

Welcome from AFNSEP Deputy Director

Welcome to the AFNSEP Program

As a part of the Air Force National Security Emergency Preparedness Office, we welcome you as a vital element of the AFNSEP mission. As a reserve member in this organization, you are an integral part and will be responsible for many programs and activities in the area, in which you reside and have been selected to serve.

This handbook will help you to get your feet on the ground in the program. The Operations Division, based in Atlanta, is ready to provide you with quality service and support.

We view our program as a critical part of the success of Air Force support to natural disaster relief and national emergency response activities. Your role is unique for it may require you to operate as a single-person geographically separated unit. It is for this reason, we provide this handbook to provide you with the answers you need.

We look forward to a long working relationship with you. If my staff or I can ever be of any assistance, do not hesitate to call.

Signed,

AFNSEP DEPUTY DIRECTOR

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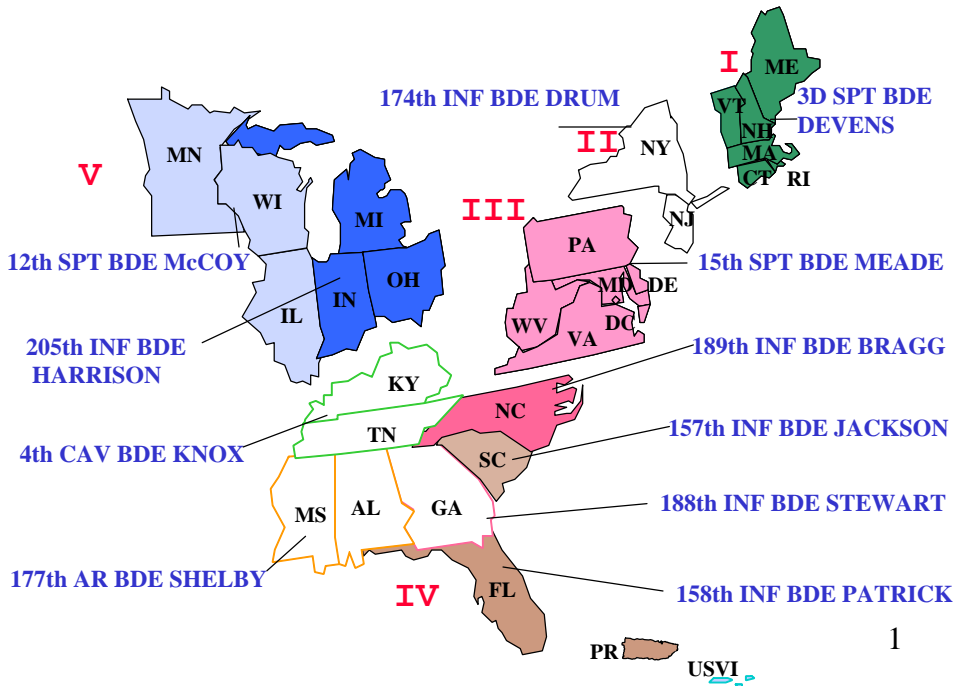
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SECTION A

OVERVIEW OF THE AIR FORCE NATIONAL SECURITY EMERGENCY PREPAREDNESS PROGRAM

FORWARD

Welcome to the Air Force National Security Emergency Preparedness Program. This is a brief overview of the mission of AFNSEP, how and where you, as an Emergency Preparedness Liaison Officer (EPLO) will function, and a brief description of your training plan. An important aspect of your duties is to possess a good understanding of the many key acronyms used in the world of Emergency Preparedness. As a suggestion, while reading through this handbook, it is a good idea to retrieve the acronym list (TAB P) and have it available as you read. The manual is divided into four sections. Section A is generic in nature and provides a broad overview of the AFNSEP program. This section will provide new EPLOs with a baseline overview of their roles and responsibilities and provide veteran EPLOs with a good review and any recent changes to the program. Section B outlines EPLO duties and responsibilities. Section C covers Reserve Personnel and Administrative Actions. Section D, in tab form, contains relevant additional information such as AFNSEP policies and telephone contacts.



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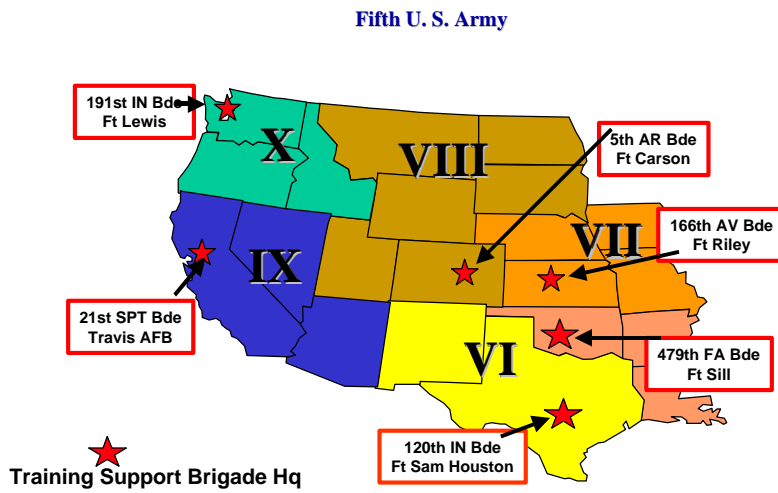


Figure 22: US Army Training Support Brigades

Note: DoD disaster responses in Alaska, Hawaii and U.S. Territories in the Pacific are managed by PACOM. DoD disaster responses in Puerto Rico and the U.S. Virgin Islands are managed by SOUTHCOM.

1.2. Emergency Preparedness Liaison Officer Functions

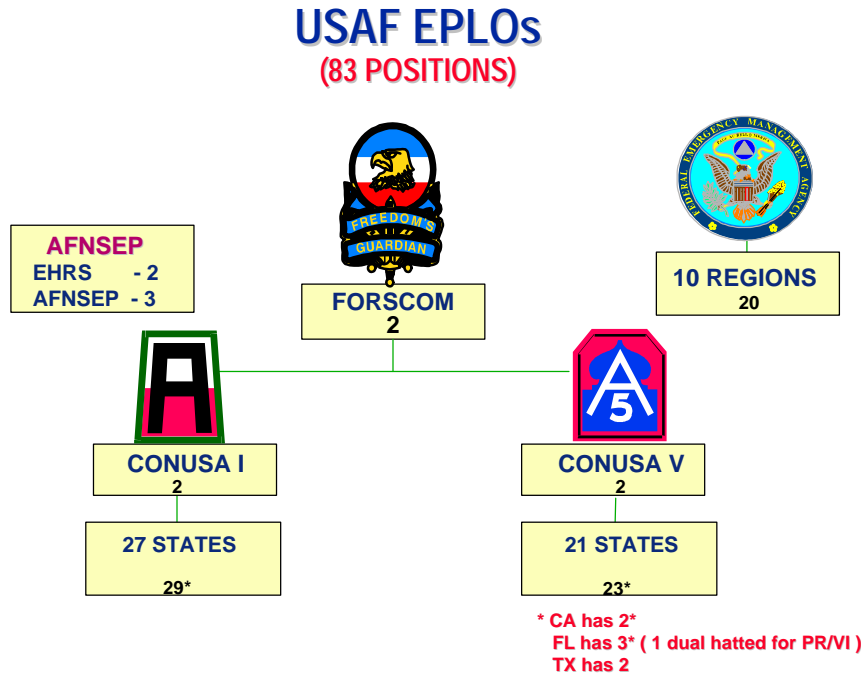


Figure 33: Emergency Preparedness Liaison Officer Functions

1.2.1. There are five types of Air Force EPLOs: State, Continental United States Armies (CONUS), Forces Command (FORSCOM), Federal Emergency Management Agency (FEMA), and Emergency Headquarters Reconstitution Site (EHRs).

1.2.1.1. **State EPLOs** often complete military duty at the State Area Command Headquarters (STARC) which is sometimes referred to as the Emergency Operations Center (EOC). National Guard responses are directed from the STARC. As a State Air Force EPLO, you should have a working relationship with the appropriate DCO/RG, the state Adjutant General (TAG), and the state emergency management agency and develop knowledge of Air Force assets available within your state. Additionally, at a minimum, State EPLOs should conduct annual visits to their respective FEMA region headquarters. When activated, state EPLOs usually relocate to the DFO or the STARC. Additionally, state EPLOs conduct visits to Air Force installations within their state and provide those installation commanders with briefings on the AFNSEP program. Coordination with the state Civil Air Patrol (CAP) - USAF Liaison Officer also occurs annually.

1.2.1.2. EPLOs assigned to **Continental United States Armies (CONUSAs)** work at the respective CONUSA locations. There are two CONUSAs. First CONUSA is located at Fort Gillem, Georgia, near Atlanta and covers primarily the eastern U. S. Fifth CONUSA is located at Fort Sam Houston, Texas, near San Antonio and covers primarily the western U. S (Figure 4). During National Security Emergencies, DCOs coordinate their responses with the CONUSAs. Air Force EPLOs assigned to a CONUSA maintain a more regional focus in their duties. Additionally, many states have entered into “compacts” with neighboring states to provide cross-border assistance during natural disasters. A working knowledge of these agreements is essential to providing the CONUSA

commanders with credible Air Force guidance when needed. CONUSA EPLOs also coordinate with CAP Regional Commanders and Deputy Commanders for Operations.

Force Structure for Emergency Preparedness

Army Force Structure

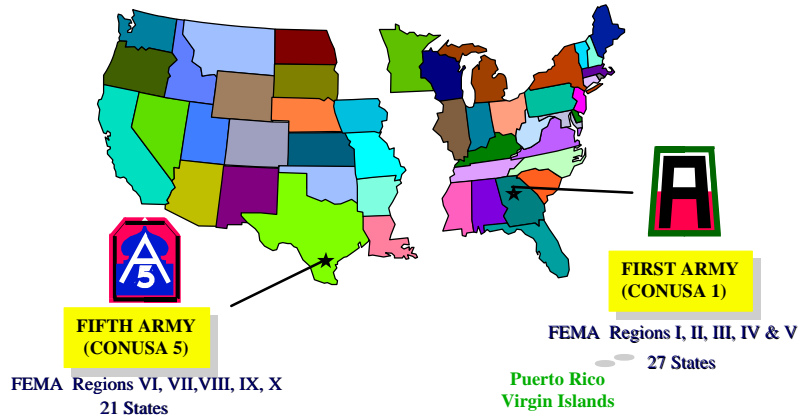


Figure 44: Force Structure for Emergency Preparedness.

Note: DoD disaster responses in Alaska, Hawaii and U.S. Territories in the Pacific are managed by PACOM. DoD disaster responses in Puerto Rico and the U.S. Virgin Islands are managed by SOUTHCOM.

1.2.1.3. EPLOs assigned to **Forces Command (FORSCOM)** are located at Fort McPherson, Georgia, in Atlanta. Due to its proximate location, FORSCOM EPLOs usually perform duty at AFNSEP. FORSCOM EPLOs have a national focus. FORSCOM is the Lead Operational Authority (LOA) through which the NSEP program is executed. FORSCOM EPLOs maintain a national focus in their duties.

1.2.1.4. EPLOs assigned to **FEMA Regional Headquarters** work at their respective FEMA Regional Operations Centers (ROCs). There are ten FEMA regions throughout the continental United States (Figure 5). Prior to the actual stand-up of a Disaster Field Office (DFO), the ROC runs the federal disaster response and is the approving authority for funds after a Presidential Declaration. The ROC continues to support the DFO as necessary, but the mission decreases significantly once the DFO becomes operational. EPLOs assigned to FEMA regions usually perform duties at the ROC to provide liaison and assistance for the FEMA Regional Director. EPLOs work and train closely with Army and Navy EPLOs and are frequently tasked by CONUSAs to participate in DCO training. FEMA EPLOs regularly visit State EPLOs and STARCs in their region for coordination on Regional Response Plan procedures, requirements and changes. A close working relationship between FEMA EPLOs and their regional ESF representatives is strongly encouraged through periodic visits and participation in Regional Interagency Steering Committee (RISC) meetings and Table Top Exercises.

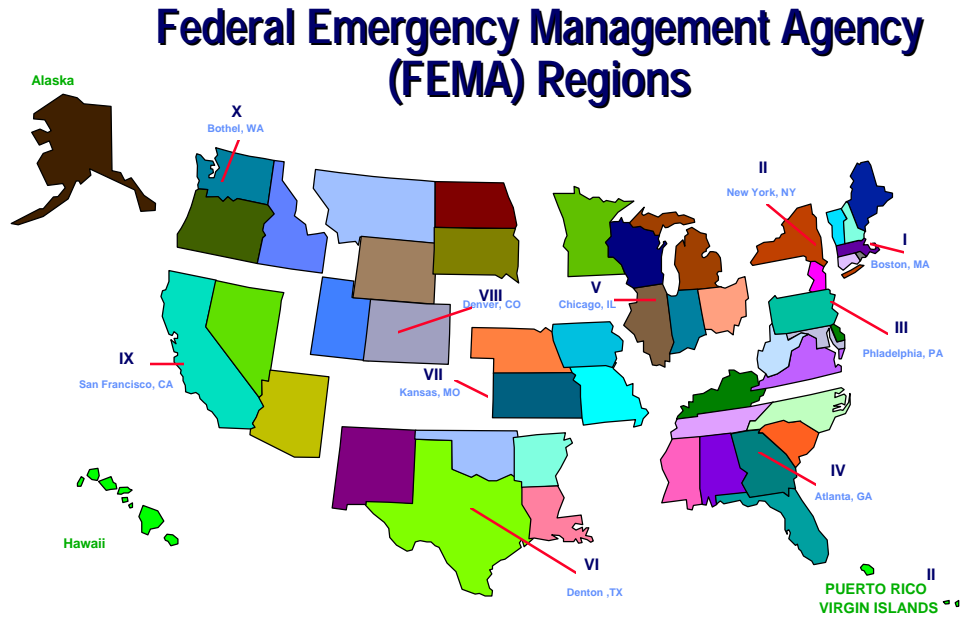


Figure 55: Federal Emergency Management Agency (FEMA) Regions.

1.2.1.5. EPLOs assigned to the Emergency Headquarters Reconstitution Site (EHRS) work at AFNSEP. EHRS EPLOs also maintain a broader regional and national focus during their professional development. They serve as Air Force advisors to the EHRS staff. EHRS EPLOs work closely on Continuity of Operations Plans.

1.2.1.6. EPLOs assigned to the Director of Military Support (DOMS).....

1.3. The EPLO / Emergency Management Advisor (EMA) Interface.

Air Force EPLOs are assigned an Emergency Management Advisor according to their assigned FEMA region. EPLOs will coordinate all of their activities with their respective AFNSEP EMA. As an EPLO, it is critical that you work very closely with your EMA for administrative as well as operational activities. The EMA is your direct contact with the Air Force chain of command. During disaster responses, AFNSEP is your main source of support. While supporting NSEP responses, public law, DoD and Air Force directives as well as your own leadership and experience should be the cornerstones by which decisions are made. Air Force disaster responses are coordinated on-site by the person best equipped to make informed decisions - you! The AFNSEP director looks to each of you to carry out your responsibilities commensurate with your position and rank and to speak on behalf of the Air Force within the guidelines you are given. When you need help and advice during real-world responses, communicate with AFNSEP, but remember, you are the operational decision-maker and AFNSEP is standing by to provide you with support and advice necessary to complete your mission.

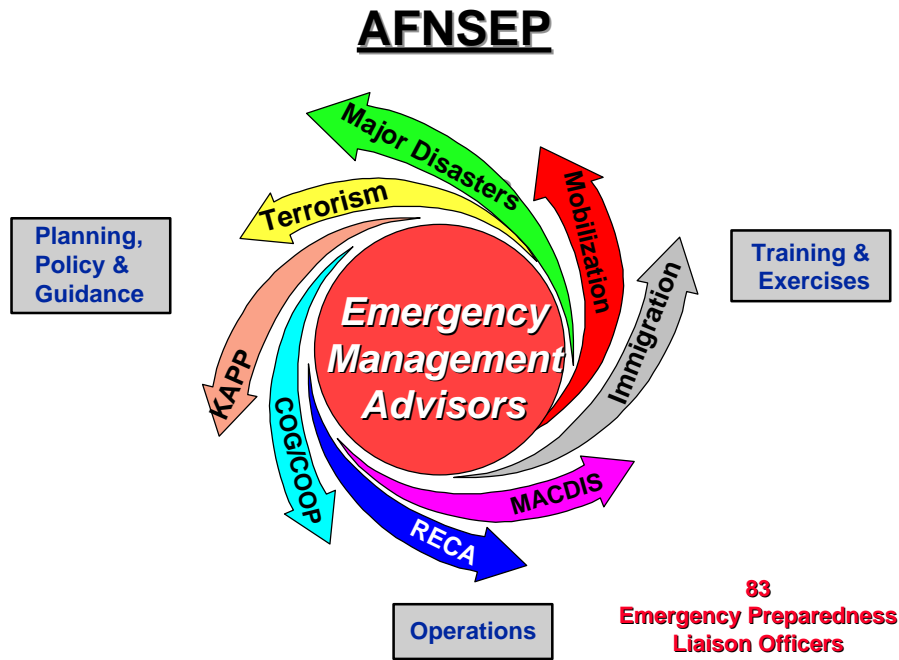


Figure 66: AFNSEP.

1.3.1. As a practical matter, due to the nature of the IMA program, EPLOs assigned to specific geographical areas will not always be available to respond to National Security Emergencies. Therefore, it is essential that all EPLOs maintain generic baseline knowledge of the AFNSEP program. When you hear of possible or actual disasters outside of your area of geographic responsibility, please call your AFNSEP EMA if you are interested in volunteering to assist in the DoD response. Typically, additional EPLOs are needed to man the DFO, and other affected operation centers.

1.4. The AFNSEP Training Program.

Tab J contains detailed information on the AFNSEP Annual Training Plan. Included in it are a policy letter, Commander's Intent, Training definitions and examples of completed Training and Activity Plans. Section 14.8 in this manual contains a general reference to the AFNSEP form 0-6, the Training and Activity Plan. As you will see, EPLO training takes place throughout the year at various locations. EPLO training consists of formal classroom training, EPLO conference training, duty location training and various major disaster exercises located throughout the country. The EPLO Life Cycle is depicted below as a graphical representation of the typical EPLO "career".

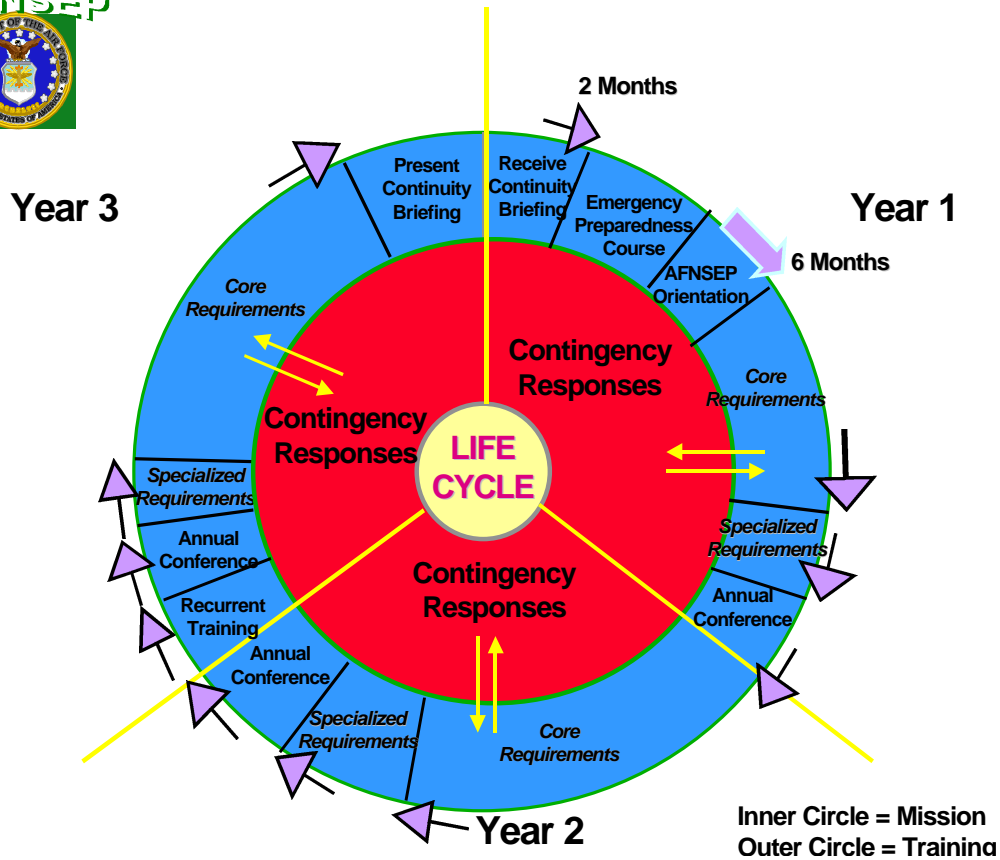


Figure 77: EPLO Life Cycle

1.4.1. Initial EPLO classroom training is accomplished during your first six months in the program. The first step in this training is the DoD Emergency Preparedness Course which is conducted at the FEMA Mount Weather Emergency Assistance Center near Berryville, Virginia. You should coordinate with your EMA and plan to attend as soon as practical after your assignment to AFNSEP. This course provides detailed briefings on the DoD NSEP program and includes training on statutory guidelines, the Federal Response Plan, Continuity of Government, and state and local responses. The focus of the course and the entire program is very “joint” in nature.

1.4.2. Following attendance at the DoD course, you will be required to attend the AFNSEP EPLO Orientation Course conducted in Atlanta. This five-day course is focused on Air Force responses to NSEP activities. This course also provides you with valuable information on AFNSEP career planning, the IMA program and AFNSEP administrative requirements.

1.4.3. EPLO Recurrent Training occurs during the first three months of your third year of assignment at AFNSEP and provides a refresher and briefings on most current directives and policies. Additionally, this forum, conducted with new EPLOs present, provides for an exchange of real-world lessons learned from your EPLO experiences. This is a five-day course and is conducted in Atlanta.

1.4.4. Annually, you will be required to attend the National EPLO conference. The host and location of this conference rotates between the Air Force, the Army and the Navy, usually lasting one week. This conference is a great time to talk about new policies and to discuss lessons learned with your counterparts from around the country and from different services.

1.4.5. In addition to these mandatory training requirements, there are "Core" and "Specialized" requirements throughout the year. Core requirements are those activities that are required to be completed every year after year number one. In order to successfully complete your Annual Training Plan, all of these must be met. A list of Core and Specialized Requirements are listed in Tab J. Various agencies routinely schedule NSEP exercises that focus on these specialized requirements. The scope of specialized requirements is dependent upon specific EPLO duty locations. The sponsors can be your state Emergency Operations Center, FEMA, CONUSAs or other major commands or installations. The knowledge and experience gleaned from these exercises is outstanding and helps round out your training as an EPLO. The duration and location of these exercises varies, but they usually last two to four days. Your EMA will assist in scheduling attendance. Additionally, long range planning for these events in your Annual Training and Activity Plan provides you and AFNSEP with valuable information for planning your future activities.

Chapter 2

MILITARY SUPPORT TO CIVIL AUTHORITIES (MSCA)

2.1. Statutory Guidelines.

Disasters often disrupt the function of governments and communities and adversely affect individuals and families. **The Robert T. Stafford Disaster Relief and Emergency Assistance Act** (PL 93-288), established measures designed to render aid, assistance and emergency services and the reconstruction of devastated areas. Guidelines for DoD involvement in Military Support to Civil Authorities are contained in the Stafford Act. By far, the vast majority of EPLO duties involve MSCA functions outlined in this Act.

2.2. Responsibility for Response.

The individuals and groups responsible for relieving the conditions caused by a major disaster or civil emergency include private citizens, families, private industry, civic nonprofit organizations, the American Red Cross (ARC), and local, state and Federal government. While local and state governments have primary responsibility for response, *in the event their capabilities are overwhelmed*, support from Federal agencies including the Department of Defense (DoD) may be necessary. The Department of Defense provides supplemental assistance to aid civil authorities when the required response is beyond the capability of local and state governments. This assistance is known as **Military Support to Civil Authorities (MSCA)**. MSCA facilitates cooperation by Department of Defense components with federal departments and agencies at the national and regional levels and with state and local governments. The process helps to plan for and respond to the consequences of disasters, including an anticipated or actual attack on the United States, its territories and possessions. MSCA does not encompass military support to law enforcement operations, such as civil disturbances and counter-terrorism. Those functions are covered by different Public Law. However, those activities are directed through the same DoD chain of responsibility as MSCA, using other legal authorities and procedures.

2.3. FEMA's Role in Disaster Response.

The Federal Emergency Management Agency (FEMA) is the designated lead federal agency in Presidentially Declared disasters. FEMA is also responsible for civil emergency response planning. Through the **Federal Response Plan (FRP)** and appointment of a Federal Coordinating Officer (FCO), FEMA provides direction and policy coordination of all federal disaster assistance activities of all federal agencies and the American Red Cross. FEMA first published the Federal Response Plan in April, 1992. The plan sets forth policies and concepts for disaster response by the Federal government. The FRP is designed to address any disaster or emergency in which federal response assistance is needed. It describes the way the federal government mobilizes resources and conducts activities to supplement state and local response efforts. The FRP groups types of Federal assistance most likely needed by states and localities under twelve **Emergency Support Functions (ESFs)** (Figure 8). Each ESF is headed by a Lead Federal Agency and is supported by other agencies, including the DoD. The twelve ESFs provide the framework through which coordinated federal response assistance is provided to the affected areas.

Emergency Support Function (ESF)		
#	ESF	Primary Agency
1	Transportation	Department of Transportation
2	Communications	National Communications System
3	Public Works and Engineering	Department of Defense
4	Firefighting	Department of Agriculture / Forest Service
5	Information and Planning	Federal Emergency Management Agency
6	Mass Care	American Red Cross
7	Resource Support	General Services Administration
8	Health and Medical Services	Department of Health and Human Services
9	Urban Search and Rescue	Federal Emergency Management Agency
10	Hazardous Materials	Environmental Protection Agency
11	Food	Department of Agriculture
12	Energy	Department of Energy

Figure 88: Emergency Support Functions (ESF).

2.4. Supporting Federal Agencies.

Other supporting agencies include the National Interagency Fire Coordination Center (NIFCC), the U.S. Environmental Protection Agency (EPA), the U.S. Coast Guard (USCG), the American Red Cross (ARC), the Nuclear Regulatory Commission (NRC), the Department of Energy (DOE), the Department of Justice (DOJ), the Immigration and Naturalization Service (INS), the U.S. Postal Service (USPS) and the Department of Agriculture (USDA). The National Interagency Fire Coordination Center (NIFCC) is jointly controlled by the Departments of Agriculture and Interior. The NIFCC provides national coordination and logistical support in forest, grassland and wildfire fire emergencies, which exceed local and state capabilities. Air National Guard and Air Force Reserve units equipped with the Modular Airborne Fire Fighting System (MAFFS) respond to NIFCC tasking for fire suppression.

2.5. USAF Involvement in MSCA.

The USAF may assist civil authorities with personnel, equipment, and services when the response to disasters or other civil emergencies is beyond the capability of local and state governments. USAF resources are employed as a supplement to civil resources subject to the following conditions:

- 2.5.1. Resources, which are not immediately required for execution of an on-going contingency mission, may be used for MSCA, unless MAJCOM or HQ USAF has specifically authorized them for MSCA use.
- 2.5.2. The Posse Comitatus Act (Section 1385, *et seq.* of Title 18, United States Code) which prohibits the use of federal troops for law enforcement, will be followed, except as otherwise provided by law.
- 2.5.3. Military forces employed in MSCA activities shall remain under military command and control at all times.
- 2.5.4. Resources will not be procured, stockpiled, or developed for the sole purpose of providing MSCA, except when authorized by the Secretary of Defense.

2.5.5. Resources will not be used to restore or rehabilitate private or civil property damaged or destroyed by a disaster or other civil emergency except when authorized by the President, DoD, or the Federal Coordinating Officer (FCO) during Presidential declared MSCA relief operations.

2.6. Appropriate MSCA Responses.

Commanders may become involved in peacetime MSCA operations in one or more of the following situations (Figure 9): (1) Providing support through a Memorandum of Understanding/ Memorandum of Agreement (MOUs/MOAs); (2) Response to requests from local civil authorities during imminently serious conditions; (3) for a period not to exceed 10 days under emergency situations when authorized by the President following a request by a State Governor; and (4) as part of a total federal response following a Presidentially declared disaster or emergency declaration.

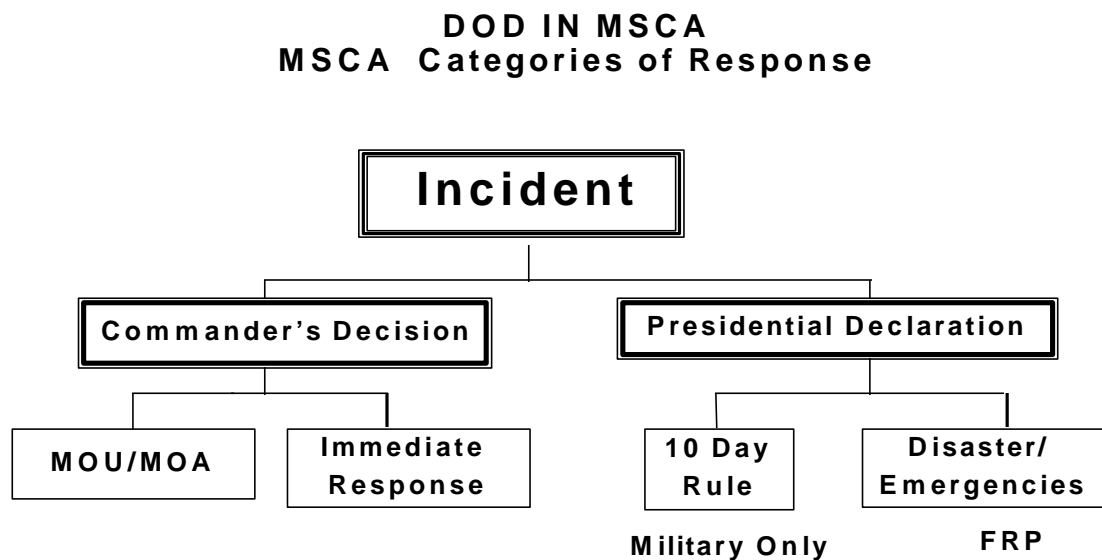


Figure 99: DoD in MSCA {MSCA Categories of Response}.

2.7. MSCA under MOUs/MOAs.

Commanders may receive requests for support from local civil authorities at any time prior to or during a Presidential Declaration of a major disaster or emergency. Installations may have entered into mutual assistance agreements with the local community in the areas of fire fighting, medical evacuation, natural disaster, aircraft or train accidents, major explosions and fires, technological emergencies, or similar type emergencies. If situations occur where local support requests fall within the guidelines of the memorandum of understanding or memorandum of agreement, the installation may respond based on the provisions of those documents.

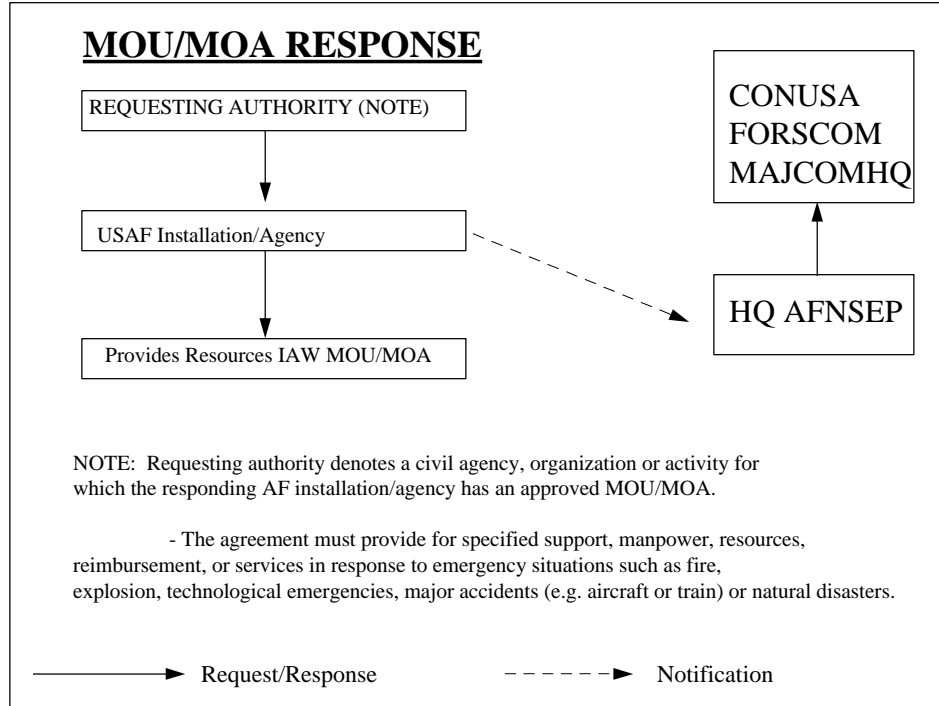
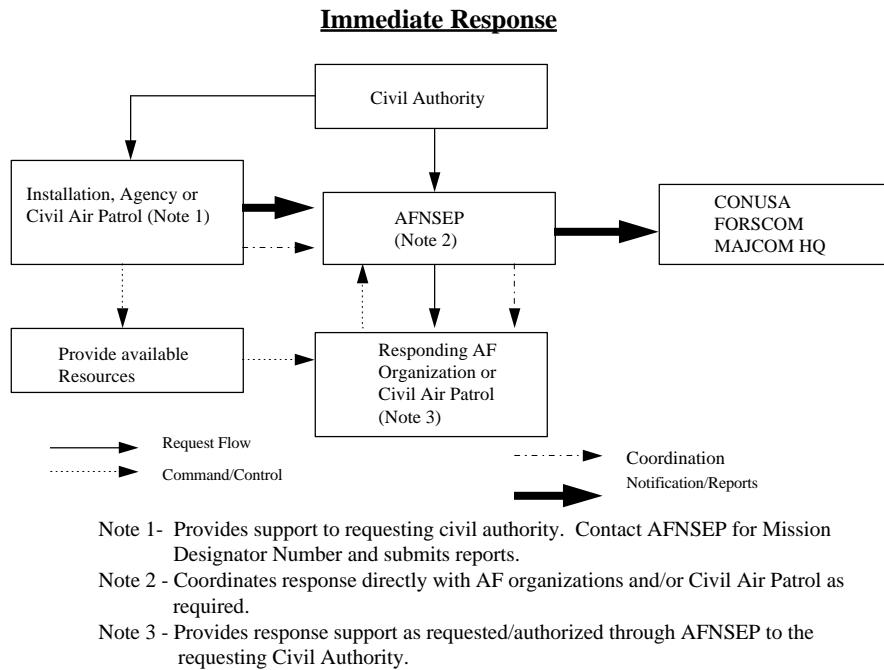


Figure 1010: MOU/MOA Response.

2.8. MSCA Under Immediate Response Guidelines.

A commander could receive requests for assistance during imminently serious conditions. Imminently serious conditions exist when immediate action must be taken **to save lives, prevent human suffering or mitigate great property damage**. When such conditions exist and time does not permit prior coordination with higher headquarters the commander is authorized by DODD/DODM 3025.1 and AFI 10-802 to take necessary action, within their installation’s capabilities, to respond to requests from appropriate civil authorities (those authorized to obligate funds at their level of government). Immediate Response may include situation where local or state resources are available, but, due to time or distance constraints, cannot be successfully employed. Support provided under imminently serious conditions must be reviewed by AFNSEP for continuance, augmentation, or relief of employed forces. Immediately before or after providing such support, the commander or commander's representative must contact AFNSEP to obtain an USAF Mission Designator (MD) number. The AFNSEP Office



will issue the MD number if the proposed or actual response meets imminently serious condition criteria.

Figure 1114: Immediate Response.

2.9. MSCA Ten Day Rule.

Operations on public and private lands for the preservation of life or property (broader than imminently serious) is another type of response. MSCA Ten Day Rule operations may occur in lieu of a Presidential declaration of a major disaster or emergency. "Ten Day Rule" responses are performed exclusively by DoD forces; however, approved operations of this type require the same request protocol by a state governor under Section 403 (c) of the Stafford Act. USAF involvement under this provision may be continued for a period not to exceed 10 days. All assistance provided under the Ten Day Rule require Tempest Rapid reporting refer to paragraph 2.11 for details.

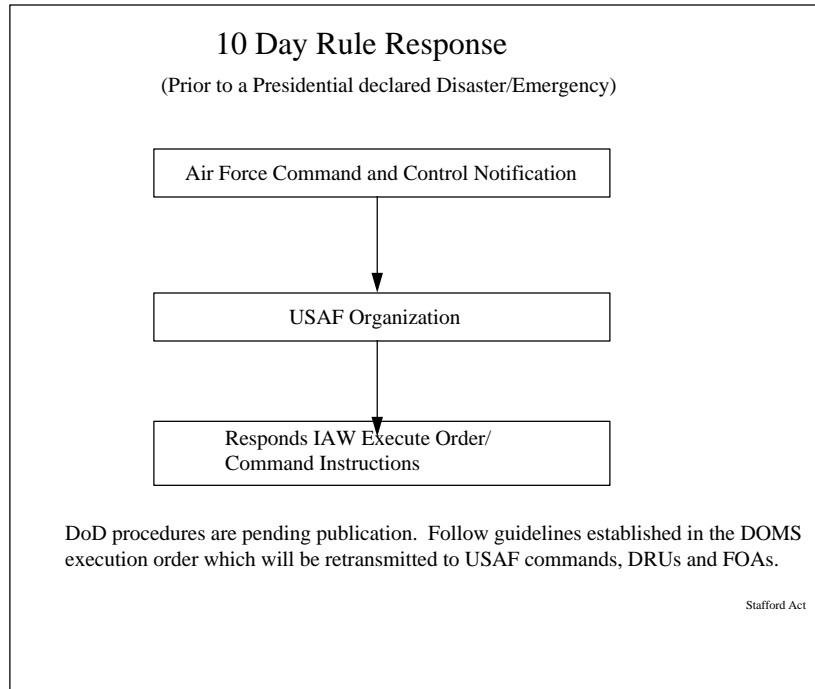


Figure 1212: 10 Day Rule Response

2.10. MSCA After Presidential Declarations.

FEMA will implement the Federal Response Plan (FRP) immediately on presidential declaration of one or more geographical areas. State governors must request federal assistance from the President to enable any federal response. Within the Federal Response Plan, designated primary agencies have tasking authority over designated support agencies to accomplish their specific ESF mission. The DoD is the primary agency for **ESF # 3: Public Works and Engineering**. The United States Army Corps of Engineers is the lead agency for this ESF. Civil requests for support during declared peacetime major disasters and other civil emergencies flow through local and state emergency management channels to the State Coordinating Officer (SCO) who is a state official charged with coordinating *state* responses using *state* capabilities. The State Coordinating Officer refers requests exceeding the capabilities of local and state governments to the Federal Coordinating Officer for federal support. The FCO validates all requests, determines which Federal departments or agencies can best respond, and tasks the proper departments or agencies through established channels.

2.11. Reporting Requirements.

AFMAN 10-206 “*Operational Reporting*” states that TEMPEST RAPID reports apply to all US Air Force, ANG (when federalized), and Civil Air Patrol organizations providing resources during MSCA operations. This system is used to report and document the use of Air Force resources supporting civil authorities. Due to the nature of some disasters and the type of response provided by the DoD, addition reports, such as Situation Reports (SITREP) may be required by the command and control structure. After action reports will be submitted as required on a case-by-case basis. AFNSEP will serve as the OPR for MSCA after action reports.

2.11.1. After a Presidential Declaration, the DFO will become functional. At that point, the FCO has the authority to assign FEMA mission designator numbers directly to DoD components. Once mission designator numbers are assigned to an Air Force component, the commander of that component is charged with implementing TEMPEST RAPID reporting. As the official Air Force representative during disaster responses, you will be expected to provide guidance and advice on the timely completion of these reports. Many sources may request your assistance including Civil Air Patrol personnel and local installation commanders. Guidance for completing TEMPEST RAPID reports is contained in Tab C in this manual.

2.12. Mission Designator (MD) Numbers.

During DoD incident responses, AFNSEP sometimes acts as a “clearing house” to coordinate certain Air Force and Civil Air Patrol functions (Chapter 5 for CAP responses). After a disaster and prior to a Presidential Declaration, Air Force installation commanders may respond to crises under Memorandums of Understanding/Agreements or under “**immediate response**” criteria (Chapter 3). When providing support under immediate response, the installation commander will contact AFNSEP to obtain an **Air Force Mission Designator Number**. Installation commanders do not need Air Force Mission Designator Numbers when providing support under a **MOU/MOA**; however, TEMPEST RAPID reports will be submitted to AFNSEP. After a Presidentially declared disaster, the FCO will issue **FEMA Mission Designator Numbers** directly to the DCO for those missions requiring DoD support. When these FEMA missions are assigned to the Air Force, **Air Force Mission Numbers** will then be utilized and tracked through the Tempest Rapid reporting process. Close coordination with the AFNSEP Operations Division is essential during this process.

Chapter 3

INTERFACE WITH DOD AND OTHER SERVICE COMPONENTS

3.1. Statutory Guidelines and DoD NSEP Chain of Command.

Federal Responses to National Security Emergencies are governed by the Stafford Act. After a Presidential Declaration, the DoD Executive Agent for NSEP responses initiates appropriate actions. The **Secretary of the Army** is the Executive Agent. Working for the **Secretary is the Director of Military Support (DOMS)**, the NSEP Action Agent. DOMS, a flag officer, directs appropriate Commanders in Chief - Atlantic Command (USACOM), Pacific Command (USPACOM) or Southern Command (SOUTHCOM) to respond. **USACOM** is the DoD Planning Agent responsible for the forty-eight contiguous states. **USPACOM** is the DoD Planning Agent responsible for Alaska, Hawaii, and U.S. territories and protectorates in the Pacific. Additionally, USPACOM also functions as the **Lead Operational Authority and Regional Planning Agent** for NSEP responses within its assigned area. **SOUTHCOM** is the DoD Planning Agent for Puerto Rico and the U.S. Virgin Islands. **Forces Command (FORSCOM)** is designated by USACOM as the Lead Operational Authority for all USACOM NSEP responses. **The Continental United States Armies (CONUSAs)** are designated as Regional Planning Agents and direct regional responses for FORSCOM. The Defense Coordinating Officers (DCOs) coordinate their efforts directly with their appropriate CONUSA. **AFNSEP**, as an Air Force Field Operating Agency (FOA) reports directly to Headquarters, USAF/XOO and serves as the Air Force's Principal Planning Agent (PPA) for MSCA.

3.2. Air Force Support.

Tasking USAF units before or after a Presidentially declared disaster or emergency is through the authority of the Secretary of Defense. Upon the occurrence of an emergency or disaster, initial USAF tasking will flow from FEMA to DOMS to the mission executing CINC, US Atlantic Command (USACOM), US Pacific Command (USPACOM) or US Southern Command (SOUTHCOM). USACOM will task through FORSCOM for USAF resources. USPACOM and SOUTHCOM will coordinate taskings with AFNSEP. Once the President has made a formal declaration, an *acting* Federal Coordinating Officer (FCO) will manage initial FEMA requests and responses along with Emergency Support Function representatives. FEMA EPLOs, after coordinating with AFNSEP, often initially respond directly to the ROC. Once FEMA has established a Disaster Field Office (DFO) within the disaster/emergency area and the Federal Coordinating Officer (FCO) is named, taskings will flow from local authorities to state authorities to the FCO to the Emergency Support Functions and then to the DCO for DoD support. The FCO requests DoD support from the Defense Coordinating Officer (DCO). The DCO then tasks appropriate service elements within his DCE to obtain DoD/USAF support. Taskings may also flow directly from the DCO, CONUSA or AFNSEP representative, to the Air Force activity or installation. As a member of the DCE, Air Force EPLOs, using the Request for Federal Assistance Form (RFA) (Figure 13) often determine the validity of many requests and provide advice to the DCO and FCO on Initial Costs Estimates. A FEMA Disaster Identifying Number (DIN) and DoD Mission Designator number will accompany such tasking and must be cited in all related reports and billings for reimbursement purposes. Requests received by installation commanders for support from civil authorities during a Presidentially declared disaster or emergency are referred back to local or state emergency management officials, *unless imminently serious conditions exist*. If imminently serious conditions exist, commanders respond at their discretion in accordance with the Stafford Act.

REQUEST FOR FEDERAL ASSISTANCEFORM (RFA)

Location State: _____ Disaster #: _____	Tracking Information (FEMA Use Only) Request/Log #: _____ Date/Time Rec'd: _____
--	---

Assistance Requested

Internal Reference #	Assistance Requested	Qty	Date/Time Needed	Deliver to: Name/Address/Phone
<input type="checkbox"/> See Attached				

Requestor/Phone #: _____

State Approving Official if applicable) _____

II. Description

Assigned Agency: US Army Corps of Engineers

Statement of Work: Provide Administrative, Technical and Logistical support to the Federal Coordinating Officer of the Disaster. Scope of work to be provided by the Agency within 30 days of MA issuance.

Initial Cost Estimate: \$25,000

Projected Completion Date: _____

Actual Completion Date: _____

Total Cost: \$ _____

Difference: \$ _____ See Attached

OFA POC Name and Phone #: _____

III. Coordination (FEMA Use Only)

Type: Direct Federal Assistance Technical Assistance Federal Operations Support

State Cost Share (%/\$) _____ Fund _____

Citation _____

MAC (initial Federal review) _____

Certifying Officer (funds availability) _____

IV. Approval

State Approval Official _____

Federal Approval Official _____

V. FEMA Use Only

Mission Assignment No: COE-01 Amendment Number: _____	Amt. This Action: \$25,000 Cumulative Amt.: \$25,000	Date Obligated _____ Initials _____
--	---	--

Figure 1313: Request for Federal Assistance (RFA)

REQUEST FOR FEDERAL ASSISTANCE FORM I N S T R U C T I O N S

INITIATOR:

The initiator enters the STATE and DISASTER # information at the top of the form, and after completing Section I (ASSISTANCE REQUESTED), also enters their LOG # and the DATE before directing the request to the Operations Section.

STATE: (If initiated by the State)

The State will fill in Section I, making sure that the ASSISTANCE REQUESTED, QUANTITY, DATE/TIME NEEDED, REQUESTED LOCATION, REQUESTOR/PHONE/POC (Point of Contact) blocks are complete. The request should generally identify the end requirement and not specify specific resources; example- request power and lighting for a mass care center, don't request a 250 kw generator. Requesting the end requirement will provide for the full capability; example- provision of generator(s), installation, maintenance, fuel supply, operation, and wiring and lamping. The State will designate one or more persons as the Approving Official, who will validate and sign-off on the request.

FEDERAL:

Operations Section:

The Operations Section will enter a FEMA Tracking CONTROL # and the DATE/TIME received. The request will then be directed to the appropriate Federal Emergency Support Function (FESF) or specific agency for staffing. If the request is to go to the Regional Operations Center for action, the appropriate counterpart Federal agency coordinating with the initiating State agency must sign-off in the CONCUR block with name and date (to the right of the State Approving Official's signature block in Section I). The ACTION TO, DATE, and TIME portion under Section II will be completed when issued to the appropriate FESF or agency.

Federal Emergency Support Function:

The lead agency for the FESF that the action has been assigned is responsible for controlling and staffing all subsequent resource actions regarding the request (Section II). Completion of Section II regarding the Statement of Work and PROJECTED Start/Completion Dates is the responsibility of the FESF Leader. The FESF Leader will coordinate between the lead agency and all support agencies to define the "Statement of Work" and determine which agencies will be involved, what the Total Estimated Cost will be, and which is the Assigned Agency for issuance of the mission assignment/tasking.

The FESF or agency leader will provide a POINT OF CONTACT name and PHONE # for Section II, and sign-off in the Approved By (with date/time) block.

Operations Section:

The Operations Section Mission Assignment Coordinator is responsible for Section III, IV and V. This includes initiating a mission tasking(s) based on the request and obtaining certification of fund availability (appropriate allocations) prior to formal obligation and issuance. STATE SHARE, FUND CITATION, and TASKING NUMBER completion/entries will be entered before an obligation is established.

APPROVALS: (SECTION IV)

State:

If the State is under agreement to pay a cost share of the requested resource, the tasking must first go to the State Coordinating Officer or Governor's Authorized Representative for approval before Federal approval.

Federal:

The Disaster Recovery Manager as or in concurrence with the Federal Coordinating Officer is the Federal person authorized to approve the formal request for assistance resulting in obligation of the Federal Government.

IMPLEMENTATION: (SECTION V)

After Federal approval the Financial Management function is responsible to enter and track the obligation. Once obligated the form is returned back to the FESF leader for implementation, including any sub-tab.

Mission Assignment Process

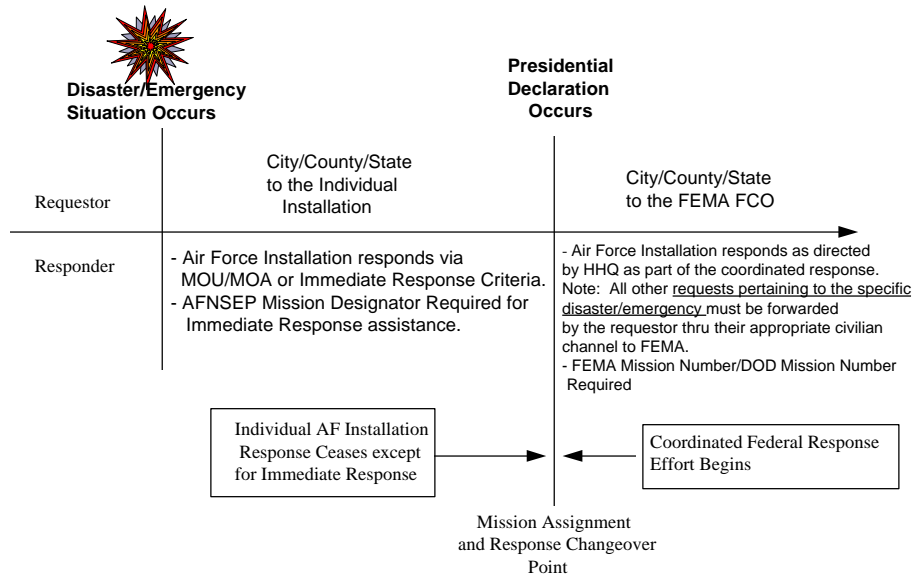


Figure 1414: Mission Assignment Process

Chapter 4

EPLO RESPONSES TO NATIONAL SECURITY EMERGENCIES, FEDERAL EMERGENCIES AND INCIDENTS

4.1. Definitions.

As defined by Executive Order 12656, “a **National Security Emergency** is any occurrence, including natural disaster, military attack, technological emergency, or other emergency that seriously degrades or seriously threatens the national security of the United States.” The Stafford Act states that a federal “**emergency** means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States”. “**Incidents** such as radiological, chemical, biological, or large explosive catastrophes are classed as WMD or Weapons of mass destruction See TAB K (Weapons of Mass Destruction) for more information

NATIONAL SECURITY & DOMESTIC EMERGENCY PREPAREDNESS E.O. 12656

NSEP National Security Emergency Preparedness DODD 302036	MSCA Military Support to Civilian Authorities DODD 3025.1 & .15	COOP Continuity of Operations DODD 3020.26	MSCLEA Military Support to Civilian Law Enforcement Agencies DODD 3025.12
<ul style="list-style-type: none"> - Emergency Mobilization Preparedness EMP - State & Regional Disaster Airlift SARDA - Emergency Highway Traffic Program EHTP - Survival Recovery and Reconstitution SRR-55 - Continental Airborne Reconnaissance and Damage Assessment CARDA / RECA - Residual Capabilities Assessment - National Defense (Domestic Support) 	<ul style="list-style-type: none"> - Major Disasters (Declared/Undeclared) - Technological (Emergencies/Disasters) - Emergency Animal Disease Eradication Program EADEP - Explosions (Regardless of Cause) - Emergency Postal Augmentation Graphic Hand - Foreign Disaster Relief 	<ul style="list-style-type: none"> - Continuity of Government COG - Continuity of Operations COOP / COOP-DAF <ul style="list-style-type: none"> -- AH/EHRS -- JEEP -- JATS -- Traffic COP -- MCCC 	<ul style="list-style-type: none"> - Military Assistance for Civil Disturbances MACDIS - Key Asset Protection Program KAPP - Interagency Support and Assistance ISA - Weapons of Mass Destruction (Consequence Mgmt) WMD - Terrorism Consequence Mgmt

Figure 1515: National Security & Domestic Emergency Preparedness

4.2. Types of Responses.

EPLO responses will primarily depend upon the nature of the emergency or incident. As seen above, a broad range of incidents and responses is possible. EPLO response location will vary greatly according to the tempo of operations, EPLO availability and the needs of Higher Headquarters. Wherever an EPLO responds, it is imperative that close coordination with the AFNSEP Operations Division takes place. The Operations Division can assist deployed EPLOs in obtaining appropriate facility passes, security clearance info, etc. Tab L contains several

checklists for use by EPLOs deploying to specific locations. Also contained are checklists for obtaining airline travel on Verbal Authority of the Commander. In terms of response timing, call-ups can generally be categorized as **immediate** responses, **medium-term** responses that permit some prior planning and mobilization and **extended** responses.

4.3. EPLO Immediate Responses.

Examples of incidents or emergencies that might require immediate response include earthquakes, massive tornado damage and attacks upon the Continental United States by terrorists perhaps using Weapons of Mass Destruction (WMD). In these situations, communication with your Emergency Management Advisor (EMA) is critical (prior to response if possible.) Depending on the severity of the incident or emergency, EPLOs might be required to man DFOs, FEMA ROCs, and CONUSA and FORSCOM command centers simultaneously. Additionally, in the case of terrorist incidents, a Defense Coordinating Element may be tasked to assist a FBI Special Agent in Charge of the investigation.

4.4. EPLO Medium-Term Responses.

Examples of incidents or emergencies that might allow for some prior planning and mobilization include hurricanes, winter storms, wildfires and floods. In this situation, even prior to a Presidential Declaration, if the possibility is great that a federal response may be required, FEMA may preposition and begin to stand up a DFO in the general area of the anticipated disaster. In this situation, EMAs would most likely call their EPLOs to determine availability in anticipation of a Presidential declaration. The number of EPLOs required to man various sites would depend upon the severity of the incident. Media coverage is a good indicator of when it might be appropriate to start checking your mobility bag and fly away kit. Mobility bag requirements are contained in the Individual Reserve Guide.

4.5. EPLO Extended Responses.

Incidents or emergencies that might require an extended response might fall under the category of National Security Emergency. In a disaster situation such as Hurricane Andrew, lack of even minimal community infrastructure required extensive and prolonged DoD support.

4.5.1. Please remember that these scenarios are very generic in nature. Any actual incident an EPLO may be called upon to respond to will have its own unique “personality” requiring your utmost in leadership and flexibility. In any of these possible responses, the most important things to remember are communication and preparation. A clear line of communication with your EMA will ensure an appropriate response and permits AFNSEP to build an accurate picture of its available resources. Finally, the importance of an up to date mobility bag and fly away kit cannot be over emphasized.

Chapter 5

THE ROLE OF THE CIVIL AIR PATROL IN NATIONAL SECURITY EMERGENCIES AND DISASTER RELIEF

5.1. Overview of the Civil Air Patrol.

The Civil Air Patrol (CAP) is a volunteer, federally chartered, non-profit, private corporations and by Public Law 79-476 as amended in 1948, the official civilian auxiliary of the US Air Force. The CAP can provide support to fulfill noncombatant Air Force missions. Although paramilitary in organization and dress, the CAP performs services through the use of unpaid volunteers. The Air Force or other users make limited reimbursement of certain actual expenses. In peacetime and wartime, disaster relief officials, planners and coordinators should be knowledgeable of CAP resources available to provide relief to US citizens. Current information on CAP operations is contained in CAP-USAF Instruction 10-802.

5.1.1. The CAP has five stated purposes. They are to provide and encourage:

5.1.1.1. An organization that aids US citizens in the development of aviation and the maintenance of air supremacy;

5.1.1.2. The voluntary contribution of private citizens to public welfare;

5.1.1.3. Aviation and aerospace education and training;

5.1.1.4. The fostering of civil aviation in local communities;

5.1.1.5. And an organization of private citizens with adequate facilities to assist in meeting local and national emergencies.

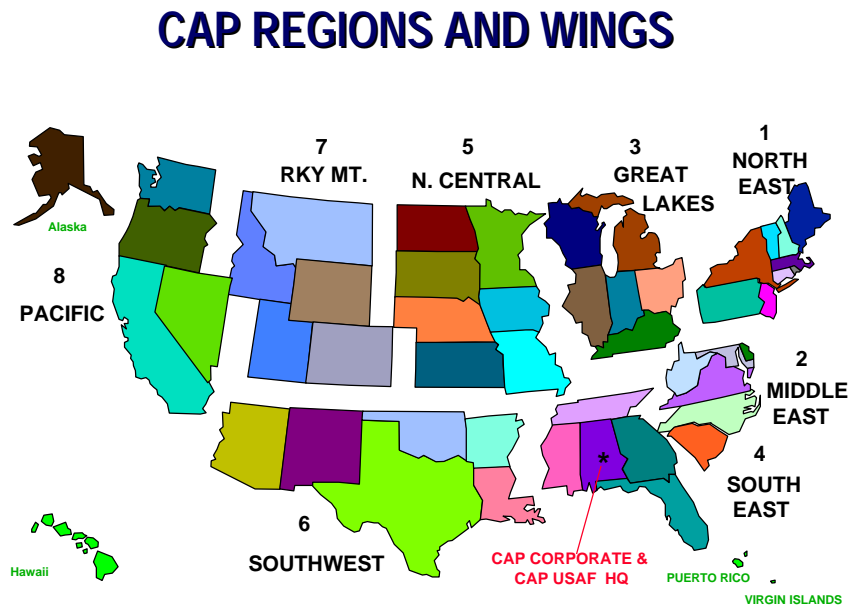


Figure 1616: CAP Regions and Wings

5.1.2. CAP's stated purposes are fulfilled through three general missions. They are: Aerospace Education to promote knowledge and understanding of aviation and space history; The Cadet Program consisting of young men and women ages 13-18 comparable and competitive with Junior ROTC; and Emergency Services (ES), which includes Disaster Relief (DR), Counter Drug (CD), Search and Rescue (SAR), Air Force-Assigned Missions, and CAP 911T Missions.

5.1.2.1. Disaster Relief Mission. This includes any mission conducted to alleviate adverse conditions caused by a disaster situation. e.g., hurricane, tornado, snowstorm, flood, earthquake, fire, nuclear attack, etc. This mission may be sanctioned by the Air Force and authorized by AFNSEP.

5.1.2.2. Counter Drug Mission. This includes any mission actively conducted in support of the nation's war on drugs. The CD mission normally focuses on airborne reconnaissance, airlift, and communications support. This mission is controlled and funded by other federal agencies.

5.1.2.3. Search and Rescue Mission. This includes any mission that results in an effort to locate or recover a specific person(s) or vehicle in distress. This mission is controlled and funded through the Air Force Rescue Coordination Center (AFRCC).

5.1.2.4. Air Force-Assigned Mission. This includes any mission activity approved by the Air Force and assigned to the CAP by appropriate authority. This mission may be authorized by AFNSEP.

5.1.2.5. 911T Mission. This is an Air Force-assigned mission properly requested by a state or local official, and approved jointly by the wing liaison office and the CAP wing commander, that requires *immediate response* in order to *prevent loss of life, limb, or mitigate great property damage*.

5.1.2.6. Of the above missions, AFNSEP issues mission designator numbers only for DR, specific Air Force-Assigned missions, and under certain circumstances, CAP 911T Missions.

5.1.3. CAP can provide many resources during a disaster. In addition to the 500-600 corporate-owned aircraft, an additional 6000+ member-owned aircraft are available for a number of missions. Further, elaborate communications and a robust aerial reconnaissance capability can prove valuable during disaster responses.

5.1.4. When performing as an auxiliary of the Air Force, CAP must comply with Air Force directives. The Air Force, however, recognizes CAP's right to involve itself in activities as a private, nonprofit corporation exclusive of Air Force interests *and federal benefits*.

5.2. CAP as an Air Force Civilian Auxiliary.

The CAP functions as an Air Force auxiliary, for *civil liability purposes*, whenever it engages in the performance of Air Force assigned missions. CAP is authorized to perform specified assigned missions of the Air Force and may be authorized by the Air Force to provide designated services such as DR and SAR to other federal, state and local authorities.

5.3. Air Force Assigned Missions Versus CAP Corporate Missions.

All CAP missions assigned by the Air Force will have an Air Force Mission Designator (MD) number assigned by AFNSEP. Air Force assigned missions are covered under the Federal Tort Claims Act (FTCA) and Federal Employees Compensation Act (FECA) unless otherwise agreed to by MOU or Letter of Agreement (LOA). MOUs and LOAs between other federal, state, local, or private agencies and CAP as an Air Force auxiliary must address the issues of third party liability coverage, workmen's compensation benefits, and expense reimbursement, and must specify if the Air Force or the supported agency will provide the coverage. If the MOU or LOA is approved and signed by the appropriate Air Force authority, the missions enumerated therein become Air Force assigned missions. All other missions performed by the CAP are considered to be corporate missions over which the Air Force exercises no control and for which no federal benefits apply.

5.4. Reporting Requirements.

Whenever an Air Force Mission Designator number is assigned to CAP, the state CAP Wing becomes responsible for TEMPEST RAPID I and III reports to AFNSEP. Please refer to Tab C.

5.5. Air Force-Sanctioned CAP Responses.

The conditions and criteria for requesting Civil Air Patrol assistance under auspices of the Air Force during peacetime disasters and emergencies is outlined in Figure 17. During Air Force-assigned MSCA missions, the CAP is reimbursed in a similar manner as when the CAP receives a mission from the Air Force Rescue Coordinating Center for SAR. An Air Force MD number must be issued to the CAP for support of civil disaster relief operations in both undeclared and Presidentially declared disasters or emergencies.

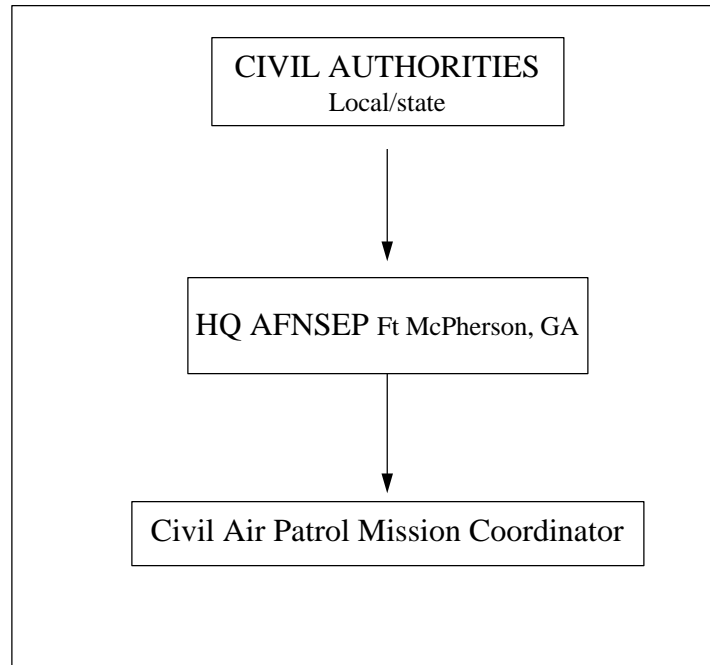


Figure 1747: Civil Air Patrol Requests Prior to Presidential Declared Disaster/Emergencies.

5.6. Mission Authorization and Policies for DR Missions.

5.6.1. The agency responsible for the DR activity in the state should contact AFNSEP and request CAP assistance.

5.6.1.1. AFNSEP can approve requests for CAP assistance from federal, state and local officials under *imminently serious* conditions or in *Presidentially Declared* disasters.

5.6.1.2. When a situation qualifies as *imminently serious*, and federal emergency assistance is required to supplement state and local efforts, a request must be made by an appropriate local/state official to the AFNSEP Office.

5.6.1.3. In *Presidentially declared disasters*, an FCO is appointed to coordinate all federal assistance. When CAP assistance is needed under Air Force auspices, the DCO coordinates with the EPLO or AFNSEP.

5.6.1.4. If AFNSEP opts not to issue a MD number, and the assigned mission meets the guidelines for an Air Force-assigned mission in an MOU with the state that has been approved by HQ CAP-USAF, the CAP wing may perform the requested mission on behalf of the state as an Air Force-assigned *non-reimbursed missions*.

5.7. Mission Authorization and Policies for CAP 911T Missions.

5.7.1. There are unique emergency situations that occur infrequently, in which CAP's rescue/relief actions must be taken immediately in order to save lives or mitigate great property damage.

5.7.1.2. After receiving a request from an authorized state/local official, the CAP Wing Liaison Officer and the CAP Wing Commander are the only individuals who can authorize these missions. If the mission would normally fall under the criteria in paragraph 5.6 above, the responsible state/local official should try to obtain an Air Force

MD number from AFNSEP as soon as possible. These missions are only authorized when obtaining approval through normal channels would jeopardize *life or limb, and/or prevent mitigation of great property damage.*

5.8. FEMA/CAP Memorandum of Understanding

5.8.1. On 10 August 1996, FEMA and CAP signed an MOU broadening the relationship between the two organizations. This document formalizes many services provided by the CAP and establishes a method of reimbursement for the CAP. This document is furnished to all Air Force EPLOs for review.

Chapter 6

EPLO INSTALLATION VISITS

6.1. Overview.

EPLO Installation visits will be conducted with all Air Force active duty, reserve and Air National Guard installations within the CONUS, Puerto Rico, and Virgin Islands. The objective of the visit is to improve the ability of the Air Force to execute MSCA missions. The visit is intended to educate, inform, and enhance understanding regarding MSCA issues. It is not compliance oriented and it is important that you communicate this to the installation commander and his MSCA POC. Guidance for this visit is found in Tab B, “*Annual Visit to Installation and Commander’s Military Support to Civil Authorities (MSCA) Briefing.*”

6.2. Installation Commander’s Briefing.

A prepackaged Installation Commander’s Briefing will be conducted by the EPLO and will normally be presented to the installation commander and staff members from Command Post, Security Police, Medical Services, Staff Judge Advocate, Public Affairs, Controller, Readiness Flight, Exercise Evaluation Team (EET) Chief, Wing/Group Plans, etc.. This presentation is contained on EPLO laptop computers in a Microsoft PowerPoint format. Accompanying handouts are distributed as a separate file on the EPLO Handbook disk. Both of these serve to educate the commander and his staff on Public Law, DoD and Air Force Programs and to inform the commander of his duties and responsibilities during MSCA operations.

6.3. Visit Frequency.

Visits occur on an annual basis by the assigned USAF State Emergency Preparedness Liaison Officer (EPLO), augmented as required by the Director, AFNSEP. For briefings to installation commanders, the USAF State EPLO will contact the installation’s MSCA POC. For thorough guidance on this very important visit, please refer to Tab B. Even though primarily a State EPLO function, all EPLOs should participate in at least one Installation Briefing each year. This improves the ability of AFNSEP to properly utilize qualified briefers when other contingencies arise.

Chapter 7

DEPARTMENT OF DEFENSE RESOURCE DATA BASE (DODRDB)

7.1. Overview.

As an EPLO, you will become thoroughly familiar with the DODRDB. It is a Windows 3.1 or 95 stand-alone program. The DODRDB is used to locate DoD and USCG resources during emergency response planning and operations. While deployed during a disaster, it is one of the most valuable resources the EPLO and the DCO will have available and is used extensively. The database is loaded on the hard drive of the EPLO laptop computer. It is maintained by FORSCOM and periodically updated with Air Force information by AFNSEP.

7.2. Contents.

The database includes information on DoD: installations, units and activities; equipment and capabilities; and emergency response points of contact. Additionally, it contains an on-screen reference library, aircraft flying hour costs, and a Geographic Information System mapping. FORSCOM receives data for the program from all services. Individual service components select installations for inclusion and forward data to be entered by FORSCOM.

7.3. Army Data.

The Department of the Army supplies data to the DODRDB through the Army Requisition Validation System (REQVAL), the Vertical Force Accounting Systems (VFAS), and through ARMY EPLOs.

7.4. Air Force Data.

The Department of the Air Force supplies data to the DODRDB through the CARS system for ground vehicles, the C008 Resource Tape, SORTS, MPC and Air Force EPLOs.

7.5. Navy Data.

The Department of the Navy supplies data to the DODRDB through the Bureau of Naval Personnel, Commander, Naval Reserve Forces, the Navy Comptroller, the various warfare specialty program managers, the Navy Systems Command, Headquarters USMC, and Navy EPLOs.

7.6. Future Enhancements.

Future initiatives designed to improve the scope and performance of the DODRDB include: additional reporting formats, unit capabilities summaries, improved map displays, additional reference documents and world wide web (www) dial-up distribution.

7.7. DoD RESOURCES DATABASE INSTALLATION AND MINI-TUTORIAL.

The material in this guide is based on the Department of Defense Resources DataBase (DODRDB), version 3.02. Later versions may be somewhat different than what is described here.

7.7.1. System files and data are not to be released outside of DoD and should be handled as OFFICIAL USE ONLY. Although the data is collected from UNCLASSIFIED sources, they are subject to aggregation, misuse for

7.10. Program Operation.

The following is a sample inquiry to illustrate the use of the DODRDB. In this case, find the phone number of the Disaster Preparedness Office at Grand Forks AFB, ND. Start by clicking on the Windows 95 DODRDB shortcut icon (or the fox in the main program group of Windows 3.1). Once in the DODRDB:

Example of Program Operation

INSTRUCTIONS:
INPUT:

CLICK WITH CURSOR AT:

KEYBOARD

Title page	“Continue”	
Enter password		DODRDB (or password)
Select one or more services, e.g.	“Air Force”	
	“OK”	
Main menu	“Lists”	
	“Installations”	
Choose a Federal region	“Federal Region 8”	
Choose a state	“North Dakota”	
North Dakota page	“Grand Forks”	“Enter” key - Read Info
When done, close the data base	“Close”	
	“Close”	
	“Exit”	
	Close	

Figure 2020: Example of Program Operations

7.11. Other Inquiries.

Below are some inquiries typically made with the DODRDB. For each inquiry, left click the mouse while pointing at the desired title on the menu page:

Examples of Inquiries

To find out about:	Menu title
A map (e.g. of FEMA regions)	Displays
Adding to the DODRDB data base	Add
Aircraft flying hour costs	Displays
Assets at an installation	Search
Changing to a different service	Utilities
Changing your password	Utilities
Directives (e.g. AFIs, FRP, etc.)	Displays
Documenting a disaster	Add
How agencies relate to one another	Displays
Information about an installation	Lists
Personnel at a State/Federal agency	Directory
Reimbursement of agencies	Displays
The EPLO for a particular state	Reports
The meaning of an acronym	Reports

Figure [2124](#): Examples of Inquiries

7.12. Example Scenario.

You are an EPLO at the Disaster Field Office in Missouri following an earthquake in the New Madrid fault area. You need transportation for bottled water. Roads are impassable and airport runways in the area are inoperable. The best way into the area would be by helicopter. You want to know where helicopters are located.

7.12.1. Bring the DoD Resources DataBase on-screen using the “All” services option.. Then click the following choices, in sequence: Search, Assets, Aircraft, Rotary Wing M/H Tran, Federal Region 7, All States. You have come up empty handed; there are no helicopters in Region 7. So, click on Close and try Region 6 by clicking on Federal Region 6, All States, Fort Hood, and press “Enter.” The total number of M/H cargo helicopters is shown after the word “Quantity.” Successively close the screens and exit the system.

SECTION B

Chapter 8

EPLO GENERAL DUTIES AND RESPONSIBILITIES

8.1. All EPLOs Will:

8.1.1. Complete the 5 days DoD National Security Emergency Preparedness Course conducted by the Army and the one week AFNSEP Orientation Course conducted by the AFNSEP staff within the first six months of assignment.

8.1.2. Advise the appropriate agency (FORSCOM, CONUSA, STARC, EHRS or FEMA Region) on:

8.1.2.1. Availability of Air Force resources during peacetime or wartime emergency conditions and how to obtain Air Force assistance.

8.1.2.2. Development, review and coordination of plans, policies and procedures relating to Air Force support of NSEP operations.

8.1.2.3. Air Force activities and programs that impact on the agency.

8.1.2.4. Air Force procedures for conducting National Security and Domestic Emergency Preparedness.

8.1.3. Serve as Air Force representative to the Defense Coordinating Officer (DCO), the FEMA Regional Operations Center (ROC), ACOM/PACOM/FORSCOM/SOUTHCOM and the CONUSAs during Presidentially declared disasters, when requested by appropriate authorities and approved by the AFNSEP office.

8.1.4. Assist in coordinating or obtaining DoD resources during MSCA operations.

8.1.5. Develop a working knowledge of:

8.1.5.1. DoD NSEP organizational structure and the interrelationships among departments and agencies.

8.1.5.2. DoD, CINCCOM and Air Force MSCA policy and operations.

8.1.5.3. FEMA's peacetime and wartime NSEP functions and responsibilities.

8.1.5.4. Immediate response procedures, functions, and responsibilities.

8.1.5.5. The Federal Response Plan (FRP), operations at a Disaster Field Office (DFO) and responsibilities of a Defense Coordinating Element (DCE).

8.1.5.6. Applicable DoD/Air Force directives and federal/regional response plans.

8.1.5.7. The dangers, warning signs and safeguards associated with natural disasters and technological emergencies.

8.1.5. 8. The contents, application and operation of the DoD Resource Database (DODRDB).

8.1.6. Inform the AFNSEP Office of any significant discrepancies in the Air Force portion of the DODRDB.

8.1.7. Advise the AFNSEP Office of any significant NSEP planning or operational activities within the assigned AOR.

8.1.8. Participate in DoD, federal and state conferences, exercises, workshops, planning meetings, etc., when authorized by the AFNSEP office.

8.1.9. Coordinate with other military services, FEMA, state and local governments, as authorized by AFNSEP, to facilitate improved readiness and availability of DoD resources to respond to local or national emergencies.

8.1.10. Assist in the design and conduct of exercises to test the effectiveness of disaster and crisis management plans and procedures. Monitor results of these exercises and formulate remedial actions to correct noted deficiencies.

8.1.11. Develop, review and coordinate civil and military emergency preparedness plans and policies as they pertain to the Air Force during national security emergencies.

8.1.12. Coordinate requests for Civil Air Patrol (CAP) support, when appropriate.

8.1.13. Attend specialized training courses as approved by AFNSEP.

8.1.14. Attend one RISC meeting per year.

8.1.15. Perform other duties as required by the AFNSEP office.

Chapter 9

SPECIFIC EPLO DUTIES AND RESPONSIBILITIES

9.1. State EPLOs will:

- 9.1.1. Develop a detailed understanding of State, FEMA and Air Force National Security and Domestic Emergency Preparedness policy and procedures.
- 9.1.2. Visit each AF active duty, reserve and Air National Guard installation annually. (Guidance for this visit is found in TAB B)
- 9.1.3. Visit the CAP-USAF Wing Liaison Officer annually to:
 - 9.1.3.1. Brief Air Force NSEP policy and procedures to include TEMPEST RAPID reporting.
 - 9.1.3.2. Gain knowledge of CAP disaster relief response and recovery capabilities.
- 9.1.4. Visit the State Office of Emergency Service (or equivalent) annually with the CAP-USAF Wing Liaison Officer, if possible, and brief Air Force MSCA procedures, including CAP assistance.
- 9.1.5. Monitor MSCA requirements and operations in their state.
- 9.1.6. During Presidentially declared disasters, serve as point of contact and validating authority for the use of CAP by USAF, other DoD components and federal/state/local agencies. Air Force EPLOs provide the CAP Wing Commander or designee with valid MD numbers as required.
- 9.1.7. Establish a professional relationship as soon as possible with the designated DCOs within the state.
- 9.1.8. Attend DCO training session at first opportunity (coordinate with the AFNSEP office).
- 9.1.9. Be prepared to serve as the USAF Liaison Officer to the DCO/DCE.
- 9.1.10. Assist in consolidating and processing damage assessment reports as required.

9.2. EPLOs to Federal Emergency Management Agency (FEMA) Regional Headquarters will:

- 9.2.1. Develop a detailed understanding of DoD, FEMA and Air Force National Security and Domestic emergency Preparedness policy and procedures.
- 9.2.2. Serve as Air Force EPLOs to the FEMA Regional Director.
- 9.2.3. Attend Regional Interagency Steering Committee (RISC) meetings as authorized by the AFNSEP Office.
- 9.2.4. Develop detailed knowledge of the responsibilities of Emergency Support Functions (ESFs) as described in the FRP and ensure appropriate regional ESF personnel are familiar with Air Force emergency response functions.

9.2.5. Become familiar with disaster relief equipment and services available from FEMA to include the employment of FEMA damage/needs assessment teams and search and rescue teams within the region.

9.2.6. Work with designated DCOs to serve as an interface between them and the FEMA Regional Director. Attend CONUSA DCO training as approved by the AFNSEP Office.

9.2.7. Coordinate with DoD, other Federal organizations and state/local organizations as directed by the AFNSEP office. Additionally, EPLOs should develop a working relationship with ESF representatives within their assigned region.

9.2.8. Serve as Assistant Regional EPLO for each FEMA Region. Advise and assist the principal RMEC on the planning aspects of Air Force participation in responding to civil emergencies.

9.2.9. Be familiar with operations and responsibilities of the ROC, DFO and DCE. Augment the Federal Coordinating Office (FCO) staff or the DCO as a DCE staff member when authorized by the AFNSEP office.

9.2.10. Become familiar with applicable FEMA regional wartime and peacetime disaster plans and the corresponding FEMA planners.

9.2.11. Process and monitor requests for Air Force resources through the FEMA structure during time of war.

9.3. EPLOs to CONUSAs will:

9.3.1. Develop a detailed understanding of FORSCOM, CONUSA, and Air Force National Security and Domestic Emergency preparedness policy and procedures.

9.3.2. Serve as the USAF Liaison Officer to the CONUSA.

9.3.3. Assist in coordinating MSCA resource requirements.

9.3.4. Assist in consolidating and processing damage assessment reports.

9.3.5. Attend DCO training as approved by the AFNSEP Office.

9.3.6. Establish a professional relationship with CAP Regional Commanders and Deputy Commanders for Operations to ensure an accurate awareness of CAP policy and capabilities. This relationship is similar to that which exists between Wing CAP Liaison Officers and State EPLOs.

9.4. EPLOs to FORSCOM will:

9.4.1. Develop a detailed understanding of DoD, USACOM, CINCPACOM, FORSCOM, SOUTHCOM and Air Force National Security and domestic Emergency Preparedness policy and operations.

9.4.2. Assist FORSCOM G-3 (Operations) in processing damage assessment reports, when required.

9.4.3. Train at the AFNSEP Office and report to HQ FORSCOM when directed.

9.4.4. Attend DCO/DCE Training annually.

9.5. EPLOs to the Emergency HQ USAF Reconstitution Site (EHRS) will:

- 9.5.1. Develop a detailed understanding of DoD CINCCOM, and Air Force National Security and Domestic Emergency Preparedness policy and operations.
- 9.5.2. Serve as the Air Force advisor to the EHRS staff on COOP, COG, and assist in coordinating these issues.
- 9.5.3. Train at the AFNSEP office and report when directed to the EHRS.
- 9.5.4. Attend DCO/DCE Training annually.

9.6 AFNSEP-assigned EPLOs who perform duty at the Director of Military Support (DOMS) will:

- 9.6.1 Advise DOMS on:
 - 9.6.1.1 Availability of Air Force resources during peacetime or wartime emergency conditions and how to obtain Air Force assistance.
 - 9.6.1.2 Development, review and coordination of plans, policies and procedures relating to Air Force support of NSEP operations.
 - 9.6.1.3 Air Force activities and programs that impact on the agency.
 - 9.6.1.4 Air Force procedures for conducting National Security and Domestic Emergency Preparedness.
- 9.6.2 Assist in consolidating and processing assessment reports.
- 9.6.3 Assist in the design and conduct of exercises to test the effectiveness of disaster and crisis management plans and procedures. Monitor results of these exercises and formulate remedial actions to correct noted deficiencies.
- 9.6.4. During pre-mobilization, participate in the formulation of plans, policies, and procedures relating to multi service operations and programs as directed by AFNSEP Division.
- 9.6.5. During partial or post-mobilization, perform the following
 - 9.6.5.1. Review Air Force and CINCFOR guidance, plans, directives and coordinate Air Force support, as appropriate.
 - 9.6.5.2. Assist in obtaining CINCFOR support for USAF needs, as required.
 - 9.6.5.3. Review all DOMS message traffic for applicability to AFNSEP and put AFNSEP on distribution list
 - 9.6.5.5. Review all DOMS alert, warning, and execution orders for AFNSEP coordination and route to the Operations Division when required.
 - 9.6.5.6. Insure AFNSEP is in on BSI coordination process when AF bases involved.

Chapter 10

GENERAL INFORMATION

10.1. General.

This section has been designed and developed for use by AFNSEP IMA EPLOs. It is to serve as a reliable and accessible resource for the IMA. It is not all-inclusive but offers key information to assist the IMA in meeting program and reserve requirements. The HQ ARPC Individual Reserve Guide provides a wealth of additional information and should be referenced often. Familiarity with the contents of both of these publications is critical to an IMA's success in the AFNSEP and IMA programs.

10.2. Channels of Communication.

Close communication with the AFNSEP Office is encouraged. Members of the AFNSEP Operations Division are available twenty four hours a day. Telephone numbers are: DSN: 367-4342, commercial (404) 464-4342, or Toll Free at 1-800-366-0051. The Air Reserve Personnel Center (ARPC) will answer additional questions regarding the Reserve member's career. Any correspondence from ARPC requiring response should receive immediate attention since it may affect one's career. The toll free number for ARPC is 1-800-525-0102. AFNSEP EMAs will also help with unresolved problems.

10.2.1. The AFNSEP Office will keep EPLOs informed of the latest policies and procedures through periodic newsletters, general correspondence, and through EMAs' personal contact. Newsletters and important correspondence should be filed for future reference.

10.2. Supplies.

Limited administrative supplies including forms and letterhead stationery are available. Identify requirements in the SUPPLIES REQUIRED section of the Activity Report (NSEP Form 0-2).

10.3. Forms.

EPLOs are responsible for accuracy, completeness, and timely submission of all forms according to instructions provided throughout this handbook. The EPLO's personal signature certifies the accuracy of the information. Type or print legibly all appropriate information (except required signatures) to reduce delays and/or errors in processing. Since forms are frequently revised, ensure the most current form is used. Most frequently used forms are contained on the AFNSEP server.

10.4. Personnel File.

Each EPLO should create and maintain a multi-part file folder which contains all relative personnel documents relative to their assignment to the program, copies of all training and participation documents, pay statements, EPLO position description, performance feedback worksheets, copies of Officer Performance Reports (OPRs), computer generated personnel data products received from HQ ARPC as well as any other reserve personnel source documents. Copies of the **AFNSEP Form 0-2, Quarterly Activity Reports, should also be maintained in this file.** It is important this file be current at all times and obsolete or outdated documents be removed.

Chapter 11

VOLUNTEERISM/RECALL/MOBILIZATION

11.1. General.

AFNSEP EPLOs are assigned as IMAs which are subject to recall or mobilization under the provisions of Title 10 USC and subordinate DOD and Air Force directives. In the event of the need for such action, the EPLO needs to be familiar with the requirements and procedures associated with telephone alert, recall and mobilization.

11.2. Travel Authorization Letter.

Upon assignment to the AFNSEP program, each EPLO will be provided a travel authorization letter signed by the AFNSEP Director. This letter will permit the EPLO to enter disaster relief areas or emergency sites and will often be the only document to support the need for the EPLO to be performing duty in the area. In response to most emergency situations, an EPLO will not have orders until after they have arrived at the disaster site or emergency location. The letter will expire on the EPLO's mandatory separation date.

11.3. Telephone Alert.

EPLOs must ensure that AFNSEP is advised of any phone number or address changes. AFNSEP must be able to contact EPLOs to implement Military Support to Civil Authorities and national emergency response. The Telephone Activation Program (TAP) allows our office to verify EPLO contact data and determine how soon each EPLO could respond to a disaster/emergency and/or indicate each individual's readiness to respond to wartime mobilization when required. A TAP Exercise (TAPE) is conducted annually, usually at the start of each fiscal year. Input provided by the EPLOs may now include home and business phone numbers but also FAX, E-mail, or any other communication channel through which AFNSEP may contact you. Failure to comply with this directive can result in reassignment to non-participating reserve status.

11.3.1. EPLOs must advise the AFNSEP Office if on personal or civilian business related travel for extended period.

11.3.2. The EHRS EPLOs will conduct this TAPE and all assigned EPLOs will be contacted. The objective is to ensure 100% contact.

11.3.3. The purpose of the telephone recall alert system is justified in that for actual recall or mobilization, the phone call to the EPLOs will be the official notice.

11.3.4. The AFNSEP Office Staff Member will read the following message over the telephone:

11.3.4.1. "This is NAME. We are conducting a test of Air Force National Security Emergency Preparedness Telephone Activation System. Repeat. This is only a test. Do not take any action and do not report to your duty station at this time." (Following this statement, each EPLO will be asked a few specific questions to which answers will be documented for future reference.)

11.3.5. In the event of actual involuntary recall or mobilization due to national emergency, the following message would be heard by each EPLO:

11.3.5.1 "This is NAME. This is an actual mobilization/recall (specify one) notification. You are hereby notified to report for duty to Specify location within 24 hours of this phone call. You will not take any family members at

this time. You will contact your AFNSEP EMA upon arrival at the duty station. Orders will follow. Repeat. This is an actual mobilization/recall (Specify one) notification. Please acknowledge.

11.4. Recall.

AFNSEP EPLOs are normally not subject to the 200,000 reserves call-up as authorized by specific federal statutes (10 USC). The AFNSEP mission does not include duty in which mobility team participation or deployment would be required or authorized.

11.4.1. AFNSEP EPLOs cannot be involuntarily recalled for the purpose of response to natural disasters. Recall for this purpose is only voluntarily. In the event of an actual Presidentially declared recall, and due to the wide array of career fields in which EPLOs were proficient prior to the AFNSEP assignment, it is possible for AFNSEP EPLOs to voluntarily back-fill CONUS based active duty billets elsewhere within the Headquarters Air Force (HAF).

11.4.2. In the event the incumbents of various HAF positions (external to AFNSEP) are deployed to specific areas of responsibility, AFNSEP EPLOs may volunteer to be included as a part of a resource pool to back-fill the active duty positions for short MPA manday tours. However, this does not preclude the EPLOs' primary obligation to the AFNSEP program and its' mission needs during these periods. EPLOs who volunteer are only authorized to do so with advanced AFNSEP Director approval.

11.4.3. If an EPLO is voluntarily recalled, the member will generally report without written orders on verbal orders of the commander (VOCO by AFNSEP director). Orders for these contingencies will follow the member to the training location. Order request procedures will vary. In some cases, EPLOs may be asked to initially utilize remaining AT days instead of MPA days. Following the expiration of authorized AT days, the EPLO will then be issued MPA manday orders.

11.4.4. Travel may commence within 24 hours of notice of selection for voluntary recall.

11.4.5. Upon arrival at the recall site, the EPLO is required to contact AFNSEP and provide phone numbers, FAX numbers, addresses and any other available contact information.

11.4.6. EPLOs are not required to in-process through a military processing line when recalled. Periods of recall are actually reserve tours of duty. All records remain in the reserve system (paper copies and computerized personnel data). HQ ARPC remains as your military personnel flight (MPF), AFNSEP remains as your program management.

11.5. Mobilization.

Notification and reporting procedures are critical. The EPLO must respond within 24 hours. Delays or deferments must be pre-approved by the AFNSEP Director. Requests for complete exemptions could result in involuntary discharge.

11.5.1. AFNSEP EPLOs would rarely be involved in a partial mobilization under a specific portion of 10 USC which generally only impacts reserve units and/or ANG. Complete unit configurations exist to augment the active duty force. However, select EPLOs may possess critical skills, which could result in individual mobilization.

11.5.2. AFNSEP EPLOs are most susceptible to only full or total mobilization. Both of these mobilization categories represent an escalation of the seriousness of a specific event or situation and are only ordered by Congress and impacts varying categories of military personnel. Full mobilization applies to all ready (unit, ANG and IMAs) and standby reserve members. Total mobilization can involve other additional categories.

11.5.3. Family members must not travel with the EPLO to the designated mobilization site. Depending upon the situation, family members may be moved at government expense at a future time. Family members will be entitled to full active duty dependent entitlements during periods which the EPLO is performing duty as a result of

mobilization. This includes an active duty dependent identification card and full medical benefits for all qualified dependents.

11.6. Mobility and Deployment.

IMAs will normally not participate in deployment or as a part of mobility teams. EPLOs are not subject to these programs to meet AFNSEP mission requirements. However, select individuals may possess skills (AFSCs) which are critical to the Air Force mission. These individuals may be considered worldwide assets for involuntary mobilization backfill or possibly on-scene mobility or deployment.

11.6.1. In the event of total mobilization, all military assets are subject to any action in order to meet the needs of the Air Force. This mobilization category includes all retired reserve members who are awaiting age 60 retirement pay as well as active duty retirees.

11.6.2. Upon entry into AFNSEP program, EPLOs will be advised of their Air Force active duty base mobilization in-processing location designated for their normal training location. The normal training location will most likely be their mobilization site. The designated in-processing location will be the nearest Air Force installation.

11.6.3. Orders will follow the member to the mobilization site. After receiving orders, the member must make arrangements to in-process, relocate family members (if appropriate/authorized), establish active duty pay account, etc., at the designated in-processing location through the active duty military personnel flight (MPF) and other base support activities to include the transportation management office, finance, etc.

11.6.4. At many AF installations, there will be a Base IMA Administrator (BIMAA) who can assist the EPLO with all in-processing requirements. It is recommended that all EPLOs pre-identify this individual who can be of invaluable assistance as they transition to active duty for the duration of the mobilization period.

11.6.5. When mobilized, EPLOs will become active duty resources of AFNSEP and HAF. Your records (personnel, medical and dental) will be sent from HQ ARPC to the pre-designated in-processing location base MPF.

11.6.7. Upon termination of the mobilization period, the EPLO will return to selected reserve status and all records will be returned to HQ ARPC. Your personnel and pay records will also be converted back to the reserve computer file.

11.7. Preparation Tips.

AFNSEP EPLOs are encouraged to maintain readiness at all times. In addition to maintaining current contact information on the AFNSEP file, EPLOs have other personal and professional responsibilities to avoid crisis at the time of recall or mobilization. These responsibilities include the following:

11.7.1. Return all phone calls from the AFNSEP office as soon as possible. In the event of recall or mobilization, your response time is critical.

11.7.2. Keep abreast of natural disaster events or national emergency situations, which may require EPLO support. As has been demonstrated in previous instances, EPLOs may be asked to support regional contingencies outside the normal area of training. Disaster relief support needs are not restricted to specific EPLO areas of responsibility. Program wide involvement may be needed.

11.7.3. Comply with all Air Force standards to include dress and appearance by maintaining a complete complement of uniform items, which are serviceable and current.

11.7.4. Ensure currency of the DD Form 93, Emergency Data Card and the Serviceman's Group Life Insurance Election Form on file at HQ ARPC.

- 11.7.5. Make any necessary arrangements for short notice dependent care (if applicable).
- 11.7.6. Enroll dependents in Defense Enrollment and Eligibility Reporting System (DEERS).
- 11.7.7. Ensure all eligible dependents possess the Uniformed Services Reserve Dependent Identification Card.
- 11.7.8. Prepare a will and keep it current.
- 11.7.9. Conduct at least annual legal status checkups and arrange for financial stability of family members in your absence. (Recall or mobilization may result in a change to standard level of income for an indefinite period).
- 11.7.10. Obtain and renew limited power of attorney for family member or trusted agent. Also ensure that important financial or other documents can be accessed by these same individual(s) in your absence if necessary.
- 11.7.11. EPLOs should ensure family members are aware of their benefits and entitlements in the event of reserve recall or mobilization. This should also include insurance coverage, death gratuities, etc.
- 11.7.12. Keep immunization record available. Ensure current periodic physical or other required medical screenings/tests are completed in a timely manner.
- 11.7.13. EPLOs must obtain the government issued American Express Travel Card in order to defer costs of lodging, meals, and sometimes travel costs until orders can be published and forwarded to the training location by AFNSEP. HQ ARPC will not send orders to the location where the member has been recalled or mobilized.
- 11.7.14. Provide family members or trusted agents a copy of recall/mobilization orders upon receipt. Also ensure they are provided contact information in the event of emergency.
- 11.7.15. HQ ARPC Individual Reserve Guide, Chapter 2, contains additional information with which EPLOs should be familiar. This includes a listing of important documents, which you should have with you upon reporting due to recall or mobilization. Critical civilian job re-employment rights are addressed and should be reviewed with your civilian employer.

Chapter 12

IMA INFORMATION

12.1. GENERAL.

The AFNSEP office at Fort McPherson is responsible for EPLO program and reserve management. It also serves as the primary point of contact for general questions and provides assistance regarding reserve personnel matters and operational mission related inquiries

12.2. IMA MANAGEMENT FOLDER.

The AFNSEP office maintains an IMA management folder for each member assigned as required in AFI 36-8001, *Reserve Personnel Participation and Training Procedures*. This is a six-section folder contains, but is not limited to, the following information:

12.2.1. Section I: AFNSEP IMA Management Folder Checklist.

12.2.2. Section II: Assignment Information and Personnel Actions.

12.2.3. Section III: NSEP Form 0-2, Activity Report.

12.2.4. Section IV: AF Forms 40A, Record of Individual Inactive Duty Training.

12.2.5. Section V: AF Form 1289, Application for Active Duty Training and AF Form 938, Request and Authorization for AD Training

12.2.6. Section VI: Miscellaneous.

12.3. NSEP FORM 0-1, PERSONAL DATA SHEET (Figure 22).

This form provides necessary information not available to the AFNSEP Office from other sources. EPLOs should have completed and sent this form to the AFNSEP Office upon assignment. This form must be updated as changes occur.

PERSONAL DATA SHEET		
{FOR OFFICIAL USE ONLY}		
PERSONAL INFORMATION		
NAME <i>(Last, first, mi)</i> : SMITH, JONATHAN F.	RANK: COLONEL	SSAN: 000-00-0000
DATE ASSIGNED: 15 APR 97	INDICATE THE POSITION ASSIGNED: FEMA IV	
RESIDENCE		
STREET ADDRESS: 123 MEADOWLARK WAY		
CITY-STATE-ZIP CODE: MARIETTA GA 30080-0123		
PHONE NUMBER <i>(including area code)</i> : (770) 123-4567		
NEAREST DSN <i>(Number & Installation)</i> : 926-1110 DOBBINS ARB, GA		
CIVILIAN EMPLOYMENT		
OCCUPATION: ATTORNEY	FEDERAL EMPLOYEE: <input type="checkbox"/> Yes <input type="checkbox"/> No	
COMPANY OR AGENCY NAME: SMITH AND ASSOCIATES, INC		
STREET ADDRESS: 2481 LINCOLN PLACE		
CITY-STATE-ZIP CODE: MARIETTA GA 30080		
PHONE NUMBER <i>(Including area code)</i> : (770) 765-4321		
NEAREST DSN <i>(Number & Installation)</i> : 926-1110 DOBBINS ARB, GA		
SPOUSE'S NAME: MARY	DUTY DSN: 123-4567	MILEAGE FROM RESIDENCE TO DUTY STATION:
REMARKS		
SUMMER ADDRESS (1 JUL 31 AUG) 908 LAKEFRONT ROAD SAPPHIRE NC 2000-0908 (444) 321-1234		
SIGNATURE:		DATE:

Figure 2222: NSEP Form 0-1, Personal Data

12.4. NSEP FORM 0-4, BIOGRAPHICAL DATA (Figure 23).

The AFNSEP Office may periodically require assistance from EPLOs on special projects. NSEP Form 0-4 provides specific information not otherwise contained in official records. Each EPLO should maintain a copy of current information in his/her personal records. This form is included in the EPLO newcomer package. Information may be added, deleted or changed as necessary.

BIOGRAPHICAL DATA		
I. BASIC PERSONNEL INFORMATION		
GRADE: COLONEL	DATE OF RANK: 15 MARCH 1993	
BIRTH DATE: 31 DEC 1945	PLACE OF BIRTH: SPRINGFIELD, IL	
MARITAL STATUS: MARRIED	RETIREMENT DATE: 15 MARCH 1999	
II. CIVILIAN OCCUPATION <i>(Be specific, indicate position title, company name and location, etc.)</i>		
Environmental Test Engineer Houston Brothers Lab 333 El Diable Way San Antonio TX		
III. ACADEMIC EDUCATION <i>(List all degrees, certificates, etc. Indicate year of completion and institution name and location)</i>		
BS - Chemical Engineering, University of Tennessee, 1964		
MS - Environmental Processing, University of Tennessee, 1966		
IV. MILITARY EDUCATION <i>(Show all professional military education courses, year, and method of completion)</i>		
SOS - In residence, 1967		
ACSC - Correspondence/Seminar, 1974		
AWC - Correspondence, 1986		
DISASTER PREPAREDNESS OFFICER COURSE, 1992		
V. MILITARY BACKGROUND <i>(List all assignments, duty titles, AFSCs held, locations and dates of duty. List in chronological order beginning with current job)</i>		
1916, EPLO, ACC AOS OL-A, Ft McPherson, GA; 1990 to PRESENT 0516, Dis Prep Off, 10th AF AF Bergstrom AFB, TX; 1983 to 1990 0524, Base Disaster Preparedness Officer, Bergstrom AFB, TX; 1975 to 1983 0524, Chief, Base Disaster Preparedness, Ellsworth AFB, SD; 1971 to 1975 0524, Disaster Preparedness Team Chief, Ramstein AB GE; 1967 to 1971		
NAME: JONATHAN F. SMITH	POSITION: EPLO – EASTERN TEXAS	DATE: 1 MAY 1997

NSEP Form 0-4, Apr 96

Figure 2323: NSEP Form 0-4, Biographical Data

Chapter 13

WEIGHT STANDARDS, UNIFORMS, PHYSICAL EXAMS AND PHYSICAL FITNESS

13.1. General.

AFNSEP IMAs are required to meet all Air Force standards. This includes weight standards, dress and appearance standards, physical examination requirements and physical standards.

13.2. Weight Standards.

EPLOs are also expected to meet Air Force Weight Standards. AFI 40-502, *The Weight Management Program (WMP)*, provides the guidance for these standards. As the sole Air Force representative in many locations, it is the EPLO's responsibility to properly represent the Air Force. All officers must be weighed annually and meet the standards of AFI 40-502. Officers who exceed maximum weight standards and do not meet body fat measurement standards will be entered into the WMP. EPLOs are encouraged to establish a personal weight control program to avoid exceeding the standard. Remember, the emphasis is on personal appearance.

13.3. Uniforms.

It is the EPLO's responsibility to maintain familiarity with Air Force uniform requirements and any changes. All uniform articles should be serviceable and current in accordance with the Air Force governing instruction and policy guidance. Refer to AFI 36-2903, Dress and Appearance of Air Force Personnel. IMAs are at a disadvantage in keeping abreast of uniform changes. IMAs should read the Air Reserve Personnel Center's periodic publication, the *Update and Individual Reserve Guide* to maintain information about current uniform and other dress and appearance requirements.

13.3.1. In consideration of the geographical separation of many AFNSEP IMAs from an Air Force Military Clothing Sales Store (MCCS), it may be necessary to mail order uniform items from an Air Force MCSS. You can contact exchange catalog sales representatives by telephone or telefax 24 hours a day. The toll-free phone number in the 50 states and Puerto Rico is 1-800-527-2345, and the fax number is 1-800-446-0163. Customers can also write to Exchange Catalog Sales, P.O. Box 660211, Dallas, Texas 75266-0211. You can pay for their catalog orders by check, money order, Visa, MasterCard, American Express, Discover, Deferred Payment Plan or Uniform Clothing DPP.

13.4. Physical Examinations.

All individual reservists must complete periodic routine physical examinations. A member who completes a routine physical examination during other than regularly scheduled IDT will earn one non-pay point.

13.5. Physical Fitness.

IMAs assigned to the AFNSEP program must maintain physical fitness standards and eligibility for worldwide assignment as an Air Force personnel resource. When possible, IMAs are encouraged to participate in personnel fitness programs to ensure continued and maximum fitness.

Chapter 14

PARTICIPATION AND TRAINING

14.1. General.

Participation and training is the focus of reserve membership. Air Force instructions and handbooks contain specific training and participation guidance for all reserve members. AFNSEP supplements this by additional training requirements and expectations. Participation planning, scheduling and execution is paramount to a successful Air Force Reserve career. Its rewards are both immediate and long-range. Reservists are advised to continually monitor their training to ensure Air Force and AFNSEP requirements are met as specified.

14.2. Retention-Retirement (R/R) Year.

Every IMA has a specific retention-retirement (R/R) date on which is based the individual accrual of participation credit for satisfactory service years for retirement and retention purposes. This date is normally the date a member is originally assigned to a reserve program either participating or non-participating. For those individuals who spent only initial terms of enlistment or fulfilled basic active duty commissioning commitments, the date would be the day following their separation or release from active duty. For those IMAs who were never members of the active duty Air Force, the R/R date is the date of original entry into a reserve or air national guard program. The date remains unchanged throughout one's career unless a civilian break is incurred. During this R/R year, a satisfactory service year is only credited if a member earns a combined total of 50 points through the performance of reserve training, extension course institute (ECI) course completion, and membership points. All IMAs are granted 15 membership points per R/R year. The remaining points needed for a satisfactory service year is 35. These points may be a combination of annual tours, special tours, mandays, or inactive duty training (paid or non-paid). **There is no requirement for an annual tour or for a specific number of IDTS during any one R/R year. This is a fiscal year requirement only.** Only a combined total of 75 points, which consists of membership, IDT (paid or non-paid) and ECI participation, may be credited to retirement during any R/R year. All points earned through active duty tours (annual, special, MPA or school) are credited to the retirement point total for a given R/R. IMAs are encouraged to monitor their individual R/R participation to ensure the proper crediting of points and the accrual of satisfactory service years. **R/R years credited as satisfactory should not be confused with total years of service either in the reserves or a combination of active and reserve service for promotion eligibility determination.**

14.2.1. Approximately 60 - 90 days following the end of each R/R year, HQ ARPC will send each IMA the AF Form 526, ANG/USAFR Point Credit Summary. This product is a point-by-point report of all points earned the previous R/R and includes the dates of all training, the type of duty performed (including ECI points), and the number of points earned. It will also contain a career history of all points accrued showing total career points and satisfactory service years. The IMA should use this product to review all training documents to show proper credit for the previous year. Any corrections, changes, deletions, or additions should be sent to HQ ARPC immediately.

14.3. Unsatisfactory Participation.

Unsatisfactory reserve participation is defined as the failure to meet fiscal year reserve training requirements as defined for a particular reserve training and pay category. All AFNSEP IMAs are required to perform 48 IDTs and a 12-14 day annual tour each fiscal year. This requirement does not apply for the fiscal year in which an IMA is assigned to AFNSEP on 1 April or later from a reserve category with a smaller IDT requirement. Any IMA who fails to meet the fiscal year requirement is identified through ARPC to AFNSEP. A justification for retention is required for each IMA who is identified. A second failure to meet these fiscal year requirements can result in immediate reassignment into a non-participating reserve status.

14.3.1. A second consideration, which requires scheduling of participation to avoid unsatisfactory participation, is the necessity for continuous performance of duty resulting in the crediting of satisfactory service years for individual reserve members. Any IMA who has accrued at least 20 satisfactory service years must have continuous satisfactory service each R/R or will be reassigned to non-participating status and cannot return to a participating assignment. This is an Air Force wide requirement, which applies to all AFNSEP IMAs since all have at least 20 years satisfactory service for reserve retirement purposes.

14.4. AFNSEP Air Force Special Duty Identifier (SDI).

AFNSEP EPLOs are identified with a Special Duty Identifier (SDI) of 86MO, Operations Management.

14.5. NSEP Form 0-2, Activity Report (Figure 24).

This is the primary self-reported source for documenting EPLO activities. Fill in this form as training events occur. After completing all training for the quarter, send one copy to the AFNSEP Office and keep one. Send this report within fifteen (15) calendar days after the end of the quarter. To ~~C~~complete the form ~~according to the~~ follow the instructions below ~~sample~~. This information is the primary source for Officer Performance Reports (OPR).

14.5.1. ~~TO/FROM/DATE. Self explanatory Power up your laptop and log on to the AFNSEP server.~~

14.5.2. ~~EPLO ASSIGNMENT LOCATION. Include assigned training location. Example: OHIO, FEMA 7, etc. Double click the QAR & ATP icon~~

14.5.3. ~~SECTION I: DATES TRAINING PERFORMED. Enter the number of inactive duty training periods completed for each date shown (a full day of training equates to two training periods). Please indicate if training was for points only. Enter the complete date for each training period. Enter your SSN (with dashes) and select "ok"~~

14.5.4. ~~SECTION II: PLANNED ACTIVITIES. Select "Qtr Activity" in lower portion of "Browse the EPLO file"~~

14.5.5. TRAINING DAYS FOR NEXT QUARTER. Enter specific dates of all planned training for the next quarter. ~~Specify type as IDT, AT, school or a manday tour. To change an existing QAR, highlight and select change~~

14.5.6. ~~OBJECTIVES/EVENTS. Enter any activities or events planned for the training dates specified. To create a new QAR select "insert"~~

14.5.7. ~~LONG RANGE PLANS. Use this area to provide early notice of school attendance, participation in conferences, workshops, exercises, etc. Enter the appropriate Quarter to begin the process. Remember all dates must use the dd-mmm-yy format. Use the mouse to navigate between the different sections.~~

14.5.8. ~~SECTION III: INFORMATION CHANGES. When completed simply press "OK"~~

14.5.9. ~~PERSONAL DATA (NSEP Form 0-1 Changes). Report changes to home/business address/phone numbers. This information is critical. Also, report extended periods at any other work location or home address (e.g. two week summer condo), in this block. The AFNSEP Office must be able to contact any EPLO at any time. SECTION I: Enter the activities performed during the quarter.~~

14.5.10. ~~KEY PERSONNEL. Report changes of personnel and phone number/ address changes of the key staff members at your training location. SECTION II: Enter the dates of any core or specialized requirements completed. Also list any changes to your ATP.~~

14.5.11. ~~SECTION IV: SUPPLIES REQUIRED. Specify supplies and amount needed. SECTION III: Fill out as required.~~

14.5.12. SECTION IV: SPECIFIC DUTY ACTIVITIES/DETAIL OF DUTIES PERFORMED: Give short, specific statements of activities and what results were attained. Report any personal or host unit

special recognition, even if it only applies indirectly. Detail as much information as necessary to assure that EMAs understand the importance of the activities that occurred. This information is a critical source for preparation of Officer Performance Reports (OPRs). Provide specific details and show the impact on the AFNSEP mission. Continue comments on the reverse side of the form if required.

14.5.13. SECTION V: FEEDBACK: Fill in as necessary.

NOTE: If having difficulties completing your QAR contact your EMA

FROM		TO					
CURRENT LOCATION		22 Nov 1998					
DATES TRAINING PERFORMED							
ST	AT	DATE	TO	DATE	ST	AT	DATE
		DATE	DATE				
TRAINING ACTIVITIES REQUIREMENT CHECKLIST							
ORE REQUIREMENTS				ADDITIONAL ELEMENTS			
Management - "All Hazards"				CAP/COP/Critical Asset Assurance Program & Continuity of Operations			
Incident Preparedness Course				Incident Preparedness			
NRP Incident Response				Scenario Familiarization			
PLP Exercises				Incident Coordination Familiarization			
Incident/Status				Federal Response Plan Familiarization			
Proficiency				Regional/Specialized Training			
Training				Transition of Replacement			
Site Management				Transition of Replacement			
CHANGED TO ATP:							
INFORMATION CHANGES							
DATE (DDMMYY) BY (NAME)				DATE (DDMMYY)			

EP EPLO HANDBOOK

Figure 2424: NSEP Form 0-2, Activity Report

14.7. NSEP Form 0-3, AFNSEP EPLO Reading List (Figure 25).

This form lists the suggested reading and material necessary to accomplish EPLO requirements. EPLO should have a working knowledge of the regulations, plans, etc. on the reading list. Review this list on an as needed basis. AFNSEP will update necessary.

AFNSEP EPLO READING LIST	
PUBLICATIONS	
AFPD 10-8, Air Force Support to Civil Authorities	
AFI 10-802, Air force Support to Civil Authorities	
AFMAN 10-206, Operating Reporting	
AFPAM 36-2404, USAF Officer's Guide to the Officer Evaluation System (OES)	
AFI 32-4001, Disaster Preparedness Planning and Operations	
AFI 36-5001, Organization and Function of the Civil Air Patrol	
The Individual Reserve Guide	
DFAS DER 177-102, AF Support in Disaster Relief Operations (Chap 30)	
AF EPLO Handbook	
CAPR 55-1, CAP Operational Mission Procedures	
CAP-USAFR 55-5, AF CAP Emergency Services & Support Missions	
CAP-USAF Instruction 10-802, CAP Operations and Training	
PLANS	
FEDERAL RESPONSE PLAN – FEMA	
CINCFOR - CATASTROPHIC EARTHQUAKE RESPONSE PLAN {DEPS VOLUME V}	
CONUSA - NATURAL DISASTER RESPONSE PLAN (or similar title)	
CONUSA - Emergency Hwy Traffic Reg (EHTR) Plan	
CAP OPLAN 1000	
STATE EMERGENCY OPERATIONS PLAN (or similar title)	
STATE - EHTR PLAN	

* Reference AFIND2 for conversion of all AF publications changing to Instructions (AFI) or Manuals (AFMAN).

NSEP Form 0-3, FEB 96

Figure 2525: NSEP Form 0-3, AF NSEP EPLO Reading List

14.8 14.8—AFNSEP Form 0-6, Fiscal Year AFNSEP Training & Activity Plan. (Figure 26).

Each EPLO must submit their Annual Training Plan by 15 August each year to his/her EMA for review and approval. The plan must be approved in writing prior to the EPLO performing any training in the new fiscal year. The plan will provide AFNSEP staff valuable information to support manday, IDT, and AT funding requirements. The plan is also used to validate the EPLO Life cycle, a model for future EPLO training, and justification for man-hours to support you and our program. Follow the steps below to electronically submit this form :

14.8.1. Power up your laptop and log on to the AFNSEP server.

14.8.2. Double click the “QAR/ATP” icon.

14.8.3. Enter your SSN (with Dashes) and select “Ok”.

14.8.4. Select “ATP” of the “Browse the EPLO file”. To change an existing ATP highlight and select “change”. To add a new ATP select “insert”.

14.8.5. Enter the appropriate fiscal year to begin the process. Remember all dates for year planned activities must use ddmmyy format. Use the tab key to navigate between the pages

14.8.6. Once you have completed your ATP and you want ATP submitted to your EMA; enter the date on page 5 and select “Ok”. If you want to work on an uncompleted ATP simply leave date blank and select “ok”

NOTE: If your having difficulies completing your ATP contact your EMA

FY

TRAINING/ACTIVITY

DATE: _____

NAME: _____



FROM-TO DATE	IDT	AT	MAN DAYS	TRVL DAYS	SCHL DAYS	DESCRIPTION OF TRNG ACT	TRNG OBJECTIVES
							Consequence Mgmt - "All Hazards"
							DOD Emergency Preparedness Course
							EPLO AFNSEP Initial/Refresher
							National EPLO Conference
							Installation Briefing/Visits
							DODRDB Proficiency"

							Operational Training"
							Administrative Management
							CAAP/COOP
							Computer Familiarization
							Airlift Coordination Familiarization
							Federal Response Plan Familiarization
							Assign Uniq Tng.
							Transition of Replacement EPLO
SUBTOTAL							
GRAND							

NAME:

FROM-TO DATE	IDT	AT	MAN DAYS	TRVL DAYS	SCHL DAYS	DESCRIPTION OF TRNG ACT
SUBTOTAL						

At this time, do you wish to be considered for promotion boards? NO	At this time, do you wish to be considered for school boards? NO
---	--

EPLO SIGNATURE

EMA SIGNATURE

Figure 2626; NSEP Form 06, Training and Activity Plan

14.9. Inactive Duty Training (IDT).

AFNSEP IMAs are authorized 48 paid IDT periods (4 hours each) per fiscal year. The annual training plan should project all IDTs throughout the year. EPLOs are discouraged from performing all IDT within any short period of time during the year. Any EPLO who has difficulty meeting the requirements, should contact the appropriate AFNSEP EMA as soon as possible. EPLO training schedules should be based on requirements and coordinated at the duty location. An authorized representative must certify attendance/training on AF Form 40a in order for pay and participation credit to be generated. See Chapter 17, Reserve Pay, for completion instructions of the AF Form 40, Record of Individual Inactive Duty Training.

14.10. Annual Training (AT).

IMAs are required to perform a minimum of 12 and no more than 14 days of annual tour (AT) per fiscal year. AT should be scheduled through mutual agreement with personnel at the training location. Legal holidays must be avoided when scheduling AT unless their inclusion can be fully justified. Also, quality training availability must be assured when scheduling AT on the weekend. AT requests must be received in the AFNSEP Office not later than 45 days prior to the tour start date. This requirement is critical to assure orders are received prior to the beginning of the tour.

14.11. Reserve Personnel Appropriation (RPA) Mandays.

These additional training opportunities may be available in support of continued required activities beyond the duties performed while in an AT or IDT status. The required AT should be performed in advance of any RPA manday request. There are two basic categories: Active duty support (ADS) and active duty training (ADT). The determination of type of duty rests with the AFNSEP Office staff in harmony with governing Air Force policy and instructions. RPA mandays are not for use in disaster response. Request RPA mandays using AF Form 1289.

14.12. AF Form 1289, Application for Active Duty Training (Annual Training, School and RPA Tours). (Figure 27).

Submit one signed copy of AF FORM 1289 to the AFNSEP Office at least 45 calendar days in advance of tour start date. It must be processed through the AFNSEP Office in time to arrive at HQ ARPC NLT 30 days prior to the beginning of the tour. Any AF 1289 not submitted in time to meet suspense dates requires an accompanying letter of justification before it will be processed.

14.12.1. Section I, Personal Information. Unit of assignment is HQ AFNSEP, Ft McPherson, GA 30330. If the mailing address is different, it should be indicated in the remarks section. Name, grade, SSN Block self-explanatory. Use the current address from which one will be ordered to active duty and note that P.O Boxes or Rural Routes are not permitted.

14.12.2. Section II, Training Information. Number Active Duty Days Blocks, do not include travel days. Report to Block, must include zip code, AF Form 1289 cannot be processed without. Travel Arrangements Block (**completed only for tours during which one will not commute**). Check the first block if driving a privately owned vehicle (POV).

14.12.2.1. Check the second block if requesting HQ ARPC SATO to provide a ticket. EPLOs must include the airline transportation information on the AF Form 1289 at the time the order requests are submitted to HQ ARPC. If requested by the EPLO, HQ ARPC SATO will secure a ticket/transportation request (TR) at the time the orders are published. This option requires maximum flexibility on behalf of the EPLO. In these cases, the EPLO's AF Form 1289 must be specific departure/ return locations and available travel times. **The Joint Federal Travel Regulation (JFTR) prohibits reimbursement for tickets purchased from any source other than an approved government contracted ticket office (GCTO). Approved GCTOs are located at military base traffic management offices (TMO) or most federal agencies. If time does not permit you to contact the nearest GCTO, call the following**

number at HQ ARPC/DRO to obtain your airline tickets: Toll Free 1-800-525-0102 extension 406, commercial 303-676-6535/36, fax 303-675-6766 or DSN 926-6535 or 6536.

14.12.2.2. Check the third block if personally arranging transportation through a local government contracted airline ticket office. Reservations may be made through these offices at the same time the orders request is submitted to AFNSEP however, orders are required to pick up the tickets. See Tab L for details.

14.12.2.4. Date and sign the application.

14.12.3. Section III, Command Approval. Portions of Section III must be completed by the EPLO; indicate reporting and departure time/date.

14.12.3.1. Check the block "is/is not within the corporate limits. Check the block "member will/will not commute". Corporate limits determination can impact travel entitlements.

14.12.4. Section IV, Remarks. There are several items, which may be included in the remark section, as appropriate. Continue on the reverse of the form if necessary. All AF form 1289' submitted to HQ ARPC/DRO requesting special authorization (e.g. rental cars, conference fees, variations in itinerary and/or excess baggage) in an order must have justification/support documentation attached. This is required documentation, if not attached the special authorization will not be included in the order

14.12.4.1. For split annual tour orders the following statement must be in the remarks section: "Member authorized split annual tour due to the nature of work required and for the convenience of the government".

14.12.4.2. Registration Fee, a copy of the conference information package/brochure that lists total amount of fee, number of meals (breakfast, lunch or dinner), or if the fee includes lodging must accompany the AF form 1289.

14.12.4.3. Rental Car, a letter of justification proving either the cost effectiveness of the request or that disapproval will adversely impact the mission must accompany the AF form 1289.

14.12.4.4. Certification of AF weight standards is required on the application for all school tours.

14.12.4.5. Indicate proper mailing address if it is different from the home address.

14.12.4.6. IDTs may be performed prior to or following special/annual tours. If so, IDT dates must be stated on the AF Form 1289 request and will be included on the orders. The number of special/annual tour days must be greater than or equal to the number of IDT days and limited to twice per fiscal year.

14.12.4.7. Variations of itinerary must be justified, specifically stated and economically planned. Include the dates planned to be at the various locations. Failure to provide this information could limit travel pay entitlements.

14.12.4.8. State any other information ARPC should know about the tour which may impact pay and travel entitlements.

APPLICATION FOR ACTIVE DUTY TRAINING (RPA Tour)					
PRIVACY ACT STATEMENT					
<small>AUTHORITY: 10 U.S.C. 672(d) and 8013; 44 U.S.C. 3101; and EO 9397. PRINCIPAL PURPOSE: To make application for tours of active duty. ROUTINE USES: Information furnished may be disclosed to any DoD component, other federal, state and local governmental agencies in the pursuit of their official duties. DISCLOSURE IS VOLUNTARY: Failure to provide the information will preclude the publishing of orders and member will not perform tour of duty. If marital status information is not disclosed, dependants will be denied the use of authorized facilities and services during period of duty by member.</small>					
I. PERSONAL INFORMATION (To be completed by Reservist)					
TO (Unit of Assignment) AFNSEP Ft McPherson GA		NAME (Last, First, MI) ROE, JOHN S.		GRADE COL	SSN 999-99-9999
CURRENT ADDRESS (Include ZIP Code) 11 Main Street Pittsburgh PA		CIVILIAN OCCUPATION Banker		AFSC 86MO	
		HOME TELEPHONE (include area code) (412) 666-6666		WORK TELEPHONE (412) 111-1111	
MARITAL STATUS		NEAREST MAJOR AIRPORT/CITY			
<input checked="" type="checkbox"/> MARRIED	<input type="checkbox"/> SINGLE	Pittsburgh Intl/Pittsburgh, PA			
II. TRAINING INFORMATION (Check one)					
<input checked="" type="checkbox"/> ANNUAL TRAINING		<input type="checkbox"/> SCHOOL TOUR		<input type="checkbox"/> SPECIAL TOUR	
NUMBER ACTIVE DUTY DAYS 5	INCLUSIVE TRAINING DATES (Excluding tw) (Must = 2 active duty days) 3-7 Jun 1997		REPORT TO (Complete organization and address including ZIP code) AFNSEP 1283 Anderson Way Sw Ft McPherson GA 30330-1094		
TRAVEL ARRANGEMENTS (Will not commute tours only) <i>The orders issuing authority retains approval/disapproval right on mode of transportation.</i>					
<input type="checkbox"/> I desire to travel by personal conveyance. I understand if it is more economical I will be directed to travel by commercial air.					
<input type="checkbox"/> I desire travel by commercial air and request a ticket be obtained in my behalf. I understand the ticket will be sent to me with my orders. (You will normally be scheduled to arrive/depart as nearly as possible to your required reporting and departure times.)					
<input type="checkbox"/> I wish to depart from/return to:			<input type="checkbox"/> I am available for travel after (hours):		
<input checked="" type="checkbox"/> I will arrange my own transportation through the following SATO: Gtr Pgh Air Resrve Base					
DATE 15 Apr 97	SIGNATURE OF RESERVIST				
III. COMMAND APPROVAL (To be completed by commander or authorized representative where performing duty)					
TRAINING IS (If disapproved, return to member with explanation in Remarks)		REPORTING/DEPARTURE TIME (Complete only if mission requires specific times)			
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		REPORT NLT TIME 0800	REPORT NLT DATE 3 Jun 97	DEPART NET TIME 1300	DEPART NET DATE 7 June 97
Approval has been obtained from unit with which annual training or active duty training is to be performed. All Category B & D IMAs must justify 14-day Annual Training Tours and tours which include holidays. (Explain in Remarks when tour extends over a holiday.)					
Check the appropriate blocks when the tour of duty is for annual training:					
<input type="checkbox"/> Request this special or school tour be credited as substitute for annual training.					
<input type="checkbox"/> Multiple annual training tour is approved. Member has performed the following days of required annual training this FY (Days): Number RPA or annual tour days performed this FY (Days):					
The installation commander has determined that the member's home or place from which ordered to duty and the duty station		<input type="checkbox"/> is within the corporate limits	<input type="checkbox"/> member will commute		
		<input checked="" type="checkbox"/> is not within the corporate limits	<input checked="" type="checkbox"/> member will not commute		
DATE	NAME, GRADE, AND TITLE, AND PHONE NUMBER			SIGNATURE	
IV. ANNUAL TOUR APPROVAL OR RESERVE PERSONNEL APPROPRIATION (RPA) MAN-DAY ACCOUNTABILITY <i>(For MAJCOM/FOA/Single Manager use only)</i>					
<input type="checkbox"/> TOUR IS APPROVED		<input type="checkbox"/> TOUR IS DISAPPROVED (If disapproved return to activity requesting tour)			
CHARGE SPECIAL/SCHOOL TOUR TO WORK CENTER CODE			TRAINING CATEGORY CODE (TCC) FOR SCHOOL OR SPECIAL TOUR OF DUTY		
DATE	TITLE OF MAJCOM/FOA/SINGLE MANAGER, AND PHONE NUMBER			SIGNATURE	
REMARKS (If more space is needed, continue on reverse and identify item)				ESP CODE:	

Figure 2727: AF Form 1289, Application for Active Duty Training (RPA)

14.13. Military Personnel Appropriation (MPA) Mandays.

MPA tour days are for support of the active duty mission and include such activities as disaster response, recall, and other similar activities outside the scope of reserve training requirements. The AFNSEP Office maintains approval authority and fully funds the per diem and travel associated with MPA mandays. After you perform duty and are paid for your travel, you must send a copy of your travel voucher settlement document to AFNSEP. MPA tours are tours of duty for which AFNSEP publishes the orders, not HQ ARPC. A copy of the travel voucher (to include cost of the airfare) for such tours is needed to maintain currency and accountability of the AFNSEP fiscal year travel allocation budget. Do not delay sending these vouchers to AFNSEP.

14.14. Reserve Orders.

Orders should be received prior to the start of any annual, school, or manday tour. If an EPLO has not received orders five days prior to the tour start date, the AFNSEP Support Division should be notified. IMAs should not contact HQ ARPC to determine the status of orders, which have been requested. The AFNSEP office is the initial point-of-contact to which all such inquiries should be directed

Chapter 15

PERFORMANCE, EDUCATION AND PROMOTION

15.1. General.

AFNSEP IMAs need to maintain familiarity with performance reporting, education opportunities and promotion processes. These areas are critical to continued advancement and enhanced mission effectiveness of the entire program. This chapter outlines the unique features of the Officer Performance Reports as it applies to AFNSEP IMAs. It also provides detailed information on Professional Military Education (PME) and Professional Short Courses (PSC). Other educational programs are also discussed. Promotion eligibility and selection board actions are included here as well. The Reserve Brigadier General Qualification Board (RBGQB) is included as a part of this chapter. AFNSEP IMAs are strongly encouraged to review the entire chapter and to refer to it often.

15.2. Officer Performance Reports (OPRs).

Officers in the AFNSEP IMA Program are required to receive an annual OPR. The Director, AFNSEP, serves as the rater for all AFNSEP IMAs. The reports are written each year normally on the anniversary of the closeout date of their last OPR written prior to the assignment to the AFNSEP IMA position.

15.2.1. The primary source of input for the OPR is the EPLO Quarterly Activity Report (NSEP Form 0-2) referenced in Chapter 18. Completion of the NSEP Form 0-2 is critical to the completion of each OPR which correctly and comprehensively reflects IMA performance. This allows IMA to directly provide input for each report. Information provided on the activity reports should include activities and projects completed and the results or impact of them. The OPRs need to include the outcome and impact of activities, not just ratee involvement. Therefore, the activity reports should also include this information.

15.2.2. OPRs are forwarded to HQ USAF/XOO for final review by a general officer. This policy is consistent with governing Air Force directives. It is the AFNSEP mission responsibility to ensure timely submission and appropriate format as required.

15.3. Officer Performance Feedback Worksheets (PFWs).

Individual performance during an OPR rating period is equally important. AFNSEP is required to complete a PFW on each IMA at specific intervals each year in order to give the IMA feedback on the level and effectiveness of their performance. This requirement is mandated by Air Force directives and must be completed. This mid-year review provides the IMA an opportunity to review past activity reports for a reporting period and to personally assess their performance level. For an IMA in a geographically separated situation, such as those in the AFNSEP program, the PFW is an ideal way to maintain an open line of communication on duty performance and expectations. The PFW does not become a permanent part of any record and is prepared for use by the supervisor and the IMA.

15.4. Awards and Decorations.

Linked to performance evaluation is the recognition for service performed. The Air Force uses its awards and decorations program as a means to show tangible evidence of participation, involvement, or sustained and superior performance. The wearing of appropriate and authorized ribbons signifying awards and decorations is dictated by applicable Air Force instructions and the established precedence of wear should be strictly followed.

15.4.1. Awards are one type of recognition, which the member may receive. These were designed with specific purposes and generally symbolize certain notable periods of service.

15.4.1.1. The Air Force Longevity Service Award (AFLSA). A ribbon used to reflect 4 years of Air Force service. Oak leaf clusters are used to denote subsequent awards after the initial ribbon is authorized. No orders are published to document this achievement. Personnel data system is automatically updated.

15.4.1.2. The Armed Forces Reserve Medal (AFRM). This medal and ribbon reflects 10 of the last 12 satisfactory service years. The wearing of an hourglass device denotes subsequent awards. No orders published and automatic personnel systems update.

15.4.1.3. The Air Force Outstanding Unit Award (AFOUA) or Air Force Organizational Excellence Award (AFOEA). Individual members whose units have been nominated and approved by appropriate commanders wear these unit award ribbons. Subsequent awards are denoted by the wear of an oak leaf cluster. Orders are published by the approving authority and are distributed to HQ ARPC for update of all personnel files. Individuals must have been assigned to the organization during the period of the award in order to be entitled to wear the ribbons and/or subsequent devices. IMAs may be wearing ribbons and clusters for the AFOEA and/or AFOUA which were awarded during assignments to many various units while in the reserves, the ANG or on active duty.

15.4.1.4. The Humanitarian Service Medal (HSM). AFNSEP IMAs may receive this medal and accompanying ribbon that participate in certain natural disaster relief efforts. Orders are published and provided by the approving authority. AFNSEP will provide orders to HQ ARPC for appropriate personnel records update. This award is normally presented in an appropriate ceremony. The wearing of an oak leaf cluster denotes subsequent awards. This award will not appear on the decoration portion of any promotion pre-selection printout.

15.4.1.5. All AFNSEP IMAs should authorize the National Defense Service Medal (NDSM) and Air Force Training Ribbon (AFTR) for wear. The NDSM does have an accompanying medal. Those AFNSEP IMAs in service prior to 15 Aug 74 would also be entitled to wear a star device on the NDSM. Any prior enlisted members are eligible to wear an oak leaf cluster on the AFTR. Orders are not published and personnel records are automatically updated.

15.4.1.6. Other awards such as campaign medals, individual or unit awards may also be worn based upon individual service records of the IMAs. HQ ARPC Awards and Decorations Section may be contacted to answer any questions.

15.4.2. Decorations are the second type of recognition established by the Air Force for superior or outstanding service. Due to the limited time and in consideration of the career point at which most AFNSEP IMAs are assigned to the program, decorations are generally initiated and approved only upon retirement of individual reserve members. However, this does not preclude decorations for those individuals who have greater tenure in the program and perform duties in a superior or outstanding manner. All decorations are included on pre-selection printouts.

15.4.2.1. Legion of Merit (LOM). This decoration is normally reserved for retirement of AFNSEP IMAs in the grade of colonel whose sustained service record is superior and worthy this high level of recognition.

15.4.2.2. Meritorious Service Medal (MSM). This decoration is for extended periods of outstanding duty and may be approved as a retirement decoration or for an extended tour in the AFNSEP program. Consideration for this decoration is appropriate for any AFNSEP IMA regardless of grade.

15.4.2.3. Air Force Commendation Medal (AFCM). This decoration is also for extended period of service but may also be considered for outstanding achievement or duty performance during a particular event. There are no grade restrictions for this decoration.

15.4.2.4. Air Force Achievement Medal (AFAM). This decoration is for an outstanding act or event or may also be considered for extended tour performance for any member in the grade of lieutenant colonel or below.

15.4.2.5. Joint Service Decorations are not considered for AFNSEP IMAs. Although many of the IMAs perform duty with other service representatives and often at other service component installations or organizations, the positions to which the AFNSEP IMAs are assigned are Air Force billets and not identified as joint service. Any individual not assigned to a position identified as joint service is ineligible for consideration of joint service recognition.

15.4.2.6. Other Service Component Decorations. There are no specific Air Force restrictions upon receipt of decorations considered and approved by other service components. However, it is advisable for the initiating office to contact AFNSEP prior to the consideration of a decoration for an AFNSEP IMA. In the event a decoration is pending for any IMA, two decorations from any source may not be for the same period of service.

15.5. Education.

One of the major elements in an Air Force member's career is the combination of civilian and military education. During the period of assignment to the AFNSEP, IMAs are afforded many opportunities to apply for attendance at various military courses. Some of these courses are purely mission related whereas others are considered general professional military education. EPLOs interested in attending these courses may need to meet certain requirements, which will be identified with each course application notification. The unique nature of the AFNSEP mission precludes IMAs from attending any specific AFSC training course. There is no formal technical training school, which AFNSEP IMAs will be required to attend in order to be awarded the AFSC designated for AFNSEP IMAs. However, quotas for IMAs may be secured in select job related courses. These course quotas will be advertised as they are received. Keep in mind these course quotas are limited so it is not possible for all IMAs to attend a specific course. The AFNSEP Staff office will evaluate mission needs and course content relevance prior to selecting any IMA to attend a job related course.

15.5.1. DoD Emergency Preparedness Liaison Officer Course. This NSEP overview course is mandatory for all AFNSEP EPLOs. The AFNSEP Office Administrative Section will manage class quotas and contact EPLOs for scheduling. Due to restricted schedules and quotas, plan to attend the required DoD Emergency Preparedness Liaison Officer Course currently conducted at FEMA Special Facilities near Berryville, Virginia within six months after assignment to AFNSEP. This five-day course is conducted by HQ FORSCOM for EPLOs from all branches of service.

15.5.1.1. The course includes a general overview of EPLO duties and responsibilities.

15.5.2. EPLO Training Course. EPLOs have a mandatory requirement to attend specialized orientation for one week at the AFNSEP Office during the first six months after appointment as liaison officers. EMAs and executive staff provide briefings regarding the NSEP program and the requirements of the EPLO in general. EPLOs return for an additional week of training during the third year of assignment.

15.5.3. USAF Professional Military Education (PME). A selection board held at HQ ARPC chooses PME attendees. The AFNSEP Office will notify eligible EPLOs of the courses and class dates. Applications are submitted on the ARPC Form 27. One should not delay enrolling in a correspondence course in the hope of being selected for a resident course. While resident courses are available and may be preferred, quotas are limited. Completion of USAF PME courses before enrolling in comparable level courses offered by another service is encouraged. Attendance at any formal PME course requires appropriate retainability prior to the mandatory separation date following course completion. In-residence PME courses include:

15.5.3.1. Air War College

15.5.3.2. Industrial College of the Armed Forces.

15.5.3.3. National War College.

15.5.3.4. Naval War College.

15.5.4. Professional Specialty Courses (PSC). These PME structured courses are also known as "short" courses. Attendees are chosen by periodic ARPC selection boards, which convene to select course attendees for the following fiscal year. The notification, application and the selection process mirrors that of the longer PME courses however, EPLOs must have flexibility in their schedules in that selection boards may select an IMA to attend a course at a time other than the dates on the member's application. Courses currently available are:

15.5.4.1. Reserve Component National Security Course. (2-week courses held at various CONUS locations.)

15.5.4.2. Naval War College (EPLOs may be selected for one of three separate two-week sessions for which members may be selected to attend. These are: Joint Military Operations, National Security Decision Making and Policy and Strategy.)

15.5.5. Application for Resident Professional Military Education (PME) and Reserve Courses. The AFNSEP Office will provide each eligible EPLO with the necessary application instructions for in resident PME and Reserve short course attendance. The AFNSEP Office will advise EPLOs of available courses and class dates. The suspense date for submitting on course applications is critical. Applications arriving late will not be processed. All course requirements including grade and security clearance must be met. Mandatory separation must be more than 12 months after the course completion date. It is important to respond to the school board announcements promptly. Selection board notices are normally short and the board will not consider late entries. Each applicant should carefully complete the application. Legibility is the key; therefore, typewritten entries are recommended. The school selection board must be able to read the application. Also, you must maintain maximum availability for attendance if selected. School selection boards work diligently to select individuals for attendance at the in resident PME and the short courses. For the short courses, the matching process of IMAs with desired course dates is not a part of the selection process. An IMA may be selected for course attendance and not receive the specific course dates desired. Also, selection as an alternate makes it necessary for IMAs to be tentatively available for a short-notice school selection. The alternate school attendance list is used often.

15.5.6. Documentation of In-Resident Training. Air Force PME, PSC and technical courses are automatically entered into individual records upon successful completion. However, it is a personal responsibility to periodically review one's personnel brief to ensure it is up-to-date. If it is not, forward any updates/corrections to HQ ARPC/MSPU for posting to the record. Copies of all course completion certificates must be sent to the AFNSEP Office. The AFNSEP Office administration section will forward a copy to the appropriate office at ARPC. The AFNSEP staff maintains records of EPLO education and training accomplishments in the IMA management folder.

15.5.7. Correspondence Courses. Correspondence courses for Professional Military Education are encouraged for completion of Air War College if an IMA has not completed this senior service school by in-resident or seminar attendance. Enrollment should be accomplished by contacting HQ ARPC who will initiate the enrollment through the Extension Course Institute (ECI) at Gunter Annex, Maxwell Air Force Base, Alabama. Course materials will be forwarded directly to the IMA's home address. You may elect to enroll in the multi-media format of the course, which is now available on a CD-ROM. IMAs are required to select a nearby installation for the purpose of test administration for all ECI courses including PME. Test sites do not have to be active duty Air Force installations. It is important to contact the installation training or base education services office to advise them when tests are to be forwarded from ECI as the IMA progresses through the course. It is critical for all tests and course work be completed within established time limits. Any reserve correspondence course participation points for ECI course completion will be automatically updated in the IMA's participation record. Presently, with the exception of PME courses, there are no AFNSEP-unique ECI courses available.

15.5.7.1. In conjunction with correspondence enrollment, reserve members may elect to simultaneously enroll in a PME seminar program. PME seminar programs are conducted at various active, reserve and air national guard installations. The office of primary responsibility for registration is the installation education services flight. Annual enrollments occur during the early summer months and are designed to complete the course of study in less than a one-year period. These seminars serve as a means for non-resident PME participants to meet on a scheduled basis and conduct classes following a specifically designed curriculum which consists of PME information. This is an alternative means to complete such PME as Air War College in other than an independent correspondence enrollment status.

15.5.8. Emergency Management Institute (EMI) Courses. An alternate type of correspondence courses related to the AFNSEP program are those offered by the Emergency Management Institute (EMI). The EMI correspondence program includes a variety of courses, which may be taken for the purpose of learning more about subject areas, which may be useful in performance of EPLO duties. Many of these courses when completed, can be credited to the reserve participation record. Enrollment in these courses is completely voluntary. Upon completion of these courses, the IMA must send a copy of the course completion certificate to the appropriate HQ ARPC office for update of the participation credit file. Unlike correspondence courses taken through other DoD or Air Force channels, these courses are not updated on the IMA personnel computerized record. Also, please provide AFNSEP a copy of the certificate of completion. These certificates will be maintained in file at AFNSEP.

15.6. Promotions.

HQ ARPC convenes the officer promotion selection boards for all selected reserve officers eligible to compete for promotion. This includes promotion to the grades of first lieutenant through lieutenant colonel. HQ ARPC also conducts promotion selection boards for individual reserve members (unit and IMAs) eligible for promotion consideration to the grade of Colonel. This promotion board is the primary selection panel of importance to the AFNSEP program. In that most AFNSEP IMA positions are authorized and funded at the 0-6 level, most AFNSEP IMAs in the grade of lieutenant colonel will be considered for promotion to Colonel during the period of assignment to the AFNSEP IMA program. The promotion board is generally conducted in October of each year. HQ ARPC and AFNSEP will notify each eligible lieutenant colonel prior to the date the board convenes.

15.6.1 It is the responsibility of each IMA to ensure their promotion selection folder is current by reviewing the promotion board eligibility information, which they receive. Any information, which has been omitted from the file, should be submitted to HQ ARPC immediately. HQ ARPC requires time to update the personnel data system with the correct information. IMAs should not delay submitting changes to the selection folder or personnel data file which could have impact on the promotion selection process. The selection folder is the document reviewed by the board to determine promotion selections. It contains the original copy of all Officer Effectiveness and Performance Reports (OERs/OPRs). It also contains a copy of all military decorations (not awards) which have been approved for each officer. Additionally, the promotion board has access to reserve participation records. This includes a summary similar to the one reflected on each reserve member's annual point credit summary (AF Form 526). Official photographs are no longer a part of the officer selection folder. The board is provided a summary of pertinent personnel data for each eligible officer. The service dates and other personnel information, such as an officer's duty history is provided to the board in order for each board member to have a summary of each officer's career record.

15.6.2. The member is afforded the opportunity to prepare and submit a letter to the selection board of additional information not otherwise available in the selection record. This information should be specific and concise and considered being relevant to the promotion consideration process. Negative issues should not be highlighted. This letter is the one opportunity the reserve member has to communicate directly with the promotion board members. It should be brief and not contain a review of information otherwise already contained in the record. Limit the letter to one page. Typewritten (or computer generated) letters are strongly recommended. Handwritten letters should not be considered. Any officer who elects to prepare such a letter is advised to submit the letter in sufficient time for it to be included in the selection folder well in advance of the date the promotion board convenes.

15.6.3. The promotion selection list is published and forwarded through appropriate channels for approval. Selection lists will not be released until the established authorized date. AFNSEP is provided information on all AFNSEP eligible officers who were selected as well as those not selected. AFNSEP will in turn notify each selectee and non-selectee. HQ ARPC will also send letters to those officers not selected. Keep in mind that a non-selection for promotion to Colonel is not a passover. Unlike other promotion boards, reserve officers are considered for promotion to colonel until they are no longer eligible. There is no specific limit on the number of times a lieutenant colonel can be considered for promotion.

15.6.4. The promotion board lists contain designated promotion sequence numbers. Beginning with sequence number one, a portion of individuals selected with specific sequence numbers will be authorized to be promoted on the first day of the month for approximately six months following the public release date of each promotion selection list. Each officer will be advised of their sequence number and the effective date of promotion as determined by HQ USAF/REPS.

15.7. Reserve Brigadier General Qualification Board (RBGQB).

This is not a promotion board. It is a review board for the purpose of selecting reserve members in the grade of colonel for possible placement (reassignment) into reserve brigadier general officer positions. The result of this board is the creation of a resource listing of eligible reserve colonels for possible further consideration to fill vacant reserve brigadier general officer positions. This resource list is only used for one year. Reserve colonels eligible for and selected for placement on the resource list may be reconsidered annually as long as they meet eligibility requirements. Eligibility requirements are:

- 15.7.1. Be less than 54 years old at the time the board convenes
- 15.7.2. Have one year time-in-grade as a colonel when the board convenes.
- 15.7.3. Have a mandatory separation date later than 31 December of the year following the year the board convenes.
- 15.7.4. Have completed a senior service school (Air War College is recommended)
- 15.7.5. Be assigned to a ready reserve position (AFNSEP IMAs are all ready reserve members)
- 15.7.6. Have accrued a minimum of 50 retirement points (completed a satisfactory service year) for at least four of the five years prior to the year in which the board convenes.
- 15.7.7. Unlike the promotion boards, the RBGQB consideration is absolutely member driven. Each eligible reserve colonel makes the decision as to whether or not they desire to be considered by this panel. A decision not to be considered must be in writing. HQ ARPC identifies and notifies each eligible officer well in advance of each board. The member is given the option to return the appropriate correspondence to decline the opportunity. Any member who fails to notify HQ ARPC of their declination will automatically be considered by the board.
- 15.7.8. Once the member has elected to be considered by the RBGQB, it is critical that AFNSEP be simultaneously advised. Each member being considered is required to have a recommendation prepared by the AFNSEP director through USAF XOO. This recommendation is critical to the qualification board process. A copy of the recommendation will be forwarded to each eligible officer who has elected to be considered. The recommendation will be sent to the member prior to the board convening. This recommendation is in addition to the annual Officer Performance Reports (OPRs) received by each reserve officer. The recommendation further contains a rank order for each individual who is eligible and elects to be considered. This rank order is completed by HQ USAF and contains eligible reserve colonels throughout the command. Historically, the AFNSEP program has had the greatest concentration of reserve colonels in the command and is well represented in the upper level rank order.
- 15.7.9. As with promotion boards, the eligible members are again encouraged to prepare a letter to the board, which would include information relative and critical to the selection process. Also, the member must again ensure that all personnel and participation data files are current and correct. AFNSEP may provide assistance to any member and work with HQ ARPC workcenters to ensure timely updates of all personnel and/or participation files. Duty history and participation records are particular areas which need to be as accurate and current as possible.
- 15.7.10. The RBGQB selection lists are announced following the adjournment of each board. The lists are not released until properly authorized and approved. Inclusion on the list does not guarantee reassignment into a general officer position. It is simply, as previously stated, a resource list. Individuals on this list may be contacted and possibly interviewed for placement into a general officer position. Others on the list may never be contacted. If an individual is not contacted during the year following the release of the list, the member may elect to be considered by the board the following year, if still eligible. Generally, reserve colonels who are not prior enlisted, will have sufficient age and service retainability to be considered by at least two RBGQBs. However, individual service dates and birthdates may disallow this. Nonselection by any RBGQB is not considered a non-selection or passover for promotion. If an individual is selected by any RBGQB and is not reassigned to a general officer position, the member retains their assignment with AFNSEP.
- 15.7.11. As with other promotion and selection processes, those who meet RBGQB eligibility should elect to be considered. There is no penalty for non-selection. It is incumbent upon the member to continually make contributions and concentrate on their individual career advancement. The RBGQB is an excellent opportunity to continue one's reserve career.

Chapter 16

ENTITLEMENTS AND BENEFITS INFORMATION

16.1. General.

AFNSEP IMAs have many entitlements and benefits as a result of being a part of the Air Force Selected and Ready Reserve. This section addresses many of these and highlights the duty status necessary (if any) for each. Many of the benefits and entitlements are very well known. This summarized overview may be of use to the IMA as a quick reference. Additional information is contained in the governing Air Force instruction or other relative handbook.

16.2. Lodging.

AFNSEP IMAs are authorized government or contract quarters while performing inactive duty training (IDT) or any type of active duty for which orders are published. (AFI 34-601).

16.2.1 IDT.

16.2.1.1. If staying on an Air Force installation provide the desk clerk at check-in your AF 40a with Sections I and II completed, be sure to circle "RPO (IMAs) and write "AFRCAFO, Dobbins ARB, GA in Section I.

16.2.1.2. If you are staying on other than Air force Installation you will have to pay for lodging. Submit SF 1164 "Claim for Reimbursement for Expenditures on Official Business". The certifying official on the SF 1164 should be the same certifying official who signed in block .

16.2.1.3. If government quarters are not available a corporate lodging memorandum of understanding has been established for all reservist in IDT status. (NOTE: These procedures are valid as long as Congress authorizes the reimbursement through the Defense Appropriation, which is an annual process. They remain valid during periods of continuing resolution.)

16.2.1.3.1. Process For Non-Military Locations:

16.2.1.3.1.1. Call the central reservation 1-800-number for the hotel company covered by the MOU. The numbers are provided in table below.

HOTEL	PHONE NUMBER	PREFERRED CORPORATE ID #
Howard Johnson	1-800-446-4656	347571
Ramada	1-800-272-6232	930188
Days Inn	1-800-329-7466	50214
Red Roof	1-800-843-7663	CP502192 (USAF Reserve Command)
Choice Hotels International	1-800-221-222	Confirmation number (USAF Reserve Command)
Travelodge	1-800-578-7878	800075

16.2.1.3.1.2. The member will identify him/herself as an Air Force Reserve member, provide the 1800-representative the appropriate Preferred Corporate ID number, specify the city where they will drill, the area (North, East, etc.) within the city nearest the drill location, date(s) lodging will be required and request the government or corporate rate (whichever is lowest).

16.2.1.3.1.3. The member pays the lodging charges and files for reimbursement using Standard Form 1164, (Claim For Reimbursement For Expenditures On Official Business). Attach to the SF 1164 a copy of the hotel receipt (make certain the Corporate ID number is annotated on the receipt), and a copy of the AF Form 40a with the

statement “Nonmilitary location utilized ARC Corporate MOU” in Block III. Send the entire package to AFRCCAFO/FMFPT 1392 Second Street Dobbins ARB GA 30069-4823.

16.1.2. Active Duty. While performing any type of active duty, including annual, school, special, or any other tour for which per diem is authorized, the member is required to pay for any government, contract, or commercial quarters. Member will be reimbursed for this expense at a rate not to exceed the authorized per diem rate for the location at which the training is performed.

16.3. Insurance.

AFNSEP EPLOs are entitled to obtain coverage by the Serviceman’s Group Life Insurance (SGLI) while assigned to the program as a member of the Ready Reserve and Selected Reserve. The maximum and automatic amount of coverage is \$200,000. The premium amount for this coverage is \$18.00 per month. A lesser amount of coverage and associated premium may be established only if the member so elects. The VA SGLV Form 8286, is used by the member to designate (or decline) the coverage desired and beneficiaries. This coverage is in effect at all times and not just when the member is in a duty or training status. As a reminder, IMAs may want to check other civilian insurance policies to ensure coverage while performing military duty. Some policies disallow coverage for periods of active or inactive duty training. SGLI coverage will expire upon transfer to the Retired Reserves or other standby/retired status. Veterans Group Life Insurance (VGLI) will then be offered to each member at a higher premium for similar coverage. It is critical to ensure your insurance coverage documents are current and changes made as necessary.

16.4. Base Exchange.

Reserve members have unlimited access to military exchange and services. This also applies to their family members. Presentation of a government identification card is normally the only identification necessary. This benefit includes the main exchange, clothing sales, shopettes, gas stations, florists, barber/beauty shops, snack bars, package stores, theaters, etc. This benefit continues while a member is in retired reserve status waiting age 60 and afterwards.

16.5. Commissary.

AFNSEP EPLOs and other ready reserve members have limited commissary privileges and are authorized annual issuance of the DD Form 2529, US Armed Forces Commissary Privileges Card (CPC). While not in a duty status, the CPC may be used for 24 commissary visits per calendar year. Any period of active duty for which orders are published will entitle the member and family members unlimited commissary visits during the period of duty. Visits during IDT periods may only be by use of the CPC. Family members may use the CPC and the commissary during active duty periods without the service member being present. Multiple trips to the commissary during the same calendar day will only result in a one-day usage charge on the CPC. Replacement CPCs may be obtained if a CPC is lost, stolen, damaged or destroyed. A new CPC will be issued for each calendar year and should be received at the beginning of each calendar year. If a member retires during a period in which a CPC has been issued, commissary privileges will not expire effective on the date of transfer to the retired reserves as members in a retired reserve status retain twelve days of commissary use per year. Upon reaching age 60, full time commissary benefits are authorized.

16.6. Space Available Travel.

All reservists in a participating status are eligible for Space Available Travel on a military aircraft at any time. This benefit includes travel to and from a training location. The DD Form 1653, DoD Reserve Travel Eligibility form, may be used, but is not required, for the purpose of identification as an eligible traveler. This form may be obtained from the AFNSEP office and is usually issued for a period of six months. The new form may be issued as the member desired. Normally, the Armed Forces Reserve Identification Card is the only required document to establish eligibility for military air travel. This benefit could be of use for leisure or official travel. Remember that it is space available. Be sure to check with Base Passenger Operations for flight times and “show” times. Flights by a particular organization to a specific designation on a recurring basis would be more advantageous for planning a trip via military air travel.

16.7. Education Services.

Reserve members are eligible for support from any DoD installation education services office at any time. These offices provide counseling assistance on civilian education programs, administer examinations for professional military education (PME) correspondence and seminar courses, offer college level examinations, and such tests as the Graduate Record Examination. Many of the examinations are at no cost or may be taken one time without a fee. Education's service offices are the installation focal point for almost any education program - military or civilian. Reserve members may also utilize this office for information on eligibility for the Selected Reserve Montgomery GI Bill as established and authorized by 10 USC 1606. Although some restrictions apply, reservists may be entitled to benefits for vocational/technical courses, correspondence courses, independent studies courses, non-college degree courses and other programs.

16.8. Medical and Dental Services.

Reservists are entitled to medical and dental services for emergency care while performing AT or IDT or any other tour of duty. This emergency care includes only treatment for injuries sustained on duty or aggravated while performing duty. Medical or dental services are not available for reserve members at other times except for the required periodic physical examinations and associated follow-up appointments. During periods of duty which are 31 consecutive days or more, both the reservist and family member are authorized full-time routine care. Authorization for continued military medical care or treatment beyond active duty for illness or injury suffered while in a training status will be established by the line of duty determination made at the time the injury or illness is suffered.

16.8.1. Reserve Dental Plan. Reservists have the option of using a government-sponsored program, family members are not eligible for the dental plan. Dental plan will include basic care and treatment (diagnostic, preventative and restorative services), and emergency oral examinations. Treatment has a \$1,000.00 annual cap.

16.9. Reserve and Family Member Identification (ID) Cards.

Reservists must have a DD Form 2AF (Res) Armed Forces Identification Card in their possession at all times. It is used as the primary means of identification for access to military installations and facilities. Reservists should also ensure all eligible family members (spouses and unmarried minor children) should also apply for and obtain family member ID cards. Specific documentation is required for these individuals to be issued the cards. The family member cards are issued for a designated period of time and must be periodically renewed. Normally, the reserve officer ID card is issued with an indefinite expiration and is only renewed upon promotion. It is always important to keep abreast of ID card expiration dates and ensure your dependent is not denied installation or facility access due to past date of expiration on their ID card. Also, it is the reserve member's responsibility to surrender all ID cards for individuals no longer entitled to possess them. This applies in the event of marital status changes or if a minor family member reaches a specific age or is no longer your legal dependent.

16.10. Defense Eligibility and Enrollment Reporting System (DEERS).

A reservists' family member is automatically enrolled in this system upon issuance of a current ID card. This computer-based system is the only means of authorizing military medical care benefits. In peacetime, this may seem unimportant. However, if a reserve member is mobilized for an extended period, failure to enroll their dependent in DEERS can result in a denial of authorized full-time medical care. Family members must be in the DEERS before receiving any military medical benefits if authorized. Also, it is important to re-verify dependent enrollment in DEERS at least annually. Additionally, at the time reserve family member ID cards are issued, confirm simultaneous DEERS updates. If marital status changes or other family members are no longer eligible, make sure the DEERS is updated. It would be possible for unauthorized individuals to attempt to obtain medical care. The sponsor would **be responsible for any payment due the government and may even be subject to disciplinary action.**

16.11. Motor Vehicle Registration.

Reserve members are authorized to register their privately owned vehicles with the pass and registration office for the purpose of military installation access and on-installation driving privileges. These privileges subject the member and/or any vehicle occupant to all applicable installation traffic rules. It also includes the obligation to submit to random ID card checks or vehicle inspections/searches. The reserve member who registers the vehicle is responsible for any incidents involving the vehicle and any occupants while on the military installation. If a registered vehicle is sold, stolen, or otherwise no longer in the possession of the reserve member, the installation pass and registration office must be notified and the registration either changed or canceled as appropriate. Installation registration is not transferable to another individual. Military installation privileges can be easily revoked or restricted which could adversely impact ability to perform required reserve training. Reserve members must adhere to all installation driving and registration guidelines. Keep in mind, seat belts/restraints are required on all military installations and in most every state.

16.12. Identification Tags.

ID or 'dog' tags may be obtained from any military personnel flight customer service center. These ID tags are critical to personnel identification and should be maintained with the mobilization readiness kit.

16.13. Security Clearance.

An often-overlooked entitlement is the security clearance. Air Force reserve members must possess at least a Secret security clearance. Security clearances obtained from other civilian employers or other federal government agencies will often not suffice to meet Air Force requirements. Likewise, the Air Force Security Clearance Office grants clearances only for Air Force needs and mission requirements. The AFNSEP program may require a higher access clearance for some reserve members. In order for reserve members to participate and perform the assigned duties, the security clearance is necessary. There are also requirements for periodic updates of security clearances. Failure to complete and submit necessary paperwork for clearances or to fail to respond to a request for update of a clearance could result in reassignment to a non-participating reserve program and loss of the IMA assignment. The AFNSEP office will advise the security manager at all IMA training locations of the individual Air Force IMA's security clearance type, source and dates of clearance. If additional security clearance changes or updates are required at a specific training location, AFNSEP can assist in securing and providing security clearance information. Some training locations may also require special access badges or passes. If an IMA is subjected to any such additional access requirement in order to perform training, each IMA must comply. The IMA must then adhere to all guidelines and practice safeguarding of any issued special access badge or pass. IMAs should never be denied special access badges or passes necessary to their job performance based on their status as an IMA. If this situation arises, the AFNSEP office should be contacted immediately. Upon termination of reserve assignment or change of training locations, any badges or access authorization should be surrendered or appropriately disposed. Also, AFNSEP will require security access termination upon a member's transfer to the retired reserves.

16.14. Morale, Welfare and Recreation (MWR) Services.

MWR facilities include such installation activities as the NCO/Officer Open or Consolidated Mess, bowling alley, gymnasiums, recreation centers, etc. Reserve members are eligible on a full-time basis. Local commander policies and any related charges or fees are also applicable to reserve members. If any of these facilities deny access or use by a reserve member at any time, contact the base service director or service flight commander for assistance.

16.15. Legal Assistance.

Military installation legal services offices are available to reserve members only while performing annual, special or school tours. This important service is invaluable in assisting reserve members prepare special or limited powers of attorney, legal checkups, or will preparation. Legal counseling is also available for other areas. Reserve members and family members will generally not be able to obtain military counseling in civil cases such as divorce, bankruptcy or related areas. However, if incidents occur involving violations to the Uniformed Code of Military Justice or other subordinate rules and regulations, the legal assistance office can be a tremendous source of guidance

and counseling. Also, the legal assistance office maintains copies of all United States Codes which govern reserve personnel issues and is the authority for much of the NSEP related mission.

16.16. Military Personnel Flight (MPF).

The military personnel flight (MPF) is the office formerly known as the "CBPO." The MPF on any Air Force installation can be a tremendous benefit to you. Customer service representatives can assist IMAs with ID card issuance and DEERS enrollment, SGLI form preparation, and a host of other personnel services. Limited personnel record data is also maintained on the base level personnel computer file at the base nearest the AFNSEP IMA training location. This will add the IMA's name and address to the mailing list for mass mail-outs by many on-base activities. IMAs should use the MPF as a local source for assistance with personnel related issues.

16.17. Base Individual Mobilization Augmentee Administrator (BIMAA).

Many of the Air Force MPFs have an assigned BIMAA for the purpose of providing assistance and support to local IMAs. The BIMAA is a senior NCO serving on an extended active duty tour and is assigned to work with all base organizations on behalf of the IMA. This individual can assist in resolving issues regarding IMA benefits, facility access, personnel record updates, etc. The BIMAA is the IMA's key source of contact for guidance and may also be helpful in serving as a conduit with ARPC in making necessary personnel processes happen in a timely manner. However, if an AFNSEP IMA has a problem, he or she should contact AFNSEP first. AFNSEP can then involve a BIMAA as a local area support person for the IMA. The BIMAA is there to support the IMAs on every installation to which IMAs are assigned or training. BIMAA's also have responsibility for bases in their general area, which does not have an on-site BIMAA. Keep in mind that AFNSEP is the AFNSEP IMA's initial point of contact for assistance with problems but the BIMAA is also an available and more local resource for on-base situations with which an EPLO may need assistance.

Chapter 17

RESERVE PAY AND ALLOWANCES

17.1. General.

Reserve member assigned to appropriate reserve training categories are entitled to receive pay and/or allowances for all duty performed and for certain incidental expenses associated with the performance of authorized reserve training. Payments may include base pay, basic allowance for subsistence, basic allowance for quarters, travel pay and per diem. This section outlines the types of pay and allowances authorized and the procedures necessary to apply and receive such payment.

17.2. Reserve Pay Office (RPO).

The designated reserve pay office is normally the Air Force Reserve Unit Defense Finance Office nearest the EPLO's home. HQ ARPC designates these offices upon the member's initial assignment to the IMA program. If an IMA is not aware of their designated RPO or has not been properly advised, contact the HQ ARPC RPO via the toll-free number 1-800-525-0102 or on DSN 926-7072. Only the individual's designated RPO can initiate the payments of base pay and allowances. In order to have a pay record established at the designated RPO, IMAs will be required to provide several documents. These include:

17.2.1. DD Form 2058, Statement of Legal Residence Certificate.

17.2.2. AF Form 594, Authorization to Start, Stop, or Change BAQ Rent Plus, and/or VHA.

17.2.3. Copy of marriage certificates or birth certificates (as appropriate) for dependent rate allowances (or appropriate divorce decrees, agreements, etc.).

17.2.4. SF 1179A, Direct Deposit Sign-up.

17.2.5. TD Form W-4, Employee's Withholding Allowance Certificate.

17.3. Statement of Tour of Duty Certification.

The certification section is located on the front of the AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour (active duty orders). This certification supports pay and point credit for all tours.

17.3.1. In order to receive pay for any active duty tour (Annual, special, school, training or support), send the original certification of the orders to the designated RPO within five (5) workdays following tour completion.

17.3.2. Item 40, Statement of Tour of Duty. Travel itineraries must agree with active duty orders. If orders have a multiple stop itinerary, show only arrival at the first official duty location and departure from the last official duty location as listed on the orders. Do not show intermediate stops. For entries under "MODE OF TRAVEL", use the symbols as listed on the reverse of the DD Form 1351-2, Travel Voucher.

17.3.3. Items 41-46. Self-Explanatory.

17.3.4. Items 47-51. Certification. This block is completed by the certifying official who monitors individual training at the duty location. Enter the time and day, month and year of the completion of the tour. The period of certification should agree with the orders and is most critical for pay and point credit purposes.

17.3.5. Send a copy of the certification to the AFNSEP Office along with the next quarterly activity report. Without this, the computerized tracking system file in which annual training or manday tours were projected cannot be closed.

17.3.6. Pre-certification of tours of any length is authorized. The form must be signed by the member, certified by the training supervisor and include the following statement in the remarks section, "I certify the member reported for duty at (specify 24 hour-daytime) on (start date). I will immediately notify the members RPO by message if member does not complete the tour of duty as specified in the order" (Affix signature).

17.4. Travel Vouchers.

The DD Form 1351-2, Travel Voucher or Sub-Voucher is the appropriate document to submit for payment of all travel and per diem payments associated with any tour of duty for which orders were published. This includes annual, special, MPA and school tours. Travel vouchers are not to be submitted for any inactive duty training periods

17.4.1. Travel vouchers must include an itemized itinerary of travel for a reserve member from the location from which the member is ordered to active duty to the duty location and return to the point of origin as directed by the published orders. Include on the voucher mileage for privately owned vehicle, copy of Scheduled Airline Ticket Office (SATO) procured ticket, receipts for airport parking, lodging receipts, registration receipt, rental car receipt, or any other receipts that exceeds \$75.00. Rental car expenses will only be reimbursed if authorized in advance on the order.

17.4.2. All IMAs are required to send their travel vouchers to the Dobbins Air Reserve Base Defense Accounting Office. Questions pertaining to per diem and travel entitlements should be directed to that office. This office is the single point of contact for submission of all IMA travel vouchers. The mailing address and phone number for this office is:

AFRCAFO/FMFPT
1392 Second Street
Dobbins ARB, GA 30069-4823
(1-800-808-5942).

17.4.3. All travel vouchers are now paid via electronic fund transfer to a commercial bank or savings and loan institution. Cash or check payments are no longer an alternative. Vouchers are normally processed within two weeks of submission. Questions or inquiries relating to voucher payments should be directed to the address and phone number above. AFNSEP will be able to assist IMAs if problems are not satisfactorily resolved or if unnecessary delays are experienced.

17.5. Government Issued Credit Card.

Every AFNSEP IMA shall have in their possession a government issued credit card. This card may be obtained by application through the AFNSEP office upon initial assignment. This card, once issued, becomes the responsibility of the holder as are other commercially procured credit cards. However, its use is limited to expenses associated with performance of reserve duty. It can only be used for travel expenses, meals, etc., while performing reserve training. Other uses are strictly forbidden and abuse is closely monitored. The card negates the need for travel advances and can be critical for use when reporting for duty on a short notice basis. The monthly bills received by the cardholder must be paid by the established due date. However, government reimbursement of expenses is normally received from travel voucher settlements prior to the receipt of the bill. If bills are not promptly paid, the cardholder risk card cancellation and possible administrative action by the Air Force. Upon departure from any ready reserve assignment, the card must be surrendered and the account closed. It is the member's responsibility to ensure the card is not used following transfer into a non-participating or retired reserve status. The entitlement terminates effective on the date of transfer from the ready reserve position.

17.6. Inactive Duty Training (IDT) Pay.

Inactive Duty Training (IDT) pay is basic pay only. An individual reserve member will receive one day of basic pay for each four-hour IDT performed. This amount is approximately one-thirtieth of a month's basic pay for a specific pay grade who has completed a designated number of years of service for pay purposes. Not more than 2 IDTs will be paid for a specific calendar day. IDT pay is considered taxable income and will have deductions made which include federal taxes and state taxes (if applicable). SGLI premiums will also be deducted at the appropriate rate if the member has elected such insurance. As with other types of payments, IDT pay will be transferred to the member's financial institution through electronic fund transfer (EFT). Cash or check payments will not be made. IDT pay is made by the designated RPO for each reserve member. Normally IDT pay can be expected within two weeks after submission of the document certifying completion of the IDT period(s). RPO pay transaction will automatically update your reserve participation file.

17.7. AF Form 40a, Record of Individual Inactive Duty Training (IDT). (Figure 28).

Submit this completed form for each IDT tour. Forward Copy 1 (RPO/HQ ARPC) to the designated RPO not later than two (2) duty days following completion of training. Retain Copy 2, (Member) for personal records. Send Copy 3,(Supervisor) to the AFNSEP Office with the next quarterly report. Copy 4 (Billeting) is for use when staying at an Air Force VOQ/VAQ or for reimbursement of government quarters. Present this to the billeting office for its use in obtaining payment. Other items are self-explanatory or will be completed as follows:

17.7.1. Section I. Personal/Pay Data: Self-Explanatory. For type of training mark Training Period, Equivalent Training is use by the unit member. Other is used for non-pay such as physical exams.

17.7.2. Section II. Training Data: List each day of training separately, all days training listed will be within the same month. Complete the total number of hours worked and total number of points earned (4 hours earns one point) Enter your training location, e.g. TAG, State Armory, Nashville, TN 45678; FEMA Region VI, Denton, TX 76201-3698, etc.

17.7.3. Section III Authorization for Transient Quarters and Subsistence: an AFNSEP staff member must sign the official authorization block. This block must be signed regardless of use of transient quarters. The date entered must be prior to or the day of scheduled training. Subsistence Authorized is left blank for officers.

17.7.4. Section IV. Certification. The certifying official's block must be completed by an authorized person at the duty location and the date must be on or after the last day of training.

RECORD OF INDIVIDUAL INACTIVE DUTY TRAINING					
<i>(Use to report days within the same month)</i>					
<small>AUTHORITY: 10 U.S.C. 1332. PRINCIPAL PURPOSES: To record Reserve Member's inactive duty training for payment, years of service credit, and determining fulfillment of requirements for retention in Ready Reserve. ROUTINE USES: Information may be disclosed to Federal, State, and local agencies in the pursuit of their official duties. DISCLOSURE IS VOLUNTARY: Failure to provide the information, including the SSN, could result in the improper recording of training and retirement credits, thus adversely affecting retirement actions.</small>					
I. PERSONAL/PAY DATA <i>(Type or print clearly in ink)</i>					
RANK COL	LAST NAME MARSHALL	SSN 111-11-1111	RPO (IMAs) / UNIT (Unit Reservists) Dobbins ARB, GA		
PAY STATUS <small>(MUST use separate form for pay and non-pay. Non-pay IDTs - submission to CRPO applies to IMAs Only)</small>		INCENTIVE/SPECIALTY PAY			
<input checked="" type="checkbox"/> PAY		<input type="checkbox"/> NON-PAY		<input type="checkbox"/> Aviation Career Incentive Pay (ACIP) <input type="checkbox"/> Hazardous Duty Incentive Pay (HDIP) <i>(Provide authorizing documents)</i> <input type="checkbox"/> OTHER (Specify)	
TYPE OF TRAINING					
<input checked="" type="checkbox"/> TRAINING PERIOD		<input type="checkbox"/> EQUIVALENT TRAINING		Other (Specify):	
II. TRAINING DATA <i>(List each day of training separately)</i>					RETENTION/RETIREMENT (R/R) DATE 0316
DATE YY/MM/DD	DUTY HOURS WORKED (Inclusive)	HOURS WORKED	NUMBER OF POINTS	TRAINING LOCATION/REMARKS	
97/06/28	0800-1630	8	2	AG Atlanta GA 30330	
97/06/29	0800-1630	8	2	AG Atlanta GA 30330	
97/06/30	0800-1200	4	1	FEMA IV Atlanta, GA	
SAMPLE					
20		TOTAL NUMBER OF HOURS WORKED		5	
				TOTAL NUMBER OF POINTS	
III. AUTHORIZATION FOR TRANSIENT QUARTERS AND SUBSISTENCE <i>(Required for billeting only and shall not exceed the number of training days. Complete and return to reservist prior to the reservist reporting for scheduled training)</i>					
<small>See AFI 90-9, Chap 4 and AFI 146-7, Chap 5. Reservists on Inactive Duty Training (IDT) are authorized to occupy VQG/VAG, including contract quarters, in conjunction with the date(s) shown above. On an IDT day, only enlisted reservists in pay status are authorized subsistence-in-kind if training is 8 hours or more in any one day. If the duty is less than 8 hours or is non-pay status, or if the reservist is an officer, the reservist MUST pay the basic food charge. The Authorizing Official is the commander of the assigned unit or a representative designated IN WRITING.</small>					
AUTHORIZING OFFICIAL'S SIGNATURE AND TITLE AFNSEP EMA				DATE (Must be same or prior to first date of training) 1 Jun 97	SUBSISTENCE AUTHORIZED <input type="checkbox"/> YES <input type="checkbox"/> NO
IV. CERTIFICATION <i>(Certifying official is the military member or civilian who supervised the training and has knowledge it was performed.)</i>					
<small>The penalty for willfully making false claims is: A maximum fine of \$10,000 or maximum imprisonment of 5 years (18 U.S.C. 287). By signing and dating this form, the Reservist and Certifying Official (training supervisor who has knowledge training was performed) verify satisfactory completion of all training period(s) listed in Section II. The dates must be on or after the last date of training.</small>					
RESERVIST'S NAME & PHONE (Type/Print legibly in ink)		RESERVIST'S SIGNATURE (In Ink)		DATE	
ROBERT M. MARSHALL (404)111-1111				30 Jun 97	
CERT OFFICIAL'S NAME/GRADE/PHONE (Type/Print legibly in ink)		SIGNATURE (In Ink)		DATE	
EDWARD D. SMITH (404)555-5555				30 Jun 97	
V. DISTRIBUTION					
<small>The Certifying Official will send copy 1 to member's Reserve Pay Office (RPO) for Paid IDTs, or HQ ARPC/MSPPC-4 (IMAs and RDs only) for Non-Paid IDTs not later than 2 duty days after the member completes the training.</small>					
AF FORM 40A, JUL 94 (EF-V1)		iPerFORM PROI		PREVIOUS EDITIONS ARE OBSOLETE.	
Copy 1 - RPO/HQ ARPC					

Figure 2828: AF Form 40a, Authorization for Individual Inactive Duty Training

17.8. Flight Pay.

Flight pay or Aircrew Incentive Pay (ACIP) is available for individual rated officers who perform duty even though the AFNSEP positions are not rated (flying) positions. This pay entitlement is only applicable to members who still require limited numbers of service years as a rated officer. This pay may be received in conjunction with the basic pay received for IDT periods as well as for other periods of duty for which orders are published. This pay is considered taxable income and is not considered an allowance. AFNSEP IMAs who have recently been assigned from a rated flying position are most likely eligible as well as those IMAs who have less years of commissioned service. ACIP will only be paid for a maximum of 24 months to individuals in non-rated positions. To determine individual eligibility, the IMA must contact the Rated Officer Management Branch at HQ ARPC. This office will verify flight record data and take appropriate action to update personnel systems to reflect the appropriate data. Please note that a Flying Physical and a completed Form 1042 are required to maintain ACIP. The rated officer

management branch can also assist in ensuring proper documentation is provided to the appropriate RPO so pay records will accurately include this information.

17.9. Allowances.

Allowances are non-taxable payments by the Air Force in addition to basic or other types of pay. Allowances are only paid for tours of duty authorized by the publication of reserve orders. Allowances include Basic Allowance for Quarters (BAQ), Basic Allowance for Subsistence (BAS), and Variable Housing Allowance (VHA). The amount of BAQ is determined by an IMA's grade and based on whether or not an IMA has any legal dependents. For longer tours of duty, if a member (and family) occupies installation quarters (other than transient), BAQ may not be paid. BAS is a flat rate of payment for all IMAs unless meals are provided. VHA will only apply for tours of duty in excess of 140 days and only when a member is residing in quarters, which are not on a military installation. Travel and Per Diem payments may also be considered allowances as they are entitlements based upon expenses incurred while in the performance of military duty. These allowances are determined by travel expenditures, authorized travel costs, established locality per diem rates and other considerations. They are not related or determined by the normal reserve pay, which includes basic pay, BAQ and BAS. Allowances for BAQ and BAS are set standards received by IMAs and are not offset by per diem allowances for meals when performing standard reserve annual training, school tours or mandays.

17.10. Fiscal Year Reserve Budget.

The Air Force Reserve fiscal year budget plans makes it necessary for all pay certifications to be submitted in a timely manner. Air Force activities with assigned IMAs are charged to allocate funds for reserve training for each fiscal year. The reserve program managers routinely budget for annual tours and category-required IDTs for each assigned IMA. It is critical that fiscal year training dollars be appropriately used and reported. For this reason, it is necessary for all IMAs to report training by submitting appropriate certifications during the fiscal year in which the training was performed. Otherwise, the program manager and possibly the IMA are responsible to answer inquiries regarding insufficient use of allocated training funds. Funds unused are not a carryover budget item to the new fiscal year. IMAs should not delay pay documents for the purpose of calendar or business year tax advantages or deferrals. Any IMA who consistently practices this action will be subject to inquiry and identified as an unsatisfactory reserve participant vulnerable to reassignment to a non-participating reserve status.

17.11. Pay Increases.

There are three types of pay increases, which apply to ready reserve members. The first and most obvious are those generated as a result of promotion to a higher grade. These are automatic and effective with the approved date of promotion. A retroactive promotion date will generate a pay adjustment for all duty performed since the effective date of the new grade. This type of pay increase will affect both basic pay and BAQ. (For longer tours, it will also impact VHA) A second type of pay increase is often overlooked, this is the accrual of another period of service for pay purposes which is designed to provide retention incentive for longevity service. This pay increase only applies to basic pay. The pay increase normally occurs in two-year intervals after the fourth year of military service. An individual's pay date may not coincide with any other service date such as commissioning date or R/R date. It is normally the day, month, and year of initial service enlistment in any service component (Active or Reserve). It is only adjusted by a civilian break in service during which a member has not military affiliation. Pay increases of this type only occur until the twenty-sixth year of service. The final type of pay increase is the periodic percentage of increase authorized by Congress for all military services. The percentage may only apply to basic pay or it may include allowance increases as well such as for BAQ, BAS or VHA. Often the percentage increase may vary between pay and allowances. This pay increase is not on a scheduled or recurring basis and percentages may vary. IMAs should carefully review the pay statements and be familiar with the individual amounts. All pay increases should be automatic and require no action by the member. If you have questions, please contact your designated RPO.

17.12. Retirement Pay.

Upon reaching age 60, most former ready reserve members will be eligible to begin receiving retirement pay. This pay will be based upon the number of years served, the highest grade held, and the number of points accrued during the total military career. These factors are used in a designated equation to determine the amount of the monthly payments following age 60. As an interim-planning tool for retirement, income calculations are prepared in a point valuation chart prepared and distributed by HQ ARPC in random issues of the IMA *Update* magazine. This chart assigns a dollar value to each point to allow a reserve member to quickly calculate projected retirement pay at age 60 using current dollar and point values. This will afford the IMA some financial basis on which to base decisions for continued service or other related or financial situations. The point values assigned on these charts continue to increase with each congressionally approved pay increase. This should be considered and approximated calculations of future pay should be adjusted accordingly.

Chapter 18

Retirement

18.1. General.

All reserve members potentially can meet the requirements for retirement eligibility and collection of retirement pay at age 60. Most reserve members will not automatically begin receiving retirement pay upon termination of their ready reserve (participating) assignment. The end of their tenure in a ready or standby reserve position will culminate by application for transfer to the retired reserves waiting age 60. During this time, the IMA remains a mobilization asset and may be returned to active duty under certain emergency situations.

18.2. Retired Reserves.

The retired reserves is a component of the retired Air Force personnel resource pool which consists of primarily reserve members who have met all requirements for retired status except for the attainment of age 60. These individuals are those members who have reached the maximum number of service years which mandates the termination of continued ready or standby reserve status. Individuals in this category are also those who have voluntarily applied for this status upon meeting all basic requirements but prior to a high year of tenure or before mandatory transfer was invoked.

18.3. Eligibility for the Retired Reserves.

Individual reserve members are notified by HQ ARPC upon attainment of twenty satisfactory service years (with the last six or eight in the USAFR - depending upon the date of initial reserve membership) of their eligibility to apply for transfer to the retired reserves. This is not a mandatory action incumbent upon the member at this time. The member may elect to continue in a participating or standby reserve status until they have reached their mandatory service date based upon the number of years of commissioned service, time-in-grade or age. At this same time, HQ ARPC requests each eligible member make an election regarding Survivor Benefit Plan (SBP). HQ ARPC provides information on this sufficient to allow the member to understand and make the most appropriate decision on SBP. Once made, this decision is irrevocable and remains applicable for appropriate pay action at the time the member reaches age 60 and begins to receive retirement pay.

18.4. AF Form 131, Application for Transfer to the Retired Reserves.

All individuals must apply for the Retired Reserves by preparation of the AF Form 131, Application for Transfer to the Retired Reserves. HQ ARPC will not automatically transfer any reserve member into this status. Individuals who meet mandatory or high year of tenure or who voluntarily terminate their reserve participation and fail to complete this form, will be reassigned to a standby reserve component and could be subject to eventual involuntarily discharge even though they qualify for the retired reserves or retired with pay status. Discharge under these conditions can only be corrected through congressional approval.

18.4.1. HQ ARPC and AFNSEP will monitor mandatory retirement dates for all assigned IMAs. Individual dates are based upon years of commissioned service or age. A few of the AFNSEP IMAs may have to retire based upon reaching their sixtieth birthday. This is generally applicable to those AFNSEP IMAs who had extended periods of prior enlisted service. Upon notification to submit the AF Form 131, the IMA must respond immediately. The application may be sent through AFNSEP who will in turn send it to HQ ARPC. HQ ARPC will then initiate further correspondence to the member regarding a retirement ceremony and other relevant information. If an IMA submits the application directly to HQ ARPC, he or she should send an information copy to the AFNSEP office.

18.5. Participation Prior to Transfer to the Retired Reserves.

Until the effective date of transfer to the retired reserves, AFNSEP IMAs may continue to perform training. However, AFNSEP staff may disapprove attendance at certain planning meetings, workshops, etc., in that the cost of such training would not be supported by the IMA's future contributions. With this exception, members may continue to earn retirement points. This is particularly important during any period of time at the beginning of a new fiscal year and prior to the effective date of transfer to the retired reserve status. Any reserve member may perform a complete or any portion of an annual tour and a maximum amount of IDTs between 1 October and the actual effective date of transfer to the retired reserves. If a member just entered a new R/R year, he or she will be able to be credited with additional membership points and additional IDT points (paid or non-paid) or ECI course completion's may be credited to retirement as long as the combined point total is 75 or less. Certain types of training mandays (such as exercises) are prohibited within 6 month of retirement. IMAs are encouraged to maximize their point earning opportunities prior to transfer to the retired reserves. Training dates are not to be scheduled for the purpose of individual retirement ceremonies. However, if training is previously scheduled, an IMA may have a retirement ceremony on that date. All training must end prior to midnight of the day prior to the effective date of transfer to the retired reserves.

18.6. Retirement Checklist

A Retirement Checklist is provided for your use in completing necessary actions as a result of your transfer to the retired reserves. Many of the items on the checklist will serve as a simple reminder of things to do before you leave the AFNSEP program and revert to Retired Reserves or the Retired List.

As indicated on the bottom of the form, please complete it and return it to AFNSEP with a copy of your retirement orders and any other necessary documents such as the security clearance form, final activity reports, copies of certified training documents, etc.

AFNSEP EPLO Retirement Processing Checklist

NAME: _____

ACTION	INSTRUCTIONS	DATE	INITIA
SUBMIT APPLICATION FOR RETIREMENT	Send AF Form 131 to HQ ARPC through AFNSEP		
OBTAIN SECURITY CLEARANCE OUTBRIEF FORM	Sign security clearance release form fm AFNSEP		
PROVIDE INPUT FOR DECORATION/OPR	Prepare bullet information and send to EMA/Rater		
SUBMIT FINAL ACTIVITY REPORTS	Complete quarterly activity reports - send to AFNSEP		
NOTIFY AFNSEP OF DESIRED RET CEREMONY	Determine date, location, type of ceremony, etc.		
TURN-IN/TRANSFER LAPTOP COMPUTER	Return to AFNSEP or transfer hand receipt to new EPLO		
TRANSFER PUBLICATIONS LIBRARY	Provide all AF/DOD publications to successor		
TURN-IN ALL EQUIPMENT, SUPPLIES, ETC	Surrender all government supplies/equipment you have		
PERFORM ALL PROJECTED TRAINING	Complete all training prior to midnight of last day		
SUBMIT ALL CERTIFIED ORDERS OR 40A'S	Send in certified orders and 40a's for pay.		
COMPLETE AND FILE ALL TRAVEL VOUCHERS	Fill out all DD Forms 1351-2 and send to Dobbins RPO		
SUBMIT PAYMENTS FOR ALL AMEX CHARGES	Ensure all government credit card bills are paid		
CONFIRM RECEIPT OF OUTSTANDING PAY	Verify receipt of LES for all training performed for pay		
CANCEL AMEX CHARGE ACCOUNT	Notify the company through AFNSEP of your retirement		
VERIFY RETIREMENT POINT TOTALS	Review point summaries - discuss totals with ARPC		
CONFIRM SURVIVOR BENEFIT PGM ELECTION	Confirm accuracy of SBP option selected @ 20 yr point		
VERIFY CURRENCY OF ID CARDS (SELF & DEP)	Confirm current ID for self and any dependents		
COMPLETE/UPDATE LEGAL REVIEW	Check your will/Update any powers of attorney		
REVIEW SGLI/VGLI ELECTIONS	Review/ determine any government life insurance needs		
VERIFY ACCURACY OF ADDRESS IN PERS. FILE	Confirm correct address is on file at AFNSEP and ARPC		
ENSURE RECEIPT OF RETIREMENT ORDERS	Review accuracy of retirement orders		
UPDATE BASE VEHICLE REGISTRATION	Renew base decals for any POV		
RETURN CHECKLIST TO AFNSEP	Complete/initial all items on checklist - return to AFNSEP		
ADDITIONAL ACTIONS: (add as appropriate)			

COMPLETE AND SEND TO AFNSEP WITH A COPY OF RETIREMENT ORDERS

18.7. Retirement Ceremony.

Unfortunately, the geographical separation of the IMAs from the AFNSEP office does not allow for program wide retirement ceremonies for all AFNSEP IMAs. However, the AFNSEP office is committed to take every possible opportunity to aid in planning and preparing for proper ceremonies for all IMAs at an appropriate location. This includes assistance to the retiring official as chosen by the IMA and ensuring all retirement elements are prepared by HQ ARPC in a timely manner and forwarded to the designated point of contact. Retirement ceremonies are not required, they are the option of the member. However, if an IMA does elect to have a ceremony, AFNSEP needs to be involved. AFNSEP is the personnel program manager and it is only appropriate that the AFNSEP office take action to ensure all IMAs receive proper recognition at this very important point in their career.

Chapter 19

Response Management File

19.1. General.

An effective Air Force EPLO must have at his/her disposal certain reference materials and source documents from which to secure accurate and timely information when needed. The AFNSEP office has compiled a list of items that should be included in each EPLO response management file. Specific plans recommended for reading or review are shown on the sample NSEP Form 0-3 contained in chapter 14 of this handbook. It is not necessary to obtain a copy of all plans listed as long as there is reasonably free access to required documents at the STARC, CONUSA, FEMA Region or AFNSEP Office.

19.2. Concept.

Relocation from the primary duty location to an alternate site may be required during a disaster. Also, EPLOs may be used to support an event in other than their primary duty location. Because of these factors, each EPLO should determine in advance which items are critical to meet the requirements of the mission and are needed to help fulfill EPLO responsibilities. Those essential items should be identified so that they can be easily collected in time to comply with duty reporting instructions. The listing below is pertinent to AFNSEP EPLOs based upon their wide assignment opportunities. The Response Management File is structured to help organize materials into:

19.2.1. Communications from AFNSEP that are relevant to current policies and procedures. (Section A)

19.2.2. Items require some archiving of information relative to both AFNSEP and ARPC. (Section B)

19.2.3. The recommended item for a Fly-Away Kit. (Section C)

19.2.4. Items for reference such as plans, MOUs and MOAs. It is recommended that these items be organized similarly to the AFNSEP Organization. For example, the subsets of the reference section should be NSEP, MSCA, COOP and MSCLEA. Please note that the items in this section are solely for your own reference. Offered is only a suggestion for how you might organize the reference material you deem relevant to your assignment. (Section D)

TABLE OF CONTENTS

<u>SECTION</u>	<u>TITLE</u>
A	AFNSEP Communications
B	Response Administrative Items
C	Fly Away Kit
D	Reference Section

(* Below denotes items to be contained on the laptop computer or AFNSEP server)

19.3 Section A: AFNSEP Communications:

19.3.1. AFNSEP Newsletters*

19.3.2. AFNSEP Policy Letters*

19.3.3. AFNSEP Position Papers

19.3.4. Air Force and subordinate publications

19.3.4.1. AFD 10-8, Air Force Support to Civil Authorities*

19.3.4.2. AFI 10-802 Military Support to civil Authorities*

19.3.4.3. CAP-USAFI 10-802 CAP Operations and Training *

19.3.4.4. AFI 10-208, Continuity of Operations Plans*

19.3.4.5. AFSC Pub 1, Joint Staff Officer's Guide (Not on the AFNSEP reading list in Chapter 14)

19.3.4.6. DOD Enroute Supplement (Dated within last twelve months)

19.3.4.7. Civil Air Patrol and CAP-USAF Key Personnel Directory*

NOTE: The directives and reference sources listed above satisfy AFNSEP's minimum requirements. Additional publications may be maintained at user discretion.

19.4. Section B: Response Administrative Items:

19.4.1. AFNSEP Communications (See Section A above)

19.4.2. Miscellaneous Forms*

19.4.2.1. NSEP Form 0-1, Personal Data Sheet*

19.4.2.2. NSEP Form 0-2, Activity Report*

- 19.4.2.3. NSEP Form 0-4, Biographical Data*
- 19.4.2.3. NSEP Form 0-5, Installation Visit
- 19.4.2.4. NSEP Form 0-6, FY9_ AFNSEP Training and Activity Plan*
- 19.4.2.5. AF Form 40A, Record of Individual Inactive Duty Training
- 19.4.2.7. AF Form 1289, Application for Active Duty Training*
- 19.4.2.8. DD Form 1351-2, Travel Voucher*
- 19.4.2.9. SF 1164, Claim for Reimbursement for Expenditures on Official Business*

19.5. Section C: FlyAway Kit.

- 19.5.1. Travel Authorization Letter
- 19.5.2. Laptop computer
- 19.5.3. Official State Highway Maps for Assigned Area of Responsibility (AOR)
- 19.5.4. DOD Emergency Resource Database (DODRDB)*
- 19.5.5. BDUs (2 sets) and one blue shirt/slack set
- 19.5.6. Basic office supplies
- 19.5.7. Government issued credit card (with PIN number)
- 19.5.8. Cash/Traveler's Checks
- 19.5.9. Non-perishable food and drinking water
- 19.5.10. Camera 35mm if available with slide film
- 19.5.11. Flashlight, alarm clock, radio and extra batteries
- 19.5.12. Sleeping bag
- 19.5.13. Personal hygiene items to include towels and laundry soap

19.6. Other Reference Materials and Plans:

- 19.6.1. MOU (CAP and USAF)
- 19.6.2. MOU (CAP and FEMA)
- 19.6.3. MOU (local installations and civil authorities)

19.6.4. Reference Library:

NSEP

Emergency Mobilization
Preparedness

State and Regional Disaster
Airlift

Emergency Highway Traffic
Program

Survival Recovery and
Reconstitution

Continental Airborne
Reconnaissance and
Damage Assessment

Residual Capabilities
Assessment

National Defense
(Domestic Support)

MSCA

Major Disasters

Technological Disasters

Emergency Animal Disease
Eradication Program

Explosions

Emergency Postal
Augmentation

Foreign Disaster Relief

COOP

Continuity of Government

Continuity of Operations

EHRS/JEEEP/JATS/MCCC
Traffic COP

MSCLEA

Military Assistance
for Civil Disturbances

Key Asset Protection

Interagency Support
and Assistance

Weapons of Mass
Destruction

Terrorism
Consequence
Management

Chapter 20

Administrative Communications

SUMMARY OF ADMINISTRATIVE REQUIREMENTS AND SUSPENSE DATES. **1. Mail the documents/reports to AFNSEP not later than date shown.**

For the quarter beginning 1 Jan. *Due by 15 Apr:*

- (1) **Activity Report (NSEP Form 0-2)**
- (2) **Record of Individual Inactive Duty Training (AF Forms 40a)**
- (3) **Copy of AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour with certification completed.**

For the quarter beginning 1 Apr. *Due by 15 Jul:*

- (1) **Activity Report**
- (2) **Record of Individual Inactive Duty Training**
- (3) **Copy of AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour with certification completed.**

For the quarter beginning 1 Jun. *Due by 15 Oct:*

- (1) **Activity Report**
- (2) **Record of Individual Inactive Duty Training**
- (3) **Copy of AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour with certification completed.**

For the quarter beginning 1 Oct. *Due by 15 Jan:*

- (1) **Activity Report**
- (2) **Record of Individual Inactive Duty Training**
- (3) **Copy of AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour with certification completed.**

Figure 2929: Summary of Administrative Requirements

- 20.1. Send your NSEP Form 06, Fiscal Year Training and Activity Plan **by 15 Aug to your EMA.**
- 20.2. Send a copy of the certified tour orders with the Quarterly Report. Send a copy of orders (if any) and course completion certificates within five days of completion of any technical or professional school (in-residence or correspondence).
- 20.3. Send applications for annual tour, mandays, or schools (AF Form 1289) to arrive at the AFNSEP Office not later than 45 days prior to tour start date.
- 20.4. Provide update of key personnel changes as soon as possible, to include the Adjutants General, FEMA Directors, CONUSA key staff members, etc. Report changes to duty location addresses and phone numbers as well.
- 20.5. The completed AF Forms 40a and tour order certifications must be submitted to the appropriate reserve payroll office immediately following each training period or active duty tour. This will allow for proper participation credit and payment. Failure to have participation documented can result in reassignment to standby reserve status. Do not delay submitting these training documents to avoid reassignment from the AFNSEP program. It is imperative that IMAs meet fiscal year training requirements and also complete satisfactory service years for retirement purposes.

SECTION D. REFERENCE TABS

TAB A-1- AFNSEP Telephone Reference List

AFNSEP TELEPHONE REFERENCE LIST

AFNSEP STAFF

TOLL-FREE: 800-366-0051

DSN: 367-4342 (voice mail)

COMMERCIAL: (404) 464-4342 (voice mail)

FAX: DSN 367-4282

COMMERCIAL FAX: (404) 464-4282

AFNSEP DIAL IN SERVER (COMMERCIAL): (404) 464-4339

(TOLL FREE): 877-709-9884

(DSN): 367-4339

E-MAIL ADDRESS: afnsep@afnsep.forscom.army.mil

HQ ARPC: 800-525-0102

TAB A-2 – CONUSA Telephone Numbers

CONUSA TELEPHONE NUMBERS

<u>CONUSA</u>	<u>DSN</u>	<u>COMM</u>	<u>STU III</u>	<u>FAX</u>
FIRST ARMY				
EOC	797-3400/3280 3285		x 3288/7969	X 3406/3298 *
DCSOPS	-7305	404-362-3280	X 7102	x 7761
PLANS	-7536	-7305 -7536	x 3288/7969 x 7536	
FIFTH ARMY				
EOC	471-2401	210-221-2401	X 2525	X 1123/2525*
DCSOPS	-1017	-1017	X 1017	
PLANS	-0018	-0018	X 0018	

* - Able to transmit/receive classified information.

TAB A-3 – FEMA Telephone Numbers**FEMA TELEPHONE NUMBERS**

<u>FEMA</u>	<u>DSN</u>	<u>COMM</u>	<u>STU III</u>	<u>FAX</u>
REGION I				
ADMIN UNIT		617-223-9522		617-223-9638
EMERGY MGT	371-2211	617-223-9548	617-223-9556	
RES & RECVY		617-223-9500 (S) 617-647-8300(P)		617-223-9507 (S) 617-893-8087 (P)
REGION II				
ADMIN UNIT	392-7208	212-225-7208	X 7223	
EMERGY MGT	392-7217	212-225-7217	X 7247/7223	X 7733
RES & RECVY	392-7211	202-225-7211		
REGION III				
ADMIN UNIT	373-5660	215-931-5660		x 5590
EMERGY MGT	373-5757	215-931-5757	X 5656	
RES & RECVY	373-5652	215-931-5652		
REGION IV				
ADMIN UNIT	374-4260	404-853-4260		X 4275
EMERGY MGT	374-4570	912-225-4570	X 4541	
RES & RECVY	374-43302	404-853-4302		
REGION V				
ADMIN UNIT	548-5500	312-408-5500		X 5521
EMERGY MGT	548-5550	312-408-5550	X 5550	
RES & RECVY	548-5506	312-408-5506		
REGION VI				
ADMIN UNIT	396-5205	817-898-5205		817-898-5388
EMERGY MGT	396-5210	817-898-5210	x5210/5225	
RES & RECVY	396-5144	817-898-5144		
REGION VII				
ADMIN UNIT	397-7063	816-283-7063		X 7504
EMERGY MGT	397-7061	816-283-7061	X 5210/25	
Res & Recvy	397-7025	816-283-7025		
REGION VIII				

<u>FEMA</u>	<u>DSN</u>	<u>COMM</u>	<u>STU III</u>	<u>FAX</u>
ADMIN UNIT	398-4930	303-235-4930		X 4924
EMERG MGT	398-4850	303-235-4850	X 4874	
RES & RECVY	398-4900	303-235-4900		X 4939

REGION IX

ADMIN UNIT	399-7120	415-923-7120		X 7157
EMERG MGT	399-7200	415-923-7200	X 7210	
RES & RECVY	399-7250	415-923-7250		X 7270

REGION X

ADMIN UNIT	390-4600	206-487-4600		X 4707
EMERG MGT	390-4780	206-487-4780	X 4796	
RES & RECVY	390-4688	206-487-4688		

*** - Able to transmit/receive classified information.**

P - Primary phone number.

S - Secondary phone number.

TAB A-4 – Miscellaneous Telephone Numbers**MISCELLANEOUS TELEPHONE NUMBERS**

<u>AGENCY</u>	<u>DSN</u>	<u>COMM</u>	<u>STU III</u>	<u>FAX</u>
ACC AOS	574-8104	804-765-8104 1-800—642-5781	X 7771/7775	X 4702 * X 6130
ACC OPS CTR (BATTLE STAFF DURING DUTY HOURS)	574-7771 -3839	804-764-7771	X 7771/7775	X 5702*/6130
AF DEP DOMS	223-4826	703-693-4826	225-4826	227-3998/9
AF/LRC (LOG READINESS CTR)	225-1790	703-695-1790	225-1795 703-695-1795	224-6062 227-6784
AFNSEP	572-4342	404752-4342	X 4434	X 4282
AF OPS CTR	227-6103	703-697-6103	X 6784	X-6784 * X-6062
AFRCC (AF RESCUE COORD CTR)	574-8112	804-764-8112- 1-800-851-3051		X 8128
AFRES/DOOM (DUTY HRS)	497-1171	912-327-1171		468-1544
AFRES OPS CTR	497-0680	912-327-0680	X 1201	497-0200 497-1201* 912-327-0200 912-327-1201*
AMC OPS CTR	576-1701 -1747	912-256-1701 - 1747	576-1747	576-6230 618-744-1892
AMC TACC/DO (TANKER AIRLIFT CONTROL CTR)	576-1705	618-256-1705	576-1747 576-1748 576-1749	618-744-1892 576-6230
ARC (AMERICAN RED CROSS)		703-838-8316		X 7611
ARMY OPS CTR (DOMS AFTER	227-0218	703-697-0218	X 0218	X 3147

<u>AGENCY</u>	<u>DSN</u>	<u>COMM</u>	<u>STU III</u>	<u>FAX</u>
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<u>AGENCY</u>	<u>DSN</u>	<u>COMM</u>	<u>STU III</u>	<u>FAX</u>
CAP USAF-X0	493-7467	334-953-7467	X 6462	X 6342
DOMS (DUTY HOURS)	225-2003	703-697-2003	X 0218	X 3147
(NON DUTY- HOURS)	227-0218	703-697-0218		
FORSCOM FOC	367-5222	404 – 669-5222	X 6462	367-6462 572-3686
MAFFS UNITS				
145 AG (NC)	583-9210	704-391-4100	583-9369	583-9196
146 AW (CA)	893-7577	805-986-7577		893-7571
153 AG (WY)	943-6309	307-772-6309	X 6430	X 6433
302 AW (CO)	834-4416	909-556-4416	X 7209	X 2975
NIFC (NATIONAL INTERAGENCY FIRE CENTER)		208-387-5400 208-387-5661		208-387-5663
PACAF OPS CTR	315-448-8500	808-448-8500	X-4791	X-4060
SCOTT AFB CP	576-5891			
U.S.COAST GUARD (G-M)		202-267-2100 -2200		202-267-4839
USCINCPAC OPS CTR	315-477- 7217/18	808-477-7227	X-7377	X-7220
375 th AES/GPMRC	576-6241	618-256-6241	X 2437	X 8892 X 6588

- **Receives classified faxes**

TAB B – Annual Visit to Air Force Installation and Commander’s Military Support to Civil Authorities (MSCA) Briefing

ANNUAL VISIT TO AIR FORCE INSTALLATION AND COMMANDER’S MILITARY SUPPORT TO CIVIL AUTHORITIES (MSCA) BRIEFING

This section provides guidelines for and assists Air Force Emergency Preparedness Liaison Officers (AF EPLOs) prepare, conduct, and document visits to Air Force active duty, reserve, and Air National Guard installations and present MSCA briefings to installation commanders.

Guidelines.

The objective of the visit is to improve the ability of the Air Force to execute MSCA missions. The visit is intended to educate, inform and enhance understanding regarding MSCA operations. It is not compliance oriented.

The visits are to be conducted annually but not more than 12 months, and within three months following installation commander change-of-command.

Enter projected dates of annual visit on FY Activities Training Plan.

Prior to Visit.

Contact the installation commander and/or MSCA Point of Contact (POC) to confirm dates of visit, and to coordinate installation requirements and EPLO support, as needed.

Send a letter of confirmation to the installation commander and a copy to the MSCA POC. See file name VISITLTR.DOC on server for sample letter.

Contact AFNSEP to coordinate support as needed. If performing the visit on annual tour or mandays, submit AF Form 1289 for orders, rental car justification, etc.

Contact the MSCA POC to briefly review and update your agenda of key personnel to meet during the visit.

During the Visit.

Conduct Installation Commander MSCA briefing for the commander and key staff. It may be delayed until three months prior to the start of a disaster threat season, i.e. blizzards, floods, hurricanes, wildfires, etc.

Ensure the installation commander or designated representative and staff understand AF MSCA policy, procedures and responsibilities contained in the briefing. Answer any questions from those attending the briefing pertaining to AF policy and procedures.

Obtain signatures on the attendance roster. See file name 05a.doc on server for a copy of the roster.

Provide copies of the Installation Commander’s Handout. See file name cchdout.doc on server for handout.

If the commander or designated representative does not desire to receive the formal MSCA briefing, attempt to cover each of the following topics on an informal basis:

Commander’s responsibility to provide MSCA during each of the following categories:

Memorandum of agreement or understanding (MOA/MOU).

Immediate response.

Ten day rule.

Presidential declaration of a major disaster or emergency.

The role of the AF EPLO at the DFO, CONUSA EOC, and FEMA ROC after a presidential declaration.

TEMPEST RAPID reports.

Base Support Installation (BSI).

If the commander or designated representative does not want the staff to sit in on the briefing, offer to brief the staff separately. If acceptable, request assistance in finding a suitable location. Identify persons to receive the briefing. Consider persons in positions, such as: Support Group or Deputy Commander, Exercise Evaluation Team Chief, Hospital Commander, Judge Advocate General Wing/Group/Unit Plans Officer, Air Base Operability (ABO) Officer, Chief of Command Post, Civil Engineering Commander or Deputy, Civil Engineering Chief of Operations or Readiness Flight Commander, Communications Squadron or Flight Commander or Operations Officer, and Security Police Commander or Operations Officer.

Meet with the MSCA POC:

Discuss your duties as they relate to MSCA and your coordination with the installation.

Review purpose of visit (staff assistance – not an inspection); provide copy of agenda, if appropriate; request the MSCA POC to accompany you during visits with the installation commander and key staff.

Answer any questions pertaining to AF MSCA policy and procedures; review installation commander responsibilities in AFPD 10-8, AFI 10-802, and AFNSEP Office 15 July 97 Letter, MSCA Interim Policy Guidance.

Provide copies of Installation Commander MSCA briefing slides and handouts (hardcopy and disk), (if requested).

Briefly review TEMPEST RAPID reporting requirements in AFMAN 10-206; make a note of who has been designated by the commander to submit the reports to AFNSEP.

Briefly review reimbursable and non-reimbursable expenses in DFAS DER 177-102.

Review, obtain copies of, request you be placed on distribution for copies of: letter designating MSCA POC by installation commander; installation plans containing MSCA procedures; memorandums of agreement or Understanding (MOA or MOU) for mutual support with local/county/state civil authorities and/or charitable organizations; key personnel rosters; telephone directory; organization chart; and other similar or appropriate documents.

Review the DODRDB for host unit, base operation and command post telephone numbers.

Meet with Chief, Command Post, Senior Controller (or similar title):

Review MSCA procedures and ensure AFNSEP Office telephone numbers are readily available.

Review TEMPEST RAPID report requirements in AFMAN 10-206.

Meet with Director/Commander Medical Services. Review medical guidance for coordination and use of installation medical resources and forces in support of medical MSCA operations to include the National Disaster Medical System.

Meet with Wing/Group/Unit Plans Officer (or similar title): Coordinate on any plans, including Memorandum of Understanding (MOU)/Memorandum of Agreement (MOA), that may have an impact on the installation's ability to provide MSCA.

Installation Comptroller. Review accounting procedures for material and services used to assist civil authorities during MSCA operations, IAW AFI 65-601, Vol 1, *Budget Guidance and Procedures* and DFAS DER 177-102, *Commercial Transactions at Base Level (PA)*.

Staff Judge Advocate. Review requirements concerning disaster relief and civil emergency relief operations provided to civil authorities by the installation. (**AFI 51-101, Judge Advocate Accession Program and AFI 51-102, The Judge Advocate General's Department**)

Meet with key personnel in other organizations that the commander or designated representative, MSCA OPR, and you deem appropriate.

After the Visit.

Immediately after your installation visit complete NSEP Forms 0- 5 and 0-5A. Send Form 0-5 to your EMA immediately (preferably by e-mail). Save Form 0-5A and other miscellaneous information for your own records. Copies of the forms provided here for your convenience:

EPLO REPORT OF VISIT	
I. GENERAL INFORMATION	
1. UNIT VISITED AND LOCATION:	2. DATE OF VISIT:
3. GRADE AND NAME OF EPLO:	
4. KEY PERSONNEL VISITED:	
5. GRADE, NAME, ADDRESS, PHONE NUMBER OF MSCA OPR:	
II. GUIDE	
NOTE: {Ask POC to accompany you on visits to Installation Commander/Base Agencies}	
1. REVIEW MSCA PROCEDURES IN INSTALLATION PLAN:	
2. OFFER POC TRAINING IN MSCA.	
3. REVIEW PURPOSE OF VISIT WITH INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE.	
4. BRIEF INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE:	

- A. MSCA BRIEFING
- B. ROLE OF EPLO IN PEACETIME AND WARTIME.
- C. BASE ORGANIZATIONS/AGENCIES TO BE VISITED.

5. CONDUCT ORIENTATION FOR STAFF MEMBERS WHO DID NOT RECEIVE THE MSCA BRIEFING.

6. REVIEW THE FOLLOWING PUBLICATIONS FOR AVAILABILITY AND CURRENCY:

- A. AFMAN 10-206, Chapter 13
- B. AFD 10-8
- C. AFI 10-802
- D. MSCA INTERIM POLICY GUIDANCE
- E. INSTALLATION PLAN(S) CONTAINING MSCA PROCEDURES

7. REVIEW AVAILABILITY AND CURRENCY OF AFNSEP PHONE NUMBER IN COMMAND POST.

NSEP FORM 0-5, JUL96

8. REVIEW TEMPEST RAPID REPORTING PROCEDURES IN COMMAND.

9. REVIEW INSTALLATION ASSETS ON AIR FORCE PORTION OF DOD EMERGENCY RESOURCES DATABASE WITH APPROPRIATE PERSONNEL.

10. {EPLO USE}

III. INSTALLATION COMMANDER MSCA BRIEFING

1.

OFFICE	DSN	GRADE	NAME	DUTY TITLE

2. DID YOU GIVE THE ENTIRE BRIEFING? *{If not, what sections did you omit}*? YES NO

3. DID YOU LEAVE COPIES OF HANDOUTS? YES NO

4. HOW WAS THE BRIEFING PRESENTED?

5. DID YOU SURFACE ANY PROBLEMS WITH PERSONNEL UNDERSTANDING MSCA, OR LDC? {If so, what were they?}
IV. REMARKS:

NSEP FORM 0-5, JUL 96

Prepare a trip report (letter in narrative format), and mail it to AFNSEP with the next quarterly activity report unless you feel it should be sent earlier.

Summarize your activities, actions and significant findings.

Include the rank, name, office symbol, and phone number of the MSCA POC; host base unit; base operator and command post telephone numbers.

Identify significant support you provided and/or issues that require your further assistance.

Include any issues that require assistance from the AFNSEP Office.

Include a copy of the MSCA briefing roster.

Write letters of appreciation to installation and organization personnel, as appropriate.

Follow up on issues that required your further assistance.

TAB C – Tempest Rapid I and III Reporting Guidelines

TEMPEST RAPID I AND III REPORTING GUIDELINES

Please note that AFMAN 10-206 always takes precedence over the information provided herein and should be used as the primary reference document.

1.1 Subject and Purpose. TEMPEST RAPID reporting applies to US Air Force and CAP resources within CONUS. It provides a reporting system for those resources, including aircraft, used in emergency relief operations in support of civil authorities.

1.2 Report Categories.

1.2.1. TEMPEST RAPID I - Natural Disaster Resource Employment Report notifies AFNSEP of support activities. The organization or agency providing assistance prepares this report.

1.2.2. TEMPEST RAPID II - Natural Disaster Relief Operations Report consolidates information provided in TEMPEST RAPID I reports. This report is a summary of all TEMPEST RAPID I Reports received from participating agencies and organizations. It is prepared by AFNSEP and sent to Higher Headquarters and other agencies.

1.2.3. TEMPEST RAPID III - Natural Disaster Relief Final Report summarizes complete support. Includes reimbursable and non-reimbursable resources used, total cost, photographs, and any other significant data. This report summarizes the entire relief effort and is prepared and reported by both AFNSEP and the organization or agency providing relief to Higher Headquarters and other agencies.

1.3. Reporting Instructions.

1.3.1. Ensure the initial report reflects pertinent facts, figures, and other data. Ensure later reports reflect cumulative figures with daily activities.

1.3.2. Use the FEMA Disaster Identifying Number (DIN) after a Presidential declaration of a major disaster. Enter “NC” after a paragraph number if no change has occurred since the previous report. Use “NA” to indicate that the paragraph is not applicable.

TEMPEST RAPID I REPORTING GUIDANCE

SUBMITTED BY:	AF Installation Commanders CAP-USAF Wing Liaison Officers (<i>Only when CAP assets are used</i>) HQ AMC TACC/CC (<i>Only when DBOF-T assets are used</i>)
SUBMITTED TO: (Action)	AFNSEP
SUBMITTED TO: (Info)	Parent MAJCOM Intermediate Commands HQ CAP-USAF (<i>Only when CAP assets are used</i>)
SUBMITTED WHEN:	Initial Reports - Immediately upon commitment of USAF or CAP resources. Daily Reports - As of 2400 local, dispatched to reach AFNSEP NLT 1200 local (EST/EDT) the next day. FAX is preferred. Interim Reports - Anytime the situation significantly changes Termination Reports - Whenever support is terminated

TEMPEST RAPID III REPORTING GUIDANCE

SUBMITTED BY:	AF Installation Commanders CAP-USAF Wing Liaison Officers (<i>Only when CAP assets are used</i>) HQ AMC TACC/CC (<i>Only when DBOF-T assets are used</i>) AFNSEP (<i>submits consolidated report</i>)
SUBMITTED TO: (Action)	AFNSEP CONUSA (<i>AFNSEP submits consolidated report to CONUSA</i>)
SUBMITTED TO: (Info)	Parent MAJCOM Intermediate Commands HQ Cap-USAF (<i>Only when CAP assets are used</i>) AF Ops Center ACC/DO DFAS HQ AFCESA/CEXR
SUBMITTED WHEN: (Responding organizations and agencies)	Within 10 workdays after mission termination. Mail acceptable.
SUBMITTED WHEN: (AFNSEP to HHQ and CONUSAs)	Within 20 workdays after mission termination. Mail acceptable.

COMPLETION GUIDE FOR TEMPEST RAPID I REPORTING

Note: To improve readability of this report by receiving agencies, it is a good technique to label the paragraphs throughout the report. This greatly assists those tasked with interpreting and consolidating the reports.

PART ONE - US AIR FORCE RESOURCES: (*Reporting CAP units my label this area and denote "NA"*)

1. Narrative Statement on the type of disaster or emergency, location, cause, extent of damage to civil and military property, the estimated duration of military participation in disaster or emergency relief operations. Include the appropriate US Air Force mission designator issued by AFNSEP and FEMA DIN, is issued.
2. Availability of State Resources and Extent of Utilization.
3. Source and Time of Requests for Assistance. Show full names, official titles, and addresses of requesting officials.
4. Number of Casualties of Military and DoD Civilian Personnel.
5. US Air Force Resources Committed (Except Aircraft)
 - a. Chronological Narrative Summary indicating types of US Air Force support and general types of resources used.
 - b. Peak Number of US Air Force Personnel (military and civilian) Employed in Disaster or Emergency Operations.
 - c. Amount and Types of Equipment Used in Operations.
 - d. Quantities and Types of Supplies Provided.

- e. Name, Rank, and Telephone Number of Point of Contact at AFNSEP.
 - f. State whether US Air Force public information personnel are at the disaster or emergency scene.
6. US Air Force Aircraft Operations
- a. Types of Missions.
 - b. Number and Type of Aircraft and Number of Sorties and Hours Flown. Include daily totals in the initial report. Include *daily and cumulative* totals in later reports.
 - c. Total Airlifted Passengers by job specialties, military and civilian.
 - d. Total Cargo by type and weight, and number for each type.
 - e. All pertinent information regarding Special Aircraft Operations, such as aerial spray, aeromedical evacuation, aerial reconnaissance, air rescue, etc.

PART TWO - CAP RESOURCES: (*Reporting US Air Force units my label this area and denote "NA"*)

1. Narrative Statement on the type of disaster or emergency, location, cause, extent of damage to civil and military property, and estimated duration of CAP participation in disaster or emergency relief operations. Include the appropriate US Air Force MD issued by AFNSEP and FEMA DIN, if issued.
2. Source and Time of Request for Assistance. Include requester's full name, official position, and address.
3. Casualties and Fatalities of CAP Personnel.
4. Types of Missions.
5. Peak Number of CAP Members Committed.
6. Number of CAP Aircraft Committed. Identify whether member-owned or corporate-owned aircraft.
7. Number of Missions and Hours Flown. Include daily totals in the initial report. Include *daily and cumulative* totals in later reports.
8. Number of CAP Fixed Communications Stations Committed.
9. Other CAP Equipment Committed by type and amount.
10. Remarks. Identify operational highlights, unusual actions or occurrences, or other events of interest. Specifically discuss CAP casualties or damage to CAP facilities as a result of the disaster or emergency or participation in the relief and support effort. Include date and time CAP assistance was terminated.

COMPLETION GUIDE FOR TEMPEST RAPID III REPORTS

1. This report is a narrative format, which includes, as a minimum, comments on the following topics. If photographs of Air Force assistance are available, include them with the report. Include captions, dates, identity of locations, and activity taking place on each photograph.
2. Indicate location cause and duration of the disaster. If applicable, provide an estimate of damages to civil and military properties. Include the Air Force MD and FEMA DIN, as appropriate.

3. Include the name of individual and exact time and date of the initial request for assistance. If the request was from a civil official, state official position.
4. Provide a chronological summary of principal Air Force or CAP actions, beginning with the employment of the initial force in relief operations. This summary should show the type forces, equipment, and supplies used, together with aircraft operations including number and type aircraft, the number of sorties, and hour flown.
5. Include highlights of the operation, outstanding support rendered, unusual actions or occurrences, or other events of interest.
6. State whether any damage to Air Force facilities, or any Air Force casualties resulted from either the disaster or emergency or participation in the relief operations.
7. Include a discussion of specific problem areas encountered and actions recommended precluding their occurrence in the future. Include any recommendations as to way of improving the procedures or systems used in relief operations.

PRELIMINARY ESTIMATE OF EXPENSES REPORT FORMAT

Only used as part of the TEMPEST RAPID III Report

Does not apply to TEMPEST RAPID I or II Reports

Preliminary Estimate of Expenses Incurred in Disaster Relief Operations

by _____
(Unit)

Air Force Mission Designator and/or FEMA identifying number of disaster: _____

Dates from _____ to _____ inclusive.

AIR FORCE (ACTIVE AND RESERVE) AND CIVIL AIR PATROL

<u>Expenses</u>	<u>Reimbursable</u>	<u>Non-reimbursable</u>	<u>TOTAL</u>
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Non-Airlift Resource:

DBOF-T:

Non DBOF-T:

TEMPEST RAPID I REPORT EXAMPLE

020647Z JAN 97

FM 9RW CP BEALE AFB CA//

TO AFNSEP FT MCPHERSON GA//

INFO ACC AOS LANGLEY AFB VA//

35 WG CP DAVIS MONTHAN AFB AZ//

UNCLAS

SUBJ/TEMPEST RAPID I REPORT - INITIAL- NUMBER 1//

RMKS/ PART ONE - US AIR FORCE RESOURCES.

1. SITUATION. THIS REPORT COVERS SUPPORT PROVIDED BY BEALE AFB CA AS A RESULT OF FLOODING BY THE YUBA AND FEATHER RIVERS. YUBA/SUTTER COUNTY DECLARED A STATE OF EMERGENCY DUE TO FLOODING FROM THE YUBA AND FEATHER RIVERS. THE RIVERS ARE EXPECTED TO PEAK AROUND 021100Z JAN 97 WITH CHANCE OF OVERFLOWING CONTROL DIKES PROTECTING THE LOCAL COMMUNITIES OF YUBA CITY, MARYSVILLE, LINDA, OLIVEHURST AND SURROUNDING LOW-LYING AREAS. LOCAL OFFICIALS REQUESTED SUPPORT SHELTERING EVACUEES. THE COUNTY IS UNDER A VOLUNTARY EVACUATION ORDER, WITH A POTENTIAL MANDATORY EVACUATION ORDER AROUND 020000Z JAN 97. THERE IS NO SIGNIFICANT THREAT OF FLOODING ON BEALE AFB. U.S. AIR FORCE MISSION DESIGNATOR CA-1-97 RECEIVED FROM AFNSEP AT 020000 JAN 97. PROJECTED DURATION OF SUPPORT IS TWO TO THREE DAYS.

2. AVAILABILITY OF STATE RESOURCES AND EXTENT OF UTILIZATION. STATE AND LOCAL RESOURCES ARE FULLY UTILIZED.

3. SOURCE AND TIME OF REQUEST FOR ASSISTANCE. MR. KELLY PURDOM, DIRECTOR OF YUBA COUNTY OFFICE OF EMERGENCY SERVICES, LOCATED AT 933 14TH STREET, MARYSVILLE, CA 95901, COMM (916)741-6254, REQUESTED ASSISTANCE AT 012016Z JAN 97.

4. NUMBER OF MILITARY AND DOD CIVILIAN CASUALTIES. NONE.

5. US AIR FORCE RESOURCES COMMITTED (EXCEPT AIRCRAFT). (1) SHELTER FACILITIES FOR UP TO 400 CONVALESCENT PATIENTS FROM LOCAL NURSING HOMES PLUS ANTICIPATED ADDITIONAL CIVILIAN EVACUEES, (2) FOOD, AND (3) SECURE PARKING. FOR 8 NATIONAL GUARD HELICOPTERS PROJECTED TO ARRIVE ON 2 JAN 97, AND CIVILIAN EVACUEE VEHICLES.

A. TYPES OF SUPPORT AND GENERAL TYPES OF RESOURCES USED. PERSONNEL, EQUIPMENT, AND SUPPLIES.

B. PEAK NUMBER OF PERSONNEL (MILITARY AND CIVILIAN) EMPLOYED IN RELIEF OPERATIONS. FIVE HUNDRED (500) MILITARY PERSONNEL. NO CIVILIAN PERSONNEL.

C. AMOUNT AND TYPES OF EQUIPMENT USED IN OPERATION. TWO (2) EMERGENCY GENERATORS.

D. QUANTITIES AND TYPES OF SUPPLIES PROVIDED. TWO HUNDRED (200) COTS, 200 BLANKETS, 750 SLEEPING BAGS, AND 2500 MRES.

E. AFNSEP POC. MS SANDRA HAMRICH, GS-12, DSN 367-4342.

F. STATUS OF USAF PUBLIC INFORMATION (PA) PERSONNEL. BEALE AFB PA HAS ESTABLISHED A MEDIA CENTER AT 5900 C STREET, BEALE AFB CA AT DSN 368-8890, COMM (916)634-8890.

6. USAF AIRCRAFT OPERATIONS:

A. TYPES OF MISSIONS. NA.

B. NUMBER AND TYPES OF ACFT AND NUMBER AND TYPES OF SORTIES AND HOURS FLOWN. NA.

C. TOTAL AIRLIFTED PASSENGERS. NA.

D. TOTAL CARGO. NA.

E. SPECIAL AIRCRAFT OPERATIONS. NA.

PART TWO-CAP RESOURCES: NA.

TAB D – MSCA Interim Policy Guidance

7 January 1998

MEMORANDUM FOR SEE DISTRIBUTION

FROM: AFNSEP
 1480 Air Force Pentagon RM BD927
 Washington DC 20330-1480

SUBJECT: Military Support to Civil Authorities (MSCA) Interim Policy Guidance

1. General Information.

a. Authorities.

(1) Department of Defense (DOD) Directive 3025.1, *Military Support to Civil Authorities*, 15 Jan 1993.

(2) Department of Defense (DOD) Directive 3025.15, *Military Assistance to Civil Authorities*, 18 Feb 97.

(3) Secretary of Air Force Memorandum, Realignment of Air Force National Security Emergency Preparedness (AFNSEP) Office as HQ USAF/XOO Field Operating Agency, 5 Feb 97.

(4) AFNSEP Military Support to Civil Authorities (MSCA) Interim Policy Guidance Letter, 15 Apr 95 (rescinded).

(5) AFD 10-8, *Air Force (AF) Support to Civil Authorities*, 1 Aug 94.

(6) AFI 10-802, *Military Support to Civil Authorities*, 25 Feb 94.

b. Purpose.

(1) This letter replaces AFNSEP MSCA Interim Policy Guidance Letter dated 15 Apr 95. It supplements MSCA policy/instruction contained in AFD 10-8 and/AFI 10-802 (currently under revision) and remains in effect until rescinded by publication, of these directives. It reiterates AF policy and procedures concerning AF requests for emergency assistance from civilian authorities.

(2) AFNSEP stood up 1 Apr 97 as the single action agency for all Air Force (AF) National Security Emergency Preparedness (NSEP) issues. One of these NSEP functions is MSCA.

(3) AFNSEP is established as the single AF MSCA Principal/Regional Planning Agent (PPA/RPA), and will perform RPA planning duties/responsibilities assigned to Air Combat Command (ACC) and Pacific Air Force (PACAF) in AFI 10-802. Note: US Southern Air Force (USSOUTHAF) is not listed in the AFI as a RPA because Commander in Chief Southern Command (USCINCSOUTH) stood up as a DOD PPA subsequent to its publication.

(4) AF components (ACC, PACAF, and SOUTHCOM) of supported Commanders In Chief (CINCs) are delegated MSCA tasking authority for non-CINC gained AF assets.

c. **Applicability.** This memorandum applies to all AF personnel and resources in the active and reserve forces, the Air National Guard when federalized, or when directed by the National Guard Bureau, and the Civil Air Patrol (CAP) when providing MSCA as an auxiliary of the Air.

d. **Implementation.**

(1) Effective upon receipt.

(2) Major Commands (MAJCOMS) will pass a copy of this letter to all applicable subordinates. As a minimum, this must include all MAJCOM and installation MSCA points of contact (POC).

2. MSCA Policy.

a. Local and state governments have the primary responsibility to relieve conditions caused by disasters or emergencies.

b. Many individuals and groups are responsible for relieving the conditions caused by disasters or other civil emergencies. These include volunteers, private citizens, families, private industry, state and local governments, the American Red Cross (ARC), the Federal Emergency Management Agency (FEMA), and other Federal agencies.

c. The AF may assist civil authorities with personnel, equipment, and/or services when the response to disasters or other civil emergencies is beyond the capability of local and state governments. AF resources are employed as a supplement to civil resources. Their employment must adhere to the following tenants:

(1) Civilian resources are applied first in meeting the requirements of civil authorities.

(2) National Guard forces acting under state orders (i.e., not in Federal Service) have primary responsibility for providing military assistance to state and local government agencies in civil emergencies.

(3) Military operations other than MSCA will generally have priority over MSCA unless otherwise directed by the Secretary of Defense (SECDEF).

(4) Use only resources not immediately required for execution of the primary military mission.

(5) Military forces employed in MSCA activities shall remain under military command and control at all times.

(6) AF capabilities requested for MSCA are to be used efficiently.

(7) No violations of the Posse Comitatus Act, which restricts the use of military forces for law enforcement.

(8) Resources will not be procured, stockpiled, or developed for the sole purpose of providing MSCA, except as approved by SECDEF.

(9) Resources will not be used to restore or rehabilitate private or civil property damaged or destroyed by a disaster or other civil emergency except when authorized by the President, DOD, or the Presidentially appointed Federal Coordinating Officer (FCO) during Presidentially declared MSCA relief operations.

d. Air Force supplies and equipment may be issued, loaned, or donated to civil authorities in support of MSCA operations as outlined in AFM 67-1, Volume 1, Part 1, *Basic Air Force Supply Procedures* (to be replaced by AFMAN 23-115, Volume 1, Part 1).

(1) The loaning activity should provide an operator for major pieces of power equipment unless there is reasonable assurance that the borrower has a qualified operator.

(2) War Reserve Materiel may be loaned to civil authorities in support of MSCA operations according to the provisions of AFI 25-101, *War Reserve Material (WRM) Program Guidance and Procedures*.

3. Responsibilities.

a. Federal Emergency Management Agency (FEMA). FEMA is the designated federal agency for coordinating, directing, and assisting civil emergency response planning. FEMA, through the FCO, directs and coordinates all federal assistance to local and state governments during Presidentially declared disasters or other civil emergencies.

b. Department of Defense.

(1) The Secretary of Defense retains approval authority for support to civil authorities that requires the deployment of forces or equipment assigned to a Combatant Command by Secretary of Defense Memo, "Forces for Unified Command - FY 1996", 18 Nov 95.

(2) The Secretary of the Army is the designated DOD Executive Agent for MSCA.

(3) The Director of Military Support (DOMS), acting for the DOD Executive Agent, provides MSCA guidance and tasks DOD components to provide support during Presidentially declared disasters and other civil emergencies.

(4) The Commanders in Chief, U.S. Atlantic Command (USCINCCOM), U. S. Pacific Command (USCINCPAC), and U. S. Southern Command (USOUTHCOM) coordinate and direct the employment of DOD components during Presidentially declared disasters and other civil emergencies within their geographic areas.

(5) USCINCCOM has delegated the Commander, Forces Command (COMFORSCOM) the Lead Operational Authority (LOA) for MSCA planning and coordination.

(6) COMFORSCOM has re-delegated this responsibility down to the Continental U.S. Armies (CONUSAs) based on their geographic areas of responsibility. The CONUSAs coordinate and direct the employment of forces and resources, and appoint a Defense, Coordinating Officer (DCO) to coordinate all MSCA in support of a Presidential disaster declaration.

c. Air Force.

(1) The Director of Operations, Deputy Chief of Staff, Air and Space Operations (HQ USAF/XOO) is the AF Deputy DOMS.

(2) AFNSEP is the Principal Planning/Regional Planning Agent (PPA/RPA) for planning and facilitating the execution of AF MSCA operations. AFNSEP develops and coordinates MSCA planning guidance, and coordinates with other staff agencies, including MAJCOMs, Field Operating Agencies (FOAs), Direct Reporting Units (DRUs), DOMS, DOD Planning Agents, COMFORSCOM, the other services, State and Federal Emergency Management Agencies. AFNSEP develops/maintains AF input for the DOD Resources Database; validates and monitors installation support of disasters and other civil emergency relief operations; and approves/coordinates AF auxiliary activities of the Civil Air Patrol (CAP) pertaining to MSCA.

(a) AFNSEP manages the AF Emergency Preparedness Liaison Officer (EPLO) Program. These liaison officers, usually AF Reserve Colonels, provide liaison to applicable civil and military authorities during major disasters/emergencies. They visit each AF installation to discuss MSCA policies and procedures. It is highly encouraged and recommended that commanders take advantage of this annual visit to ensure they and their staffs understand the parameters of supporting civilian requests for emergency assistance.

(b) AFNSEP has delegated tasking authority for non-CINC gained AF assets to AF components of supported CINCs.

(3) MAJCOM, ANG, FOA, DRU and Installation commanders will establish POCs to coordinate MSCA support and will notify AFNSEP Operations of the selection, to include rank or grade, name, phone number, address (e-mail, if applicable).

(4) MAJCOM, ANG and FDA MSCA POCs.

(a) Facilitate MSCA processes.

(b) Monitor appropriate Installation TEMPEST RAPID reporting.

(5) Installation Commanders.

(a) Be prepared to serve as a Base Support Installation (BSI) for DOD and civil forces engaged in MSCA operations when requested by appropriate authorities and directed through command channels.

(b) Provide facilities and base representatives for the AF State EPLO annual visit.

(c) Ensure MSCA procedures are added to installation disaster preparedness plans or emergency response procedures. Provide a copy of these documents to state and local emergency management officials, as appropriate.

(d) Maintain close planning and working relationships with the state and local emergency management officials to ensure timely and effective planning and response to disaster or emergency situations.

(e) Designate the senior Air Force officer on scene as the officer in charge of Air Force forces (except airlift) committed to MSCA operations.

(f) Comply with public affairs guidance in support of MSCA operations IAW AFI 35-102, *Crisis Planning Management and Response*.

(g) Comply with MSCA reimbursement policies and procedures as outlined in AFI 65-60 I, Volume 1, *Basic Guidance and Procedures* and DFAS-DER 177-102, *Commercial Transactions at Base Level*.

(h) Establish a POC to coordinate, monitor, and provide MSCA oversight. Notify AFNSEP Operations, respective MAJCOMs and the AF State EPLO of the selection.

(6) Installation MSCA POCs.

(a) Serve as installation MSCA POC.

(b) Provide information, advice, and assistance to commander and staff.

(c) Facilitate annual installation visits by AF EPLOs.

(d) Ensure TEMPEST RAPID Reporting.

(7) Civil Air Patrol (CAP). CAP is a voluntary civilian organization established as a nonprofit corporation under public law. Designated as an AF auxiliary, the CAP may be used to assist in noncombatant missions. CAP can provide air/ground search; rescue teams; aircraft; vehicles; fixed/mobile communications; and some photoreconnaissance in support of MSCA operations. Employment of CAP resources as an AF auxiliary, excluding Search and Rescue (SAR) unless conducting non-specific targeted SAR as a result of disasters/emergencies will be authorized by AFNSEP Operations.

See CAP-AFI 10-803 for additional mission procedural guidance.

4. Concept of Operations. Disasters and other civil emergencies create conditions that vary widely in scope, urgency, and degree of damage and/or destruction. It is difficult to identify specific actions to take for each type of

disaster or emergency. The objective of this concept of operations is to outline procedures for providing Air Force resources to civil authorities in support of any declared or undeclared disaster or other civil emergency. The intent is to prevent duplication of effort and ensure the minimum amount of resources are committed and used effectively. Air Force participation in MSCA operations fall under one of the following categories:

a. Undeclared Disaster or Civil Emergency.

(1) Response IAW MOUs/MOAs. Installation Commanders may receive support requests from local civil authorities prior to a presidential declaration of a major disaster or emergency. Installations may have entered into earlier mutual assistance agreements with the local community in the areas of fire fighting, medical evacuation and/or other areas as appropriate. For situations where the requested support falls within the mutual assistance agreement, the installation responds based on that agreement. Reports will be forwarded IAW AFMAN 10-206, *Operational Reporting*.

(2) Immediate Response.

(a) Installation Commander may receive requests for assistance in situations where there are no mutual assistance agreements and where imminently serious conditions exist in which immediate action must be taken to save lives, prevent human suffering or mitigate great property damage. When such conditions exist and time does not permit prior coordination with AFNSEP or higher headquarters, the local installation commander is authorized to take necessary action to respond to requests from appropriate civil authorities (those authorized to obligate funds at their level of government). All such action is referred to as "Immediate Response", this includes imminently serious conditions where local or state resources are available but, due to time or distance constraints, cannot be successfully used.

(b) While Immediate Response should be provided to civil authorities on a cost-reimbursable basis, it should not be delayed or denied because of the inability or unwillingness of the requester to make a commitment to reimburse.

(1) Per DODD 3025.15, all verbal requests from State and local agencies for immediate support under imminently serious conditions shall be followed as soon as possible with a written request. Each request for non-reimbursable support must provide a legal and tactical justification for a waiver of reimbursement. All other requests must be accompanied by a statement that reimbursement will be made.

(2) Upon receipt, forward a copy of the written request to AFNSEP Operations.

(c) Immediately before or after providing such support, the commander or commander's representative must contact AFNSEP Operations to obtain an AF mission designator (MD) number. AFNSEP Operations will issue the MD number if the proposed or actual response meets imminently serious conditions criteria and will advise the commander or commander's representative. Reports will be forwarded IAW AFMAN 10-206.

(d) Assistance will be terminated when support is no longer required to save lives, prevent human suffering, or mitigate great property damage.

(3) Ten-day Rule. AF units may be directed by the President to perform on public or private lands emergency work that is essential for the preservation of life or property (broader than imminently serious conditions). These operations may occur prior to but in anticipation of a presidential declaration of a major disaster or emergency. Operations of this type will follow a request by a State Governor under Section 403 (c) of the Stafford Act, 42 U.S.C. 5121, et seq., as amended. AF involvement under this provision may be carried out for a period not to exceed 10 days. AF personnel may be directed to act alone or in conjunction with other services or DOD personnel. The execution order will identify specific operating conditions.

b. Presidentially Declared Disaster or Emergency.

(1) Civil requests for assistance during Presidentially declared peacetime natural disasters and other civil emergencies flow from the state Governor to the President. Once the President declares the affected areas a disaster, it becomes eligible for Federal assistance. FEMA coordinates all federal aid. The federal response effort is handled

through the Federal Coordinating Officer (FCO). The FCO validates all requests, determines which federal departments or agencies can best respond, and tasks the appropriate departments or agencies through established channels.

(2) DOD taskings are referred by the FCO to the DCO who coordinates and obtains the required DOD resources. AF taskings normally flow through the MAJCOM, FOA, or DRU to the AF activity or installation concerned, but may flow directly from the DCO, CONUSA, or AFNSEP representative to the activity or installation. A FEMA disaster identifying number will accompany such taskings and must be cited in all reports and billings for reimbursement purposes.

(3) AF commanders should respond to all Federal taskings within their capability withholding only those resources required to conduct their immediate wartime mission.

(4) If an installation commander receives a request for assistance direct from local authorities, refer them to the local/state emergency management channels unless an immediate response condition exists or a mutual assistance agreement is in effect.

c. Reports. Any AF organization providing support of a civil emergency assistance request must accomplish real time reporting. In addition to any situation reports, units or installations will initiate TEMPEST RAPID reporting as directed in AFMAN 10-206, immediately upon employing personnel or resources in support of disasters or civil emergency relief operations.

d. Budgeting and Reimbursement.

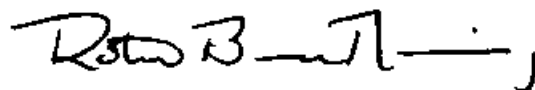
(1) Budget estimates, operating budgets, and financial plans do not include funds for MSCA operations, nor are funds reserved for such purposes. Such operations are usually, undertaken on the premise that costs in excess of normal operating expenses will be reimbursed by the agency requesting AF assistance. Consequently, AF commanders may have to initially fund such costs out of their current operating budget. If funding adjustments are necessary, commanders should promptly submit requests to higher headquarters.

(2) Mutual assistance agreements should contain provisions for reimbursement for incremental expenses incurred by the installation.

(3) Prior to a presidential declaration, submit bills to the local requester.

(4) After a Presidential declaration, submit bills in accordance with Execute Orders. Reimbursement assistance will be provided at the time of tasking.

7. Contact AFNSEP Operations at DSN 367-4342, COMM (404) 464-4342, 800-366-0051, or e-mail afnsep@afnsep.forscom.army.mil for additional guidance or clarification during duty hours. After duty hours, contact the FORSCOM "Watch Officer" at DSN 367-5222 or COMM (404) 464-5222 and ask for the AFNSEP Duty Officer.



ROBERT B. MANNING, Colonel, USAF
Director, AFNSEP
Directorate of Operations and Training

TAB E – State/District/CONUSA/FEMA Region Matrix

STATE/DISTRICT/CONUSA/FEMA REGION MATRIX

<u>STATE/DISTRICT/TERR</u>	<u>CONUSA</u>	<u>FEMA REGION</u>
Alabama	1st	IV
Arizona	5th	IX
Arkansas	5th	VI
California	5th	IX
Colorado	5th	VIII
Connecticut	1st	I
Delaware	1st	III
Florida	1st	IV
Georgia	1st	IV
Idaho	5th	X
Illinois	1st	V
Indiana	1st	V
Iowa	5th	VII
Kansas	5th	VII
Louisiana	5th	VI
Maryland	1st	III
Massachusetts	1st	I
Michigan	1st	V
Minnesota	1st	V
Mississippi	1st	IV
Missouri	5th	VII
Montana	5th	VIII
Nebraska	5th	VII
Nevada	5th	IX
New Hampshire	1st	I
New Jersey	1st	I
New Mexico	5th	VI
New York	1st	II
North Carolina	1st	IV
North Dakota	5th	VIII
Ohio	1st	V
Oklahoma	5th	VI
Oregon	5th	X
Pennsylvania	1st	III
Rhode Island	1st	I
South Carolina	1st	IV
South Dakota	5th	VIII
Tennessee	1st	IV
Texas	5th	VI
Utah	5th	VIII
Vermont	5th	I
Virginia	1st	III
Washington	5th	X
Washington DC	1st	III
West Virginia	1st	III

Wisconsin	1st	V
Wyoming	5th	VIII
Puerto Rico	1st	II
Virgin Islands	1st	II

LOCATIONS:

CONUSA:

1st Army - Ft. Gillem, GA
 5th Army - Ft. Sam Houston, TX

FEMA REGION:

I - Boston, MA	VI - Denton, TX
II - New York, NY	VII - Kansas City, KS
III - Philadelphia, PA	VIII - Denver, CO
IV - Atlanta, GA	IX - Presidio of San Francisco, CA
V - Chicago, IL	X - Bothell, WA

TAB F - ACRONYMS

ACRONYMS

TERMS	Definition
ACC	Air Combat Command
ACCBS	Air Combat Command Battle Staff
ADIZ	Air Defense Identification Zone
ADN	Automatic Digital Network
ADS	Active Duty Support
ADT	Active Duty Training
AECC	Aeromedical Evacuation Control Center
AETC	Air Education and Training Command
AFB	Air Force Base
AFCOS	Air Force Combat Operations Staff
AFI	Air Force Instruction
AFMAN	Air Force Manual
AFMC	Air Force Materiel Command
AFNSEP	Air Force National Security Emergency Preparedness
AFOSC	Air Force Operations Support Center
AFPD	Air Force Policy Directive
AFR	Air Force Regulation
AFRC	Air Force Reserve Command
AFRCC	Air Force Rescue Coordination Center
AFSC	Air Force Specialty Code
AFSOC	Air Force Special Operations Command
AFSPACECOM	Air Force Space Command
AG	Airlift Group or Adjutant General
AGB	Air Guard Base
AGR	Active Guard/Reserve
ALCE	Airlift Control Element
AMC	Air Mobility Command or Army Materiel Command
ANG	Air National Guard
AO	Area of Operations
AOR	Area of Responsibility
AR	Army Regulation
ARB	Air Reserve Base
ARC	American Red Cross or Air Reserve Component
ARCOM	Army Reserve Command
ARPC	Air Reserve Personnel Center
ARS	Air Rescue Service or Airlift Readiness Section
ASCII	The American Standard Code for Information Interchange
AT	Annual Tour
ATC	Air Traffic Control
AU	Air University
AUTODIN	Automatic Digital Network
AUTOSEVOCOM	Automatic Secure Voice Communications
AW	Airlift Wing
AWC	Air War College
BDU	Battle Dress Uniform
BIMAA	Base Individual Mobilization Augmentee Administrator

BS	Battle Staff
BSI	Base Support Installation
C2	Command & Control
C3	Command Control & Communications
C4	Command Control Communications & Computers
CAAP	Critical Asset Assurance Program
CAP	Civil Air Patrol
CARDA	Continental U.S. Airborne Reconnaissance for Damage Assessment
CAT	Crisis Action Team
CC	Commander
CD	Civil Defense
CDRG	Catastrophic Disaster Response Group
CINC	Commander in Chief
CINCCENT	Commander in Chief, Central Command
CINCEUR	Commander in Chief, European Command
CINCNORAD	Commander in Chief, North American Aerospace Defense Command
CINCSOC	Commander in Chief, Special Operations Command
CINCSOUTH	Commander in Chief, Southern Command
CINCSpace	Commander on Chief, Space Command
CINCTRANS	Commander in Chief, Transportation Command
CINCUSACOM	Commander in Chief U.S. Atlantic Command
CJCS	Chairman, Joint Chiefs of Staff
CMCHS	Civil Military Contingency Hospital System
CNGB	Chief, National Guard Bureau
CO	Commanding Officer
COG	Continuity of Government
COMACC	Commander, Air Combat Command
COMFOR	Commander, Forces Command
COMPES	Contingency Operations Mobility Planning and Execution System
COMSEC	Communications Security
CONPLAN	Operation Plan in Concept Format
CONUS	Continental United States
CONUSA	Continental United States Army
COOP	Continuity of Operations Plan
COPDAF	Continuity of Operations Plan, Department of Air Force
COSIN	Control Staff Instructions
CP	Command Post
CPX	Command Post Exercise
CRAF	Civil Reserve Air Fleet
CRC	Crisis Response Cell
CRO	Change of Reporting Official (AF)
CRPO	Consolidated Reserve Personnel Office (AFRES)
CSAF	Chief of Staff, USAF
CSS	Contingency Support Staff
DA	Department of the Army
DAC	Disaster Application Center (FEMA)
DAF	Department of the Air Force
DAFSC	Duty Air Force Specialty Code
DBOF-T	Defense Budget Operating Fund-Transportation
DCE	Disaster Control Element
DCO	Defense Coordinating Officer
DCSLOG	Deputy Chief of Staff Logistics
DCSOPS	Deputy Chief of Staff Operations
DCSPER	Deputy Chief of Staff Personnel
DEERS	Defense Eligibility and Enrollment Reporting System
DEFCON	Defense Readiness Condition
DFO	Disaster Field Office

DHHS	Department of Health and Human Services
DIA	Defense Intelligence Agency
DIRLAUTH	Direct Liaison Authorized
DIS	Defense Investigative Service
DMA	Defense Mapping Agency
DMAT	Disaster Medical Assistance Team
DNA	Defense Nuclear Agency
DOD	Department of Defense
DODD	Department of Defense Directive
DOE	Department of Energy
DOI	Department of Interior
DOJ	Department of Justice
DOL	Director of Logistics
DOMS	Director of Military Support
DON	Department of the Navy
DOS	Department of State
DOT	Department of Transportation
DRU	Direct Reporting Unit
DSN	Defense Switched Network
DTG	Date Time Group
DVA	Department of Veterans Affairs
EAO	Extended Active Duty
EAM	Emergency Action Message
EAP	Emergency Action Procedure
EBS	Emergency Broadcast System
ECI	Extension Course Institute (AF)
EEFI	Essential Elements of Friendly Information
EEI	Essential Elements of Information
EHRS	Emergency Headquarters Reconstitution Site
EHTR	Emergency Highway Traffic Regulation
EMA	Emergency Management Agency (STATE)
EMS	Emergency Medical Services
ENDEX	End of Exercise
EO	Executive Office
EOC	Emergency Operations Center
EOD	Explosive Ordnance Disposal
EOP	Emergency Operating Procedures
EPA	Environmental Protection Agency
EPLO	Emergency Preparedness Liaison Officer
ERPC	Emergency Resources Planning Committee
ERRS	Emergency Regional Reporting System
ERT	Emergency Response Team
ESCAT	Emergency Security Control of Air Traffic
ESF	Emergency Support Function
EST	Emergency Support Team
FAA	Federal Aviation Administration
FADEP	FORSCOM Animal Disease Eradication Plan
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer (FEMA)
FEMA	Federal Emergency Management Agency
FG	Fighter Group
FHA	Federal Highway Administration
FM	Field Manual (ARMY) or Frequency Modulation
FMP	FORSCOM Mobilization Plan
FNARS	FEMA National Radio System

FNAVS	FEMA National Voice System
FNETS	FEMA National Teletype System
FOA	Field Operating Agency
FORMDEPS	FORSCOM Mobilization and Deployment Planning System
FORSCOM	Forces Command
FOUO	For Official Use Only
FRC	Federal Regional Center
FS	Fighter Squadron
FW	Fighter Wing
FY	Fiscal Year
GEOLOC	Geographic Location
GOCO	Government Owned, Contractor Operated
GSA	General Services Administration
GSU	Geographically Separated Unit (AF)
GTR	Government Transportation Request
HAF	Headquarters Air Force
HAZMAT	Hazardous Material
HF	High Frequency
HQ	Headquarters
HQDA	Headquarters Department of the Army
HS	Health Services
HSC	U.S. Army Health Service Command
HTSA	Host-Tenant Support Agreement
IADT	Initial Active Duty for Training
IBGSB	Initial Brigadier General Screening Board
ICC	Interstate Commerce Commission
ICMMP	Integrated CONUS Medical Mobilization Plan
IDT	Inactive Duty For Training
IG	Inspector General
ILS	Instrument Landing System
IMA	Individual Mobilization Augmentee
IO	Information Office
IRR	Individual Ready Reserve
ISLRS	Inactive Status List Reserve Section
JA	Judge Advocate
JANAP	Joint Army, Navy and Air Force Publications
JCRP	Joint Command Readiness Program
JCS	Joint Chiefs of Staff
JFTR	Joint Federal Travel Regulations
JIB	Joint Information Bureau
JIC	Joint Information Center
JMA	Joint Mobilization Augmentee
JMMO	Joint Medical Mobilization Organization
JOPS	Joint Operational Planning System
JRS	Joint Reporting Structure
JSCP	Joint Strategic Capabilities Plan
JTF	Joint Task Force
JTFC	Joint Task Force Commander
JUMPS	Joint Uniform Military Pay System
KAL	Key Assets List
KAPP	Key Asset Protection Program
LANTFLT	Atlantic Fleet
LO	Liaison Officer
LOA	Lead Operating Authority
LRC	Logistics Readiness Center
MACOM	Major Army Command
MAFFS	Modular Airborne Fire Fighting System

MAJCOM	Major Command
MARDEZ	Maritime Defense Zone
MARFORLANT	Marine Forces Atlantic
MARS	Military Affiliate Radio System
MASF	Mobile Air Staging Facility
MAST	Military Assistance to Safety and Traffic
MDW	Military District of Washington DC
MEP	Maritime Environmental Protection
METL	Mission Essential Task List
MOA	Memorandum of Agreement
MOP	Mobility Operating Procedure
MOU	Memorandum of Understanding
MP	Military Police
MPA	Military Personnel Appropriation
MRE	Meal, Ready to Eat
MSC	Military Sealift Command
MSCA	Military Support to Civil Authorities
MSEL	Master Scenario Events List
MTMC	Military Traffic Management Command
MUSARC	Major United States Army Reserve Command
NARS	Nonaffiliated Reserve Section
NAS	Naval Air Station
NASA	National Aeronautics and Space Administration
NAWAS	National Warning System
NCA	National Command Authorities
NCO	Noncommissioned Officer
NCOIC	Noncommissioned Officer in Charge
NCS	National Communications System
NCSP	National Communications Support Plan
NDMOC	National Disaster Medical Operations Center
NDMS	National Disaster Medical System
NEMS	National Emergency Management System
NEO	Noncombatant Evacuation Operation
NERS	National Emergency Response Structure
NG	National Guard
NGB	National Guard Bureau
NIFC	National Interagency Fire Center
NMCC	National Military Command Center
NNRPS	Nonobligated Nonparticipating Ready Personnel Section
NOFORN	Not Releasable to Foreign Nationals
NORAD	North American Aerospace Defense Command
NPRC	National Personnel Records Center
NPS	National Park Service
NRC	Nuclear Regulatory Commission
NRT	National Response Team
NSC	National Security Council
NSDD	National Security Decision Directive
NSEP	National Security Emergency Preparedness
NWS	National Weather Service
OCONUS	Outside Continental United States
OES	Office of Emergency Services
OIC	Officer in Charge
OPCON	Operational Control
OPLAN	Operations Plan
OPM	Office of Personnel Management
OPNAVINST	Operating Navy Instruction
OPR	Office of Primary Responsibility or

OPREP	Officer Performance Report
OPSEC	Commander's Operational Report
ORS	Operations Security
OSA	Obligated Reserve Section
OSC	Office of the Secretary of the Army
OSD	On-Scene Commander
PA	Office of the Secretary of Defense
PAC	Public Affairs
PACAF	Patient Airlift Center
PACOM	Pacific Air Forces
PAO	Pacific Command
PAS	Public Affairs Officer
PCARS	Personnel Accounting Symbol
PCS	Point Credit Accounting and Reporting System
PDS	Permanent Change of Station
PEAD	Personnel Data System
PERSTAT	Presidential Emergency Action Document
PHS	Personnel Status Report
POM	Public Health Service
POMSO	Program Objective Memorandum
POTO	Plans, Operations, and Military Support Officer
PPA	Plans, Operations, and Training Officer
PRDA	Principal Planning Agent
RCC	Photo Reconnaissance Damage Assessment
RCS	Rescue Coordination Center
RCSBP	Reports Control Symbol
RHCES	Reserve Components Survivor Benefits Plan
RDF	Red Horse Civil Engineering Squadron
RECA	Rapid Deployment Force
REDCON	Residual Capability Assessment
REMT	Readiness Condition
RISC	Regional Emergency Management Team
RMEC	Regional Interagency Steering Committee
ROC	Regional Military Emergency Coordinator
ROE	Regional Operations Center
ROTC	Rules of Engagement
RPA	Reserve Officer Training Corps
RPC	Reserve Personnel Appropriation or Regional Planning Agent
RRAB	Regional Preparedness Committee
RRPS	Regional Resources Advisory Board
SAAM	Ready Reinforcement Personnel Section
SAF	Special Assignment Airlift Mission
SAR	Secretary of the Air Force
SARDA	Search and Rescue
SART	State and Regional Disaster Airlift
SATO	Search & Rescue Team
SC4	Scheduled Airlines Ticket Office
SCATANA	Systems for Command, Control, Communications and Computers
SCO	Security Control of Air Traffic and Air Navigation Aids
SG	State Coordinating Officer
SGLI	Surgeon General
SITREP	Servicemen's Group Life Insurance
SJA	Situation Report
SOC	Staff Judge Advocate
SOCF	Special Operations Command
	Special Operations Communications Flight

SORTS	Status of Resources and Training System
SP	Security Police
SRC	Survival Recovery Center
SRCC	Search and Rescue Coordination Center
SRR	Survival, Recovery, and Reconstitution
SRU	Search and Rescue Unit
STARC	State Area Command
STARTEX	Start of Exercise
TAD	Temporary Additional Duty
TAG	The Adjutant General
TDA	Table of Distribution and Allowance
TDY	Temporary Duty
TF	Task Force
TOE	Table of Organization and Equipment
TPFDD	Time-Phased Force and Deployment Data
TPFDL	Time-Phased Force and Deployment List
TR	Transportation Request
TYSD	Total Years Service Date
UCMJ	Uniform Code of Military Justice
USACE	United States Army Corps of Engineers
USACOM	United States Atlantic Command
USAF CAP-LO	AF Civil Air Patrol Liaison Officer
USAFE	United States Air Force in Europe
USC	United States Code
USCG	United States Coast Guard
USDA	United States Department of Agriculture
USMC	United States Marine Corps
USSOCOM	United States Special Operations Command
USTRANSCOM	U.S. Transportation Command
US&R	Urban Search and Rescue
UTA	Unit Training Assembly
UTC	Unit-Type Code (AF)
VA	Veterans Administration
WATPL	Wartime Air Traffic Priority List
WIN	WWMCCS Intercomputer Network
WIS	WWMCCS Information System
WMP	War and Mobilization Plan or Weight Management Program
WRM	War Reserve Materiel
WWMCCS	Worldwide Military Command and Control System

TAB G – AFNSEP Definitions

AFNSEP Definitions

Advance Element of the Emergency Response Team (ERT-A). The portion of the Emergency Response Team (ERT) which is the first group deployed to the field to respond to a disaster incident. (Federal Response Plan)

Air Force Combat Operations Staff (AFCOS). A Field Operating Agency (FOA) assigned to HQ USAF that operates under policies prescribed by the Air Force Chief of Staff (CSAF). Personnel assigned to AFCOS are under the day-to-day operational control and direction of the AFCOS directors in their respective functional areas. The mission of AFCOS is to: provide a readiness-oriented, combat-related structure to support CSAF, as a member of the Joint Chiefs of Staff (JCS), through the Air Force Operations Deputy on the JCS; serve as the permanent nucleus of a centralized, highly responsive and integrated combat support structure; monitor and report the day-to-day readiness status of US Air Force combat and combat support forces for the JCS Force Status and Identity Report (UNITREP); and provide facilities, procedures, and staffing for supporting unified and specified command operations during periods of crisis, contingency, and exercise situations. (AFMD 23)

Air Force Contingency Support Staff (AFCSS). A HQ USAF element composed of selected personnel from Air Staff offices convened to coordinate important staff actions, monitor contingency situations involving Air Force activities, and expedite the flow of information when emergencies or contingencies preclude normal staff handling. (COPDAF)

Air Force Reserve Emergency Preparedness Liaison Officers (AF EPLOs). Reserve Category "B" Individual Mobilization Augmentee (IMA) Liaison Officers to the HQ USAF EHRs, FORSCOM, CONUSA, STARC, FEMA regions and the AFNSEP Office. They provide the necessary interface for Air Force commanders with civil agencies and Army command echelons to effect and coordinate peacetime civil emergency/disaster relief, COOP, and MSCA operations. (DODD 1215.6)

Automatic Response Phase. Actions taken independently by a military commander to save lives or prevent human suffering before implementation of MSCA plans and in anticipation of, or during, a civil defense emergency. (DODD 3025.1)

Base Support Installation. A military installation that is tasked to provide logistical support to federal forces employed in response to domestic emergencies either in a peacetime or wartime environment.

Catastrophic Disaster Response Group. A national-level centralized, coordinating group consisting of representatives from the federal departments and agencies which have disaster support responsibilities during catastrophic disasters.

Civil Air Patrol (CAP). A volunteer, civilian organization established as a nonprofit corporation under public law and designated as an auxiliary of the Air Force. It is capable of providing air and ground search and rescue teams, aircraft, vehicles, fixed and mobile communications to support civil emergency or disaster relief operations, as well as some photoreconnaissance.

Critical Asset Assurance Program (CAAP). A program designed to mitigate the threat posed against increasing National dependency on and vulnerability of automated information systems such as electrical power distribution, pipelines, bank records, and computerized medical and other information records.

Civil Authority. An individual duly authorized to represent and speak for, or on behalf of, a city, county, or state government, or a law enforcement agent thereof for the purpose of requesting AF support.

Civil Defense. All those activities and measures designed or undertaken to (a) minimize the effects upon the civilian population caused, or which would be caused, by an attack upon the United States or by a natural or technological

disaster, (b) deal with the immediate emergency conditions that would be created by any such attack or natural or technological disaster; and (c) effectuate emergency repairs to, or the emergency restoration of, vital utilities and facilities destroyed or damaged by any such attack or natural or technological disaster. (DODD 3025.1)

Civil Emergency. Any natural or manmade disaster or emergencies that causes or could cause substantial harm to the population or infrastructure. This term can include a "major disaster" or "emergency," as those terms are defined in the Stafford Disaster Relief Act, as amended, as well as consequences of an attack or a national security emergency. Under The Stafford Disaster Relief Act the terms "major disaster" and "emergency" are defined substantially by action of the President in declaring that extant circumstances and risks justify his implementation of the legal powers provided by those statutes. (DODD 3025.1)

CONPLAN. An operation plan in concept format. (AFI 10-401)

Continental U. S. Army (CONUSA). Army element that commands, supports, and supervises U. S. Army Reserve forces in specific geographical areas. Responsible for planning and executing mobilization, COOP and MSCA. (DODD 3020.26)

CONUS Airborne Reconnaissance for Damage Assessment (CARDA). A system of aerial reconnaissance of the CONUS for determining the effects of a nuclear attack. CARDA integrates the combined resources of all government agencies and Services for the JCS under the operational control of the Air Force. (COPDAF)

Continuity of Government (COG). All measures assuring that essential functions of government suffer no interruption in the event of an enemy attack. (DODD 3020.26)

Continuity of Operations. The degree or state of being continuous in the conduct of functions, tasks, or duties necessary to accomplish a military action or mission in carrying out national military strategy. (DODD 3020.26)

Continuity of Operations Plan (COOP). A DOD component's written policies and procedures to ensure continuity of operations. (DODD 3020.26)

Defense Coordinating Officer (DCO). A senior military officer appointed by the respective CONUSA Commander to serve in the field as the point of contact to the Federal Coordinating Officer and the Emergency Support Functions (ESFs) regarding requests for military assistance. The DCO and staff coordinate support and provide liaison to the ESFs.

Disaster Field Office (DFO). The office established in or near the designated area to support Federal and State response and recovery operations. The DFO houses the FCO and the Emergency Response Team (ERT), and where possible, the State Coordinating Officer (SCO) and support staff. (Federal Response Plan)

Emergency. As defined at Title V of P.L. 93-288, Section 102(1), an emergency is any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety. Title V includes authority for the President to direct Federal agencies to provide emergency assistance to save lives and protects property and public health and safety for emergencies other than natural disasters. Under Title V, the President may direct the provision of emergency assistance either at the request of a Governor (Section 501(a) or upon determination by the President that an emergency exists for which the primary responsibility for response rests with the United States (501(b)). (Federal Response Plan)

Emergency HQ USAF Reconstitution Site (EHRS). A predesignated Headquarters tasked to assume HQ USAF functions and responsibilities if the Pentagon is destroyed prior to Air Staff relocation. (COPDAF)

Emergency Response Team (ERT). An interagency team, consisting of the lead representative from each Federal department or agency assigned primary responsibility for an ESF and key members of the FCO's staff, formed to assist the FCO in carrying out his/her coordination responsibilities. The ERT provides a forum for coordinating the overall Federal response, reporting on the conduct of specific operations, exchanging information and resolving issues related to ESF and other response requirements. ERT members respond to and meet as requested by the FCO.

The ERT may be expanded by the FCO to include designated representatives of other Federal departments and agencies as needed.

Emergency Support Function (ESF). A functional area of response activity established to facilitate the delivery of Federal assistance required during the immediate response phase of a disaster to save lives, protect property and public health, and to maintain public safety. ESFs represent those types of Federal assistance which the State will most likely need because of the overwhelming impact of a catastrophic or significant disaster on its own resources and response capabilities, or because of the specialized or unique nature of the assistance required. ESF missions are designated to supplement State and local response efforts. (Federal Response Plan)

Essential Emergency Functions. Those functions of the Federal Government that are necessary for performing the operations of the Government in wartime and that are indispensable to the conduct of assigned missions. (DODD 3020.26)

Federal Coordinating Officer (FCO). The senior Federal official appointed in accordance with the provisions of P.L. 93-288, as amended, to coordinate the overall response and recovery activities. The FCO represents the President as provided by Section 303 of P.L. 93-288, as amended, for the purpose of coordinating the administration of Federal relief activities in the designated area. Additionally, the FCO is delegated responsibilities and performs those for the FEMA Director as outlined in Executive Order 12148 and those responsibilities delegated to the FEMA Regional Director in Title 44 Code of Federal Regulations, Part 205. (Federal Response Plan)

Federal Emergency Management Agency (FEMA). The federal agency tasked to establish federal policies for, and coordinate, all civil defense and civil emergency planning, management, mitigation, and assistance functions of Executive agencies. (E.O. 12148)

Federal Regional Center (FRC). A protected location which serves as the principal regional operating location for FEMA and the other federal agencies which comprise the Regional Emergency Management Structure (REMS). The FRC will be the control point for collection and dissemination of emergency situation information and data and the development and issuance of federal guidance and directives.

Hammer Ace. A rapid response, highly portable communications element, using equipment, which can be deployed to the scene of a disaster to provide initial communication support. It provides single-channel secure voice and record communications worldwide and secure on-site communications.

Harvest Bare. A nickname for an air transportable (463L compatible) package of modular shelters, equipment, and vehicles required for base and personnel housekeeping and aircraft support in bare base conditions. Base and personnel support packaging consist of modular hardwall shelters and equipment designed to house, feed, and conduct normal functions of a combat support unit.

Harvest Eagle. A nickname for an air transportable package of housekeeping equipment, spare parts, and supplies required for support of US Air Force general-purpose forces and personnel in bare base conditions. Examples of Harvest Eagle equipment are water purification units, tents, and showers. Each kit is designed to provide softwall housekeeping support for 1100 personnel.

Harvest Falcon. An air transportable package of hardwall shelters, tents, and equipment designed to support US Air Force personnel and aircraft under bare base conditions. Harvest Falcon provides the capability to beddown 55,000 personnel and 750 aircraft.

Immediate Response. Any form of immediate action taken by a DOD Component or military commander, under the authority of DODD 3025.1 and any supplemental guidance prescribed by the Head of a DOD Component, to assist civil authorities or the public to save lives, prevent human suffering, or mitigate great property damage under imminently serious conditions occurring where there has not been any declaration of major disaster or emergency by the President or attack. (DODD 3025.1)

Imminently Serious Conditions. Emergency conditions in which, in the judgment of the military commander or responsible DOD official, immediate and possibly serious danger threatens the public and prompt action is needed to save lives, prevent human suffering, or mitigate great property damage. Under these conditions, timely prior

approval from higher headquarters may not be possible before action is necessary for effective response. (Federal Response Plan)

Industrial Asset. Any factory, plant, building, or structure used for manufacturing, producing, processing, repairing, assembling, storing, or distributing products or components deemed essential to a DOD component. (DODD 5160.54)

Infrastructure Asset. Any communications or computer facility or system; energy source or distribution system; air, rail, road, or water transportation asset; or other facility required to support an industrial asset listed on the Key Assets List or a military facility, or otherwise support DOD mobilization, deployment, or sustainment efforts. (DODD 5160.54)

Integrated CONUS Medical Mobilization Plan (ICMMP). A CINCFOR CONPLAN that provides for the integration of Service medical mobilization plans in order to ensure the effective and efficient use of CONUS residual military medical resources to expand the CONUS base for providing medical support to the mobilizing force and casualties resulting from a national security emergency or other contingency. (CINCFOR ICMMP)

Joint Task Force (JTF). A force composed of assigned or attached elements of the Army, the Navy and/or the Marine Corps, and the Air Force, or two or more of these Services, that is constituted by the Secretary of Defense or by the commander of a unified or specified command, subordinate unified command, or an existing joint task force. (JCS Pub 1-02)

Key Asset. Any industrial or infrastructure asset nominated for inclusion on the Key Assets List according to the criteria specified in DODD 5160.54. (DODD 5160.54)

Key Assets List (KAL). The published listing of key assets, including appropriate information for each Key Asset. (DODD 5160.54)

Major Disaster. As defined under P.L. 93-288, any natural catastrophe, (including any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or regardless of cause, any fire, flood or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby. (Federal Response Plan)

Maritime Defense Zone (MARDEZ). The Maritime Defense Zone is a Naval Command consisting of Naval and Coast Guard personnel. The command is responsible for maritime defense planning, and upon mobilization, comes under operational control of CINCLANTFLT or CINCPACFLT. Its areas of responsibility include coastal and harbor defense, port security, mine countermeasures, inshore undersea warfare, search and rescue, and harbor clearance.

Military Affiliate Radio System (MARS). A program conducted by the Departments of the Army, Navy, and Air Force in which amateur radio stations and operators participate in and contribute to the mission of providing auxiliary and emergency communications on a local, national, or international basis as an adjunct to normal military communications. (JCS Pub 1-02)

Military Support to Civil Authorities (MSCA). Those activities and measures taken by the DOD Components to foster mutual assistance and support between the Department of Defense and any civil government agency in planning or preparedness for, or in the application of resources for response to the consequences of civil emergencies or attacks, including national security emergencies. (DODD 3025.1)

Military Traffic Management Command (MTMC). The single manager operating agency for military traffic, land transportation, and common-user ocean terminals. It is a component of the U. S. Transportation Command, along with Military Sealift Command and Airlift Mobility Command. (JCS Pub 1-02)

Mobilization.

a. The act of assembling and organizing national resources to support national objectives in time of war or other emergencies.

b. The process by which the Armed Forces, or part of them, are brought to a state of readiness for war or other national emergency. This includes activating all or part of the Reserve components as well as assembling and organizing personnel, supplies, and material. (DODD 3020.36)

Modular Airborne Fire Fighting System (MAFFS). The method used by the U. S. Forest Service to combat wildfires in the CONUS using civilian contracted aircraft. In the event these aircraft are totally committed, the National Interagency Fire Center will arrange to use specially-modified C-130 aircraft belonging to the Air Reserve Forces.

National Command Authorities (NCA). The President and the Secretary of Defense or their duly deputized alternates or successors.

National Communications System (NCS). The telecommunications system that results from the technical and operational integration of the separate telecommunications systems of the several executive branch departments and agencies having a significant telecommunications capability. (JCS Pub 1-02)

National Emergency. A condition declared by the President or by the Congress by virtue of powers vested in them which authorizes certain emergency actions be undertaken in the national interest. Action to be taken may include partial, full, or total mobilization of national resources. (JCS Pub 1-02)

National Interagency Fire Center (NIFC). The NIFC is an Interagency Fire Control Center responsible for coordinating operations in forest and grassland fire emergencies occurring within the Continental United States. (DODD 3025.1)

National Security Emergency Preparedness (NSEP). Actions taken by all federal agencies in response to National Security Decision Directive 188 to develop coordinated plans and procedures to guide the actions of the federal government during declared federal emergency, military mobilization, civil defense emergency, natural and technological disasters, and other issues, which seriously degrade or threaten national security of the United States. Actions include, but are not limited to, planning, providing guidance, training, equipping, exercising and evaluating the emergency management capabilities of each agency.

Operational Control (OPCON). The authority delegated to a commander to perform those functions of command over subordinate forces involving the composition of subordinate forces, the assignment of tasks, the designation of objectives, and the authoritative direction necessary to accomplish the mission. OPCON includes directive authority for joint training. OPCON should be exercised through the commanders of assigned normal organizational units or through the commanders of subordinate forces established by the commander exercising OPCON. OPCON normally provides full authority to organize forces as the operational commander deems necessary to accomplish assigned missions, and to retain or delegate OPCON or tactical controls necessary. OPCON may be limited by function time, or location. It does not, of itself, include such matters as administration, discipline, internal organization, and unit training. (JCS Pub 2)

Posse Comitatus Act (18 U.S.C. 1385). Prohibits the use of any part of the Army or Air Force to execute or enforce laws except as authorized by the Constitution or Act of Congress.

Principal Planning Agent (PPA). The designated Service commander responsible for planning, coordinating and executing the Service responsibilities to civil disasters within an assigned geographic area.

Rapid Engineer Deployable, Heavy Operational Repair Squadron, Engineer (RED HORSE). Squadrons established to provide the Air Force with a highly mobile, self-sufficient, rapidly deployable civil engineering heavy force beddown and facility repair capability.

Regional Field Boards (RFBs). An archaic term for a regional organization, coordinated by the FEMA Regional Director, composed of representatives of federal agencies that maintains a primary or secondary interest in the resources involved in a crisis. (Note: These representatives were normally thought to be at the action level of

authority rather than the senior executive level). These boards have also been referred to as Regional Resource Advisory Boards.

Regional Military Emergency Coordinator (RMEC). An individual, designated on behalf of the Secretary of Defense and the DOD executive Agent, to perform coordination, information exchange, and liaison functions on behalf of the Department of Defense with any Federal emergency management structure established at the Region level. Alternate RMECs are designated by other DOD components, as required, in accordance with DOD Directive 3025.1; and the RMECs and alternates collectively are referred to as "RMEC Teams." (DODD 3025.1)

Regional Operations Center (ROC). The temporary operations facility for the coordination of Federal response and recovery activities, located at the FEMA Regional Office (or at the Federal Regional Center) and led by the FEMA Regional Director or Deputy Director until the DFO becomes operational. Coordination of operations shifts to the State EOC upon arrival of the ERT-A at that location. From that time forward, the ROC performs a support role for Federal staff at the disaster scene. (Federal Response Plan)

Regional Planning Agent (RPA). The designated military commander responsible to the Service principal planning agent for planning, coordinating and executing the Service responsibility for assisting civil authorities within an assigned geographic area.

Regional Preparedness Committee (RPC): The primary regional organization established to assist the FEMA Regional Director in the planning and coordinating of actions by federal, state, and local authorities to implement national preparedness policy at the regional level. (DODD 5030.45)

Regional Resource Advisory Board (RRAB). An archaic term to describe a regional organization chaired by the FEMA Regional Director and composed of representatives of federal agencies that maintains a primary or secondary interest in the resources needed in responding to a crisis. These boards are also referred to in FEMA directives as Regional Field Boards (RFBs).

Resource Claimancy. The procedure during national emergency or war whereby authorized federal agencies determine definitive requirements and justify the civil resources of the nation needed to support programs under their cognizance. It does not imply procurement activity, nor does it involve the government as an intermediary in the normal mechanisms or trade, other than in expediting essential activities and ensuring equitable distribution of civil resources. Resource claimancy occurs at both the national and regional levels.

State and Regional Disaster Airlift (SARDA) Plan. A plan for the use of general aviation (Non air carrier) airlift during national emergencies or natural disasters. (FAA Advisory Circular AC. NO. 00-7B)

State Area Command (STARC). A pre-mobilization entity within the Army National Guard (ARNG) state headquarters detachment that is ordered to active duty when ARNG units in that state are alerted for mobilization. Once mobilized, it becomes a JSAC. The JSAC provides for control of mobilized ARNG units from home station until arrival at mobilization stations. It is also responsible for planning and executing COOP and MSCA plans, under the respective area commander, and providing military family assistance.

State Coordinating Officer (SCO). The representative of the Governor who coordinates State, Commonwealth, or Territorial response and recovery activities with those of the Federal Government. (Federal Response Plan)

Unified Command. A command with a broad and continuing mission under a single commander and composed of significant assigned components of two or more Services, and which is established and so designated by the President, through the Secretary of Defense with the advice and assistance of the Chairman of the Joint Chiefs of Staff, or when so authorized by the Chairman of the Joint Chiefs of Staff, by a commander of an existing unified command established by the President. (JCS Pub 1-02)

Urban Search and Rescue. The emergency support function consisting of locating and rescuing trapped people during (catastrophic) disasters, especially earthquakes. The Department of Defense has primary responsibility for performing this function.

TAB H - AIRLIFT

This tab is intended as an aid to the deployed Air Force Emergency Preparedness Liaison Officer (EPLO). This tab is not to supersede, override or conflict with any official guidance, but it should be used as a reference only for the deployed EPLO.

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AIRLIFT OPERATIONS for the Deployed Air Force Emergency Preparedness Liaison Officer

Part 1. TASKING ORDERS.

Tasking orders authorizing the use of EPLOs fall into three categories:

A. Planning Orders: These orders already exist at command levels for use during contingencies. They provide the basis for the orders that flow when an event occurs.

B. Warning Orders: These orders alert command levels to prepare to assist FEMA. They will originate from DOMS, then flow to the CINCS, FORSCOM, the CONUSAs, and AFNSEP. Based on these orders EPLOs may be notified that they may be asked to deploy, and availability will be coordinated.

C. Execution Orders: These are the orders that really authorize EPLOs to deploy. DOD Tasking Order #1 almost always will state that EPLOs are to be utilized for a particular response. These orders may come down as FRAG (for fragmented - part of a larger order) orders, followed by other individual pieces. Usually these orders have already been coordinated by the CINCs with the affected agencies, and the FRAG orders follow as confirmation and documentation. A FRAG order may also task a base or facility to be a base of operations or information, and may clarify situations, responsibilities, and required reports.

Part 2. MSCA Air Operations Summary.

A. Mission Summary. The primary customer of a deployed Air Force EPLO is the Defense Coordinating Officer (DCO). While you will deal with many problems and perform a variety of tasks, the DCO's expectation is that you will provide reliable and comprehensive analysis, advice and recommendations regarding the use of Air Force assets in response to a disaster. There are many ways to employ Air Force assets and several types of airborne missions as shown by figure 2.1. However, it's the airlift mission, the transportation of material and personnel by air, that is of great interest to the DCO.

Figure 2.1 Air Operations Summary

MISSION	SOURCE:*				MILITARY **				CIVILIAN		
	USAF	USA	USN	USCG	CAP	SCHED	CHARTER	CONTRACT (CRAF)			
Aeromedical	X	X	X				X				
Airdrop		X		X							
	X	X		X	X		X	X			
	X	X			X		X				
Courier	X		X	X		X	X				
Damage Assessment	X		X	X			X				
Airborne Fire Fighting	X										
Reconnaissance											
Search & Rescue	X										
Spray (Aerial)	X						X				

* Fixed or Rotary Winged

** Active, Reserve, or Guard

Note: You can only be responsible for the USAF, USAFR, federalized ANG, CAP and AMC Civilian Contract/Charter operations.

. As a Blue Suiter, you'll be considered the resident expert for all airlift and related

- Analyze a request or need for (air) support
- Verify the most effective and efficient use of (air) assets
-
- Initiate an (air) response to an event
- Monitor air missions or taskings in process
-

-1 Role.

-1 (Transportation) is the lead organization for scheduled and chartered cargo and passenger airlines should be given first consideration, instead of military airlift. Their costs will probably be lower and their costs and capabilities can be easily obtained by -1 does need assistance or augmented capability, the AFEPL0 can help

the following reasons:

- (1) Outsized or hazardous cargo
- (2) Field closed to civilian traffic due to storm damage or other reason

portation, give consideration to your primary assets, in order:

(1) **Civil Air Patrol (CAP).** This asset is under local control through the state CAP wing. Although CAP d at an incredibly low cost per flying hour. If the mission is appropriate, CAP should be your first option for airlift. If you are operating in your assigned CAP- Officer, and the USAFR CAP-

contact in any state. The DODRDB should provide names and phone numbers. The CAP may already be supporting state response efforts. You may want to check with the SCO. Unless operating as the private organization referred to as “CAP Corporate” or under the FEMA-State MOU, CAP flights in support of a disaster will be coordinated through the USAF EPLO. In the latter case, CAP is operating as USAF Auxiliary. Contact AFNSEP to obtain CAP mission numbers, budget and reporting guidelines.

(2) USAF airlift aircraft. USTRANSCOM makes the decision to use airlift as opposed to some other form of transportation. Air Mobility Command’s Tanker Airlift Control Center (TACC) selects airframes, and controls and manages all scheduled USAF CONUS airlift missions.

Part 3. Requesting Airlift - The “Request for Assistance”.

A. RFA Process. All MSCA airlift is the result of a formal Request For Assistance (RFA) issued by the Federal Coordinating Officer (FCO). The RFA is the document that initiates the process of making airlift aircraft available. The RFA specifies what assistance is needed, when, and where. It provides a mission number and makes funds available to reimburse the provider (See Appendix J). The RFA is issued after consultation with the SCO and applicable ESFs. It’s fair to say that in the case of military airlift, the FCO’s coordination included the DCO and the AFEPLA. However, that RFA is issued on the advice of the DCO; advice which was provided by the AFEPLA. In other words, a lot of communication and coordination occurs at the DFO between the FCO, DCO, and AFEPLA *before* the RFA is issued.

Once the movement of response assets by air is seen as an option, the DCO will request the AFEPLA to provide a recommendation regarding the use of airlift. You have many sources of information. But first, determine the basics. Who wants What, and How Much moved From Where, To Where, When, and Why? Let’s assume you have coordinated with ESF 1 (Transportation), have determined that this request is viable, and CAP assets are either not suitable or not available. It’s time to call the experts at TACC*.

You want the talk to someone in the East or West Cell at TACC (See Chap4.F). Call DSN 576-1731 or (618) 256-1731. This early coordination may be the first hint at TACC that airlift may be used to respond to a disaster. Your call will likely initiate informal contingency planning unless you make it clear that you are “only” looking for information, if that is the case. Communicate, communicate. And don’t assume that others know what’s going on.

- Note: If a DIRMOBFOR (Director of Mobility Forces) is in place, that person is your point of contact for airlift. (More about DIRMOBFOR later.)

B. RFA Actions. Once the RFA is issued by the FCO, the DCO, CONUSA, FORSCOM, USACOM and DOMS each have action and coordination responsibilities.

C. RFA Coordination. The FCO advises FEMA who coordinates with DOMS (and DOMS with SECDEF).

Part 4. The Players and their Key Responsibilities (Airlift).

A. DOMS. DOMS (Director of Military Support) is the action agent who authorizes specific military support to civilian authorities, with the approval of the Secretary of Defense. For example, DOMS might authorize the use of airlift to support a particular disaster.

B. USACOM(US Atlantic Command). CINC responsible for overall military support response. Coordinates/tasks RFA requirements from DOMS/FORSCOM with USTRANSCOM.

C. FORSCOM(Forces Command). Creates a time-phased force deployment document(TPFDD) to support airlift requirements. This is a critical part of the request process and is dependent on getting clear and complete information on requirements from the field. FORSCOM validates requirements by unit line number (ULN) to USTRANSCOM. AMC/TACC receive mission details via USTRANSCOM (and/or USACOM) once the mission is tasked.

D. USTRANSCOM (U.S. Transportation Command). Is responsible to provide air, land, and sea transportation for the Department of Defense, both in peace and war. As such, it is DOD's single manager for transportation, to include land, sea and air transport. It determines the proper mode of transportation. When requirements are best met by airlift, USTRANSCOM assigns them to Air Mobility Command for action.

E. AMC (Air Mobility Command). Primary mission: global mobility. Controls and supports airlift through its TACC. AMC is an air component of USTRANSCOM and an Air Force major command. In this capacity AMC is tasked to provide responsive global airlift and air refueling support to accomplish national objectives.

F. Tanker Airlift Control Center (TACC). That's really Tanker and Airlift Control Center. TACC is the central planing, scheduling, tasking, control, and execution agency for global AMC airlift, air evacuation and tanker operations, command and control, and mission support. The TACC reports directly to the Commander, AMC.

(1) TACC (Core). Consists of an East, West, and emergency action cell. The East Cell controls everything from the Mississippi east to India, and the West Cell controls everything west of the Mississippi. (The Americas Cell has been incorporated into the other two cells). The TACC can be reached at 1-800-AIR-MOBL or 1-800-247-6625 which provides an automated menu. The East Cell may be reached at DSN 576-1748 or commercial 618-256-1748 and the West Cell at DSN 576-1749 or commercial 618-256-1749. The TALCE's are handled by TACC Mission Support and Readiness at DSN 576-3426 or 618-256-3426.

(2) Global Readiness Directorate (TACC/XOP). TACC Mission Support and the Mission Support Cell (MSC) are organizationally aligned under XOP, but operationally report to the TACC (Core) Senior Controller.

- Mission Support evaluates air mission requirements, mission schedules, user load planning, and support capabilities to determine the type and size of mission support package required. XOP will task and source identified requirements and then coordinate support airlift. The XOP will publish taskings in an AMC air mobility tasking order (AMT).

- The MSC is responsible for 24 hour execution support for deployed mission support forces.

TACC: DSN 576-1731 or 1-800-AIR-MOBL Ext. 1731

Figure 4.1. Managing Requests for Airlift.

MANAGING THE REQUEST FOR AIRLIFT AT TACC, IN A NUTSHELL

Most contingencies kick off with a “Heads up” phone call. It usually comes from TRANSCOM and relays information from the DOMS (for a MSCA operation) or a supported CINC. The requirement is usually to “move something from somewhere to a general area, with timing to be determined.” We gather as much information as we can, brief the key planners, and establish some alternatives. If there’s a current OPLAN, we check it for currency and accuracy.

Once we’ve defined the concept and gathered all available information, we brief our mission support functional managers so they can begin planning the support packages.

We ask the functional managers to build and tailor their packages according to the Global Reach Laydown concept. We identify a lead unit and attempt to source as much as possible from or near that lead unit.

After the functional managers have identified their sources, they then come into our office, sit down at our terminals and physically enter the information into our database for inclusion the Air Mobility Tasking Order (AMT) and the Time Phased Force Deployment Document (TPFDD)

Finally, XPM and DPX build the Deployed Manning Document.

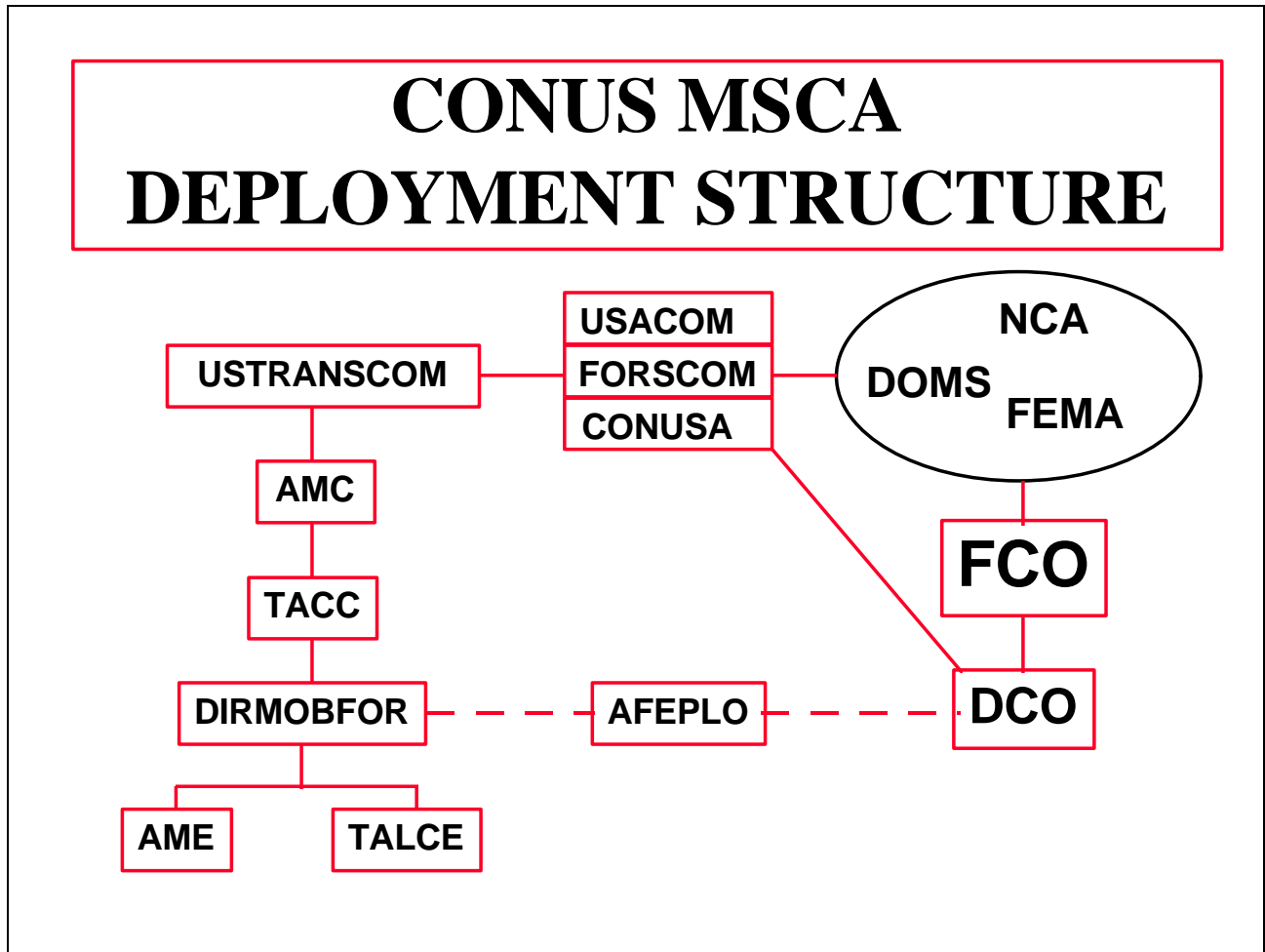
Once the tasking is complete, we coordinate the deployment airlift to ensure it goes smoothly.

The deployment is monitored by our 24-hour mission support cell which is manned on a rotational basis by the same people who have been doing the planning in the mission support branch. They are also augmented by TALCE reservists on 30 to 60 day rotations. They handle on/off station reporting, work problems and support issues as they crop up, and coordinate the redeployment requirements when it’s time to come home.

G. DIRMOBFOR (Director of Mobility Forces). Response to the RFA has resulted in a tasking of airlift assets.

When it appears the scale of the disaster will require coordination from the field, TACC will deploy a DIRMOBFOR to oversee and coordinate airlift operations. This pre-designated senior USAF officer (usually an O6) will be the AFEPLD’s primary contact for airlift operations in the disaster area. The AFEPLD’s role is to liaise with the DIRMOBFOR, making for use of the professional airlift expertise to better advise the DCO and to help devise cost effective solutions to transportation requirements for response assets.

Figure 4-2. CONUS MSCA Deployment Structure.



The DIRMOBFOR plans, schedules, tasks, and executes mission support for contingencies, and can function as the authority over the roles of a Tanker Airlift Control Element (TALCE), a Combat Control Team (CCT) (if deployed), and an Airlift Mobility Element (AME). The DIRMOBFOR will also help in the accomplishment of airfield surveys and publish Air Mobility Tasking (AMT) orders, which may direct additional augmentation for theater forces. In the response to Hurricane Fran in September 1996, a DIRMOBFOR with an AME staff of five deployed to the North Carolina EOC and collocated with the DCO. As AF EPLOs we need to be aware of the airlift expertise and resources a DIRMOBFOR can bring to a response to a disaster, and establish coordination interface with the selected officer and staff. Questions on the level of interface between an AF EPLO and a DIRMOBFOR may be directed to AFNSEP.

H. Air Mobility Element (AME). Is point of contact for strategic airlift ops (if deployed without a DIRMOBFOR). Reports directly to TACC. Provides theater air flow management. Tracks and monitors airlift. Facilitates additional requirements. If DIRMOBFOR is in place, assists and advises the DIRMOBFOR.

I. Tanker Airlift Control Element (TALCE). A TALCE is a mobile command and control unit deployed to support strategic and theater air mobility operations. TACC may decide to deploy a TALCE based on theater mobility support requirements, including disaster responses. A TALCE consists of specialized individuals who can provide on-site management of airfield operations including C2, communications, aerial port, maintenance, security, weather, and other support functions. TALCEs can be active duty or Reserve units, and have a 12 hour response time for contingencies around the world. They can operate in a bare base environment and have their own communications module and generator, including INMARSAT (satellite telephone link), UHF/VHF voice, and HF

voice and data. AF EPLOs are likely to see TALCEs deployed for air flow management during heavy airlift operations, especially at the beginning of the response. We need to immediately establish contact with TALCEs upon arrival, and coordinate their capabilities in response to FEMA and DCO requests.

J. Installation Level Command and Control:

- Installation commander and staff.
- Command Post: Use for initial contact with an installation. Excellent source of information on mission status 24 hours per day.
- Crisis Action Center (CAC): for wing and installation level command decisions and capabilities information.

Part 5. SUPPORT OPERATIONS

A. Airspace and Air Traffic Control (ATC). This section provides an overview of the Federal Aviation Administration's (FAA)'s Air Traffic Control (ATC) system to help determine who may have information on a specific flight or mission. The FAA requires that the pilot-in-command (PIC) of an Instrumental Flight Rule (IFR) flight file a flight plan prior to entering the ATC system. This is (generally) true for military and civilian flights. The FAA then provides Positive Control over all IFR flights. The FAA provides lesser control over Visual Flight Rule (VFR) flights, but some information may be available from the same sources. The flight plan for both IFR/VFR flights will include aircraft type, serial/tail number, estimated time enroute (ETE), altitude, speed, and departure and destination point. It may include other information such as load data (e.g., pax, cargo, VIP, hazardous cargo) estimated time of departure (ETD), pilot's name, and unit.

Since almost all flights destined for the disaster AOR will be under IFR/positive control, the EPLO should be able to obtain information on these missions. (Also, airfields and airspace within the disaster area will probably be "restricted" to allow only mission essential aircraft. If that's the case, the pilot(PIC) will read these restrictions in the Notice to Airman (NOTAM) system prior to filing a flight plan.)

An EPLO should have an understanding of the chronology or "flow" of a mission and who in the process has command and control over the flight.

The following lists the most likely agency to gain airlift information, in priority order:

- (1) ESF-1 (Transportation) Contact through the ROC or DCE.
- (2) TACC or DIRMOBFOR for USAF missions
 - (a) National Guard Bureau in Washington DC for state/guard missions
 - (b) AFREC: Robins AFB, during duty hours, for AFREC missions not tasked by AMC
- (3) Tanker Airlift Control Element (TALCE) if deployed
- (4) FORSCOM: @ Ft McPherson EOC, the USTRANSCOM Liaison Officer
- (5) Command Post or Operations Center: wing or group, at departure or destination airfields, and for "home-base or "aircrew training" aircraft. Example: C-5's from Westover ARB MA airlifting MERS.
- (6) Air Terminal Operations Center (ATOC): for load information (pax & cargo) e.g., once again, C-5's from Westover ARB MA airlifting MERS.
- (7) Base Operations or Control Tower at Departure Airfield.
- (8) FAA enroute control centers or Air Route Traffic Control Center (ARTCC)- Military Coordinator
- (9) Civilian Passenger/Cargo Airline "dispatcher".
- (10) Corporate and light aircraft from company or owner

B. Determining Airfield Suitability. As a deployed EPLO, you should be aware of the suitability of airfields, landing/assault zones(LZ/AZ), drop zones(DZ), and helipads that could be utilized by disaster relief aircraft. Not all airfields can accommodate a C-5 or a C-17 or even a C-130. Creative suggestions, utilizing seaplane, airdrop, grass-strips, and even cordoned-off highways might be effective when an airfield is not available. Airfield data is readily available. A general understanding of the documentation is all that's required since the TACC or DIRMOBFOR can be contacted for a more detailed analysis of the data.

(1) Airfield Suitability and Restriction Report (ASRR): OPR is HQ AMC/DOAS. Every airport in the world into which AMC aircraft are authorized to operate is contained in this report. The airports are list alphabetically in three ways:

- by official name of the airport
- by alternate name of airport
- by country, by airport name

The ASRR is produced quarterly starting 1 Aug 97. Each AF EPLO receives a copy from AFNSEP. It should be part of your Continuity File, prepared prior to deployment. ASRR pages I-ii to I-xiii explain the report. Aircraft/airfield suitability codes are explained on page I-xiii and are "must" reading.

(2) Airfield Surveys (include Assault Zones (AZ) and Landing Zones (LZ)). OPR is HQ AMC TACC/XOXY. The master file contains completed survey forms (2 to 4 pages) and is accessible through a Fax-on-Demand system. To access: call (DSN) 576-2899 or commercial (618) 256-2899 and follow voice prompt instructions. For example, request an airfield index by selecting option 1. This airfield index will provide you the requested "document numbers" referred to in the Fax-on-Demand voice prompts regarding specific airfields, AZ's and LZ's.

(2) Use a commercial fax number for receipt unless DSN receipt capability is available at your location.

Reminder: your EPLO computer has the capability of receiving AND sending faxes via its fax-modem.

(3) Other Sources of Airfield Data

- DOD Flight Information Publication ("FLIP"): Produced and distributed by the Defense Mapping Agency for U.S. military air operations. The Enroute Supplement contains General Information, Airport/Facility Directory (phone numbers and airfield info), and Theater Flight Data. It is published regionally, e.g., U.S., Latin America, etc, and is available in both IFR and VFR editions. *A deployed EPLO needs the IFR Enroute Supplement for the affected region.* It may be obtained, free of charge, at any USAF/military Base Operations dispatch counter. Even an outdated version is sufficient in an emergency.

Approach Plate books are also available by state or region that show an airfield diagram with runway length and width and parking area layout.

- JEPPESEN: A commercial service providing a civilian equivalent of the DOD FLIP documents which are utilized by most civilian (commercial, corporate, and private) pilots. Available for a fee at most airport fixed base operators (FBO's).

- Airfield Manager: Direct contact. Check the IFR Enroute Supplement for base operations or airfield manager telephone numbers.

- Director of Mobility Forces (DIRMOBFOR): AMC/TACC's deployed senior airlift manager for their respective AOR.

- Tanker Airlift Control Element (TALCE): For any large or on-going airlift operation, AMC/TACC will deploy a TALCE to the respective AOR. They report to the AME if deployed. They will be operating out of a forward staging base, not necessarily the base support installation (BSI). During Hurricane Opal

(1995), Pensacola NAS was the BSI, yet the TALCE deployed to Eglin AFB. TACC will have the contact numbers for the TALCE.

C. Ground Support Assets

(1) Background. If a disaster requires response involving airlift, aircraft will need to be loaded and unloaded with passengers and cargo. AF EPLOs may need to coordinate and provide information on ground support assets. You should be familiar with the ground resources necessary to support the mission. An awareness of where flights are originating from and going to will focus attention on the assets available to applicable locations. While USTRANSCOM, AMC, and specifically TACC will be aware of what is located at various locations, you may be asked to assist in locating and moving resources to airfields where additional equipment and personnel are needed. Just as in the cases where we are expected to know where the aircraft are, we are also expected to know where ground equipment is located. The same initiatives and sources can be used to determine the status of ground support assets. The following describes the ground assets the Air Force can employ to support airlift response to a disaster.

(2) A theater CINC may direct the establishment of a Director of Mobility Forces (DIRMOBFOR) to conduct airlift operations within the theater. The DIRMOBFOR will usually be a senior officer (O-6) who has an extensive background in airlift ops. The DIRMOBFOR exercises C2 over theater airlift assets. When deployed, the DIRMOBFOR will be accompanied by the Air Mobility Element(AME) staff to assist with coordinating airlift and expediting the resolution of any problems, including ground support assets. AF EPLOs should work closely with the DIRMOBFOR serving as the interface with the DCO. Discuss with AFNSEP the extent of the interface between the DCO and DIRMOBFOR.

(3) The TACC has control over ground support assets. TACC may deploy an AME to a theater as its extension. The AME contingent coordinates with the theater airlift management system to ensure the flow goes smoothly.

(4) Tanker/Airlift Control Elements (TALCEs) are mobile command and control(C2) units, which can be deployed by TACC to support theater operations. TALCEs may consist of active duty and/or Reserve members, and are deployed by TACC based on support requirements in the theater. A TALCE has individual specialists on its team, and provides continuing on-site management of airfield operations including C2, communications, aerial port, maintenance, security, and other services. A TALCE may be deployed in large scale operations such as Hurricane Marilyn(1995), and will bring ground support assets as needed. As AF EPLOs we should help coordinate arrangements for the arrival of a TALCE, and closely interface with the team during operations.

(5) Aerial Ports. The job of an aerial port unit is to load, unload, and process aircraft passengers and cargo through the airlift system. Although largely USAF organizations, aerial ports are also located at Naval Bases, and Army units with mobility missions have personnel who are conversant in aerial port functions. USAF aerial ports train with TALCEs, and may be stand alone operations at active duty and Reserve bases, or operate under the control of a TALCE at a fixed or temporary field operation. Aerial Port personnel and equipment have been utilized in previous disaster responses, and AF EPLOs need to be knowledgeable in their operations.

(a) Aerial Port Flights (APFs) are located at five USAF bases in the CONUS. The APFs are active duty units of personnel and equipment capable of rapid deployment to augment or establish air terminals, even in austere conditions.

(b) Aerial Port Squadrons (APSSs) are both active duty and Reserve organizations located throughout the world. Squadrons will usually consist of a command, combat readiness, air terminal operations center (ATOC), air freight, passenger service, and fleet service section. The important functions to know are:

1 ATOC: The focal point of operations. If you need information on aircraft flights or the status of supplies and equipment being loaded or unloaded, call the ATOC at the appropriate location.

2 Air Freight: Handles the cargo, mail, and vehicles being processed.

3 Passenger service: If you need to help evacuate the tourists off the USVI, experienced passenger service people are invaluable.

4 Fleet Service: Provides comfort items such as pillows, blankets, food, and water. They also clean the aircraft and service latrines.

(6) Aerial port equipment is referred to as MHE (Material Handling Equipment). The important pieces to know are:

(a) The USAF 463L Cargo Pallet System: This system, adopted in 1957, encompasses all aspects of cargo loading, including materials handling equipment, cargo loading platforms, restraint equipment, and in-aircraft roller and rail systems. The 463L pallet is an 88 inch by 108 inch by 2 1/4 inch thick corrosion resistant aluminum pallet framed on all sides by aluminum rails and weighing 290 pounds empty. The rails have 22 steel tie down rings attached (6 on each long side and 5 on each short side) for tie down with straps and netting which weighs another 65 pounds. The desired load per pallet is 7,500 pounds with a maximum of 10,000 pounds. Pallets are standardized for use on all USAF aircraft.

(b) Loads being moved on USAF aircraft need to be built up on pallets, usually at an AF Aerial Port facility. Time and manpower must be allocated to accomplish this. The only exceptions are "rolling stock" i.e. vehicles, trailers and wheel mounted equipment (which may require a prime mover) or special "floor loaded" cargo.

(c) Off loading equipment must match the types of loads and types of aircraft utilized. A K-loader or fork lift (slower) can off load most low body airlifters (C-130, C-141, C-5), but the KC-10, KC-135 and many commercial aircraft require high lift equipment like a Cochran Loader. The TALCE is normally deployed to run a critical non-DOD offload site. It is imperative that they know what type of aircraft are planned so they can plan for and obtain the proper offloading equipment.

(d) The 10K (10,000 lbs) forklift is used to load and unload pallets on and off aircraft. The standard 10K can operate on concrete surfaces, and there is also an all-terrain version for use in the field. If a 10K forklift is available any USAF cargo aircraft can be loaded and unloaded. Many civilian airports have 6K forklifts - these can be used if the pallets being moved do not weigh over 6,000 lbs. If the local forklifts look like they will not be enough to handle a large scale operation, some 10K equipment should be brought in. A 10K loader can handle 15-20 aircraft as long as flow is scheduled.

(e) The 25K aircraft loader ("25K loader") can operate on concrete and be loaded with three pallets. There are also 40K aircraft loaders that can be loaded with 5 pallets. The 25 K loader fills the whole cargo compartment of a C-130 for transport and probably only makes sense for sustained operations. Plan on a C-5 to fly in a 40K loader.

(f) Dunnage is used to place pallets on to keep them off the ground before they are loaded on aircraft or broken down for distribution of cargo. Usually dunnage is 4" x 4" by 12' lengths of wood. If dunnage is not in sufficient supply some may need to be brought in - if a TALCE is coming they will usually bring some. AF EPLOs may need to coordinate on dunnage also.

(7) Snags and Pitfalls, or Questions an AF EPLO should ask concerning ground support assets at a deployed location:

(a) If generators with gasoline or other hazardous cargo are to be shipped, TALCE or aerial port or certified civilians need to prepare and authorize the shipment on a Form 1387-2, Hazardous Cargo Shipping Document. Flights have been delayed because proper preparation or documentation was not done beforehand on hazardous cargo. AF EPLOs may need to ensure and ask if certified personnel are available and ready to ship hazardous cargo.

(b) Who do you have to unload and load aircraft? This applies to all the civilian aircraft that will fly in besides the DOD aircraft). If augmentation is needed, a request for a TALCE and aerial port personnel and equipment may be warranted. A USAF aircraft loadmaster can always unload or load his or her aircraft with enough help, even if it is done by hand - but it will be a much slower process.

(c) What do you have for MHE resources? Is additional equipment (10K forklifts) needed?

(d) What is the maximum number of aircraft on the ground (MOG) that can be handled by the airfield at any one time? Again, a TALCE and/or aerial port may be needed to help with scheduling flights and keeping cargo and passengers moving.

(e) What is the priority need? Should water or plastic sheeting be flown in first, for example? Setting and communicating priorities affects the whole operation.

(f) Once equipment and supplies are off loaded from the aircraft, where will they be put? How will the cargo be broken down off the pallets and distributed to where they have to go? Is there enough room to store everything scheduled to be flown in?

(g) Where will you put an aircraft that breaks down and cannot take off? Can you tow an aircraft? Where can the crew stay until the aircraft is fixed? If a TALCE is on-site they can coordinate the ordering of spare parts - but if not on site, how can spare parts be ordered?

(h) Do you have enough fleet service capability to handle a large flow of aircraft?

(i) Is there a plan in place for personnel shift scheduling?.. We don't want to burn out our people. Do we need more resources to establish an additional shift?

(j) If normal dunnage is not available, what are the alternatives (trees, sandbags, etc)? How do we get more dunnage?

(k) Is there a redeployment plan for equipment (forklifts, pallets, nets, straps, dunnage, etc) and personnel.? We may have to use it all again the next time - especially the EPLOs!

Part 6. RESPONSE MANAGEMENT

A. Command and Control. This section provides an overview of how the Air Force manages command and control of assigned airlift (air mobility) forces. You can see the primary point of contact (POC) for operational control is the Tanker Airlift Control Center at DSN 576-1731, (618) 256-1731 or 1-800-247-6625 ext 1731. See Chap. 4.F.

(1) General. Command and Control(C2) of AMC-assigned forces is exercised through command and control centers (CCCs). C2 is exercised through AMC Tanker Airlift Control Center (TACC), Unit Command Posts (CPs), Air Mobility Control Centers (AMCCs), Airlift Control Elements (ALCEs), and Combat Control Teams (CCTs).

(2) Operational Control. AMC exercises C2 of all airlift forces with centralized execution and operational control exercised through the TACC. The TACC is responsible for all AMC missions except those in the local flying area. Changes to approved schedules or urgent mission requirements will be accomplished by or concurred with by the TACC.

(3) Theater Assigned Forces. AMC maintains command less operational control of theater assigned forces. Operational control changes from AMC to the unified commander when the designated aircraft arrive in-theater. Under authority of the unified commander, the Air Force component commander (AFCC) exercises operational control of such forces through the commander of Airlift Forces (COMALF). COMALF exercises command and control responsibilities through a Deployed Tanker Airlift Control Center (DTACC), in turn, through subordinate elements of the AMC command and control system.

(4) AMC Assigned Forces. AMC maintains command and operational control of AMC assigned forces any place in the world when engaged in strategic operations. Operational control is exercised by AMC through TACC. The TACC has management responsibility and execution authority for all strategic missions operating worldwide.

(5) Tactical Operations. Upon advice of the Joint Chiefs of Staff and with approval of the Secretary of Defense, operational control of AMC assigned forces may transfer to the commander of a unified commander or joint task force for the conduct of operations within a specific area of responsibility.

(6) Emergency Authority. Under provisions of JCS Pub 2, the commander of a unified command is authorized to assume temporary operational control of all available forces within the commander's area of responsibility during a major emergency. EXCEPTION: Forces scheduled for or actually engaged in the execution of specific operational missions under war plans approved by the JCS. Operational control during exercises, contingencies, or war may transfer to other commanders as specified in the CINCAMC OPLAN/ OPOD.

(7) Director of Mobility Forces (DIRMOBFOR). See Chap.4.G. on DIRMOBFOR.

B. Flight Following/Mission Tracking. To quote a deployed DCO in his after-action report: "An Air Force EPLO must know where the airplanes are." ITV(In Transit Visibility) is the latest euphemism. Regardless where the EPLO is deployed, the boss is going to want to know, "Where are the supplies, and when are they going to get here/there?" A great first response could be, "I don't know, but I will find out!"

(1) The Easy Way. The easiest way to find this information is to call the TACC East or West Cell @ DSN576-1748(East)/1749(West). The departure point in relation to the Mississippi River determines which Cell controls the mission, i.e. Charleston AFB is in the East Cell. It helps to know at least one of four pieces of information to locate your flight:

- a. AMC mission number or the Flight number
- b. Aircraft tail number
- c. Aircraft Commander's name
- d. Specific cargo or cargo ULN

TACC's computer can sort on other data, but these allow for the quickest search. If TACC is unavailable to the EPLO, check with the deployed TALCE or AME. If no luck still, try calling the USAF EPLO at 1A/5A EOC or the TRANSCOM Liaison at FORSCOM.

(2) The Better Way. Some background knowledge is important here to answer the DCO. Both AMC and TACC have 24 hour on-call staffs of airlift planners and current operations personnel. These people are experts at planning for any contingency. If some event happens for which there is no current plan, they are the best at adapting a current plan to fit the needs of the emergency.

For any ongoing airlift, timing is crucial. The airflow into the destination must be coordinated so as not to exceed the capabilities of ATC, weather, diplomatic clearances, airfield ground crews & equipment, the physical capacity of the airport and SAFETY. This limiting factor is known as MOG (Maximum On Ground). AMC has predetermined the MOG for every combination of aircraft at every airport in the Airfield Suitability & Restriction Report. The MOG may be further modified for a specific contingency operation. The specific MOG number is unimportant to the EPLO since it can change on a moments notice. However, the concept is very important for us to keep our bosses fully informed.

More on deliberate planning. TPFDD/TPFDL(Time Phased Force Deployment Document/Time Phased Force Deployment List) pronounced tip-fid/tip-fiddle is one of the last steps in planning. The cargo being transported is assigned a ULN(Unit Line Number) and is matched to a specific mission/chalk number in order of priority at the destination. This is all worked out by TRANSCOM/AMC/TACC. Each command publishes this information as an Airflow/Airlift Mission Summary at least daily. This is the best document the EPLO can have in the field for answering that most important question, "Where's the beef?" This report covers scheduled airlift for the next 24 hours. See Appendix A.

C. Cost Estimating. During a disaster or event, the FCO may consider military airlift as a means to move relief supplies. The DCO may request the USAF EPLO to provide an airlift estimate for the FEMA RFA(Request For Assistance). Almost all our military and civilian training focus upon accuracy, while estimating for a disaster, this philosophy is minimized. It is more important to give the DCO a realistic estimate than it is to be 100% accurate. Being within or under budget is much better than going back for a supplemental funding request. Estimating airlift cost for the RFA is a straight forward "cost*time" or "distance/speed" problem. from our high school math days. There are many ways to solve this problem. I will illustrate the easiest way and the most difficult way. Of course, you may find yourself somewhere in between. Innovation is the key to success

(1) Easy Way. The easy way requires a telephone. Call the TACC (Senior Controller) at DSN 576-1705 or commercial (618) 256-1705. This is the 0-6 in charge of all tanker-airlift operations in progress. Ask the Senior

for help in estimating the cost for a FEMA RFA for military airlift of _____ (cargo/supplies, e.g., three 75KW generators) from _____ (onload/origin, e.g., Pope AFB) to _____ (offload/destination, e.g., Oklahoma City). The Senior will refer you to the proper mission planners who will be able to give you estimates of aircraft type, number of sorties required and the flying time between onload, offload and the depositioning point.

Armed with this information, next call AMC/FMIB at DSN 576-2668 or commercial (618) 256-2668. Ask for the current aircraft reimbursement rates for DBOF-T (Defense Business Operating Fund-Transportation) aircraft. Sometimes, AMC will discount these rates in support of a disaster relief operation. AFNSEP may have already supplied you with this information. Now, you can calculate the estimate for the DCO.

(2) Hard Way. If you are in the field with limited communications such as in St. Thomas immediately following Hurricane Marilyn (1995), your only source of information may be the DODRDB (look under Displays\Cost Information\USAF Aircraft Costs) or an occasional SATCOM call. For the initial response, the DCO will need an estimate to satisfy the RFA requirement. AMC will charge based on flying time from the most distant departure/onload point to the depositioning point (the first point after delivering the cargo where the aircraft becomes available for other AMC mission assignments). Often, the offload point is also the deposition point.

- For our estimating problem, always assume the worst case. If all else fails, use the TLAR (that looks about right) rule. When left to your own devices, some realistic assumptions for airlift cost estimating are:
 - Unless you know beyond doubt which aircraft is being used, assume the most costly, i.e., a C-5 at \$15,000/hour.
 - All jet aircraft fly at approximately the same airspeed: 500 mph.
 - If you do not know the distance between onload, offload and depositioning point, use an approximation, e.g., a transcontinental flight takes about 5 hours. Some rough flight times:

LAX-DFW	about 3 hours
SFO-DFW	about 3.5 hours
DFW-ATL	about 1.5 hours
DFW-MIA	about 2.25 hours
JFK-MIA	about 2.75 hours
MIA-STT	about 2.25 hours

Puzzled by the codes? See your IFR Enroute Supplement!

- For depositioning use the closest USAF base, e.g., for Oklahoma City use Tinker AFB. If you are unsure, use the nearest AMC base, e.g., Charleston AFB, Travis AFB, etc.

- If you can manage a phone call out, call the First Army or Fifth Army EOC, speak to the USAF EPLO and ask that EPLO to estimate the cost using the Easy Way.

- DODRDB. The DODRDB has cost estimating information, but it may be out of date. So, call AMC or AFNSEP to get the latest cost data. With nothing else available, use the cost data available in the DODRDB(Displays\Cost Information\USAF Aircraft Costs). Unless otherwise instructed, use the US Government (non-DOD) rate for DBOF-T aircraft.

D. Reports. SITREPS should provide information similar to TEMPEST RAPID Reports. The Airflow/Mission Summary is explained in Attachment A-1 in this handbook. Tempest Rapid Reporting is covered in detail. as follows:

1. TEMPEST RAPID reporting is used to report USAF and CAP resources used in emergency relief operations in support of civil authorities. See AFI 10-802 Military Support to Civil Authority (MSCA) for guidance on committing resources. See AFMAN 10-206, Chapter 13, excerpted in Appendix K, for specific guidance on Tempest Rapid Reporting. Note the three report categories:

(A) TEMPEST RAPID I - Natural Disaster Resource Employment Report notifies Air Force National Security Emergency Preparedness Office (AFNSEP) of support activities.

(B) TEMPEST RAPID II - Natural Disaster Relief Operations Report consolidates information provided in TEMPEST RAPID I reports. It is prepared by AFNSEP.

(C) TEMPEST RAPID III - Natural Disaster Relief Final Report summarizes complete support. (Includes reimbursable and non-reimbursable resources used, total cost, photographs, and any other significant data.)

2. Make sure initial report reflects pertinent facts, figures, and other data. Make sure later reports reflect cumulative figures with daily activities. Use the Federal Emergency Management (FEMA) disaster identifying number (DIN) after a Presidential declaration of a major disaster. Enter "NC" after a paragraph number if no change has occurred since the previous report. Use "NA" to indicate that the paragraph is not applicable. Use the ESC D designator - Discontinue reporting during emergency conditions.

Part 7. CHECKLISTS

A. General Planning Checklist (Provided by Col Rick Brown, DCO for No Carolina during Hurricane Fran (1995)). Use this as an Initial Sanity Check for any Request for Assistance (RFA):

- Who normally performs this function?
- What is the "real" requirement?
- Who is supported ?
- What needs to be done?
- Where does it need to be done?
- When does it need to be done?
- Is it legal, safe, and or appropriate for DOD?
- What assets are needed to meet this requirement?
- What considerations, agencies, or issues are involved?
- How much will it cost?
- When is the mission complete?

B. EPLO Common Sense Rules

1. Know the Rules
2. Know the Players
3. Know Capability of Assets Available/Be Familiar w/DODRDB Before You Get There
4. Flexibility is Key
5. Plan on VIPs
6. Have Redundant Communications Equipment
7. Consistency in Information Flow, i.e., SITREPS at the same time and place every day so everyone is on the same sheet of music
8. Remember Others' Goals & Stay in Your Lane
9. Keep Your Bosses Informed: There is never too much information or too many reports
10. In the Emergency Operations Center, as a minimum you will need someone for passing information and messages, someone from Operations and a spare.
11. Don't forget the rear area and families

C. The following is a down and dirty reminder:

(1) Airlift Request. See the previous section on MSCA Airlift Request. During a Presidentially Declared Emergency/event, the deployed EPLO can expect to be questioned regarding the availability and affordability of military airlift of relief supplies. The FCO, SCO, DCO, or other interested parties will want to know the feasibility of using military airlift. Using previously described methodology, i.e., Airfield Suitability Report, FLIP, etc.[see Section 5], an answer can be quickly rendered. In most cases, the answer will be, "Yes." When responding to airlift requests, the cardinal rule to remember is NEVER COMMIT TO A SPECIFIC AIRCRAFT TYPE. Only advise the DCO as to whether or not airlift is possible. USTRANSCOM will decide the transportation mode. For airlift, AMC/TACC will make the determination of aircraft type.

(1) Airlift Tasking. See the previous section on MSCA Airlift Request. If the FCO decides upon military airlift, FEMA will submit an RFA to the DCO. If the costs have not been filled in, the EPLO may be asked to provide cost data. Use previously described methodology in Section 6.

When the RFA is prepared properly with a FEMA mission number(DIN), the DCO will forward it to 1A/5A EOC. 1A/5A EOC will validate the RFA and forward it to FORSCOM. FORSCOM forwards it to DOMS. DOMS forwards it to USTRANSCOM who will task AMC. AMC plans the mission, and TACC executes the mission. Although this sounds very cumbersome, with faxes and telephone calls, it happens rather quickly. The time consuming part happens when crews have to be prepared and aircraft have to be diverted and reconfigured to accommodate the specific load.

APPENDIX B
Capabilities and Characteristics of USAF Airlift Aircraft

EPLOs are likely to be asked to provide input to the DCO about the capabilities of USAF aircraft and, in general, demonstrate a knowledge of aircraft and their capabilities. The following charts display general information on USAF aircraft capabilities and dimensions could prove very helpful.

Figure A-1. Typical Aircraft Types (Aircraft Capabilities)

1. <u>AIR FORCE</u>	2. <u>CAP</u>	3. <u>CIVILIAN</u>
C-130	C-150	Rotary
C-141B	C-172	Fixed: Light
C-5		- Prop
C-17		- Turbo Prop
KC-135		- Jet
KC-10		
Recon (e.g. U-2)		

In addition to the above, if the situation permits, scheduled and chartered cargo and passenger airlines should be considered as appropriate instead of military airlift. However, HQ AMC and TACC make these decisions.

APPENDIX C
Miscellaneous Aircraft Information

<u>AIRCRAFT DIMENSIONS</u>			
	<u>C-130</u>	<u>C-141</u>	<u>C-5</u>
LENGTH	97' 9'	145' 0'	247' 10'
WING SPAN	132' 7'	160' 1'	222' 9'
MAXIMUM TAKEOFF WEIGHT	174,000	323,100	720,000
NORMAL TAKEOFF WEIGHT	155,000	323,100	712,500
MAXIMUM LANDING WEIGHT	155,000	257,500	635,850
NORMAL LANDING WEIGHT	130,000	257,500	635,850
<u>RUNWAY/TAXI REQUIREMENTS</u>			
MINIMUM WIDTH	80'(60" TAC)	98'	138'
MIN RUNWAY LENGTH	3500'	6000'	6000'
TAXIWAY NORMAL WIDTH	46'	50'	75'
TAXIWAY SHORTFIELD WIDTH	40'		
RUNWAY SHORTFIELD WIDTH	60'		
WIDTH 180 DEGREE TURN	81' 2'	138'	160'
<u>WINGS SPANS</u>			
ONE HALF WING	66' 4'	79' 11'	111' 4'
WINGSPAN	132' 0'	160'	222' 4'
GEAR WIDTH	14'	22'	36'

REMEMBER THESE FACTS:

1. The wing grows in a turn
2. Obstacles from 10 to 25 feet from the wing require use of wing walkers
3. Obstacles from within 10 feet from the aircraft require the aircraft to be towed.

APPENDIX D
Aircraft Planning Data (See notes on following page)

Manuf Model Name	Lockheed C-130 Hercules	Lockheed C-141B Starlifter	Lockheed C-5 Galaxy	Boeing KC-135 Strato-Tanker	McDonnell-Douglas KC-10 Extender	McDonnell-Douglas C-17 Globe-master III
Cost / Hr *	\$ 1754	\$ 4813	\$ 11,341	\$ 2602	\$ 4853	\$ 5694
ACL (lbs) **	25,000	50,000	150,000	30,000	100,000	138,000
Pallets 463L***	6	13	36	6	22 (code B) 16 (D)	18 Log / 11 ADS
Max Pax ****	74	153	73 / 340 **	Varies - 135	10 (code B) to 69	102
Cargo Compartment Dimensions (inches)						
Length (in)	624	1251	1736	1013	1441	1077
Height (in)	108	109	162	78	96	148
Width (in)	123 Note 1	123	228	129	197	216
Usable Length	162	1221	1736	790	1199	1056
Aircraft Ramp (in)	127 (Note 2)	131	114 front/ 55 aft	None	None	259
Lift req'd to Load (in) *****	40	50	Aft 73 to 105 Fr 36 to 70	125	200	???
Max Pallet Weight (Ea.)	10,355	10,355	10,355	6,000	10,000	10,355
Overall Dim Weights						
Ramp Limits	4664	7500	7500 per pallet	N/A	N/A	10,355
Passenger Load						
Maximum	90	200	73 Normal 340 Air Bus	135	10 (code B) 69 (code D) See note 3	102
Overwater	74	153	73		69	102
Passenger F.S.(C/B)	Variable	Variable	1675	Variable	500 (code B)	Variable
					650 (code D)	
Loadmasters Required						
1-40 Passengers	1	1	1	See note 4	See notes 4, 5	1
41 + Passengers	2	2	2			2
Seating Capabilities Cargo Width Criteria						
Pax on both sides	up to 76"	up to 80"	N/A		N/A	up 156"
Pax on one side	77"-96"	81"-96"	N/A		N/A	over 156"-192"
No Pax beside cargo	above 96"	above 96"	N/A		N/A	over 192"

NOTES:

* Cost / Hr from DODRDB(Displays\Cost Information\USAF Aircraft)

** Allowable Cabin Load, typical load around 80%, dependent on cargo density & fuel load

*** 463L Pallet See data in Appendix

**** Pax = Passenger Load, dependent on aircraft configuration and cargo loading, loadmaster makes final determination

***** Lift req'd to load = distance from tarmac to the aircraft loading floor, some aircraft require high lift equipment.

**APPENDIX E
C-130 Fact Sheet.**

C-130 E/H	
Maximum Takeoff Weight: 155,000 lbs	Normal Operating Weight: 80,000 lbs
* Peacetime Planning ACL: 25,000 lbs	
CARGO COMPARTMENT:	
Length - 624 inches	Width - 123 inches **
Height - 109 inches **	
CARGO AREA:	
From Fuselage Station 257 to 749 (main cargo floor) and 749 to 869 (aircraft ramp).	
VEHICLE LOADING:	
35 – inch treadways extend the entire length of the cargo compartment (FS 257 to 869)	
MAXIMUM AXLE WEIGHTS:	
Station 257 to 337 and Station 682 to 749	6,000 pound axles
Station 337 to 682:	13,000 pound axles
Aircraft Ramp (Station 749 to 869):	3,500 pound axles not to exceed 5,000 lbs total wt
PALLETIZED CARGO LOADING: Maximum allowable using HCU - 7/B and HCU- 15/C nets **	
Pallet Positions 1 through 4:	10,355 pounds ***
Pallet Positions 5:	8,500 pounds ***
Pallet Positions 6 (ramp):	4,664 pounds *** +
Height of Pallet Positions 1 through 5:	96 inches
Height of Pallet Positions 6:	76 inches
NOTE: A minimum 6-inch aisle-way must be provided on the left hand side of pallets positioned in the wheel well area (pallet positions 3 and 4) and an 18 inch aisle-way on the left side of any pallet on the ramp (position 6)	
PASSENGER LOADING:	
Airline seats plus one comfort pallet:	40 passengers
Web passenger seats:	90 passengers
Paratroops:	64 paratroops
Litter Patients (plus medical crew):	72 litters
Full sidewall seats only	41 passengers
MAXIMUM ON OVER-WATER FLIGHTS:	74 passengers

NOTES:

* The maximum payload is computed without regard to cargo density. It is limited only by aircraft structural limitations or critical leg fuel (2500NM) and is shown primarily for information. It includes the weight of any passengers carried. It should not be used unless cargo density is known to be high and physical characteristics of the cargo would permit full utilization of the compartment space. Flight route segments less than critical leg distances may allow for more or less ACL depending on wind factors.

** Cargo must be six inches from the sides and top of the aircraft. With Dual Rails installed, the cargo compartment floor is limited to 106 inches wide. Ramp height is restricted to 80 inches when closed.

*** Includes weight of cargo, pallet and nets.

-- Maximum weight on the aircraft ramp is 5,000 pounds including the weight of the aircraft dual rails and rollers.

-- Any passenger load requires a minimum of one loadmaster in the cargo compartment; two if more than 40 passengers are carried.

--Passengers will NOT occupy a seat closer than 30 inches from strapped or netted cargo.

**APPENDIX F
C-141B Fact Sheet**

C-141B		
Maximum Takeoff Weight: 323,100 lbs		Normal Operating Wgt.: 150,000 lbs
* Peacetime Planning ACL: 50,000 lbs		
CARGO COMPARTMENT:*		
Length - 1251 inches	Width - 123 inches	Height - 109 inches **
CARGO AREA		
From Fuselage Station 322 to 1412 (main cargo floor) and from station 1412 to 1543 (aircraft ramp).		
VEHICLE LOADING:		
34 - inch treadway extend the entire length of the cargo compartment (FS318 to 1543). Weight applied to the area between the treadways is very restrictive, refer to additional charts within this chapter.		
MAXIMUM WEIGHTS:		
Station 322 to 678 and Station 998 to 1412:		10,000 pound axles.
Station 678 to 998:		20,000 pound axles.
Aircraft Ramp (Station 1412 to 1543):		7,500 pound axles
Maximum individual wheel weight::		5,000 pounds
PALLETIZED CARGO LOADING: Maximum allowable using 11CU - 7/E and HCU- 15/C nets --		
Pallet Positions 1 through 12:		10,355 pounds ***
Pallet Position 13 (ramp):		7,500 pounds ***
Height of Pallet Positions 2 through 12:		96 inches
Height of Pallet Positions 1 and 13:		76 inches **
PASSENGER(PAX) LOADING:		
Airline seats plus one comfort pallet:		143 pax/troops
Web passenger seats:		200 passengers
Paratroops:		155 paratroops
Litter Patients (plus medical crew):		103 litters
Full sidewall seats only		98 passengers
MAXIMUM ON OVER-WATER FLIGHTS:		153 pa/troops

NOTES:

* The maximum payload is computed without regard to cargo density. It is limited only by aircraft structural limitations or critical leg fuel (3500 NM) and is shown primarily for information. It includes the weight of any passengers carried. It should not be used unless cargo density is known to be high and physical characteristics of the cargo would permit full utilization of the compartment space. Flight route segments less than critical leg lengths may allow for more or less ACL depending on wind factors. If tankers can be provided with aerial refueling qualified aircrews, the C-141 can airlift the maximum payload (34.3 S/T) over any critical leg.

** Cargo must be six inches from the sides and top of the aircraft. Ramp height is restricted to 80 inches for other than palletized cargo.

*** Includes weight of cargo, pallet and nets.

- No cargo is loaded in the first 30 inches of the cargo compartment.
- Any passenger load requires a minimum of one loadmaster in the cargo compartment; two if more than 40 passengers are carried
- Passengers will NOT occupy a seat closer than 30 inches from strapped or netted.

**APPENDIX G
C-5 Fact Sheet**

C-5	
Maximum Takeoff Weight: 769,000 lbs	Normal Operating Weight: 374,000 lbs
* Peacetime Planning ACL: 150,000 lbs	
CARGO COMPARTMENT:*	
Length - 1733 inches	Width - 228 inches
Height - 162 inches **	
CARGO AREA:	
From Fuselage Station 507 to 1971 (main cargo floor) and from station 395 to 507 (aircraft ramp) and from station 1971 to 2126 (aircraft aft ramp).	
MAXIMUM AXLE WEIGHTS:	
Aircraft Ramps (Station 393 to 507 and Station 1971 to 2126):	3,600 pound axles in any 20 inch length.
Station 517 to 724 and 1884 to 1971:	20,000 pound axles in any 40 inch length.
Station 724 to 1458 and 1518 to 1884	36,000 pound axles in any 40 inch length
Station 1458 to 1518:	25,000 pound axles
PALLETIZED CARGO LOADING: Maximum allowable using HCU - 7/E and HCU- 15/C nets --	
Pallet Positions 3 through 34:	10,355 pounds ****
Pallet Positions 1, 2, 35 and 36 (ramps):	7,500 pounds ****
Height of Pallet Positions 1 through 34:	96 inches
Height of Pallet Positions 35 and 36:	70 inches **
PASSENGER LOADING:	
Airline seats (permanently installed):	73 passengers/troops
Airline seats (additional seat kit):	267 passengers
Web passenger seats:	not available
Paratroops:	73 paratroops
Litter Patients (plus medical crew):	not available
Full sidewall seats only	not available
MAXIMUM ON OVER-WATER FLIGHTS:	329 passengers/troops

NOTES:

* The maximum payload is computed without regard to cargo density. It is limited only by aircraft structural limitations or critical lo fuel (3500 NM) and is shown primarily for information. It includes the weight of any passengers carried. It should not be used unless cargo density is known to be high and physical characteristics of the cargo would permit full utilization of the compartment space. Flight route segments less than critical leg distances may allow for more or less ACL depending on wind factors. If tankers can be provided with aerial refueling qualified aircrews, the C-5 can airlift the maximum payload (145.5 S/T) over any critical leg.

** Cargo must be six inches from the sides and top of the aircraft. Ramp cargo height is restricted to 70 inches at the aft edge.

*** Includes weight of cargo, pallet and nets.

**APPENDIX H
C-17 Fact Sheet**

C-17		
Maximum Takeoff Weight: 580,000 lbs	Normal Operating Weight: 268,000 lbs	
* Peacetime Planning ACL: 138,000 lbs		
CARGO COMPARTMENT*:		
Length -1056 inches	Width - 216 inches **	Height - 148 inches **
CARGO AREA:		
Fuselage Station 347 to 1164 are on the main cargo floor. Fuselage Stations 1165 to 1403 are on the cargo ramp.		
VEHICLE LOADING:		
MAXIMUM WEIGHTS:		
Stations 347 through 577 and 21074 through 1164:	27,000 pounds axles	
Stations 578 through 1073:	36,000 pound axles	
Aircraft Ramp (stations 1165 through 1403):	27,000 pound axles	
PALLETIZED CARGO LOADING:		
Maximum allowable using HCU-7/E and HCU-15/C nets:		
(LRS) Pallet Positions 1L through 9R:	10,355 pounds***	96 inches high
(ADS) Pallet Positions 1 through 11:	10,355 pounds***	96 inches high
PASSENGER LOADING:		
Permanently Installed Sidewall Seats:	54 passengers	
Onboard Centerline Seat Kit:	48 passengers	
Paratroops (maximum)	102 paratroops	
Onboard litter Capacity:	12 litters	
Additional Litter Capacity	36 litters	
<p>NOTES:</p> <p>* The maximum payload is computed without regard to cargo density. It is limited only by aircraft limitations or critical leg fuel (elf) and is shown primarily for information. It includes the weight of any passengers carried. It should not be used unless cargo density is known to be high and physical characteristics of the cargo would permit full utilization of the compartment space. Flight route segments less than critical leg distances may allow for more or less ACL depending on wind factors. If tanker support can be provided with aerial refueling qualified aircrews, the C-17 can airlift the maximum payload over any critical leg.</p> <p>** Cargo must be six inches from sides and top of the aircraft. All of fuselage station 937 the cargo compartment height is 162 inches.</p>		

**APPENDIX I
KC-10 Fact Sheet.**

KC-10		
Maximum Takeoff Weight: 590,000	Normal Operating Weight: 252,000	
* Peacetime Planning ACL: 100,000		
CARGO COMPARTMENT:		
Length - 1508 inches	Width - 197 inches **	Height - 96 inches **
CARGO AREA:		
From Fuselage Station 496 to 2004 (main cargo floor). No lower lobe cargo capability.		
MAXIMUM AXLE WEIGHTS: ***		
Station 630 to 1066:	4,500 pound axles	
Station 1066 to 1175:	4,800 pound axles	
Station 1175 to 1502:	3,200 pound axles	
Station 1502 to 1937:	4,000 pound axles	
PALLETIZED CARGO LOADING: Maximum allowable using HCU - 7/E and HCU- 15/C nets		
Pallet Positions 1 through 6 (left and right):	4,500 pounds ****	
Pallet Positions 7 through 11 (left and right):	10,000 pounds ****	
Pallet Positions 12 and 13 (left and right):	6,500 pounds ****	
Height of Pallet Positions 2 through 10:	96 inches**	
Height of Pallet Positions 11 and 12:	88 inches **	
PASSENGER LOADING:		
Airline seats (Code A):	8 passengers	
Airline seats (Code B):	10 passengers	
Airline seats (increased Accommodation Kit):	69 passengers	
Web passenger seats:	not available	
Paratroops:	not available	
Litter Patients (plus medical crew):	not available	
Full sidewall seats only	not available	
MAXIMUM ON OVER-WATER FLIGHTS:	69	

NOTES: (CODES A, B, C, AND D DO NOT APPLY FOR EPLO PURPOSES.)

* The maximum payload is computed without regard to cargo density. It is limited only by aircraft structural limitations (critical log fuel (4000 NM) and is shown primarily for information. It includes the weight of any passengers carried. It should not be used unless cargo density is known to be high and physical characteristics of the cargo would permit full utilization of the compartment space. Flight route segments less than critical leg distances may allow for more or less ACL depending on wind factors. Fuel offload requirements for aerial refueling missions may reduce cargo ACL allowable. ACL may be increased to 170,000 for configuration Code A.

** Cargo door height limits all cargo to 96 inches above the pallet. Cargo compartment curvature restricts normal pallet building techniques. Refer to the pallet profiles illustrated in this chapter.

*** Maximum axle weights are predicated on a minimum separation of 48 inches. See Figure 16.17 if separation is less.

**** Includes weight of cargo, pallet and nets of other tie down.

--The KC-10 DOES NOT have a floor loading capability. All cargo/baggage must be palletized or placed on a pallet subfloor.

--Baggage must be palletized and considered as cargo. Hand carried items must be capable of being stowed under the seats. Troops will be allowed to hand-carry their weapons and helmets. Other items that will not fit under the seats must be palletized (i.e., nicksacks, web belts, crew served weapons, etc.).

-- Until further notice, pallet position 13 will not be offered for user cargo space. Space is required for aircraft ground servicing (crew chief) equipment.

APPENDIX J

REQUEST FOR FEDERAL RESOURCE ASSISTANCE (RFA)

LOCATION	INITIATOR	TRACKING INFORMATION (FEMA Use Only)	
STATE:	LOG #	CONTROL #	
DISASTER #:	DATE:	DATE/TIME REC'D:	
I. ASSISTANCE REQUESTED			
Internal Reference #	ASSISTANCE REQUESTED QUANTITY	DATE / TIME NEEDED	REQUESTED LOCATION
Initiator/Requestor: _____ Phone # _____			<input type="checkbox"/> See Attached
POC Name: _____			
The State will: <ol style="list-style-type: none"> 1) Provide without cost to the United States all lands, easements, and rights-of-way necessary to accomplish the approved work. 2) Hold and save the United States free from damages due to the requested work, and shall indemnify the Federal government against any claims arising from such work. 3) Provide reimbursement to FEMA for the non-Federal share of the cost of such work in accordance with the provisions of the FEMA-State Agreement. 4) Assist the performing Federal agencies in all support and local jurisdictional matters. 			
State Approving Official (if applicable)		Date:	CONCUR:
II. FEDERAL ASSISTANCE			
Action to: <input type="checkbox"/> ESF- <input type="checkbox"/> Other-		Date:	Time:
Statement of Work:			
Assigned Agency:	PROJECTE D:	Start Date-	Completion Date-
Total Cost Estimate: \$	<input type="checkbox"/> See Attached		
POC Name:		Phone #	
Approved By:		Date:	Time:
III. COORDINATION (FEMA Use Only)			
Type:	<input type="checkbox"/> Direct Federal Assistance	<input type="checkbox"/> Technical Assistance	<input type="checkbox"/> Federal Operations Support
State Cost Share (% or \$):	Fund	Citation:	_____
MAC (Initial Federal review):		Date:	
Certifying Officer (funds availability):		Date:	
IV. APPROVAL			
State Approving Official:		Date:	
Federal Approving Official:		Date:	

V. IMPLEMENTATION (FEMA Use Only)						
Mission Assignment #:			Amt. This Action: \$			Correlation to Mission Assignment #
Amendment/Tasking #:			Cumulative Amt: \$			
Date Obligated:		Time:		By:		

R3-RFA-940805

REQUEST FOR FEDERAL ASSISTANCE FORM I N S T R U C T I O N S

INITIATOR:

The initiator enters the STATE and DISASTER # information at the top of the form, and after completing Section I (ASSISTANCE REQUESTED), also enters their LOG # and the DATE before directing the request to the Operations Section.

STATE: (If initiated by the State)

The State will fill in Section I, making sure that the ASSISTANCE REQUESTED, QUANTITY, DATE/TIME NEEDED, REQUESTED LOCATION, REQUESTOR/PHONE/POC (Point of Contact) blocks are complete. The request should generally identify the end requirement and not specify specific resources; example- request power and lighting for a mass care center, don't request a 250 kw generator. Requesting the end requirement will provide for the full capability; example- provision of generator(s), installation, maintenance, fuel supply, operation, and wiring and lamping. The State will designate one or more persons as the Approving Official, who will validate and sign-off on the request.

FEDERAL:

Operations Section:

The Operations Section will enter a FEMA Tracking CONTROL # and the DATE/TIME received. The request will then be directed to the appropriate Federal Emergency Support Function (FESF) or specific agency for staffing. If the request is to go to the Regional Operations Center for action, the appropriate counterpart Federal agency coordinating with the initiating State agency must sign-off in the CONCUR block with name and date (to the right of the State Approving Official's signature block in Section I). The ACTION TO, DATE, and TIME portion under Section II will be completed when issued to the appropriate FESF or agency.

Federal Emergency Support Function:

The lead agency for the FESF that the action has been assigned is responsible for controlling and staffing all subsequent resource actions regarding the request (Section II). Completion of Section II regarding the Statement of Work and PROJECTED Start/Completion Dates is the responsibility of the FESF Leader. The FESF Leader will coordinate between the lead agency and all support agencies to define the "Statement of Work" and determine which agencies will be involved, what the Total Estimated Cost will be, and which is the Assigned Agency for issuance of the mission assignment/tasking.

The FESF or agency leader will provide a POINT OF CONTACT name and PHONE # for Section II, and sign-off in the Approved By (with date/time) block.

Operations Section:

The Operations Section Mission Assignment Coordinator is responsible for Section III, IV and V. This includes initiating a mission tasking(s) based on the request and obtaining certification of fund availability (appropriate allocations) prior to formal obligation and issuance. STATE SHARE, FUND CITATION, and TASKING NUMBER completion/entries will be entered before an obligation is established.

APPROVALS: (SECTION IV)

State:

If the State is under agreement to pay a cost share of the requested resource, the tasking must first go to the State Coordinating Officer or Governor's Authorized Representative for approval before Federal approval.

Federal: The Disaster Recovery Manager as or in concurrence with the Federal Coordinating Officer is the Federal person authorized to approve the formal request for assistance resulting in obligation of the Federal Government.

IMPLEMENTATION: (SECTION V) After Federal approval the Financial Management function is responsible to enter and track the obligation. Once obligated the form is returned back to the FESF leader for implementation, including any sub-tab.

TAB I – CONTINUITY OF OPERATIONS (COOP)

1.1. Objective of COOP: To ensure continuous operations of essential HQ USAF functions during any emergency situation. This involves:

1.1.1. Reconstitution if the key staff is neutralized.

1.1.2. Relocation of key staff if part or all of the Pentagon is untenable.

1.1.3. Preparation and maintenance of plans to implement above actions.

1.2. Background.

1.2.1. National and DOD policies require COOP to ensure continuity of essential functions during national emergencies. Recent events, such as the Oklahoma City bombing and the fire at the Treasury building, have focused attention on COOP. This has led to an emphasis on an “all-hazards” approach to continuity planning for any contingency, including natural disasters, terrorist activity, or war.

1.2.2. The COOP plan used by the Department of the Air Force (COOP-DAF, 1-Jul-95) focuses on a nuclear event. SRA International is revising the plan under contract to AFNSEP. The goal is to provide for continuous operation of HQ USAF if relocation or reconstitution is directed, either in peace or in war,

1.3. Relocation. Key HQ USAF staff members relocate to a facility known as Site R. Depending on conditions, relocation may be directed to alternate locations.

1.4. Reconstitution. Staff reconstitution takes place at classified locations known collectively as the Emergency Headquarters Reconstitution Site (EHRS). Plans would be implemented if the Pentagon were attacked, severely damaged, or destroyed.

1.5. Responsibilities.

1.5.1. AFNSEP is the Air Force OPR for COOP policy and planning.

1.5.2. The AFOG is responsible for COOP execution.

1.5.3. HQ USAF/XO has implementation authority for COOP exercises. For example, exercise BLUE RAVEN (conducted quarterly), gives Air Force personnel experience in simulated relocation planning and execution.

1.5.4. OSD conducts “Operation Vanguard” to test Continuity of Operations plans at the DOD and JCS levels.

1.6. EPLO roles.

1.6.1. Two AFNSEP EPLO positions are designated to support the EHRS. The assigned EPLOs are required to have detailed knowledge of COOP operations. Training is conducted at the AFNSEP Operations Division headquarters.

1.6.2. Other EPLOs may be sent to Site R or reconstitution sites as temporary substitutes for EHRS EPLOs. They should use this annex to gain a general understanding of the issues.

TAB J - AFNSEP ANNUAL TRAINING PLAN**APPENDIX 1 - ANNUAL TRAINING PLAN POLICY LETTER**

27 March 1998

MEMORANDUM FOR ALL EPLOs

FROM: AFNSEP 1283 Anderson Way SW
Ft McPherson GA 30330

SUBJECT: Annual Training Plan Guidance

1. The EPLO Annual Training Plan Working Group reconvened in February and March of this year to address your concerns with last year's Annual Training Plan changes and implementation.
2. We are convinced the annual training plan process is vital to the continued success of the AFNSEP EPLO program. With the dynamic and diverse nature of our mission, it is essential that we continually review our training guidelines and requirements. We recognize the input of our experienced EPLOs in the field is invaluable to assure a meaningful training process.
3. Attached is this year's ATP guidance developed by the working group. We are also including sample forms, clarifications and instructions. This guidance will be covered in detail at our upcoming National EPLO conference. Please review all the attachments prior to the conference to assure that any of your questions or concerns can be addressed at that time.
4. The ATP is a vital management tool used by AFNSEP to balance your needs and the needs of the organization with budget requirements, training opportunities and mission demands. In this context it is extremely important that your plan reflects realistic training objectives to ensure optimum support for your unique training needs.
5. I appreciate your dedication, hard work, and support of our program. We are committed in assisting you in getting the highest quality training and preparation to perform our mission. *"One Team One Fight"*

APPENDIX 2 - COMMANDER'S INTENT**Commander's Intent**

The dynamic and diverse nature of the AFNSEP mission requires a well-trained EPLO workforce. The AFNSEP Staff is committed to providing you the best and highest quality preparation. This preparation requires planning and regular communication with your EMA.

EPLOs should be qualified to handle their primary duty of basic emergency response whenever called - regardless of assigned position or location. EPLOs' work schedules and training must also be tailored to meet individual needs and requirements. You are encouraged to tailor unique aspects of your training to ensure your preparedness.

The EPLO life cycle lays out a sequence of events that will provide initial and recurring training and a smooth transition to your successor. To customize the life cycle concept to individual needs and requirements, we need a well thought out annual training plan..

This annual plan is necessary for us to appropriately plan and budget to meet your needs. Your planning of IDT periods and annual tour will identify shortfalls and the need for additional mandays. Effective planning will allow us to program and allocate AFNSEP resources.

It is important that training plans specifically identify how training objectives will be accomplished. There is expected to be overlap in some training objectives. Training should reflect individual needs for proficiency and familiarization.

The specific accomplishments of your annual training plan objectives should be documented on the quarterly activity reports. Concerns or questions on individual training plans should be directed to your EMA.

APPENDIX 3 - ANNUAL TRAINING PLAN REQUIREMENTS

TRAINING OBJECTIVES	REMARKS
<i>CORE REQUIREMENTS</i>	<i>Essential for all EPLOs</i>
Consequence Management - “All Hazards”	Consequence Management/All Hazards include: <ul style="list-style-type: none"> -Terrorism - Hurricanes - Earthquakes - Nuclear Incidents - Floods - Winter Storms - Fires - Weapons of Mass Destruction (WMD) Can be accomplished simultaneously with an operational training exercise. Typically plan for 3-5 days
DOD Emergency Preparedness Course	Expected to be completed within 6 months of initial assignment. (Typically 5 days total plus one travel day).
EPLO AFNSEP Initial/Refresher	Initial to be completed within 6 months of assignment. (Typically plan for 5 days plus one travel day). Refresher will occur on odd years of assignment thereafter.
National EPLO Conference	National EPLO Conference will include CAAP/COOP (Key Asset Protection Program & Continuity of Operations) training, computer network training, and airlift coordination familiarization. (Typically plan for 5-6 days)
Installation Briefing/Visits	Briefing can be combined with base visit that typically lasts 2 days.
DODRDB Proficiency	Become familiar with contents, able to access, use and update
Operational Training	Operational Training examples are FEMA exercises, AFNSEP/DCE/DCO/ROC/CONUSA training, CONUSA exercises and similar STARC and regional exercises
Administrative Management	Includes preparation and update of annual training plan, quarterly activity reports, required readings, etc.
<i>SPECIALIZED REQUIREMENTS</i>	<i>Training will vary according to assignment, individual skills and background.</i>
CAAP/COOP (Critical Asses Assurance Program & Continuity of Operations) Familiarization	Familiarization reflects a basic understanding and comfort level with the subject indicated
Computer Familiarization	
Airlift Coordination Familiarization	
Federal Response Plan Familiarization	
Assignment Unique Training	Regionalized and Specialized training include, local plan reviews, networking activities, Regional Interagency Steering Committee (RISC) meetings, CAP visits, State/Regional meetings, professional development, Regional, State and local conferences and meetings, etc..
Transition of Replacement EPLO	Plan for orderly transition for your replacement, including continuity folder update/review

APPENDIX 4 – AFNSEP FORM 0-6, ANNUAL TRAINING AND ACTIVITY PLAN

Dates	IDT	AT	MAN DAYS	TVL DAYS	SCHOOL DAYS	Description of Training Activity	TRAINING OBJECTIVE S
							<i>CORE REQUIREMENTS - Date Scheduled</i>
							Consequence Management - “All Hazards”
							DOD Emergency Preparedness Course
							EPLO AFNSEP Initial/Refresher
							National EPLO Conference
							Installation Briefing/Visits
							DODRDB Proficiency
							Operational Training
							Administrative Management
							<i>Specialized Requirements - Date Scheduled</i>
							CAAP/COOP (Critical Asses Assurance Program & Continuity of Operations) Familiarization

Dates	IDT	AT	MAN DAYS	TVL DAYS	SCHOOL DAYS	Description of Training Activity	<i>Specialized Requirements - Cont.</i> <i>Date Scheduled</i>
							Computer Familiarization
							Airlift Coordination Familiarization
							Federal Response Plan Familiarization
							Assignment Unique Training
							Transition of Replacement EPLO
TOTAL	0	0	0		0		

NAME

POSITION

AREA

NSEP FORM 0-6 - 01 JUL 98

APPROVED/DISAPPROVED

DATE

APPENDIX 5 - AFNSEP FORM 0-6 INSTRUCTIONS

1. All ATPs must be submitted electronically to AFNSEP no later than 15 August using NSEP Form 0-6.
2. Arrange your planned activities in chronological order showing dates duty performed regardless of status.
3. Do not include “contingency” or actual emergency operations in your ATP.
4. Core requirements identified in guidelines are essential elements for all EPLO’s. Specialized Requirements should be included to tailor your plan to the unique needs of your assigned position.
5. Identify which training activity you are using to meet the Guideline Training Objectives. Indicate the date of activity in respective training objective column as appropriate.
6. Program your annual tour days completely prior to programming RPA mandays. In most cases, failure to complete annual tour cannot be wavered and will result in ARPC considering your participation unsatisfactory for the year.
7. Complete NSEP Form 0-6 as follows:

BLOCK 1: From/To – Dates training will be performed (day, month, year). If unknown you may use TBD.

BLOCK 2: IDT – Show number of IDT periods.

BLOCK 3: AT – Number of Annual Training days required. Do not include travel days. Use of annual training should be programmed prior to using RPA mandays. Minimum is 12 days and maximum is 14 days

BLOCK 4/5: Mandays – Enter the number of days required followed by an R for Reserve Personnel Appropriation (RPA) (in support of reserve training) or an M for Military Personnel Appropriation (MPA) (in support of an active duty mission). Do not include travel days needed.

BLOCK 6: Travel Days – Enter the number of travel days need for AT, MPA or RPA. Travel days are limited for AT to three per fiscal year.

BLOCK 7: School Tours – Enter the number of days for AF approved schools that you are requesting or that have been approved.

BLOCK 8: Description of Training Activity – Enter specific description of activity to be performed. For example, instead of “Attend STARC meeting”, use “ STARC Exercise-Consequence Management Terrorism Scenario (ICY, Boondock AFB, ND).

BLOCK 9: Training Objectives – Enter the date for the activity (ies) shown on the training plan which meets the specific training objective. See sample.

BLOCK 10: TOTAL - Verify that 48 IDTs, 12-14 AT days, and no more than 3 travel days are shown (AT only)

APPENDIX 6 - COMPLETED AFNSEP FORM 0-6

(* SAMPLE *)

FY 99 AFNSEP TRAINING / ACTIVITY PLAN

Ivan Eplovich
NAME

State EPLO
POSITION

From /To	IDT	AT	Man Days	Travel Days	School Days	Description of Training Activity	Training Objectives
3-4 Oct 98	4					Prepare Quarterly Report, Annual ATP Reconciliation, review reading list. HQ STARC	<i>CORE REQUIREMENTS - Date Scheduled</i>
6-7 Nov 98	4					STARCEX- Consequence Mgmt- Terrorism Scenario	Consequence Mgmt - "All Hazards" <i>6-7 Nov, 3-6 Feb, 8-9 Jun</i>
20-22 Nov 98		3				Base visit. Icy Boondock AFB USA	DOD Emergency Preparedness Course <i>N/A</i>
5-6 Dec 98	4					DODRDB proficiency training, computer familiarization (AFNSEP Intranet). STARC	EPLO AFNSEP Initial/Refresher <i>7-11 Dec</i>
7-11 Dec 98		5		1		AFNSEP Refresher course	National EPLO Conference <i>25-30 May</i>
9-10 Jan 99	4					State midwinter EMA meeting. Capital City USA	Installation Briefing/Visits <i>20-22 Nov, 6-7 May, 13 Aug</i>
11 Jan 99	1					Prepare Quarterly Report. Telecommute IDT	DODRDB Proficiency <i>5-6 Dec</i>
3-6 Feb 99	7					Regional EPLO Workshop/Exercise (WMD)- Sinn City USA	Operational Training <i>6-7 Nov, 3-6 Feb, 8-9 Jun</i>
8-9 Mar 99	4					STARC Meeting/CAP WG/CC Qtrly Staff Meeting	Administrative Management <i>3-4 Oct, 11 Jan, 1 Apr, 10-11 Jul</i>
1 Apr 99	2					Visit County EMA/ Qtrly Report	
6-7 May 99	4					Visit DCO/DCE. TSB Swampy	<i>SPECIALIZED REQUIREMENTS - Date Scheduled</i>
25- 30 May 99		6		1		National EPLO Conference. Location TBD.	CAAP/COOP (Critical Assets Assur Pgm & Contin of Ops) Familiarization. <i>25-30 May</i>
8-9 Jun 99	4					CONUSA/ROC Exercise- Hurricane. Anytown USA	Computer Familiarization <i>5-6 Dec, 6-7 Nov, 3-6 Feb</i>

10-11 Jul 99	4					Qtrly Report/Prepare ATP for submission. STARC HQ	Airlift Coordination Familiarization <i>8-9 Jun, 8-9 Mar</i>
3-4 Aug 99	4					Update FRP/Plan and Coord Base Visit. STARC HQ	Federal Response Plan Familiarization <i>3-4 Aug</i>
13-14 Aug 99			2	1		Installation Visit/Briefing. Eagle AFB, USA STARCEX- Conseq. Mgmt- Terrorism Scenario	Assign Uniq Tng. <i>6-7 Nov, 9-10 Jan, 3-6 Feb, 8-9 Mar, 1 Apr, 6-7 May, 14 Aug, 12-13 Sep</i>
12-13 Sep 99	4					Meet w/TAG and EMA Staff. STARC HQ	Transition of Replacement EPLO <i>N/A</i>
TOTAL	48	14	2	3	0		

NSEP FORM - 06 AUGUST 1998

TAB K- WEAPONS OF MASS DESTRUCTION

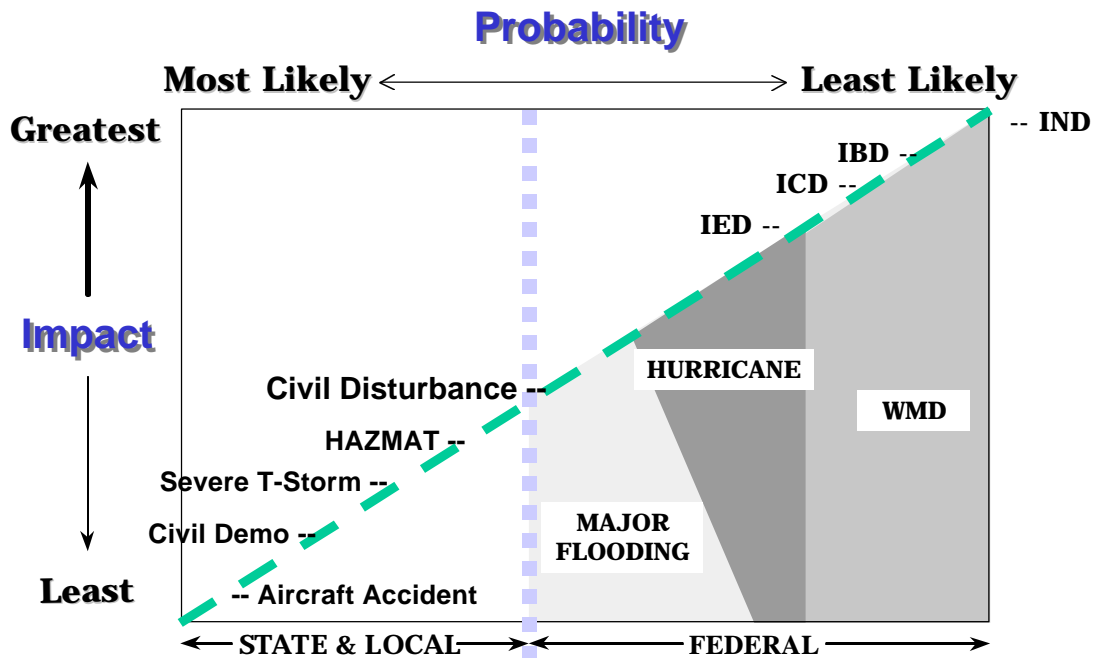
WEAPONS OF MASS DESTRUCTION

The DOD response and planning in the area of Weapons of Mass Destruction (WMD) is a rapidly changing environment. Please realize this and try to seek out other sources for the latest developments. WMD was the main topic of the 1998 EPLO Conference in Denver. Preparation for a WMD disaster is a top priority. This Tab K is designed to give you some information in this area, but further study will be required.

WMD according to Nunn-Lugar-Domenici Legislation is defined as "... any weapon or device that is intended or has the capability to cause death or serious bodily injury through the release of poisonous chemicals, disease, or radiation....." According to the Federal Response Plan WMD is defined as "... Any explosive, incendiary, or poison gas, bomb, grenade, rocket having propellant charge more than four ounces, missile having an explosive charge of more than one quarter ounce, mine or device similar to the above ...poison gas...disease, organism..... radiation."

These definitions leave a lot of latitude, but as EPLO's, we would not be involved until an incident exceeds state capabilities and a Presidential Declaration takes place. This could happen instantly in a WMD scenario and it is those situations that we are attempting to address. The following graphic shows how WMD fits in to an all hazard response.

Domestic Emergency Continuum



The dotted blue line in the center of the graphic moves according to a state's ability to respond. For example many states have capabilities dealing with hazardous materials (HAZMAT). A chemical release may be

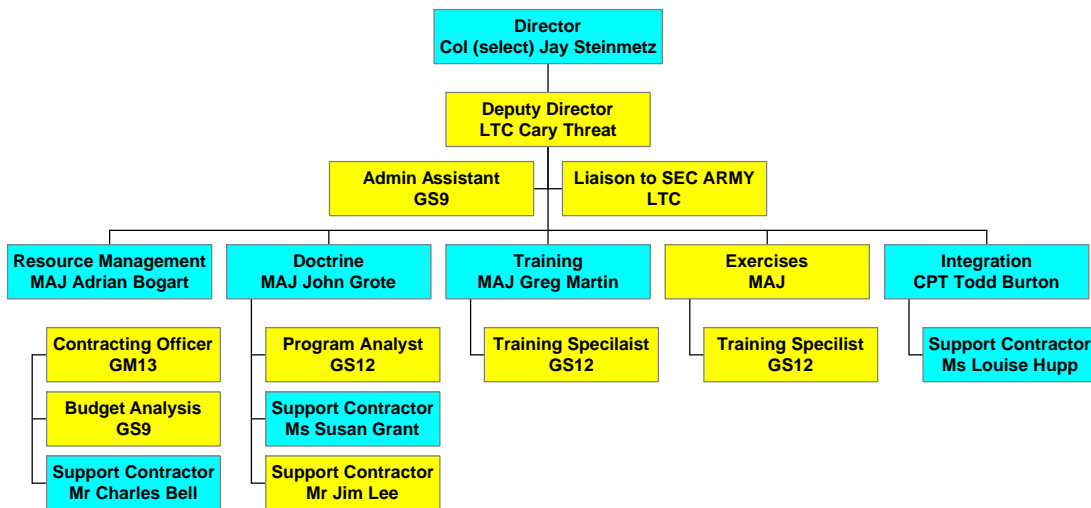
contained with a state's assets, but a different state may have limited capabilities and need help at a lower threshold. Radiological or biological incidents may require DOD support at lower thresholds also.

In an effort to increase our national capability to respond to Terrorist threats from WMD, Presidential Directive 39 supported by Nunn-Lugar-Domenici legislation has set in motion funding for a multi-year program to better prepare our country for these threats. The City Training currently taking place is an important step in this process. Cities are receiving up to \$300,000 of equipment, "train the Trainer" materials and support to improve their ability to respond to WMD threats. One hundred and twenty cities are scheduled to receive this training.

PROGRAM INTEGRATION OFFICE

DOD has set up a Consequence Management Program Integration Office currently headed by Col Jay Steinmetz, USAF. This office will be on-line and the AFNSEP server will have information and e-mail addresses for our use in this area.

The mission of the Consequence Management PIO is to develop, train, and equip a comprehensive set of military response elements needed to support civil consequence management response to attacks using nuclear, chemical, and biological weapons. The PIO will incorporate the capabilities of the Reserve Components, including the National Guard.



Highlights of the Consequence PIO Plan

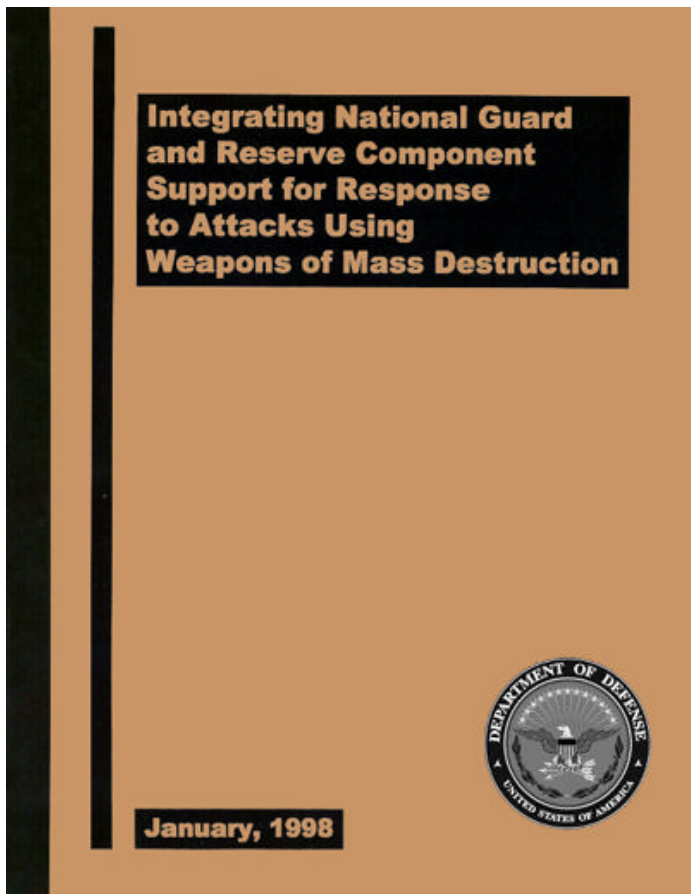
- Multi-year Total Force integration program
- Focuses, trains, and equips military support in FY99
 - 28 reconnaissance elements
 - 64 decontamination elements
 - 10 National Guard assessment elements--1 state in each region
 - Refines other response elements (medical, logistics, etc.)

- Trains and equips additional elements in FY00
 - 27 reconnaissance elements
 - 63 decontamination elements
 -

Other response elements refined during FY99

The following recently published manual may shed more light on this subject. It is available on the World Wide Web. For more info try:

<http://www.hqda-aoc.army.pentagon.mil/doms/compio/main.html>
<http://www.defenselink.mil.pubs/wmdresponse/>



For a copy, see <http://www.defenselink.mil.pubs/wmdresponse/>

THE RESPONSE TASK FORCE

Another key aspect of WMD response from DOD is the Response Task Force (RTF). Both First and Fifth Armies possess this capability. First Army plans to utilize a 54-man package using a four-hour response key personnel, a twelve-hour response with limited capability and full strength in 24 hours. The concept assumes First Army EPLOs will stay at Ft Gillem during the initial stages with later deployment forward to the RTF. Fifth Army has a larger 100-man package including Fifth Army EPLOs who deploy as one package with the Fifth Army RTF.

A typical First Army RTF response should resemble the following:

Within 4 hours of notification

- Representatives prepared to deploy (airfield)
 - Establish liaison and communications
 - Assess requirements (limited technical expertise)

Within 12 hours of notification

- Advance Element ready to deploy (airfield)
 - Establish a Command Post (24-hour operations)
 - Conduct crisis and consequence management planning
 - Receive OPCON of DoD forces (less JSOTF)

Within 24 hours of notification

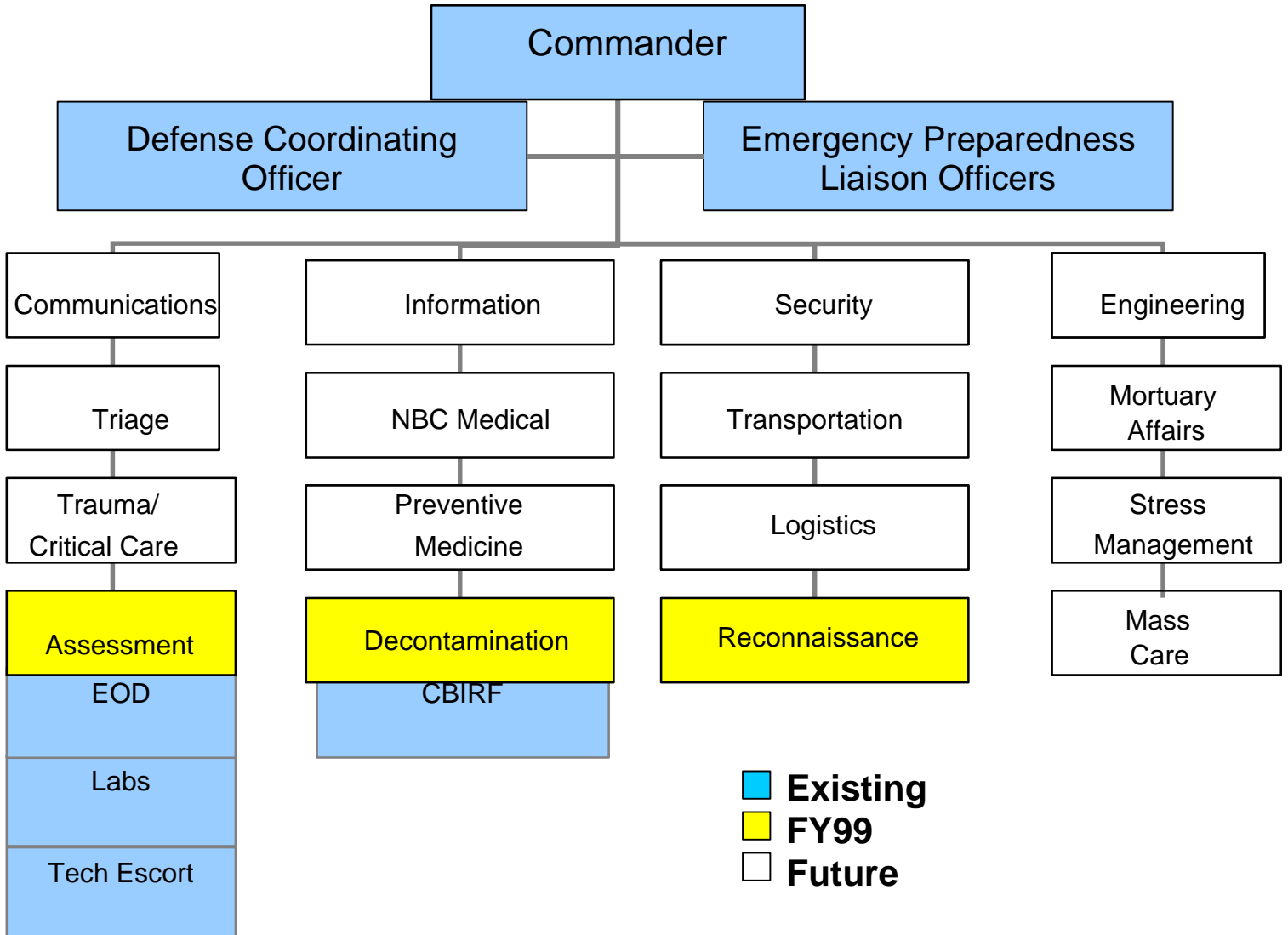
- RTF mission capable
 - Plan and execute support to federal agencies
 - Establish disengagement criteria
 - Plan transition to follow-on missions
 - Plan disengagement and redeployment of forces

The RTF is only used for WMD response. When a large-scale natural disaster such as Hurricane Andrew occurs, it would normally be handled by a Joint Task Force (JTF), which is similar to an RTF but supported by resources tailored for that particular disaster.

A diagram of the different RTF Elements follows. Threat Assessment Elements are currently being formed. The ten locations of these elements were chosen from a list of discriminators such as Demographics, Threat Assessment, High value targets, Military airlift, WMD Training/Response Centers, Federal Response Assets, State Support, and Interstate Compacts.

As more teams are trained they will also be assigned using the same criteria. All of these assets form supporting elements. For example, Fifth Army would support First Army in the Eastern US as needed and the reverse is also true. One way to think of the RTF is as the First or Fifth Army Headquarters forward deployed. Though the RTF does not have all of the assets of the Headquarters, it has the key elements. The RTF will be closely located to the DFO and should help streamline operations not hinder them.

Response Task Force Elements



TAB L - DEPLOYING EPLO'S CHECKLIST AND OTHER USEFUL INFORMATION

**APPENDIX 1 - Checklist for
AF EPLOs Traveling on Verbal Orders of the Commander**

_____AFNSEP Operations Center personnel will notify ARPC and AFNSEP Support Division of EPLOs identified for VOCO travel to include dates of travel, location(s), and departure airports

_____Provide courtesy listing to EMAs and EPLOs

_____Use the following text in your notice to all recipients:

The Air Force National Security Emergency Preparedness Agency will deploy the following Reserve personnel in support of (State mission) under the verbal orders of our unit commander, (Identify commander). MPA man-days will be used and hardcopy orders are being processed, but the orders may not be available prior to date of travel. Travelers will use their government credit card to cover travel costs. The mission number for this operation is (State the mission number, if available). Our POC for travel orders is (State the unit POC and phone number).

TRAVELER	DATE OF DEPARTURE	DESTINATION	RETURN DATE
<i>Col James Smith</i>	<i>DDMMYY</i>	<i>Identify location</i>	<i>DDMMYY</i>

_____When asked to deploy under Verbal Orders of the Commander (VOCO), individual EPLOs shall use the following guidance when contacting your nearest government ticketing office or the ARPC ticketing office for travel reservations:

_____Determine travel date and location from from the duty EPLOs at the AFNSEP operations center (404) 464-4289 or your EMA

_____Contact the nearest GTO or ARPC for reservations

•ARPC can be reached at 1-800-525-0102 X406 or 1-800-225-2690 after hours (ARPC is in the Mountain Time Zone)

- Recite the following to the ticketing agent:

I am (State your rank and name) of the Air Force National Security Emergency Preparedness Agency and will be traveling on the verbal orders of my unit commander in support of (State the mission). Hardcopy orders are being processed by my unit, but may not be available prior to my travel. I need reservations and have my government credit card ready. (Provide credit card number when asked).

APPENDIX 2 - Checklist for EPLOs Deploying to the Pentagon or Washington DC

_____Any EPLO deploying to the Pentagon or Washington DC may find the following information helpful:

_____Anyone requiring come-and-go access to the AF Operations Center and Army Operations Center must have a Top Secret clearance (Otherwise, you will need to be escorted and that is not always possible during emergencies)

_____Ensure AFNSEP Security Manager has forwarded your clearance to the gaining organization for badge(s)

_____Separate badges are required for FEMA, Pentagon, AF Operations Center, and Army Operations Center

_____FEMA Emergency Operations Center is located at the national HQ facility at:
Federal Center Plaza
500C St SW
Washington DC 20472

_____AFNSEP Pentagon is located in the AF Operations Center, Rm MC830, (703) 697-0441/0443

_____DOMS is located in the Army Operations Center, Rm BF762, (703) 697-3203/1096

_____The following Crystal City accommodations are available within per diem rate for Reserve officers and may provide you with adequate access to both Washington DC, the Pentagon, restaurants, and Ronald Reagan Airport:

Howard Johnson (703) 684-7200
Inexpensive, but nice rooms
Good shuttle service to Pentagon
Near to restaurants, metro and mall

Doubletree (703) 416-4100
More expensive, nice rooms
Very close to mall and metro
Shuttle limited; close enough to walk to Pentagon

_____Rental cars are not normally authorized for the National Capital Region due to the quick and easy access to a comprehensive metro and bus network

_____Contact the host unit for property pass for your computer [YOUR COMPUTER WILL NOT BE ALLOWED TO LEAVE THE PENTAGON WITHOUT ONE]

_____Normally, blue shirt, open collar is National Capital Region uniform of the day

Appendix 3 – Checklist for EPLO Augmentees to AFNSEP Operations Center

_____ **Ask an EMA for a situation brief before duty begins**

- _____ Review log of events and any situation reports available
- _____ Learn how to prepare and send daily updates

_____ **Ask an EMA or Support Team personnel to provide you with the “lay-of-the-land”**

- _____ Restrooms
- _____ Phones
- _____ FAX
- _____ Coffee
- _____ Van
- _____ Building Key, Security Procedures
- _____ Post Facilities

_____ **Arrange lodging, in case not already completed**

- _____ Post billeting reservations 464-2253/3633
- _____ Crown Plaza (3.1 miles, take I-85 South, close to airport)
1325 Virginia Avenue
East point GA
99-404-768-6660
- _____ Residence Inn (3.0 miles, take I-85 South, close to airport)
3401 International Blvd
Hapeville GA
99-404-761-0511
- _____ Courtyard by Marriott (3.0 miles, take I-85 South, close to airport)
3399 International Blvd
Hapeville GA
99-404-559-1043

_____ **Use of telephones**

- _____ Local calls Dial 99
- _____ DSN calls Dial 88
- _____ WATTS calls Dial 97 (Use for commercial long distance)
- _____ Call Forward *70
- _____ Call FWD CNX *71
- _____ Call Pick Up *72 (Use to answer calls ringing at other phones)
- _____ GETS Reference the Operations Handbook Vol I

_____ **Key Contacts**

- _____ Reference the Operations Division Handbook Vol I and the AFNSEP Contacts section of this Control Center Handbook
- _____ Obtain copy of AFNSEP recall roster from Support Division personnel

_____ Computer

- _____ Set up your computer in the control center and log in to server
- _____ Add the printer(s) needed
 - _____ Go to START on your PC desktop, select SETTINGS
 - _____ At SETTINGS, select PRINTERS
 - _____ At PRINTERS, select ADD PRINTER
 - _____ Follow instructions for Adding a Network Printer
 - _____ Add the HP LaserJet 5SiMX printer for black and white printing
 - _____ Add the Tectronix Phaser 560 Extended for color printing
- _____ Send and email notice to all AFNSEP personnel reporting that you are on-line in the control center
- _____ Reference situation reports that have been posted on the AFNSEP website
- _____ Reference key websites for initial information

- _____ AFNSEP Public <http://www-afnsep.forscom.army.mil/>
- _____ AFNSEP Intranet <http://www-afnsep2.forscom.army.mil/>
- _____ FEMA <http://www.fema.gov/>
- _____ DOMS <http://www.dtic.mil/doms/>
- _____ FORSCOM <http://freddie.forscom.army.mil/maca/>

_____ Control Center Guidance for Operating Effectively

- _____ Reference the complete Control Center Handbook for most needs
- _____ Reference the Ops Division Handbook Vol II on the office shared drive
 - _____ Go to Microsoft Explorer, select Office
 - _____ At Office, select Operations Division Handbook
 - _____ At Handbook, select Vol II (Vol II was not printed due to # pages)
 - _____ At Vol II, select and print any section you need in the control center

_____ Contact DOMS, DFO(s), ROC(s), CONUSA EOC(s), AFOG, and other command centers at least once per shift for mission updates

- _____ Keep events log updated (Post electronically directly or by end of shift)
- _____ Reference DODRDB for assets and capabilities needed by DFO
- _____ Find out when 1st Army and FORSCOM daily mission briefings are held, attend if possible
- _____ Meet daily update times to AFOG (1500 local for one-shift missions, 0300 added if 24-hr mission underway)
- _____ Maintain the EPLO Availability Worksheet throughout the mission