

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 32-2001**

**28 SEPTEMBER 2018**



**Civil Engineering**

**FIRE AND EMERGENCY SERVICES  
PROGRAM**

---

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available for downloading or ordering on the e-Publishing website at: <http://www.e-publishing.af.mil>.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: AF/A4CX

Certified by: AF/A4CX  
(Col Michael J. Zuhlsdorf)

Supersedes: AFI 32-2001, 27 February  
2014

Pages: 44

---

This instruction implements Air Force Policy Directive 32-20, *Fire and Emergency Services*. It is also consistent with references listed in attachment 1. This Instruction applies to all Fire and Emergency Services (F&ES) personnel unless modified by an appropriate component level supplement. This instruction does not apply to Air Force Reserve Command (AFRC) or Air National Guard (ANG) firefighters when in training status. The authorities to waive wing/unit level requirement in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or, alternately, to the publication office of primary responsibility for non-tiered compliance items. Direct questions, comments, recommended changes, or conflicts to this manual using the *Air Force Form 847, Recommendation for Change of Publication*, through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule in the Air Force Records Information Management System. The applicable Privacy Act System of Records Notices, F032 Air Force Civil Engineer Center, *Civil Engineer System-Fire Department Records* is available at <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569730/f032-af-ce-h/>. The use of the name or mark of any specific manufacturer,

commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

### ***SUMMARY OF CHANGES***

This document has been substantially changed and must be completely reviewed. It addresses roles and responsibilities of Headquarters Air Force, the Air Force Installation and Mission Support Center, and the Air Force Civil Engineer Center. It adds the requirements of AFI 32-2006, *Uniform and Grooming Standards for Civilian Fire and Emergency Services Personnel*. It redefines the scope and levels of service at auxiliary airfields, clarifies interior fire operations at response capability levels below Critical Level of Service and addresses F&ES relationship with the Air Force Wildland Center. Lastly, it provides specific guidance on the following: defines requirements to ensure career progression and force balance in mixed departments; further clarifies the responsibility and requirements for Emergency Medical Services; adds the requirement that completed training be less than five years old for submission of certification; clarifies the non-emergency use of Aqueous Film Forming Foam; specifies critical elements of the Personal Protective Equipment Program, and redefines F&ES Deviations and redefines reportable incident thresholds.

<b>Chapter 1— Roles and Responsibilities</b>	<b>5</b>
1.1. Headquarters Air Force.....	5
1.2. Air Force Installation and Mission Support Center Commander. ....	5
1.3. Air Force Installation and Mission Support Center Detachment Commanders. ....	6
1.4. Installation Commander. ....	7
1.5. Base Fire Marshal. ....	7
1.6. Installation Fire Chief. ....	7
1.7. Civil Engineer Engineering Flight Chief.....	7
1.8. CE Engineering Flight (CEN). ....	7
1.9. Civil Engineer Operations Flight Chief.....	7
<b>Chapter 2— STANDARDS</b>	<b>8</b>
2.1. Mission. ....	8
2.2. Goal. ....	8
2.3. Objectives. ....	8
2.4. Emergency Response Capability. ....	8
2.5. Regulatory Guidance. ....	9
2.6. Basic Allowance for Subsistence.....	10

2.7.	National Fire Protection Association Standard Deviations. ....	10
Figure 2.1.	Risk Assessment Matrix. ....	11
2.8.	Fire Protection Engineering Criteria Policy Deviation. ....	11
2.9.	Contract Firefighting Operations. ....	11
2.10.	Mutual Aid Offsets. ....	11
<b>Chapter 3— FIRE AND EMERGENCY SERVICES ORGANIZATION AND PROGRAMS</b>		<b>12</b>
3.1.	Flight Organization. ....	12
3.2.	Management. ....	13
3.3.	Fire Prevention Program. ....	14
3.4.	Fire and Emergency Services Training. ....	15
3.5.	Fire and Emergency Services Operations. ....	15
3.6.	Privatized Housing Response Management. ....	17
3.7.	Emergency Responder Rehabilitation. ....	17
3.8.	Air Force Reserve Command Military Firefighters. ....	17
<b>Chapter 4— RESOURCES</b>		<b>18</b>
4.1.	Emergency Response Resources. ....	18
4.2.	Structural and Proximity Personal Protective Equipment. ....	19
4.3.	Duty Uniforms. ....	19
4.4.	Duty Uniforms. ....	20
<b>Chapter 5— EXTERNAL AGENCY COORDINATION</b>		<b>23</b>
5.1.	Coordination with Other Agencies. ....	23
5.2.	Mutual Aid Agreements. ....	23
5.3.	Defense Support of Civilian Authorities. ....	23
5.4.	Fire Incident Investigations.....	23
5.5.	Pre-Incident Plans. ....	23
5.6.	Joint-Use Airport Agreements. ....	23
5.7.	Prior Notification of Exercises. ....	23
<b>Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>		<b>25</b>

<b>Attachment 2— SAMPLE FORMAT FOR AGREEMENT FOR MUTUAL AID IN FIRE AND EMERGENCY SERVICES (US)</b>	<b>29</b>
<b>Attachment 3— SAMPLE FORMAT FOR AGREEMENT FOR MUTUAL AID IN FIRE PROTECTION (FOREIGN)</b>	<b>35</b>
<b>Attachment 4— SAMPLE FORMAT FOR RELEASE OF CLAIMS AND INDEMNIFICATION CLAUSE FOR CIVIL AIRPORT JOINT-USE AGREEMENTS</b>	<b>40</b>
<b>Attachment 5— MILITARY FIREFIGHTER PROFESSIONAL GEAR AND DUTY UNIFORMS</b>	<b>41</b>
<b>Attachment 6— CIVILIAN DUTY UNIFORMS</b>	<b>42</b>

## Chapter 1

### ROLES AND RESPONSIBILITIES

#### 1.1. Headquarters Air Force.

1.1.1. USAF/A4C. The Director of Civil Engineers, is the authority having jurisdiction for Air Force Fire and Emergency Services guidance, advocates for resources, provides F&ES program strategy, establishing mission requirements, policy guidance, and enabling F&ES capabilities to protect Air Force personnel, property, missions and environment. Designates functional area representatives to NFPA standards committees, Vehicle Transportation Acquisition Council, North Atlantic Treaty Organization Crash Fire-Fighting and Rescue Panel, Air Operations and Services Working Group, International Fire Service Accreditation Congress, National Professional Qualifications Standards Board, and Department of Defense Fire and Emergency Services Working Group (F&ESWG).

1.1.2. The Director of Civil Engineers, Readiness Division HAF/A4CX Provides F&ES program direction, policy guidance, joint engagement and strategic oversight through the Emergency Services Branch, Director of Civil Engineers, Readiness Division.

1.1.3. The Emergency Services Branch Chief, Director of Civil Engineers, Readiness Division. Designated as the Air Force F&ES Program Director responsible for the Air Force F&ES Program consistent with Air Force Policy Directive 32-20, *Fire and Emergency Services* and DoDI 6055.06, *DoD Fire and Emergency Services Program*.

1.1.4. The Air Force Fire Chief, Director of Civil Engineers, Readiness Division. Designated as the Air Force executive agent for all F&ES issues and responsible, for conducting risk assessments, assessing major incidents and publishing guidance for lessons learned. The Air Force is the Executive agent for the oversight of the Department of Defense Fire and Emergency Services Certification System as required by DoDI 6055.06. Represents the Air Force on the DoD F&ESWG in the development and execution of DoD, F&ES policy, programs and initiatives.

1.1.5. Air Force Fire and Emergency Services Career Field Manager, Director of Civil Engineers, Readiness Division. Serves as the senior enlisted advisor for the F&ES functional community. Supports the Air Force Fire Chief with the development, preparation, and coordination of new F&ES policy for The Director of Civil Engineers. Provides oversight for career field education and training, and coordinates force structure changes for the career field specified in AFI 36-2618, *Enlisted Force Structure*.

**1.2. Air Force Installation and Mission Support Center Commander.** Advocates for resources and provides management of above wing-level Installation and Mission Support capabilities and resources through detachments and primary subordinate units.

1.2.1. Air Force Installation and Mission Support Center, Protection Services Division. Interfaces with Headquarters Air Force and Air Force Civil Engineer Center on F&ES through the F&ES Program Managers, serves as the single intermediate-level organization providing Installation and Mission Support oversight and resources to Major Commands-Direct Reporting Units, tenant units and their subordinate organizations.

1.2.1.1. Coordinates across Civil Engineer enterprise, ensures standard application of mission requirements, conducts gap analysis to identify and evaluate shortfalls in assets, training, and associated funding required for mission execution. Provides resource advocacy within Installation and Mission Support governance structure.

1.2.1.2. Manages, monitors and advocates budget execution activities providing recommendations across Operation Budget Account Numbers within *Operating Agency Code 18* in support of the F&ES mission.

1.2.1.3. Identifies F&ES deficiencies/trends and distributes findings to AFIMSC Inspector General, Major Commands, detachments and primary subordinate units.

1.2.1.4. Functional Point of Contact for AFIMSC Inspector General. Manages continual evaluation of organizations using AFI 90-201, *Air Force Inspection System*, as a baseline.

1.2.2. Air Force Installation and Mission Support Center, Expeditionary Support Division. Provides administrative control of formal training quota allocations for Mission Readiness Training and Non Mission Readiness Training requirements through F&ES Training Support Manager. Coordinates with AFIMSC Functional Managers, ensuring units have adequate training allocations to meet mission requirements. Participates in and provides expertise on training development.

1.2.3. Air Force Civil Engineer Center. Provides F&ES program management and functional oversight of the F&ES Division within the Readiness Division. Provides installation mission support implementation guidance for Headquarters Air Force policy and standards.

1.2.3.1. Fire and Emergency Services Division Chief, Air Force Civil Engineer Center-Readiness Division. Supports Director of Civil Engineers, Readiness Division in developing policy and guidance for Air Force F&ES organizations. Air Force Civil Engineer Center/Readiness works with the AFIMSC F&ES personnel to execute the mission and support F&ES organizations. Provides Subject Matter Expert (SME) functional guidance and technical services to Major Commands, AFIMSC, and base F&ES personnel, advocates for resources; and manages F&ES procurement.

1.2.3.2. Air Force Civil Engineer Center Readiness Division executes DoD Fire and Emergency Services Certification System as required by *DoDM 6055.06*. Maintains and updates certification course material to meet applicable NFPA Standards, International Fire Services Accreditation Congress and Pro Board Fire Services Professional Qualification System requirements.

1.2.3.3. Air Force Civil Engineer Center-Readiness Division executes Fire Fighting Vehicle Recapitalization Plan with approval of Vehicle Support Chain Operations Squadron through Air Force Life Cycle Management Center Fire Vehicle Program Office.

1.2.3.4. Air Force Civil Engineer Center/Readiness Division is responsible for development, maintenance, and web management of Technical Order 00-105E-9, *Aerospace Emergency Rescue and Mishap Response Information*.

**1.3. Air Force Installation and Mission Support Center Detachment Commanders.** Provides detachment-level oversight and is responsible to AFIMSC Commander for executing F&ES programs. Advocate for resources to organize, train and equip F&ES flights. AFIMSC Detachment Fire Chiefs. Are the designated SME's within AFIMSC Detachments for all F&ES

related matters. Serve as the senior F&ES advisor to detachment commander and Major Command senior leaders. (Note: in Air Forces Europe and Pacific Air Forces Combatant Major Commands, Fire Chiefs will advise senior leaders with respect to employment of F&ES forces as part of Air Force Forces staff).

**1.4. Installation Commander.** Responsible for fire safety of personnel and property. The installation commander delegates execution to the Installation Fire Chief (IFC) through the Base Fire Marshal. Provides F&ES support to real property such as radar sites, missile alert facilities, training sites and recreation areas when a fire department is not warranted.

**1.5. Base Fire Marshal.** The Civil Engineer Group Commander or the Civil Engineer Squadron Commander is the Base Fire Marshal, responsible to the installation commander for oversight of F&ES programs and provides the IFC the resources to execute the F&ES mission. Base Fire Marshal will attend the Fire Marshal course at the Louis F. Garland Fire Academy within six months of assuming Base Fire Marshal duties **(T-2)**.

**1.6. Installation Fire Chief.** The F&ES Flight Chief is the IFC and responsible to the Base Fire Marshal for the following: establishing, executing and maintaining F&ES programs, determines additional resources, conducting risk assessments and advising commanders regarding risk and capability. Develops and implements Risk Management Plans, which include detailed actions for periods of reduced F&ES capability for approval by the installation commander (may be delegated no lower than the Base Fire Marshal). For Air Reserve Component units, the Drill Status Fire Chief has primary responsibility for the mobility and contingency operations of their respective F&ES Flight. The IFC is responsible for assisting the Drill status Fire Chief and is also responsible for the training of the military Unit Type Codes.

**1.7. Civil Engineer Engineering Flight Chief .** Responsible to the Base Fire Marshal to ensure construction projects are programmed and designed within required fire-life safety features applicable building and electrical codes.

**1.8. CE Engineering Flight (CEN).** The chief of the engineering flight is responsible for ensuring that projects meet the requirements in UFC 3-600-01. **(T-1)** The engineering flight chief also ensures that the fire protection engineering analysis using operational risk assessment processes is performed in accordance with paragraph 4.6 of this instruction. **(T-1)**

1.8.1. Programmers are responsible for developing the documentation for the project (e.g., DD Form 1391, *FY\_\_ Military Construction Project Data*) in accordance with AFI 32-1032, *Planning and Programming Appropriated Funded Maintenance, Repair, and Construction Projects*. **(T-1)** Programmers ensure the complete solution set to an FSD is addressed as well as ensure the FSD is correctly annotated in the Civil Engineering Project Management database. Engineers/designers need to ensure new FSDs are not created **(T-2)**

**1.9. Civil Engineer Operations Flight Chief .** Responsible to the Base Fire Marshal for inspection, testing, maintenance and documentation associated within fire detection, notification, suppression, water distribution systems and fire pumps.

## Chapter 2

### STANDARDS

**2.1. Mission.** The mission of F&ES Flights is to provide fire prevention services and minimize negative consequences of emergency incidents based on a community risk assessment. The Air Force F&ES mission is to operate as a highly-skilled team of total force professionals dedicated to preventing loss of life and mission capabilities. We protect enduring and expeditionary installations, people, resources, and the environment through world-class fire prevention and community-based full-spectrum emergency response to enable the Warfighter Mission. The Standard of Cover, written policies and procedures which determine the distribution, concentration and reliability of fixed and mobile response forces for fire, emergency medical services, HAZMAT and other forces of technical response, is approved by the installation commander.

2.1.1. The scope of services identified in the Standards of Cover, at a minimum, will include fire prevention, emergency communications, minimizing adverse consequences at aircraft or structural incidents at one location, rescuing trapped persons, (automobile accidents and confined spaces), managing a HAZMAT release with defensive operations, pre-hospital non-transport-based emergency medical services, and controlling fires at the Wildland Urban Interface.

2.1.1.1. Manpower authorizations are based on Fire Emergency Services Flight *44FI Manpower Standard*, with the assumption only one major emergency incident occurs at a time. In the event multiple incidents occur simultaneously, response priorities are pre-determined in Installation emergency management plans.

**2.2. Goal.** The goal of the F&ES Flight is to prevent or reduce injury and loss of life, and to minimize damage to property, missions and the environment.

### **2.3. Objectives.**

2.3.1. Prevent fires or minimize their consequences through prevention activities. This objective is achieved with a fire prevention program consisting of project design reviews, fire inspections, code enforcement and fire safety education.

2.3.2. Minimize adverse consequences of emergency incidents through emergency response actions and is achieved by early intervention with sufficient resources.

2.3.3. Response time standards are specified in *DoDI 6055.06*. Facilities outside of built-up areas on the installation may be considered remote or outlying facilities and are managed with response time standards established in United States Air Force Technical Implementation Guide 1710.

2.3.4. The IFC will ensure the Standard of Cover includes areas-facilities where response time standards specified in *DoDI 6055.06* cannot be met (**T-0**). Since additional risk may be incurred, the IFC shall inform the owning commander (or equivalent) of areas of increased risk (**T-3**).

**2.4. Emergency Response Capability.** Emergency response capability is the level of service that can be provided with available personnel, equipment, vehicles and fire extinguishing agents.



2.4.1. Emergency response capability is expressed as an Optimum Level of Service, Reduced Level of Service, Critical Level of Service, and Inadequate Level of Service.

2.4.1.1. Optimum Level of Service. When all authorized resources are available for emergency response within response time standards. Optimum Level of Service provides sufficient capability for quick response and sustained operations. During Optimum Level of Service, all emergency response objectives are expected to be accomplished.

2.4.1.2. Reduced Level of Service. When emergency response capability is less than Optimum Level of Service but greater than Critical Level of Service. Sufficient capability is provided for initial response, scene assessment and implementation of mitigation tactics. This level of service presents increased risk of loss and may prevent meeting F&ES objectives.

2.4.1.2.1. Reduced Level of Service capability results from unfunded or unfilled manpower authorizations, deployments, leaves, vehicle impairments, or other temporary conditions. Operating at Reduced Level of Service is a normal day-to-day situation.

2.4.1.2.2. In Reduced Level of Service, the IFC allocates resources according to local risk factors with the goal to provide the highest feasible level of service during high risk periods and reducing capabilities when risk is lower.

2.4.1.3. Critical Level of Service. When only seven firefighters are available to respond to an emergency within response time standards. For non-aircraft related emergencies, the initial response must consist of at least four firefighters within response time standards. The remaining three firefighters arriving on scene within response time standards for an Initial Full Alarm Assignment. Firefighters must meet aircraft emergency response time criteria for announced and unannounced emergencies (T-1). Operating at Critical Level of Service continuously for periods of more than 72 hours must be approved by the Installation Commander (T-2).

2.4.1.3.1. Under Critical Level of Service, firefighters are expected to revert to defensive operations IAW NFPA 1500 when the emergency cannot be quickly contained. Property involved is expected to be severely damaged.

2.4.1.4. Inadequate Level of Service. Consists of six firefighters or less. Property involved is expected to be destroyed. Fire stations serving only remote and outlying areas or auxiliary airfields may operate at Inadequate Levels of Service with an approved Risk Management Plans by the Installation Commander. For an immediately dangerous to life and health environment, refer to Occupational Safety and Health Administration 1910.134, *Respiratory Protection*.

**2.5. Regulatory Guidance.** F&ES operational policy consolidates a wide variety of requirements from DoDI's, Occupational Safety and Health Administration, and NFPA codes and standards. NFPA standards and recommended practices form the foundation for F&ES operations and are adopted as written or as implemented with Technical Implementation Guides.

2.5.1. Technical Implementation Guides ensure the implementation of NFPA standards are consistent with DoD and Air Force policy, guidance and needs. Approved Technical

Implementation Guides permit DoD or Air Force departmental guidance to take precedence over NFPA standards.

2.5.1.1. The Air Force Fire Chief establishes working groups to assist in the development of Technical Implementation Guides. Technical Implementation Guides are issued for clarification where DoD or Air Force guidance exists and are approved by the Air Force Fire Chief. Technical Implementation Guides containing deviations from National Fire Protection Standards not addressed in DoD or Air Force guidance require approval by the Director of Civil Engineers.

2.5.1.2. New or revised NFPA standards are not implemented until one year after publication date. When a Technical Implementation Guide is issued, it remains in effect until superseded or withdrawn unless directed by The Air Force Fire Chief.

2.5.2. North Atlantic Treaty Organization Standardization Agreements. Units executing North Atlantic Treaty Organization missions shall implement North Atlantic Treaty Organization Standardization Agreements as ratified by the United States (**T-0**). Ratification and applicability of North Atlantic Treaty Organization Standardization Agreements are located at <https://nso.nato.int/nso/>. The Air Force Fire Chief or designated representative represents Air Force Fire and Emergency Services at North Atlantic Treaty Organization meetings.

**2.6. Basic Allowance for Subsistence** . To meet response time standards, firefighters must be in a ready-response position at the assigned fire station. Firefighters are authorized Basic Allowance for Subsistence IAW the Essential Station Messing exceptions listed in Air Force Manual 65-116, Volume 1, *Defense Joint Military Pay System Active Component Procedure*.

**2.7. National Fire Protection Association Standard Deviations.** If a deviation is required and is not addressed in a National Fire Protection Standards Technical Implementation Guide, the Installation Fire Chief prepares an *Air Force Form 4437, Deliberate Risk Assessment Worksheet* IAW paragraph 2.7.1.

2.7.1. **Deviation Authority Approval.** AFI 90-802, *Risk Management* and Air Force Pamphlet 90-803, *Risk Management Guidelines* and Tools are the basis for deviation approval authority. Air Force Form 4437, *Deliberate Risk Assessment Worksheet* will be utilized for all deviations to National Fire Protection Standards (**T-2**).

2.7.2. Extremely High Risk. Require approval at installation commander level.

2.7.3. High Risk. Require approval at group commander level or equivalent.

2.7.4. Medium Risk. Require approval at Base Fire Marshal level.

2.7.5. Low Risk. Require approval at IFC level.

Figure 2.1. Risk Assessment Matrix.

<b>Modified Risk Assessment Matrix</b>			<b>PROBABILITY</b>					
			<b>Frequency of Occurrence Over Time</b>					
			<b>A Frequent</b>	<b>B Likely</b>	<b>C Occasional</b>	<b>D Seldom</b>	<b>E Unlikely</b>	
<b>SEVERITY</b>	<b>Effect of Hazard</b>	<b>Catastrophic</b> Loss of Mission Capability, Unit readiness or asset; death.	<b>I</b>	1	2	6	8	12
		<b>Critical</b> Significantly degraded mission capability or unit readiness; severe injury or damage.	<b>II</b>	3	4	7	11	15
		<b>Moderate</b> Degraded mission capability or readiness; minor injury or damage.	<b>III</b>	5	9	10	14	16
		<b>Negligible</b> Little or no impact to mission capability or unit readiness; minimal injury or damage.	<b>IV</b>	13	17	18	19	20
			<b>20 Risk Levels</b>					
			1-20 (high risk = low numbers) (low risk = high numbers)					

2.7.6. Risk Management Plans are reviewed every two years by signature authority or when signing authority changes.

2.7.7. IFCs provide their Detachment Fire Chief a copy of Extremely High Risk, Risk Management Plans upon installation commander signature. Detachment Fire Chiefs will provide the Air Force Director of Civil Engineers, Readiness Division copies of Extremely High Risk, Risk Management Plans on 1 October of each year or as directed by The Air Force Fire Chief (T-2).

**2.8. Fire Protection Engineering Criteria Policy Deviation.** NFPA codes for facility design and construction are adopted when referenced in Unified Facility Criteria publication (e.g. Unified Facility Criteria 3-600-01, *Fire Protection Engineering for Facilities*).

2.8.1. AFI 32-10141, *Planning and Programming Fire Safety Deficiency Correction Projects*, provides guidance for evaluation of fire safety deficiencies preparation and approval of Corrective Action Plans and criteria exemptions. Using organizations will develop Corrective Action Plans for fire safety deficiencies using *Air Force Form 4437, Deliberate Risk Assessment Worksheet (T-2)*.

**2.9. Contract Firefighting Operations.** At installations where firefighting is provided by contract, minimum staffing levels must be determined by a risk assessment accomplished by the AFIMSC Detachment Fire Chief and approved by the detachment commander IAW 10 U.S.C. 2465 and *DoDI 6055.06*.

**2.10. Mutual Aid Offsets.** Air Force resource requirements may be offset by mutual aid when response time requirements can be met. Automatic aid agreements, where the Air Force and mutual aid partners automatically respond to each other's jurisdictions, are encouraged.

## Chapter 3

### FIRE AND EMERGENCY SERVICES ORGANIZATION AND PROGRAMS

**3.1. Flight Organization.** The F&ES Flight organizational structure consists of: Management and Administration, Fire Chief, Deputy Fire Chief, Operations Assistant Chief (one per shift), Training Assistant Chief, Health and Safety Assistant Chief, Fire Prevention, Fire Prevention Assistant Chief, fire inspectors Training, and Emergency Communications, Emergency center dispatchers.

3.1.1. Key Position Designations. No more than 80 percent of GS-0081 and GS-2151 series employees shall be designated as “Key” IAW *DoDD 1200.7, Screening the Ready Reserve (T-2)*.

3.1.1.1. Each flight is authorized one station chief for each operational shift. Installations are authorized an additional station chief for each operational shift for approved geographically separated units variances IAW *Fire Emergency Services Flight 44F1 Manpower Standard*. 50 percent of station chief positions shall be designated as 3E771 military positions where there is a military member having the rank equivalent to the civilian station chief.

3.1.1.2. Each flight will have one of the two Assistant Chief for Operations positions defined in the operational core manpower requirement designated as military, 3E771, where there is a military member having the rank equivalent to the civilian Assistant Chief for Operations (**T-2**).

3.1.1.3. When there is a GS-0081 civilian Fire Chief, the Deputy Fire Chief is designated as a military 3E791 position. When there is a military Fire Chief, the Deputy Fire Chief position shall be designated as a GS-0081 civilian position (**T-2**).

3.1.2. Except for dispatchers, all positions are classified under the GS-0081 series Fire Protection and Prevention and Air Force Specialty Code 3E7X1. Dispatchers are classified under series GS-2151, Automotive Equipment Dispatcher. Dispatchers should be civilians at locations where civilian positions are authorized.

3.1.3. All military, civilian (GS-0081 and GS-2151), contracted or other persons providing fire protection services for the Air Force will meet the certification requirements of *DoDM 6055.06, Department of Defense Fire and Emergency Services Certification Program*, as applicable and training requirements of the F&ES Training Plan (**T-0**).

3.1.4. To maximize staff availability for firefighting duties, F&ES administrative personnel (GS-0081-Air Force Specialty Code 3E7XX) who have required certifications, training, and physical qualifications, may work schedules which include one or more 24-hour shifts during a pay period. Justification for those administrative personnel to work regularly-scheduled overtime (56 or 60 hour work week) is to fill vacancies in the Operations section. During the 24-hour shift, F&ES administrative personnel shall be assigned firefighting duties as a secondary duty, retaining their normal administrative duties as their primary duties but respond to emergencies when needed (**T-1**).

3.1.5. Base Fire Marshals will ensure F&ES emergency responder duties have priority over other assigned duties **(T-3)**. Responders are not assigned to augmented or additional duties that will conflict with their emergency duties.

3.1.5.1. Ensure F&ES personnel are not included in programs such as Security Forces augmentation program, escort programs, Resource Augmentation Duty program, and other squadron duties requiring constant maintenance-monitoring **(T-3)**.

3.1.5.2. Consider not assigning F&ES personnel for Other Country Nationals deployment taskings IAW AFI 10-403.

3.1.5.3. Ensure that work schedules for military firefighters do not exceed 72 hours per week including official appointments **(T-3)**.

### **3.2. Management.**

3.2.1. Fire and Emergency Services Assessment Program. Based on national consensus standards, Occupational Safety and Health Administration regulations, Commission on Fire Accreditation International, Department of Defense and Air Force specific guidance and policy. Fire and Emergency Services managers will use the Fire and Emergency Services Assessment Program as the self-inspection program checklist and conduct a self-assessment at least annually **(T-2)**.

3.2.2. Firefighter Fitness for Duty. Individuals not physically capable of performing essential job tasks will be referred to the Fire Department Physician for a fitness-for-duty evaluation IAW NFPA 1582 **(T-1)**.

3.2.3. Air Force Wildland Fire Branch. For information on Air Force Wildland Fire Branch, wildland fire roles and responsibilities, and Wildland Fire Management Plan, refer to AFI 32-7064, *Integrated Natural Resources Management*.

3.2.3.1. Wildfire Suppression Roles. Air Force Fire and Emergency Services provides initial response to all fire emergencies including wildfires. Installation-specific Wildland Fire Management Plan provides required protocols and processes required to be followed for the management of wildland fire events **(T-1)**.

3.2.3.2. Where firefighters are expected to participate in wildland firefighting operations beyond Wildland Urban Interface, IFCs shall certify personnel to meet National Wildland Coordinating Group Wildland Fire Qualification Subsystem Guide (*Publication Management System 310-1 and National Fire Equipment System 1414*) qualifications **(T-2)**.

3.2.4. Automated Readiness Information System. Fire and Emergency Services Flights will use Automated Readiness Information System to support Air Force asset management, visibility, inspections and accountability **(T-1)**.

3.2.5. Fire and Emergency Services – Information Management System. Is a computer-aided dispatch and data management system designed to support Fire and Emergency Services training, manpower, fire prevention activities and fire vehicle tracking. F&ES flights will use F&ES– Information Management System. **(T-1)** The IFC is responsible to ensure all emergency and non-emergency response data will be entered into Fire and Emergency Services – Information Management System and a completed report will be sent to National Fire Incident Reporting System within five business days of incident termination. **(T-2)**

**3.3. Fire Prevention Program.** Fire Prevention Program objectives are to prevent fires, facilitate early intervention and ensure safety of exposed personnel. These objectives are accomplished through three program elements: project design reviews, code enforcement and fire safety education.

3.3.1. The Civil Engineer Engineering Flight. Is responsible for the Installation Fire Protection Engineering process, ensuring all projects are designed and constructed IAW United Facilities Criteria 3-600-01, *Fire Protection Engineering for Facilities*, NFPA codes or host nation standards.

3.3.1.1. The Civil Engineer Engineering Flight is responsible for ensuring all Military Construction and Operations and Maintenance projects including repair, modification, and modernization correct identified Fire Safety Deficiencies and fire hazards IAW United Facilities Criteria 3-600-01. The Engineering Flight ensures hangar fire suppression system project designs are sent to Air Force Civil Engineer Center, Workflow for approval **(T-1)**.

3.3.1.2. Fire inspectors review facility plans to ensure required features are present and local emergency response elements are incorporated. IAW United Facilities Criteria 3-600-01, they shall not conduct the required Fire Protection Engineer reviews of technical designs **(T-2)**.

3.3.1.3. The IFC will provide plans review comments to the Engineering Flight Chief for incorporation into projects **(T-3)**.

3.3.2. The fire prevention section will ensure inspections will be conducted annually for all facilities **(T-1)**. **Exception:** Family housing is excluded except for the common areas within multi-family housing units and privatized housing when directed by local agreements.

3.3.2.1. Objectives of fire prevention inspections include identifying, documenting, and reporting fire hazards and fire safety deficiencies. Management of fire hazards and assignment of Risk Assessment Codes is outlined in AFI 91-202, *The United States Air Force Mishap Prevention Program*.

3.3.2.2. The Civil Engineer Operations Flight tests, inspects, and maintains fire protection systems IAW United Facilities Criteria 3-601-02, *Operations and Maintenance: Inspection, Testing, and Maintenance of Fire Protection Systems*, NFPA standards, codes, and manufacturer's guidance.

3.3.2.3. Facility functional managers or their designee accompany the fire inspector during fire inspections. Squadron, Group Commanders or directors must sign *Air Force Form 1487, Fire Prevention Visit Reports*, which identifies uncorrected hazards or fire safety deficiencies **(T-3)**.

3.3.2.4. Hot work such as, Welding, cutting, and brazing operations require issuance of an *Air Force Form 592, USAF Hot Work Permit*, IAW AFI 91-203 **(T-2)**.

3.3.3. Fire prevention inspectors will use Air Force Form 218, Facility Fire Prevention and Protection Record, or automated product as a checklist to record the results of facility inspections.

3.3.4. Use *Air Force Form 1487, Fire Prevention Visit Reports* or automated product, to document fire hazards and fire safety deficiencies, and identify the condition of the fire

prevention program to commanders. The IFC will ensure fire prevention visit reports are entered into Fire and Emergency Services – Information Management System (T-2).

3.3.5. Installed Fire Protection Systems. IFCs will monitor status of installed fire protection systems and devices provided to facilitate fire safety for personnel and property (T-3).

3.3.5.1. The Civil Engineer Operations Flight will record all water distribution flow tests and provides copies to the IFC annually (T-3).

**3.4. Fire and Emergency Services Training.** The IFC executes the Firefighter Certification and Training Program IAW Department of Defense Instruction 6055.06-M, *Department of Defense Fire and Emergency Services Certification Program*, the Air Force F&ES Training Plan and the Air Force Fire and Emergency Services Credentialing Program. Firefighters at non-Air Force led joint bases will comply with the host agency's proficiency training program (T-2). Chief Officers are encouraged to attend at least one professional development seminar per calendar year, such as those offered by the International Association of Fire Chiefs or other professional organizations.

3.4.1. Training to achieve F&ES certifications is an individual and personal responsibility. Training to achieve certification is available to each Air Force employee at no cost to the unit or individual. Acquiring training for F&ES certifications from non-Air Force Department of Defense sources requires prior approval by the Installation and Mission Support Center Detachment Fire Chief. Air Force Civil Engineer Center/Readiness Division will not accept training older than five years for certification (T-1).

3.4.2. Certification in the Department of Defense F&ES Certification Program is granted for certifications required for the current duty position, the next-higher position to which an individual may be assigned or as required by the deployed duty position. AFIMSC Detachment Fire Chiefs may approve waivers. All detachment-approved waivers are included in the individual certification package.

3.4.3. Where foreign national, host nation firefighters are employed, IFCs with AFIMSC Detachment approval have authority to approve equivalent certification.

3.4.4. Air Force Civil Engineer Center-Engineering Support Division maintains design plans and drawings for environmentally-acceptable aircraft live-fire training facilities and is responsible for commissioning and design modifications. IFCs will ensure aircraft live-fire training facilities are maintained and operated IAW Technical Order 35E1-2-13-1, *Operation and Maintenance Instruction Manual Aircraft Fire Training Facility* (T-1). This Technical Order is managed by Air Force Civil Engineer Center/Readiness Division. Any modifications to aircraft live-fire trainers will be coordinated by the AFIMSC Detachment and approved by the Air Force Civil Engineer Center-Engineering Support Division (T-2).

3.4.5. The IFC with a flying and or structural mission will program for a permanent live-fire aircraft, structural training facility (T-2). These trainers comply with Air Force Civil Engineer Center acceptable design plans and drawings and are maintained as outlined in NFPA and manufacturer's guidelines.

**3.5. Fire and Emergency Services Operations.** The goal of the Fire and Emergency Services Operations Section is to minimize adverse consequences of emergency incidents by intervening early with available resources and IAW response time standards indicated in Department of Defense Instruction 6055.06.

3.5.1. Incident Management. Emergency incidents are managed according to AFI 10-2501, *Air Force Emergency Management Program Planning and Operations*. The Incident Command System is a component of the Air Force Incident Management System.

3.5.1.1. The Incident Commander has authority and responsibility for conducting incident operations. The Senior Fire Official is the Incident Commander for all incidents requiring response by more than one agency.

3.5.1.2. Incident Safety Officer. Incident Safety Officer Responsibilities will be accomplished at all incidents and during training evolutions IAW *NFPA 1500 (T-1)*.

3.5.2. F&ES Credentialing Program. The IFC will determine requirements for performing in key Incident Command System positions during comprehensive emergencies.

3.5.3. Aircraft Rescue and Fire Fighting. Aircraft Rescue and Fire Fighting requirements are based on NFPA 403, *Aircraft Rescue and Fire Fighting Services at Airports*, and will be implemented based on United States Air Force Technical Implementation Guides 403 criteria **(T-1)**.

3.5.3.1. Aircrew rescue is the primary mission from aircraft involved in emergency incidents. At locations with a flying mission, all firefighters are trained in aircrew rescue and extraction techniques on assigned and transient aircraft, IAW Technical Order 00-105E-9, *Aerospace Emergency Rescue and Mishap Response Information (Emergency Services)*.

3.5.3.2. Where the F&ES Flight is the primary provider of Aircraft Rescue and Fire Fighting services to civil airports, the certified civil operator must comply with Federal Aviation Administration 14 Code of Federal Regulations *Part 139 CertAlert 12-05* requirements **(T-2)**.

3.5.3.3. Structural Firefighting. Structural firefighting capability is predicated on suppressing the fire within the room (or area) of fire origin and providing for the safety of personnel.

3.5.4. HAZMAT and CBRN Capabilities. IFCs maintain a defensive capability to respond to peacetime HAZMAT and CBRN incidents and will develop operational plans for an offensive response capability IAW *NFPA 472 (T-1)*.

3.5.4.1. Neutralization, recovery, cleanup, and disposition of hazardous waste are accomplished by trained experts in related fields and are not the duty of Fire and Emergency Services personnel.

3.5.4.2. The HAZMAT Equipment Plan standardizes the HAZMAT equipment in Fire and Emergency Services across the Air Force based on the size of the Installation. The Hazmat Equipment Plan establishes maximum quantities of equipment authorized.

3.5.5. Technical Rescue. IFCs determine the requirements for advanced rescue technician certification based on mission needs of the Installation. The Department of Defense Louis F. Garland Fire Academy shall maintain a technical rescue training capability as determined by the Career Field Manager **(T-1)**.

3.5.6. Emergency Medical Services. The Emergency Medical Services program includes responding to emergency medical incidents for early intervention.



3.5.6.1. The Air Force Surgeon General directs medical services on the installation. The Fire and Emergency Services Program responsibilities and oversight are outlined in AFI 44-102, *Medical Care Management*. The purpose of this program is to establish minimum standards and a uniform approach toward rendering Emergency Medical Services through shared Fire and Emergency Services and Medical Treatment Facilities delivery at Air Force installations worldwide. **(T-1)**.

3.5.6.2. All levels of service will be determined at the installation level and specifics contained in the installation's MOU/A. **(T-2)**. The minimum level of training for all Fire and Emergency Services personnel is Emergency Medical Responder. IFCs must maintain 8 Emergency Medical Technicians (Non-Transport) per fire station. **(T-2)**. Additional Emergency Medical Technician (Non-Transport) requirements or a higher level of care will be based on a community risk assessment and critical task analysis to meet their specific mission requirements.

3.5.7. Rescue Task Force. Fire and Emergency Services responder's responsibilities shall be coordinated with the installation All-Hazards Response Planning Team for Active Shooter-Hostile Events. The installation commander shall determine Rescue Task Force requirements and develop installation specific Active Shooter-Hostile Events response plans approved by Installation commanders **(T-3)**. The *First Responder Guide for Improving Survivability in Improvised Explosive Device and/or Active Shooter* (June 2015) developed by U.S. Department of Homeland Security is the basis for the Rescue Task Force Active Shooter-Hostile Events response plan. The installation plan shall address receiving emergency calls, incident command and control, on-scene communications, medical care, standard operating procedures, and joint training exercise requirements **(T-3)**.

**3.6. Privatized Housing Response Management.** Fire and Emergency Services provides fire protection to privatized housing that is within the assigned jurisdiction. Reimbursable costs for fire protection services will be IAW AFI 32-6001, *Housing Management* and AFI 32-6007, *Privatized Housing Management* **(T-1)**.

**3.7. Emergency Responder Rehabilitation.** Rehabilitation services during emergencies may be provided to Department of Defense and non-Department of Defense emergency responders IAW Title 42 United States Code Section 1856(b)-(c), 1856a and 1856d. The statute defines fire protection at 42 United States Code § 1856 (b) including but not limited to "personal services and equipment services, including basic medical support..." Installation commanders can provide meals and beverages as "personal services" with appropriated funds.

**3.8. Air Force Reserve Command Military Firefighters.** Air Force Reserve Command firefighters in Unit Training Assembly or Inactive Duty for Training are in a training status and will not augment host Fire and Emergency Services Flight manning IAW AFI 36-2254, Volume 2, *Reserve Personnel Training*. Air Force Reserve Command firefighters performing annual tours or man-days are in an operational mode and will comply with this instruction **(T-1)**.

## Chapter 4

### RESOURCES

#### 4.1. Emergency Response Resources.

4.1.1. Manpower. Fire and Emergency Services Manpower requirements are earned IAW the Fire and *Emergency Services Flight 44F1 Manpower Standard*.

4.1.2. Aircraft Rescue Firefighting Vehicles. Allowance Source Code 010 Vehicle Sets are based on vehicle requirements IAW *United States Air Force Technical Implementation Guide 403*.

4.1.3. Protecting Transient Aircraft. The IFC may request increases to the vehicle set to match the category of transient aircraft when one of the criteria below is met.

4.1.3.1. The largest aircraft category with five or more average daily runway departures over a one year period. The largest aircraft category on the ground more than 274 days over a one year period. One set lower than the largest aircraft category on the ground 183 days over a one year period. Two sets lower than the largest aircraft category on the ground less than 183 days but more than 92 days over a one year period.

4.1.4. Contingency Fire Trucks (Code 034). To maintain extinguishing agent requirements and to minimize the impact on the flying mission while fire vehicles are out-of-service for extended maintenance, repairs, six 034 contingency fire trucks are authorized within the Air Force inventory.

4.1.4.1. One P-19 will be maintained at Nellis Air Force Base, Scott Air Force Base, Dover Air Force Base, and Ramstein Air Base. One P-23 will be maintained at Travis Air Force Base and Joint Base Charleston. Hosting organization shall maintain vehicles in a serviceable ready state meeting all testing requirements **(T-2)**.

4.1.4.2. Requests for temporary increases in Aircraft Rescue and Fire Fighting vehicle capability due to mission changes or unique mission requirements are requested by the installation fleet manager on an *Air Force Form 601* and approved by the 441st Vehicle Support Chain Operations Squadron.

4.1.5. Joint Use Airports. At Joint Use Airports where the United States Air Force provides primary Aircraft Rescue and Fire Fighting support, the aircraft category for the largest military or civilian aircraft being supported will be used. IAW FAA Airport Compliance manual – *Order 5190.6B appendix J-1*

4.1.6. Structural Firefighting Vehicles. Allowance Source Code 010 Vehicle Sets are based on vehicle requirements IAW *United States Air Force Technical Implementation Guides 1710*.

4.1.7. Aqueous Film Forming Foam Usage. F&ES Flights will not discharge agent for training purposes unless resulting effluent can be contained and managed IAW city, county, state and host nation regulations with final approval by the Base Fire Marshal. Vehicle foam system tests shall be conducted without discharging Aqueous Film Forming Foam **(T-1)**. Any uncontrolled Aqueous Film Forming Foam release shall be reported to Air Force Civil Engineer Center/Readiness Division at [afcec.cxf.workflow@us.af.mil](mailto:afcec.cxf.workflow@us.af.mil) within 24 hours **(T-1)**.

4.1.8. Fire Extinguishing Agent. IFCs will ensure reserve, backup stock(s) of Aqueous Film Forming Foam is limited to one complete refill of assigned firefighting vehicles (T-2).

**4.2. Structural and Proximity Personal Protective Equipment.** The United States Air Force Personal Protective Equipment Enterprise Risk Assessment serves as the core document providing assessment of hazards associated with delivery of the services.

4.2.1. The IFC or Air Reserve Component equivalent will conduct a local Personal Protective Equipment Risk Assessment and Job Hazard Analysis that determines the level of protection required for the hazards identified in their Job Hazard Analysis by task. IFCs or Air Reserve Component equivalents shall include a Certificate of Hazard Assessment for the manufacturer-model of each Personal Protective Equipment element. The IFC manages the program IAW *United States Air Force Technical Implementation Guide 1851*.

4.2.2. The IFC will ensure all Personal Protective Equipment will be entered into Automated Readiness Information System upon receipt from manufacturer including issuance, inspections, maintenance, cleaning, repair, retirement and disposition (T-2).

4.2.3. Firefighters will be issued two complete ensembles (T-2). Military firefighters are issued Personal Protective Equipment as outlined in Attachment 5, Figure A5.1., at the first duty location and maintained as professional gear. When individuals receive Permanent Change of Station notification, orders will include a statement directing all Personal Protective Equipment to be hand carried to the next duty station and authorizing excess baggage (T-2). Upon Permanent Change of Station, the losing IFC will provide an *Air Force Form 538, Personal Clothing and Equipment Record*, or Automated Readiness Information System report annotating the Personal Protective Equipment issued (T-2).

4.2.4. F&ES Flights may maintain a bench stock not to exceed ten percent of home station and Chemical Protective Overgarment ensemble for fire fighters unique Personal Protective Equipment elements.

4.2.5. Personnel being discharged from regular component service and selected for transition to Air National Guard or Air Force Reserve Command transfer with Personal Protective Equipment. For civilian firefighters, the losing IFC determines the disposition of Personal Protective Equipment.

4.2.6. All F&ES Flight members will successfully complete the Air Force Personal Protective Equipment multimedia training course as a one-time training requirement.

4.2.7. When procuring Personal Protective Equipment or related care and maintenance services, active United States Air Force enterprise solutions shall be a required source of supply. Waivers to existing procurement contracts for Personal Protective Equipment procurement and maintenance services must be substantiated with a resource advisor or cost analysis and approved by the Air Force Fire Chief (T-1).

**4.3. Duty Uniforms.** F&ES personnel must wear station work uniforms conforming to the requirements in NFPA 1975, *Standard on Station/Work Uniforms for Emergency Services* (T-2). F&ES flights will provide these uniforms to military firefighters (T-2).

4.3.1. Fire Protection Badge. AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, prescribes wear of the fire protection duty badge for military personnel.

4.3.1.1. Firefighters are authorized to wear the duty badge IAW duty position. Authorized duty badges are:

4.3.1.1.1. Station Chief and below - one trumpet-scramble. Attachment 6, Figure A.6.6

4.3.1.1.2. Assistant, District Chief - gold shield with three trumpets. Attachment 6, Figure A.6.5

4.3.1.1.3. Deputy Fire Chief - gold shield with four trumpets. Attachment 6, Figure A.6.4

4.3.1.1.4. Fire Chief - gold shield with five trumpets. Attachment 6, Figure A.6.3

4.3.1.1.5. Base Fire Marshals may wear the Fire Chief duty badge only while designated as the Base Fire Marshal.

4.3.1.1.6. The commander, Louis F. Garland Fire Academy, is authorized to wear the Fire Chief duty badge. Course supervisors are authorized to wear the Assistant Chief duty badge. Fire instructors at all Fire and Emergency Services training sites and 3E7X1 personnel performing recruiter duty will wear the firefighter duty badge.

4.3.1.1.7. Air Force Civil Engineer Center, AFIMSC Detachment F&ES, and 3E7XX Major Command Inspector General staff members MSgt and below, are authorized to wear the Assistant Chief duty badge. All SMSgts are authorized to wear the Deputy Chief duty badge.

4.3.1.1.8. To honor fallen firefighters personnel may wear a black band until burial.

**4.4. Duty Uniforms.** Uniforms will be worn by civilian employees who occupy positions classified under the GS-0081, Fire Protection and Prevention Series, and Emergency Communications Center operators managed by F&ES flights, regardless of series, including contract Fire and Emergency Services personnel. **(T-3)**. GS-0081 personnel in staff positions at Headquarters Air Force, Major Commands, AFIMSC, AFCEC normally wear appropriate business attire determined locally. These Personnel may be authorized clothing allowance to maintain a civilian dress uniform for formal Fire and Emergency Services functions. Fire and Emergency Services personnel who are not U.S. citizens at overseas locations must wear uniforms unless the theater commander determines a uniform is prohibited **(T-2)**.

4.4.1. The IFC will identify uniforms required for duty positions and request appropriate uniform allowances (initial or annual) or provide the appropriate uniform **(T-3)**. When providing a uniform, the cost may not exceed the maximum uniform allowance.

4.4.1.1. The IFC will determine the amount of the initial and annual uniform allowance based on the local average costs for brand and style of uniform items required for each duty position and number of items shown in Attachment 6, Figures A6.1. And A6.2. If the allowance is insufficient to cover the entire cost of the uniform items, the IFC may reduce the number of uniform items required. The IFC will maintain uniform item cost data and uniform allowance computations and review them at least annually to ensure uniform allowances remain current **(T-3)**.

4.4.1.2. An annual allowance is provided to maintain the uniform. The estimated replacement intervals for uniform items are in Attachment 6, Figure A6.2. Based on local

conditions, the estimated replacement interval may not be appropriate. It must not exceed the maximum authorized under Title 10 United States Code Section 1593 **(T-0)**.

4.4.1.3. Transferred or rehired F&ES personnel already provided a uniform allowance do not receive a new allowance for an identical uniform after a break in service of less than one year.

4.4.1.4. F&ES personnel promoted, transferred to or rehired in a position different from the one they left may receive a partial initial uniform allowance to cover the cost for additional or new items of the required uniform before the next scheduled annual allowance.

4.4.1.5. The IFC will determine when uniform items for F&ES personnel require replacement and ensure Fire and Emergency Services personnel-purchased items meet requirements of this instruction **(T-3)**.

4.4.2. The organization directing the wear of optional or unique items funds those items.

4.4.2.1. When clothing items such as coveralls and physical fitness clothing are mandated, the unit provides them.

4.4.3. For safety reasons, the IFC arranges for the cleaning of contaminated or potentially contaminated NFPA compliant/non-compliant uniforms. This may be accomplished by providing laundry equipment and supplies in the fire station (self-service) or by arranging for commercial cleaning.

4.4.4. The IFC will determine what personnel are required to wear uniforms that conform to NFPA 1975, *Standard on Station/Work Uniforms for Emergency Services* **(T-3)**.

4.4.4.1. The Air Force Fire Protection Badge (or full color cloth) patch is worn on all station/work uniforms centered on or immediately above the left breast pocket.

4.4.4.2. Rank and Duty Insignia. The rank and duty position of F&ES personnel are reflected by the number of trumpets and their color in collar insignia. In general, the color is in relationship to the color of the uniform shirt. Gold colored rank insignia is restricted to chief officers. All others wear silver colored insignia. Standardized titles and insignia are based on firefighting duties.

4.4.4.2.1. Firefighter – silver fire department scramble with one trumpet.

4.4.4.2.2. Firefighter/Driver Operator – one silver trumpet.

4.4.4.2.3. Lead Firefighter – two parallel silver trumpets.

4.4.4.2.4. Fire Inspector – two parallel silver trumpets.

4.4.4.2.5. Station Chief – two crossed gold trumpets.

4.4.4.2.6. Assistant/District Chief – three crossed gold trumpets.

4.4.4.2.7. Deputy Chief – four crossed gold trumpets.

4.4.4.2.8. Fire Chief – five crossed gold trumpets.

4.4.4.2.9. Base Fire Marshall – five crossed gold trumpets.

- 4.4.4.2.10. Other duty titles – The IFC determines the appropriate insignia to use for duty positions not specified above.
- 4.4.4.3. The United States of America flag patch is mandatory on duty/dress uniforms (except polo) and is centered one inch below the shoulder seam on the wearer's right or left side with the blue field nearest the heart and stripes trailing **(T-2)**. The IFC determines the wear and location of additional patches.
- 4.4.5. Options for the Compliant Station/Work Uniforms and Non-Compliant Uniforms:
- 4.4.5.1. Sweatshirts and Sweatpants. The IFC may permit the wear of sweatshirts and sweatpants during on-duty standby time.
- 4.4.5.2. Optional Sleeve Insignia. Designate the length of service with one Maltese Cross or hash insignia for each five years of service. Designate the duty position with stripes on both sleeves matching the color and number of trumpets authorized.
- 4.4.6. Personal Appearance and Grooming:
- 4.4.6.1. Hair. Hair (to include braids/dreadlocks) is to be clean and neat in appearance and must not extend below the bottom edge of the collar. Ensure hair styles are modest (no unnatural colors, Mohawks, or similar cuts) and not interfere with wearing safety equipment or a cap.
- 4.4.6.2. Facial Hair. Facial hair must not come between the sealing surface of the self-contained breathing apparatus face piece and the face, and must not interfere with the operation of the face piece (exception: personnel not in the Respiratory Protection Program). Sideburns must be trimmed, even in width, and not be longer than the lowest part of the ear.
- 4.4.6.3. Tattoos and Other Body Art. If visible while in uniform, body art will be in a nature that is consistent with a professional appearance and should not bring discredit upon the Air Force.
- 4.4.6.4. Non-Body Piercing Jewelry. Non-body piercing jewelry is permitted as long as it does not create an unfavorable image or safety risk to the wearer.
- 4.4.6.5. Body Piercing Jewelry. When in uniform, body piercing jewelry shall not be worn by GS-0081 series personnel in operational positions. **(T-3)**.

## Chapter 5

### EXTERNAL AGENCY COORDINATION

**5.1. Coordination with Other Agencies.** The installation commander is encouraged to establish Mutual Aid Agreements with civilian communities or other government agencies to offset internal shortfalls.

5.1.1. Air Force Reserve Command Prime Base Engineer Emergency Force Fire and Emergency Services Units. The Air Force Reserve Command Prime Base Engineer Emergency Force Unit Fire Chief will establish a support agreement with the Host Fire Chief to use resources and maximize training (T-3).

**5.2. Mutual Aid Agreements.** The IFC manages mutual aid agreements with local fire officials. F&ES organizations may be part of automatic response agreements with local community fire services organizations when approved by the installation commander. Coordinate requests for reimbursement of emergency services support provided with the installation financial management staff IAW Department of Defense Directive 3025.18, *Defense Support of Civil Authorities*, and AFI 65-601, Volume 1, *Budget Guidance and Procedures*.

5.2.1. The IFC may honor requests for assistance when the request does not reduce capability below Critical Level of Service.

**5.3. Defense Support of Civilian Authorities.** Procedures for response to requests for assistance from civil authorities are prescribed in Department of Defense Directive 3025.18, *Defense Support of Civil Authorities* and AFI 10-801, *Defense Support of Civilian Authorities*. Defense Support of Civilian Authorities responses include mutual aid responses and are reported to the command post. Costs associated with Defense Support of Civilian Authorities responses, other than support to mutual aid partners, may be reimbursable.

**5.4. Fire Incident Investigations** . Fire investigations are performed IAW AFI 91-204, *Safety Investigations and Reports* and Air Force Manual 91-224, *Ground Safety Investigation and Reports*, and NFPA 921, *Guide for Fire and Explosion Investigations*.

5.4.1. Installation fire departments will notify AFCEC/CXF ([afcec.cxf.workflow@us.af.mil](mailto:afcec.cxf.workflow@us.af.mil)) NLT the next duty day of any hanger fire suppression system activation or discharge of AFFF whether intentional or accidental. Notification should include Fire and Emergency Services - Information Management System Incident number.

**5.5. Pre-Incident Plans.** The IFC will develop pre-incident plans for facilities and aircraft based on a local risk assessment. All pre-incident plans are required to be updated every two years (T-3).

**5.6. Joint-Use Airport Agreements.** Providing firefighting services at joint-use civil airports, IFCs will include the release and indemnification clause in the joint use agreement for example see Attachment 4 and be reviewed and released by the installation legal office in accordance with 42 USC. § 1856 (T-0).

**5.7. Prior Notification of Exercises.** The Senior Fire Official on duty must receive at least a 30-minute notification in advance of exercises involving firefighting assets (T-3).

WARREN D. BERRY, Lt General, USAF  
DCS/Logistics, Engineering and Force Protection



**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References*****United States Codes**

Title 10 United States Code 2465, *Prohibition on Contracts for Performance of Firefighting or Security-Guard Functions*, 6 Jan 2017

Title 10 United States Code Section 1593, *Uniform Allowance: Civilian Employees*, 3 Jan 2012

Title 15 United States Code Section 2210, *Reimbursement for Costs of Firefighting on Federal Property*, 10 Jan 2011

Title 42 United States Code Section 1856, *Reciprocal Fire Protection Agreements*, 3 Jan 2012

**Code of Federal Regulations**

5 Code of Federal Regulations, Part 339, *Medical Qualification Determination*

Title 44 Code of Federal Regulations Part 151, *Emergency Management and Assistance*

**Department of Defense Publications**

Department of Defense Directive 1200.7, *Screening the Ready Reserve*, 18 Nov 1999

Department of Defense Directive 3025.18, *Defense Support of Civil Authorities*, 21 Sep 2012

Department of Defense Instruction 6055.06, *DoD Fire and Emergency Services Program*, 21 Dec 2006

Department of Defense Manual 6055.06, *DoD Fire and Emergency Services Certification Program*, 16 Sep 2010

Unified Facilities Criteria 3-600-01, *Fire Protection Engineering for Facilities*, 26 Sep 2006, Change 1, 14 Jul 2009

Unified Facilities Criteria 3-601-02, *Operations and Maintenance: Inspection, Testing, and Maintenance of Fire Protection Systems*, 8 Sep 2010

**Air Force Publications**

Air Force Policy Directive 32-20, *Fire and Emergency Services*, 21 Jun 2012

AFI10-210, *Prime Base Engineer Emergency Force (BEEF) Program*, 21 Jan 2015

AFI10-801, *Defense Support of Civilian Authorities (DSCA)*, 23 Dec 2015

AFI10-2501, *Air Force Emergency Management (EM) Program*, 19 Apr 2016

AFI32-6001, *Housing Management*, 2 Aug 2012

AFI32-6007, *Privatized Housing Management*, 19 Sep 2012

AFI32-7064, *Integrated Natural Resources Management*, 18 Nov 2014

AFI32-10141, *Planning and Programming Fire Safety Deficiency Correction Projects*, 5 Feb 2015

- AFI33-360, *Publications and Forms Management*, 1 Dec 2015
- AFI36-2254, Volume 2, *Reserve Personnel Training*, 9 Jun 2010
- AFI36-2903, *Dress and Personal Appearance of Personnel*, 18 Jul 2011
- AFI65-601, Volume 1, *Budget Guidance and Procedures*, 16 Aug 2012
- AFI90-201, *The Air Force Inspection System*, 21 Apr 2015
- AFI90-802, *Risk Management*, 11 Feb 2013
- AFI91-202, *The US Air Force Mishap Prevention Program*, 24 Jun 2015
- AFI91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 Jun 2012
- AFI91-204, *Safety Investigations and Reports*, 12 Feb 2014
- Air Force Manual 65-116, Volume 1, *Defense Joint Military Pay System Active Component (DJMS-AC) FSO Procedure*, 1 Apr 2007
- Air Force Manual 91-224, *Ground Safety Investigations and Reports*, 24 Mar 2015
- Air Force Pamphlet 90-803, *Risk Management (RM) Guidelines and Tools*, 11 Feb 2013
- Fire Emergency Services Flight 44F1 Manpower Standard, *Fire and Emergency Services Flight*, 20 Oct 2014
- Technical Order 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*, 9 Aug 2013
- Technical Order 00-105E-9 (North Atlantic Treaty Organization Standardization Agreement 3896), *Aerospace Emergency Rescue and Mishap Response Information (Emergency Services, Current Edition)*
- United States Air Force Technical Implementation Guides 403, *Aircraft Rescue and Fire Fighting Services at Airports*, Current Edition
- United States Air Force Technical Implementation Guides 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*, Current Edition
- United States Air Force Technical Implementation Guides 1851, *Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting*, Current Edition
- National Fire Protection Association Publications**
- National Fire Protection Association 403, *Standard for Aircraft Rescue and Fire-Fighting Services at Airports*, Current Edition
- National Fire Protection Association 921, *Guide for Fire and Explosion Investigation*, Current Edition
- National Fire Protection Association 1975, *Standard on Station/Work Uniforms for Emergency Services*, Current Edition

***Prescribed Forms***

Air Force Form 218, *Facility Fire Prevention and Protection Record*

Air Force Form 1487, *Fire Prevention Visit Report*

***Adopted Forms***

Air Force Form 538, *Personal Clothing and Equipment Record*

Air Force Form 592, *Hot Work Permit*

Air Force Form 847, *Recommendation for Change of Publication*

Air Force Form 4437, *Deliberate Risk Assessment Worksheet*

***Terms***

**Automated Readiness Information System - (Formerly ACES-PR)**—A comprehensive automated system that supports asset management, visibility, and accountability.

**Commission on Fire Accreditation International**—The Commission on Fire Accreditation International program is a comprehensive self-assessment and evaluation model that enables fire and emergency services organizations to examine past, current, and future service levels and performances and compare them to industry best practices. This process leads to improved service delivery.

**Critical Level of Service**—The level of service where one fire company (at least one appropriate vehicle and seven firefighters) is available to respond to each fire demand zone within response time standard.

**Department of Defense Fire and Emergency Services Certification Program**—A national system of accredited training that results in certification at various Fire and Emergency Services duty positions.

**Emergency Response Capability**—The combined ability of trained personnel, available equipment (e.g., fire extinguishing agents and advance life support,) and the ability of the Fire and Emergency Services Flight to meet established response time standards.

**Fire Vehicle**—Emergency response vehicle designed to pump or carry fire extinguishing agents to the scene of a fire, transport specialized equipment required for Fire and Emergency Services operations, or provide command and control capability. Fire vehicles include command and control, pumpers, rescue, HAZMAT, quintuple, aerials, wildland and Aircraft Rescue Fire Fighting vehicles.

**Fire Safety Deficiency**—Conditions that cannot directly cause a fire but will increase risk to personnel or property if a fire occurs.

**Inadequate Level of Service**—The level of service when Emergency Response Capability required for Critical Level of Service is unavailable. Inadequate Levels of Service is comprised of a minimum of one appropriate emergency response vehicle consisting of six personnel or less. The property involved in the fire is expected to be destroyed.

**Mutual Aid Agreement**—A written intergovernmental agreement between agencies and/or jurisdictions that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner.

**National Fire Protection Association**—A national organization, recognized as the authority for all matters involving fire emergencies that publishes national consensus standards and the National Fire Codes.

**National Fire Incident Reporting System**—A national database of emergency response data, owned by the Department of Homeland Security's Federal Emergency Management Agency and managed by the United States Fire Administration. National Fire Incident Reporting System is the central depository used by all Department of Defense Fire and Emergency Services response organizations. Fire and Emergency Services – Information Management System sends response data to the Naval Safety Center for population of the National Fire Incident Reporting System database.

**Optimum Level of Service**—The level of service where all authorized resources are available for emergency response within response time standards. Optimum Level of Service provides sufficient capability for quick response and sustained operations after arrival on scene. During Optimum Level of Service, emergency response forces accomplish all feasible Fire and Emergency Services objectives when responding to emergency incidents.

**Reduced Level of Service**—The level of service when Emergency Response Capability is less than Optimum Level of Service but greater than Critical Level of Service. Sufficient capability is provided for initial response, scene assessment and implementation of mitigation tactics. This level of service represents increased risk/loss potential due to lack of emergency response capability to perform rescue and sufficient mitigation tactics simultaneously. Fire and Emergency Services objectives may not be successful during situations where simultaneous rescue and firefighting activities are required.

**Senior Fire Official**—The ranking fire official on duty.

**Wildland Fire**—A wildland fire is any non-structure fire that occurs in vegetation or natural fuels and includes both: (1) wildfires, to include unplanned natural fires (e.g. lightning), munitions caused fires, unauthorized human-caused fires, escaped prescribed fire projects, and all other unplanned wildland fires, and (2) prescribed fires purposely ignited by natural resource managers to meet specific land management objectives as defined in NFPA 1051.

**Wildland Urban Interface**—Wildland Urban Interface is the area where houses/facilities meet or intermingle with undeveloped wildland vegetation. Areas where houses/facilities and wildland vegetation intermingle are referred to as intermix Wildland Urban Interface. Developed areas that abut wildland vegetation are characterized as Wildland Urban Interface as defined in NFPA 1144.

## Attachment 2

**SAMPLE FORMAT FOR AGREEMENT FOR MUTUAL AID IN FIRE AND  
EMERGENCY SERVICES (US)**

**Figure A2.1. SAMPLe FORMAT FOR AGREEMENT FOR MUTUAL AID IN FIRE AND EMERGENCY SERVICES (US)**

This Mutual Aid Agreement (the "Agreement"), is made and entered into this \_\_\_ day of \_\_\_\_\_ 20\_\_, between the Secretary of the Air Force (the "Air Force") acting by and through the Commander (*insert name of installation*) pursuant to the authority of 42 U.S.C. § 1856a and the Fire Department of (*insert name of fire organization providing fire protection services (the "\_\_\_\_\_ Fire Department")*). Together the Air Force and \_\_\_\_\_ Fire Department are hereinafter referred to as the "Parties".

**WITNESSETH:**

WHEREAS, each of the Parties hereto maintains equipment and personnel for the suppression of fires and the management of other emergency incidents occurring within areas under their respective jurisdictions; and

WHEREAS, as set forth in 42 U.S.C. § 1856 the term 'fire protection' includes personal services and equipment required for fire prevention, the protection of life and property from fire, firefighting, and emergency services, including basic medical support, basic and advanced life support, hazardous material containment and confinement, and special rescue incidents involving vehicular and water mishaps, and trench, building, and confined space extractions; and

WHEREAS, the Parties hereto desire to augment the fire protection capabilities available in their respective jurisdictions by entering into this Agreement.

**NOW, THEREFORE, in consideration of the mutual covenants, obligations and agreements herein established, the Parties hereby agree as follows:**

- a. The authority to enter into this Agreement is set forth in 42 U.S.C. § 1856a, and Title 15 United States Code Section 2210, the regulations implementing same at Title 44 Code of Federal Regulations Part 151 *Emergency Management and Assistance* and AFI 32-2001, *Fire and Emergency Services Program*.
- b. This Agreement will serve as the agreement between the Parties for securing to each mutual aid in fire protection services as defined above.
- c. On request to a representative of the (*insert name of installation*) fire department by a representative of the (*insert name of fire organization*), fire protection equipment and personnel of the (*insert name of installation*) fire department will be dispatched to any point within the area for which the (*insert name of fire organization*) normally provides fire protection services as designated by the representatives of the (*insert name of fire organization*).

d. On request to a representative of the (*insert name of fire organization*) by a representative of the (*insert name of installation*) fire department, fire protection equipment and personnel of the (*insert name of fire organization*) will be dispatched to any point within the jurisdiction of the (*insert name of installation*) as designated by the representative of the (*insert name of installation*) fire department.

e. Any dispatch of equipment and personnel by the Parties pursuant to this Agreement is subject to the following conditions:

(1) Any request for aid hereunder will include a statement of the amount and type of equipment and personnel requested and will specify the location to which the equipment and personnel are to be dispatched, but the amount and type of equipment and the number of personnel to be furnished will be determined by the responding organization. The requesting organization will ensure access to site for the responding organization.

(2) The responding organization will report to the officer in charge of the requesting organization at the location to which the equipment is dispatched, and will be subject to the orders of that official.

(3) The responding organization will be released by the requesting organization when the services of the responding organization are no longer required or when the responding organization is needed within the area for which it normally provides fire protection.

(4) HAZMAT incident response will include the response to, and control and containment of any release or suspected release of any material suspected to be or known to be hazardous. Where the properties of a released material are not known, it will be considered hazardous until proven otherwise by the requesting organization using all technical resources available. Cleanup and removal of contained HAZMAT will be the responsibility of the requesting organization.

(5) In the event of a crash of an aircraft owned or operated by the United States or military aircraft of any foreign nation within the area for which the (*insert name of fire organization*) normally provides fire protection services, the chief of the (*insert name of installation*) fire department or his or her representative may assume full command on arrival at the scene of the crash.

f. Each Party hereby agrees that its intent with respect to the rendering of assistance to the other Party under this Agreement is not to seek reimbursement from the Party requesting such assistance. Notwithstanding the above, the Parties hereby recognize that pursuant to the Section 11 of the Federal Fire Prevention and Control Act of 1974 (15 U.S.C. § 2210) and Federal regulations issued there under (44 Code of Federal Regulations Part 151), (*insert name of fire organization*) is permitted to seek reimbursement for all or any part of its direct expenses and losses (defined as additional firefighting costs over normal operational costs) incurred in fighting fires on property under the jurisdiction of the United States. Furthermore, under the authority of 42 U.S.C. § 1856a, and pursuant to any applicable state or local IAW each Party hereby reserves the right to seek reimbursement from the other for all or any part of

the costs (defined as additional firefighting costs over normal operational costs) incurred by it in providing fire protection services to the other Party in response to a request for assistance. Furthermore, (*insert name of fire organization*) agrees to indemnify and hold harmless the United States from any liability that may arise from the use of fire-fighting foams, chemicals, or other materials by the Air Force in providing fire protection services to the (*insert name of fire organization*), which agreement to indemnify and hold harmless includes, but is not limited to, such uses that may result in hazardous substance exposure or pollution of or contamination to air, land, water, person or property or such uses that may result in response actions under CERCLA, RCRA, or any other federal, state, or local laws. Notwithstanding any other provision of this Agreement, termination of this Agreement shall in no way affect (*insert name of fire organization*)'s obligation under this paragraph to indemnify and hold harmless the United States from any liability that may arise from the use of fire-fighting foams, chemicals, or other materials by the Air Force in providing fire protection services to the (*insert name of fire organization*), which obligation shall survive such termination.

(6) Where local agencies do not assign an incident safety officer, an Air Force representative will be assigned to act as the incident safety officer for (*insert name of installation*) to observe Air Force operations.

g. Both Parties agree to implement the National Incident Management System during all emergency responses on and off Installations IAW *National Fire Protection Association Standard 1561*.

h. Each Party waives all claims against the other Party for compensation for any loss, damage, personal injury, or death occurring as a consequence of the performance of this Agreement. This provision does not waive any right of reimbursement pursuant to paragraph f.

i. All equipment used by (*insert name of fire organization*) in carrying out this Agreement will, at the time of action hereunder, be owned by it; and all personnel acting for (*insert name of fire organization*) under this Agreement will, at the time of such action, be an employee or volunteer member of (*insert name of fire organization*).

j. The rendering of assistance under the terms of this Agreement will not be mandatory; however, the Party receiving a request for assistance will endeavor to immediately inform the requesting Party if the requested assistance cannot be provided and, if assistance can be provided, the quantity of such resources as may be dispatched in response to such request.

k. Neither Party will hold the other Party liable or at fault for failing to respond to any request for assistance or for failing to respond to such a request in a timely manner or with less than optimum equipment and/or personnel, it being the understanding of the Parties that each is primarily and ultimately responsible for the provision of fire protection services needed within their own jurisdictions.

l. Disputes.

Parties to Negotiate. If a dispute should arise, the Parties agree to first attempt to resolve the dispute using unassisted negotiation techniques (i.e., without the assistance of a neutral third party). Either Party may request in writing that unassisted negotiations commence. As part of

the unassisted negotiation, the Parties shall consider employing joint fact-finding, if material factual disputes are involved, and shall use other early resolution techniques appropriate to the circumstances. If the dispute involves material issues of fact, the Parties may employ a neutral third party to provide a confidential evaluation of the issues of fact.

m. Alternative Dispute Resolution.

1. If the dispute is not resolved within sixty (60) days after the request for unassisted negotiations, and the Parties do not mutually agree to continue the unassisted negotiations, the Parties shall employ alternative dispute resolution procedures involving nonbinding mediation of the dispute by a neutral third party. The alternative dispute resolution procedures employed shall include a confidential evaluation of both the facts and the law and the issuance of confidential recommendations by the neutral third party.

2. By entering into this Agreement, the Parties have voluntarily adopted alternative dispute resolution procedures IAW 5 United States Code. § 572(c). These procedures shall not be employed if determined by either Party to be inappropriate after taking into consideration the factors enumerated at 5 United States Code. § 572(b). A Party rejecting alternative dispute resolution as inappropriate shall document its reasons in writing and deliver them to the other Party. The Parties shall enter into a master written alternative dispute resolution Agreement governing alternative dispute resolution proceedings that may be amended as needed to fit individual proceedings. (A template of an acceptable alternative dispute resolution agreement may be found at [www.adr.af.mil](http://www.adr.af.mil)).

3. The Government's obligation to make any payment arising out of an agreement resolving a dispute under this Agreement is contingent upon the availability of funds proper for such payment. The (insert Fire department organization) obligation to make any payment arising out of an agreement resolving a dispute under this Agreement is contingent upon the availability of funds proper for such payment.

n. All notices, requests, demands, and other communications which may or are required to be delivered hereunder will be in writing and will be delivered by messenger, by a nationally-recognized overnight mail delivery service or by certified mail, return receipt requested, at the following addresses:

For the Air Force:

*(insert name of installation)*

c/o Commander

*(Insert Street Address of Air Force Installation)*

*(Insert City, State, zip code)*

And:



Department of the Air Force  
 Air Force Civil Engineer Center/CXF  
 139 Barnes Dr, Suite 1  
 Tyndall AFB FL 32403-5319

And:

*(insert name of installation)*

c/o Fire Chief

*(Insert Street Address of Air Force Installation)*

*(Insert City, State, zip code)*

For *(insert name of fire organization)*

*(Insert name of Fire Department)*

*(Insert "attention to" Fire Chief)*

*(Insert Street Address)*

*(Insert City, State, zip code of fire organization)*

#### **TERMS OF THE AGREEMENT**

o. This Agreement will become effective on the date of the last signature to the Agreement and will remain in effect for five years *(insert date)* from that date (the "Term") and automatically renews for an additional five year period with the right to renew for additional two five year terms not to exceed a total of 20 years. Either Party may unilaterally terminate this Agreement during the Term by sending notification of its intent to terminate to the other Party at 180 days in advance of the proposed date of termination. Such notification will be in the form of a written submission to the other Party.

p. Upon becoming effective, this Agreement will supersede and cancel all previous agreements between the Parties concerning the rendering of assistance from one to the other for the purposes stated in this Agreement.

q. The modification or amendment of this Agreement, or any of the provisions of this Agreement, will not become effective unless executed in writing by both Parties.

r. This Agreement may be executed in one or more counterparts, each of which will be deemed an original.

IN WITNESS WHEREOF, The Parties have caused this Agreement to be executed by their duly authorized representatives on the dates shown below:

FIRE DEPARTMENT  
 For *(insert name of fire organization)*

THE UNITED STATES OF AMERICA  
 by the Secretary of the Air Force

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

*(TITLE)*

COMMANDER, *(insert name of installation)*

Date: _____	Date: _____
-------------	-------------

## Attachment 3

SAMPLE FORMAT FOR AGREEMENT FOR MUTUAL AID IN FIRE PROTECTION  
(FOREIGN)

Figure A3.1. SAMPLE FORMAT FOR AGREEMENT FOR MUTUAL AID IN FIRE PROTECTION (FOREIGN)

**NOW, THEREFORE, in consideration of the mutual covenants, obligations and agreements herein established, the Parties hereby agree as follows:**

- a. The authority to enter into this Agreement is set forth in 42 U.S.C. § 1856a, and Title 15 United States Code Section 2210, the regulations implementing same at Title 44 Code of Federal Regulations Part 151 *Emergency Management and Assistance* and AFI 32-2001, *Fire and Emergency Services Program*.
- b. This Agreement will serve as the agreement between the Parties for securing to each mutual aid in fire protection services as defined above.
- c. On request to a representative of the (*insert name of installation*) fire department by a representative of the (*insert name of fire organization*), fire protection equipment and personnel of the (*insert name of installation*) fire department will be dispatched to any point within the area for which the (*insert name of fire organization*) normally provides fire protection services as designated by the representatives of the (*insert name of fire organization*).
- d. On request to a representative of the (*insert name of fire organization*) by a representative of the (*insert name of installation*) fire department, fire protection equipment and personnel of the (*insert name of fire organization*) will be dispatched to any point within the jurisdiction of the (*insert name of installation*) as designated by the representative of the (*insert name of installation*) fire department.
- e. Any dispatch of equipment and personnel by the Parties pursuant to this Agreement is subject to the following conditions:
  - (1) Any request for aid hereunder will include a statement of the amount and type of equipment and personnel requested and will specify the location to which the equipment and personnel are to be dispatched, but the amount and type of equipment and the number of personnel to be furnished will be determined by the responding organization. The requesting organization will ensure access to site for the responding organization.
  - (2) The responding organization will report to the officer in charge of the requesting organization at the location to which the equipment is dispatched, and will be subject to the orders of that official.
  - (3) The responding organization will be released by the requesting organization when the services of the responding organization are no longer required or when the responding organization is needed within the area for which it normally provides fire protection.

(4). HAZMAT incident response will include the response to, and control and containment of any release or suspected release of any material suspected to be or known to be hazardous. Where the properties of a released material are not known, it will be considered hazardous until proven otherwise by the requesting organization using all technical resources available. Cleanup and removal of contained HAZMAT will be the responsibility of the requesting organization.

(5) In the event of a crash of an aircraft owned or operated by the United States or military aircraft of any foreign nation within the area for which the (*insert name of fire organization*) normally provides fire protection services, the chief of the (*insert name of installation*) fire department or his or her representative may assume full command on arrival at the scene of the crash.

f. Each Party hereby agrees that its intent with respect to the rendering of assistance to the other Party under this Agreement is not to seek reimbursement from the Party requesting such assistance. Notwithstanding the above, the Parties hereby recognize that pursuant to the Section 11 of the Federal Fire Prevention and Control Act of 1974 (15 U.S.C. § 2210) and Federal regulations issued there under (44 Code of Federal Regulations Part 151), (*insert name of fire organization*) is permitted to seek reimbursement for all or any part of its direct expenses and losses (defined as additional firefighting costs over normal operational costs) incurred in fighting fires on property under the jurisdiction of the United States. Furthermore, under the authority of 42 U.S.C. § 1856a, and pursuant to any applicable state or local IAW each Party hereby reserves the right to seek reimbursement from the other for all or any part of the costs (defined as additional firefighting costs over normal operational costs) incurred by it in providing fire protection services to the other Party in response to a request for assistance. Furthermore, (*insert name of fire organization*) agrees to indemnify and hold harmless the United States from any liability that may arise from the use of fire-fighting foams, chemicals, or other materials by the Air Force in providing fire protection services to the (*insert name of fire organization*), which agreement to indemnify and hold harmless includes, but is not limited to, such uses that may result in hazardous substance exposure or pollution of or contamination to air, land, water, person or property or such uses that may result in response actions under CERCLA, RCRA, or any other federal, state, or local laws. Notwithstanding any other provision of this Agreement, termination of this Agreement shall in no way affect (*insert name of fire organization*)'s obligation under this paragraph to indemnify and hold harmless the United States from any liability that may arise from the use of fire-fighting foams, chemicals, or other materials by the Air Force in providing fire protection services to the (*insert name of fire organization*), which obligation shall survive such termination.

(6) Where local agencies do not assign an incident safety officer, an Air Force representative will be assigned to act as the incident safety officer for (*insert name of installation*) to observe Air Force operations.

g. Both Parties agree to implement the National Incident Management System during all emergency responses on and off Installations IAW *National Fire Protection Association Standard 1561*.

h. Each Party waives all claims against the other Party for compensation for any loss, damage, personal injury, or death occurring as a consequence of the performance of this Agreement. This provision does not waive any right of reimbursement pursuant to paragraph f.

i. All equipment used by (*insert name of fire organization*) in carrying out this Agreement will, at the time of action hereunder, be owned by it; and all personnel acting for (*insert name of fire organization*) under this Agreement will, at the time of such action, be an employee or volunteer member of (*insert name of fire organization*).

j. The rendering of assistance under the terms of this Agreement will not be mandatory; however, the Party receiving a request for assistance will endeavor to immediately inform the requesting Party if the requested assistance cannot be provided and, if assistance can be provided, the quantity of such resources as may be dispatched in response to such request.

k. Neither Party will hold the other Party liable or at fault for failing to respond to any request for assistance or for failing to respond to such a request in a timely manner or with less than optimum equipment and/or personnel, it being the understanding of the Parties that each is primarily and ultimately responsible for the provision of fire protection services needed within their own jurisdictions.

l. Disputes.

Parties to Negotiate. If a dispute should arise, the Parties agree to first attempt to resolve the dispute using unassisted negotiation techniques (i.e., without the assistance of a neutral third party). Either Party may request in writing that unassisted negotiations commence. As part of the unassisted negotiation, the Parties shall consider employing joint fact-finding, if material factual disputes are involved, and shall use other early resolution techniques appropriate to the circumstances. If the dispute involves material issues of fact, the Parties may employ a neutral third party to provide a confidential evaluation of the issues of fact.

m. Alternative Dispute Resolution.

1. If the dispute is not resolved within sixty (60) days after the request for unassisted negotiations, and the Parties do not mutually agree to continue the unassisted negotiations, the Parties shall employ alternative dispute resolution procedures involving nonbinding mediation of the dispute by a neutral third party. The alternative dispute resolution procedures employed shall include a confidential evaluation of both the facts and the law and the issuance of confidential recommendations by the neutral third party.

2. By entering into this Agreement, the Parties have voluntarily adopted alternative dispute resolution procedures IAW 5 United States Code. § 572(c). These procedures shall not be employed if determined by either Party to be inappropriate after taking into consideration the factors enumerated at 5 United States Code. § 572(b). A Party rejecting alternative dispute resolution as inappropriate shall document its reasons in writing and deliver them to the other

Party. The Parties shall enter into a master written alternative dispute resolution Agreement governing alternative dispute resolution proceedings that may be amended as needed to fit individual proceedings. (A template of an acceptable alternative dispute resolution agreement may be found at [www.adr.af.mil](http://www.adr.af.mil)).

3. The Government's obligation to make any payment arising out of an agreement resolving a dispute under this Agreement is contingent upon the availability of funds proper for such payment. The (insert Fire department organization) obligation to make any payment arising out of an agreement resolving a dispute under this Agreement is contingent upon the availability of funds proper for such payment.

n. All notices, requests, demands, and other communications which may or are required to be delivered hereunder will be in writing and will be delivered by messenger, by a nationally-recognized overnight mail delivery service or by certified mail, return receipt requested, at the following addresses:

For the Air Force:

*(insert name of installation)*

c/o Commander

*(Insert Street Address of Air Force Installation)*

*(Insert City, State, zip code)*

And:

Department of the Air Force

Air Force Civil Engineer Center/CXF

139 Barnes Dr, Suite 1

Tyndall AFB FL 32403-5319

And:

*(insert name of installation)*

c/o Fire Chief

*(Insert Street Address of Air Force Installation)*

*(Insert City, State, zip code)*

For *(insert name of fire organization)*

*(Insert name of Fire Department)*

*(Insert "attention to" Fire Chief)*

*(Insert Street Address)*

*(Insert City, State, zip code of fire organization)*

#### **TERMS OF THE AGREEMENT**

o. This Agreement will become effective on the date of the last signature to the Agreement and will remain in effect for five years (*insert date*) from that date (the "Term") and automatically renews for an additional five year period with the right to renew for additional two five year terms not to exceed a total of 20 years. Either Party may unilaterally terminate this Agreement

during the Term by sending notification of its intent to terminate to the other Party at 180 days in advance of the proposed date of termination. Such notification will be in the form of a written submission to the other Party.

p. Upon becoming effective, this Agreement will supersede and cancel all previous agreements between the Parties concerning the rendering of assistance from one to the other for the purposes stated in this Agreement.

q. The modification or amendment of this Agreement, or any of the provisions of this Agreement, will not become effective unless executed in writing by both Parties.

r. This Agreement may be executed in one or more counterparts, each of which will be deemed an original.

IN WITNESS WHEREOF, The Parties have caused this Agreement to be executed by their duly authorized representatives on the dates shown below:

FIRE DEPARTMENT  
For *(insert name of fire organization)*

THE UNITED STATES OF AMERICA  
by the Secretary of the Air Force

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
*(TITLE)*

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
*COMMANDER, (insert name of installation)*

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Attachment 4

SAMPLE FORMAT FOR RELEASE OF CLAIMS AND INDEMNIFICATION CLAUSE  
FOR CIVIL AIRPORT JOINT-USE AGREEMENTSFigure A4.1. SAMPLE FORMAT FOR RELEASE OF CLAIMS AND  
INDEMNIFICATION CLAUSE FOR CIVIL AIRPORT JOINT-USE AGREEMENTS

*(Insert Name of Airport Operator)* agrees to release, acquit, and forever discharge the United States, its officers, agents, and employees, for all liability arising out of or connected with the use of or failure to supply in individual cases, United States firefighting and crash rescue equipment or personnel for fire control, crash, and rescue activities at or in the vicinity of *(insert name of airport)*, and *(insert name of airport operator)* further agrees to the extent allowed under applicable law to indemnify, defend, and hold harmless the United States, its officers, agents, and employees against any and all claims, of whatever description, arising out of or connected with such use of or failure to supply in individual cases, United States firefighting and crash rescue equipment or personnel. The agreements contained in the preceding sentence do not extend to claims arising out of or connected with services rendered solely for the protection of United States property or personnel, or to claims for damages solely arising out of or resulting from the gross negligence or willful misconduct of the officers, agents, or employees of the United States, without contributory fault on the part of any person, firm, or corporation; provided, however, that insofar as this paragraph may be inconsistent with the waiver of claims provisions contained in any reciprocal agreement for mutual aid in furnishing fire protection heretofore or hereafter entered into by the *(insert name of airport)* with any agency of the United States pursuant to 42 USC. § 1856a, the rights and obligations of the parties will be governed by said waiver of claims provision and not by this paragraph. The *(insert name of airport operator)* agrees to execute and maintain in effect a hold harmless agreement as required by applicable AFIs for all periods during which emergency firefighting, crash and rescue services is provided to civil aircraft by the United States.



## Attachment 5

**MILITARY FIREFIGHTER PROFESSIONAL GEAR AND DUTY UNIFORMS**

Figure A5.1. Firefighting Professional Gear

<b>Item</b>	<b>Quantity</b>
<b>NFPA 1975 compliant Military Uniform</b>	<b>4</b>
<b>Gloves, Joint Fire Fighter Integrated Ensemble Approved</b>	<b>2</b>
<b>Boots, Joint Fire Fighter Integrated Ensemble Approved</b>	<b>2</b>
<b>Helmet, Joint Fire Fighter Integrated Ensemble Approved</b>	<b>1</b>
<b>Helmet, Structural</b>	<b>1</b>
<b>Suspenders, Trousers</b>	<b>2</b>
<b>Coat and Liner, Structural</b>	<b>2</b>
<b>Trouser and Liner, Structural</b>	<b>2</b>
<b>Gloves, Structural</b>	<b>2</b>
<b>Gloves, Work</b>	<b>2</b>
<b>Hood, Fire Resistive Flash</b>	<b>2</b>
<b>Bag Kit Flyers A-3 or similar bag to contain gear</b>	<b>2</b>

**Attachment 6**  
**CIVILIAN DUTY UNIFORMS**

**Figure A6.1. Basis for Initial Uniform Allowance.**

<b>Work/Station Uniform</b>	<b>Quantity</b>
<b>Work Shirt*</b>	<b>3</b>
<b>Work Pants*</b>	<b>4</b>
<b>Work T-Shirt</b>	<b>3</b>
<b>Work Coat</b>	<b>1</b>
<b>Belt</b>	<b>1</b>
<b>Formal Uniform</b>	
<b>Dress Coat</b>	<b>1</b>
<b>Dress Pants</b>	<b>2</b>
<b>Dress Shirt</b>	<b>2</b>
<b>Dress Shoes</b>	<b>1</b>
<b>Service Cap</b>	<b>1</b>
<b>Tie</b>	<b>1</b>
<b>Metal Badge</b>	<b>2</b>
<b>Miscellaneous Items</b>	
<b>Patches**</b>	<b>18</b>
<b>Name Tags***</b>	<b>4</b>
<b>Tie Clip</b>	<b>1</b>
<b>Tie Bar</b>	<b>1</b>
<b>Weather Gear</b>	<b>1</b>
<b>Sweatshirt</b>	<b>2</b>
<b>Sweatpants</b>	<b>2</b>
<b>Rank Insignia***</b>	<b>4</b>
<b>Baseball Cap</b>	<b>2</b>
* NFPA 1975 Compliant	
**Includes base patch, rank, flag, Emergency Medical Technician, etc.	
***Metal on dress uniform and cloth on station/work uniform	

**Figure A6.2. Basis for Annual Uniform Allowance.**

<b>Work/Station Uniform</b>	<b>Quantity</b>
<b>Work Shirt*</b>	<b>2</b>
<b>Work Pants*</b>	<b>2</b>
<b>Work T-Shirt</b>	<b>2</b>
<b>Work Coat</b>	<b>0.25</b>
<b>Belt</b>	<b>1</b>
<b>Formal ("Class A") Uniform</b>	
<b>Dress Coat</b>	<b>0.25</b>
<b>Dress Pants</b>	<b>0.5</b>
<b>Dress Shirt</b>	<b>1</b>
<b>Dress Shoes</b>	<b>0.5</b>

<b>Service Cap</b>	<b>0.25</b>
<b>Dress Tie</b>	<b>0.5</b>
<b>Metal Badge</b>	<b>1</b>
<b>Miscellaneous Items</b>	
<b>Patches**</b>	<b>9</b>
<b>Name Tags***</b>	<b>2</b>
<b>Tie Clip</b>	<b>1</b>
<b>Tie Bar</b>	<b>1</b>
<b>Weather Gear</b>	<b>0.25</b>
<b>Sweatshirt</b>	<b>1</b>
<b>Sweatpants</b>	<b>1</b>
<b>Rank Insignia***</b>	<b>2</b>
<b>Baseball Cap</b>	<b>2</b>
* NFPA 1975 Compliant	
**Includes base patch, rank, flag, Emergency Medical Technician, etc.	
***Metal on dress uniform and cloth on station/work uniform	

**Figure A6.3. Fire Chief Badge.**



**Figure A6.4. Deputy Fire Chief Badge.**



**Figure A6.5. Assistant Fire Chief Badge.**



**Figure A6.6. Firefighter Badge.**

