOX; ALL OTHER REQUIRED EMAILS PER REPORTING INSTRUCTIONS AND ORDERS

A2.2.3.3. **INFO:** THIRD PARTY EMAIL ADDRESS FOR A COPY OF THE REPORT

A2.2.3.4. **CLASSIFICATION:** In accordance with AFI 10-701, *OPERATIONS SECURITY (OPSEC)*

A2.2.3.5. **SUBJECT:** INITIAL or REVISED ON-STATION REPORT, DATE TIME GROUP

A2.2.3.5.1. Date Time Group is formatted as DDHHMMZMONYY

A2.2.3.5.1.1. DD-Day of the month (e.g., 6th=06)

A2.2.3.5.1.2. HHMM– Time in 24-hr format (e.g., 6:30pm in =1830)

A2.2.3.5.1.3. Z– Zulu Time

A2.2.3.5.1.4. MON– 3-digit month code, (e.g., January= JAN)

A2.2.3.5.1.5. YY– 2 Digit year, (e.g., 2023=23)

A2.2.3.6. **GENERAL:** Include POC information (CRE Commander, CRT Chief, or Team Chief), contact information (email addresses and secure/unsecure phone numbers), and CR team information (total number of CR boots on ground, billeting info).

A2.2.3.7. **OPERATIONS:** Include team’s capabilities (working maximum on ground, specific functional areas, hours of operations, lighting condition, etc.).

A2.2.3.8. **LIMITING FACTORS:** Include all required/additional capabilities or actions needed to perform mission.

A2.3. SITREP. The CRE Commander or CRT Chief shall be responsible for timely and accurate SITREP reporting. **(T-2)** SITREPs report significant factors relating primarily to readiness, mobilization of personnel, force protection, and logistics of CR forces. Report content highlights key activities and builds on previous reports.

A2.3.1. See USTI 10-27v2, Joint Task Force Port Opening, for instructions and format guidance during a JTF-PO.

A2.3.2. Initial SITREP will be in the form of the On-Station Report within 60 minutes of arrival (120 minutes for airdrop insertion), via secure means (voice/data as available). **(T-2)**

A2.3.3. CR forces will send SITREPs NLT 0800Z daily and reflect current data as of 0600Z, however the timing may be changed at the discretion of the deployed commander or team chief with the approval of the controlling agency. **(T-2)**

A2.3.4. The CRE Commander or CRT Chief will ensure that the SITREP includes limiting factors to mission execution, location workload, threat environment, airfield capability, equipment status, personnel availability, sustainment requirements, and any medical, legal, or diplomatic problems or changes in the host base, force or deployed force working relationship. **(T-2)** These paragraphs are used as a baseline template. Specific categories may be directed based on the event or operation and information required.

A2.3.4.1. **FROM:** XXX CRE or CRT/OP or EXER TITLE/ICAO

A2.3.4.2. **TO:** 618 AOC/GADC MISSION SUPPORT ORG BOX or THEATER AMD EMAIL; AMC/A34 MOBILITY SUPPORT OPERATIONS DIVISION ORG BOX; ALL OTHER REQUIRED EMAILS PER REPORTING INSTRUCTIONS AND ORDERS

A2.3.4.3. **INFO:** THIRD PARTY EMAIL ADDRESS FOR A COPY OF THE REPORT

A2.3.4.4. **CLASSIFICATION:** In accordance with AFI 10-701, *OPERATIONS SECURITY (OPSEC)*

A2.3.4.5. **SUBJECT:** OP or EXER TITLE, SITREP XXX (e.g., 001), DATE TIME GROUP

A2.3.4.5.1. Date Time Group is formatted as DDHHMMZMONYY.

A2.3.4.5.1.1. DD-Day of the month (e.g., 6th=06)

A2.3.4.5.1.2. HHMM– Time in 24-hr format (e.g., 6:30pm in =1830).

A2.3.4.5.1.3. Z– Zulu Time

A2.3.4.5.1.4. MON– 3 digit month code, (e.g., January=JAN)

A2.3.4.5.1.5. YY– 2 Digit year, (e.g., 2023=23)

A2.3.4.6. **Aircraft/Mission Totals.** This section reflects the type of aircraft flown and number of missions flown in that aircraft type. A scheduled mission is one that did not divert in and was scheduled in GDSS or Air Tasking Order. If a mission was scheduled in but did not arrive due to maintenance, weather, or other circumstances, it is shown under the scheduled column but not under the actual column. The total column is a total since the start of the operation. **Include the aircraft/mission that flew in the first CR forces making the first SITREP.

Table A2.1. AIRCRAFT TODAY/TOTAL (CAO XXXXZ).

AIRCRAFT TYPE	SCHEDULED TODAY/TOTAL	ACTUAL TODAY/TOTAL
C17A	17/17	14/14
C130J	5/5	4/4
B737	0/1	1/1

A2.3.4.7. **Air Evacuation Totals.** This section compiles the Aeromedical Evacuation missions.

Table A2.2. AIR EVAC TODAY/TOTAL.

AIRCRAFT TYPE	SCHEDULED TODAY/TOTAL	ACTUAL TODAY/TOTAL

Table A2.3. AIR EVAC PATIENT INFORMATION.

TODAY LITTER/AMBULATORY/ ATTENDANT	TODAY URGENT/PRIORITY/ ROUTINE	TOTAL LITTER/AMBULATORY/ ATTENDANT	TOTAL URGENT/PRIORITY/ ROUTINE

A2.3.4.8. **Airfield Pax/Cargo Totals.** This section is for passengers and equipment under the control of CR forces.

A2.3.4.8.1. Off-loaded Passenger/Cargo: This section lists all personnel and equipment that arrived (including all CR forces and equipment). List the personnel and equipment that terminate at this station. Do not list through load equipment/passenger.

A2.3.4.8.2. On-loaded Passenger/Cargo: This section lists all Personnel and Equipment that departed this station (including all CR forces and equipment). Do not list through load equipment/passenger.

A2.3.4.8.3. Thru-Load Passenger/Cargo: This section lists all equipment/passengers that transited this station. Do not list final offloaded and initial on-load equipment/passenger.

A2.3.4.8.4. Airdrop Recovery: This section lists equipment/passenger the CR force recovered from any LZ/DZ they are responsible for.

Table A2.4. AIRFIELD PAX/CARGO (IN POUNDS).

	PAX TODAY/TOTAL	CARGO TODAY/TOTAL
OFFLOAD		
ONLOAD		
THRU-LOAD		
AIRDROP		

A2.3.4.9. **Maximum on Ground.** List this station's current working and parking Maximum on Ground in this section (always state working Maximum on Ground for C17 and C130). (T-2) Indicate other aircraft type if directed.

Table A2.5. WMOG/PMOG.

TYPE OF AIRCRAFT	PARKING	WORKING
C17	2/24	3
C130	2/24	3

A2.3.4.10. **NAVAIDS:** List the status of all airfield NAVAIDS. Include comments in the STATUS column on all equipment identified as RED/YELLOW with estimated time of completion or supply document number. RED represents inoperable or unusable and capability could be severely degraded. YELLOW means that the equipment is degraded and has limited capability.

Table A2.6. NAVAIDS.

TYPE	STATUS

A2.3.4.11. **Material Handling Equipment (MHE) Status:** List the status of all CR and host base Material Handling Equipment used by the CRE/CRT. List registration number of USAF or WRM equipment as applicable. If the equipment has a ULN include that information as well as the Registration Number, (if host-nation equipment is used, leave blank). Include comments in the STATUS column on all equipment identified as RED/YELLOW with estimated time of completion or supply document number. RED represents inoperable or unusable and capability could be severely degraded. YELLOW means that the equipment is degraded and has limited capability.

Table A2.7. MHE STATUS.

NOMENCLATURE	ULN and REG #	OWNING UNIT	STATUS
JOHN DEERE 10K AT	GRE11	JORDAN INTL' AIRPORT	GREEN
JOHN DEERE 10K AT	GRE13	821 CRS	RED, needs new tire (no tire on station), MRT ordered
JOHN DEERE 10K AT	GRE28	821 CRS	GREEN
APO 25K HALVORSEN LOADER	GRE12	821 CRS	GREEN
COMMENTS:			

A2.3.4.12. **Maintenance Equipment Status:** List the status of all CR and host base Maintenance Equipment used by the CRE/CRT. List registration number of USAF or WRM equipment as applicable. Include comments in the STATUS column on all equipment identified as RED/YELLOW with estimated time of completion or supply document number. RED represents inoperable or unusable and capability could be severely degraded. YELLOW means that the equipment is degraded and has limited capability.

Table A2.8. MAINTENANCE EQUIPMENT STATUS.

NOMENCLATURE	ULN and REG #	OWNING UNIT	STATUS
LIGHT CART, FL-1D	GRE01	821 CRS	GREEN
LIGHT CART, FL-1D	GRE01	821 CRS	GREEN
LIGHT CART, FL-1D	GRE01	821 CRS	RED, not needed

A2.3.4.13. **Vehicle Status:** List the status of all CR and host base vehicles used by the CRE/CRT. List registration number of USAF or WRM equipment as applicable. Include comments in the STATUS column on all vehicles identified as RED/YELLOW with estimated time of completion or supply document number. RED represents inoperable or unusable and capability could be severely degraded. YELLOW means that the equipment is degraded and has limited capability.

Table A2.9. VEHICLE STATUS.

NOMENCLATURE	ULN and REG #	OWNING UNIT	STATUS
TRUCK, LOADED (LZSO)	GRE01	821 CRS	GREEN
HMMWV, M1097A2 LOADED	010	821 CRS	GREEN
MRZR (SF SMALL ENGINE)	GRE09	821 CRS	RED, ETA on fix is tomorrow
POLARIS RANGER	001	689 RPOE	GREEN
M1165A1 TRUCK	002	689 RPOE	GREEN
PF VEHICLE	003	689 RPOE	GREEN

A2.3.4.14. **COMM Status:** List the status of all CR and host base voice systems used by the CRE/CRT. List the status of all CR and host base commercial and DSN phone numbers (as applicable). List the status of all CR and host base data systems being used. List the status of all CR and host base SIPR/NIPR e-mail addresses. Include comments in the STATUS column on all equipment identified as RED/YELLOW with estimated time of completion or supply document number. RED represents inoperable or unusable and capability could be severely degraded. YELLOW means that the equipment is degraded and has limited capability.

Table A2.10. Voice: Communications Status (Air to Ground Call Sign).

TYPE	PHONE # OR PRIMARY FREQ	SECONDARY FREQUENCY	STATUS	SECURE OPERABLE
AIR TO GROUND	138.5	139.95	GREEN	NO
SATCOM	N/A	N/A	N/A	N/A
GROUND RADIO	236.00	251.925	GREEN	YES
IRIDIUM	1-808-794-4136			

Table A2.11. DATA.

TYPE	NIPR CONTACT	SIPR CONTACT	NIPR STATUS	SIPR STATUS
ECK:	DSN 615-224-9043	DSN 302-581-9041	GREEN	GREEN
SCP:	DSN 615-224-9043	DSN 302-581-9041	GREEN	GREEN
DAMA:	N/A	N/A	N/A	N/A

A2.3.4.15. **CR Force Personnel Status:** List the totals of all CR personnel (including assessment team, survey team, augmentation members, and any other members under CR direction for admin purposes or base operating support) deployed to that location (officer, enlisted, civilian, gender, total).

Table A2.12. CR FORCE PERSONNEL STATUS.

	OFFICER	ENLISTED	CIVILIAN	TOTAL
MALE	17	82	1	100
FEMALE	3	4	0	7
TOTAL	20	86	1	107

A2.3.4.16. **Security Status:** List the current security status, FP Condition, and threat assessment at this station.

A2.3.4.17. **Support/Equipment Requested:** List additional mission requirements: (personnel, equipment, supplies). Indicate requisition number if items already ordered but awaiting arrival. Include comment on all equipment identified as RED/YELLOW with estimated time of completion or supply document number. RED represents inoperable or unusable and capability could be severely degraded. YELLOW means that the equipment is degraded and has limited capability.

A2.3.4.18. **CRE Commander, CRT Chief, Team Chief comments:** List any comments or concerns the Team Chief may have. List any limiting factors to mission if not already reported.

A2.4. Deployment Personnel & Equipment (DP&E) Report. CR forces will send a DP&E when requested by controlling agency to provided updates on deployed manpower and equipment.

A2.4.1. **FROM:** XXX CRE or CRT/OP or EXER TITLE/ICAO

A2.4.2. **TO:** 618 AOC/GADC MISSION SUPPORT ORG BOX or THEATER AMD EMAIL; AMC/A34 MOBILITY SUPPORT OPERATIONS DIVISION ORG BOX; ALL OTHER REQUIRED EMAILS PER REPORTING INSTRUCTIONS AND ORDERS

A2.4.3. **INFO:** THIRD PARTY EMAIL ADDRESS FOR A COPY OF THE REPORT

A2.4.4. **CLASSIFICATION:** In accordance with AFI 10-701, *OPERATIONS SECURITY (OPSEC)*

A2.4.5. **SUBJECT:** OP or EXER TITLE, DP&E XXX (e.g., 001), DATE TIME GROUP

A2.4.5.1. Date Time Group is formatted as DDHHMMZMONYY

A2.4.5.1.1. DD-Day of the month (e.g., 6th=06)

A2.4.5.1.2. HHMM– Time in 24-hr format (e.g., 6:30pm in =1830)

A2.4.5.1.3. Z– Zulu Time

A2.4.5.1.4. MON– 3-digit month code, (e.g., January=JAN)

A2.4.5.1.5. YY– 2 Digit year, (e.g., 2023=23)

A2.4.6. Deployed Personnel Totals. List all personnel under the authority of CR forces that would be included in the SITREP CR FORCE PERSONNEL section. This may include personnel not part of CR forces but under CR direction for admin purposes or base operating support (aeromedical evacuation crew, advanced echelon for follow-on, aircrew, stage managers, aircrew flight equipment, etc.). Identify personnel that are not part of the CR force but under CR direction in the comments.

A2.4.6.1. Include member's Line Number/ULN, Full Name, Rank, AFSC, Unit, Arrival Date, and MAJCOM/ANG.

A2.4.6.2. Do not list any person or equipment more than once. **(T-3)** They were either already reported (Section 1), just arrived (Section 2), or have left (Section 3).

A2.4.6.3. If another agency takes responsibility for personnel formerly counted by CR forces, then create an additional section for "THE FOLLOWING PERSONNEL ARE NOW REPORTED THROUGH FOLLOW-ON FORCES COMMAND AND CONTROL: INSERT NAME OF RESPONSIBLE REPORTING AGENCY."

A2.4.7. Deployed Equipment Totals. List all equipment under the authority of CR forces that would be included in the SITREP MAINTENANCE, MHE, VEHICLES, COMM, and NAVAID sections. This may include equipment under CR direction for admin purposes or base operating support (aircrew flight equipment, 10K, etc.).

A2.4.7.1. Include equipment's ULN, Nomenclature, Owning Unit, Arrival Date, and Quantity.

A2.4.8. CRE Commander, CRT Chief, Team Chief comments: List any comments or concerns the Team Chief may have. List any limiting factors to mission if not already reported.

A2.5. Redeployment Plan. Requirements and proposed load plans for the roll-up and redeployment of CR forces should be forwarded to the controlling agency as soon as possible after arrival at the deployed location. The validation process in the Joint Operation Planning and Execution System takes up to 21 days for airlift.

A2.5.1. **FROM:** XXX CRE or CRT/OP or EXER TITLE/ICAO

A2.5.2. **TO:** 618 AOC/GADC MISSION SUPPORT ORG BOX or THEATER AMD EMAIL; AMC/A34 MOBILITY SUPPORT OPERATIONS DIVISION ORG BOX; ALL OTHER REQUIRED EMAILS PER REPORTING INSTRUCTIONS AND ORDERS

A2.5.3. **INFO:** THIRD PARTY EMAIL ADDRESS FOR A COPY OF THE REPORT

A2.5.4. **CLASSIFICATION:** In accordance with AFI 10-701, *OPERATIONS SECURITY (OPSEC)*

A2.5.5. **SUBJECT:** OP or EXER TITLE, REDEPLOYMENT PLAN, DATE TIME GROUP

A2.5.5.1. Date Time Group is formatted as DDHHMMZMONYY

A2.5.5.1.1. DD-Day of the month (e.g., 6th=06)

A2.5.5.1.2. HHMM– Time in 24-hr format (e.g., 6:30pm in =1830)

A2.5.5.1.3. Z– Zulu Time

A2.5.5.1.4. MON– 3 digit month code, (e.g., January=JAN)

A2.5.5.1.5. YY– 2 Digit year, (e.g., 2023=23)

A2.5.6. **REDEPLOYMENT PLAN:** Detail the redeployment plan for the CR force location. Utilize Phase plans and list phases by earliest available date for the redeployment. Redeployment Plans should include deployed personnel totals, ULN/line numbers, full name, rank, AFSC, MAJCOM/ANG, unit, equipment/cargo totals, ULN, nomenclature, quantity, owning unit, weight (short tons), total short tons, airlift requirements (proposed type of aircraft an itinerary requested), special considerations, remarks, POC and contact information.

A2.6. Airfield Survey Request. Completely fill in requested information. The intent of this requested information is to ensure that an airfield survey request has gone through a validation process and there are no CCMD organic means to fulfill this requirement. This will reduce redundant efforts between various commands/organizations. Include the following information:

A2.6.1. Requestor and Contact Info:

A2.6.2. Date of Request and Requested Completion Date:

A2.6.3. Airfield Name/ICAO:

A2.6.4. Airfield Manager/Senior Airport Authority and Contact Info:

A2.6.5. Additional Airfield POC and Contact Info:

A2.6.6. Purpose/Reason for survey:

A2.6.7. Site and date of last survey:

A2.6.8. Base Operating Support Requirements:

A2.6.8.1. Billeting:

A2.6.8.2. Food/Water:

A2.6.8.3. Mess/Meals Contact:

A2.6.8.4. Equipment: Type and Amount (Generator 120V vs. 208/240V):

A2.6.8.5. Fuel (Ground and Aircraft) Storage, Availability, Resupply, and Delivery

A2.6.8.6. Transportation Availability and Contact Info:

A2.6.8.7. Preventative Medicine and Medical Requirements/Concerns and Contact Info:

A2.6.8.8. Threat Level:

A2.6.8.9. Weapons Authorization:

A2.6.8.10. Force Protection Contact Info:

A2.6.9. Country Clearance Restrictions:

A2.6.10. Additional Points of Contacts:

A2.6.11. Fund Cite Information:

A2.6.12. Pavement Analysis Requirement and Contact Info:

A2.6.13. Additional Requirements:

A2.6.14. CCMD coordination POC and Contact Info:

A2.6.15. U.S. Embassy POC and Contact Info:

A2.6.16. AMC Coordination (A3A, A34, A4R, A7O, 618 AOC): (Enter POC name and date coordinated)

A2.6.17. USTRANSCOM POC:

A2.6.18. Validation Date:

A2.7. AAR. The AAR should contain a summary of the contingency, exercise, or operational mission supported, and a brief description of the concept of operations, CR force roles and responsibilities, airlift volume and reliability statistics, problem areas, and lessons learned. In each area where problems are encountered, the problem should be described, together with causes, impact, solutions, and recommended solutions. Specific facts and information are needed to help solve problems and prevent future forces from repeating the same mistakes.

A2.7.1. An initial end of operations report will be forwarded to AMC/A34 NLT 5 days upon the official end of operations. **(T-2)**

A2.7.2. Include the following information:

A2.7.2.1. **SUBJECT:** OP or EXER TITLE, AAR

A2.7.2.2. **DEPLOYMENT INFORMATION:** Include TO-FROM Dates, Unit(s) Supported/Agency or Supported Service, Location/ICAO, Key Team Member Names and Duty Position, and Personnel Totals.

A2.7.2.3. **MISSION SUMMARY:** Include Aircraft Type/Mission Totals, Delays, Pax/Equipment Throughput, Communications Equipment Used, WMOG, PMOG, POL Available, Transportation Available, MHE Available, Operating Base Support, and any other pertinent information.

A2.7.2.4. **POST MISSION SUMMARY:** Include Combat Support (Base Support), Unit Training Accomplished, Communication/C2/FP/etc. Issues/Concerns, Recommendations/Solutions, and Overall Mission Assessment.

A2.7.2.5. **POC NAME AND CONTACT INFO:** Team Chief will Print and Sign AAR.

Attachment 3

**STAN/EVAL SAMPLE LETTERS AND REVIEW AND CERTIFICATION (R&C)
BOARD DISCUSSION TOPICS AND MINUTES**

A3.1. Letter of Evaluation and Certification. An individual is not considered qualified until Evaluator, Reviewer, and Approving Official have signed the document.

Figure A3.1. Letter of Evaluation and Certification.

<p>Evaluator Recommendation:</p> <p>MSgt Andrew Jackson, 821 CRS, was evaluated on Contingency Response Team Chief duties at Mackall AAF NC, from 5-19 Jan 10. He planned and led the deployment of a 19-person team that supported 12 airlift missions moving 45 tons of cargo and 157 passengers. He completed all actions for redeployment and reconstitution. One discrepancy recorded when examinee failed to properly assign mission deviation code.</p> <p>I recommend MSgt Jackson for certification to Contingency Response Team Chief following one hour of additional training in assigning mission deviation codes. Training will be completed NLT 28 Feb 10.</p>	
<p><u>Test Score: %</u></p>	<p><u>Overall Evaluation Grade: Q/U</u></p>
<p>_____ Evaluator Name, Rank, Organization</p>	<p>_____ Signature, Date</p>
<p>Reviewing Officer:</p> <p>I have reviewed the individual's record and concur/non-concur with the above recommendation with my comments as outlined below.</p>	
<p>_____ Reviewer Name, Rank, Office Symbol</p>	<p>_____ Signature, Date</p>
<p>Approving Officer:</p> <p>I certify/do not certify MSgt Andrew Jackson as qualified to deploy in a primary unit type code position and perform the duties of Contingency Response Team Chief with an effective date of _____.</p>	
<p>_____ Approving Officer Name, Rank, Office Symbol</p>	<p>_____ Signature, Date</p>

Figure A3.2. Letter of Decertification.

MEMORANDUM FOR TSgt Mal Attempt	DATE:
FROM: 621 CRS/CC	
SUBJECT: Memorandum of Decertification	
<p>1. TSgt Mal Attempt, 123-45-6789, you are removed from CR Team Chief and CR Team Chief Instructor/Evaluator status effective 1 Feb 23. This action is due to failure to perform assigned duties during a recent deployment.</p> <p>2. Corrective action shall be initiated, and a complete mission evaluation is required before recertification as a CR Team Chief. Corrective action will include 10 hours of ground training concentrating on pre-departure planning and OPREPs. In addition, you will re-accomplish Communication Security user training and perform one ride as a CR Team Chief student under the direct supervision of a CR Team Chief Instructor. Upon the instructor's recommendation you will be scheduled for a complete mission evaluation as CR Team Chief.</p> <p>3. A review of the corrective action training will occur at every squadron Review & Certification board until a satisfactory mission evaluation is completed. Failure to complete this corrective action by 1 Aug 23 will result in a review of your status to perform the CR force mission.</p> <p>You will acknowledge receipt of this letter within 5 duty days. This letter will be maintained in your Mobility Evaluation File and Training Folder/Record, if applicable, in accordance with AFI 10-202 and Local OI 10-202.</p>	
<hr/> <p>Emily Davison, Lt Col, USAF Commander</p> <p>1st Ind, TSgt Attempt</p>	
MEMORANDUM FOR 621 CRS/CC	
I acknowledge receipt of this letter on _____ . I understand and will comply with all corrective actions outlined above.	
<hr/> <p>MAL ATTEMPT, TSgt, USAF</p>	

A3.2. Review and Certification Board General Areas of Discussion. The following is a list of general areas for board members to reference as they brief pertinent aspects of the unit's mission. Use this time to instruct, congratulate, challenge, and motivate individuals as they embark on a new segment of their careers.

A3.2.1. Commander: Congratulations, unit mission – Commander's perspective, leadership by example, professional expectations and responsibilities associated with new qualification, organizational support individual can expect from squadron, general knowledge, keeping leadership informed, chain of command, safety philosophy.

A3.2.2. Operations Officer: Unit's mission – operations officer perspective, technical competence, paperwork, monitor/maintain individual currency and proficiency, keep leadership informed (on the road), technical support individual can expect from squadron, non-retribution, risk management, and safety.

A3.2.3. Training and Stan/Evaluation: Adherence to technical orders and instructions, stay in the books, available support from Stan/Eval, expectations and responsibilities associated with new qualification, instructor techniques, available training programs, documentation, continuation training, and "Hangar Fly" technique.

A3.2.4. Safety: Situational awareness, Safety programs (Risk Management, AMC Form 97, *AMC In-Flight Emergency and Unusual Occurrence Worksheet*, BASH, etc.), and privileged information; why we have it and how we use it.

A3.2.5. Flight Commander or senior representative from functional specialty: Remember where you came from, expectations, your role as a role model, OPRs, EPRs, awards and decorations while deployed.

Figure A3.3. Sample R&C Board Minutes.

MEMORANDUM FOR RECORD	Date:
FROM: 36 CRS/CC	
SUBJECT: Review and Certification Board Minutes	
<p>The R&C Board convened at 1000 on 5 Apr 23. The following board members were present:</p> <p>CC: Lt Col Thalassa Training: TSgt Galatea DO: Maj Despina Safety: TSgt Larissa SELO/Ops Flt: Maj Neried Aerial Port: MSgt Proteus Maintenance: SMSgt Triton</p>	
<p>Review. The Commander reviewed all training records of individuals in training and signed off the monthly review.</p> <ol style="list-style-type: none"> 1. Additional Training: TSgt Grigori Rasputin. Not recommended for CR upgrade on 3 Apr 23. Member has completed 10 hours of ground training; however, all CR training was cancelled due to exercise termination. Recommend continuing CR training on the next available CR trip. 2. Certification: The following crew members were interviewed and upgraded to the position indicated: Capt George W. Carver, SSgt Isaac Newton, and SSgt Florence Nightingale, The Commander certified the following individual to perform the duties indicated (interview not required): Capt Sally Ride – CR/CC Evaluator 3. Decertification: TSgt N. Bonaparte was downgraded from CRT Chief to CR cadre two weeks ago after member failed to properly plan a mission. Corrective action will include 10 hours ground training by CR instructor and an evaluation. Ground training will cover all aspects of pre-departure planning. A Memo for Record detailing corrective actions will be completed by unit SELO and filed in member's evaluation folders. 4. Discussion: A discussion concerning the upcoming CRG/IGXs followed. Board recommended that a CR be formed to operate at both exercises. 5. Pending actions to be tracked by squadron Stan/Eval: <ul style="list-style-type: none"> Additional training for TSgt Rasputin (suspense: 15 Jun 09) Corrective Training Memo for TSgt Bonaparte (suspense: 10 May 09) CRW/CC interview for Capt Carver, SSgt Newton, SSgt Nightingale (suspense 15 May 09) <p>The board adjourned at 1040 on 5 Apr 23. This memorandum will be filed for two years from posted date in accordance with AFI 10-202. Questions may be directed to Maj Oberon, squadron SELO, at extension 1969.</p>	
<hr/> <p>JOHN PEMBERTON, Lt Col, USAF Commander</p>	