

**BY ORDER OF THE  
39TH AIR BASE WING  
COMMANDER (USAFE)**



**INCIRLIK AIR BASE  
INSTRUCTION**

**21-103**

**7 JULY 2023**

**Maintenance**

**CRASH DAMAGED OR  
DISABLED AIRCRAFT  
RECOVERY (CDDAR)  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance* and is consistent with Air Force Instruction (DAFI) 21-101, *Aircraft and Equipment Maintenance Management*, Technical Order (T.O.) 00-105E-9, *Aerospace Emergency Rescue and Mishap Response Information*, T.O. 00-80C-1, *Crashed, Damaged, Disabled Aircraft Recovery Manual*, 39th Air Base Wing (ABW) *Installation Emergency Management Plan (IEMP) 10-2*, and 39 ABW *MRP-21, Major Mishap Response Plan*. It provides guidance and procedures for safely and effectively responding to crashed, damaged or disabled aircraft at Incirlik Air Base, Turkey. This instruction applies to all Air Force activities assigned or attached to the 39 ABW including active, Air Force Reserve, Air National Guard, and contracted activities tasked with conducting aircraft and equipment maintenance. Where specific requirements exist relative to a specific functional specialty, the requirement is delineated in the applicable AFI. Ensure all records created as a result of the processes prescribed in this publication are maintained in accordance with Air Force Manual 33-322, *Records Management and Information Governance program* and disposed of in accordance with Air Force Records Disposition Schedule in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*.

## ***SUMMARY OF CHANGES***

This publication has been revised to incorporate changes in DAFI 21-101 and has been revised in its entirety to reduce areas already covered by other instructions. Guidance has been updated to clarify the north parallel taxiway is not an alternate landing surface. Additionally, updates were made to CDDAR functional names to correspond with T.O. 00-80C-1 and DAFI 21-101. Lastly, this instruction establishes guidance for recovering aircraft loaded with munitions in the event of an incident.

### **1. General**

1.1. In-flight or ground emergencies involving aircraft require prompt, coordinated actions from many agencies to prevent unnecessary loss of life, damage to equipment or interference with other flying operations. This instruction is not intended to replace detailed guidance given by T.O.s, other instructions, or regulations, but rather to serve as a coordination tool to ensure all agencies are aware of their responsibilities during aircraft emergencies.

1.1.1. Reference aircraft specific T.O.s, T.O. 00-80C-1 and T.O. 00-105E-9, 39 ABW IEMP 10-2, and 39 ABW MRP for post-mishap response actions.

1.2. Indigenous CDDAR capabilities are limited since the 39 ABW does not have any primary aircraft assigned. Deployed units will augment 39 ABW CDDAR capabilities with specialized equipment and aircraft expertise. Transient aircraft CDDAR capability shortfalls will be up-channeled to owning MAJCOM or aircraft contractor/operator.

1.3. Regardless the type of incident, the following precedence of factors will be observed by all responders:

1.3.1. Personnel safety.

1.3.2. Prevention of unnecessary secondary damage.

1.3.3. Preservation of evidence for mishap investigation In Accordance With (IAW) DAFI 91-204, Safety Investigations and Reports and 39 ABW MRP-21. Evidence or wreckage will not be moved unless it causes an immediate safety issue or interferes with essential mission activities, in which case 39 ABW/CC should coordinate with the Interim Safety Board (ISB) president, the Safety Investigation Board (SIB) president, or Single Investigating Officer (SIO).

1.4. Response personnel will not approach emergency or accident site until cleared by the Incident Commander (IC). Emergency and immediate lifesaving actions may preclude this restriction. Safety Personnel may serve in an advisory role but shall not assume incident Command.

1.4.1. Response personnel and vehicles will be positioned behind 39 CES/CECF vehicles until cleared by IC or Senior Fire Officer (SFO).

1.5. Required response vehicles will be equipped with Very High Frequency (VHF) radios. Only essential responders will operate on Secondary Crash Net.

### **2. Responsibilities.**

2.1. 39 ABW/CC will:

2.1.1. Determine if stand-up of a Crisis Action Team (CAT) and Emergency Operations Center (EOC) is warranted.

- 2.1.2. Appoint an ISB if required under the advice and guidance of 39 ABW/SE.
- 2.1.3. Coordinate with ISB president, SIB president, or SIO on removal of wreckage when wreckage interferes with essential mission activities or causes a hazard at the mishap scene.
- 2.1.4. Ensure 39 ABW compliance with Remotely Piloted Aircraft Consequence Management Plan for Turkey if applicable.
- 2.2. Deleted
- 2.3. EOC will:
  - 2.3.1. Coordinate incident response and recovery in conjunction with IC and support functions.
  - 2.3.2. Report to 39 ABW/CC and the CAT.
  - 2.3.3. Be a focal point for the IC and incident responders.
- 2.4. The Command Post (CP) serves as the primary command and control node for the 39 ABW. They will accomplish and up-channel all operational and situational reporting, as required.
- 2.5. IC will:
  - 2.5.1. Assume command of the incident until relieved by the Fire Chief or Deputy Fire Chief. The IC will, at the end of the emergency response phase of the incident, turn over the incident to the appropriate recovery agency to continue mitigation/recovery efforts for the incident. Safety Personnel may serve in an advisory role but shall not assume Incident Command.
  - 2.5.2. Have completed the required course work as prescribed by FEMA/EMI prior to being assigned the role of Incident Commander (IC). (Note, National Incident Management System (NIMS) is not a credentialing authority, that belongs to the Federal Emergency Management Agency (FEMA) and the Emergency Management Institute (EMI))
  - 2.5.3. Order and release resources.
  - 2.5.4. Establish an Incident Command Post if required.
  - 2.5.5. Direct and employ first responders, emergency responders, and specialized teams.
  - 2.5.6. Determine when emergency actions are complete and control of the site is transferred to the Recovery Operations Chief (ROC), ISB, AIB, and/or SIB.
  - 2.5.7. Terminate emergencies with concurrence of aircraft commander.
  - 2.5.8. Coordinate with Safety Personnel to ensure preservation of evidence for any required safety investigation.
- 2.6. 39 ABW/SE will:
  - 2.6.1. Advise Wing Commander on necessary Safety action, including but not limited to, appointment of an interim Safety Board as required.
  - 2.6.2. Monitor, assess, and advise during all operations for personnel and equipment safety.
- 2.7. 39 ABW/IG will coordinate annual CDDAR exercise with wing, tenant, and deployed agencies as required for scenario or desired level of response.
- 2.8. 39 WSSG will provide overall security, aerodrome, and recovery efforts.

2.9. 39 MXS/CC will provide qualified CDDAR team chiefs and members, as well as maintain, and deploy assigned recovery equipment and Aerospace Ground Equipment (AGE) as required.

2.9.1. 39 MXS/MXM will be the focal point for coordination of 39 MXS CDDAR and AGE resources.

2.9.2. 39 MXS/TA will:

2.9.2.1. Provide CDDAR and Inflight Emergency (IFE) response capabilities during flying operations.

2.9.2.2. Maintain or coordinate the maintenance of CDDAR assets assigned to 39 MXS.

2.9.2.3. CDDAR vehicle requirements are located in [Table 2.1](#) and [Table 2.2](#).

**Table 2.1. 39 LRS CDDAR Vehicle Support.**

Vehicle Type:	Quantity:	Special Requirements:
All Terrain Forklift	1 Each	None
Tractor for 40 Foot Trailer	1 Each	None
30 Ton Crane	1 Each	CE will provide equipment and qualified operator. Ref. TO 00-80C-1 para 1.12.7
60 Ton Crane	1 Each	Contracted through 39 CONS/PKB upon request
Tractor for Low Boy Trailer	1 Each	None
Low Boy Trailer	1 Each	None

**Table 2.2. 39 MXS CDDAR Vehicle Support.**

Vehicle Type	Location
F-25 6 Pack (Recovery 1)	Building 345
MB-4 (Tow Vehicle)	Building 345
40 Foot Equipment Trailer	Building 345

2.9.2.4. CDDAR Support Equipment requirements are located in [Table 2.3](#) and [Table 2.4](#).

**Table 2.3. Small Bodied Aircraft Mishap Support Equipment.**

Type Equipment	Quantity	Special Requirements
Light Carts	4 each	Fully Fueled

MC-7 Compressor	2 each	One on Standby
Low Pack Air Compressor	1 each	Fully Fueled
Portable Heater	2 each	During Cold Weather

**Table 2.4. Wide Bodied Aircraft Mishap Support Equipment**

Type Equipment	Quantity	Special Requirements
Light Carts	6 each	Fully Fueled
MC-7 Compressor	2 each	One on Standby
Portable Heater	3each	During Cold Weather
Self-Generating Nitrogen Servicing Cart	2 Each	Fully Fueled

2.9.2.5. 39 MXS/MXM will be informed of CDDAR capability degradation due to personnel or asset shortfalls. 39 MXS/MXM will up channel and resolve shortfalls as required.

2.9.2.6. Ensure team chief and members remain proficient in general CDDAR processes as outlined in Technical Order 00-80C-1.

2.9.2.7. Senior CDDAR Team Chief will:

2.9.2.7.1. Interview all assigned CDDAR members within one month of arrival to determine individual expertise and proficiency.

2.9.2.7.2. Plan monthly training tailored to current team's gaps in experience and proficiency.

2.9.2.7.3. Conduct quarterly CDDAR Working Group Meetings.

2.9.2.7.4. Request annual CDDAR exercise though 39 ABW/IG.

2.9.2.7.5. Incorporate host nation, tenant, and deployed personnel into CDDAR meetings, training, and exercises as much as possible.

2.9.2.7.6. Assemble/recall CDDAR team upon notification of an aircraft accident. If accident is off base, await dispatch/recall instructions from IC.

2.9.2.7.7. Ensure host nation, tenant, or deployed unit personnel are in place for emergency or accident recoveries.

2.10. 39 OSS will manage aerodrome activities prior, during, and post emergency/accident.

2.10.1. 39 OSS/OSAB will:

- 2.10.1.1. Relay information from PCAS to Secondary Crash Net.
- 2.10.1.2. Determine airfield condition during and after an emergency/accident.
- 2.10.1.3. Ensure airfield is free of Foreign Objects, personnel, and equipment post recovery.
- 2.10.1.4. Inform 39 OSS/OSAT of any airfield closures, limitations, and when operations may resume.
- 2.10.1.5. Direct tow team to tow aircraft with hot brakes to hot brake area after appropriate cool down period (MDS specific)
- 2.10.2. 39 OSS/OSAT will:
  - 2.10.2.1. Activate PCAS and declare an emergency when notified of a developing or in progress emergency.
  - 2.10.2.2. Relay emergency information from aircrew over PCAS.
  - 2.10.2.3. Advises emergency aircraft on runway, barrier engagement, and possible divert.
  - 2.10.2.4. Grants Controlled Movement Area access to responders.
  - 2.10.2.5. Suspends runway operations until 39 OSS/OSAB determines they may resume.
  - 2.10.2.6. Direct aircraft with activated hydrazine system to appropriate hydrazine hold area if possible.
  - 2.10.2.7. Relays termination of emergency to all agencies.
- 2.11. 39 SFS will:
  - 2.11.1. Provide emergency and initial accident site security. After the emergency actions cease and recovery actions start, owners of PL3 assets will assume site security. SFS will remain site security for recovery actions on PL2 assets and higher.
  - 2.11.2. Tailor security force size as directed by IC.
  - 2.11.3. Respond to appropriate taxiway intersections during IFEs.
  - 2.11.4. Limit access to emergency or accident sites as directed by IC.
  - 2.11.5. Clear non-essential personnel if directed by IC.
- 2.12. 39 MSG will provide CDDAR support functions.
  - 2.12.1. 39 CES will provide Fire, Explosive, runway barrier, and heavy equipment support.
    - 2.12.1.1. Barrier maintenance will reset and inspect barrier after engagement, or suspected damage to barrier. Any change to barrier status will be passed to 39 OSS/OSAT.
    - 2.12.2. Provide heavy equipment (30-ton crane and construction equipment, e.g., bulldozers), and qualified operators for recovery actions. If the capacity of the crane in CE inventory is insufficient for the task, then a fast-track rental of a commercial crane with operator will be required.
    - 2.12.3. Up-channel any change of status on CDDAR designated equipment.
  - 2.12.4. 39 CES/CECF will:
    - 2.12.4.1. Assume IC until relieved.

- 2.12.4.2. Position crash response equipment according to nature of emergency per current Policy Operating Procedures, TO's, and IC direction.
- 2.12.4.3. Provide fire protection or standby vehicle coverage until SFO determines aircraft is safe.
- 2.12.4.4. Coordinates emergency activities with the aircrew (adhere to the following priority: 1. Interphone, 2. Visuals) until the aircraft is turned over to maintenance. NOTE: Use UHF Communications only when critical and with coordination from 39 OSS/OSAT. The Fire Department does not have UHF capabilities.
- 2.12.4.5. Assume responsibility for barrier maintenance functions when barrier maintenance crews are not on duty. Exception: Only barrier maintenance crews are authorized to declare/certify barrier systems in service.
- 2.12.4.6. Ensures hydrazine response, and cleanup according to Aircraft Specific T.O. and/or 39 ABW MRP-21 when a Hydrazine Response Team is unavailable.
- 2.12.5. 39 CES/CED will respond when requested by IC or 39 ABW/CP and will advise location upon arrival.
- 2.12.6. 39 LRS will provide qualified drivers, special purpose vehicles, and CDDAR supplies at the request of the IC for recovery operations.
- 2.12.7. 39 CONS will provide contracting support when CDDAR equipment and supplies are not available or beyond the scope of normal base operations.
- 2.12.8. 39 CPTS will make appropriate funds available for acquisition of CDDAR equipment and supplies, and ISB, AIB, and/SIB requests beyond the scope of normal base operations.
- 2.13. 39 MDG will provide medical care and contamination protection advice to victims and responders.
- 2.13.1. Emergency Medical Technicians will respond to emergencies as directed by the IC.
- 2.13.2. A Flight Surgeon should evaluate all associated personnel for potential physiological conditions. A Flight Surgeon is available 24/7 through the Command Post. Flight Surgeon will forward findings (as appropriate and/or required) to owning unit, and 39 WSSG/QA.
- 2.13.3. 39 MDOS/SGOZ will provide health risk assessments of the scene, determine hot, warm, and cold zones as required, and advise all personnel on hazards present and Personnel Protective Equipment requirements.
- 2.14. Host nation, tenant, 728 AMS, and deployed units will:
- 2.14.1. Provide airframe specific CDDAR equipment, and expert personnel for their assigned aircraft.
- 2.14.2. Any shortfalls or status changes to of airframe specific CDDAR equipment will be forwarded to 39 MXS/TA.
- 2.14.3. Upon arrival, deployed personnel will notify 39 MXS/TA of personnel qualifications and proficiencies and receive a copy of this instruction to ensure understanding of responsibilities and 39 ABW procedures.
- 2.14.4. Coordinate with 39 OSS/OSAB for airfield driving certification.

- 2.14.5. Coordinate with 39 CS for re-keying/obtaining radios with ramp and crash nets for response teams.
- 2.14.6. Respond to all owned airframe IFEs with at least a qualified tow team and airframe expert as required by 39 MXS/TA.
- 2.14.7. Perform aircraft marshaling, safing, shutdown, and towing as directed by the IC.
- 2.14.8. Do not proceed to aircraft until directed by IC.
- 2.14.9. Respond to all owned airframe accidents with airframe specific CDDAR equipment and qualified personnel, in conjunction with 39 MXS/TA.
- 2.15. 728 Maintenance Operations Center (MOC) and deployed MOCs will:
  - 2.15.1. Provide 39 MXS and Unit's CDDAR Team Chief with a grid location for incidents.
  - 2.15.2. Notify unit's de-arm and tow crews of appropriate aircraft emergencies.
  - 2.15.3. Notify all non-tactical, radio-equipped, maintenance vehicles of emergencies and determine if radio silence is required. Implement appropriate checklists as required.
  - 2.15.4. Maintain a copy of this instruction.

### **3. Declaration of Emergencies.**

- 3.1. The aircrew is primarily responsible for declaring ground or in-flight emergencies. Emergencies may also be declared by 39 OSS/OSAT personnel or officials responsible for the operation of the aircraft.
- 3.2. Individuals who become aware of aircraft emergencies will use any means available to relay the necessary information to any agency capable of initiating emergency procedures.
- 3.3. Persons declaring emergencies should provide the following information:
  - 3.3.1. Aircraft identification and type.
  - 3.3.2. Nature of emergency.
  - 3.3.3. Pilot's desires/intentions.
  - 3.3.4. Aircraft altitude, position, and estimated time of arrival or location on airfield for ground emergencies.
  - 3.3.5. Number of people on board.
  - 3.3.6. Fuel onboard.
  - 3.3.7. Number and type of ordnance on board. NOTE: Pass information available--do not delay declaring the emergency.

### **4. Geographically Separated Units (GSUs):**

- 4.1. Aircraft operating out of Etimesgut Air Base, Turkey fall under a bi-lateral agreement between USAF and TurAF. In accordance with the agreement, TurAF provides CDDAR support. 39 ABW will provide a CDDAR response only if an official request is submitted through and approved by 39 ABW/CC.

4.2. In the event that CDDAR support is requested from a GSU, 39 ABW personnel will respond IAW 39 ABW IEMP 10-2, 39 ABW MRP-21, AFI 21-101, and USAFEI 10-505, *Geographically Separated Unit and Tenant Support*, and this instruction.

KEVIN M. LORD, Colonel, USAF  
Commander

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

39 ABW IEMP 10-2, 7 March 2023

39 ABW MRP-21, *Mishap Response Plan* 13 October 2021

DAFI 21-101, *Aircraft and Equipment Maintenance Management*, 8 November 2022

AFI 33-322, *Records Management and Information Governance program*, 28 July 2021

AFPD 21-1, *Air and Space Maintenance*, 1 August 2018

T.O. 00-105E-9, *Aerospace Emergency Rescue and Mishap Response Information*, 15 Oct 2021

T.O. 00-80C-1, *Crashed, Damaged, Disabled Aircraft Recovery Manual*, 17 November 2020

USAFEI 10-505, *Geographically Separated Unit and Tenant Support*, 21 September 2016

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*, 15 April 2022

***Abbreviations and Acronyms***

**39 ABW/CC**—39th Air Base Wing Commander

**39 ABW/CP**—39th Air Base Wing Command Post

**39 ABW/SE**—39th Air Base Wing Safety

**39 ABW/XP**—39th Air Base Wing Plans

**39 CES/CED**—39th Civil Engineering Squadron Explosive Ordnance Disposal

**39 CES/CECF**—39th Civil Engineering Squadron Fire Department

**39 CONS**—39th Contracting Squadron

**39 CPTS**—39th Comptroller Squadron

**39 CS**—39th Communications Squadron

**39 LRS**—39th Logistics Readiness Squadron

**39 MDG**—39th Medical Group

**39 MDOS/SGOZ**—39th Medical Operations Squadron Bio Environmental

**39 MXS**—39th Maintenance Squadron

**39 MXS/MXM**—39th Maintenance Squadron Supervision

**39 MXS/TA**—39th Maintenance Squadron Transient Alert

**39 OSS**—39th Operations Support Squadron

**39 OSS/OSAB**—39th Operations Support Squadron Airfield Management Operations

**39 OSS/OSAT**—39th Operations Support Squadron Air Traffic Control Tower

**39 OSS/SOF**—39th Operations Support Squadron Supervisor of Flying

**39 SFS**—39th Security Forces Squadron

**39 WSSG/QA**—39th Weapons System Security Group Quality Assurance

**728 AMS**—728th Air Mobility Squadron

**ABW**—Air Base Wing

**AF**—Air Force

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**AGE**—Aerospace Ground Equipment

**AIB**—Aircraft Investigation Board

**CAT**—Crisis Action Team

**CDDAR**—Crash Damaged or Disabled Aircraft Recovery

**EOC**—Emergency Operations Center

**GSU**—Geographically Separated Units

**HHQ**—Higher Headquarters

**IAW**—In Accordance With

**IC**—Incident Commander

**IFE**—In Flight Emergency

**IEMP**—Installation Emergency Management Plan

**ISB**—Interim Safety Board

**MOC**—Maintenance Operation Control

**OPLAN**—Operations Plan

**PCAS**—Primary Crash Alarm System

**ROC**—Recovery Operations Chief

**SIB**—Safety Investigation Board

**SOF**—Supervisor of Flying

**SFO**—Senior Fire Officer

**T.O.**—Technical Order

**UCC**—Unit Control Center

**UHF**—Ultra High Frequency