

**National Guard Regulation 500-3/Air  
National Guard Instruction 10-2503**

**Emergency Employment of Army and Other  
Resources**

**Weapons of Mass  
Destruction Civil  
Support Team  
Management**

**National Guard Bureau  
Arlington, VA 22202-3231  
9 May 2011**

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# ***SUMMARY of CHANGE***

NGR 500-3/ANGI 10-2503

Weapons of Mass Destruction Civil Support Team Management

9 May 2011

This publication has been extensively revised. Listing crucial revisions in this section would prove to be lengthy, duplicative and possibly misguide the reader. The reader is advised to consult the text to discern the revisions from the previous edition, as necessary.

**Emergency Employment of Army and Other Resources  
Weapons of Mass Destruction Civil Support Team Management**

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**By Order of the Secretary of Defense:**

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Chief, National Guard Bureau

**Official:**

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**History.** This publication is a revision of NGR 500-3/ANGI 10-2503 published 12 January 2006.

**Summary.** This regulation instruction prescribes policies, procedures, and responsibilities governing the employment of National Guard Weapons of Mass Destruction - Civil Support Teams (WMD-CSTs) in support of the National Guard homeland security, homeland defense, contingency operations, special events, incident of national significance, and Defense Support of Civil Authorities (DSCA) mission.

**Applicability.** This regulation / instruction applies to the Army and Air National Guard of the 50 States, the Commonwealth of Puerto Rico, the Territory of Guam, the United States Virgin Islands, and the District of Columbia, hereafter referred to as States and Territories, while performing homeland security, homeland defense, contingency operations, special events, incident of national significance, and Defense Support of Civil Authorities (DSCA) missions when not in Title 10 Federal Service.

**Proponent and exception authority.** The proponent of this regulation is the Director, NGB-J3, Domestic Operations Directorate. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Refer to paragraph 1.5.

**Management Control Process.** This regulation/instruction incorporates guidance from AR 11-2, AFI 65-201, and OMB Circular A-123. This regulation/instruction contains management control provisions but does not identify key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation/instruction is prohibited without prior approval from the Chief, National Guard Bureau; Attn: NGB-J3; 1411 Jefferson Davis Highway; Arlington, VA 22202-3231.

**Suggested Improvements.** Users are encouraged to send comments and suggested improvements on DA Form 2028 directly to the Chief, National Guard Bureau; Attn: NGB-J3; 1411 Jefferson Davis Highway; Arlington, VA 22202-3231.

**Distribution.** B/F.

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## **Chapter 1**

### **Introduction**

#### **1-1. Purpose**

This regulation delineates the responsibilities and details the processes and procedures for management of National Guard Weapons of Mass Destruction Civil Support Teams (WMD-CST). In the United States, the Commonwealth of Puerto Rico, the Territory of Guam, the United States Virgin Islands, and the District of Columbia, (hereafter referred to as States and Territories or States), the civil emergency management structure prepares for and manages the consequences of incidents as indicated in Title 10, United States Code (USC) Section (§) 12310 (10 USC §12310) that occur within their jurisdiction. The National Guard leverages its war fighting capability to support the civil authorities by providing a disciplined, well trained, and well equipped organization to supplement local, state, and Federal efforts to manage potential catastrophic events, or provide special technical support to augment specific needs of the Incident Commander (IC). WMD-CSTs are designed and trained to provide initial assessment of incidents and advise and assist the IC, State Emergency Management, the State's Joint Forces Headquarters (JFHQ-State), the Adjutant General (AG) or Commanding General (CG), the Governor, and other key officials, including representatives of Federal agencies. This regulation establishes the policies, processes, and standards for synchronized, integrated, and seamless WMD-CST employment across the nation, on short notice to assist local and state governments in protecting public health and safety, restoring essential government services, and providing emergency relief to governments, businesses, and individuals affected by the consequences of catastrophic events as outlined in 10 USC §12310.

#### **1-2. References**

Required and related publications and prescribed and referenced forms are listed in Appendix A.

#### **1-3. Explanation of Abbreviations and Terms**

Abbreviations and special terms used in this regulation are explained in the glossary.

#### **1-4. Responsibilities**

a. National Guard Bureau (NGB). The NGB is the channel of communications on all matters pertaining to the National Guard, the Army National Guard (ARNG) of the United States, and the Air National Guard (ANG) of the United States between (1) the Department of the Army (DA) and the Department of the Air Force, and (2) the several States as established in 10 USC §10501. NGB monitors and assists the AGs/CG and the State National Guard in providing trained and equipped Air and Army National Guard forces and resources to the Combatant Commanders. The NGB facilitates and coordinates National Guard support for homeland security, homeland defense, contingency operations, special events, Incidents of National Significance, and Defense Support of Civil Authorities (DSCA).

b. NGB-J3, Domestic Operations Directorate (NGB-J3). NGB-J3 acts for the Chief, National Guard Bureau (CNGB) as the focal point for both the ANG and ARNG for all matters and activities pertaining to the WMD-CST program. NGB-J3 plans, programs, coordinates, and oversees the National Guard's WMD-CST program and facilitates the channel of communications between the Department of Defense (DoD) and the National Guard of the States and Territories. NGB-J3 has primary responsibility for the development and execution of National Guard WMD-CST policies, procedures, and regulations/instructions and is the initial point of contact within the NGB for these issues pertaining to the WMD-CSTs.

c. The Governor is the Commander-in-Chief of the State's National Guard units not in Federal service. The President of the United States is the Commander in Chief of the National Guard of the District of Columbia. Command is exercised through the Secretary of Defense (SecDef) to the Secretary of the Army and the Secretary of the Air Force, respectively, and the CG of the District of Columbia National Guard, as provided in the Executive Order Number 11485, 1 Oct 1969 (34 FR 15411).

d. The Adjutant General (AG)/Commanding General (CG). The National Guard is traditionally the first line of defense of the United States [32 USC §102]. The AG and the District of Columbia National Guard CG are responsible for developing immediate response capabilities to provide this first line of defense. Each AG/CG employs resources at the state and territory level consisting of ARNG and ANG forces, in accordance with (IAW) applicable state law, to provide DSCA and assist in managing the consequences of a chemical, biological, radiological, or nuclear (CBRN) or other disaster.

e. WMD-CST. Certified WMD-CSTs have been specifically authorized by Congress (in 10 USC §12310(c)) to perform duties in Title 32 status within the 50 United States, the District of Columbia, and its territories and possessions, in support of emergency preparedness programs to prepare for or to respond to any emergency involving

(1) the use or threatened use of a weapon of mass destruction (as defined in 50 USC §2302 (1)) in the United States;

(2) a terrorist attack or threatened terrorist attack in the United States that results, or could result, in catastrophic loss of life or property;

(3) the intentional or unintentional release of nuclear, biological, radiological, or toxic or poisonous chemical materials in the United States that results, or could result, in catastrophic loss of life or property; or

(4) a natural or manmade disaster in the United States that results, or could result, in catastrophic loss of life or property.

WMD-CSTs may not perform response operations until certified by the SecDef. Certified WMD-CSTs are capable of conducting assessments, response operations, and can provide technical, consultative, and analytical support for a CBRN incident. Further detail on WMD-CST capabilities and doctrine can be found in FM 3-11.22. By 10 USC §12310 the SecDef certification of a WMD-CST is a one-time event.

### **1-5. Exception to Policy**

Requests for exception to policy as set forth in this regulation must be submitted to Chief, NGB; Attn: NGB-J3; 1411 Jefferson Davis Highway; Arlington, VA 22202-3231. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. All requests must contain information detailing the reason(s) for the exception; that it will meet applicable local, state, and Federal laws; and how it will affect their State program.

### **1-6. WMD-CST Overview**

a. The WMD-CSTs are National Guard units designed to provide a specialized capability to respond to a chemical, biological, radiological or nuclear (CBRN) incident primarily in a Title 32 operational status within the United States, the District of Columbia, its territories and possessions, as established by 10 USC §12310. Congress, the President, and DoD recognized that the WMD-CSTs, responding under the authority of the Governor, provide significant capabilities to assist local and state agencies that may be overwhelmed by a large-scale terrorist attack or where specific technical capabilities to identify CBRN materials are required. In October 1998, Congress authorized and funded the fielding of the first 10 WMD-CSTs. With this fielding began the development and evolution of new capabilities and concepts to ensure that DoD could support evolving interagency response plans. Since 1998, Congress has authorized and funded the fielding of WMD-CSTs in the remaining States and territories.

b. The mission of the WMD-CST is to support civil authorities at the direction of the Governor, at domestic CBRN incident sites by identifying CBRN agents/substances, assessing current and projected consequences, advising on response measures, and assisting with requests for additional support. In the National Defense Authorization Act (NDAA), Fiscal Year (FY) 2007, Congress expanded the operational incidents a WMD-CST could be used to include the intentional or unintentional release of CBRN and natural or man-made disasters in the United States that result, or could result, in the catastrophic loss of life or property.

c. WMD-CST personnel are authorized to wear a distinctive patch, described in Appendix E, for easy identification.

d. The WMD-CST consists of 22 ARNG and ANG personnel serving in a USC, Title 32, Full-Time National Guard (FTNG) duty status; also known as State Active Guard/Reserve (AGR) status. The unit consists of six (6) sections: command, operations, administration/logistics, medical/analytical, communications, and survey. The WMD-CST is required to maintain a level of readiness that will allow for a rapid response within established timelines. The unit is specially trained and equipped to assist local, tribal, state, and Federal emergency response organizations with state of the art equipment. They also have a technical and analytical reachback capability to other experts who may assist the local response.

e. DA, US Army Training and Doctrine Command (TRADOC), US Army North (ARNORTH), US Army Pacific (USARPAC), and the Joint Program Executive Office for Chemical Biological Defense (JPEO-CBD) all provide assistance to NGB to institutionalize the WMD-CST program within the DoD and Army processes.

### 1-7. The National Response Process

In the United States, the national WMD response and subsequent incident management operations are conducted by both civil and military response units in a three-tier approach based on the National Incident Management System (NIMS) and the National Response Framework (NRF). All tiers of response may be pre-positioned for special events or scheduled activities, or arrive in sequence for a no-notice event.

a. First Tier Forces (Local Response). For no-notice response, fire and rescue, law enforcement, and/or emergency medical services constitute the first tier, and consist of local/multi-jurisdictional civil forces operating under the Incident Command System (ICS) and involving NIMS. WMD-CSTs pre-positioned for events or conducting monitoring operations may respond with the first tier.

b. Second Tier Forces (State Response). If the extent of the event exceeds the ability of the First Tier to manage the consequences of the situation, then follow-on State civil and military forces may be activated and deployed in support of the IC. At this level are found civil forces such as State Hazardous Materials (HAZMAT) teams, State Police units, and State Health Department assets, with the National Guard providing the State military support. The Governor appoints a State Coordinating Officer (SCO) to oversee disaster operations for the States and Territories. WMD-CSTs are normally included in this second tier.

c. Third Tier Forces (Federal Response). If the Governor determines that the forces and resources available in the State require additional support, then the Governor may request assistance from the President of the United States. Upon publication of a Presidential Declaration, Federal agencies, IAW the NRF, provide assets to support the IC and Governor in managing the consequences of the event. Federal response forces may include the Department of Energy's (DOE) radiation assessment teams, Federal Emergency Management Agency (FEMA) emergency response assets, the National Disaster Medical System, the National Medical Response System, the Joint Task Force-Civil Support (JTF-CS), a Response Task Force (RTF), a Defense Coordinating Officer (DCO), or other Federal military forces. A Principal Federal Official (PFO) and/or Federal Coordinating Officer (FCO) are appointed and responsible for the timely delivery of Federal disaster assistance to the affected State. The SCO is the conduit for State requests for assistance from the Governor to the Federal Government, which may include requests for sustainment of the Second Tier response personnel.

## Chapter 2 WMD-CST Response Management Plan

### 2-1. Introduction

a. The certified WMD-CSTs provide unique capabilities, expertise, and technologies to assist the governors in preparing for and responding to a CBRN situation. These WMD-CSTs are available 24 hours a day, 7 days a week for rapid deployment for response operations. The WMD-CST complements and enhances local and State capabilities. In order to ensure that the WMD-CSTs are capable of a sustainable, rapid response in support of a validated request for assistance, the following response management plan outlines a standardized approach to provide WMD-CST support anywhere in the United States. The WMD-CST is manned, trained, and equipped to conduct continuous operations for a minimum of 72 hours using organic table of distribution and allowances (TDA) assets. If extended operations, past 72 hours are required, additional WMD-CSTs will be alerted to provide augmentation or relief. Codified as the Response Management Plan (RMP), this document ensures that a designated number of WMD-CSTs are always ready to respond to a national need, or to fill a request of a State without an available WMD-CST. *A primary planning assumption is that each JFHQ-State is best informed to create contingency plans for WMD-CST coverage within its jurisdiction.* Therefore, this plan is intended to be activated only when a specific support request is received at the NGB Joint Coordination Center (JoCC). NGB initiated operational support requests will be the exception.

b. In the event of an emergency, the NGB's Current Operations Division (NGB-J33), in coordination with the NGB Future Operations Division (NGB-J35), through the NGB JoCC, facilitates WMD-CST employment through the RMP. The RMP consists of three response categories: Immediate Response (IR) - GOLD, Reinforcing Response (RR) - SILVER, and Follow-on Response (FR) - BRONZE. Each WMD-CST may be assigned to one of these three categories in the Operational Readiness Cycle (ORC), which is prepared by the Chief, NGB CBRN Operations Programs Branch (NGB-J357) and approved by the Chief, NGB-J35. The Chief, NGB-J357 will publish the ORC and maintain the plan on a 3 year cycle. The execution of the RMP will be determined by NGB-J35 in coordination with NGB-J33. NGB-J33 will then, through the State Joint Operations Center (JOC), facilitate employment execution IAW the RMP. The RMP schedule will organize and sequence the WMD-CSTs to ensure that sufficient WMD-CSTs are available to respond rapidly to an emergency anywhere across the States and

Territories. Units will be scheduled monthly in one of these response categories. In order to focus operational resource management, planning and coordination efforts, and to narrow the time and distance which a unit will travel, the nation is divided into six (6) response sectors designated by the numbers 1 through 6. One certified WMD-CST within each of these response sectors will be placed in GOLD status and one in SILVER status. The remaining certified WMD-CSTs will be in BRONZE Status. WMD-CSTs that have not been certified or WMD-CSTs not meeting the required readiness levels will be in BLACK status. The number of WMD-CSTs in a given status may be increased based on current threat levels. Any such changes to the ORC will be published by NGB-J3.

c. If significant personnel turnover or any other factor causes a certified WMD-CST to be unable to maintain required readiness levels for an extended period of time that may preclude the WMD-CST from accomplishing the DoD approved mission, the Director, NGB- J3 will conduct a review to determine if that WMD-CST should be removed from the ORC and placed in BLACK status. If a WMD-CST is removed from the ORC, the AG/CG will be notified by NGB-J3; the JFHQ-State, in conjunction with the Chief, NGB-J35, will coordinate the development of an action plan to return the unit to deployable status in the shortest time possible. This may require personnel hiring and individual training followed by an out of cycle external evaluation (EXEVAL). The ORC will be adjusted as required to compensate for changes in team status.

## **2-2. WMD-CST Response Sectors**

To facilitate planning and coordination efforts, and narrow the time and distance a unit will travel, the nation is divided into six (6) response sectors.

a. Response Sector 1 – Pennsylvania, New Jersey, New York, Connecticut, Rhode Island, Massachusetts, New Hampshire, Vermont, and Maine.

b. Response Sector 2 – West Virginia, Virginia, the District of Columbia, Maryland, Delaware, Illinois, Indiana, Ohio, Michigan, and Wisconsin.

c. Response Sector 3 - Alabama, Georgia, South Carolina, North Carolina, Tennessee, Kentucky, Florida, Puerto Rico, and the United States Virgin Islands.

d. Response Sector 4 - Louisiana, Texas, Oklahoma, Arkansas, Kansas, Missouri, Minnesota, Iowa, and Mississippi.

e. Response Sector 5 - New Mexico, Arizona, California, Nevada, Utah, Colorado, Hawaii, and Guam.

f. Response Sector 6 – South Dakota, North Dakota, Wyoming, Montana, Idaho, Washington, Oregon, Alaska, and Nebraska.

## **2-3. WMD-CST Response Status**

WMD-CSTs will normally be scheduled in one of the three statuses for regional and national response. WMD-CSTs are routinely requested to respond within their State, or by order of the Governor in the case of a State-to-State response, regardless of their national status. The three categories of response are:

a. Immediate Response (IR) (N+3 hours). This response category requires that the WMD-CST deploy the unit from home station within three hours at C1 status (IAW AR 220-1). The WMD-CST is required to deploy an Advanced Echelon (ADVON) of the unit no later than N+1.5 hour (90 minutes), where N is the official time of notification. Prior to movement, the unit must be in receipt of a written or verbal Warning Order (WARNORD)/ Operations Order (OPORD) issued by the AG/CG or designated action agent. No later than N+3 hours, the entire unit must deploy from home station. The designation for IR is GOLD. IR Teams will update the WMD-CST Operational Readiness Situation Report (ORSITREP) (Refer to Appendix C) daily at 1200 local time during duty days and ensure that the ORSITREP is updated when changes occur on non-duty days.

b. Reinforcing Response (RR) (N+24 Hours). This response category requires that the WMD-CST deploy the unit from home station within 24 hours at a minimum of C1 status (IAW AR 220-1). Upon receipt of a WARNORD/OPORD the WMD-CST must deploy an ADVON no later than N+12 hours, and the main body no later than N+24 hours. The designation for RR is SILVER. Teams in SILVER status should be prepared to upgrade to GOLD status within 24 hours of notification. Should the GOLD Team in a region be deployed on a mission expected to require relief, the SILVER Team will be advanced to GOLD concurrent with the WARNORD. RR Teams will update the ORSITREP on the first duty day each week by 1200 local time and provide immediate updates if changes occur.

c. Follow-on Response (FR) (N+72 Hours). This response category requires that the WMD-CST deploy the unit from home station within 72 hours at a minimum of C2 status (IAW AR 220-1). Units assigned in the FR category are focused on individual training, equipment preparation, block leave, execution of the Commander's training guidance, and State directed missions. In this response category, the unit is afforded a longer lead-time to transition to deployment for IR status. Upon receipt of a WARNORD/OPORD the WMD-CST must deploy an

ADVON no later than N+48 hours, and the main body no later than N+72 hours. The designation for FR is BRONZE status. WMD-CSTs in BRONZE will be prepared to upgrade to SILVER status in 48 hours or GOLD status within 72 Hours. FR Teams will update the ORSITREP prior to the first duty day of each month by 1200 local time and provide immediate updates if changes occur.

d. No Response (NR). Teams not able to respond will be identified in No Response status. This includes uncertified WMD-CSTs and those removed from the RMP. The designation for NR is BLACK status. NR Teams will update ORSITREP prior to the first duty day of each month by 1200 local time and submit a request for reinstatement through their AG/CG when they have resolved the issues that caused their removal from the ORC.

#### **2-4. WMD-CST Response Management Planning Factors**

a. NGB-J35 will develop and NGB-J33 will maintain a master WMD-CST RMP schedule that organizes, sequences, and identifies WMD-CSTs available to respond to an emergency anywhere in the States and Territories. NGB-J35 will publish a three year ORC schedule as a classified annex to the WMD-CST Yearly Planning Guidance (YPG) nine months prior to execution and adjust the schedule as required.

b. In the event of an emergency, the NGB JoCC facilitates WMD-CST employment through the WMD-CST RMP. NGB-J357, in coordination with the NGB JoCC, will assist States and territories to develop and coordinate Request for Assistance (RFA) with other States or Federal agencies, Upon receipt of RFAs or copies of WARNORDs or OPORDs from an affected State or Federal agency, the NGB JoCC will notify all States' and territories' JFHQ of the action and will provide situational awareness of WMD-CST deployments for DoD and other national response agencies as described in this regulation. The ORSITREP will reflect WMD-CSTs that remain available for alert. An enhanced preparedness posture will be determined by CNGB, and notification will be published by NGB-J3 to the States and Territories.

c. In the event that it becomes necessary for a WMD-CST to alter its ORC rotation to support a scheduled State event while in either GOLD or SILVER status, that State will coordinate a swap with another State in its region. The States involved will submit a coordinated request approved by the State J3 to NGB-J35 for approval. This request should be submitted two (2) months prior to the ORC change to ensure that proper support coordination can be made.

#### **2-5. Deployment Standards**

Each WMD-CST maintains only sufficient personnel and materials on hand to sustain operations for a duration of at least 72 hours of continuous operation using organic TDA assets. Personnel or equipment levels at less than full TDA authorization may significantly degrade the WMD-CST's ability to perform its DoD mission. DoD certified WMD-CSTs are expected to be resourced and maintained by each JFHQ-State at their full TDA authorization. Personnel must be assigned at the appropriate grade and trained as directed by the current YPG. Equipment readiness levels must be maintained and sustained as near to 100% as possible, maintaining C1 status IAW AR 220-1. Program funds, AGR authorizations, and sufficient control grades, as shown in the unit TDA, are provided annually for this purpose. Diversion of resources away from the WMD-CST program directly degrades the WMD-CST's capability, with an accompanying degradation of the National Guard's ability to contribute to America's Homeland Defense. The response management planning assumptions include that a WMD-CST can deploy from their home station within the indicated time standards. Therefore, teams in GOLD or SILVER status must not exceed distances from their home station that would prevent such a response without prior notification to the NGB JoCC. Any deviation with the deployment standards noted for the ORC herein will be reported to the State JOC to NGB JoCC immediately.

### **Chapter 3**

#### **WMD-CST Mission Requests and Validation**

##### **3-1. Introduction**

As explained in Chapter 1, WMD-CSTs are federally funded, state-controlled resources. Therefore, the respective governors are the final deployment authority for WMD-CST missions executed in Title 32 AGR status. WMD-CSTs will deploy on a State directed mission, an interstate mission request, as part of the WMD-CST RMP mission requirement, or in response to a Presidential call-up (Title 10 status). RMP deployed teams will respond from their home State IAW the times identified in Chapter 2 or as communicated by NGB-J3. Response time delays could be experienced in a Title 10 federally declared mission activation. The preferred method to deploy a WMD-CST for any mission is through direct coordination with the respective JFHQ-State. The AG/CG will ensure that appropriate

State deployment processes are in place and exercised, that the mission validation process is implemented prior to deployment, and that notification of a WMD-CST mission is reported to the NGB-JoCC immediately.

### 3-2. Mission Categories

a. Tier I/Tier II Support Requests (as described in paragraph 1-7). Requests for WMD-CST support from local and state agencies should be directed through the JFHQ-State. These operational requests may be for response, stand-by, or assist missions.

b. Tier III Support Requests (as described in paragraph 1-7). Requests for WMD-CST support from Federal agencies other than NGB should be directed to the NGB JoCC, in coordination with the NGB-J357, which will coordinate with the appropriate JFHQ-State. These operational requests may be for response, stand-by, or assist missions.

c. NGB Support Request. Requests for support generated internally by NGB will be directed through the JFHQ-State to the WMD-CST. These requests will be predominately for testing support to material development, combat development, institutional training, doctrine development, recruiting opportunities, or program displays.

d. Operational Mission Categories.

(1) Response. Anytime a WMD-CST deploys in response to a validated support request as defined in 3-2(a) or (b).

(2) Stand-by. Anytime a WMD-CST deploys to provide WMD-CST expertise at an event where the WMD-CST may be the only asset or staged with other State assets to conduct operations. This includes events identified by the State chain of command, VIP Protective Details (including presidential and gubernatorial protective details), Incidents of National Significance, or special events.

(a) While on standby, when security personnel identify a suspected hazard that requires the WMD-CST to begin sampling, this event is reclassified as response.

(b) Standby operations only occur when the WMD-CST deploys personnel and equipment. This does not include maintaining an "on call" status at home station.

(3) Assist. Includes but not restricted to contingency operations liaison, capabilities briefs, technical assistance, mission reconnaissance, mutual support on how to minimize vulnerability to a CBRN incident, or as part of a national, State, or local WMD Command Post Exercise (CPX) or Field Training Exercise (FTX) where unit capabilities are planned and demonstrated IAW scenario changes.

### 3-3. Request Validation

a. The AG/CG will ensure that a written, internal review process is established within the State to validate requests for WMD-CSTs. The validation process must ensure that a timely, but careful review of the situation is made to be sure the request is understood and the mission is adequately defined. The AG/CG, or designated authority, must review the mission to ensure that the assistance is:

- (1) properly requested from or verified with an official source,
- (2) feasible,
- (3) legal,
- (4) supportable,
- (5) worth the risk, and
- (6) appropriate for the current force protection condition.

Command organizations responsible for employing the units must understand the potential risks to which they will commit the units.

b. WMD-CSTs are a limited resource, and as such, their employment, other than for training and preparation, under the expanded authorities should consider the following:

(1) Whether the resources of local governments and other State resources may be or are overwhelmed by the scope and scale of the actual disaster.

(2) Whether other State, local, and first-responder technical equipment and capabilities will be or are inadequate to address the potential threat.

c. Employment consideration and request validation criteria is a series of questions enumerated below in Table 3-1 and included on NGB Form 500, Request for National Guard Assistance (Refer to App C) to ensure that National Guard assets are used for appropriate, feasible civil support missions which have an expected outcome that justifies the risk of their employment.

**Table 3-1. Civil Support Team Mission Validation Criteria**

1. Does the request for assistance have sufficient information to task the National Guard, and has it been processed through proper JFHQ-State channels?
2. Is the mission legally and ethically sound?
3. Is the mission appropriate and feasible for the WMD-CST?
4. Does the mission support the Local/State Emergency Response?

**3-4. Responsibilities**

- a. The Governor or designated representative is the approval authority for employment of the WMD-CST.
- b. JFHQ-State will ensure that State Emergency Operations Center (EOC) personnel are familiar with this regulation, provide orders and reports IAW Chapter 4, ensure that all missions are validated IAW Chapter 3, and immediately notify the NGB JoCC on all WMD-CST response and training missions.
- c. The NGB-J3 will ensure that processes are established to validate and execute support requests originating from State or Federal agencies. The WMD-CST RMP will be used to identify and task WMD-CSTs to execute support for these requests.
- d. The Chief, NGB-J33 coordinates the efforts of all NGB staff agencies to ensure that all s are resolved in a time-sensitive manner. The Chief, NGB-J33 will ensure that resources required by the NGB JoCC to perform critical tasks associated with filling s are requested via appropriate channels and available as needed. The Chief, NGB-J33 will delegate these functions to the Deputy Division Chief or a specific, named person when he/she is not immediately accessible. NGB-J33 will execute approvals by:
  - (1) issuing notifications IAW Chapter 4,
  - (2) monitoring and tracking WMD-CST activity,
  - (3) receiving reports IAW Chapter 6, and
  - (4) effecting appropriate distribution of information to designated agencies.
- e. The NGB JoCC Team Chief will receive and record all s, review and assess availability of a WMD-CST using the ORC identified in Chapter 2 and the ORSITREP data, determine appropriate action authority, formulate support options, and make recommendations through the NGB JoCC.
- f. The NGB JoCC Team Chief, with the assistance of NGB-J357, will ensure accuracy of WMD-CST information in all briefing updates and maintain a continuity book. The NGB JoCC Team Chief will ensure that time sensitive s presented to the NGB JoCC are resourced to meet the time requested, and will assist with the coordination of time sensitive air and maritime transportation requirements and requests.
- g. WMD-CST will execute missions IAW orders generated from JFHQ-State, coordinate support requests internally, ensure that the JFHQ-State is notified and mission validation procedures are used when outside agencies contact the unit directly, and provide Situation Reports (SITREPs) and After Action Reports (AAR) (Refer to Appendix C) through JFHQ-State to NGB JoCC IAW guidance in chapter 6.

**3-5. WMD-CST Support Requests**

- a. Requests for a WMD-CST received by JFHQ-State. Tier I and Tier II Support Requests will normally be forwarded directly to the JFHQ-State with jurisdiction. The JFHQ-State will establish procedures to provide the requested support with either the WMD-CST assigned to that State, or through cooperative agreements with other States with an assigned, certified WMD-CST. As stated in Chapter 5 of this regulation, WMD-CSTs operating outside their assigned State will normally be under the coordinating authority of the supported State's JFHQ-State, but in any case, the organization and attendant authorities will be clearly documented in WARNORDs and OPORDs. The NGB JoCC will be included in distribution of these orders and situation reports IAW Chapter 6 of this regulation. The JFHQ-State procedures will, as a minimum, validate that the request can be met within legal and fiduciary policy and the governor or designated representative has approved the deployment.
- b. Requests for WMD-CST support received by the NGB JoCC. Normally three types of s will be received at NGB: Tier III Requests from the SecDef; NGB internal requests; and Tier I/Tier II Requests that are not supportable by the JFHQ-State. The NGB JoCC Team Chief, upon receipt of a, will determine the time sensitivity of the request. The following actions will also be taken in coordination with NGB-J357:
  - (1) Determine IAW current legal and fiduciary guidance that this valid or identify how compensation for the requested support will be rendered IAW appropriate NGB staff elements.
  - (2) Determine what WMD-CST resources are available to meet the mission requirements. (Review the ORC in NGB, WMD-CST RMP, and the WMD-CST ORSITREP data.)

- (3) Prepare a plan, in coordination with the WMD-CST Commander and JFHQ-State, for temporary transfer of OPCON of the identified WMD-CST to the supported agency/JFHQ-State.
  - (4) Present the plan to the Director, NGB-J3 or designated representative for approval
  - (5) Make the appropriate notifications.
  - (6) Complete all actions/coordination to ensure execution of the approved plan.
  - (7) Develop WARNORD and EXORD for the support mission.
  - (8) Review all reports IAW Chapter 6 and make distribution as appropriate.
- c. The process described in paragraph b, will be documented in either hard copy with signature or electronic copy for accountability. Where time constraints dictate an immediate response, verbal approvals are acceptable but will be followed by hard copy with signature within 72 hours. If the Senior Officer/Department of the Army Civilian (DAC) assigned to and present for duty in the NGB JoCC determines that immediate life saving action is required, he/she is authorized to approve coordination for shifting a certified WMD-CST to the requesting agency/JFHQ-State in response to a valid support requirement and specifying the appropriate authority. Notifications as detailed in b. will follow within four (4) hours.
- d. The controlling JFHQ-State will notify the NGB JoCC Team Chief immediately upon being advised that the mission is complete. The NGB JoCC Team Chief will make notification to the NGB-J3 staff IAW approved internal operating procedures.
- e. Requests to deploy an Analytical Laboratory System (ALS) or a Unified Command System (UCS) operational readiness float (ORF) for an operational mission must be processed through the NGB JoCC Team Chief and approved by the Chief, NGB-J357.
- f. Elements of a WMD-CST may be requested to support testing, observer controller duties, or State displays requirements. This support request will be coordinated by the NGB-J357.

## **Chapter 4**

### **Alert and Deployment**

#### **4-1. Unit Recall and Predeployment Planning**

- a. Upon notification of a validated mission, the WMD-CST Commander will determine the personnel/equipment to be deployed in the initial response. Commanders will consider mission planning and deployment preparation requirements, the initiation of a personnel recall, deployment times and distances, and individual rest plans to facilitate safe deployment and execution.
- b. Deploying WMD-CSTs are authorized to load and transport the standard WMD-CST force package of personnel and equipment. To ensure efficiency and economy in mission resourcing, approval for personnel augmentation and increased support requirements (e.g., billeting, meals), additional equipment that would increase aircraft requirements for movement, or Defense Consequence Management Support Center (CoMSUPCEN) support packages must be obtained from the requesting State, if deploying in support of another State.

#### **4-2. Movement Planning Guidance**

The WMD-CST is organized and equipped for self-deployment by ground. All WMD-CST TDA authorized equipment sets and vehicles are also air-transportable by C-130 or larger aircraft. Subsets of equipment, which may limit mission capability, are man-portable for rotary wing movement. Unit equipment sets may also be transported over-the-road, by rail, or by watercraft. Given the requirement for rapid response, the most expeditious method must be selected. Movement planning must consider primary, alternate, contingency, or emergency means of transportation; and must be accomplished with respect to mission, enemy, terrain and weather, troops and support available, time available and civil considerations (METT-TC). Assumptions must be made that air movement assets may not be available. NGB-J35 will process any request for air movement IAW paragraph 4-4. Readily available air movement assets may not be sufficient to move all of a WMD-CSTs TDA authorized equipment. Movement by air, rail, commercial line haul, or ship may increase deployment time and should be a factor in determining deployment method.

#### **4-3. Transit Timelines and Considerations for Movement**

The WMD-CST advance party must deploy within 90 minutes after receiving a deployment and/or execute order to conduct WMD response operations within the assigned operations area. Response beyond a 500-mile or 10 hour ground movement radius may warrant the use of rotary or fixed wing aircraft. Decisions to deploy by air or other specialized lift will be made at the JFHQ or NGB-J33 and will be based on the following:

- a. aircraft and crew availability,
- b. time for reconfiguring the WMD-CST equipment,
- c. time for aircraft positioning,
- d. air load time,
- e. enroute times (ground and air),
- f. download times,
- g. distance from point of debarkation to incident site,
- h. conditions at the attack site, and
- i. other factors, which impact on the delivery of the unit by land, air, or water.

In instances when movement is for administrative purposes or for pre-positioning for exercise, special events, or operations, ground transportation may be the most viable option to transport the unit in a cost-effective manner. Rotary wing aircraft are a means of transit when traffic or other obstacles preclude vehicle access routes.

#### 4-4. Rapid Reaction Airlift For An Unplanned Event

- a. Requests for airlift will be filed through appropriate JFHQ-State staff and JFHQ JOC channels to the NGB JoCC. The advantages/risks of airlift must be compared to the timelines/risks of ground deployment to ensure that the most advantageous deployment method is employed, understanding that airlift assignment takes time and is based upon priority and availability. Each WMD-CST must maintain qualified airload planners and current certified load plans, to include HAZMAT declarations, for all types of aircraft (C-130, C-17, and C-5). WMD-CSTs must ensure that these load plans are updated to reflect any changes to their assigned equipment or vehicles that affect the load weight or volume.
  - b. NGB-J35 will maintain current aerial port of embarkation (APOE) data for all WMD-CSTs.
  - c. After being alerted for an unplanned event for which airlift may provide a more rapid response, the following actions are necessary:
    - 1) The WMD-CST will determine what team assets must be deployed to accomplish the mission.
    - 2) The WMD-CST will develop an adjusted load plan to accommodate the required personnel and equipment, if less than the full team and equipment set is to be deployed.
    - 3) The WMD-CST and JFHQ-State, in concert with NGB-J3, will determine if airlift is more advantageous than ground deployment.
    - 4) Airlift requests will be made to the NGB JoCC and will then be forwarded to the ANG Crisis Action Team (CAT), or NGB/A3XE if the ANG CAT is not formed, for sourcing. Deployment of a full WMD-CST and all equipment/vehicles may require multiple aircraft or sorties.
    - 5) NGB will inform the ANG, CAT or NGB/A3XE if the CAT is not formed, that airlift assets are required to support the deployment of a WMD-CST, and provide details on APOE and aerial port of debarkation (APOD).
    - 6) Upon request, the WMD-CST will provide load plans and HAZMAT declarations to the ANG CAT or NGB/A3XE.
    - 7) Concurrent with the load plans and HAZMAT documents being checked for correctness and verified, the ANG CAT or NGB/A3XE will begin the aircraft sourcing process.
    - 8) The NGB JoCC will contact the JFHQ-State and WMD-CST as soon as airlift has been secured and issue coordinating instructions covering the details of the movement and numbers and types of aircraft.
 

*Note.* If the ANG CAT is unable to provide airlift, other DoD air assets may be used for movement. This movement will normally be provided by Air Mobility Command (AMC) Tanker Airlift Control Center (TACC).
    - 9) The JFHQ-State and WMD-CST will adjust load plans and facilitate reconfiguration of unit loads, as required.
  - d. Table 4-1 compares deployment times for various distances using the different potential deployment methods.

**Table 4-1. Optimal Response Planning Timelines**

Transport Means	less than 150 miles	150 - 250 miles	greater than 250 miles
Self-Deploy <sup>1</sup>	3 hrs or less	3 hrs to 5 hrs	5 hrs plus
Rotary Wing Aircraft <sup>2</sup>	3.5 hrs	3.5 hrs to 4.5 hrs	4.5 hrs plus
Fixed Wing Aircraft <sup>3</sup>	4.75 hrs after positioning aircraft and crew at APOE	4.75 hrs to 5.25 hrs after positioning aircraft and crew	5.25 hrs plus after positioning aircraft and crew at APOE

Notes:

1. Maximum road movement timelines shown are based on 50 miles per hour—actual speeds may be different.
2. Rotary wing transport is based on advance notice and includes optimally one hour to recall crew, one hour to conduct pre-flight/load, and transit time at an average speed of 100 miles per hour. Transport consists of unit personnel and man-portable equipment.
3. Fixed wing transport is based on advance notice and includes 3.75 hours from aircraft/crew positioning until takeoff, a transit time at an average speed of 300 miles per hour, and one hour to off-load. The times shown above do not include transit time from the APOD to the incident site. Transport consists of unit personnel, unit equipment, and response vehicles.

- e. Table 4-2 indicates the number of aircraft of the various types required to deploy a WMD-CST by air.

**Table 4-2. Planning Factors for Numbers of Aircraft to Transport One WMD-CST**

	UH-60 <sup>1</sup>	C-130	C-17	C-5
Personnel Only	2	1	1	1
Personnel and Limited Equipment	3	1	1	1
Personnel, Equipment, Vehicles without Trailers	N/A	5	1	1
Personnel, Equipment, Vehicles with Trailers	N/A	5 <sup>2</sup>	2	1

Note:

1. Planning for UH-60 movement includes 12 personnel.
2. C-130 configuration includes one aircraft for the UCS, the ALS, and one aircraft for 463L pallets of equipment and personnel.

**4-5. Plans and Orders**

- a. WMD-CST deployments will be accomplished using an Operations Plan (OPLAN), WARNORD, or OPORD. If greater than 72 hours planning time is available, an OPLAN, with an effective date for conversion to an OPORD, will be the mechanism used to deploy a team. If less than 72 hours are available, a WARNORD will be issued and followed within 24 hour by a complete OPORD. Fragmentary Orders (FRAGO) will be used to modify or update OPORDs. Formats for all plans and orders are given in FM 5-0, and it is the responsibility of the JFHQ-State that will control the WMD-CST to publish plans and orders IAW this instruction.
- b. A deployment may be ordered to initiate mission execution or stage a WMD-CST for possible mission execution. The decision for initial deployment should be an operational decision, made with due care, ensuring that the deployment is appropriate and needed. IAW paragraph 3-3. To expedite operations, orders may be issued verbally and later confirmed in writing. The unclassified codeword for the WMD-CST deployment and execute order is **UTMOST ENDEAVOR (DTG – UNIT NUMBER)**.
- c. Distribution for any OPLAN, OPORD, WARNORD, or FRAGO will be to all WMD-CST specifically listed in the document, all JFHQ-States, and the NGB JoCC. JFHQs are responsible for further distribution within their State/territory. NGB JoCC is responsible for distribution within the NGB and to authorized agencies outside NGB. WMD-CSTs should be notified of other WMD-CST operational deployments via NGB JoCC message traffic.
- d. All orders and plans are classified as listed in Appendix B.
- e. Deployment of the WMD-CST will initiate a cost-capturing mechanism to trace the specific deployment, and generate a notification to appropriate State and Federal agencies to ensure that the deployment is supported

operationally, logistically, and financially. JFHQ-State will enter relevant data in the Joint Information Exchange Environment (JIEE) system as necessary to reflect mission requirements.

## **Chapter 5 Command and Control**

### **5-1. State and Federal Authorities**

- a. The chain of command for the WMD-CST depends on the team's duty status. The WMD-CST, like all other National Guard units, is a federally recognized organization within a State National Guard. Under Title 32 USC, the Governor and the AG/CG exercise executive and operational authority respectively of the unit. The WMD-CST is organized and normally operates under Title 32 USC, but it is subject to federalization like all other National Guard units.
- b. Under current public statute, the WMD-CST is not permitted to deploy outside the United States and its territories or possessions.
- c. Any changes to the status of personnel or deployment requests will be submitted by the SecDef to Congress.

### **5-2. Title 32 Status**

- a. WMD-CST response will be conducted under the State's emergency management framework. WMD-CST members serving in a Title 32 status remain under the command and control of the Governor and AG/CG of their home State. A WMD-CST will only deploy outside the State or Territory for a mission if it is a Governor-to-Governor request or as part of the WMD-CST national RMP mission. When WMD-CST support is provided across state lines, the supporting and supported States' governors and AGs/CG should have a unified action plan that facilitates coordination and cooperation toward their common objectives, even if forces are not necessarily part of the same command or organization. All additional support required for the unit (e.g., security, logistics, communications, and other sustainment) will be met by the supported State National Guard organization through standard DSCA procedures.
- b. State-to-State Compacts. Although States are not required to assist other States, several existing agreements between the States, known as State to State compacts, govern mutual aid between States for disaster response and include the National Guard for WMD-CST deployment. Although not essential, these agreements help support arrangements for vehicles and for equipment not included on the WMD-CST TDA and processes for WMD-CST deployments across state boundaries. Although there is no requirement for the States to provide DoD with information on their interstate agreements, the DoD has visibility on many of these agreements. The Emergency Management Assistance Compact (EMAC), approved by Congress in 1996 as Public Law 104-321, is the most widely adopted of these agreements and has been signed by all 50 States, the District of Columbia, the U.S. Virgin Islands, Puerto Rico, and Guam. States may develop State-to-State Compacts to facilitate WMD-CST deployments between States for response outside of EMAC agreements. WMD-CSTs may work IAW established EMAC; however, it is not necessary. WMD-CSTs can deploy to another State based on Governor-to-Governor requests.
- c. State-to-State memorandum of understanding (MOU). In the event of an emergency, and in the absence of a pre-existing State-to-State Compact, the Governor and AG/CG of a supporting State may enter into an agreement with the Governor and AG/CG of a supported State (concurrently or subsequently memorializing the agreement IAW State law) or develop a simple MOU addressing WMD-CST support. This process may be used on a case-by-case basis.

### **5-3. Title 10 Status**

A WMD-CST can be ordered to Title 10, Federal Active Duty status, under the mobilization statutes (Voluntary Mobilization, Presidential Select Reserve Call up, Partial Mobilization, or Full Mobilization) as part of an Active Duty Title 10 force to be employed in any State, territory, or district. Mobilizing a WMD-CST under these statutes does not inhibit the team's ability to perform its assigned mission, but will likely result in a delayed response time. When a WMD-CST is activated to support either a DoD special event or in response to a major Federal incident, the unit will be under the command and control of the combatant command (COCOM). Appropriate funding will be required in this status for personnel, equipment, and any sustainment required by the Active Force for this support.

#### **5-4. Federal Support**

The NGB will maintain situational awareness of WMD-CST operations and provide appropriate information to Federal agencies. Upon receipt of an RFA or notification of a WMD-CST alert, deployment, or execute order, the NGB JoCC will notify the NGB Director of Joint Staff (NGB-DJS) and other NGB staff as required, other States and WMD-CSTs, U.S. Northern Command (USNORTHCOM), U.S. Pacific Command (USPACOM), and appropriate offices within DoD. The NGB-J35 will activate support for the WMD-CST through the CoMSUPCEN and assist in coordinating other support as required.

#### **5-5. Relationships with other Military Response Elements**

The WMD-CST Commander is in a position to provide valuable civil military coordination information to other military response elements such as the JTF-State, the National Guard Chemical, Biological, Radiological, Nuclear, and High-yield explosives (CBRNE) Enhanced Response Force Package (CERFP), the Homeland Response Force (HRF), the National Guard Response Force (NGRF), or other Federal (Title 10) forces. WMD-CSTs will task organize IAW with their capabilities and the JFHQ Commander's mission and intent. Requests for information from military agencies outside the WMD-CST chain of command will be directed to the NGB JoCC.

### **Chapter 6 Reporting**

#### **6-1. Critical Information Requirements**

- a. NGB-J35 will establish and maintain a standard WMD-CST reporting and analysis system and identify critical information requirements for the States to incorporate into their information requirements, collection, analysis, and reporting systems.
- b. The AG/CG will identify the commander's critical information requirements (CCIR) they have for the WMD-CST to incorporate in its reporting system.
- c. Prior to the execution of a mission, WMD-CSTs will ensure they maintain, are aware, and have a thorough understanding of the CCIR established by the AG/CG.

#### **6-2. Reporting Procedures**

- a. States must ensure clear reporting procedures are in place for timely, accurate reporting of WMD-CST movements and operations to the NGB JoCC. The request for initial deployment of the WMD-CST will be reported to the NGB JoCC using NGB Form 500 (Refer to Appendix C). State reports are analyzed, compiled, and forwarded to the highest national leadership levels within the National Guard, DoD, and in other State or Federal agencies. These reports are vital for maintaining situational awareness of national actions and effective management of the WMD-CST RMP. Accurate and timely reports are also necessary to ensure that deployed WMD-CSTs receive superior operational, communications, and logistics support.
- b. WMD-CSTs will submit appropriate reports (ORSITREP, personnel status (PERSTAT), Individual Training Requirements Matrix (ITRM), and mission capable equipment status) through JFHQ-State, as required, IAW the current RMP status as indicated in paragraph 2-3. Additionally, WMD-CSTs will provide a quarterly significant activity forecast (Appendix J) IAW published guidance. These reports will be posted to the CST Community of Practice (CoP) on the Air Force Knowledge Now (AFKN).  
<https://www.dmy.af.mil/afknprod/ASPs/CoP/ClosedCoP.asp?Filter=AN-OP-00-94>
- c. During training or deployment WMD-CSTs will prepare SITREPs as specified in this regulation and submit the reports through the JFHQ-State to the NGB JoCC. Should the NGB JoCC be notified of a serious incident directly from a State, the NGB JoCC will immediately coordinate the information with the ANG and ARNG Operations Centers. The JFHQ-State will notify the NGB JoCC of all WMD-CST missions defined in paragraph 3-2 d. Planned training events will be communicated to the NGB JoCC as soon as scheduled, or not later than six weeks prior to the event. This reporting requirement does not preclude participation in opportune events. Operational deployment will be communicated IAW Chapter 4 of this regulation. The NGB JoCC will make further distribution to other authorized agencies.
- d. SITREPs, through appropriate State and Territory reporting structure, are required:

- (1) 30 minutes after WMD-CST arrival on scene,
- (2) upon any positive finding of CBRN material,
- (3) after any serious event (e.g. personnel injury, weapons discharge, Class A or B accident),
- (4) at 0500 Eastern Standard Time (EST) and 1700 EST daily while deployed,
- (5) within 30 minutes of arrival at home station post mission, and
- (6) when the unit is ready for redeployment.

e. WMD-CST SITREPS are classified if they contain categories of information described by the guidance in Appendix B and should not be transferred through unsecured methods. The SITREP format is contained in Appendix C.

f. Initial reporting may be by telephone, facsimile message, or electronic mail. Report formats are in Appendix C. The primary means of communication is through the JFHQ-State and the NGB JoCC. NGB JoCC points of contact are listed in Table 6-1.

**Table 6-1. NGB JoCC Points of Contact**

	JoCC POC	Phone	Email
<b>NIPR</b>	Message Center	703-607-8717	<a href="mailto:nbgjocmsgctr@ng.army.mil">nbgjocmsgctr@ng.army.mil</a>
	DSCA Desk	703-607-8719	<a href="mailto:nbgjocdsca@ng.army.mil">nbgjocdsca@ng.army.mil</a>
	Team Chief	703 607-8712	<a href="mailto:nbgjocctc@ng.army.mil">nbgjocctc@ng.army.mil</a>
	FAX	703 607-8742	
<b>SIPR</b>	Message Center	703-607-8740	<a href="mailto:nbgjocmsgctr@ngb.smil.mil">nbgjocmsgctr@ngb.smil.mil</a>
	DSCA Desk	703-607-8741	<a href="mailto:nbgjocdsca@ngb.smil.mil">nbgjocdsca@ngb.smil.mil</a>
	Team Chief	703 607-8741	<a href="mailto:nbgjocctc@ngb.smil.mil">nbgjocctc@ngb.smil.mil</a>
	FAX	703-607-8740	

### 6-3. Special Reporting for Serious Incidents

a. In addition to reports required by other Federal or State regulations/policies, States and Territories must notify the NGB JoCC when any of the following occurs:

- 1) Loss of life or serious injury.
- 2) Substantial loss of, or damage to, government or private property; this includes loss of a government weapon and/or ammunition, sensitive equipment, or communications compromise.
- 3) "Immediate action" situation. Any situation in which a WMD-CST member discharges a weapon or is fired upon; a WMD-CST member inflicts injury; a WMD-CST member sustains an injury from hostilities or exposure to a CBRNE material; or any other situation where the senior National Guard member present determines that an event of serious nature has occurred should be reported.

b. A State Judge Advocate (JA) will contact the NGB Chief Counsel (NGB-JA) and provide a coordinating copy to NGB-J35 when either of the following circumstances occurs in connection with a WMD-CST:

- 1) Possibility of civil liability on the part of a WMD-CST member.
- 2) Occurrence of negative judicial rulings based wholly or in part upon the conduct of National Guard members, or volunteers, including the suppression of evidence.

### 6-4. Reporting Before Missions ORSITREP

a. The critical nature of the WMD-CST mission requires that accurate and timely data on each WMD-CST's overall status, capabilities, and resources are available to planners and decision makers at the NGB and State level. The key to developing an effective State, regional, and national response requires current data on each WMD-CST. The ORSITREP data collection increases fidelity and accuracy, and facilitates information sharing and situational awareness.

b. WMD-CSTs report relevant personnel, equipment, and training information through the ORSITREP and post it on the CST CoP. These reports assist the NGB JoCC and NGB-J3 in developing the NGB common operational picture (COP), in conjunction with the WMD-CST RMP readiness cycle status, in the event of a national emergency.

c. Each category reported (personnel, training, and equipment) will receive an overall status: Green, Amber, Red, or Black, based upon the readiness criteria established in the ORSITREP format. The lowest category rating

will be the overall unit rating. WMD-CSTs in the GOLD and SILVER RMP cycles will be in the Green status 30 days prior to and during their complete response cycle

d. Units will post all three elements of the ORSITREP in their unit folder on the CST CoP (five working days prior to the RMP cycle change. Subsequent ORSITREP changes / updates will be posted on the CST CoP IAW the following guidance:

- 1) Gold: Daily update
- 2) Silver: Weekly update submitted each Friday
- 3) Bronze: Changes provided when they occur during the month

e. Units in the process of completing DoD certification requirements will submit the ORSITREP using the current NGB ITRM. However, these units will remain in a Black status until SecDef certification approval and notification to Congress occurs.

f. The NGB will use the ORSITREP historical information to assist with programming, planning, and budget execution.

#### **6-5. Unit Status Report (USR) Reporting Procedures**

a. Readiness of operational WMD-CSTs is of paramount importance to the NGB. Each State will submit a Unit Status Report (USR) for the WMD-CST quarterly in accordance with AR 220-1, this paragraph, and Appendix D of this regulation. NGB-J357, as the program manager, will review the submitted reports for trend analysis. Point of contact within NGB for the WMD-CST USR is the Chief, Readiness Division, Army National Guard Directorate (NGB-ARR).

b. Each WMD-CST will submit a full USR through their JFHQ-State to arrive at the NGB-ARR between the 15<sup>th</sup> and 17<sup>th</sup> of October, January, April, and July of each year. USR validation reports will be submitted by the 17<sup>th</sup> of all other months. Change Reports will be submitted when required.

c. WMD-CSTs not yet certified will report using Special Reporting Authority, as exception to policy, in all resource areas that do not meet the minimum resource and training levels as detailed in AR 220-1. New WMD-CSTs will begin reporting when directed by NGB-J35 in coordination with NGB-ARR. Newly established WMD-CSTs will report C5 on USR submissions until they are certified as operationally ready. Following certification, the readiness goal for certified teams is to maintain an overall C1 rating with no subjective upgrades, except to account for ANG members assigned to a WMD-CST.

#### **6-6. Reporting After Missions**

a. Within five duty days after terminating an operation, WMD-CSTs will complete an AAR that provides a thorough review of unit operations from first alert through return to home station including all costs incurred. The format is contained in Appendix C. The report will be forwarded to the NGB JoCC Team Chief.

b. The report should be placed in the individual WMD-CST's folder on the CST CoP.

#### **6-7. Quarterly Significant Activity Forecast**

a. The CNGB and the Directors are updated weekly on the status of operations and training activities of the WMD-CST, CERFP, NGRF, and JFHQ of all States and Territories. The information contained in the WMD-CST Quarterly Significant Activity Forecast is essential for senior leader situational awareness and decision making.

b. WMD-CSTs will submit the WMD-CST Quarterly Significant Activity Forecast, found in Appendix J. This report should be placed in the individual WMD-CST's folder on the CST CoP no later than (NLT) 6 weeks prior to the start of the quarter using the following file name protocol: FY##Q# XXXth WMD-CST Activity Forecast.

c. Although this report is originally posted on the CST CoP as a forecast, reports placed on the CST CoP should be updated monthly on or about the first duty day, noting any additions, changes, and/or deletions in the Exercise or Event Detail column. Timely submission of these reports is evaluated during the NGB WMD-CST Standardization, Evaluation, and Assistance (SEAT) evaluation.

d. Completion of AARs from mission should be indicated on subsequent quarterly significant activity forecast reports.

## **Chapter 7**

### **Mission Execution**

#### **7-1. Adaptability**

WMD-CST Commanders must be prepared to accept a wide array of missions within unit capabilities and ensure proper coordination with ICs and response agencies. Doctrine for WMD-CST operations is found in FM 3-11.22.

#### **7-2. Action Planning and Risk Assessment**

a. To enhance standardization, each WMD-CST will publish a tactical and garrison standing operating procedures (SOP) detailing the unit operating procedures. At a minimum, the tactical SOP will specify operational procedures IAW the unit collective tasks published on Digital Training Management System/Combined Arms Training Strategies (DTMS/CATS). At a minimum, garrison SOP will include information on budget, communication, logistics, medical, personnel, physical security, safety, and training management.

b. WMD-CST Commanders will either integrate the WMD-CST into the existing IC's action and site safety plans or establish/initiate an appropriate incident action plan and site safety plan prior to entering known or suspected areas of contamination.

c. Mission demands may reduce operating duration of the WMD-CST. The Commander must ensure rest/work cycles are appropriate for the situation. During WMD-CST response operations, the Survey Section normally faces the most strenuous activity and demanding conditions, which may require augmentation from other sections to continue performance of technical assessments and decontamination operations. The Command, Operations, Medical/Analytical, Communications, and Administrative/Logistic Sections may be able to advise and assist the IC for longer periods with proper rest cycles. For extended duration events, the unit or section should be rested, resupplied, and either replaced or reinforced, in order to continue mission execution. Extended operations will require appropriate rest cycles and/or the back up of another WMD-CST, other DoD WMD units, or well-trained and equipped HAZMAT team with WMD capabilities.

d. As the situation develops and other capabilities arrive at the incident site, the WMD-CST Commander will make and document periodic assessments to reaffirm the necessity of retaining the WMD-CST.

#### **7-3. Medical Screening and Field Emergency Treatment**

a. WMD-CST operates IAW Occupation Safety and Health Administration (OSHA) standards. On site, the health care provider (HCP) will continuously monitor the status of the WMD-CST personnel. Each WMD-CST is provided with a medical formulary, which is deemed necessary for mission response. The credentialing and privileging of the WMD-CST HCP is necessary to take and then distribute these drugs in the event of an onsite emergency exposure.

b. Emergency medical procedures are to be used by the WMD-CST for the purpose of triaging, treating, and/or stabilizing casualties in an emergency situation for the personnel on the team.

c. The Federal Tort Claims Act (FTCA, 28 USC §2671-2680) covers interstate missions or training performed by National Guard medical providers in a Title 32 status. Under the FTCA, the question of whether a Federal employee is acting within the "scope of employment" is determined by applying the law of the State in which the incident occurred. (28 USC §1346(b).)

d. Exclusions Assessment: The WMD-CST Commander, with recommendation from the Medical Officer or Medical Noncommissioned Officer (NCO), is responsible for the determination of the ability for personnel to respond to an incident.

#### **7-4. Sample Handling**

WMD-CSTs are trained in environmental sampling procedures to ensure that quality samples are collected and screened for characterization, analysis, identification, and quantification. Sample collection procedures incorporate screening and characterization for CBRN substances. The integrity of samples collected using accepted best practices, and the chain of custody established for a controlled delivery, is crucial for quality assurance of high-confidence field characterization and subsequent analysis of CB agents by other entities as required. WMD-CSTs will only conduct sampling of precursors or remnant products of suspected explosives within applicable safety standards and regulations.

### **7-5. Analytical Quality Assurance**

- a. The WMD-CST will conduct operations IAW IC directives and are capable of providing a complete characterization of unknown samples through the use of the ALS. As such, the analytical capability of the WMD-CST must provide the quality assurance to meet standards of Federal agencies.
- b. The WMD- CST program will establish, implement, and maintain a Quality Management System (QMS) that ensures the highest quality of lab results are produced by the ALS. The QMS program will comply with the International Organization for Standardization (ISO) 17025 standards. ISO 17025 provides evidence based standards to reinforce continuous improvement of the laboratory's management and technical requirements. Detailed program requirements are described in the WMD-CST ALS Quality Manual (QM-001).
- c. WMD-CSTs are required to be familiar with the quality documentation, implement the policies and procedures in their work, and perform work to the standards defined by the WMD-CST mission, ISO 17025 requirements, the WMD-CST ALS QM-001, and the Special Text 20-652 ALS Operating Guide.
- d. WMD-CST ALS Quality Assurance under ISO 17025 ensures supported ICs have the highest quality CBRN field characterization available from the DoD and ensures that WMD-CST ALS operations are comparable to established industry standards.

### **7-6. Interagency Liaison and Interfaces**

- a. FBI. During a domestic WMD incident in which terrorism is suspected, the FBI is responsible for all law enforcement/investigative functions (e.g., hostage negotiations, interviews/interrogations, searches, evidence collection). To this end, the FBI will respond vigorously to a terrorist WMD incident and collaborate to collectively use Federal resources from the FBI Laboratory, to include Bomb Data Center (BDC), Explosives Unit (EU), FBI Hazardous Materials Response Unit (HMRU), and FBI Hazardous Materials Response Teams (HMRTs). The FBI may also use other local, State, and Federal resources to assist in the investigation of WMD incidents, to include the National Guard WMD-CSTs, when and where appropriate, and in full recognition of their status as State-level assets. JFHQ-States and WMD-CSTs should work with their respective FBI WMD Coordinator to coordinate the employment of all State resources.
- b. National Laboratory Networks. During a domestic WMD incident, National Laboratory Networks (LRN, FERN, ERLN, NAHLN, NPDN, DOE) with specialized analytical capabilities are responsible for conducting definitive analysis on CBRNE samples to support forensic investigation and other law enforcement activities. Liaison and interface between WMD-CSTs and National Interagency Laboratory Networks are required to facilitate sharing of information from the WMD-CST through incident command to fixed site laboratories charged with doing further analysis of samples to obtain definitive results. Each National Laboratory Network has capabilities for definitive analysis for a limited range hazards, and WMD-CSTs must be prepared to provide screening and triage of samples to ensure that each network receives samples appropriate for their capabilities. Refer to Appendix N for further planning considerations.
- c. During a domestic Radiological WMD incident, DOE and National Nuclear Security Administration (NNSA) manages the Federal Radiological Monitoring and Assessment Center (FRMAC) and the Radiological Assistance Program (RAP) during the response phase of an incident to assist State and local authorities with radiological environmental monitoring and assessment activities. Liaison and interface between WMD-CSTs and DOE are required to facilitate sharing of radiological information from WMD-CSTs through IC to DOE during the time between the start of the incident and FRMAC establishment. WMD-CSTs, by virtue their high level of training, fast response time, and distribution throughout the United States, are uniquely positioned to provide key radiological data that can be critical to radiological assessments and follow-on forensic analysis.
- d. In the event of an emergency, military forces, to include but not limited to the US Coast Guard (USCG), the US Marine Corps (USMC) Chemical and Biological Incident Response Force (CBIRF), Joint Task Force –Civil Support (JTF-CS), and the 20<sup>th</sup> Support Command may be co-located on the incident.

### **7-7. Information Operations**

- a. WMD-CSTs may provide technical and gross assessments of situations to many other response organizations. WMD-CSTs are often the first military eyes and ears on site and they are equipped to provide information and situational awareness to other State and Federal response organizations and commands. WMD-CSTs must manage the collection, analysis, and dissemination of incident information to meet the critical information requirements of the Governor, AG/CG, NGB, and other response agencies and provide that information in their initial and subsequent assessments and situation reports. States must also be prepared to provide critical information to the NGB for Federal military organizations such as USNORTHCOM, USPACOM, other JFHQs, and Federal response agencies.

b. Though WMD-CSTs normally interact with media representatives and the public through the local IC and/or established Joint Information Centers (JICs), their visibility and missions may place them in direct contact with the media and the public. WMD-CST Commanders should be prepared to provide basic public affairs information in support of the IC. States must be prepared to support WMD-CST public affairs requirements, and if necessary, augment operations with qualified public affairs officers (PAO).

#### **7-8. Intelligence Oversight**

WMD-CSTs will operate under the published guidance provided by their respective States and NGB. WMD-CST Commanders will ensure that any information gathered during operations affecting any U.S. persons will not be disseminated or retained upon completion of that operation. Any questions regarding this topic should be directed to the intelligence oversight officer, Inspector General, or Staff Judge Advocate for clarification and guidance.

#### **7-9. Security**

a. WMD-CST Commanders will ensure operations follow Operational Security (OPSEC) procedures of AR 530-1, DoD 5400.7-R, and AFSUP1 to DoD 5400.7-R. OPSEC briefings will be administered as part of operations briefings where appropriate, or separately as required.

(1) Tactical and Administrative Measures. WMD-CST personnel will adhere to the established communications plan (call signs, frequencies and reporting procedures).

(2) Team members will be aware of potential media interest and limit discussion of unit operations to approved JIC media releases.

b. WMD-CST Commanders will ensure that all physical security protective measures and appropriate risk assessments of all National Guard WMD-CST controlled offices and work areas are conducted in accordance with AR 190-11, AR 190-13, AR 190-51, and/or AFI 31-101, as applicable. The supported Incident Command System and Law Enforcement organization provides perimeter security for the response site (cold, warm and hot zones).

c. Communications Security (COMSEC) policies and procedures outlined in AR 380-40 and/or ARPCI 33-2110, and TB 380-41, will be followed to ensure protection of confidential information in information management systems and to determine appropriate methods for transmission or reception of voice, electronic, and hard copy information. Access to the ALS and UCS vehicles will be restricted to WMD-CST personnel and authorized guests. UCS operators will also restrict access to approved WMD-CST satellite and radio frequencies. Encryption equipment will be accounted for and safeguarded at all times.

#### **7-10. Arming**

a. The National Guard WMD-CSTs serve in a support role to emergency first responders, including law enforcement but should not be directly engaged in law enforcement duties. For each mission, a risk assessment will be conducted to identify hazards and evaluate whether Guard personnel should be armed as a force protection measure. AG/CG will establish Rules for the Use of Force (RUF) and arming criteria for their WMD-CSTs, and WMD-CST members will be armed IAW the established RUF. The AG's/CG's policy, to include procedures for chain of approval, delegation of authority (when applicable), and other guidance as desired, will be published in written form and made known to all WMD-CST personnel. Deployment orders will specify arming and RUF requirements.

b. All WMD-CST personnel authorized to carry firearms must have received weapons qualification training and testing on the type of firearm to be carried, IAW current regulations and State law. Training will include instruction on safety functions, security, capabilities, limitations and maintenance of the firearms. Testing will include qualification firing IAW current qualification standards.

c. Firearms and ammunition will be secured at all times IAW appropriate regulations and published AG/CG policies and AR 710-2, AR 190-11, and AR 190-51. Inventories of firearms and ammunition will be conducted IAW Active Component (AC) standards and timelines.

d. The discharge of any firearm is always considered to be deadly force. The discharge of a weapon by a WMD-CST member will be reported in writing through the chain of command to the JFHQ-State. (See Section 6-3 for additional information).

e. Possession or use of non-issued or personally owned firearms and/or ammunition during WMD-CST operations is prohibited. National Guard personnel will not accept offers of weapons or ammunition from law enforcement agencies (LEAs) except for use on LEA operated ranges for training purposes only. The only weapons used for WMD-CST operations will be federally owned military weapons.

f. National Guard members are to use the minimum level of force (restrain, detain, subdue) necessary to:

1) Defend themselves or other persons.

- 2) Protect property, or prevent loss/ destruction of evidence.
- 3) Protect classified material including COMSEC.
- g. National Guard members will be thoroughly briefed on the RUF prior to the commencement of any operation.
- h. For a WMD-CST in Title 10 status, the Combatant Commander to which the WMD-CST is assigned will define the force protection measures (e.g., arming requirements and RUF,).

### 7-11. Force Protection

- a. National Guard personnel at all levels will ensure that pre-operation (liaison) coordination and planning with supported emergency first responder agencies address the risk management of personnel and equipment during the support operation. The WMD-CST Commander is responsible for the protection of unit personnel and equipment and will coordinate with the IC to ensure that force protection needs are met.
- b. A Risk Assessment of potential threats to National Guard members and property will be conducted during mission planning. An analysis of the force protection condition provides a quick check and confirms whether other agencies have situational understanding or advance warning of terrorist activity.
  - 1) *Force Protection Condition (FPCON) NORMAL* exists when there is no known threat. The unit has received no notice of an impending incident.
  - 2) *FPCON ALPHA* exists when there is a general threat of possible terrorist activity against installations and personnel. The exact nature and extent are unpredictable and circumstances do not fully justify full implementation of FPCON BRAVO. It may be necessary to implement selected FPCON BRAVO measures as a result of intelligence or as a deterrent. FPCON ALPHA must be capable of being maintained indefinitely.
  - 3) *FPCON BRAVO* exists when an increased and more predictable threat of terrorist activity exists. The measures in this FPCON must be capable of being maintained for weeks without causing hardship, affecting operational capability or aggravating relations with local authorities.
  - 4) *FPCON CHARLIE* exists when an incident occurs or when intelligence is received indicating that some form of terrorist action is imminent. Implementation of this measure for longer than a short period of time will probably create hardship and affect peacetime activities of a unit and its personnel.
  - 5) *FPCON DELTA* exists when a terrorist incident has occurred, or when intelligence indicates that a terrorist action against a specific location is likely. Normally this FPCON is declared as a localized warning. Force Protection conditions will be factored into the Commander's risk assessment.
- c. WMD-CST Commanders will receive and disseminate time-sensitive threat information from law enforcement agencies IAW AR 525-13, paragraph 4-3 and local policy.

### 7-12. Mission Records

WMD-CST Commanders are responsible for ensuring that accurate and detailed operational mission records are completed and retained for six (6) years IAW AR 25-400-2, (record numbers 500 and 710-2a) to support post mission analysis, equipment performance reviews, mission cost reimbursement, and lessons learned. Records retained will be redacted IAW paragraph 7-8 guidance for sensitive and personal information.

### 7-13. Safety and Accident Prevention

- a. Safety and accident prevention are vital for successful WMD-CST mission accomplishment. Understanding that the mission of the WMD-CST can be inherently dangerous, WMD-CST safety goals are to:
  - (1) Enhance the total WMD-CST mission effectiveness by eliminating/minimizing risks.
  - (2) Provide a safe and healthy environment for all WMD-CST personnel.
- b. The safety goals will be achieved through the following safety program objectives:
  - (1) Preventing injuries on and off duty.
  - (2) Detecting and eliminating the causes of accidents.
  - (3) Identifying and controlling risks.
- c. The WMD-CST Commander has responsibility for the health, welfare, and safety of WMD-CST personnel and the WMD-CST safety program. The WMD-CST Commander will ensure that:
  - (1) Safety is emphasized in planning and during all training and operations, and Risk Management tools will be used for all training and missions.
  - (2) Safety baselines and risk management are incorporated throughout the unit's SOP to include:
    - (a) Safety issues relevant to particular types of WMD-CST missions.
    - (b) Risk management procedures.
    - (c) Pre-operation and post-operation briefings.

- (d) Training and operation rehearsals.
- (e) Participation in State-sponsored Safety Council
- (f) Lessons learned.
- (g) Ground Accident Prevention Plans.
- (h) Medical response planning.
- (i) General ground safety principles/procedures.
- (j) Environmental regulations.
- (k) Vehicle safety, with careful consideration of the unique requirements of each State (e.g., weather, geography, legal matters).
- (l) Local Area Hazard Safety Briefing (DoD Instruction 6055.1, paragraph E3.3.1.7).
- (3) The Safety Program is customized to local needs and circumstances and emphasizes successful mission accomplishment with minimum risk.
- (4) WMD-CST personnel safety responsibilities will conform to DoD, Army, Air Force, and National Guard regulations/instructions and State policies/ procedures.
- (5) A unit Safety Officer and NCO are appointed and trained.
- (6) Risk assessments are conducted to ensure that the appropriate controls are used, that assignments are within personnel and equipment capabilities and that the most appropriate assets, consistent with operational success and safety goals, are used.
- (7) Risk management principles and standardized procedures are followed for all training and operations regardless of mission urgency.
- (8) A risk assessment is completed for all missions. Mission briefings will include the controls that will be used to reduce identified mission risks. When circumstances change and new risk factors are present, new assessments will be prepared.
- (9) All risk assessments made are filed in the related operations record per AR 25-400-2.
- (10) Safety principles/procedures are integrated into WMD-CST SOPs, OPORDs, OPLANs, and other directives.
- (11) Coordination is completed with appropriate safety and environmental officers/agencies to ensure that the SOP conforms to legal and regulatory requirements.
- (12) Personnel will be trained and licensed on unit vehicles and ground support equipment IAW AR 600-55, AR 58-1, and other published guidance.
- d. The unit Safety Officer/NCO will:
  - (1) Manage the unit Safety Program for the WMD-CST.
  - (2) Ensure that execution of duties and performance of accident prevention surveys are in accordance with AR 385-10, NGR 385-10, and applicable ANG directives.
  - (3) Ensure that safety files, statistics, and literature are maintained in accordance with AR 385-10, NGR 385-10, and applicable ANG directives.
  - (4) Ensure that mishap reports are submitted and reviewed, and that corrective actions are implemented.
  - (5) Assist WMD-CST personnel in learning about or implementing Risk Management into their duties, mission, and tasks.
  - (6) Ensure that risk management addresses safety, occupational and environmental health at all levels with respect to WMD-CST operations and not as an add-on consideration (DoDI 6055.1, paragraph E3.2.3).
  - (7) Ensure that all personnel receive a home station local area hazard safety briefing and an operational area safety briefing including unique local area conditions, potential health problems, and hazardous conditions which may be encountered.
  - (8) Represent WMD-CST in State Safety Council.
- e. WMD-CST personnel will:
  - (1) Correct all known safety deficiencies. Each individual will make immediate on-the-spot corrections when unsafe practices or conditions are observed.
  - (2) Report all unsafe conditions to the unit Safety Officer/NCO when on-the-spot corrections cannot be made.
  - (3) Immediately report all safety incidents/ accidents through the chain of command to the unit Safety Officer/NCO.

#### **7-14. Exit Strategy**

An operational exit strategy should be developed for every WMD-CST OPLAN/OPORD, including termination criteria. The WMD-CST Commander, in conjunction with the IC, will establish criteria for termination of WMD-

CST operations and periodically evaluate the need to provide continued WMD-CST support. Headquarters elements will monitor WMD-CST exit strategies and help coordinate WMD-CST replacement as required. Completion of the assigned mission, arrival of adequate civilian and commercial assets to assume the mission, and the WMD-CST Commander's determination of mission capability are primary factors in the decision to terminate the WMD-CST mission.

#### **7-15. Termination Report**

Prior to leaving the incident site, the WMD-CST Commander will provide the IC a detailed summary of WMD-CST activities while on scene in the form of a Termination Report. This report will include, as a minimum, the WMD-CST Commander's recommendations with appropriate supporting documents (e.g., computer models, medical assessments, detailed sample analysis results and instrument readings, site safety plan, incident action plan), an itemized list of expended equipment, a listing of all contacted supporting agencies, and any hazardous and non hazardous waste left behind. A copy of this report will be included in the AAR and submitted through the JFHQ-State to the NGB JoCC.

#### **7-16. Redeployment**

The WMD-CST Commander will coordinate disengagement and redeployment with appropriate civil and military authorities on-site. The WMD-CST Commander will consider the need for rest and personnel safety prior to return to home station. The objective is to return safely to home station and facilitate recovery operations in order to return to mission capable status as soon as possible.

#### **7-17. Resetting WMD-CST Response Management Plan Status**

After returning to home station or intermediate deployment locations, the WMD-CST will complete post mission actions necessary to resume scheduled WMD-CST RMP status. These activities include appropriate rest and counseling for team members, debriefing, AAR, and resupply, cleaning and reconstitution of equipment. WMD-CST Commanders will establish a time for the team to resume response status. The WMD-CST will notify the NGB JoCC through the JFHQ-State when the WMD-CST is ready to receive a new mission. This information will be provided in a separate SITREP, and the ORSITREP will be updated as required.

### **Chapter 8 Operational Support**

#### **8-1. WMD-CST Support**

The AG/CG, in coordination with the NGB-J3, will ensure appropriate support for WMD-CST operational missions. The AG/CG will ensure that National Guard offices and agencies implement appropriate operational procedures to support the WMD-CST. The WMD-CST supports civil authorities to prepare for and respond to domestic incidents. WMD-CSTs are not staffed or equipped to provide administrative or logistical support to non-WMD-CSTs. The National Guard State EOC or forward-deployed task force must be prepared to support elements called in to support civilian authorities or the WMD-CST.

#### **8-2. Personnel**

- a. Where appropriate, WMD-CST Commanders should coordinate with the IC and/or National Guard Task Force Commander and provide advice on National Guard support personnel that may be required to sustain operations or help mitigate the event/incidents.
- b. The WMD-CST Commander offers a unique on site perspective to identify the follow on National Guard forces that may be needed to mitigate an event. The WMD-CST Commander's assessment could include the recommendation for follow on support from CERFP, military police, engineers, water purification, medical, communications, ground or air transportation, or other National Guard assets.

#### **8-3. Information**

The dissemination of timely and accurate information both up and down the military chain of command is crucial to WMD-CST operations and mission success. The WMD-CST also must respond to the information requirements of the IC and maintain the proper level of information security for all channels being used.

#### 8-4. Operations

a. WMD-CST capabilities and operations can be enhanced by collaborating with other operational response elements that may be available to an IC. This interoperability could include civilian decontamination teams, emergency medical service (EMS) personnel to assist with medical surveillance requirements, use of available civilian HAZMAT teams for standby rescue, as well as administrative and logistics personnel. In large-scale events many other operational teams, including Federal teams, may be involved.

b. Non standard uniforms. In the event that WMD-CSTs are operating in support of civilian agencies that require participants to blend with civilian forces, WMD-CST Commanders are required to meet the requirement outlined in Appendix K. To accommodate such a request, WMD-CST Commanders may require an alternate, non-standard uniform. In this event, the WMD-CST Commander must meet specific regulatory guidance outlined in Appendix K. Without such authority, appropriate funds cannot be used to purchase alternate uniforms.

#### 8-5. CoMSUPCEN Logistics

a. The CoMSUPCEN is a DoD activity established to supply, sustain, and assist with initial equipment fielding for designated DoD CBRN Response Forces. The CoMSUPCEN supports and sustains the WMD-CSTs through a central organization consisting of a supply support activity, an emergency resupply activity, and a support coordination center. The CoMSUPCEN conducts stock management and warehousing, warranty management, integrated logistics support, coordination, and monitoring of forward area resupply and sustainment. The CoMSUPCEN Emergency Resupply Activity (ERA) provides environmental, prepositioned, reconstitution, and float packages formed into pre-packaged stand-alone sets to be transported to resupply units engaged in operations, contingencies, special event support or exercises. The CoMSUPCEN has the capability to expand its operations to 24 hours a day, 7 days a week during contingencies, major exercises, and national special security events. It provides cost-effective and customer-oriented service to supply and sustain the unique needs of the WMD-CSTs.

b. WMD-CSTs may obtain support from available civilian assets during operations in remote operational areas or in large events where supplies are not readily available through normal channels. The CoMSUPCEN Logistics Standard Operations Guidelines (SOG) provides an in-depth checklist of mission support items.

c. Specific logistics support policies are identified in Chapter 10.

#### 8-6. Planning

a. WMD-CSTs will participate in local, State, and Federal regional planning meetings and exercises to ensure the team's capabilities are understood and applied appropriately. One of the greatest "value added" areas of the WMD-CST is the pre-incident planning and support they provide in preparation for actual deployments. Through the conduct of education and briefings, training and exercises with emergency response personnel and supporting organizations, the WMD-CST can have a significant impact on the preparedness of the areas it supports.

b. Joint WMD-CST and first responder emergency action planning facilitates effective operating procedures and response coordination. WMD-CST planning must be coordinated with the organizations and agencies the team will support:

(1) Local Emergency Action Plans (EAPs), including County or City (community) leader action plans to manage disaster-related events for all hazards while informing and coordinating State level emergency assistance and emergency action plans developed by first responders and local hospitals to manage fire, injury, and law enforcement actions.

(2) State Emergency Response Plans (ERPs) to mobilize and use State resources to manage disaster related events. State ERPs may or may not mirror the NRF.

(3) The NRF, whose phased implementation supersedes the Initial National Response Plan, the Federal Response Plan, the U.S. Government Domestic Terrorism Concept of Operations Plan, and the Federal Radiological Emergency Response Plan, structures response into 15 functional areas called Emergency Support Functions (ESF). The NRF provides standing mission assignments to designated departments and agencies with primary and support responsibilities to carry out ESF activities. The NRF's Incident Annexes address contingency or hazard situations requiring specialized application of the NRF, to include biological incidents, nuclear/radiological incidents, oil and hazardous materials incidents, and terrorism incidents.

c. The WMD-CST should also establish a working relationship with interagency partners located in their State to facilitate planning and response.

#### 8-7. Communications

a. The AG/CG will ensure that the JFHQ-State establishes communications procedures and Information Assurance (IA) authorization to interface via voice, data and video-teleconferencing (VTC) with the deployed

WMD-CST. WMD-CST and JFHQ communications are integrated through the UCS. On-site, teams within the WMD-CST have the ability to communicate within the unit using authorized radio nets. Select sections (e.g., Command, Operations) have the capability to communicate on any approved radio net the UCS has operational.

b. The UCS has the capability of direct link radio contact with the JFHQ-State, the NGB, or any other organization with similar equipment and is equipped to assist in bridging communications between response units.

c. Tactical Network Control Centers (TNCC) provide satellite communications support for the deployed WMD-CST including the Nonsecure Internet Protocol Router Network (NIPRNET), Secret Internet Protocol Router Network (SIPRNET), voice, and messaging services via a satellite link from the UCS to ground stations. This gives the deployed WMD-CST access to the Defense Information System Network (DISN). Other satellite-based services are available via International Maritime Satellite (INMARSAT) terminals, satellite radio, and satellite telephone (secure and non-secure).

d. The WMD-CST has an ADVON vehicle equipped with commercial internet satellite equipment that can provide voice and data communications support to the local IC. The ADVON vehicle can also provide civilian agencies with radio bridging in addition to the equipment in the UCS.

e. The WMD-CST can provide critical information requirements to State and Federal authorities, and provide on-scene information to other local, State, and Federal units preparing for deployment to the site. On-site assessments should provide valuable information about the site(s), hazards, response requirements, and organizations engaged to prepare other response elements. Expeditious processing of information from the WMD-CST may improve follow-on unit preparation and response time.

#### **8-8. Public Affairs**

a. State National Guard PAO must be familiar with WMD-CST operations and capabilities. The PAO coordinates media coverage and requests and advises the WMD-CST Commander and others in successfully interacting with the media while providing news and information to the public.

b. As appropriate, and with approval of the IC, the PAO and the WMD-CST can provide news releases, press conferences, and respond to other information requests. Assistance, Public Affairs guidance, information, and sample news releases can be obtained from the NGB Office of Public Affairs and Strategic Communications (NGB-PA) and from Guard Knowledge Online (GKO) <https://gko.ngb.army.mil>.

c. Information about National Guard WMD-CST operations is subject to the provisions of DoDD 5122.05, AFI 35-101, AR 360-1, NGB Pam 360-5/ANGP 35-1, and other public affairs guidance and policies.

d. The decision to release individual or State WMD-CST information should be made by the State PAO, in coordination with the WMD-CST Commander, the State Director of Military Support (DOMS) or equivalent position, the affected IC, and lead agencies or community-based organizations' points of contact. The release of information concerning the National Guard WMD-CST program must be coordinated with NGB-PA and NGB-J35.

e. Information will be made fully and readily available, consistent with regulatory requirements, unless its release is precluded by current and valid security classification. DoD policy requires "Maximum disclosure with minimum delay." Security classification and operational security issues must of course be considered when providing information to the media and public.

f. News media travel with National Guard units, activities, and programs are regulated by DoDD 5122.05 and NG Pam 360-5, and requires State PAO coordination with NGB-PA.

g. The WMD-CST Commander or his representative must be prepared to interface with the media as required and appropriate. The PAO will provide assistance and guidance.

#### **8-9. Chaplain**

The mission of the WMD-CSTs makes it probable that unit members along with emergency response personnel will be exposed to civilian casualties. The stressful conditions would not be unlike those found during the Oklahoma City and New York City terrorist attacks. Critical Incident Stress Management and Chaplain support, to include follow-up support, will be coordinated by the WMD-CST Commander with the advice and assistance of the team health care provider, and made available to WMD-CST members.

#### **8-10. Legal**

a. Based on the fact that WMD-CSTs are established within public statute, State JA should be involved with the determination of the WMD-CST mission feasibility before deployment.

b. Tort Liability.

(1) The Federal Tort Claims Act (FTCA) (28 USC §2671-2680) is generally applicable to National Guard members acting within the scope of employment of their Title 32 WMD-CST duties. Generally, National

Guard members augmenting WMD-CST activities in a State Active Duty (SAD) Status and acting within the scope of their State employment are entitled to protections afforded by State tort claims law. Any complaints received or litigation involving alleged torts committed by WMD-CST personnel should be immediately referred to the Staff Judge Advocate.

(2) There is currently no protection from Federal Tort Claims Act liability or Federal Employees Compensation Act coverage for volunteers, including National Guard members not on orders or other recognized status. Such volunteers will not be used in any WMD-CST activity without having been advised of the lack of coverage.

c. Subpoenas and Requests for Information. The National Guard, and its current and former members and employees, may receive subpoenas, orders or other requests for the appearance or testimony of individuals or requests to produce, disclose or release "official information" (such as Commander's notes, operations logs, or the termination packet) regarding the WMD-CST actions. The State Judge Advocate will be immediately notified in such instances.

### **8-11. Surgeon**

a. Federal and State regulations as well as applicable Army and Air Force Regulations will govern medical HCPs assigned to the WMD-CSTs. As each State has its own limitations of practice as they relate to Physician Assistants, the National Guard State Surgeon should, in consultation with the State Judge Advocate General, ensure that procedures deemed necessary for performance are conducted within State guidelines. More specific guidance is included in Chapter 9.

b. State Surgeons are required to review credentialing, provide privileging authorities, and monitor supervision of the WMD-CST health care providers.

c. The State Surgeon is responsible for ensuring that that processes are in place for:

- (1) Oversight of the WMD-CST medical surveillance program required for all team members.
- (2) Maintenance of appropriate credentials and privileges for WMD-CST HCPs.
- (3) Approval of "augmentation" formulary items identified to fill unique State requirements.
- (4) Provision of requested/required medical assistance to the WMD-CST.
- (5) Review qualifications of personnel with alternate specialties IAW WMD-CST TDA and

recommendation approval of exception to policy requests submitted through NGB-J35 to NGB Surgeon for approval.

d. The NGB Surgeon is the approval authority for requests from States to hire alternate specialties to fill either the WMD-CST medical provider or science officer positions.

### **8-12. Mortuary Affairs**

The WMD-CSTs are not organized or equipped to handle remains. Military mortuary affairs assets should be identified in the State response plan and be prepared to support the WMD-CST, including identifying processes for handling chemically, biologically, or radiologically contaminated remains. Request for this support can be forwarded to NGB-J35 for coordination with the ANG CAT.

### **8-13. State-to-State Support**

a. WMD-CSTs will only deploy across State lines for operations if

- (1) Governor-to-governor coordination is made, or
- (2) A request is supported by NGB-J3 to accommodate a State request for assistance.

b. States requesting WMD-CST support are expected as a minimum to provide:

- (1) Movement and staging area instructions to include escort information if applicable.
- (2) Initial command operational mission guidance and chain of command Points of Contact.
- (3) Commander's Critical Information Requirement (CCIR).
- (4) Reporting channels, communications frequencies, systems to be used both secure and non-secure if

known.

- (5) Logistics support (for meals and lodging), as available.
- (6) Force protection instructions including rules for the use of force.
- (7) Contract support for local purchase requirements.
- (8) Movement and operational coordination guidance or instructions for multiple WMD-CSTs.
- (9) A liaison officer to help out-of-state WMD-CSTs understand the response plan, State emergency

response organization, and terminology differences between States, as the variety of agencies and responsibilities changes from State-to-State.

#### **8-14. Technical Reachback**

Defense Threat Reduction Agency (DTRA) provides reachback support for the WMD-CST through the DTRA operations center in Fort Belvoir, VA. WMD-CSTs may submit requests for information directly to DTRA Operations Center (OC). NGB-J35 is responsible to develop technical reach back mechanisms that adequately support WMD-CST requirements.

#### **8-15. United States Northern Command, Southern Command, and Pacific Command**

WMD-CSTs will provide situation reports through the JFHQ- State to the NGB JoCC, to facilitate situational awareness for USNORTHCOM and USPACOM. NGB-J3 will establish a process to address USNORTHCOM/USPACOM CCIR. USNORTHCOM and USPACOM will submit a Request for Information (RFI) through the NGB JoCC for forwarding to the WMD-CST via the JFHQ-State.

#### **8-16. State Partnership Program (SPP)**

a. Many States have developed international partnerships with foreign countries. The WMD-CST program provides a unique capability that other countries may be interested in learning about. IAW 10 USC §12310, WMD-CSTs may not deploy outside the US and its territories and possessions as a team. Individual team members may participate in outside the continental US (OCONUS) SSP activities as a subject matter expert (SME) provided:

- (1) Activities have been approved by State/territory SPP.
- (2) OCONUS travel is in T-10 status.
- (3) Appropriate theater and country clearances have been obtained by the SPPC.
- (4) Appropriate SPP funding has been obtained (WMD-CST funds may not be used).
- (5) State/RMP WMD-CST capabilities do not fall below minimum required response levels as a result of participation.

b. When participating in SPP activities, WMD-CSTs may NOT:

- (1) Deploy as a team.
- (2) Use WMD-CST funds.
- (3) Provide formal training or certification.

#### **8-17. OCONUS Deployments**

Public Statute restricts the use of WMD-CSTs outside of the United States and its territories while in Title 32 status. The AG/CG is not authorized to approve any request to deploy the WMD-CSTs. Any request for OCONUS deployment will be submitted to NGB-J3 for review and legal determination. States are required to submit requests before any deployment is conducted.

### **Chapter 9**

#### **Medical**

##### **9-1. Medical Team Scope and Privileging**

a. Scope of Practice: Military medical HCPs assigned to a WMD-CST will be governed by Federal and State regulations and applicable Army and Air Force Regulations. As each State has its own limitations of practice relating to HCPs, the National Guard State Surgeon, in consultation with the State Judge Advocate General, should ensure that all procedures deemed necessary for performance are conducted within State guidelines.

b. Credentialing and Privileging Providers Assigned to the WMD-CST: All HCPs, including Air Force medical personnel assigned to a WMD-CST, will be appropriately credentialed in accordance with AR 40-68/AFI 44-119. Individual State Surgeons will ensure that the credentials of all HCPs assigned to the teams are entered into the Centralized Credentials Quality Assurance System (CCQAS). IAW 10 U.S.C. 1094 (a)(1), a person under the jurisdiction of the Secretary of a military department may not provide health care independently as a health-care professional under this chapter unless the person has a current license to provide such care. In addition to the State credentialing requirement, all HCPs assigned to the WMD-CSTs will be privileged, and allowed to practice within a military or Federal (e.g., Veterans Administration) or other type of Medical Treatment Facility (MTF). The Medical Officer (HCP) and Medical NCO will be appropriately credentialed and privileged as required. All HCPs allowed to practice within a military medical facility will seek to be privileged to perform their clinical duties/functions as a health care provider (commensurate with their education, training, experience and licensure); including, but not limited to: performing medical and CST duty occupational evaluations, treatments, and, as necessary, advanced life

support measures to save life, limb and eye sight IAW medical standards of the individual healthcare provider's State laws, military regulations, American Heart Association Advanced Cardiac Life Support (ACLS), American College of Surgeons Advanced Trauma Life Support (ATLS), and accepted regional standards of medical practice. HCP treatment limitations are controlled by the HCP's Delegation of Services Agreement between the CST HCP and his/her Supervising Physician (not applicable to MD's or DO's assigned to CST's), the privileges granted by the available medical treatment facilities, the medical practice laws of each HCP's State, individual State Surgeons, and applicable military regulations. In a pre-hospital setting, medical treatment capabilities may also be limited by the supplies and equipment that can be maintained by the WMD-CST in a field, remote or disaster environment.

(1) Credentialing Guidance: The State CCQAS coordinator for the provider's State of assignment will provide guidance on the credentialing process. All HCPs and Medical NCOs credentials will be maintained within this system. Failure to maintain current credentials could negatively impact the provider's coverage under the Federal Tort Claims Act.

(2) Privileging Guidance: HCPs on the WMD-CSTs will seek to attain Regular (Normal) Privileges to practice, which will give them the authority to provide medical and/or other patient care services in a medical treatment facility or in an emergency medicine setting. While in Bronze Cycle, HCPs and Medical NCOs on the team should work in a primary care, urgent care, trauma, operating room, and/or orthopedic setting a minimum of twenty-percent (20%) of their work week. Their duty will be in an unpaid or supervised status if done during the normal duty day in a civilian facility.

(a) Exceptions to this policy must be requested in writing and approved by the NGB Surgeons Office.

(b) The Medical NCOs must also work a minimum of twenty percent (20%) of their work week in a pre-hospital or hospital trauma/emergency setting that allows them to provide care consistent with a civilian EMS provider or emergency room technician.

c. Additionally, privileges must be obtained, which give the HCPs the authority to provide care at a remote site based upon mission deployment requirements. Some primary privileging facilities may not be willing to provide this authority; the HCP will then be required to work out the details of a formal supervisory plan (Delegation of Services Agreement) with their supervising physicians and the facility under which they are privileged. (To meet this requirement, the Governor of the State or Territory may provide emergency declaration coverage while the WMD-CST is performing duties outside the credentialing MTF.)

## 9-2. Medical Surveillance Program

a. Health or medical monitoring is an integral part of unit operations and is conducted before, during, and after entry into hazardous areas as well as during training. Physical examinations prescribed by Federal regulation for hazardous materials workers are required for personnel safety and to ensure that personnel maintain the highest levels of physical readiness.

b. All members of the WMD-CST will participate in the Medical Surveillance Program IAW applicable Federal and State regulations and standards. Category A and B personnel (as defined in DA PAM 40-8 and DA PAM 40-173), who have the highest risk of occupational injury due to Self Contained Breathing Apparatus (SCBA), supplied air respirator (SAR), personal protective equipment (PPE) wear, and/or highest potential for exposure to CBRNE agents shall be given particular attention during medical evaluations and during routine medical surveillance.

c. All members of the WMD-CST will participate in a thermoluminescence device (TLD) (or equivalent dose of record) Radiological Surveillance Program administered by Redstone Arsenal. Radiation Surveillance will incorporate any dose of record into the service member medical file in accordance with applicable Federal and State regulations and standards.

d. Pre-placement, job transfer, periodic, and termination examinations will be provided to all WMD-CST personnel. Occupational health exams will be performed annually and following actual or probable exposure to any hazardous substance.

e. Medical Surveillance Requirements.

(1) Occupational Health Medical History. The HCP will obtain a comprehensive occupational history, with specific emphasis on any potential exposures to cholinesterase-inhibiting substances (e.g., organophosphate); chemicals associated with cardiovascular, pulmonary, neurological, or psychiatric disease; and biological or radiological hazards.

(2) Medical History. The HCP conducts a comprehensive review of the medical history focusing on the skin, eyes, pulmonary, cardiovascular, neurological systems, and any potentially disqualifying factors identified in AR 40-501, Chapter 3. Documentation will be IAW AR 40-66, Chapter 3 and AFI 48-123.

- (3) General Physical Examination. A general physical examination will be completed IAW Appendix I.
- (4) Periodic Health Assessment. A periodic health assessment is required of all assigned personnel IAW AR 40-501 or AFI 48-123 as appropriate.

### **9-3. Medical Standards for Personnel Assignment**

a. Given the extreme physical requirements of membership on a WMD-CST, special consideration will be given to the physical fitness of individuals seeking assignment. These requirements will be identified on the State job announcements. All personnel with a history of Physical Profile capacity of P-3 or higher IAW AR 40-501 should be screened out prior to consideration for WMD-CST assignments. Following initial medical screening the applicant must have an AR 40-501 Chapter 3 Accession Standards physical examination incorporating forms, laboratory tests, and screening tests identified in Appendix I for ARNG personnel, or IAW AFI 48-123 for ANG personnel. This physical examination must also satisfy the requirements in Code of Federal Regulations (CFR) 1910.120(f). The ability to don and perform physical tasks in PPE is a requirement for all team members. WMD-CST candidates will be screened IAW DA PAM 40-8 and given Pulmonary Function Tests (PFT) prior to accession. These tests will be monitored and results evaluated by the unit HCP. Candidates who do not meet the minimum physical requirements or have medical/psychological conditions that would preclude service on the WMD-CST may not be considered for placement on the WMD-CST. The WMD-CST Commander will review the results with the HCP and will determine eligibility for placement.

b. Any military person who is returned to Title 32 status and WMD-CST duty must re-establish the medical standards outlined here. In the event of a change in medical status that could impact the person's ability to function as a member of the WMD-CST, said individual will be removed from WMD-CST duty IAW regulatory guidance.

### **9-4. Periodic Job-Related / Post Exposure Medical Surveillance**

All WMD-CST personnel will receive an annual screening. This screening will focus on actual or probable occupational exposure during the preceding year, paying special attention to the possibility of non-occupational exposures to other substances producing effects similar to HAZMAT. Individuals who have a new positive occupational health screen will be referred for evaluation and management per the applicable regulation. These tests should supplement other job specific surveillance tests indicated by actual or probable exposures (if any) to substances other than nerve agent.

### **9-5. Termination Examination**

The WMD-CST termination physical will be conducted when released or reassigned from the WMD-CST and must be supervised by an Occupational Health Physician. The WMD-CST HCP will supervise, perform, and/or provide the occupational exposure history and medical review. The HCP should accomplish all portions of the physical exam that can be accomplished within the scope of practice and limitations of equipment. If, at any of the previous examinations, the individual was referred for specialty consultation, refer the individual again for follow-up evaluation.

### **9-6. Medical Administrative Procedures**

- a. The examining HCP must inform the WMD-CST Commander of any individual who is physically unable to perform their duties or unable to wear the required PPE.
- b. If work practices require activities to be performed in full protective clothing, the HCP must record in the individual's occupational health record a statement regarding the individual's clearance for duty on the WMD-CST.

### **9-7. Occupational Health Program**

a. The Occupational Health Program (e.g., medical surveillance) is based on Public State, U.S. Department of Labor OSHA Regulations, DoDDs, DA, NGB and other applicable Federal/State regulations and standards. The "minimum" standards for a medical surveillance program are outlined in:

- (1) 29 CFR 1910.120
- (2) DoDI 6055.05
- (3) AR 11-34
- (4) AR 40-5

b. NGR 385-10 states, "Medical surveillance will be provided to all full-time support (FTS) personnel potentially exposed to health hazards in the work environment or who are assigned to positions requiring specific standards of physical fitness"... "For military and competitive technicians, these examinations will be provided in

accordance with NGB and Office of Personnel Management (OPM) policy, *and if necessary can be made a condition of employment.*"

c. DoDI 6055.05 outlines what "should be considered the bare minimum for medical surveillance." Local occupational medical personnel establish examination content and frequency based on an understanding of the job demands, exposures to workers, medical effects of specific exposures, the impact of specific medical condition on job safety, and legal and regulatory requirements.

### **9-8. Immunization Requirements for WMD-CST Members**

All members of the WMD-CST will be administered the standard regimen of individual medical readiness (IMR) immunizations. Given the risk of possible exposure WMD-CST members may encounter while executing their mission, they will also receive the immunizations recommended by the Military Vaccine Agency (MILVAX) IAW AR 40-562/AFJI 48-110. Specifically, WMD-CST members will be administered anthrax and smallpox vaccines IAW DoD guidance. Immunizations will be documented on DD Form 2766.

### **9-9. Respiratory Protection Program**

a. The WMD-CST Commander will establish a Respiratory Protection Program IAW AR 385-10, AR 11-34, Technical Bulletin (TB MED) 509, FM 8-250, TB MED 502, DA PAM 40-503, TM 3-4240-349-12&P, and 29 CFR 1910.134 that:

- (1) Assures proper respiratory fit testing for air purifying and supplied air respirators is accomplished.
- (2) Provides a comprehensive testing of pulmonary function for all team members.

b. The WMD-CST Commander will designate in writing, the Respiratory Protection Officer and an alternate whose duties are to manage the respiratory protection program. The designated Respiratory Protection Officer should attend, at a minimum, the OSHA's Respiratory Protection Course or have equivalent prior experience.

c. All WMD-CST personnel will be fit tested annually for assigned TDA equipment IAW 29 CFR 1910.134 App A, ARs, and AFIs. Applicable State and local standards will be followed if stricter than the cited reference. Fit test records will be recorded and maintained IAW AR 25-400-2 as a part of the Occupational Health records.

### **9-10. Radiation Safety Program**

a. The WMD-CST Commander will establish Radiation Safety Programs for ionizing and non-ionizing radiation IAW DA Pam 385-24, TB MED 523, TB MED 525, DA Pamphlet 40-18/DLAI 1000.30, 29 CFR 1910.1096, TB 43-0197, NGR 385-11, and DoDI 6055.11. The WMD-CST Commander will also ensure that the unit Radiation Safety Program is coordinated with the State Radiation Protection Program through the State Radiation Safety Officer (SRSO) and the Environmental Health Officer to ensure that the program meets all State requirements as well as the Nuclear Regulatory Commission (NRC) requirements. The WMD-CST may, through the SRSO, receive additional guidance regarding the implementation of a radiation safety program and the specific requirements pertaining to particular commodities from the ARNG Radiation Safety Officer (RSO).

b. The WMD-CST Commander will designate in writing a primary and alternate RSO whose duties are to manage the radiation safety program. The Unit RSO, at minimum, will have attended the US Army Operational Radiation Safety course, the ARNG 40-hour Radiation Safety Officer Course, or possess equivalent civilian experience. The radiation safety program requirements will be documented in a Unit SOP that addresses how the applicable requirements will be met.

c. The RSO will provide training, safety instructions and maintain inventory files on radioactive materials. In addition, the RSO will maintain the Radiation Safety Program which includes but is not limited to:

- (1) ordering and tracking devices which monitor and measure the unit members' radiation exposure,
- (2) providing the WMD-CST Commander with recommendations for operational exposure guidance,
- (3) assisting medical personnel with information concerning the effects, immediate and latent, of various types of radiation, and

(4) coordinating with unit medical personnel and the US Army Radiation Standards and Dosimetry Laboratory (USARSDL) at Redstone Arsenal for possible radiation exposure documentation and monitoring (for additional information, see paragraph 9-2(c)).

d. The WMD-CST RSO will coordinate with the SRSO and the State's property manager prior to the receipt of any new equipment containing radioactive material or capable of producing ionizing radiation.

e. WMD-CSTs are required to maintain documentation of proof of all Radiation Training for a minimum of three (3) years.

### 9-11. Medical Supplies and Formulary

- a. WMD-CST Medical Sections are authorized to maintain specific medical supplies and formulary as identified by the NGB Surgeon for the care of WMD-CST members. The WMD-CST formulary is a listing of medications that will be procured and maintained by the WMD-CST for use in executing their mission. The authorized formulary list is approved by both the States Surgeon and the NGB Surgeon. Items identified on the approved "standardized" WMD-CST formulary will be funded through NGB-J3. In addition to the standardized formulary, States may elect to add additional National Stock Number (NSN) 6505 items with the approval of the State surgeon. Any items identified on the State augmentation formulary will be funded through State funding sources. Any deletions to the NGB standardized formulary will require the written approval of the NGB Joint Surgeon.
- b. The WMD-CST Commander will ensure that medical supplies and formulary are protected IAW the requirements established by AR 40-3, AR 40-61, AR 190-51, AR 40-60, AR 190-11, SB 8-75-S7, and SB 8-75-S10.
- c. WMD-CST on-hand medications are pre-determined by the Chief Surgeon at NGB, the State Surgeon, and the Medical Officer.
  - (1) Drug samples provided by a pharmaceutical company, regardless of value, are classified as gifts and therefore come under the provisions of AR 1-100.
  - (2) There are no monetary charges for medicine expended.
- d. WMD-CST HCPs are authorized to dispense medications per privileging, scope of practice, and approved formulary. Dispersal and disposal of controlled medical substances and items will be accomplished IAW current Army regulation, and monitored using the appropriate documentation IAW AR 40-61.
- e. WMD-CST personnel may not self-administer prescription or prescription strength medications except as prescribed by WMD-CST HCPs or approved Primary Care Manager, or in the case of emergency response to exposure to CBR agents (e.g., Nerve Agent Antidote Kit). All over-the-counter (OTC) medications must be reported immediately to the WMD-CST HCP since medications may interfere with level A and B PPE use.
- f. Controlled substances are drugs so designated by the Drug Enforcement Administration (DEA). Personnel authorized to obtain (order from supply and maintain at the unit) and administer controlled substances during WMD-CST operations are:
  - (1) DEA and State licensed HCP assigned to an AGR position and credentialed through the JFHQ-State.
  - (2) Although 21 CFR 1301.23 exempts military officials from the requirement to have a DEA registration number when they are authorized to prescribe, dispense, and administer controlled substances in the course of their official duties, WMD CST medical personnel will maintain the certifications outlined in paragraph 12-5.

## Chapter 10 WMD-CST Logistics

### 10-1. Logistics Support Overview

The logistics support systems provide the lifeline to the WMD-CSTs to conduct their mission. Timely, customized, and precision logistics are essential for the successful employment of the WMD-CSTs... *"Just Enough, Just in Time, and 100% Correct"*. Because WMD-CSTs operate within a mature theatre, they do not require organic Combat Service Support (CSS) capabilities normally found in military units with a force projection mission. Access to the civil and military infrastructure to man, arm, fuel, fix, move, and sustain is readily available, and redefines the Administrative/Logistic Section primary role as coordinators to facilitate and provide dedicated support to the WMD-CST, prior to, during, and after response operations. Common items of supply, which have a broad conventional requirement, are supplied through existing support systems. For mission unique equipment and services, the CoMSUPCEN provides specialized integrated logistics support for the WMD-CSTs IAW the WMD-CST Logistics Support SOG.

### 10-2. Standard Support Concept

- a. Where possible, existing JFHQ-State J4/J8 systems will support WMD-CSTs. All standard military issued equipment will be supported within established State support structures. The NGB-J35 and J4 will support nonstandard equipment IAW the WMD-CST Logistics Support SOG. The CoMSUPCEN priority of support is to operationally deployed units, then to units in GOLD status, followed by units participating in significant exercises,

and finally to all other units. Resolution of logistics support request conflicts at NGB-J33 is the responsibility of the NGB-J4 in coordination with the NGB-J35.

b. During operations, the Administrative/ Logistics NCO concentrates on ensuring that all equipment is serviceable and functional; the CoMSUPCEN is informed of the top three logistics actions and the status of the pacing items, Equipment Readiness Code (ERC) P and ERC A items; and the unit is supplied with expendables and consumables. The CoMSUPCEN will activate the Support Coordination Center for 24 hour a day, seven day a week logistics support when directed by the Chief, NGB J-357.

c. Repair of standard equipment is coordinated through the State National Guard's supply and maintenance system. Repair of commercial off the shelf (COTS)/ government off the shelf (GOTS) equipment is IAW procedures detailed in the WMD-CST Logistics Support SOG.

### **10-3. WMD-CST Responsibilities**

a. WMD-CSTs will use the Government Purchase Card (GPC) to locally procure expendables and consumables IAW approved policy and the WMD-CST Logistics Support SOG. Requirements for end items and expendables not available locally will be submitted to the United States Property and Fiscal Office (USPFO) / Director of Logistics (DOL) for action.

b. Logistics NCOs must reconcile logistics actions with their assigned CoMSUPCEN Logistics Support Coordinator and encourage the State J4 or USPFO/ J8 representatives to conduct a CoMSUPCEN familiarization visit. An annual visit to the Support Center by the State J4/J8 is recommended to review CoMSUPCEN procedures and how they support NGB and the WMD-CSTs. Requests for support will be in accordance with the Logistics Support SOG.

c. Unit maintenance programs will ensure that equipment is calibrated and ready for deployment.

d. Arms and ammunition will be maintained IAW DA PAM 710-2-1 and available for issue IAW AR 190-11 and the AG policy on the RUF.

e. WMD-CSTs returning from a deployment must re-establish equipment readiness and basic load to pre-employment readiness levels as soon as feasible. Administrative/Logistics NCOs will contact both the JFHQ-State and the CoMSUPCEN to reconcile all acquisition and disposition actions. Commanders must initiate property reconciliation actions, and State J4, Logistics Directors, USPFOs, and Logistics NCOs must reconcile property losses prior to reconciling replacements IAW AR 710-2 and AR 735-5.

f. WMD-CST Commanders will use the Command Supply Discipline Program IAW AR 710-2 to standardize compliance with DA policies and procedures.

g. Records of supply transactions must be maintained IAW AR 25-400-2 to ensure historical compliance.

### **10-4. USPFO/DOL Responsibilities**

The USPFO/DOL is responsible to ensure command supply discipline IAW all applicable Army regulations, National Guard Regulations to include this NGR, and the WMD-CST Logistics Support SOG.

### **10-5. Support Activity Responsibilities**

a. The CoMSUPCEN will take action on validated requests from the USPFO / DOL to support items of equipment listed in Appendix C of the WMD-CST Logistics Support SOG. The CoMSUPCEN provides full sustainment support for those items of equipment. This includes warranty management, repairs, services, and replacement calibration. Support also includes routine and emergency supply actions.

b. Routine supply requests will be processed in compliance with command supply procedures. When a WMD-CST deploys, the CoMSUPCEN will respond immediately to a Commander's request for assistance. The Logistics NCO must carry out appropriate tracking actions not later than upon return to home station. Documentation will be forwarded to CoMSUPCEN within five (5) working days and the Property Book Officer will update the property records as appropriate. The WMD-CST initiates the process; however, the JFHQ-State J4/J8 will validate requests.

### **10-6. Forward Area Support Team Responsibilities**

During WMD-CST response operations, the CoMSUPCEN with approval from the NGB-J357 Branch Chief may deploy Forward Area Support Teams (FAST) in conjunction with the NGB-J3 Logistics Coordinator to support non-standard equipment. The FAST will support USPFO/DOL requirements for the WMD-CST on-site with on-hand items or will coordinate support through the CoMSUPCEN and supporting vendor contracts, who will ship to the FAST, and the FAST will issue to the WMD-CST IAW standard procedures.

#### **10-7. Property Accountability**

The USPFO/DOL is responsible for all aspects of property accountability for the WMD-CSTs. During the initial fielding of equipment sets the CoMSUPCEN will coordinate directly with the USPFO/DOL to schedule equipment inventory and issue to individual WMD-CSTs and ensure that all necessary documentation is provided to USPFO/DOL representatives. Upon completion of initial fielding of equipment sets, the USPFO will be responsible for completing all accountability transactions for all equipment in the WMD-CSTs. Inventories will be conducted in accordance with DA PAM 710-2-1 and AR 710-2 to the AC standards and timelines.

#### **10-8. Emergency and Help Desk Operations and Technical Assistance**

WMD-CSTs should report any problems to the CoMSUPCEN Help Desk. The Help Desk will record information provided by the user defining the nature of the problem. If unable to resolve the problem, the Help Desk will coordinate with the appropriate agency for assistance in resolving the issue. The Help Desk will contact the user and advise on resolution of the issue. The CoMSUPCEN will document corrective action taken and close the action when the issue has satisfactorily been resolved. WMD-CSTs may contact the CoMSUPCEN Help Desk to file a Request For Support:

COMM: (859) 737-3840

FAX: (859) 744-8635

Message Center: (800) 673-3840

The Help Desk shall normally respond to telephone calls, voice mail, or facsimile inquiries during normal business hours [0700 hours to 1530 hours, Monday through Friday, Eastern Standard Time (EST) or Eastern Daylight Time (EDT) as appropriate], excluding Federal holidays. The CoMSUPCEN can be contacted 24 hours a day, 7 days a week at COMM (800) 673-3840. The CoMSUPCEN address is 5555 Rockwell Rd, Winchester KY 40391.

#### **10-9. Equipment Safety Program**

In addition to the safety program requirements specified in military regulations, users should immediately notify the CoMSUPCEN Help Desk of any safety issues with equipment listed in Appendix C of the WMD-CST Logistics Support SOG and/or fax a copy of the safety hazard or accident/incident report to the Help Desk at COMM (859) 737-3840. Upon receipt, the Help Desk shall forward the issue to the Director, CoMSUPCEN for review and direction. If appropriate, the CoMSUPCEN will immediately distribute a preliminary *Safety Alert* advising all WMD-CSTs of the potential safety hazard. Upon receipt of corrective action from the U.S. Army Safety Center or other official source, the CoMSUPCEN shall issue a *Safety Bulletin* advising all WMD-CSTs of actions required to correct the problem.

#### **10-10. CoMSUPCEN Inventory Control**

The CoMSUPCEN interfaces with existing DoD supply systems and performs inventory control and management according to AR 710-2, AR 710- 3, AR 725-50, AR 735-5, and DA PAM 710-2-1 and 710-2-2. The CoMSUPCEN requisitions, receives, issues, manages, inventories, ships, and supplies equipment outlined in CoMSUPCEN Authorized Stockage/Contingency Stock (WMD-CST Logistics Support SOG Appendix C) and State National Guard Sustained Equipment (WMD-CST Logistics Support SOG Appendix F). The CoMSUPCEN stores Stock Record Account (SRA) equipment, expendable supplies, excess equipment, and Customer Owned Equipment as required.

#### **10-11. CoMSUPCEN Equipment Tracking**

In support of initial equipment fielding, the CoMSUPCEN receives all equipment, enters identifying information (such as serial number, part number, NSN, description, status, and current and projected location) into a tracking database. Items received are inspected for condition and accountability of components. The tracking system also provides the current operational or repair pipeline status of WMD-CST assets and a historical record of where specific assets have been shipped.

#### **10-12. CoMSUPCEN Equipment Issue**

From initial unit fielding through the life of a WMD-CST, the USPFO/DOL is responsible for establishing and maintaining property accountability for all equipment that is issued to the WMD-CST. After the property is received, documentation reviewed, and item inspected for condition/ component accountability, the Stock Record Officer enters data into the tracking database. Documentation is provided to USPFO/ DOL. The USPFO/DOL

updates property records, as required, and the WMD-CST inventories, inspects, reports discrepancies, and returns receipt documentation to USPFO/DOL.

#### **10-13. CoMSUPCEN Warranty Management**

The CoMSUPCEN Support Operations Chief establishes and maintains procedures to track and manage warranties and publishes these procedures in the WMD-CST Logistics Support SOG.

#### **10-14. CoMSUPCEN Maintenance**

The Support Operations Chief will establish procedures to track and manage maintenance requests/work orders and publish these procedures in the WMD-CST Logistics Support SOG.

#### **10-15. CoMSUPCEN Packaging, Handling, Storage, and Transportation**

The CoMSUPCEN is responsible for the preservation, packaging, packing, and marking of all items shipped from the CoMSUPCEN to the users. The CoMSUPCEN will use best commercial practices to prepare and pack user assets. The CoMSUPCEN will comply with DoD security requirements for shipping and handling Controlled Cryptographic Items. The CoMSUPCEN will ship HAZMAT items in accordance with 49 CFR Part 173 and local directives. Items will be shipped via commercial transportation to the users or repair facility. The users are responsible for protecting items being shipped to the CoMSUPCEN. Items should be packed in a standard reusable container with foam-pack, bubble wrap, or peanut packing material for cushioning.

#### **10-16. Product Quality Deficiency Reports (PQDRs)**

Users that receive incomplete or inoperable WMD-CST assets from the CoMSUPCEN are requested to contact the Help Desk. The Help Desk will provide instructions for resolution of deficiencies (see paragraph 10-8 for Help Desk contact information).

#### **10-17. Equipment Improvement Recommendations (EIRs)**

EIRs may also be submitted via e-mail to the NGB-J4 Logistics Coordinator. The NGB-J4 Logistics Coordinator will track, control, and coordinate EIRs. Additionally, the NGB-J4 Logistics Coordinator will review the EIRs, resolve any questions with the originator, record appropriate data, and coordinate with the OEM or other activity to evaluate the EIR. The NGB-J4 Logistics Coordinator will forward a recommendation to the Equipment Technical Working Group for disposition. The NGB-J4 Logistics Coordinator will also advise originators on the final disposition of all EIRs.

#### **10-18. Recommended Changes to Logistics Publications**

- a. WMD-CST Logistics Support SOG. Users should submit recommended changes to the NGB-J4 Logistics Coordinator.
- b. Military Manuals. WMD-CST personnel should use DA Form 2028 to recommend changes to military technical and doctrinal publications. Most military manuals include blank DA Form 2028s that are pre-addressed to the proponent for the manual. Blank forms are also available on the CST CoP.
- c. COTS Manuals. Users should submit recommended COTS manual changes to the equipment manufacturer.

#### **10-19. Technical Data Management**

The CoMSUPCEN shall maintain a copy of training materials, the WMD-CST Logistics Support SOG, and copies of all baseline COTS technical manuals that are provided with equipment listed in CoMSUPCEN Supported Equipment (WMD-CST Logistics Support SOG Appendix C) and maintain these manuals with applicable published changes at the CoMSUPCEN. Replacement copies of the manuals will be provided to users upon request. The CoMSUPCEN will maintain a database that reflects the latest publication versions and distribute copies of changes as they are received.

#### **10-20. Vehicle Configuration Management**

CoMSUPCEN maintains the approved configuration of WMD-CST vehicles and modifications made to them. Individual units are not authorized to make any modifications to vehicles without first obtaining approval from the Regional General Services Administration (GSA) and NGB-J4, who will then coordinate with CoMSUPCEN all vehicle modification processes.

### **10-21. CoMSUPCEN Disposal and Demilitarization**

Upon receipt of a failed or damaged CoMSUPCEN Supported Equipment (WMD-CST Logistics Support SOG Appendix C) item or equipment that is out of warranty, the CoMSUPCEN will determine the cost to repair the item. The CoMSUPCEN shall determine whether to repair the item or designate it to be Beyond Economic Repair (BER). If designated BER, the CoMSUPCEN shall demilitarize the component, salvage and disposition repair parts as directed, and send the residue to the Defense Reutilization Marketing Office (DRMO) for disposal. CoMSUPCEN will make the final determination regarding the disposition of property. DRMOs are not permitted to, and will not, accept radioactive material. Radioactive material must be disposed of IAW DA Pam 385-24, or returned to the manufacturer.

### **10-22. Expendables/Consumables**

Expendables and consumables will be maintained at the unit level and stocked at the Commander's discretion, based on demand history IAW AR 710-2, AR 710-1, DA PAM 710-2-1.

### **10-23. Materiel and Services**

Units will use on-hand supplies until supplies are expended. The State Headquarters Deputy Chief of Staff for Logistics (DCSLOG) is the director of logistics and is the primary office for providing CSS for the WMD-CST. Reliance on readily available commercial means is desired due to the limited nature of the unit's mission employment.

### **10-24. Supply (By Class)**

- a. Class I, Subsistence: Units must be prepared to deploy with enough meals ready to eat (MREs) for 72 hours with a C-C-C feed cycle. After the first 72 hours, the ration cycle may change to an A-C-A with food service units or local vendors providing the A rations.
- b. Class II, Clothing/Individual Equipment/Tools/ Administrative Supply: Deploy with required issued items. The WMD-CST Commander is responsible for maintaining the unit Organizational Clothing and Individual Equipment (OCIE) per AR 710-2 and Common Table of Allowance (CTA) 50-900 authorizations. The WMD-CSTs will re-supply lost or damaged items through the applicable supply channels.
- c. Class III, Petroleum/Oils/Lubricants (POL): Fuel and POL products for the GSA vehicles are supported via the GSA credit card provided with each vehicle. Non-GSA power driven equipment (heaters, stand alone generators, etc.) with Class III requirements will be supported IAW State support plans or local purchase.
- d. Class IV, Construction Materials: Requests for construction or barrier material are IAW normal supply procedures. The State DCSLOG/DOL will obtain release of USPFO materials and arrange for local purchase of additional materials.
- e. Class V, Ammunition: Only the AG/CG can authorize release of Class V IAW published policy regarding RUF.
- f. Class VI, Personal Demand Items: Advise members to bring a 3-day supply of personal comfort items. After 3 days, Class VI re-supply should be available through established supply channels if not commercially available.
- g. Class VII, Major End Items: The USPFO/DOL will coordinate acquisition of major end items. Property reconciliation is paramount. Copies of the Report of Survey, Statement of Charges, or other documentation will accompany requisitions for non-standard equipment replacement. Units will maintain property accountability at all times.
- h. Class VIII, Medical Materials: Medical supplies are coordinated through the State Surgeon and through military supply channels IAW SB 8-75-S10.
- i. Class IX, Repair Parts: Within existing guidelines, parts for standard equipment are obtained through normal supply system. Unique equipment is supported through contracts or other special support arrangements as directed by the Support Operations.

## **Chapter 11 Funding**

### **11-1. Budgeting**

- a. The WMD-CST Commander will develop and submit a training budget plan annually following the specific instructions and format prescribed by NGB. After approval by the next higher headquarters, the WMD-

CST Commander will sign and forward the plan for the upcoming FY to NGB-J3 via email not later than 1 June of each year unless requested earlier. Annual funding forecasts for individual and collective training, per diem costs, equipment sustainment, expendables, exercises and evaluations, communications, and other mission essential costs should be included. Only those costs that are training-related (mission essential) will be considered. Costs associated with facility up keep and support must be forwarded to the State Construction Facility Management Office (CFMO), Director of Information Management (DOIM), or other appropriate agency for funding.

b. Training and resourcing analysts at NGB will ensure that the plan meets minimum requirements and that costs are fully and adequately justified. NGB will develop an approved distribution plan for WMD-CST funds for the budget year. Funds, as allocated in the annual funding program (AFP) will be released by the responsible NGB office on a Fund Authorization Document (FAD) to States for a WMD-CST, on or before 1 October, based upon the approved NGB distribution plan.

c. WMD-CST Commanders will track the budget plan throughout the year, assessing the unit situation and prioritizing training to leverage existing resources with the best possible effect.

d. Commanders will ensure that the training budget submitted accurately reflects the unit's Command Training Guidance and Long Range Training Plan.

### 11-2. Budget Execution

a. Funds federally appropriated for the WMD-CST may only be executed for items delineated in Defense Finance and Accounting Service (DFAS) Manual 37-100-XX (where "XX" denotes the FY) for those funds, with the following exceptions:

(1) States must have written approval from their USPFO to purchase or contract for any equipment items not included in their WMD-CST Mission TDA or authorized by other appropriate documentation specifically for their unit (such as CTAs).

(2) To preclude conflicts with centrally procured and supported equipment, States and Territories must have written approval from NGB for initial procurement of equipment items, even if on their TDA.

b. Funds distributed for the WMD-CSTs are to be used for WMD-CST-unique items, as specified in DFAS Manual 37-100-XX. Non-WMD-CST specific expenditures for costs such as base operations, installation automation (e.g., Reserve Component Automation System, (RCAS)), and CTA items should be funded out of the accounts already established within the State for these requirements.

c. Funding personnel travel with Army Operations and Maintenance, National Guard (OMNG) Appropriation (2065) is used for travel of individuals in the ANG deployed for training or operations. Funding travel of non-WMD-CST members using the WMD-CST account should be certified as necessary for the training of the WMD-CST or its members, and approved by the next higher headquarters. WMD-CST Commanders should be aware of legal and fiscal liability involved with transporting non-government personnel using Federal funds. Commanders are encouraged to seek guidance from their respective Judge Advocates and USPFOs prior to planning or executing any training deployments including non-WMD-CST personnel.

d. WMD-CST Commanders should attempt to resolve any funding shortfalls with their respective State. If the State is not able to resolve the shortfall, a request for additional funding should be forwarded to NGB-J3 via e-mail and hard copy in the format prescribed in Appendix F. Requests for additional funds for un-forecasted WMD-CST support (such as a National Special Security Event (NSSE), an actual CBRNE event, or other incident of national significance) may be forwarded to NGB. These documents should be approved by the State for NGB attention, and will normally be considered by the WMD-CST support staff elements at NGB on a quarterly basis. NGB will notify the State headquarters and WMD-CST of the results of the request.

e. When a WMD-CST is on an operational mission per 10 USC §12310, operational costs are normally paid with WMD-CST training funds. After each operational mission, WMD-CST Commanders should assess the resulting impact on training and adjust the training schedule as necessary. The Commander may request additional funds to complete the training plan per paragraph 11-2d.

f. Excess funding that will not be executed as a result of unforeseen changes in operations tempo, training or any other reason should be identified and brought to the attention of the State USPFO and NGB-J3.

g. OCONUS travel to a State or territory using WMD-CST funds must have written approval by the State JA or NGB JA prior to commencement of travel.

### 11-3. Documentation

a. WMD-CST resources are finite, and it is the Commander's responsibility to use resources prudently. WMD-CST Commanders should document major spending decisions. Proper documentation of decisions that

expend significant resources permits the States and Territories and NGB to review operational decisions and improve operational resource effectiveness.

(1) Document the approval, identifying the approving individual, for use of major equipment items with significant operational costs (e.g., level A suits, UCS satellite) in the operations logs.

(2) Capture costs associated with operational deployments. If a WMD-CST is under a Presidential Reserve Call-up (PRC) status, the funding implications will be addressed in the PRC order, with the costs of the WMD-CST participation in resolving a terrorist incident borne by the DoD. Expenditures for operational missions that may be reimbursable through the Robert T. Stafford Disaster Relief Act include incremental operational costs of response operations like fuel, incremental costs of operating equipment, per diem, and expendable supplies.

b. Funding considerations and parameters will be as directed by the USPFO in each State and Territory.

c. Identify equipment usage and cost accounting associated with deployments in the after action report. This is important for developing financial data to forecast and budget for operational deployments. Ensure that any inappropriate use of assets is addressed.

d. Additional measures adopted by the State that provide management controls should be brought to the attention of NGB-J35 for incorporation into policy updates.

e. All WMD-CST spending documentation, to include general purchasing card (GPC) records, military interdepartmental purchase requests (MIPRs), contractual arrangements, orders, and all other budget materials must be maintained on site with the WMD-CST. Any records moved off site will be accounted for with a hand receipt depicting who has the records, what records they have, and when they were signed out. Such records must be available, within 24 hours notice, for inspection. Notification of a SEAT inspection constitutes such notification, and all records will be made available for the SEAT to evaluate. Failure to produce records constitutes grounds for "No-Go" for the budget evaluation. Commanders are required to retain all expenditure documents and supporting documentation for 6.25 years IAW guidance contained in the Army Records Information Management System (ARIMS), record number 37-G and Z.

#### **11-4 Civilian Clothing Allowance**

Civilian clothing allowance is available for enlisted individuals performing a minimum of 30 days on temporary duty (TDY) in any 36 month period that requires civilian clothing be worn. Such allowance must be accompanied by appropriate documentation and conform to the appropriate DODIs and Army and Air Regulations. Refer to Appendix K.

## **Chapter 12**

### **Training and Readiness**

#### **12-1. Training Overview**

a. The WMD-CST training plan starts with individual training, builds to section and unit training, and culminates in a full scale, realistic situational training exercise (STX) or FTX. The operational success of the WMD-CST is founded in the expertise and capabilities of its members for conducting domestic support operations in a CBRN environment. WMD-CSTs will train on the precursors or remnant products of suspected explosives and familiarization of the potential delivery devices within applicable safety standards and regulations. As the WMD-CSTs operate in support of the local IC (usually a fire chief or police chief), they are trained to operate with the civilian emergency first responder ICS.

b. WMD-CSTs, although a National Guard unit, will follow U.S. Army training doctrine for AC units due to their full-time status. All WMD-CST training is guided by the training management principles set forth in AR 350-1, FM 7-0, and Army Training Network (ATN) Training Management How To (TMHT) and by the concepts in The National Response Framework. Specific doctrine, tasks, tactics, techniques and procedures (TTP) on which the WMD-CST is trained are laid out in the unit collective task list, which can be found on the DTMS, FM 3-11.22, and the WMD-CST Medical Operations Handbook. These documents are continuously evolving and are being reviewed and updated by TRADOC proponent schools.

c. The training strategy for WMD-CSTs follows the policies of AR 350-1 for individual and collective training – a mission-tailored mix of institutional and unit training, supplemented by a variety of exercises to practice unit collective tasks in collaboration with local, State and Federal agencies. Certified units conduct battle focused individual skill sustainment and enhancement training, and strongly emphasize participation in State-level and Federal exercises which require deployments and the full range of unit collective tasks performed in scenarios consistent with OPLANs/State emergency response plans for which they are responsible. Non-certified WMD-CSTs

concentrate on individual/institutional training requirements and unit-level section/team training, building up to an NGB/Army Major Command (MACOM) managed collective training event. These units focus on attaining certification, by concentrating on individual institutional requirements and unit/local-level collective training, supported by their AG/CG and the appropriate Army MACOM.

## 12-2. Training and Readiness Responsibilities

- a. Chief, National Guard Bureau (CNGB) will:
  - (1) As the functional proponent, coordinate WMD-CST specific training philosophy, policy, requirements and planning guidance with Office of the Secretary of Defense (OSD) and Headquarters Department of the Army (HQDA) offices and organizations, the Joint Staff, appropriate combatant commanders, respective Army and Air Force Service Components, U.S. Army Forces Command (FORSCOM), U.S. Army TRADOC, U.S. Air Force Air Education and Training Command, the U.S. Army Maneuver Support Center (MANSCEN), and the States and territories.
  - (2) Provide coordinated training policy, requirements, and planning guidance to the States and Territories.
  - (3) Resource and support appropriate approved training plans and programs.
  - (4) Manage individual training program and school allocations for the WMD-CSTs in coordination with the ARNG and ANG Directorates.
  - (5) Make available any NGB Distance Learning capabilities to support the WMD-CST program.
  - (6) Manage, assess, and validate the training and readiness of WMD-CSTs, in conjunction with the AG/CG, appropriate Unified Commanders, FORSCOM, U.S. Army TRADOC, and the U.S. Army MANSCEN.
  - (7) Review and forward unit status report submissions per established procedures.
  - (8) Establish a standard WMD-CST core Mission Essential Task List (CMETL) with WMD-CST Commanders.
  - (9) Review State-provided Mission Essential Task List (METL) for each WMD-CST.
  - (10) Report to OSD and HQDA all significant WMD-CST operational, training, exercise and public affairs related deployments away from home station. Develop procedures to track and report WMD-CST unit-level participation in operational and training missions.
  - (11) Oversee and assist in the conduct of WMD-CST readiness and standards compliance inspections to ensure the standardization of the WMD-CST program IAW Chapter 15 of this regulation.
  - (12) Establish certification processes IAW DoD guidance.
  - (13) Develop standards and conditions for WMD-CSTs national response coverage plan.
- b. Directors, Army and Air National Guard (DARNG and DANG) will:
  - (1) Manage and support Military Occupational Specialty (MOS), Air Force Specialty Code (AFSC) and service common skills training of WMD-CST personnel.
  - (2) Support WMD-CST unit/collective training and exercises as tasked.
- c. State AG/CG and JFHQ-State will:
  - (1) After receipt of input from NGB and the training and readiness oversight (TRO) entities, issue Command Training Guidance and directed missions to the WMD-CST Commanders.
  - (2) Review mission requests and provide mission deployment guidance to the WMD-CST Commander IAW 10 USC §12310, as amended by the most current statute.
  - (3) Approve the unit training plans and long range planning calendar and provide copies to NGB-J35.
  - (4) Approve the WMD-CST METL and provide a copy of the approved METL to NGB-J35.
  - (5) Support training exercises at the local, State, and Federal level involving the WMD-CSTs.
  - (6) Ensure readiness of the WMD-CSTs through the conduct of readiness and compliance inspections. Review the corrective action plan (CAP) developed by the WMD-CST Commander based on readiness and compliance evaluations. Provide response to NGB-J3.
  - (7) Coordinate and assist training support requests for the WMD-CSTs.
  - (8) Approve and forward WMD-CST USR submission.
  - (9) In coordination with the entity having TRO, support EXEVALs for each WMD-CST every 18 months.
  - (10) Approve WMD-CST Commander developed training objectives for those tasks not published in the unit collective task list, or other member training publications.
- d. WMD-CST Commanders will:
  - (1) Develop and communicate an operational and training vision for the unit.
  - (2) Review and develop WMD-CST CMETL IAW Army FM 7-0 and ATN TMHT.

- (3) Develop WMD-CST directed METL (DMETL) IAW Army FM 7-0 and ATN TMHT.
  - (4) Submit the CMETL and DMETL to the AG/CG or designated agent or command for approval.
  - (5) Develop and submit to the AG/CG or designated agent or command for approval, and publish a long-range training calendar.
  - (6) Review, approve and prioritize resourcing of internal training plans, to include management of annual training budget submission IAW Chapter 11 of this regulation.
  - (7) Protect training time and resources from distracters.
  - (8) Ensure that unit personnel accomplish individual training to standard, and annotate completion of all directed WMD-CST technical and individual certification maintenance training in the ORSITREP.
  - (9) Certify the unit's capability to accomplish assigned missions to the AG/CG.
  - (10) Publish a short-range training calendar seven weeks out. Adapt the calendar as necessary to take advantage of opportune training events.
  - (11) Conduct weekly training meetings.
  - (12) Develop, plan, coordinate, manage, execute, and evaluate individual, leader, staff, section, and unit training.
  - (13) Publish training schedules using the DTMS IAW ATN TMHT.
  - (14) Conduct training pre-execution checks IAW AC standards (at least four weeks prior to execution of training). Provide an electronic copy of the WMD-CST Quarterly Significant Activity Forecast (Appendix J) to the JFHQ-State and NGB JoCC quarterly, and updated monthly.
  - (15) Support the Civil Support Team Working Group (CSTWG) process IAW published guidance.
  - (16) Develop a CAP based on readiness and compliance evaluations. Provide response to the AC/CG.
  - (17) Maintain individual training records for all WMD-CST members IAW published guidance.
- e. US Army Forces Command through Joint Forces Command (JFCOM) has TRO for WMD-CSTs that are not certified. As such, ARNORTH will provide EXEVAL results for WMD-CST certification to FORSCOM/JFCOM as part of the preparation for AG/CG certification requests.
- f. US Army North (ARNORTH) and US Army Pacific (USARPAC) will:
- (1) Support USNORTHCOM and USPACOM in the training evaluation and training support of assigned WMD-CSTs when requested and approved.
  - (2) Provide guidance on the development of training and readiness programs.
  - (3) Comment on program recommendations and budget requests.
  - (4) Obtain and review readiness and evaluation reports.
  - (5) Ensure standardization of collective training requirements.
  - (6) Provide necessary funding and manning.
  - (7) Review training requirements for WMD-CSTs.
  - (8) Support training exercises (Federal and State levels) involving WMD-CSTs as requested/directed (as resources allow).
  - (9) Coordinate training requirements with TRADOC and NGB.
  - (10) Plan, coordinate, and execute initial collective lanes training (new teams).
  - (11) Identify WMD-CST training issues to NGB and other organizations as required.
  - (12) Coordinate scheduling and conduct an EXEVAL to the unit collective tasks list standards every 18 months.
  - (13) Assist NGB in the development of the METL and annual training plans for WMD-CSTs.
  - (14) Review, support and assist the development of training plans for WMD-CSTs.
  - (15) Coordinate, plan and execute annual lanes training for WMD-CSTs, as requested by individual WMD-CSTs.
  - (16) Identify any training shortfalls that could impact on WMD-CST mission accomplishment to NGB-J35.
- g. The U.S. Army MANSCEN will:
- (1) Function as the specified proponent and integrating agent for the WMD-CST program as identified by TRADOC and directed by the Department of the Army G-3.
  - (2) Conduct doctrine, organization, training, materiel, leadership and education, personnel, and facilities (DOTMLPF) analysis, design, development, and training support for the WMD-CST.
- h. Joint Program Executive Office for Chemical Biological Defense (JPEO-CBD) in conjunction with Joint Requirements Office (JRO) will:
- (1) Perform the combat development processes required to maintain capability of Chemical Biological Defense Program (CBDP) equipment.

- (2) Perform total life cycle management for CBDP equipment.
- (3) Propose new, refresher, and sustainment training to TRADOC.

### 12-3. Yearly Planning Guidance

The YPG will be published by NGB-J35 during the second quarter of the current fiscal year. The YPG will reflect operational and training criteria for the following fiscal year and will identify detailed guidance, operational focus, and critical training requirements.

### 12-4. Individual Training

a. IAW established regulations, Soldiers and Airmen selected for the WMD-CST Program will be fully qualified in their respective duty military occupational specialties and branches and attend appropriate service professional military education.

b. Within 12 months of assignment, the Airman and Soldier must complete the WMD-CST specific professional development education as defined in the ITRM Basic level for their duty position included in the WMD-CST YPG. All personnel on WMD-CST duty must meet the requirements of AR 350-1, Training in Units, and the FY WMD-CST ITRM.

c. The institutional phase of initial training focuses on individual training, with the first priority being WMD-CST specific training and the second priority being individual military specialty and branch qualification. NGB-J35 will, in coordination with MANSCEN, publish the required WMD-CST training courses on an annual basis. These requirements may be updated annually and should be forecast in accordance with the Structure and Manning Decision Review (SMDR) timetable.

d. Unit commanders will maintain training records on all assigned WMD-CST personnel, including training completion dates, completion certificates, and test scores for record to verify personnel are in compliance with regulatory requirements.

e. Initial, refresher, and sustainment training is required by some team members to conform to national, State, local, or professional policies and laws for individual certification. This training varies by profession/duty position and State, and is the responsibility of the AG/CG and the unit commander. Examples of this training include individual member certification requirements in Hazardous Materials Incident Response and medical proficiency prescribed by Federal, State, or local law.

f. WMD-CST duty also entails intermediate and advanced skills training requirements identified in the YPG published by NGB-J35.

g. Students will be tested and must meet the minimum course testing requirements on each test as established in each course's Letter of Instruction (LOI) and re-iterated at the start of the course. If they fail to meet the minimum course testing requirements, they will be re-trained and re-tested. If they fail to meet the course standard on the retest, the commander will be notified, and the student will return back to their duty station immediately. If the commander wishes to send that Soldier/Airman back to the same course, the unit will pay the student fees associated with the course.

h. WMD-CSTs will be charged for seats that they have requested, and then cancelled within 10 days of the start of the course, if that seat goes unused. If the unit reserves a seat for an individual, then cancels that reservation within 30 days of the start of the course, it is the unit's responsibility that cancelled the individual to find a replacement for that seat. The NGB training office will assist the units in finding a replacement for that cancelled seat.

i. There must be training standardization from a national level. This not only protects the WMD-CST program, but also the command and staff. Therefore, credit will only be awarded to individuals who successfully attend and complete the NGB funded courses. Requiring WMD-CSTs to use vetted courses meet mission requirements, are fiscally sound, and promote interoperability. Additionally, all of the courses on the ITRM have been vetted and approved by not only the WMD-CST Commanders through the CSTWG process, but also through MANSCEN, TRADOC, and the CBRN School, to meet the WMD-CST Critical Task Requirements. Once minimum standards are achieved, WMD-CST Commanders have the ability to pursue additional training to support mission requirements as they see fit.

### **12-5. Individual Refresher and Sustainment Training**

- a. Once WMD-CSTs personnel have completed all their initial individual training, WMD-CST Commanders are responsible for maintaining their individual skills through individual refresher and sustainment training.
- b. Refresher and sustainment training courses are provided to maintain proficiency of operators and enhance their skills after they have completed all the courses listed on the basic level of the WMD-CST ITRM and attained initial proficiency. Individual skills required to operate various WMD-CST analytical equipment are highly perishable due to their technical nature.
- c. WMD-CST Proficiency Training. Due to the uniqueness of equipment and procedures for selected WMD-CST equipment, certain positions will be identified to receive training and testing to access individual operator proficiency.

### **12-6. Individual Certifications**

- a. All team members will maintain HAZMAT Technician certification IAW 29 CFR 1910.120 para q6,q8, and National Fire Protection Association (NFPA) Standard 472.
- b. The Medical Officer will maintain the following certifications:
  - (1) National Commission on Certification of Physician Assistants (NCCPA) certification,
  - (2) American Heart Association ACLS certification,
  - (3) Basic Life Support (BLS) and Cardiopulmonary Resuscitation (CPR) certification,
  - (4) American College of Surgeons ATLS training through the C-4 course (required for career progression),
  - (5) State licensure, and
  - (6) DEA licensure.
- c. The Medical NCO will maintain the following certifications:
  - (1) Nationally Registered Emergency Medical Technician - Basic (NREMT-B),
  - (2) BLS, CPR, tactical combat casualty care (TC3), and US Army Pre-Hospital Trauma Life Support (PHTLS) certification, and
  - (3) MOS 68W conversion/qualification or AFSC equivalent .

### **12-7. Collective Training**

- a. WMD-CST collective training will be conducted IAW FORSCOM/ARNG/USAR Regulation 350-2, Appendix I, and will focus on unit collective tasks and METL tasks. WMD-CSTs participate in section and team training, command post exercises with first responders and other State/local organizations, full WMD-CST element FTX, and lanes training exercises at home station and elsewhere with qualified observer-controller-trainers. Collective training should address all aspects of the WMD-CST mission (assess, advise, assist) in a balanced manner. WMD-CSTs should take advantage of opportune events that permit training with other response forces.
- b. The designated TRO entity will conduct a lanes training event annually for each WMD-CST.
- c. WMD-CSTs will participate in an EXEVAL to unit collective tasks standards conducted by the appropriate TRO entity no later than 18 months from previous EXEVAL. Deviations from this timeline will be approved by NGB-J35 in consultation with the appropriate TRO entity. The EXEVAL report will be provided to the appropriate TRO entity, the appropriate AG/CG, and NGB-J35.

### **12-8. Exercises**

- a. WMD-CST Commanders have the latitude to budget, plan, and execute training exercises as necessary to maintain the level of readiness required of a WMD-CST. Participation with local, State, tribal, and Federal response elements is desired whenever possible to foster relationships and ensure that WMD-CSTs can easily interface with civil authorities at all levels.
- b. NGB-J35 will:
  - (1) Validate airlift movement as indicated in the YPG.
  - (2) Maintain validation authority for WMD-CST airlift requests.
  - (3) Validate purchase of Special Assignment Airlift Missions (SAAM) using J35 funds, if available.

### **12-9. Air Transportability Training and Airlift**

- a. The purpose of air transportability training is to allow WMD-CSTs to become familiar with the loading/unloading of equipment in the event units must travel operationally by air. This can be accomplished by using a static trainer aircraft for repetitive upload/downloads of equipment, or airlifting equipment to a training

location. WMD-CSTs must request air transportability training through State channels to the respective JFHQ for vetting against Unit and State Yearly Training Plans.

b. Joint Airborne/Air Transportability Training (JA/AAT). After screening requests, the JFHQ-State airlift coordinators will submit static air transportability training requests on behalf of the WMD-CST IAW AMC OPOD 17-76, Joint Airborne/Air Transportability Training (JA/ATT).

(1) The JA/ATT program provides aircraft to be used as training aids to fulfill unit training requirements that could not otherwise be accomplished without the presence of an aircraft (ex: loading/unloading cargo). This training can take the form of Static Load Training or point-to-point flight with Engine Running On/Offload.

(2) AMC/TACC and Pacific Air Forces Air Mobility Control Center (PACAF/AMOCC) are final validating authorities for JA/ATT. Requests can be submitted through the following link: <http://jaatt.amc.af.mil>.

(3) JA/ATT is the preferred method for WMD-CST air transportability training.

c. Mission Readiness Airlift (MRA). Airlift avenues of support include Mission Readiness Airlift (MRA). WMD-CSTs must be prepared to obtain transportation from other sources (e.g., line haul, rail, and ship) or be prepared to reschedule training events should airlift support not be available. The type of airlift used will be dependent on funding and priority available at the time of the request.

(1) MRA request is coordinated by the respective JFHQ-State airlift coordinator and vetted by JFHQ-State staff against the State's yearly training plans and operational requirements. Furthermore, WMD-CSTs should coordinate with other teams to find efficiencies that maximize training opportunities and minimize requests for airlift in meeting requirements. The "remarks" section of the Airlift Request (NGB Electronic Form 214 through IDP) will identify the name/grade/phone of the State airlift coordinator utilized.

(2) The MRA program provides point to point transportation to training locations used by WMD-CSTs for accomplishment of training requirements independent of the aircraft (e.g., specialized CBRNE training). MRA requests will be limited to point to point travel to valid training events. Air transportability training is a by-product of this point-to-point travel. NGB Form 214 requests should include ample detail on the event, participants, cargo and hazmat to improve chances of validation and avoid delays with transport.

(a) The date for requested airlift should be approximately 12 months after the WMD-CST's last airlift mission in that class (fixed wing, rotary, etc). The "remarks" section of the Airlift Request (NGB electronic Form 214) will identify the location/date/event of the WMD-CST's most recent airlift event. NGB-J3 may make exceptions to this policy for remote or isolated WMD-CSTs.

(b) The training or exercise event will involve at least one (1) other WMD-CST or at least one (1) other local, State or Federal agency with a role in WMD response efforts. The "remarks" section of the Airlift Request (NGB electronic Form 214) will identify what other units are participating in the event.

(c) NGB-J3 is final validation authority for MRA requests.

#### **12-10. Mobilization Training, Annual Training, and Weekend Drills**

WMD-CST members are regularly engaged in principal mission training and/or operational alert status five or more days weekly in full-time Title 32 AGR status with their unit. WMD-CST members are, therefore, exempt from the requirements and procedures for mobilization training, ancillary training, annual training (AT), and Inactive Duty Training (IDT) drills specified in NGR 350-1 and FORSCOM Regulation 350-2.

#### **12-11. Training Plans**

WMD-CST Commanders will develop an annual training plan in the form of Command Training Guidance addressing, at a minimum, the appropriate portions of FM 7-0 Table 4-2, the YPG, and the SEAT and EXEVAL recommendations. This plan will form the basis for the unit's training budget plan, commonly referred to as the "budget builder", which is developed and submitted per paragraph 11-1 of this regulation. The training budget plan should identify anticipated individual training requirements and collective training requirements, including estimated costs. In order to facilitate an equitable distribution of training funds, WMD-CSTs will submit a JFHQ-State approved copy of their annual training plan and training budget plan to NGB per current NGB guidance. The WMD-CST Commander will refine the long range training plan and leader development guidance IAW FM 7-0 and present a training briefing quarterly. Requests for WMD-CST airlift training will be incorporated, as necessary, into annual training plans.

## **Chapter 13 Personnel and Administration**

### **13-1. WMD-CST Personnel Authorization and Program Proponency**

The WMD-CST was developed as a part of the January 1998 *DoD Plan for the Integration of the National Guard and Reserve into Domestic Weapons of Mass Destruction Terrorism Response*, DoD Reform Initiative Directive #25. Congress, in response to that plan, authorized the establishment of the teams, by phase, and has approved ARNG and ANG authorizations and funding based on the subsequent DoD stationing plans. Congress has established 57 WMD-CSTs and 1254 personnel (1026 ARNG and 228 ANG) for the WMD-CST program effective in FY10. Each WMD-CST is authorized 22 full time AGR service members. While specific numbers within units will vary, on average, a unit will have 18 ARNG and 4 ANG service members (an approximate 80/20 percent service component split across the program), although NGB has allowed States the flexibility to hire the best qualified personnel and will adjust the WMD-CST composition IAW the program's authorization. Adjustments will be made on an annual basis by NGB-J35. In 2001, the NGB was designated by the DA as the functional proponent for the WMD-CST program. The DA also designated MANSCEN as the specified proponent to assist in the efforts of institutionalizing this program within the Army system. NGB-J3 is designated as the lead agent for WMD-CST program management.

### **13-2. Manpower Authorizations and AGR End Strength**

a. Each WMD-CST has a DA- approved TDA which identifies the required and authorized strength for the 22 duty positions on each team. Duty positions can be filled by either an ARNG or ANG service member, if there is an appropriate authorization available. ARNG-FM, in coordination with US Army Force Management Support Agency (USAFMSA), will publish and distribute updated WMD-CST TDA.

b. NGB-J35 is responsible to develop and coordinate TDA changes, in coordination with ARNG-FM. NGB-J35 will also maintain an officer and NCO Area of Concentration (AOC) and MOS/AFSC conversion matrix to assist States in hiring actions (Appendix G).

c. The number of component service members on each WMD-CST will be included in the FY manpower voucher/document forwarded to the State from the ARNG and ANG Manpower divisions. These authorizations are designated specifically for WMD-CST manning based on congressionally mandated appropriation and authorization. These authorizations are designated for WMD-CST positions and may not be used to support any other State Title 32 requirement.

d. AGR Authorization Management.

(1) NGB-J35 will develop the annual allocation of WMD-CST AGR authorizations and provide voucher information to the service components.

(2) NGB-ARM will identify WMD-CST ARNG AGR authorizations in the FY Full Time Support Manpower Voucher document. The WMD-CST AGR allocation will not be changed during the FY in which it is published. Any adjustments will be made in the next FY. NGB-J35 will assist States in adjustments during the FY.

(3) NGB A1M will publish a fiscal year Manpower Resource Voucher and Unit Manning Document that will identify WMD-CST ANG AGR authorizations under Program Element Code 55167G. WMD-CST ANG personnel will be assigned to a specific duty position and the position authorization will be identified in Section 2 of the JFHQ-State TDA. ANG authorizations are re-distributed, when AGR strength is available, based on a JFHQ-State request submitted through NGB-J35 to NGB-A1M. If an ARNG member is hired into a formerly ANG AGR position the State will return the ANG authorization to NGB-J35, and NGB-J35 will manage the redistribution of the ANG authorizations in coordination NGB-A1M as required to meet other WMD-CST needs.

e. WMD-CST AGR control grade authorizations are provided based on the WMD-CST TDA. ARNG and ANG control grades are included with the Service Component FY manpower voucher authorizations to each State and will be used to support WMD-CST grade requirements. If a control grade is required to support a WMD-CST overgrade requirement then the State is responsible to support the overgrade from State assets.

### **13-3. Duty Status**

a. National Guard members assigned to WMD-CSTs are authorized and funded in Title 32, FTNG duty status. Assignment Orders will cite 10 USC §12310 with reference to 32 USC §502(f) as authority and specify duties IAW the WMD-CST TDA.

b. IAW current law, only an AGR assigned to a WMD-CST duty position and qualified through attending the Civil Support Skills Course (CSSC) can respond with the WMD-CST. A former WMD-CST member who has

retained their HAZMAT certification and OSHA physical may be used as a temporary AGR to fill a vacant WMD-CST duty position.

c. SAD personnel will not be used to fill or augment WMD-CST duty positions.

d. Soldiers and Airmen may be requested to serve an Active Duty Operational Support (ADOS) tour for the duration of duty in support of associated WMD-CST training courses, equipment tests, NGB operational support requirements, or unit evaluation exercises. The duty period will not exceed the regulatory limitations for ADOS. Soldiers or Airmen in ADOS or other temporary status must be appropriately trained and credentialed to perform assigned duties.

#### **13-4. Utilization of WMD-CST Title 32 AGR Personnel**

a. Personnel assigned to WMD-CST duty will be hired IAW appropriate Service Component Title 32 AGR regulatory guidance. NGB-J35 will publish duty descriptions and special hiring instructions as required. WMD-CST Commanders should be fully knowledgeable of NGR 600-5, AR 135-18, and ANGI 36-101. WMD-CST personnel will sign an agreement for a 36-month stabilization tour. In December 2006 NGB ARH initiated an active duty service obligation (ADSO) for successful completion of CSSC. The obligation is 36 months from graduation from this course. The AGR Certificate of Agreement and Understanding, NGR 600-5, Appendix B, will be the standard form used for WMD-CST duty commitment. The WMD-CST member and Commander will sign the form.

b. WMD-CST personnel are authorized to perform the SecDef approved WMD-CST mission and duty pursuant to 32 USC § 502(f). By statute, WMD-CSTs may only conduct training and operational missions within the geographical limits of the United States, the District of Columbia, its territories, and possessions. Title 32 operations and training are authorized and directed by the Governor and/or the AG/CG.

c. WMD-CST Title 32 AGR personnel will be used only after confirmation by Human Resources Office (HRO) personnel that they are eligible, IAW the personnel screening requirements noted in this regulation and have attained the specified level of WMD-CST individual specialized training for the duty position so that such duty does not violate Federal law or regulations.

#### **13-5. Strength Management**

a. Each WMD-CST is a Force Activity Designator (FAD) II operational unit as identified in the WMD-CST TDA. Based on critical mission requirements, capabilities and designation as an immediate response unit, States will ensure that the WMD-CST strength is maintained at 100 percent fill status.

b. Personnel updates are submitted as part of the ORSITREP and in the USR IAW the WMD-CST operational reporting requirements in Chapter 6. If requested by NGB-J3, WMD-CSTs will submit personnel updates in the PERSTAT format (Appendix C) via email through the JFHQ-State to the NGB JoCC and NGB-J35.

c. NGB-J3 will monitor State allocations and conduct an annual review in August to validate and provide current and projected strength status to each service. This information, gathered from the PERSTAT, will be used to determine the status of personnel and the distribution of AGR authorizations for the FY Manpower vouchers.

#### **13-6. Personnel Accession Process**

a. State JFHQs must be selective when hiring personnel to fill WMD-CST positions. State JFHQs will hire WMD-CST personnel IAW Service Component Title 32 regulatory guidance (NGR 600-5 and ANGI 36-101) and guidance herein.

b. NGB-J35 will provide updated WMD-CST duty descriptions for use in WMD-CST job announcements annually or upon the request of the JFHQ-State HRO or WMD-CST Commander.

c. The special eligibility requirements noted in paragraph 13-8 must be included in the job announcements and reviewed as part of the selection process. Selections are conditional until these requirements are met. Individual failing to meet basic eligibility requirements will be removed from WMD-CST duty.

d. The State AG/CG has the flexibility to select and hire the best-qualified individuals for WMD-CST positions either in State or nationwide (ARNG or ANG) including candidates not currently in the AGR workforce based on the WMD-CST requirements. States are not required to use standing promotion lists to fill these duty positions due to the substantial specialty training requirements, physical screening requirements, and duty status. Individuals selected must meet the eligibility requirements and agree to complete a minimum initial tour of 36 months upon completion of CSSC on the same WMD-CST. Movement to another WMD-CST will re-start the 36-month stabilization tour due to the costs involved with such a move.

e. Soldiers/Airmen will be selected into vacancies or projected vacancies for which they are qualified or for which they agree to become qualified within one year. If WMD-CST specified training and MOS/AFSC qualification cannot be scheduled within 12 months, the WMD-CST Commander will submit a request for exception

through the State personnel officer to NGB-J3 with a planned schedule for MOS/AFSC qualification in the second 12 months. This does not include the critical positions of the HCP, science officer, or communications personnel.

f. Projected WMD-CST position vacancies may be advertised and filled six months prior to WMD-CST member departure to permit new WMD-CST members to accomplish training before assuming duties on the operational team within State resources. If the States and Territories desire to open hiring to either ARNG or ANG, the WMD-CST Commander and HRO will coordinate with NGB-J35 to get approval based on authorization availability.

### **13-7. Procedures for Personnel Screening**

a. When duty positions are advertised competitively by HRO, the JFHQ-State staff and WMD-CST Commander will coordinate closely with HRO to ensure that program requirements are correctly advertised, NGB-developed WMD-CST Duty Descriptions are included, and all the screening requirements of this chapter are met. States may open duty positions to any AOC/MOS/AFSC to achieve the largest pool of qualified personnel.

b. States will establish and document the process for screening WMD-CST applicants. State HRO will ensure that records are reviewed to determine that the applicant is eligible for Title 32 status IAW ARNG and ANG standards and if any of the considerations noted in paragraph 13-8 are applicable.

c. Selection of personnel for WMD-CST duty must include screening which provides reasonable certainty that the service member is of good character, well motivated, and an appropriate representative of the National Guard.

d. State Security Managers will verify Entrance National Agency Check (ENTNAC)/National Agency Check (NAC) status of applicants. The minimum security clearance required for assignment to a WMD-CST is SECRET. Selected duty positions, as noted on the WMD-CST TDA require a TOP SECRET clearance with a Single Scope Background Investigation (SSBI).

e. The State WMD-CST personnel selection process should include participation by a senior WMD-CST member (officer or enlisted).

f. Names, ranks, titles, and dates of personnel verifying WMD-CST applicant's qualifications will be recorded and retained for two years. At the discretion of the State, a checklist confirming successful screening can be used as authority for reentry to WMD-CST duty after a break not to exceed one year. The checklist will include:

- (1) Applicant's rank, name and Social Security Number (SSN).
- (2) Unit of assignment, indicating ARNG/ANG as applicable.
- (3) Rank and name of unit commander recommending individual, and date recommended.
- (4) Date of interview; rank, name and title of interviewer.
- (5) Rank, name and title of individual reviewing personnel records and date review conducted.
- (6) Rank, name and title of individual confirming security clearance and date status confirmed.
- (7) Date drug screening urinalysis conducted; date results confirmed; rank, name and title of individuals

confirming results.

(8) Date qualifying medical examination conducted and name of agency performing examination, or rank and name of State Army Surgeon confirming qualifications and date confirmed. Annual review of DA Form 7349-R must be conducted to ensure that personnel meet requirements for duty.

(9) Waiver information, if applicable (date waiver granted, name of NGB staff element granting waiver).

g. State staff will ensure that original Reports of Medical Examination (SF 88) conducted to qualify Civil Support duty, as well as originals of DA Forms 4970-E and DA Form 7349-R, are forwarded to official health records custodians. State staff will coordinate with health records/personnel records custodians to determine if other documents generated in the selection process, such as medical waiver correspondence and supporting documents, should be placed in official records. Soldiers and Airmen must be able to meet standards of the OSHA physical and standards of grade for duty position.

### **13-8. Special Eligibility Requirements for WMD-CST Duty**

a. States will ensure that applicants for Title 32 duty as part of a WMD-CST are well informed about the unique requirements associated with this critical duty assignment. Applicants should be provided written information sheets detailing the prerequisites that must be completed before hiring is finalized. These conditions of service will be clearly stated in announcements and advertisements for WMD-CST positions.

b. To qualify for selection to WMD-CST positions, the applicant must:

(1) Complete a physical examination IAW paragraph 9-3 before completion of the hiring process. HAZMAT Technician certification requires that each individual on the WMD-CST maintains the minimum medical standards noted throughout their duty assignment.

(2) Undergo urinalysis drug screen testing upon entry on active duty, and periodic testing while assigned to WMD-CST duty. States will ensure that members of the WMD-CSTs are included in the testing rotation under the local Alcohol and Drug Abuse Prevention Control (ADAPC) program.

(3) Meet AOC/MOS/AFSC qualifications for their duty position within 12 months of their assignment to the unit. An extension may be granted as an exception to policy IAW NGR 600-5 and ANGI 36-101 when WMD-CST training and MOS/AFSC qualification courses cannot both be accomplished in the initial 12 months through no fault of the service member.

(4) Uphold the highest standards of conduct and personal appearance.

(5) Ensure that outside employment, associations and off-duty conduct/activities are consistent with Federal directives on ethics and with State and Federal conflict of interest policies. Commanders must maintain a copy of the written approval for outside employment of AGR members. However, this employment must not impact the unit mission accomplishment or unit readiness.

(6) Agree to minimum three-year tour on the WMD-CST after completion of CSSC.

(7) The HCP applicant must have a minimum of three (3) years experience in an acute care setting prior to applying.

(8) If the Soldier or Airman holds an alternate MOS/AFSC identified in the WMD-CST TDA, the State will submit an exception to policy request to the appropriate NGB staff section for approval before hiring action is completed.

### **13-9. Tour Lengths**

As noted above individuals assigned to WMD-CST teams incur a three year service obligation upon completion of CSSC. This requirement does not preclude advancement to positions within the team as vacancies occur. Tour extensions and re-qualification based on selection for a new WMD-CST duty position should be supported as appropriate.

### **13-10. AOC/MOS/AFSC Qualification**

a. States should carefully manage AOC, MOS, and AFSC qualifications for WMD-CST positions to preclude extended absences or vacancies in WMD-CST positions. States should ensure that positions are filled with fully qualified personnel to ensure WMD-CSTs meet the required USR C rating noted above.

b. If WMD-CST specified training and MOS/AFSC qualification cannot be scheduled within 12 months, the WMD-CST Commander will submit a request for exception through the State HRO to NGB-J35 with a planned schedule for MOS/AFSC qualification in the second 12 months. If MOS/AFSC qualification is not completed in 24 months service members will be released from WMD-CST duty and Title 32 program. NOTE: Qualification delays will impact issuance of WMD-CST special pay.

c. AOC, MOS, or AFSC is awarded upon successful completion of Basic Officer Leader Course (BOLC) or MOS/AFSC training conducted by a MOS/AFSC producing service school or training authority. A waiver for formal school training requirement may only be approved by the AOC/MOS/AFSC proponent. Submit requests on DA Form 4187 through State command channels and the State Military Personnel Management Office (MPMO) with complete documentation, and forward through NGB-J35 for endorsement of the request.

d. A Soldier or Airman undergoing reclassification training will be reported on USR as not MOS/AFSC qualified. When Soldiers/Airmen meet new MOS/AFSC qualification requirements and are awarded the MOS/AFSC as primary on orders, they can be counted as qualified. WMD-CST Personnel Readiness accounting is addressed in paragraph 6-5.

### **13-11. Special Duty Assignment Identifiers**

a. The WMD-CST TDA identifies the special training requirements for each duty position. The two categories for Army personnel are Skill Qualification Identifier (SQI), related to duty on the WMD-CST, and Additional Skill Identifier (ASI). Air Force personnel gain a Special Experience Identifier (SEI) related to a specific AFSC.

b. All WMD-CST members will attend the CSSC, an eight to nine week primer course that should be completed upon selection into the WMD-CST program. The proponent for the CSSC is the US Army CBRN School, Fort Leonard Wood, Missouri. IAW AR 611-1, upon successful completion of this course, a DA form 1059 will be prepared for each student and the State will award an SQI "R" for Enlisted Soldiers and "R1" for Army officers. ANG personnel, who successfully complete the course will have the Special Experience Identifier (SEI)

noted in their personnel record and be awarded the AFSC SEI (0T for officer and 012 for enlisted). Promotion authorities, Commandant of the Army Service Schools, and training activity commanders may award ASIs on orders. ANG personnel are awarded SEIs on AF Form 2096. Record SQIs on DA Form 2-1, item 6.

c. Skill codes will not be withdrawn when a Soldier or Airman is reassigned from a position that requires the SQI. The WMD-CST SQI will remain on former WMD-CST members' files so the State can track these personnel in the event that WMD-CST needs additional augmentees to conduct mission requirements or to fill State or higher headquarters duty assignments in the Homeland Security or Homeland Defense which require the SQI skills.

d. The U.S. Army CBRN School has published an approved list of equivalent training that is recognized for the awarding of the SQI for WMD-CST members holding specific duty positions assigned to a certified WMD-CST between 1999 (Phase I) and October 2003 (the start of CSSC). Any request for consideration of equivalent training for either MOS/AFSC qualification or SQI/SEI legacy training will be assessed by the US Army CBRN School/AFSC functional manager. The awarding procedure will be on a case-by-case basis. The WMD-CST Commander must make the request using DA 4187 with appropriate documentation through the State HRO to NGB-J35 for endorsement and forwarding for the CBRN School consideration and action.

e. The WMD-CST First Sergeant is designated on the WMD-CST TDA to hold the SQI M. First time First Sergeants must complete the 1SG course within one year of this appointment. An ANG Master Sergeant holding the First Sergeant duty position should also be allowed to complete the Additional Duty First Sergeant course within one year of selection for this duty.

f. As noted on the WMD-CST TDA, certain duty positions have associated ASIs. The additional training required for the awarding of these skill sets must be completed within the first 18 months of assignment in the duty position. These ASIs will be awarded in accordance with the guidance in AR 611-1. Completion of US Army schools for ANG personnel should be annotated in military records.

### **13-12. WMD-CST Special Pay**

a. IAW Service Component and DFAS guidance, each member assigned to a certified WMD-CST billet and qualified IAW published guidance, is eligible for, and will receive a special pay allowance while meeting the requirements of the duty position to which they are assigned. The WMD-CST Commander will certify eligibility of all personnel annually.

b. If a team member receiving special pay is reassigned to a duty position within the WMD-CST for which they must attend MOS/AOC or AFSC training, special pay will be suspended until the individual is awarded the required MOS/AFSC for the duty position.

c. When the Soldier or Airman departs WMD-CST duty, the WMD-CST commander is required to submit a request to stop special pay IAW DFAS guidance.

### **13-13. Personnel Backfill Authority**

a. Based on the criticality of the WMD-CST mission and the lead-time required to select, hire and train a WMD-CST member to be mission capable, NGB-ARH has approved the procedure to back fill WMD-CST personnel, with known loss dates, 180 days before departure of the incumbent filling the duty position. This 180 day back fill authorization should be used in conjunction with State rotation plans to establish WMD-CST personnel rotation cycles as managed by the WMD-CST Commander and the HRO. States will support over hires for forecast losses to accommodate significant training time prior to WMD-CST assignment to preclude mission degradation or unacceptable personnel readiness vacancies.

b. This back fill authority allows States hiring a WMD-CST back fill to carry a WMD-CST Title 32 authorization in excess of the total State authorized end strength between fiscal years. The intent of this authority is to expedite recruiting, accessioning, and training of WMD-CST personnel to facilitate achieving and sustaining WMD-CST certification and employability.

c. To ensure that adequate lead-time minimizes this excess status, Commanders are expected to identify personnel who will depart the WMD-CST program 12 months prior to departure date. At that time, the State AGR managers will assist WMD-CST Commanders with the procedure of job announcement, review and selection process as noted in paragraph 13-6.

d. When the specialized training is completed by the back fill, the incumbent may be released from the WMD-CST program.

**13-14. Personnel Utilization/Promotion**

- a. The AG/CG will establish uniform procedures to assign and promote WMD-CST Officers and NCOs. Utilization of WMD-CST members in higher grades or other duty positions on the WMD-CST if selected through the selection process will reduce overall training costs significantly.
- b. WMD-CST enlisted promotion policies should meet the requirements specified by the Non-Commissioned Officer Education System (NCOES). However, due to the unique requirements of this duty, the AG should establish procedures that allow WMD-CST Soldiers and Airmen the opportunity to be promoted immediately when eligible, regardless of the standing on a State promotion list.
- c. WMD-CST Commanders will ensure that service members meet the NCOES and promotion requirements specified in NGR 600-200 and ANGI 36-2502. NCOES courses for promotion are the Army Standard. Waivers and exceptions to policy are not authorized.
- d. Due to WMD-CST operational readiness requirements, WMD-CST personnel may have limited time to gain NCOES qualifications. WMD-CST NCOs may complete either active component or The Army Training System (TATS) configured NCOES courses (Warrior Leadership Course (WLC), formerly PLDC) or Advanced Leaders Course, formerly BNCOC) as their prescribed promotion requirement.
- e. Soldiers will attend the Senior Leaders Course, formerly ANCOC courses in either active or reserve component resident courses.

**13-15. Special Branches Policy for Commissioned Officers**

Special Branches of the Army Medical Department (AMEDD) personnel policy applies to medical specialties on the WMD-CST. NGB-ARH and NGB-ARS establish this policy for the National Guard.

- a. Officer Strength Management and Accountability. The State Military Personnel Officer (MILPO) is responsible for the management and accountability of all special branch ARNG officers assigned to either an M-Day or AGR position. The M-Day officer must serve in an active drilling status. Special branch officers who have been in the Inactive National Guard (ING) for more than one year should be reviewed for return to active status or possible separation. Special branch officers currently assigned have one year to be in compliance with the provisions of this policy or be separated.
- b. Temporary Positions. When a State/territory determines that a temporary position is required, they must submit a request for a new temporary position with a start and fixed expiration date. All special branch officers previously authorized a temporary position with an expiration date later than 31 December 2006 must submit a new request for the temporary position to be extended. Requests for extensions of such positions will be reviewed on a case-by-case basis. However, upon expiration of the temporary position, the officer must be assigned to an authorized Modified Table of Organization and Equipment (MTOE) or TDA position IAW AR 135-155 and NGR/AR 600-100. Temporary position requests for AMEDD officers will be forwarded to NGB-ARH-S. These requests will be coordinated with the Office of the Chief Surgeon (NGB-ARS). Temporary position requests for AMEDD officers should be requested for Medical, Dental Students, AMEDD officers pending loss within 180 days, AMEDD officers (currently receiving incentives) who lose a position due to unit reorganization or inactivation, and Soldiers attending the Inter-service Physician Assistant Program (IPAP) program at Fort Sam Houston, TX.
- c. Active Army Special Branch Officers. Active Army special branch officers separating from the active component and receiving an appointment in the ARNG may remain in excess for up to three years from the date they receive Federal recognition in the ARNG. At that time they must be assigned to an authorized position within the guidelines of this policy or be separated.
- d. Assignments. Priority for assignment of special branch officers must be to the officer holding the authorized grade and AOC for the paragraph and line number on the MTOE or TDA. Assigning special branch officers against non-special branch officer, warrant officer, or enlisted positions is not authorized. Also assigning non-special branch officers, warrant officers, and enlisted Soldiers (to include Simultaneous Membership Program (SMP) Soldiers) to special branch positions is not authorized. Improperly assigning these Soldiers will lead to incentives for accession and retention being eliminated and/or recouped. It also presents an inaccurate picture of the readiness posture of the ARNG for the special branches. Special branch officers will be in positions that match their AOC (or in the case of Medical Service Corps Officers (MS), Medical Functional Area (MFA) or in an authorized substitute position. 70-series MS officers may occupy a basic branch position for up to three years with the intent of reclassifying to that branch, but will not be found qualified for promotion in that position.
- e. AMEDD officers. Once the assignment priority rule in paragraph d has been met:
  - (1) Medical Corps (MC) Officers may be assigned to any position in which their primary AOC matches (or is an authorized substitution for) the AOC of the position, regardless of grade.

(2) Physician Assistant (65D), MS (71-73 Series MFA and 67F AOC only) officers in the rank of LTC or below may be assigned to positions one grade above, same grade, or two grades below if they are AOC/MFA qualified, to include the required ASI, (e.g., a LTC may fill a COL through CPT position; a MAJ may fill a LTC through 1LT position).

(3) Army Nurse Corps (AN) and MS officers (except 71-73 series MFA and 67F officers) may be assigned only to positions of the same grade, or positions one grade above the grade of the officer, (e.g., a LTC may fill either a LTC or COL position; a MAJ may fill a MAJ or LTC position). If a State/Territory's lowest valid vacancy for MS or AN officer is a CPT's position, 2LTs of those branches may be accessed/assigned/retained in the CPT position of matching AOC/MFA.

f. Promotions.

(1) Promotions are not authorized for officers assigned to temporary positions, except for medical/dental/IPAP/staff specialist students who meet all requirements for mandatory promotion, to include completion of their respective Special Branch BOLC.

(2) Officers occupying overgrade positions will not be reassigned to allow for another officer to be assigned and promoted overgrade unless promotions have been approved by NGB-ARH-S. AMEDD officers (physicians and dentists only), selected for promotion by a mandatory board may be extended Federal recognition in the higher grade, regardless of the grade of the position, if they are the sole occupant of the position. Specialty of the officer must match or be an authorized substitution for the position IAW substitutability list published by NGB-ARH.

(3) Promotions overgrade in any position as authorized by this policy requires selection by a DA Mandatory Board, (e.g., a CPT placed in an authorized MAJ's position may be promoted by position vacancy if otherwise qualified; however, a CPT in a CPT's position that is authorized over-grade under this policy may be promoted to MAJ only if a DA Mandatory Board selected that officer).

(4) All Federal recognition packets for special branch promotions will be staffed with the appropriate office (NGB-ARS/JA/CH) before processing by NGB, Personnel Division, Officer Management Branch (NGB-ARP-C), (e.g., all AMEDD officers, M-Day or AGR, will be reviewed by the Chief Surgeon, ARNG to ensure that the officer has maintained current licensure and meets medical personnel standards).

g. Transfer from the United States Army Reserve (USAR). Officers transferred to the USAR who are subsequently promoted to the next higher grade may not transfer back to the ARNG for one full year from the date of transfer unless assigned to a position of the higher grade and AOC in which promoted.

h. Special branch officers must be deployable in order to be assigned or promoted overgrade.

i. When a State or Territory determines implementation of this policy will negatively impact readiness, a written request for an exception to policy, with full justification signed by The AG, must be submitted to CNGB, Personnel Policy and Readiness Division, Officer Policy Section (NGB-ARH-S) through the appropriate special branch proponent, (e.g., a request for exception to policy for AMEDD officers would be submitted through NGB, Office of the Chief Surgeon (NGB-ARS) to NGB-ARH-S). Each request will be considered on a case-by-case basis.

j. Special branch WMD-CST members, while assigned to this duty, are not eligible for OCONUS deployment.

### 13-16. NCO Overgrade Promotion Retention Incentive

A WMD-CST member who has completed an initial three year tour on an operational WMD-CST and has met all the promotion eligibility criteria for the next higher grade but WMD-CST duty positions are not available can be considered for overgrade promotion.

a. The request for overgrade promotion authorization is used to retain and stabilize skilled and qualified personnel in WMD-CST duty positions for 24 to 36 months and can be submitted as an exception to policy IAW NGR 600-200 by the State AG/CG. In the request packet, the AG will include information on completion of Select, Train, Promote, Assign (STPA) requirements for the higher grade and individual status on the State promotion list.

b. To be eligible for consideration for WMD-CST overgrade selection and promotion to E6 or E7 the member must:

- (1) Be in a promotable status (on a State promotion list)
- (2) Meet Time in Grade (TIG) and Time in Service (TIS) standards
- (3) Be qualified in MOS/AFSC for the duty position into which assigned and promoted
- (4) Be SQL/ASI qualified for the duty position as noted on the WMD-CST TDA

c. NGB-J35 will endorse and coordinate the State request for overgrade promotion with NGB-ARH and NGB-AIPO. ARH/AIPO will review the request and designate a period of 24-36 months for continuing WMD-CST duty. During the designated period, the service member must actively pursue Title 32 positions at the next grade to

retain the grade or the service member will revert to the previous grade at the end of the designated/approved time limit.

d. If the member is subsequently selected and moved into another WMD-CST duty position for which the member is not MOS/AFSC qualified, the member must become qualified within 12 months of promotion or be reduced to the former grade.

e. The AG has the authority to request over grade promotion in preparation for projected loss of WMD-CST member in the E8 position, but must use a State control grade.

f. ANG personnel will be promoted if selected to a duty position on the WMD-CST at the higher grade. The unit must submit an ANG Change Request through their State HRO to NGB-J35 to ensure records accuracy.

### 13-17. Separation

Specific regulations outlined below prescribe the separation of National Guard personnel from either FTNG duty, the National Guard, or separation from both the National Guard and Reserve Components. Commanders will follow the procedures outlined in the applicable regulation to ensure that Soldiers or Airmen are afforded the requisite due process provided by the regulations.

- a. Army National Guard.
  - (1) Separation from FTNG status: NGR 600-5
  - (2) Enlisted Separation from National Guard/Reserve Components: NGR 600-200
  - (3) Officer, withdrawal of Federal recognition: NGR 635-100
  - (4) Warrant Officer, withdrawal of Federal recognition: NGR 600-101
- b. Air National Guard.
  - (1) Separation from FTNG status: ANGI 36-101
  - (2) Enlisted Separation from National Guard/Reserve Component: AFI 36-3209
  - (3) Officer, Withdrawal of Federal recognition: AFI 36-3209

### 13-18. Reclassification Due to Physical Profile

a. When a service member on WMD-CST duty is given a permanent physical profile that is lower than required for WMD-CST duty or the MOS/AFSC qualifying profile in AR 611-1, the WMD-CST Commander will initiate a reclassification letter through channels. This process should be expedited and the backfill authority, paragraph 13-8e, exercised by the HRO.

b. A temporary profile will be managed IAW the attending physician guidance under the guidance of the WMD-CST Commander and care of the unit medical officer. If the member develops a medical condition that may change the physical profile status, and it affects the service member's ability to perform his/her duties on a permanent basis, the unit commander will arrange for a medical evaluation to be used for reclassification proceedings.

c. The AG/CG should make every effort to expedite the medical board proceeding for the WMD-CST member. When reviewing the board packet, the State Surgeon may determine that the service member will not be able to meet WMD-CST mission requirements and allow the State HRO to hire a back fill for the WMD-CST pending the results of the medical review board.

d. The AG/CG makes the final determination of the member's physical ability to reasonably perform the full range of WMD-CST and MOS duties. IAW NGR 600-5 or ANGI 36-101, service members not able to meet mission requirements may be separated from Title 32 status.

### 13-19. Selection of Medical Section Personnel

a. The WMD-CST has a medical section that performs two critical operational functions: Soldier/Airman care and analytical laboratory system operation. The Medical Team is authorized four personnel:

- (1) Physician Assistant 65D (O-4); AFSC 42G
- (2) Medical Operations Officer 70H67B (O-3); AFSC 41A (Health Services Admin)
- (3) Nuclear, Biological, Chemical (NBC) Science Officer (Nuclear Medical Science Officer) 72A (O-3); AFSC 43Y (Health Physicist)
- (4) Senior Medical Non-Commissioned Officer 68W40 E-7; AFSC 4N071

b. Alternate AOC Assignment Policy: Due to challenges in the recruiting and retention of qualified 72A/43Y personnel from the Nuclear Medical Science Officer/Health Physicist specialties within the National Guard, the NGB Surgeon has identified the following AOCs, listed in Table 13-1, that may be considered for assignment to the team (on a case by case basis). NGB Surgeon, in coordination with the Service medical functional manager, is the approval authority for assignment of a Soldier/Airman holding one of the identified alternate AOCs.

**Table 13-1. Alternate Areas of Concentration (AOC)**

Alternative AOCs	ARNG AOC	ANG Equivalent
Bio-Environmental Engineer	N/A	43EXA/EXH
Environmental Science Officer	72D67	43HX
Entomologist	72B67	43MX
Sanitary Engineer Officer	72E67	N/A
Biomedical Laboratory Scientist	N/A	43TX

(1) Non-Medical Service officers applying to fill this position must: have their records initially reviewed by the State AMEDD recruiter to determine if they meet the qualifications for an alternate AOC, undergo pre-determination of qualifications by Office of the Surgeon General of the Army, receive substitution approval by NGB-ARS, be selected by an AMEDD DA Professional Selection Board at Ft. Knox, KY, and be re-appointed to the 72D AOC within the MS branch.

(2) Applicants must be informed that DoD and DA regulations force an officer who is being re-appointed in the AMEDD, to have their rank and date of rank recalculated at 1/2 credit for all commissioned service, normally resulting in a decrease in their current rank by one grade. There are no exceptions granted to this process.

c. Alternate AOCs for Physician Assistant Position: The Personnel Section of the WMD-CST TDA requires an O-4 65D Physician Assistant. The authorized substitutes for this position are a fully qualified (credentialed) Medical Corps Officer (60A/44XX or 48FX) or the Nurse Practitioner (66P/46NX) if a substitute is considered for hiring approval. Due to the Critical functions of providing medical care and distribution of medical formulary for WMD-CST members, the State Surgeon must ensure that the PA and Medical NCO (SFC) are credentialed, privileged and have a scope of practice to dispense the WMD-CST Formulary NGB has provided to each State for the operational WMD-CSTs.

d. The Medical Operations Officer position requires a Medical Service Officer in the 70 series that has completed the Captains Career Course (CCC), and preferably has command/leadership experience 70H67/41AX. This position calls for a senior officer with plans, operations, training, security and intelligence experience. If an O-1 or O-2 70A/B is selected for this duty position, there is an additional schooling requirement at the AMEDD, Ft Sam Houston required for qualification. Case by case exceptions will be considered by NGB-ARS for 70A/B series officers.

e. Officers selected as WMD-CST medical providers will be qualified to perform their AOC specific medical mission prior to assignment to the WMD-CST team. If an alternate AOC is being considered, an exception to policy request must be submitted through NGB-J35 to NGB-SG for approval prior to completion of the hiring action. If an applicant is obtained from civilian sources, they must be processed through the State's AMEDD Recruiter and an application submitted to the DA Selection Board at Ft. Knox, KY.

### **13-20. Special Considerations Regarding Security Clearances, ENTNAC, and NAC Investigations**

a. State security managers will verify that WMD-CST applicants have had a favorable ENTNAC/ NAC in the last 15 years and can obtain the required Secret security clearance.

b. Four duty positions require a Top Secret security clearance with SSBI noted on the WMD-CST TDA. These positions are the Commander, Deputy Commander, Communications Team Chief, and the Information Systems NCO.

c. The State will identify a security manager from the State to assist the WMD-CST Commander with personnel and physical security requirements. WMD-CST security clearances should receive priority and be expedited based on the critical operational requirements.

d. Applicants not receiving/maintaining favorable ENTNAC/NAC should immediately be removed from Title 32 WMD-CST duties.

**13-21. Leave**

- a. WMD-CST Commanders must pay special attention to scheduling and use of leave to preclude adverse impacts on the IR and RR operational response cycles and to preclude Soldiers and Airmen assigned to a WMD-CST from losing leave as a result of the stringent operational tempo.
- b. Leave is managed in accordance with AR 600-8-10 and AFI 36-3003. Leave registers, to include control numbers, will be maintained internally by States where pay systems do not provide an automated accounting on Leave and Earnings Statements (LESs). The JFHQ-State HRO will manage leave procedures and should encourage personnel to use accrued leave during the duration of the tour order.

**13-22. Conditional Duty**

- a. When delays in medical screening of applicants for WMD-CST Title 32 duty occur, the State may permit applicants to serve under orders for 30 or fewer consecutive days until medical qualifications for the intended longer duty are confirmed. If medical qualifications are not received by the end of 30 day orders the applicant must have a 31 day break before any new order may be issued. Upon confirmation of medical qualifications, and if the applicant fully qualifies under personnel screening requirements AGR orders may be issued. If not medically cleared under the established standards, the Soldier/Airman will not be able to attend CSSC.
- b. Authorization of short-term orders under paragraph 13-21a is at the discretion of the State. The State should give first consideration to the interests of the WMD-CST operational status and the National Guard when considering this option.

**13-23. Personnel and Health Records**

- a. Documents containing sensitive personal or medical information, such as medical histories, examinations and related documents, will be maintained as long as the individual is assigned to the unit. The WMD-CST Commander will further retain any documents, however personal in nature, if they are necessary to explain or justify issues leading to the termination of a WMD-CST member or relief from duty for cause, when the probability exists that the records would not otherwise be available to inquiries by higher headquarters for two years after close of the fiscal year in which termination or relief from duty occurred.
- b. The WMD-CST Commander will retain documents identifying individuals by name and SSN only as necessary to perform WMD-CST duties and protect the interests of Soldiers and Airmen. Documents no longer required will be forwarded to records custodians or to individuals concerned, as appropriate.
- c. States will periodically review WMD-CST records and data information, to ensure that internal procedures comply with The Privacy Act of 1974 implemented by AR 340-21, and the Freedom of Information Act (FOIA) implemented by AR 25-55 and DoDD 5400.7R.

**13-24. Injury in Line of Duty**

WMD-CST Commanders should refer to AR 600-8-4 for ARNG personnel and AFI 36-2910 for ANG WMD-CST members possibly injured in the line of duty.

**13-25. Awards**

The WMD-CST Commander should ensure that an awards program is established following Army and Air Force regulations to recognize WMD-CST members for their valuable contributions and achievements.

**13-26. Records Retention**

- a. IAW published DA guidance all WMD-CSTs will use the ARIMS. Specific requirements for the program are found in AR 25-400-2. Assistance in establishing and maintaining the system can be found online at <https://www.arims.army.mil/> ARIMS applies to all paper and electronic documents.
- b. Individual training records such as Suicide Prevention training, APFT, individual weapons qualification, and other mandatory training requirements per AR 350-1 Appendix G will be maintained digitally in DTMS. These records will be maintained until such time as the individual is separated or transferred. The individual's DTMS file will be automatically transferred to the Soldiers gaining unit upon reassignment.

## **Chapter 14**

### **WMD-CST Certification and Revalidation Process**

#### **14-1. WMD-CST Certification**

10 USC §12310 (c) (5) specifies that WMD-CST "...may not be used to respond to an emergency...unless the SecDef has certified (to Congress) ...that the team possesses the requisite skills, training, and equipment to be proficient in all mission requirements." Unit certification is a one-time event that culminates a sequenced and scheduled stand-up process of meeting specific requirements that have been established by the Deputy Secretary of Defense. IAW Deputy Secretary of Defense Memorandum, 10 September 2001, Subject: Weapons of Mass Destruction Civil Support Team (WMD-CST) Program Review, the Chief, NGB is responsible to manage the initial WMD-CST program certification process. This manning, equipping, and training process normally takes 18 to 24 months.

#### **14-2. Certification Requirements**

NGB-J35 will publish specific certification guidance based on the stand up of new WMD-CSTs. The certification requirements developed as part of the WMD-CST Program Review and approved by the Deputy Secretary of Defense will include, but are not limited to:

- a. The WMD-CST will be C1 in all areas on its USR, with no subjective upgrades (except as necessary to account for qualified ANG members of the team). See Annex D for clarification. This status will be authenticated in the submission of a USR Change report.
- b. Each team will undergo an EXEVAL by the appropriate TRO entity to unit collective tasks standard with all assigned personnel. If deficiencies are noted, the WMD-CST Commander will conduct collective training in all areas for which their unit did not receive a "T" (Trained) rating during the EXEVAL and this training will be documented.
- c. Validate special requirements as noted on the WMD-CST certification checklist.
- d. The WMD-CST Commander will notify the AG/CG, in writing, attesting that the WMD-CST meets the certification criteria, and the AG/CG must request certification of the WMD-CST.

#### **14-3. Adjutant/Commanding General Request for Certification**

The AG/CG will consider the ARNORTH EXEVAL report, verify the readiness of the team, and forward his certification request to Chief, NGB (Attn: NGB-J35) with: (1) the letter from the WMD-CST Commander attesting that his WMD-CST meets the certification criteria; (2) a letter from the ARNORTH Commander on the EXEVAL; (3) the unit collective task list extract outlining completed WMD-CST tasks; and (4) documentation of any corrective action to resolve unit collective task issues noted in the EXEVAL.

#### **14-4. Chief, NGB Review and Processing**

Upon CNGB review of each team's overall status to include completion of individual training (100% of assigned personnel have completed 100% of the required WMD-CST-specific individual training) and any training waivers required, the certification request will be forwarded through the Army Staff (DA Military Operations (DAMO)) to the Secretary of the Army to the Assistant Secretary of Defense for Homeland Defense. The latter will coordinate the final staff action with the OSD. Upon approval, the SecDef will coordinate with the appropriate Congressional, Federal Executive Branch and State agencies and then issue a formal announcement.

#### **14-5. WMD-CST Revalidation**

Qualified personnel losses could occur as part of unprogrammed personnel turnover or combat losses. In the event that a WMD-CST has a loss of key personnel related to command and control or the execution of medical, communications, or analytical assessment capabilities that substantially degrade the mission capability of the team, the Commander should notify the JFHQ-State and NGB-J35 through the established reporting processes. As necessary, NGB-J3 will review the situation and remove the unit from the NGB RMP and notify the AG/CG. The AG/CG will submit a plan through NGB-J35 to NGB-J3 for the revalidation of the team. When, at a minimum, all new personnel are MOS/AFSC qualified and have successfully completed the CSSC and the WMD-CST with new personnel has successfully completed an EXEVAL administered by the designated TRO entity, the AG/CG may request that the WMD-CST be reinstated in the RMP.

## Chapter 15

### WMD-CST Standardization and Evaluation

#### 15-1. Introduction

a. Mission. The mission of the Standardization, Evaluation, and Assistance Team (SEAT) Program is to conduct field evaluations of all WMD-CST in order to:

- (1) Assure Congress and the DoD of program oversight.
- (2) Assess the degree of compliance with law, policy and doctrine.
- (3) Assist WMD-CST Commanders in developing programs to maintain compliance.
- (4) Provide NGB and/or State and territories with detailed information for use in management decisions.

b. Format. SEAT evaluation methodology will generally conform to the guidance found in Air Force Instruction 90-201 paragraph 2.3.

c. Execution. SEAT evaluations are compliance oriented and are conducted to assess areas mandated by law, policy, and doctrine as well as mission areas identified by senior National Guard leadership as critical or important to assess/assure the health and performance of organizations. Unit failure to comply with the established directives in these areas could result in significant legal liabilities, penalties, or significant mission impact.

d. SEAT Frequency. In an effort to maximize the effectiveness of available resources and ensure that adequate attention and resources can be dedicated toward those WMD-CSTs that are found to be Not In Compliance with the provisions of para 15-7b(3), WMD-CSTs not in compliance will be reevaluated every 6-12 months until compliance is achieved. This is in addition to the immediate reevaluation provisions of para 15-8a. WMD-CSTs achieving a rating of In Compliance with Comments will be scheduled for their next SEAT evaluation within 22-26 months. WMD-CSTs found to be In Compliance with the provisions of para 15-7b (1) will be scheduled for their next evaluation within 30-36 months.

e. Functional Areas. During SEAT evaluations the following functional areas will be evaluated: Budget Management, Communications Management, Logistics Management, Medical Management, Personnel Management, Physical Security, Safety, Training/Operations Management, and Analytical Lab System ISO 17025 Compliance.

f. Standardization. Standardization is an Army requirement. Army Regulation 34-4 details this requirement and the rationale for standardization. Interoperability and standardization among the WMD-CSTs functional areas is a critical element in ensuring that WMD-CSTs are prepared to sustain their operational capability both in training and during an actual response. Ensuring the interoperability and standardization of this national response capability is a primary goal of the SEAT Program.

#### 15-2. Responsibilities

a. Chief, National Guard Bureau.

- (1) Develop and implement policy and programs to ensure standardization among the WMD-CSTs.
- (2) Establish mechanisms to obtain and evaluate SEAT program feedback relevant to WMD-CST doctrine, and WMD-CST management programs.
- (3) Develop a mechanism to capture and evaluate feedback pertaining to doctrine and WMD-CST management programs and policies obtained through the evaluation program.
- (4) Coordinate with the AG/CG to schedule and ensure that SEAT evaluations are synchronized with State administered Organizational Inspection Programs (OIP) and other major training and operational requirements.
- (5) Schedule and conduct standardization evaluations for each WMD-CST per the requirements defined in para 15-1e of this regulation.
- (6) Forward the program final coordination memorandum to the AG/CG approximately six (6) months in advance of the agreed upon evaluation date. The memorandum will confirm the evaluation dates, request JFHQ-State assistance as required; and offer the AG/CG the option of a formal information brief provided by an NGB-J3 Action Officer covering the specifics of the evaluation.
- (7) Consolidate the evaluation results and forward to the AG/CG.
- (8) Forward lessons learned to designated organizations and Centers.

b. The AG/CG.

- (1) Examine the scope, nature, and frequency of their OIP and other inspections of the WMD-CST and consolidate these inspections, as required by AR 1-201, and paragraph 15-3b of this regulation. OIP will then be scheduled to occur in conjunction with the WMD-CST SEAT evaluations to minimize the impact on WMD-CST training and operational readiness.

(2) Review the final coordination memorandum from NGB, as required coordinate requested JFHQ-State support, and exercise the option for a formal information briefing. If the option of the information briefing is chosen this briefing should occur approximately three (3) months prior to the scheduled evaluation date.

(3) Ensure that primary staff having oversight responsibilities for the functional areas covered by the WMD-CST SEAT program is present for the information briefing.

(4) If the JFHQ-State is the organization conducting the OIP of the WMD-CST, then Directorate level representatives will serve as evaluators, using SEAT generated checklists for those functional areas covered by the SEAT program, and be assisted by the WMD-CST SEAT personnel .

(5) Receive an out-brief from the Chief, WMD-CST SEAT Program at the conclusion of a SEAT visit to review the results of the WMD-CST SEAT evaluation.

(6) Receive a formal Report of Evaluation from the CNGB. This report will only cover the WMD-CST SEAT evaluation and not the State unique OIP results.

(7) Ensure that follow-up corrective actions are taken on deficiencies identified by the WMD-CST SEAT.

(8) Ensure that the WMD-CST(s) receive a standardization evaluation IAW the requirements of para 15-1e.

c. WMD-CST Commanders.

(1) Establish internal controls; and develop SOPs to incorporate applicable military or civilian laws and policies within the unit. WMD-CSTs will ensure that a detailed garrison/administrative SOP is developed for each of the functional areas defined in para 15-1f above.

(2) Coordinate with the AG/CG and/or intermediate commanders to ensure that State OIP and WMD-CST SEAT visits are scheduled on unit long and short range calendars, and synchronized to minimize the impact on WMD-CST training and operational readiness.

(3) Attend the State AG/CG requested Information Brief provided by the Chief, WMD-CST SEAT Program.

(4) Upon completion of the evaluation; attend the Out-Brief provided by the Chief, WMD-CST SEAT Program for the AG/CG.

(5) Following completion of the evaluation ensure that corrective action is taken as specified in para 15-8 of this regulation.

(6) When requested and available provide SMEs for the SEAT evaluations of other WMD-CSTs as operational and training requirements permit.

(7) Ensure that the WMD-CST(s) receive an evaluation IAW the requirements of para 15-1e.

d. Chief, NGB-J357.

(1) Coordinate with the States and Territories to develop an annual schedule of WMD-CST SEAT visit.

(2) Ensure that the WMD-CST(s) receive an evaluation IAW the requirements of para 15-1e.

(3) Exercise program oversight and administrative control for personnel supporting the WMD-CST SEAT program to ensure that the policies, training requirements, pay and allowances, personnel evaluations, and other administrative matters are IAW appropriate Regulations. Program oversight will also ensure that all military administrative, training, and legal requirements are met by ARNG and ANG personnel within the WMD-CST SEAT program.

(4) Identify new policy and doctrine requirements or revisions; and ensure that approved revisions are implemented into the SEAT program objectives, evaluation schedule, checklist, and briefings.

(5) Serve as the principle contact for the WMD-CST SEAT program with the AG/CG.

(6) Ensure that the WMD-CST SEAT Program continually sets high standards for mission accomplishment, and team representatives remain technically proficient to facilitate the delivery of quality briefs and reports.

(7) Develop and test, where appropriate, all doctrine and policies related to the WMD-CST SEAT program.

(8) Approve all travel expenses undertaken by the WMD-CST SEAT.

(9) Review, approve, and forward Reports of Evaluation to Division Chief, NGB-J35.

(10) Conduct policy and doctrine reviews to update the program regulation or functional area checklists as needed or required.

(11) Provide a trend analysis briefing to the NGB-J3 and/or NGB-J35 on semi-annual basis or as needed.

### **15-3. Consolidation of Inspections, Evaluations, Assessments, and other Administrative Reviews**

a. AR 1-201 requires all commands to develop an OIP. IAW AR 1-201 a primary purpose of the OIP is to coordinate inspections, audits, Staff Assistance Visits, inspector general inspections, and other external inspections into a single, cohesive program to ensure that inspections do not consume valuable training time.

b. The unique mission of the WMD-CSTs and their operational and training requirements demands added attention and focus to fully achieve the inspection consolidation requirements of AR 1-201. AG/CG and intermediate level commanders will adjust the timing of their OIP to occur in conjunction with the WMD-CST SEAT evaluations. Exceptions require a formal request from the AG/CG to the CNGB. The intent is not to usurp State and intermediate command inspection responsibilities, but to consolidate State OIP scheduled to occur in the same year as a SEAT evaluation in order to assure a single cohesive evaluation is conducted for each WMD-CST to minimize disruption to team training plans and operational availability.

c. The WMD-CST SEAT out-briefs to the AG/CG and the formal Report of Evaluation will only include the WMD-CST SEAT evaluated areas. State and intermediate command OIP results, out-briefs, and reports of evaluation will be reported separately from the SEAT program requirements.

d. SEAT personnel act on behalf of the CNGB in the performance of their evaluation and standardization functions. Accordingly, they will be permitted to review all files and documents associated with the functional area checklist items being evaluated. When such documents and files contain information on personnel, units or matters not associated with the evaluated WMD-CST, then a sanitized copy of the requested files or documents will be made available to the SEAT personnel in a timely manner.

### **15-4. Funding Implications**

In addition to the frequency of evaluations being tied to performance, as measured by compliance levels, there will also be implications in funding based on this same unit performance. Chief, NGB-J357 will determine funding levels based on an assessment of the overall status of the WMD-CST program status. He may direct varying levels of funding among the WMD-CSTs in order to:

- a. Reward or sustain teams who demonstrate compliance.
- b. Incentivize teams who achieve less than full compliance.
- c. Correct significant material or training deficiencies.

### **15-5. Evaluation Checklists**

a. The WMD-CST SEAT checklists contain items derived from legal requirements, executive orders, DOD directives, Army and Air Force policy (regulations), Army and Air Force doctrine (field manuals), and NGB policy and doctrine (regulations and field manuals) and ISO requirements. Source documents are referenced with each checklist item; and the evaluation checklists are divided into WMD-CST functional areas. Within each functional area are one or more subordinate areas. Each subordinate area contains individual checklist items, and each checklist item has an associated evaluated item. In most cases, the evaluated item consists of unit records or other hard copy or electronic documentation that contains information required to make the evaluation. This does not exclude other forms of documentation. The intent is to ensure that the checklist item can be fairly evaluated and that the evaluation team can discern long-term compliance versus a snapshot that may only reflect recent preparation for the evaluation. IAW AR 1-201, teaching, training, and mentoring will be a primary goal of the SEAT program.

b. Military policy, doctrine, and command guidance routinely change. SEAT members are to make every effort to remain current with those changes. Accordingly, SEAT checklists are updated, reviewed and approved by Chief, NGB-J357 on an as needed basis.

- c. SEAT Checklists can be found on the CST CoP.

### **15-6. Evaluation Pre-Coordination Process**

a. The intent of the WMD-CST SEAT evaluation pre-coordination process is to clearly present to the State leadership and WMD-CST commanders the purpose, method, and end-state of the evaluation, and the functional areas to be evaluated.

b. WMD-CST SEAT visits are intended to ensure WMD-CST program standardization and that WMD-CSTs are able to assume their role in the RMP. Every effort will be made in the pre-coordination process to ensure the appropriate State levels of command are aware of the nature, scope, and intent of the evaluation.

- c. The SEAT Evaluation process consists of the following:

- (1) The NGB-J357 will, in coordination with the States and the WMD-CSTs, establish a date for the evaluation. Ideally this date will be coordinated well in advance to permit publication in the YPG.

(2) Final Coordination Memorandum and Information Brief. The Chief, SEAT Program will prepare and send the final coordination memorandum establishing the SEAT evaluation date and required support. If the AG/CG requests an information briefing a SEAT representative will meet with the AG/CG or his/her representative, and selected staff including the WMD-CST Commander, Intermediate Commanders and selected staff approximately three months prior to the visit. At this meeting the SEAT representative will:

- (a) Provide a brief explaining the purpose, method, and end-state of the evaluation.
- (b) Confirm the date and time for the evaluation and its duration.
- (c) Pre-Evaluation Coordination requests the State schedule and provides the date and time of the visit out-brief with the AG/CG.
- (d) Provide copies of the SEAT evaluation checklists.
- (e) Obtain contact information for any JFHQ-State evaluators who may be present to support the overall evaluation.
- (f) Conduct a walkthrough of the unit area to gain situational awareness as to where various functions are executed, where supplies and equipment are stored, and to meet the WMD-CST unit personnel. WMD-CST Commanders will facilitate this reconnaissance and orientation as needed.

(3) Follow up coordination will be planned approximately six weeks before the visit with the WMD-CST Commander and Chief, SEAT Program to resolve final administrative or procedural issues that are unanswered since the initial in-brief.

### 15-7. Compliance Oriented Evaluations

a. The SEAT Program visits are designed to be compliance oriented. SEAT evaluators may suggest on the spot corrections. IAW AR 1-201, the SEAT Program evaluations will teach, train, and mentor.

b. SEAT Grading. Three-tier grading (e.g., in compliance / in compliance with comments / not in compliance) is sufficient to assure adequate oversight of each functional area and overall unit average. Grading standards follow:

- (1) In Compliance.
  - (a) Unit. Overall the unit achieves a 95-100% compliance level with no functional areas evaluated at less than 95% compliance.
  - (b) Functional Area. A 95-100% compliance is achieved in the functional area.
- (2) In Compliance with Comments.
  - (a) Unit. Overall the unit achieves an 80-99% compliance level with no functional areas evaluated below 80%.
  - (b) Functional Area. An 80-94% compliance level is achieved in the functional area.
- (3) Not in Compliance.
  - (a) Overall the unit achieves a 79% compliance level or below, or has one or more functional areas evaluated below 79% compliance.
  - (b) Functional Area. A 79% or below is achieved in the functional area.

### 15-8. Non-Compliance and Re-Evaluation

a. NGB-J3, with the recommendation of the SEAT Team Chief, will determine if a reevaluation of a functional area is required based on the assessment the unit receives.

(1) A reevaluation will be recommended when either the functional area level of compliance is 79% or below; or when the issue identified is a recurring item; or an item identified is in direct conflict with regulatory guidance; or when there has been a 10% or greater decline in the functional area assessment between SEAT visits.

(2) The WMD-CST Commander will develop a CAP and the SEAT will schedule and conduct another visit within 90-120 days (or when SEAT can reschedule) to relook and assess the functional area and corrective actions made by the WMD-CST and State to ensure compliance has been met.

b. When the WMD-CST receives and passes the overall SEAT, WMD-CST Commanders are required to develop their CAP based on the checklists provided. The CAP will address all "NO GO" items identified on the checklists. This CAP will be submitted through the State AG/CG to the NGB-J3 (Attn: Future Operations Division) NLT 60 days from the date of the CNGB endorsement memorandum.

### 15-9. Formal Report and Out-Brief

a. WMD-CST SEAT evaluators will document in writing and provide a detailed explanation of the following situations:

- (1) When a checklist item is assessed as "No-Go."

(2) When a checklist item or functional area is determined to be "Go" and reflects an extraordinary level of performance or meritorious achievement by an individual or the unit.

b. The formal Report of Evaluation will be prepared using the Joint Lessons Learned Program format, have an executive summary attached for each functional area, and provide an executive summary cover letter with the overall evaluation results.

c. Out-Brief.

(1) At the conclusion of the evaluation, and normally on the same or next duty day, the Chief, WMD CST SEAT Program will conduct an out-brief for the AG/CG, the JFHQ State staff, and the WMD-CST Commander. An objective of the out-brief is to present one command level out-brief given in a location determined by the AG/CG. All SEAT evaluation team members will be present.

(2) The out-brief will cover:

(a) Overall assessment results.

(b) A description of systemic issues.

(c) Recommendations for improvement or comments on commendable performance.

(d) WMD-CST members deserving of special recognition.

d. A formal Report of Evaluation will be prepared and submitted to NGB-J357 within fifteen duty days following the assessment. The formal report will consist of:

(1) A cover memorandum signed by the Chief, WMD-CST SEAT Program, providing an executive summary of the overall results of the visit.

(2) Supporting documentation will include:

(a) An executive summary for each functional area, prepared by the evaluator for that area. The executive summary will include the overall results for the functional area and those individuals who deserve special recognition along with the reasons why.

(b) A complete report on each item evaluated as "No-Go."

e. The formal Report of Evaluation will be forwarded by NGB-J357 through the chain of command to the NGB-J3. The report will be endorsed by the CNGB or his/her designated representative, and forwarded to the AG/CG within 60 duty days.

f. When a re-evaluation or other action is required, this fact will be stated in the cover memorandum, and NGB-J357 will commence coordination with the AG/CG for a re-evaluation date.

#### **15-10. Out of Cycle SEAT Assessment**

Upon a WMD-CST change of command, the State may request a SEAT assessment. Scheduling will be based on availability of NGB-J357 personnel.

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**FM 7-0**

Training for Full Spectrum Operations, 12 December 2008

**FM 8-42**

Combat Health Support in Stability Operations and Support Operations, 27 October 1997

**FM 8-250**

Preventive Medicine Specialist, 27 January 1986

**FM 8-284**

Treatment of Biological Warfare Agent Casualties, 17 July 2000

**FM 21-20**

Physical Fitness Training, 30 September 1992

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**HSPD-2**

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**HSPD-3**

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**HSPD-4/NSPD-17**

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**HSPD-5**

Management of Domestic Incidents, 28 February 2003

**HSPD-6**

Integration and Use of Screening Information to Protect Against Terrorism, 16 September 2003

**HSPD-7**

Critical Infrastructure Identification, Prioritization, and Protection, 17 December 2003

**HSPD-8**

National Preparedness, 17 December 2003

**HSPD-9**

Defense of United States Agriculture and Food, 30 January 2004

**HSPD-10/NSPD 33**

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**HSPD-13/NSPD-41**

Maritime Security Policy, 21 December 2004

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**HSPD-16/NSPD-47**

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**HSPD-17**

National Materials Information Program (Classified), 2 April 2008

**HSPD-18**

Medical Countermeasures against Weapons of Mass Destruction, 31 January 2007

**HSPD-19**

Combating Terrorist Use of Explosives in the United States, 12 February 2007

**HSPD-20/NSPD-51**

National Continuity Policy, 9 May 2007

**HSPD-21**

Public Health and Medical Preparedness, 18 October 2007

**HSPD-22**

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**HSPD-23/NSPD 54**

Cyber Security and Monitoring (Classified)

**HSPD-24/NSPD-59**

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**JP 3-05.1**

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**JP 3-07.2**

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**JP 3-11**

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**NFPA 473**

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**NG Pam 360-5/ANGP 35-1**

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**NGR 10-1**

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**NGR 10-2**

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**NGR 37-104-3**

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**NGR 40-3**

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**NGR 350-1**

Army National Guard Training, August 2009

**NGR 385-10**

Army National Guard Safety Program, December 1990

**NGR 385-11**

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**NGR 500-1/ANGI 10-8101**

National Guard Domestic Operations, June 2008

**NGR (AR) 600-5**

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**NGR 600-12/ANGR 211-1**

National Guard Family Program, January 1986

**NGR 600-21**

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**NGR 600-63**

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**NGR (AR) 600-85**

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**NGR (AR) 600-100**

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**NGR 600-101**

Warrant Officers-Federal Recognition and Related Personnel Actions, October 1996

**NGR 600-200**

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**NGR 601-1**

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**NGR 635-100**

Termination of Appointment and Withdrawal of Federal Recognition, September 1978

**NGR 672-1**

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**NGR 680-2**

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**PDD 62**

Combating Terrorism, 21 June 1995

**PDD-63**

Critical Infrastructure Protection, 22 May 1998

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**QM-001**

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**Special Text 3-11.461**

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Procedures for Safeguarding, Accounting and Supply Control of COMSEC Material, 15 March 2006

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Storage, Preservation, Packaging, Packing, Maintenance, and Surveillance of Material – Medical Activities, 15 June 1981

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Respiratory Protection Program, 15 February 1982

**TB Med 507**

Heat Stress Control and Heat Casualty Management, 7 March 2003

**TB Med 509**

Spirometry in Occupational Health Surveillance, 24 December 1986

**TB Med 523**

Control of Hazards to Health from Microwave and Radio Frequency Radiation and Ultrasound, 15 July 1980

**TB Med 525**

Control of Hazards to Health from Ionizing Radiation Used by the Army Medical Department, 10 March 1988

**TB Med 530**

Occupational and Environmental Health Food Sanitation, 30 October 2002

**TM 38-410**

Storage and Handling of Hazardous Materials, 13 January 1999

**TM 3-4240-349-12&P**

Operator and Unit Maintenance Manual for Protection Assessment Test System, 30 November 1999

**TPR 990-2**

Hours of Duty, Pay and Leave. 9 July 1984

**21 CFR 1301.23**

Exemption of certain military and other personnel, 21 April 2002

**29 CFR Part 1910**

Occupational Safety and Health Standards, 1 January 2010

**29 CFR 1910.95**

Occupational noise exposure, 1 January 2010

**29 CFR 1910.120**

Hazardous waste operations and emergency response, 1 January 2010

**29 CFR 1910.132**

General requirements, 1 January 2010

**29 CFR 1910.134**

Respiratory protection, 1 January 2010

**29 CFR 1910.151**

Medical services and first aid, 1 January 2010

**29 CFR 1910.1000**

Air contaminants, 1 January 2010

**29 CFR 1910.1000 through 1450**

Toxic and Hazardous Substances, 1 January 2010

**29 CFR 1910.1030**

Bloodborne pathogens, 1 January 2010

**29 CFR 1910.1096**

Ionizing radiation, 1 January 2010

**29 CFR 1910.1200**

Hazard communication, 1 January 2010

**29 CFR 1915.98**

First aid, 1 January 2010

**29 CFR 1915.152**

General requirements, 1 January 2010

**29 CFR 1915.154**

Respiratory protection, 1 January 2010

**29 CFR 1915.1000**

Air contaminants, 1 January 2010

**29 CFR 1915.1030**

Bloodborne pathogens, 1 January 2010

**29 CFR 1915.1200**

Hazard communication, 1 January 2010

**29 CFR 1917.22**

Hazardous cargo, 1 January 2010

**29 CFR 1917.23**

Hazardous atmospheres and substances, 1 January 2010

**29 CFR 1917.26**

First aid and lifesaving facilities, 1 January 2010

**29 CFR 1917.92**

Respiratory protection, 1 January 2010

**29 CFR 1917.95**

Other protective measures, 1 January 2010

**29 CFR 1917.128**

Signs and marking, 1 January 2010

**29 CFR 1918.90**

Hazard communication, 1 January 2010

**29 CFR 1918.102**

Respiratory protection, 1 January 2010

**29 CFR 1926.28**

Personal protective equipment, 1 January 2010

**29 CFR 1926.55**

Gases, vapors, fumes, dusts, and mist, 1 January 2010s

**29 CFR 1926.59**

Hazard communication, 1 January 2010

**29 CFR 1926.95**

Criteria for personal protective equipment, 1 January 2010

**29 CFR 1926.103**

Respiratory protection, 1 January 2010

**42 CFR 74 Subpart F Section 263(a)**

Certification of Laboratories, 1 October 2003

**49 CFR Part 173**

Transportation, 1 October 2003

**5 USC 81**

Compensation for Work Injuries, 5 January 2009

**5 USC 552**

The Freedom of Information Act, 5 January 2009

**91-596 Public Law**

Occupational Safety and Health Act of 1970 (OSHA), 5 January 2009

**10 USC §375**

Restriction on Direct Participation by Military Personnel, 5 January 2009

**10 USC §1074**

Medical and Dental Care for Members and Certain Former Members, 5 January 2009

**10 USC §1094**

Licensure requirement for health-care professionals, 5 January 2009

**10 USC §1174**

Separation Pay upon Involuntary Discharge or Release from Active Duty, 5 January 2009

**10 USC §10501**

National Guard Bureau, 5 January 2009

**10 USC §12011**

Authorized Strengths: Reserve Officers on Active Duty or On Full-Time National Guard Duty For Administration of The Reserves or The National Guard, 5 January 2009

**10 USC §12012**

Authorized Strengths: Senior Enlisted Members on Active Duty or On Full-Time National Guard Duty For Administration of The Reserves or The National Guard, 5 January 2009

**10 USC §12304**

Selected Reserve and certain Individual Ready Reserve members; order to active duty other than during war or national emergency, 5 January 2009

**10 USC §12310**

Reserves: for Organizing, Administering, etc., Reserve Components, 5 January 2009

**18 USC §1385**

Use of Army and Air Force as Posse Comitatus, 5 January 2009

**28 USC §1346**

United States as defendant (re FTCA), 5 January 2009

**28 USC §2401**

Time for commencing action against the United States (re FTCA),5 January 2009

**28 USC §2671-2680**

Federal Tort Claims Act (FTCA) , 5 January 2009

**32 USC §502**

Required Drills and Field Exercise, 5 January 2009

**50 USC §2302**

Definitions (Chapter 40. Defense Against Weapons of Mass Destruction) , 5 January 2009

**PL 97-255 (H.R. 1526)**

Federal Managers' Financial Integrity Act of 1982

**Section III**

**Prescribed Forms**

**NGB Form 500**

Request for National Guard Assistance

**Section IV**

**Referenced Forms**

**AF Form 9**

Request for Purchase

**AF Form 781**

Multiple Item Prescription (DD Form 2005, Privacy Act Statement Serves)

**AF Form 895**

Annual Medical Certificate (AMC)

**AF Form 3215**

IT/NSS Requirements Document

**CHPPM**

US Army Center for Health Promotion and Prevention Medicine

**DA Form 1059**

Service School Academic Evaluation Report

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DA Form 3349**

Physical Profile Form

**DA Form 3953**

Purchase Request and Commitment (PR&C)

**DA Form 4187**

Personnel Action

**DA Form 4970-E**

Medical Screening Summary-Cardiovascular Risk Screening Program

**DA Form 5668**

HIV Screening Test Results

**DA Form 7349-R**

Initial Medical Review-Annual Medical Certificate

**DD Form 214**

Certificate of Release or Discharge from Active Duty

**DD Form 2005**

Privacy Act Statement – Health Care Records

**DD Form 2215**

Reference Audiogram

**DD Form 2216**

Hearing Conservation Data

**DD Form 2493-1**

Asbestos Exposure Part I– Initial Medical Questionnaire

**DD Form 2493-2**

Asbestos Exposure Part II– Periodic Medical Questionnaire

**DD Form 2766**

Adult Preventive and Chronic Care Flowsheet

**DD Form 2807-1**

Report of Medical History

**DD Form 2808**

Report of Medical Examination

**FOH-5**

Medical Surveillance Management Program, Health History and Physical Examination Form

**FOH-6**

Authorization for Disclosure of Information

**FOH-22**

OSHA Respirator Medical Evaluation Questionnaire (Mandatory)

**NGB 214**

Mission Readiness Airlift (MRA) request

**SF 88**

Medical Record - Report of Medical Examination

**SF 507 O-W**

Fitness Capacity Certificate

**Appendix B  
Security Classification Guide**

ANNEX I (Classification Guidance) To Response Management Plan

B-1. The classification guidance shown in Table B-1 provides users an overview of subjects requiring protection and the level of protection required. The reference for this guide is “OPERATION ENDURING FREEDOM and OPERATION NOBLE EAGLE Security Clearance Guide”, available at the classified server:  
<http://www.inscom.army.mil/g2/DoDOEFSecClassGuid.pdf>.

**Table B-1. Classification Guide**

Information	Classification	Declassification
Operational Response Cycles (Annex B)	Confidential	10 years after end of cycle.
ORSITREP	FOUO	
USR	Confidential	
Operation Code word	Unclassified	
Classification Guide	Unclassified	
Concept of Operations	Secret	5 days after event concludes
General geographic area of unit	Unclassified	
WARN/OPS/FRAG ORDERS	Secret	5 days after event concludes
Chem/Bio/Rad protective measures	Secret	5 days after event concludes
Response Details	Confidential	5 days after event concludes
Casualty Figures	Confidential	5 days after event concludes

B-2. Information concerning unit mission and capabilities may be released to the Civil Authorities on a NEED TO KNOW basis so long as doing so does not conflict with this guide. General information may be provided on an UNCLASSIFIED or FOR OFFICIAL USE ONLY basis. Disclosures of information regarding unit movements, operational plans, detailed capabilities, and operational conduct must be in accordance with this guide.

**Appendix C  
WMD-CST Report Formats**

This appendix includes sample formats for various reports, requests, messages, etc. They are included to show what information is required for each of these activities.

**C-1. Sample ORSITREP**

UNIT: \_\_\_\_\_

DATE: \_\_\_\_\_

Personnel Roster	Y (yes) / N (no)	
	Assigned	Present
Commander		
Deputy Commander		
ISG		
Operations Officer		
Modeling NCO		
Operations/Training NCO		
Logistics NCO		
Human Resources NCO		
Commo Team Chief		
Info Systems Opr-Analyst		
Medical Officer/PA		
Medical Ops Officer		
Nuclear Medical Science Officer		
Medical NCO		
Survey Team Leader		
NBC Recon NCO		
NBC Team Chief - A		
NBC Team Chief - B		
NBC Team Member		

PERSONNEL	(20 – 22) GREEN	(17 - 19) AMBER	(16 – below) RED
1. Assigned (fill in number)			
2. Present for Duty (fill in number)			

TRAINING	(20 – 22) GREEN	(17 - 19) AMBER	(16 – below) RED
1. MOS / AFSC Qualified for assigned duty position			
2. Civil Support Skills Course Qualified			

TRAINING	Yes	No
3. EXEVAL w/in last 18 months		

EQUIPMENT	Yes	No
1. UCS On Hand / Operational		
2. ALS On Hand / Operational		
3. ADVON On Hand / Operational		
4. All Other TDA Equip On Hand / Operational		
5. All Formulary Items On Hand		

EQUIPMENT (report prior month numbers)	#Days FMC	# Days NMCS	# Days NMCM
Month: APR			
1. UCS On Hand / Operational			
2. ALS On Hand / Operational			
3. ADVON On Hand / Operational			

**COMMANDERS COMMENTS** (provide info on No answers and get well dates if below green)

**Personnel Roster**

Mark the box with a Y (YES) or N (NO) for each position on the roster. Then place the number under the appropriate column. Any NO response under personnel must be addressed in the commander's comments. Be sure to explain the situation and get well date.

**Training**

Under training place the number of personnel that have completed AFSC or MOSQ under the appropriate column. Place the number of personnel that have completed CSSC under the appropriate column. Answer the Yes or No question concerning the EXEVAL. Any Amber or No answers must be addressed in commander's comments. Example: If you have 17 that have completed CSSC then that number goes under Amber column and should be explained in the commander's comments why five personnel have not completed the course and when they are scheduled to complete the course.

**Equipment**

UCS/ALS/ADVON are the vehicles on hand and operational enter (Y) yes or (N) no. Enter the number of days Fully Mission Capable (FMC). Enter the number of days Non Mission Capable Supply (NMCS). Enter the number of days Non Mission Capable Maintenance (NMCM). The # of days FMC, NMCS, and NMCM will be reported for the previous month. Example when you send in October's report you will report September's numbers.

**C-2. NGB 500 Request for National Guard Assistance**

<b>REQUEST FOR NATIONAL GUARD ASSISTANCE</b> <small>The proponent agency is NGB-J3/DO. The prescribing directive is NGR 500-3/ANGI 10-2503.</small> FOR OFFICIAL USE ONLY - (Once Completed)			
1. DATE / TIME OF REQUEST: (YYYYMMDD / HHMMZ)	2. PRIORITY: <input type="checkbox"/> FLASH <input type="checkbox"/> IMMEDIATE <input type="checkbox"/> PRIORITY <input type="checkbox"/> ROUTINE <input type="checkbox"/> EXERCISE		
3. RECEIVED BY:	OFFICE:	PHONE:	EMAIL:
4. REQUESTED BY:	OFFICE:	PHONE:	EMAIL:
REQUEST SPECIFICATIONS			
5. CAPABILITY REQUIRED (What assistance is needed?) :			
6. SITUATION (Why is assistance needed?) :			
7. LOCATION (Where is assistance needed?) :			
ADDRESS:	CITY:	STATE:	ZIP:
8. TIME (When is assistance needed?) :			
START DATE / TIME:	END DATE / TIME:		
9. SUPPORTED INCIDENT COMMANDER (Who needs assistance?) :			
NAME:	OFFICE:	PHONE:	EMAIL:
ADDRESS:	CITY:	STATE:	ZIP:
REQUIREMENT VALIDATION			
<input type="checkbox"/> WAS RECEIVED FROM PROPER AUTHORITY	10. REQUIREMENT VALIDATED BY:		
<input type="checkbox"/> SUPPORTS THE LOCAL/STATE RESPONSE	NAME: _____		
<input type="checkbox"/> IS LEGAL, ETHICAL, AND MORAL	SIGNATURE: _____		
<input type="checkbox"/> IS APPROPRIATE FOR UNIT TASKED	DATE / TIME: _____		

NGB 500, 20060112 (EF) (IMT-V1)

MISSION NUMBERS			
11. NATIONAL GUARD MISSION NUMBER:		12. STATE MISSION NUMBER:	13. FEDERAL MISSION NUMBER:
NOTIFICATIONS			
NOTIFIED	DATE / TIME NOTIFIED	NAME OF INDIVIDUAL NOTIFIED	SIGNATURE OF INDIVIDUAL NOTIFIED
14. UNIT			
15. DOMS			
16. TAG			
17. NGB-JOC			
18. STATE EMA			
19. ADDITIONAL REMARKS:			

**C-3. Situation Report (SITREP) Format**

Voice Format: This is a PINNACLE/COMMANDERS ASSESSMENT from Commander, JOINT STATE TASK FORCE (name of State) to NATIONAL GUARD BUREAU JOINT OPERATIONS CENTER. Describe the current situation and actions being taken.

Message Format:  
(PRECEDENCE: ROUTINE/IMMEDIATE/FLASH)

FROM: (name of State)

THRU: SUPPORTED JFHQ

TO: NGB JoCC

FOR:

INFO: WMD-CSTs/JFHQs-State/NGB JoCC DISTRIBUTION

C L A S S I F I C A T I O N

SUBJ/SITUATION REPORT/

PERIOD

1. GENTEXT/SITUATION//
2. GENTEXT/INTELLIGENCE//
3. GENTEXT/OPERATIONS//
4. GENTEXT/LOGISTICS//
5. GENTEXT/COMMUNICATIONS-CONNECTIVITY/POINTS OF CONTACT//
6. GENTEXT/PERSONNEL (DETAIL SERVICE, LOCATION, MISSION AND NUMBERS)//
7. GENTEXT/MEDICAL (MILITARY PERSONNEL HOSPITALIZED OR INJURED, REASON FOR HOSPITALIZATION/INJURY)
8. GENTEXT/INTERAGENCY COORDINATION//
9. GENTEXT/DOMESTIC SUPPORT ACTIVITIES//
10. GENTEXT/CINC'S COMMENTS TO INCLUDE AS A MINIMUM:

A. EVENTS LAST 12 HOURS

B. NEXT 12 HOURS

DECL/OADR//

**C-4. After Action Report Format**

Message Format:

(PRECEDENCE: ROUTINE/IMMEDIATE/FLASH)

FROM: (name of State)

THRU: SUPPORTED JFHQ-STATE

TO: NGB JoCC

FOR:

INFO: WMD-CSTs/JFHQs-State/NGB JoCC DISTRIBUTION

C L A S S I F I C A T I O N

SUBJ/AFTER ACTION REPORT/

PERIOD

1. GENTEXT/EXERCISE OR INCIDENT//

A. EXERCISE OR INCIDENT NAME/

B. EXERCISE OR INCIDENT LOCATION/

C. EXERCISE OR INCIDENT COMMANDER AND UNIT/

D. EXERCISE OR INCIDENT CONDITIONS/

2. GENTEXT/OBJECTIVES//

3. GENTEXT/RESULTS//

4. GENTEXT/UNIT STRENGTHS AND WEAKNESSES//

5. GENTEXT/PROBLEMS ENCOUNTERED//

6. GENTEXT/LESSONS LEARNED//

7. GENTEXT/CONCLUSIONS//

8. GENTEXT/RECOMMENDATIONS FOR CHANGES// in training/operations to improve or sustain mission proficiency (including State support functions)

DECL/OADR//

C-5. WMD-CST Personnel Report (PERSTAT)

WMD-CST PERSONNEL REPORT				Unit	State											Date			
POSITION				INCUMBENT															
#	Duty Position	MOS/AFSC required by TDA	Grade	Last Name	M / F	Duty MOS / AFSC	Duty MOS / AFSC Qual (Y / N)	Sec Clr (S / TS )	Last OSHA Physical (date)	If Profile PULHES Category	Anthrax Vac Date I (Initial) R (Recur)	Small Pox Vac Date	WMD-CST Specialized Training % Complete			Date Assigned to CST	Projected Loss Date	Hiring Action Start Date	
													Basic	Intrmd	Adv				
1	Commander	01A00	O5																
2	Deputy Cdr/Ops Officer	01A00	O4																
3	1SG	74D5M	E8																
4	Asst Ops Officer	01A00	O3																
5	Operations NCO-Modeling	00F40	E7																
6	Asst Ops/Training NCO	00F30	E6																
7	Logistics NCO	92Y40	E7																
8	Personnel Admin NCO	42B20	E6																
9	Commo Team Chief	3D171	E7																
10	Info Systems Operator	3D072	E7																
11	Medical Officer/PA	65D00 (or 60A/66H)	O4																
12	Medical Ops Officer	70H67	O3																
13	Medical Science Officer	72A67 (or 72D/B/E)	O3																
14	Medical NCO	68W40	E7																
15	Survey Team Leader	74B00	O3																
16	NBC Recon NCO	74D40	E7																
17	NBC Team Chief	74D30	E6																

WMD-CST PERSONNEL REPORT		Unit	State									Date						
POSITION				INCUMBENT														
#	Duty Position	MOS/AFSC required by TDA	Grade	Last Name	M / F	Duty MOS / AFSC	Duty MOS / AFSC Qual (Y / N)	Sec Clr (S / TS )	Last OSHA Physical (date)	If Profile PULHES Category	Anthrax Vac Date I (Initial) R (Recur)	Small Pox Vac Date	WMD-CST Specialized Training % Complete			Date Assigned to CST	Projected Loss Date	Hiring Action Start Date
													Basic	Intrmd	Adv			
18	NBC Team Chief	74D30	E6															
19	NBC Team Member	74D20	E5															
20	NBC Team Member	74D20	E5															
21	NBC Team Member	74D20	E5															
22	NBC Team Member	74D20	E5															

Non Deployable Personnel	Duty Position	Rank	Name	Reason	Start Date	Proj Return Date	Comments

PA / Med Off/Nurse Practitioner : Privileged (Y / N) Credentialed (Y / N) Scope of Practice (Y / N) (Circle each status)

## Appendix D WMD-CST Unit Status Report Completion

### D-1. USR Personnel Status.

a. For WMD-CSTs with no Air National Guard (ANG) personnel, calculations will be as specified in Chapter 4 of AR 220-1. In addition, the WMD-CST will complete the procedures outlined in section document for calculating MOS shortages, pending losses, and trained personnel.

b. For WMD-CSTs with Air National Guard (ANG) personnel, the WMD-CSTs will not count ANG personnel when entering the assigned and available strength numbers in the 2PSPER card. Personnel calculations will be performed for ARNG Soldiers only, as specified in Chapter 4, AR 220-1. The ANG personnel are included in the GENTEXT remarks of the PRRAT card. The procedures are:

1) Subtract the number of assigned/attached Airmen from the total number of personnel assigned and enter the results into the ASGD column of the 2PSPER card.

2) Subtract the number of available Airmen from the total number of personnel available and enter the results into AVAIL columns of the 2PSPER card.

3) Enter the following gentext information in the PRRAT card using the format specified below:  
STRENGTH: #—ARNG Assigned #—ARNG Available #—ANG Assigned #—ANG Available #—Total Assigned #—Total Available

c. For all WMD-CSTs: Important conditions to consider in the determination of a team's personnel readiness include the quantities and types of shortages of MOS/AFSC qualified and trained personnel as well as the time frame in which personnel may be losses. Mandatory remarks on the USR will include TRAINED PERSONNEL, MOS SHORTAGES, and PENDING LOSSES. For the purpose of the USR:

1) MOS Qualification. Assigned or attached personnel may be considered MOS qualified if one of the following conditions apply:

(a) ARNG personnel have been awarded the MOS required for their duty position on the TDA as a result of attending the appropriate MOS awarding school.

(b) ANG personnel have been awarded the AFSC that is equivalent to the MOS required for their duty position on the TDA.

2) Trained Personnel. All assigned or attached personnel may be considered "Trained" if one of the following conditions apply:

(a) Personnel have completed all required individual training to be "qualified" to perform the duties and responsibilities of their position as specified in the WMD-CST Training Matrix.

(b) Personnel have not been awarded the assigned duty MOS/AFSC but have completed individual training to the Hazardous Material Technician/Incident Command level and in the assessment of the commander, possess the requisite training and skills required to perform the duties and responsibilities of their position. In this case, the WMD-CST Commander, through the AG must request and receive approval for waiver to report the WMD-CST member as being trained. This waiver request will be submitted through NGB-J35 for approval. When the waiver is approved, the individual will be counted as trained. This process will take place for Army and Air personnel.

3) MOS Shortages exist when there are less assigned and/or attached personnel that hold a specified MOS/AFSC than there are authorized.

4) Pending losses include those personnel who will depart the WMD-CST within the next 90 days.

5) Format for trained personnel: Enter information in this format in the (GENTEXT) remarks in the MSPER card:

(a) % Trained and MOSQ Assigned % Not Trained and MOSQ Assigned % Not Trained Not MOSQ Assigned % Trained and MOSQ Available % Not Trained and MOSQ Available % Not Trained Not MOSQ Available.

(b) List additional school allocations required to fix MOS shortfalls as the last entry

(c) To calculate percentages:

(1) % Trained and MOSQ Assigned = # Personnel Trained and MOSQ/# Personnel

Assigned.

(2) % Trained and Not MOSQ Assigned = # Personnel Trained and Not MOSQ/# Personnel

Assigned.

(3) % Not Trained and Not MOSQ Assigned = # Personnel Not Trained and Not MOSQ/#

Personnel Assigned.

- (4) % Trained and MOSQ Available = # Personnel Trained and MOSQ/# Personnel Available.
- (5) % Trained and Not MOSQ Available = # Personnel Trained and Not MOSQ/# Personnel Available.
- (6) % Not Trained and Not MOSQ Available = # Personnel Not Trained and Not MOSQ/# Personnel Available.
- 6) Format for MOS shortages: Enter information in this format in the (GENTEXT) remarks in the SGPER card.
- (a) Position Name Para # Line # REQ # AUTH # ASGD #
  - (b) List comments that address the reason(s) not MOSQ and the plan to fix each deficiency.
- 7) Format for pending losses: Enter information in this format in the (GENTEXT) remarks in the AVPER card.
- (a) Position Name Para # Line # Estimated Loss Date YYYYMMDD
  - (b) List comments that address the reason(s) for Pending Losses and the plan and timeline to acquire, hire, and train replacements for each loss.

Example Conditions	Card	Gentext Remarks
<b>Reporting ANG Personnel</b> A WMD-CST has five E7 Team Members assigned and two of them are ANG Airmen then the entries should be : REQ 5 (Get this from TDA) AUTH 5 (Get this from TDA) ASGD 3 (Number of ARNG E7s available)	PRRAT	LABELID/S/A/LABEL: PRRAT// GENTEXT/RMK/16 - ARNG ASGD 13 - ARNG AVAIL 6 - ANG ASGD 4 - ANG AVAIL 22 - TOT ASGD 17 - TOT AVAIL <i>Note: Total Assigned = ARNG Assigned + ANG Assigned</i> <span style="float: right;"><i>Total</i></span> <i>Available = ARNG Available + ANG Available</i>
<b>Report WMD-CST Personnel Shortages</b> WMD-CST has a shortage of one Nuclear Medical Science Officer and two NBC Survey Team Members	SGPER	LABELID/S/A/LABEL: SGPER// GENTEXT/RMK/SHORTAGES: Nuclear Medical Science Officer Para 005 Line 03 REQ 01 AUTH 01 ASGD 00; NBC Team Member Para 006 Line 04 REQ 04 AUTH 04 ASGD 02
<b>Reporting WMD-CST Pending Losses</b> WMD-CST is losing on Nuclear Medical Science Officer on approximately 1 September 2000	AVPER	LABELID/S/A/LABEL:AVPER// GENTEXT/RMK/NUMBER OF ANG: 5 AIRMEN PENDING LOSSES: Nuclear Medical Science Officer Para 005 Line 03 EST LOSS DTE 20000901
<b>Reporting WMD-CST Personnel Training Qualification Status</b> WMD-CST has 22 members assigned and 19 members available. The WMD-CST personnel training status is: 16 Personnel Assigned that are fully trained for WMD-CST mission and are MOSQ 4 Personnel Assigned that are not fully trained for WMD-CST mission and are MOSQ 2 Personnel Assigned that are not fully trained for WMD-CST mission and are not MOSQ 15 Personnel Available that are fully trained for WMD-CST mission and are MOSQ 3 Personnel Available that are not fully trained for WMD-CST mission and are MOSQ 1 Personnel Available that are not fully trained for WMD-CST and are not MOSQ	MSPER	LABELID/S/A/LABEL: MSPER// GENTEXT/RMK/TRAINED PERSONNEL: 73% - TRND MOSQ ASGD 19% - NOT TRND MOSQ AVAIL 16% - NOT TRND MOSQ AVAIL 6% - NOT TRND MOSQ AVAIL

Example Conditions	Card	Gentext Remarks
Trained and MOSQ Assigned = 16/22 = 73% Not Trained and MOSQ Assigned = 4/22 = 19% Not Trained and Not MOSQ Assigned = 2/22 = 8% Trained and MOSQ Available = 15/19 = 78% Not Trained and MOSQ Available = 3/19 = 16% Not Trained and Not MOSQ Available = 1/19 = 6%		

**D-2. USR Equipment On-Hand (EOH).**

EOH information will be calculated and submitted as specified in Chapter 5 of AR 220-1.

**D-3. USR Equipment Readiness.**

There are no WMD-CST authorized items listed in AR 700-138, Appendix B as DA Form 2406 reportable items. Instead, WMD-CSTs will maintain DA Form 2406 reporting of the items in Appendix H and use the equipment readiness status from that DA Form 2406 for equipment readiness computations.

**D-4. USR Training Readiness Criteria.**

Training readiness criteria is based upon the WMD-CST Commander assessment concerning “Hours to Deploy.” Units that can deploy within 1 to 3 hours are rated at T-1. Units that can deploy within 4 to 18 hours are rated at T-2. Units that can deploy within 19 to 36 hours are rated at T-3. Those that can deploy at greater than 37 hours are rated at T-4. List the appropriate T-Level and comments in the GENTEXT remarks in the TRRAT card using the following format:

T-Level (Number of Hours to Deploy)—Comments

Examples of TRRAT Comments

Scenario	Example Comments
Unit is T-1 and can deploy within 1-3 hours of notification	“T-1 (1-3)—The team has 95% of its resources and can deploy from garrison, in a maximum of 3 hours”
Unit is T-2 and can deploy within 4-18 hours of notification	“T-2 (4-18)—The team has 85% of its resources and can deploy from garrison, in a maximum of 18 hours”
Unit is T-3 and can deploy within 19-36 hours of notification	“T-3 (19-36)—The team has 75% of its equipment and 70% of its personnel available for deployment. The unit can deploy from garrison in a maximum of 36 hours”
Unit is T-4 and can deploy within 37 hours of notification	“T-4 (>37)—The team has 60% of its resources and 55% of its personnel available, yet can deploy from garrison, in a maximum of 72 hours”. Example 1. Unit personnel on block leave--need to recall. Example 2. Part of unit equipment is being maintained but use of reserve (Floater) equipment can be obtained.

Note: Unit will submit a change report immediately after change from T-4 Status.

**D-5. USR Commander’s Comments.**

The Commander’s comments must be complete and succinct, yet explain the readiness status of each team. These comments must be factual. Topics include:

- a. The overall status of the team.
- b. The commander’s top three concerns or issues.
- c. Any personnel issues, the proposed resolution, and the projected get-well date.
- d. Any equipment problems, the proposed resolution, and the get-well date.
- e. Any training problems, the proposed resolution, and the get-well date.

Example Scenario	Example of Inadequate Commander's Comments	Example of Good Commander's Comments
<p>The 1045th WMD-CST has activated and has received all of their personnel except for the Nuclear Medical Science Officer. The job announcement for the NMSO has been published; but there have been no applicants to date. The team has not received its Unified Command Suite (UCS); the Analytical Lab System (ALS) has been produced and is on the incoming carrier truck and should arrive in one week. The UCS is a pacing item. The Commander is concerned about getting his equipment, the possible loss of his Executive Officer and the amount of time required for the team to reach mission proficiency.</p>	<p>The team is up in personnel but down in equipment. We are still waiting on the Unified Command Suite and the Mobile Analytical Lab is on its way. We may lose the Executive Officer and the team may not be able to reach mission proficiency in the time allotted. Synopsis: Comments are too general in nature.</p>	<p>The 1045th WMD-CST currently has filled all positions except for the Nuclear Medical Science Officer. No candidates have applied as of this date. The Team S4 for equipment because we have not received the Unified Command Suite. The Analytical Lab System is enroute and we expect delivery no later than 15 Oct 2002. The Commanders top three concerns are: 1) Loss of the Executive Officer 2) The amount of equipment that we have not received 3) The amount of Training Time that we need to reach METL proficiency. Synopsis: Comments are specific and detailed.</p>
<p>The 1111th WMD-CST is currently training for its EXEVAL. All personnel are trained and MOSQ, all equipment has been received, and the collective training is proceeding according to schedule. The Commander is concerned about possibly losing two survey team members and having adequate maintenance facilities.</p>	<p>The unit currently has all personnel and equipment. All personnel are trained. There may be a loss from the survey team next reporting cycle. The WMD-CST current has inadequate facilities. Synopsis: Comments are vague.</p>	<p>The 1111th WMD-CST is training for its EXEVAL this cycle. The team is P1. 100% of our members are MOS/AFSC Qualified and Trained. The team is S1. 100% of our authorized equipment is on hand. The team is R1. All equipment is FMC. The team is T-5 since we have not tested for certification. Expect to be T1 no later than 1 October 2002. Synopsis: Comments are specific and detailed.</p>

## Appendix E WMD-CST Heraldry

SUBJECT: Shoulder Sleeve Insignia for the National Guard Civil Support Teams (Weapons of Mass Destruction)

A shoulder sleeve insignia is authorized effective this date for the National Guard Civil Support Teams (Weapons of Mass Destruction). The description and symbolism of the design are as follows:

### DESCRIPTION

On a dark blue oval with a 1/8 inch (.32 cm) red border, 3 1/8 inches (7.94 cm) in height and 2 1/2 inches (6.35 cm) in width overall, between two white stars are ten silver spears palewise superimposed by the Coat of Arms of the United States in Proper colors.

### SYMBOLISM

A modified version of the Coat of Arms of the United States, located on the obverse of the Great Seal, authenticates our country's unity and our stand on defending the freedoms of the Homeland. The American eagle is also a symbol of strength and vigilance. The two stars represent the Adjutant General, the command level in each State to which these units report. The ten spears represent the Weapons of Mass Destruction Civil Support Teams (WMD-CST) located in the ten response regions of the United States. The spears also represent the organization's heightened military readiness posture and that they are the initial military response to any WMD attacks as each WMD-CST is the first unit sent to assess the situation, provide advice and support to civil authorities. The azure field represents the unit's ability to conduct continuous day and night operations and the red border signifies the resolve to protect and save lives. The total design signifies the importance of the Teams' mission to the peace and security in defense of our country.



**NOTE:** NGB-J35 has specific information on specifications and procurement of this patch and its olive-drab equivalent for wear by WMD-CST members.

**Appendix F  
WMD-CST Request for Additional Funds**

OFFICE SYMBOL

Date

MEMORANDUM FOR Chief, NGB-J38 Resource Management Division

SUBJECT: Request for Additional Funds (FY09)

1. The following is provided for your consideration:

a. State: \_\_\_\_\_

b. WMD-CST/CERFP: \_\_\_\_\_

c. Total Requested Amount: \_\_\_\_\_

d. Appropriation: \_\_\_\_\_ (2060/2065) For this appropriation:

\_\_\_\_\_ Initial Funding

\_\_\_\_\_ Additional funding received

e. The funds will be used for the following: (List specific requirements and funds required for each requirement, along with impact if not funded so that the NGB-J3 staff can make appropriate recommendations to the Chief, NGB-J3)

Issue:	Date Funds are Needed:	Funds Required (\$):	Impact if not funded:

2. "The above requirements cannot be met within the current WMD-CST/CERFP budget, and the State has authorized us to submit this Unfunded Requirement (UFR). Further, these funds will be used by the WMD-CST/CERFP and will be expended this fiscal year."

3. The POC for this request is (name), (email address) and (phone number).

SIGNATURE BLOCK

**Appendix G**  
**WMD-CST Positions Template**

Link to United States Army Force Management Support Agency (USAFMSA) to retrieve the most current TDA: <https://webtaads.belvoir.army.mil/unprotected/splash/>

Position	Rank	Job Title	MOS	AFSC
Commander	0-5	Branch Immaterial/Support Commander	01A00	30C0
Deputy Commander	0-4	Branch Immaterial/Support	01A00	3XXX
1SG	E-8	Chemical NCO/Readiness	74D5M	3E9XX
Operations Officer	0-3	Branch Immaterial/Support	01A00	3XXX
Modeling NCO	E-7	Admin NCO (Branch Immaterial) / Any AFSC	00F40	Any AFSC
Assistant Operations /Training NCO	E-6	Admin NCO (Branch Immaterial) / Any AFSC	00F30	Any AFSC
Logistics NCO	E-7	Supply NCO/ Supply, Transportation	92Y40	2S0X1/X2 / 2T1X1
Personnel Admin NCO	E-6	Admin NCO/Manpower	42A30	3A0X1 / 3S0X1 / 3U0X1
Communications Team Chief	E-7	Signal Support Systems Spec. / Communication-Computer	3D171	1A3X1/ 2E1X3/X2 /2E6XX **
Info Systems Opr-Analyst	E-7	Information Systems Operator/Airborne Communications	3D072	3C0XX / 3C1XX /3C2XX **
Medical Officer/PA	0-4	Physician Assistant/ Physician Assistant	65D	42GX
	*	Branch Immaterial Physician/ Physician/Flight Surgeon	60A	44XX, 48FX
	*	Nurse Practitioner/ Nurse Practitioner	66P	46NX
Medical Ops Officer	0-3	Medical Ops Officer/Health Services Administrator	70H67	41AX
Nuclear Medical Science Officer	0-3	Nuclear Medical Science Officer /Bio Medical Scientist	72A67	43BX
	*	Bioenvironmental Engineer		43EXX
	*	Environmental Science Officer/ Environmental Science Officer	72D67	43HX
	*	Entomologist/ Entomologist	72B67	43MX
	*	Sanitary Engineer Officer/ Sanitary Engineer Officer	72E	N/A
	*	Health Physicist	N/A	43YXX
	*	Biomedical Laboratory Scientist	N/A	43TXX
Medical NCO	E-7	Medical NCO/Aero Medical, Medical	68W40	4N071
Survey Team Leader	0-3	Chemical Officer/Civil Engineer	74B00	32EX
NBC Recon NCO	E-7	Chemical NCO/Readiness	74D40	3E991
NBC Team Chief	E-6	Chemical NCO/Readiness	74D30	3E971
NBC Team Member	E-5	Chemical NCO/Readiness	74D20	3E951
NOTE: Valid per FY09 WMD-CST TDA				

**Notes:**

\* Per WMD-CST TDA, Positions designated may be filled by alternate specialties as indicated, with approval of NGB SG.

\*\* All AFSCs listed may fill either position.

**Appendix H**  
**WMD-CST Equipment Coding (FY10)**

Link to United States Army Force Management Support Agency (USAFMSA) to retrieve the most current TDA:  
<https://webtaads.belvoir.army.mil/unprotected/splash/>

TDA LIN	AUTH SubLIN	Nomenclature	para 001	para 002	para 003	para 004	para 005	para 006	Total QTY	ERCs
A33020		Alarm: Chemical Agent Automatic M22						5	5	A
A33120		Alarm Unit, Alarm M42						15	15	B
C05701		Monitor Chemical Agent:						3	3	A
C18278		Computer System Digital An/Uyq-90 (V)2	1						1	C
C68719		Cable Telephone: WD-1/TT DR-8 1/2 Km						3	3	B
C78851		Computer System Digital AN/UYG-90 (V)3	1						1	C
E63728		Compass Magnetic Unmounted: Mil Graduations	1	1		1		1	4	C
J00697		Joint Chmcl Agent: Detector						5	5	A
M12418		Mask Chemical Biological: M40	3	3	2	2	4	8	22	A
P28723		Power Supply: Chemical Agent Automatic Alarm M28						5	5	A
P98152		Pistol 9mm Automatic: M9	3	3	2	2	4	8	22	C
R20684		Radiac Set: AN/VDR-2						2	2	A
R30993		Radiac Set: AN/PDR-77()						2	2	A
R31061		Radiac Set: AN/UDR-13	3	3	2	2	4	8	22	A
R59160		Reeling Machine Cable Hand RI-39						3	3	B
T28688		Tool Kit: General Mechanic's						1	1	C
T62350		Test Kit Mask Protective: M41						1	1	
70209N		System Computer Desk Top	4	1	1	1	2	1	10	C
70331N		Communication System (ADVON Package)	1						1	A
92116N		Camera Digital Still						2	2	B
96555N		LCD Projector Portable		1					1	C
99099G		Spear Gear	2	4	2	2	4	8	22	C
C27707		Computer System Digital AN/TYG-109 (PBUSE VI)			1				1	C
DA1514		Pressure Test Kit						1	1	A
FA0595		Cellular Communications Device	3	3	2	2	4	8	22	B

TDA LIN	AUTH SubLIN	Nomenclature	para 001	para 002	para 003	para 004	para 005	para 006	Total QTY	ERCs
FA2008		Radio 2-Way Digital Secure	3	3	2	2	4	8	22	A
FA2500		Global Positioning System (GPS)						4	4	C
FD1500		Generator One Man Port						2	2	B
FG3004	FG3002	GC/MS Portable W/Laptop						1	1	A
FG3114	FG6525	Air Sampler						2	2	A
FG5000		Binocular	2	2				4	8	C
FG502Z		FTIR (Haz/Mat ID)						1	1	A
FG509C		Gamma Spectrometer					1		1	A
FG6507		Detector Kit Multi Gas						1	1	A
FG652C		Sample Collection Kit Tng						2	2	C
FG653N		Colormetric Tub Combo						2	2	B
FG6546		Simulator Chem Agent Monitor						1	1	C
FG6552		Sample Collection Kt Live						2	2	A
FG8559		Weather Station		1					1	B
FH2062		Camera Video Recorder		1					1	C
FJ211B	FJ2152	Computer Laptop Modeling		1					1	A
FJ2158		Digital Consequence Mgmt Spt Instrument	1	1			1	1	4	C
FJ219F		Laptop W/Docking Station	2	1	1	1	1	1	7	C
FJ2528		Printer Portable Color	2	2	1	1	1	1	8	C
FJ2530		Printer Laser	1						1	C
FJ2546		All-In-One Pr/Fax/Scan/C	1						1	C
FK9008		Shredder Paper GBC Cross Cut	1						1	C
HA2096		Pump Oxygen Booster						1	1	A
HA4058		Personnel Protective Equip Lev B/C Ens						8	8	A
HA4087		Personnel Protective Equip Lev A Ens						12	12	A
MC8003		Tool Kit/Adpe				1			1	C
NA0536		Pid/Monitor Multi Gas						2	2	A
NA1507		Defibrillator					2		2	B
NA1548		Ecg Machine					1		1	B
NA1556		Pulse Oximeter					1		1	B
NA155J		Oxygen Delivery					1		1	B
NA1562		Spirometer					1		1	C
NA156G		Otoscope/Ophthalmoscope					1		1	B
NA159V		Monitor Heat Stress					1		1	C
NA159X		Neublizer					1		1	C

TDA LIN	AUTH SubLIN	Nomenclature	para 001	para 002	para 003	para 004	para 005	para 006	Total QTY	ERCs
NA3005		Survey Cart						2	2	B
NA3012		Litter Folding Stretcher					2		2	C
NA454E		Trauma Kit					2		2	B
NA454N		Medical Kit					1		1	A
NA455P		Airway Kit					1		1	B
SA1005		Freezer			1				1	C
SA1007		Ice Machine			1				1	C
SA1056		Refrigerator			1				1	C
SB1063	HA4004	Compressor (SCBA)						1	1	A
SB2000		Pump Water W/Hose						1	1	C
WF403A		Tactical Decon System						1	1	A
WF406E		Multi-Purpose Shelter Rig	1						1	C
YF1977		Veh Sports Util Diesel 9 Psngr	1	1					1	A
YF204H		Analytical Laboratory System					1		1	P
YF209U		Medical Recovery Vehicle					1		1	A
YF209W		Unified Command Suite C		1					1	P
YF2095	YF2020	Truck 4x4 Full Size Crew Cab			1			2	3	A
YF305H		Tandem Axle Trailer, TOC		1					1	A
YF307R		Tanedm Axl Cgo Trl 15'2			1				1	B
YF3097		Tandem Axle Trailer For ATV						1	1	B
YF4040	YF4000	Tactical Mobility ATV						1	1	B

**Appendix I  
WMD-CST Occupational Health Examinations**

Standardized Occupational Health - AR40-501 Chap. 3 Exam, AFI48-123 Chap 17, Occupational Health Examinations Age <40

FORM #	FORM NAME	COMMENTS	AUTHORITY	PREPLACEMENT /BASELINE	PERIODIC Every 2 years <sup>1,2</sup>	TERMINATION
FOH-6	Release of Information	Release to JFHQ-State representative.	FOH AR 40-66 DoD 6025.18R	X	As needed	
DD2005	Privacy Act - Health Care Records	Must be read and signed.	DoD 6025.18R AR 40-66	X	X	X
FOH-22	1.OSHA Respirator Medical Evaluation Questionnaire 1910.134 App C 2. OSHA Respirator Fit Test	1. Must be completed with each exam as screening tool  2. Annual Respirator Fit Test	OSHA CFR 1910.134 Appendix A	X  X	Annual  Annual	X
DD 2215 or DD Form 2216	Reference Audiogram - Hearing Conservation Data	Record all information for inclusion in DOEHRS-HC database. Must avoid exposure to hazardous noise levels at least 14 hours prior to test (e.g, advise individual to wear appropriate hearing protection if needed to reduce exposure to hazardous noise prior to the test) . See back of form for instructions. (NOTE: If individual determined to have H3 Profile, individual referred for Speech Recognition in Noise Test (SPRINT) IAW AR 40-501, Chapter 8-26.)	DoD 6055.12 AR 40-501 DA PAM 40-501	X	Annual	X
DD2807-1	Report of Medical History	Examinee completes items 1-29. Examiner reviews 1-29 with examinee, completes 30a, signs and dates 30b,c.	DoD	X	X	X
DD2808	Report of Medical Examination	Examinee completes items 1-16. Examiner completes 17-80, signs and dates 81a	DoD 6055.5-M	X	X	X
SF507 O-W	Fitness Capacity Certificate	Examiner to target areas of concern during exam.	DoD 6055.5-M	X	X	X
DA5668	HIV Postcard	Client to read and print address.	ARMY	X	X	X

<sup>1</sup> Every 2 years unless otherwise annotated.( 1910.134(e)(7))

<sup>2</sup> Unless clinical conditions or HAZMAT exposure demand more frequent evaluations.

FORM #	FORM NAME	COMMENTS	AUTHORITY	PREPLACEMENT /BASELINE	PERIODIC Every 2 years <sup>34</sup>	TERMINATION
FOH-5	Medical Surveillance Occupational Health History	Use the occupational history portion. Annual screening tool Complete PART I, PART II & Part II., Section 2 only	FOH DoD 6055.5-M	X	Annual	X
DD2493-1	Asbestos Exposure Questionnaire - Initial	All baseline pre-placement exams as needed Only indicated if history of asbestos exposure	DoD 6055.5-M	X		
DD2493-2	Asbestos Exposure Questionnaire - Periodic	Use for termination / retirement / job transfer exams with asbestos exposure history.	DoD 6055.5-M		X	X
LAB #	LAB TESTS	COMMENTS	AUTHORITY	PREPLACEMENT /BASELINE	PERIODIC 2yrs	TERMINATION
	Profile	Chemistry (NA, K, CL, GLY, BUN, Creatinine, CA, TP, ALB, Tbili, AP, ALT, AST, GGT, LDH), CBC with differential, Lipid panel, Glucose, Urinalysis.	FOH DoD 6055.5-M	X	CBC with differential, SGOT, BUN, Creatinine	X
	Lead, Blood		OSHA DoD 6055.5-M	X		X
	Zinc, Protoporphyrin, blood		OSHA DoD 6055.5-M	X		X
CHPPM	Cholinesterase - RBC, Baseline 1	Send to be tested at USACHPPM, Aberdeen PG, MD <b>ATTN: CHOLINESTERASE LAB</b> <a href="mailto:lee.lefkowitz@us.army.mil">lee.lefkowitz@us.army.mil</a>	OSHA, ARMY DoD 6055.5-M	X	Every 3yr or exposure	X
CHPPM	Cholinesterase - RBC, Baseline 2	Draw >24 hours to 14 days after first draw. <b>Send to be tested at USACHPPM, Aberdeen PG, MD</b>	OSHA, ARMY DoD 6055.5-M	X	Every 3yr or exposure	X
	HIV draw	Send to Army contracted lab.	AR40-501, Ch3 AFPAM48-133	X	X	
	PAP, cytology	All females, or can bring own results from past 12 months to include pelvic exam results.	AR40-501, Ch3 AFPAM48-133, Ch2	X	X	X

<sup>3</sup> Every 2 years unless otherwise annotated.( 1910.134(e)(7))

<sup>4</sup> Unless clinical conditions or HAZMAT exposure demand more frequent evaluations.

FORM	SCREENING TESTS	COMMENTS	AUTHORITY	PREPLACEMENT /BASELINE	PERIODIC ANNUAL	TERMINATION
DD2215 or DD2216	Audiometry	Testing to be done at 500, 1000, 2000, 3000, 4000, 6000 Hertz for both ears. Must be done by CAOHC certified technician, or military equivalent, audiologist, or physician. Audiometer must be calibrated daily, weekly, and annually as specified by OSHA/DA PAM 40-501. Repeat test same day if abnormal i.e., high frequency loss (>55 dB at 3k, 4k, or 6k either ear), low frequency loss (>25 dB average hearing), asymmetric loss (>25 dB difference between ears, any 2 consecutive frequencies). Maximum of 2 in PULHES category H (NOTE: If individual determined to have H3 Profile, individual referred for Speech Recognition in Noise Test (SPRINT) IAW AR 40-501, Chapter 8-26.)	OSHA, ARMY/AIRFORCE DoDI 6055.12 DA PAM 40-501 AR 40-501	X	Annual	X
DD2808	Vision	Full vision screening, with and without correction including near, far, depth, color, lateral and vertical phoria near and far. Items 61-63. Must possess normal color vision. Maximum of 2 in PULHES category E. Annual Vision Screening test. Must meet VRSC Class I or II standards	AR40-501, Ch3 AFPAM48-133, Ch5 DA Pam 40-506 VRSC <sup>5</sup>	X	Annual	X
DD2808	Height and weight	Measure in stocking feet.	AR40-501, Ch3 AFPAM 48-133, Ch3	X	X	X
DD2808	Vital signs	BP, P (Retake & record x3 if BP >140/90 or pulse >90.)	AR40-501, Ch3 AFPAM48-133, Ch4	X	X	X
DD2808	Pulmonary Function Test (PFT)	Document 3 best curves with results expressed as observed, predicted and % of predicted. Include FVC, FEV-1 and ratio, FEF 25-75. Use certified tester and calibrated equipment according to NIOSH spirometry standards, Knudsen.	OSHA NIOSH DoD 6055.5-M	X	As clinically indicated or ordered	X
DD2807-1, DD2808, FOH-5	History and Physical Exam	Must be performed by qualified healthcare provider (i.e., Physician, PA or NP). Must be Reviewed by a Physician IAW DoD 6055.5-M	DoD 6055.5-M	X	X	X
	Chest x-ray, PA & LAT		OSHA DoD 6055.5-M	X	Only if indicated	X

<sup>5</sup> Vision Readiness Screening and Classification System (VRCS):  
<https://conus.mods.army.mil/medpros/secured/common/files/Vision%20Readiness%20and%20Classification%20System.doc>

CLEARANCES			PREPLACEMENT /BASELINE	PERIODIC 2yrs	TERMINATION	
	Exam QA and medical review.	Medical surveillance review and approval must be completed by a Physician preferably knowledgeable in occupational medicine and health.	DoD 6055.5-M	X	X	X
FOH-5	Preplacement/Job clearance	Pre-placement exams are to be expedited with phone and email recommendation within 7-10 business days of exam to requestor. List any physical or job limitations or restrictions and recommendations.		X		
FOH-22	Respirator clearance	Clearance is for any and all types of respirators that recipient is able to physically use. Also as noted above	DoD 6055.5-M OSHA 29 CFR 1910	X	X	
DD2808	PULHES	To be entered into MEDPROS.		X	X	X
DD2808, DD2215	Hearing	If hearing classification is class 3 or 4 or >55dB at 3K, 4K, or 6K in either ear, 25KdB average of 500, 1000, 2000 Htz, or >25dB difference between ears at any two consecutive frequencies arrange for hearing battery tests to be done. (NOTE: If individual determined to have H3 Profile, individual referred for Speech Recognition in Noise Test (SPRINT) IAW AR 40-501, Chapter 8-26.)	DoDI 6055.12 DA PAM 40-501 AR 40-501	X	ANNUAL	X
DD3349	Physical Profile Form	To be completed as necessary for Guard members.	AR 40-501	X	X	X
	Summary of exam results	Original exam and forms with summary of results are to be returned to requestor within 30 days of the exam. Copy of exam and summary will be sent to examinee.		X	X	X
	Drug screening	As per guidelines in AR600-85 or AFI 44-120	DoD	X		
	CDT clearance	on hold				
Expedite	Preplacement	Please expedite all preplacement exams.				

Standardized Occupational Health - AR40-501 Chap. 3 Exam, AFI48-123 Chap 17, Occupational Health Examinations Age ≥ 40

FORM #	FORM NAME	COMMENTS	AUTHORITY	PREPLACEMENT /BASELINE	ANNUAL <sup>6</sup>	TERMINATION
FOH-6	Release of Information	Release to JFHQ-State representative.	FOH AR 40-66 DoD 6025.18R	X	As needed	
DD2005	Privacy Act - Health Care Records	Must be read and signed.	DoD 6025.18R AR 40-66	X	X	X
FOH-22	1. OSHA Respirator Medical Evaluation Questionnaire 1910.134 App C 2. OSHA Respirator Fit Test	Must be completed with each exam as annual screening tool  OSHA Annual Respirator Fit Test	OSHA CFR 1910.134 Appendix A DoD 6055.5-M	X  X	X  XI	X
DD2215 or DD Form 2216	Reference Audiogram - Hearing Conservation Data	Record all information for inclusion in DOEHRS-HC database. Must avoid exposure to hazardous noise levels at least 14 hours prior to test (e.g, advise individual to wear appropriate hearing protection if needed to reduce exposure to hazardous noise prior to the test). See back of form for instructions  (NOTE: If individual determined to have H3 Profile, individual referred for Speech Recognition in Noise Test (SPRINT) IAW AR 40-501, Chapter 8-26.)	DoD 6055.12 DA PAM 40-501 AR 40-501	X	Annual	X
DD2807-1	Report of Medical History	Examinee completes items 1-29. Examiner reviews 1-29 with examinee, completes 30a, signs and dates 30b,c.	DoD	X	X	X
DD2808	Report of Medical Examination	Examinee completes items 1-16. Examiner completes 17-80, signs and dates 81a	DoD 6055.5-M	X	X	X
SF507 O-W	Fitness Capacity Certificate	Examiner to target areas of concern during exam.	DoD 6055.5-M	X	X	X
DA5668	HIV Postcard	Client to read and print address.	ARMY	X	X	X
FOH-5	Medical Surveillance Occupational Health History	Complete PART I, PART II & Part II., Section 2 only Use the occupational history portion. Annual screening tool	FOH DoD 6055.5-M	X	X	X

<sup>6</sup> Unless clinical conditions or HAZMAT exposure demand more frequent evaluations.

FORM #	FORM NAME	COMMENTS	AUTHORITY	PREPLACEMENT /BASELINE	ANNUAL <sup>7</sup>	TERMINATION
DD2493-1	Asbestos Exposure Questionnaire - Initial	All baseline-preplacement exams as needed Only if history of exposure to asbestos	DoD 6055.5-M	X		
DD2493-2	Asbestos Exposure Questionnaire - Periodic	Use for termination / retirement / job transfer exams with asbestos exposure history.	DoD 6055.5-M		X	X
LAB #	LAB TESTS	COMMENTS	AUTHORITY	PREPLACEMENT /BASELINE	ANNUAL	TERMINATION
	Profile	Chemistry (NA, K, CL, GLY, BUN, Creat, CA, TP, ALB, Tbili., AP, ALT, AST, GGT, LDH), CBC with differential, Lipid panel, Glucose, Urinalysis.	FOH DoD 6055.5-M	X	X	X
	Lead, Blood		OSHA DoD 6055.5-M	X		X
	Zinc Protoporphyrin, blood		OSHA DoD 6055.5-M	X		X
CHPPM	Cholinesterase - RBC, Baseline 1	Send to be tested at USACHPPM, Aberdeen PG, MD <b>ATTN: CHOLINESTERASE LAB</b> <a href="mailto:lee.lefkowitz@us.army.mil">lee.lefkowitz@us.army.mil</a>	OSHA, ARMY DoD 6055.5-M	X	Every 3yr or exposure	
CHPPM	Cholinesterase - RBC, Baseline 2	Draw $\geq$ 24 hours to 14 days after first draw. <b>Send to be tested at USACHPPM, Aberdeen PG, MD</b> Testing to be conducted Q 3 years	OSHA, ARMY DoD 6055.5-M	X	Every 3yr or exposure	
	HIV draw	Send to Army contracted lab.	AR40-501, Ch3 AFPAM48-133	X	X	X
	PSA, blood		AR40-501, Ch3 AFPAM48-133, Ch2	X	X	
	PAP, cytology	All females, or can bring own results from past 12 months to include pelvic exam results.	AR40-501, Ch3 AFPAM48-133 Ch2	X	X	X

<sup>7</sup> Unless clinical conditions or HAZMAT exposure demand more frequent evaluations.

FORM	SCREENING TESTS	COMMENTS	AUTHORITY	PREPLACEMENT /BASELINE	ANNUAL	TERMINATION
DD2215 or DD2216	Audiometry	Testing to be done at 500, 1000, 2000, 3000, 4000, 6000 Hertz for both ears. Must be done by CAOHC certified technician, or military equivalent, audiologist, or physician. Audiometer must be calibrated daily, weekly, and annually as specified by OSHA/DA PAM 40-501. Repeat test same day if abnormal i.e., high frequency loss (>55 dB at 3k,4k, or 6k either ear), low frequency loss (>25 dB average hearing), asymmetric loss (>25 dB difference between ears, any 2 consecutive frequencies). Maximum of 2 in PULHES category H (Note: If individual determined to have H3 Profile, individual referred for Speech Recognition in Noise Test (SPRINT) IAW AR 40-501, Chapter 8-26.)	OSHA, ARMY/ AIR FORCE DoDI 6055.12 DA PAM 40-501 AR 40-501	X	X	X
DD2808	Vision	Full vision screening, with and without correction including near, far, depth, color, lateral and vertical phoria near and far. Items 61-63. Must possess normal color vision. Maximum of 2 in PULHES category E. Must meet VRCS category I or II std	AR40-501, Ch3 AFPAM48-133,Ch5 DA Pam 40-506 VRCS <sup>8</sup>	X	X	X
DD2808	Height and weight	Measure in stocking feet.	AR40-501, Ch3 AFPAM48-133, Ch3	X	X	X
DD2808	Vital signs	BP, P (Retake & record x3 if BP $\geq$ 140/90 or pulse $\geq$ 90.)	AR40-501, Ch3 AFPAM48-133, Ch4	X	X	X
DD2808	Pulmonary Function Test (PFT)	Document 3 best curves with results expressed as observed, predicted and % of predicted. Include FVC, FEV-1 and ratio, FEF 25-75. Use certified tester and calibrated equipment according to NIOSH spirometry standards, Knudsen.	OSHA NIOSH DoD 6055.5-M	X	Only as Clinically indicated	X
DD2808	EKG, 12 leads with interpretation		AR40-501, Ch3 AFI 148-123	X		X
DD2808	Tonometry		AR40-501, Ch3 AFI 148-123	X	X	X

<sup>8</sup> Vision Readiness Screening and Classification System (VRCS):

<https://conus.mods.army.mil/medpros/secured/common/files/Vision%20Readiness%20and%20Classification%20System.doc>

FORM	SCREENING TESTS	COMMENTS	AUTHORITY	PREPLACEMENT /BASELINE	ANNUAL	TERMINATION
DD2808	Colorectal Screening	To be done with rectal exam	AR40-501, Ch3 AFI 148-123		X	
DD2807-1, DD2808, FOH-5	History and Physical Exam	Must be performed by qualified healthcare provider. (i.e., Physician, PA or NP). Must be Reviewed by a Physician IAW DoD 6055.5-M.	DoD 6055.5-M.	X	X	X
	Chest x-ray, PA & LAT	As clinically indicated	OSHA DoD 6055.5-M.	X		X
CLEARANCES				PREPLACEMENT /BASELINE	ANNUAL	TERMINATION
	Exam QA and medical review.	.Medical surveillance review and approval must be completed by a Physician preferably knowledgeable in occupational medicine and health	DoD 6055.5-M.	X	X	X
FOH-5	Preplacement/Job clearance	Preplacement exams are to be expedited with phone and email recommendation within 7-10 business days of exam to requestor. List any physical or job limitations or restrictions and recommendations.	DoD 6055.5-M	X		
FOH-22	Respirator clearance	Clearance is for any and all types of respirators that recipient is able to physically use.	DoD 6055.5-M	X		
DD2808, DD2215 or DD Form 2216	Hearing	If hearing classification is class 3 or 4 or >55dB at 3K, 4K, or 6K in either ear, 25KdB average of 500, 1000, 2000 Htz, or >25dB difference between ears at any two consecutive frequencies arrange for hearing battery tests to be done. (NOTE: If individual determined to have H3 Profile, individual referred for Speech Recognition in Noise Test (SPRINT) in accordance with AR 40-501, Chapter 8-26.)	DoDI 6055.12 DA PAM 40-501	X	X	X
DD2808	PULHES	To be entered into MEDPROS.		X	X	X
DD3349	Physical Profile Form	To be completed as necessary for Guard members.	AR 40-501			
	Summary of exam results	Original exam and forms with summary of results are to be returned to requestor within 30 days of the exam. Copy of exam and summary will be sent to examinee.		X	X	X
	Drug screening	As per guidelines in AR600-85 or AFI 44-120	DOD	X		
	CDT clearance	on hold				
Expedite	Preplacement	Please expedite all preplacement exams.				



**COMPLETION**

- 7 The worksheet has extensive comments and validation boxes to explain exactly what is desired.
- 8 If the comment box "gets in the way" of data entry, click and drag it out of the way.
- 9 Please be as complete as possible; however conciseness is desired.
- 10 Use only COMMON ACRONYMS. Otherwise, we will have to call you to find out what it means.
- 11 Ensure that the file name is correct including the numerical designation of your WMD-CST.

**WHAT TO INCLUDE**

- 12 All planned exercise events (TTX, STX, FTX)
- 13 All standby missions (SEHS, etc)
- 14 All assist missions (displays, capability briefings, etc)
- 15 All response missions (considering classification, and after the event)
- 16 Major collective training events (classroom courses, local area internal training affecting large part of unit)
- 17 Anything else the WMD-CST considers to be "significant"

**WHAT TO EXCLUDE**

- 18 Individual school attendance
- 19 Meetings or conferences, unless you consider them to be "significant"

**QUESTIONS OR COMMENTS?**

- 20 If you have questions or constructive comments about this worksheet please contact the NGB Joint Operations Center Action Desk.
- 21 Phone: 703-607-3589
- 22 Fax: 703-607-9798
- 23 DSN: 327-XXXX
- 24 NIPRNet: NGBJOCJ3AO@ngb.army.mil

**IMPORTANT NOTE - ENTERING DATES**

- 25 The worksheet is set up to accept dates in numeric form as dd-mm-yy. For example, to enter "13 November 2009", type "13-11-09" [enter], and "13-Nov-05" should appear.
- 26 SOME VERSIONS of Excel will not accept "military format" and will give an error message. In that case, use "civilian format", and enter as mm-dd-yy to get "11-13-09".
- 27 After you enter your dates, review them to ensure accuracy.

**IMPORTANT NOTE - TEXT WRAP**

- 28 When text is entered that exceeds the length of the field, the field SHOULD wrap the text automatically.
- 29 If the text does NOT wrap, do not change the column width. We will set wrap "on" when we transfer the data to the master file.

**ALIBIS**

Please explain any issues in data entry here.

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**Appendix K  
Civilian Clothing Allowance**

**Instructions for Processing Civilian Clothing Allowance Requests**

1. References:
  - a. MEMORANDUM FOR NGB-J3 (Mr. Updegraff), SUBJECT: Civilian Clothing for WMD-CST Members;
  - b. NGR 500-3;
  - c. AR 700-84.
2. Military clothing is paid for by money appropriated by Congress. Congress sets limits, via appropriation language, on what can be spent for a particular purpose; in this case, uniforms for Soldiers and Airmen. Augmentation of appropriations is specifically prohibited. Augmentation generally involves expenditures in excess of the amount appropriated for a particular purpose.
3. Uniforms are provided for individuals serving in the armed forces. Uniforms are intended to be worn in the performance of those duties, and are paid for by Congressional appropriations. Uniforms for personnel (Individual Clothing) are normally paid for out of the service P&A appropriation. Legally, only a single appropriation may be used for any one purpose, so service P&A must be used exclusively for purchase of Individual clothing uniforms.
4. Civilian clothing is not normally authorized for wear by members of the Armed Forces. However, there are exceptions:
  - a. If an individual is assigned to a unit that requires civilian clothing be worn at least 50% of the time (Para 5.4.3.1 DODI 1338.18). WMD-CST members will not generally fall in this category, as they are not deployed 50% of the time during their tours.
  - b. The one valid exception that may apply to the WMD-CST members permits a civilian clothing allowance if:
    - 1) an individual is TDY for more than 15 days in a one month span, and that TDY requires civilian clothing be worn (Para 5.4.3.2.1 DODI 1338.18). The maximum amount payable will be one-third of the initial permanent duty civilian clothing allowance prescribed in paragraph 5.7 DODI 1338.18.
    - 2) An individual is TDY 30 or more days (consecutive or accumulative) in a 36 month period and such duty requires civilian clothing be worn (Para 5.4.3.2.2). Under these circumstances, the individual is entitled to two-thirds the initial permanent duty civilian clothing allowance as established by ASD(FM) and Para 5.7, DODI 1338.18, less any amount paid within the past 36 month period for Temporary Duty described in Para 4.b.i.
5. Civilian clothing is only available for enlisted members of the WMD-CST. Officers must, by law, be permanently assigned outside of CONUS to qualify for a civilian clothing allowance. In order to process a request for a civilian clothing allowance, the following documentation should be provided to your pay office:
  - a. Certification, by the commander, that all the requirements in DODI 1338.18 and AR 700-84 have been met (Appendix A)
  - b. Copies of individuals TDY orders for the period(s) being claimed, showing civilian clothes were required for the TDY duty
  - c. Copies of pay vouchers showing completion of the TDY being claimed in 5.b.
  - d. Copies of letters from agencies requesting WMD-CST support, requiring civilian clothing be worn, identifying the period and the event that corresponds to the individual's orders (shown above).
  - e. Copy of the individual's orders assigning him/her to the WMD-CST.
6. The paying office will generate a request for pay based on DODI 1338.18 and DOD FMR volume 7A, table 29-8 (rates).

**Memorandum Template**

XXX-XX (350)

(date)

MEMORANDUM FOR USPFO (State) (Office Symbol/ Name of Comptroller), Address

SUBJECT: Certification for Civilian Clothing Allowance

1. References:

- a. DODI 1338.18
- b. AR 700-84
- c. DODFMR Volume 7A, Chapter 29

2. IAW the above references, the following individual qualifies for a civilian clothing allowance:

(SNL)

3. The undersigned certifies that the above listed individual has completed the following service as indicated:

- a. Completed 15 consecutive or accumulative days within a 30 day period (DODI 1338.18 paragraph 5.4.3.2.1), and is entitled to the allowance specified in DODI 1338.18 and FMR Volume 7A, Chapter 29
- b. Completed 30 consecutive or accumulative days within a 36 month period (DODI 1338.18 paragraph 5.4.3.2.1), and is entitled to the allowance specified in DODI 1338.18 and FMR Volume 7A, Chapter 29

4. Copies of the individual's orders, pay vouchers, and requesting agency documentation requiring civilian clothing are attached.

Encl: (NAME)

SIGNATURE BLOCK

Individual TDY Orders (Rank)

Individual Orders assigning member to WMD-CST Commander

Individual Pay Vouchers

Agency Request for Support (in civilian clothing)

**Appendix L**  
**National Laboratory Response Considerations**

To facilitate the establishment of this WMD-CST interface with laboratory networks, WMD-CSTs, in cooperation with their State National Guard leadership, will coordinate with State laboratories and local FBI WMD coordinators within their jurisdiction to:

- a. Develop agency specific operational and pre-operational plans within existing relationships with FBI, law enforcement, HAZMAT and other clients and fulfilling both the WDM-CST mission and State laboratory responsibilities.
- b. Familiarize laboratories with WDM-CST techniques available to characterize substances.
- c. Familiarize the WMD-CSTs with the capabilities of the State laboratories, including sample processing and handling procedures.
- d. Plan how to best integrate local downrange screening and sample collection efforts with the appropriate laboratory network procedures.
- e. Identify preferred types of samples (clinical, environmental: biological, chemical, radiological) that should be referred to the laboratory or any exclusions for sample types that may need to be refer elsewhere.
- f. Train in the use of appropriate standardized guidelines for specimen packaging (State lab supplied packaging kits or other).
- g. Develop minimum sample quantities needed for full testing by the State laboratory, and define conditions to limit field testing when available sample material fails to meet the minimum quantity established by State laboratory leadership.
- h. Define WMD-CST sample transfer procedures to avoid any delay in sending samples to the laboratory, including chain-of-custody procedures (law enforcement, courier, etc.).
- i. Consistent with State protocols, formalize procedures for rapid communication of field testing results to appropriate laboratories, including follow-on WDM-CST analytical results after sample transfer has occurred.
- j. Plan WMD-CST facilitation of timely reporting of State laboratory results to the incident commander consistent with regulatory requirements, State plans and laboratory notification policy.
- k. Integrate the WMD-CST as a timely recipient of emergency alerts (such as public health alerts) and critical information.
- l. Discuss the handling of public safety vs. public health results and decisions.
- m. Share WMD-CST stand-by and deployment schedule with the laboratory, and plan joint exercises to improve the effectiveness of the WMD-CST and the laboratory.

**Glossary**

**Section I**  
**Abbreviations**

**AAR**  
After Action Report

**AC**  
Active Component

**ACLS**  
Advanced Cardiac Life Support

**ADAPC**  
Alcohol and Drug Abuse Prevention Control

**ADOS**  
Active Duty Operational Support

**ADSO**  
active duty service obligation

**ADVON**  
Advanced Echelon

**AFARS**  
Army Federal Acquisition Regulation Supplement

**AFI**  
Air Force Instruction

**AFMAN**  
Air Force Manual

**AFMD**  
Air Force Mission Directive

**AFP**  
Annual Funding Plan

**AFPD**  
Air Force Policy Directive

**AFSC**  
Air Force Specialty Code

**AG**  
Adjutant General

**AGR**  
Active Guard and Reserve

**ALS**  
Analytical Laboratory System

**AMC**

(Air Force) Air Mobility Command/Army Materiel Command

**AMEDD**

Army Medical Department

**AMOCC**

Air Mobility Operations Control Center

**ANCOC**

Advanced Noncommissioned Officer Course

**ANG**

Air National Guard

**ANG CAT**

Air National Guard Crisis Action Team

**ANGI**

Air National Guard Instruction

**ANGR**

Air National Guard Regulation

**AOC**

Area of Concentration

**APOD**

Aerial Port of Debarkation

**APOE**

Aerial Port of Embarkation

**AR**

Army Regulation

**ARIMS**

Army Records Information Management System

**ARNG**

Army National Guard

**ARNORTH**

United States Army North

**ASI**

Additional Skill Identifier

**AT**

Annual Training

**ATLS**

Advanced Trauma Life Support

**ATN TMHT**

Army Training Network Training Management How To

**BDC**

Bomb Data Center (FBI)

**BER**

Beyond Economic Repair

**BLS**

Basic Life Support

**BNCOC**

Basic Noncommissioned Officer Course

**BOLC**

Basic Officer Leaders Course

**CAP**

corrective action plan

**CATS**

Combined Arms Training Strategies

**CBDP**

Chemical Biological Defense Program

**CBIRF**

Chemical and Biological Incident Response Force

**CBRN**

chemical, biological, radiological, and nuclear

**CBRNE**

chemical, biological, radiological, nuclear, and high-yield explosives

**CCC**

Captain's Career Course

**CCIR**

Commander's Critical Information Requirements

**CCQAS**

Centralized Credentials Quality Assurance System

**CERFP**

CBRNE enhanced response force package

**CFMO**

Construction Facility Management Office

**CFR**

Code of Federal Regulations

**CG**

Commanding General

**CJCS**

Chairman of the Joint Chiefs of Staff

**CMETL**

core mission essential task list

**CNGB**

Chief, National Guard Bureau

**COCOM**

combatant command

**COMSEC**

communications security

**COMSUPCEN**

Consequence Management Support Center

**CONUS**

continental United States

**COORDAUTH**

Coordinating Authority

**COP**

common operational picture

**COTS**

Commercial Off-the-Shelf

**CPR**

cardiopulmonary resuscitation

**CPX**

command post exercise

**CSS**

Combat Service Support

**CSSC**

Civil Support Skills Course

**CST CoP**

Civil Support Team Community of Practice

**CSTWG**

Civil Support Team Working Group

**CTA**

Common Table of Allowances

**DA**

Department of the Army

**DA Pam**

Department of the Army Pamphlet

**DAC**

Department of the Army Civilian

**DAMO**

Department of the Army Military Operations

**DANG**

Director, Air National Guard

**DARNG**

Director, Army National Guard

**DCO**

Defense Coordinating Officer

**DCSLOG**

Deputy Chief of Staff for Logistics

**DEA**

Drug Enforcement Administration

**DFAS**

Defense Finance Accounting Service

**DISN**

Defense Information Systems Network

**DMETL**

directed mission essential task list

**DoD**

Department of Defense

**DoDD**

Department of Defense Directive

**DoDI**

Department of Defense Instruction

**DOE**

Department of Energy

**DOIM**

Director of Information Management

**DOL**

Directorate of Logistics

**DOMS**

Director of Military Support

**DOTMLPF**

doctrine, organization, training, materiel, leadership and education, personnel, and facilities

**DRMO**

Defense Reutilization Marketing Office

**DSCA**

Defense Support of Civil Authorities

**DSN**

Defense Switched Network

**DTMS**

Digital Training Management System

**DTRA**

Defense Threat Reduction Agency

**EAP**

emergency action plans

**EDT**

Eastern Daylight Time

**EIR**

Equipment Improvement Recommendation

**EMAC**

Emergency Management Assistance Compact

**EMS**

emergency medical service

**ENTNAC**

Entrance National Agency Check

**EOC**

Emergency Operations Center

**ERA**

Emergency Resupply Activity

**ERC**

Equipment Readiness Code

**ERLN**

Environmental Research Laboratory Narragansett

**ERP**

Emergency Response Plan

**ESF**

Emergency Support Function

**EST**

Eastern Standard Time

**EU**

Explosives Unit (FBI)

**EXEVAL**

External Evaluation

**FAD**

Financial Authorization Document or Force Activity Designator

**FAST**

Forward Area Support Team

**FBI**

Federal Bureau of Investigation

**FCO**

Federal Coordinating Officer

**FEMA**

Federal Emergency Management Agency

**FERN**

Food Emergency Response Network

**FM**

Field Manual (Army)

**FOIA**

Freedom of Information Act

**FORSCOM**

(United States Army) Forces Command

**FPCON**

Force Protection Condition

**FR**

Follow-on Response

**FRAGO**

fragmentary order

**FRMAC**

Federal Radiological Monitoring and Assessment Center

**FTCA**

Federal Tort Claims Act

**FTNG**

Full Time National Guard

**FTS**

full time support

**FTX**

Field Training Exercise

**FY**

fiscal year

**GKO**

Guard Knowledge Online

**GOTS**

Government Off-the-Shelf

**GPC**

Government Purchase Card

**GSA**

General Services Administration

**HAZMAT**

hazardous material

**HCP**

health care provider

**HMRT**

Hazardous Materials Response Team (FBI)

**HMRU**

Hazardous Materials Response Unit (FBI)

**HQDA**

Headquarters, Department of the Army

**HRF**

Homeland Response Force

**HRO**

Human Resources Officer or Human Resources Office

**IA**

information assurance

**IAW**

in accordance with

**IC**

Incident Commander

**ICS**

Incident Command System

**IDT**

Inactive Duty Training

**IMR**

Individual Medical Readiness

**ING**

Inactive National Guard

**INMARSAT**

International Maritime Satellite

**INSCOM**

(United States Army) Intelligence and Security Command

**IPAP**

Inter-service Physician Assistant Program

**IR**

Immediate Response

**ISO**

International Standards Organization

**ITRM**

Individual Training Requirements Matrix

**JA**

Judge Advocate

**JA/ATT**

Joint Airborne/Air Transportability Training

**JFCOM**

Joint Forces Command

**JFHQ**

Joint Forces Headquarters

**JFTR**

Joint Federal Travel Regulation

**JIC**

Joint Information Center/ Joint Intelligence Center

**JIEE**

Joint Information Exchange Environment

**JOC**

Joint Operations Center

**JoCC**

Joint Coordination Center

**JPEO-CBD**

Joint Program Executive Office for Chemical Biological Defense

**JRO**

Joint Requirements Office

**JTF**

Joint Task Force

**JTF-CS**

Joint Task Force – Civil Support

**LEA**

Law Enforcement Agency

**LES**

Leave and Earnings Statement

**LOI**

letter of instruction

**LRN**

Laboratory Response Network

**MACOM**

Major Army Command

**MANSCEN**

(United States Army) Maneuver Support Center

**MC**

Medical Corps

**METL**

Mission Essential Task List

**METT-TC**

mission, enemy, terrain and weather, troops and support, time available and civil consideration

**MFA**

Medical Functional Area

**MILPO**

Military Personnel Officer

**MILVAX**

Military Vaccine Agency

**MIPR**

military interdepartmental purchase request

**MOS**

Military Occupational Specialty

**MOU**

memorandum of understanding

**MPMO**

Military Personnel Management Office

**MRA**

Mission Readiness Airlift

**MRE**

meals-ready-to-eat

**MS**

Medical Service Corps

**MTF**

Medical Treatment Facility

**MTOE**

Modified Table of Organization and Equipment

**N**

notification time

**NAC**

National Agency Check

**NAHLN**

National Animal Health Laboratory Network

**NCCPA**

National Commission on Certification of Physician Assistants

**NCO**

Noncommissioned Officer

**NCOES**

Noncommissioned Officer Education System

**NDAA**

National Defense Authorization Act

**NFPA**

National Fire Protection Association

**NGB**

National Guard Bureau

**NGR**

National Guard Regulation

**NGRF**

National Guard Response Force

**NIMS**

National Incident Management System

**NIPRNET**

Non-secure Internet Protocol Router Network

**NLT**

no later than

**NNSA**

National Nuclear Security Administration

**NPDN**

National Plant Diagnostic Network

**NR**

No Response

**NRC**

Nuclear Regulatory Commission

**NREMT-B**

National Registered Emergency Medical Technician - Basic

**NRF**

National Response Framework

**NSN**  
National Stock Number

**NSSE**  
National Special Security Event

**OC**  
Operations Center

**OCIE**  
Organizational Clothing and Individual Equipment

**OCONUS**  
outside of the continental United States

**OIP**  
Organizational Inspection Program

**OMB**  
Office of Management and Budget

**OMNG**  
(United States Army) Operations and Maintenance National Guard (Appropriation)

**OPCON**  
Operational Control

**OPLAN**  
operations plan

**OPM**  
Office of Personnel Management

**OPORD**  
operations order

**OPSEC**  
Operational Security

**ORC**  
Operational Readiness Cycle

**ORF**  
Operational Readiness Float

**ORSITREP**  
Operational Readiness Situation Report

**OSD**  
Office of the Secretary of Defense

**OSHA**  
Occupational Safety and Health Administration

**OTC**  
over the counter

**PACAF**

Pacific Air Forces Command

**PAO**

Public Affairs Office or Public Affairs Officer

**PERSTAT**

Personnel Status

**PFO**

Principal Federal Official

**PFT**

Pulmonary Function Tests

**PHTLS**

Pre-Hospital Trauma Life Support

**PLDC**

Primary Leadership Development Course

**POL**

petroleum, oil, and lubricants

**PPE**

personal protective equipment

**PQDR**

Product Quality Deficiency Report

**PRC**

Presidential Reserve Call-up

**QMS**

Quality Management System

**RAP**

Radiological Assistance Program

**RCAS**

Reserve Component Automation System

**RFA**

request for assistance

**RFI**

request for information

**RMP**

Response Management Plan

**RR**

Reinforcing Response

**RSO**

Radiation Safety Officer

**RTF**

Response Task Force

**RUF**

rules for the use of force

**SAAM**

Special Assignment Airlift Mission

**SAD**

State Active Duty

**SAR**

Search and Rescue or Supplied Air Respirator

**SCBA**

self-contained breathing apparatus

**SCO**

State Coordinating Officer

**SEAT**

Standardization, Evaluation, and Assistance Team

**SecDef**

Secretary of Defense

**SEI**

Special Experience Identifier

**SF**

Standard Form

**SIPRNET**

Secret Internet Protocol Router Network

**SITREP**

Situation Report

**SMDR**

Structure and Manning Decision Review

**SME**

subject matter expert

**SMP**

Simultaneous Membership Program

**SOG**

Standard/Standing Operating Guidance

**SOP**

Standard/Standing Operating Procedures

**SPP**

State Partnership Program

**SPPC**

State Partnership Program Coordinator

**SQI**

Skill Qualification Identifier

**SRA**

Stock Record Account

**SRSO**

State Radiation Safety Officer

**SSBI**

Single Scope Background Investigation

**SSN**

Social Security Number

**STPA**

select, train, promote, assign

**STX**

Situational Training Exercise

**TACC**

Tanker Airlift Control Center

**TATS**

The Army Training System

**TB**

Technical Bulletin

**TB MED**

Technical Bulletin (Medical)

**TC3**

tactical combat casualty care

**TDA**

Table of Distribution and Allowances

**TDY**

temporary duty

**TIG**

time in grade

**TIS**

time in service

**TLD**

thermoluminescence device

**TNCC**

Tactical Network Control Center

**TRADOC**

(United States Army) Training and Doctrine Command

**TRO**

training and readiness oversight

**TTP**

tactics, techniques, and procedures

**UCS**

Unified Command Suite

**USAFMSA**

United States Army Force Management Support Agency

**USAR**

United States Army Reserve

**USARPAC**

United States Army Pacific

**USARSDL**

United States Army Radiation Standards and Dosimetry Laboratory

**USC**

United States Code

**USCG**

United States Coast Guard

**USMC**

United States Marine Corps

**USNORTHCOM**

United States Northern Command

**USPACOM**

United States Pacific Command

**USPFO**

United States Property and Fiscal Officer or United States Property and Fiscal Office

**USR**

Unit Status Report

**VTC**

video teleconference

**WARNORD**

warning order

**WLC**

Warrior Leadership Course

**WMD-CST**

Weapons of Mass Destruction Civil Support Team

**YPG**

Yearly Planning Guidance

**Section II****Terms****Active Duty**

Full-time duty in the active military service of the United States (10 USC Sec 101(d) (1)). Active duty is always performed in a Title 10 (Federal Status). Active duty includes active duty for training (ADT) and active duty for other than training (ADOT).

**Active Service**

Service on active duty or full time National Guard duty under Title 10 (10 USC Sec 101 (d) (3)).

**Adjutant General**

ARNG or ANG officer responsible for management of the National Guard of a State, Territory, or the Commonwealth of Puerto Rico not on Federal duty (In the District of Columbia there is a Commanding General rather than an AG that performs most of the same functions as an AG).

**Adversary**

Often used in this manual in lieu of enemy. The term "enemy" is reserved to indicate adversaries engaged in lethal operations against U.S. forces.

**Antiterrorism**

Defensive measures used to reduce the vulnerability of individuals and property to terrorist acts, to include limited response and containment by local military forces (AT). [JP 3-01]

**Attack**

A discrete malicious action of debilitating intent inflicted by one entity upon another. A threat might attack a critical infrastructure to destroy or incapacitate it.

**Channel of Communication**

The official conduit for information flow and coordination of plans, resources, and activities.

**Civil Authorities**

Elected and appointed public officials and employees of local, State, and Federal governments.

**Civil Support**

Department of Defense support to US civil authorities for domestic emergencies, and for designated law enforcement and other activities. Also called CS. See also homeland security and homeland defense. [JCS approved definition]

**Community**

People with common interests living in a particular area, the area itself, or a group linked by a common history and/or social, economic, or political interests.

**Consequence Management**

Includes measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. State and Local governments exercise primary authority to respond to the consequences of terrorism; the Federal Government provides assistance as required. Consequence management is generally a multifunction response coordinated by emergency management. The requirements of consequence management and crisis management are combined in the NRF. See also Crisis Management (CM).

**Control**

*a.* The defensive or offensive procedures, techniques, and methods used in the mitigation of a hazardous materials incident, including containment, extinguishment, and confinement. [NFPA 4741] *b.* The exercise of authority and direction by a properly designated commander over assigned or attached forces in the accomplishment of a mission: C2 functions are performed through an arrangement of personnel, equipment, communications, computers, facilities, and procedures employed by a commander in planning, directing, coordinating, and controlling forces and operations in the accomplishment of a mission. [JP 1-02]

**Coordinating Authority**

The authority delegated to a commander or individual for coordinating specific functions and activities involving forces of two or more military departments or two or more forces of the same service. For State National Guard purposes, the authority a supported State exercises over a supporting State's Title 32 or State Active Duty National Guard personnel for emergency response through State-to-State Compacts or mutual support agreements. Coordinating authority, with the consent of the providing State's Governor and AG, includes direction over movement and response of the provided State's National Guard personnel but does not include administrative control or Courts-Martial convening authority.

**Core Mission-Essential Task List (CMETL)**

A list of a unit's core capability mission-essential tasks and general mission-essential tasks.

**Crisis Management**

Predominantly a law enforcement function includes measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. The requirements of consequence management and crisis management are combined in the NRF.

**Critical Information**

Specific facts about friendly intentions, capabilities, and activities vitally needed by adversaries for them to plan and act effectively so as to guarantee failure or unacceptable consequences for friendly mission accomplishment (JP 1-02).

**Critical Infrastructure**

*a.* Those systems and assets – both physical and cyber – so vital to the Nation that their incapacity or destruction would have a debilitating impact on national security, national economic security, and/or national public health and safety. [National Homeland Security Strategy p. ix]. *b.* Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters. [Section 1016(e) of the USA Patriot Act of 2001 (42 USC 5195c (e))].

**Defense Support of Civil Authorities (DSCA)**

Support provided by U.S. Federal military forces, National Guard forces, DoD civilians, DoD contract personnel, and DoD Component assets, in response to requests for assistance from civil authorities or from qualified entities for special events, domestic emergencies, designated law enforcement support, and other domestic activities. Civil support provided under the auspices of the National Response Framework. Also known as civil support.

**Destruction**

A condition when the ability of a critical infrastructure to provide its customers an expected upon level of products and services is negated. Typically a permanent condition. An infrastructure is considered destroyed when its level of performance is zero.

**Directed Mission-Essential Task List (DMETL)**

A list of mission-essential tasks that must be performed to accomplish a directed mission.

**Force Protection**

Actions taken to prevent or mitigate hostile actions against Department of Defense personnel (to include family members), resources, facilities, and critical information. These actions conserve the force's fighting potential so it

can be applied at the decisive time and place and incorporate the coordinated and synchronized offensive and defensive measures to enable the effective employment of the joint force while degrading opportunities for the enemy. Force protection does not include actions to defeat the enemy to protect against accident, weather, or disease (FP). [JP 3-0]

**Full Time National Guard Duty**

Training or other duty, other than inactive duty performed by a member of the Army or Air National Guard in the member's status as a member of the National Guard of a State or territory, the Commonwealth of Puerto Rico, or the District of Columbia under Section 316, 502, 503, 504, or 505 of Title 32 for which the member is entitled to pay from the United States or for which the member has waived pay from the United States.

**Functional Proponent**

The Functional Proponent is the commander in chief of an organization or staff element that is the operative agency charged with the accomplishment of a particular function(s). Functional proponents perform tasks or missions that affect the day-to-day operation of the Army. As users of the products developed by the other proponents, functional proponents provide feedback on the utility of these products, and provide support of formal evaluation of these products by the combat developer. The functional proponents further enhance the development process by offering their expertise early to appropriate branch, specified, or other functional proponents. In this manner, new technologies and other innovations that would add to the effectiveness or efficiency of current designs can be efficiently adopted.

**Government Services**

Sufficient capabilities at the local, State, and Federal levels of government that are required to meet the needs for essential services to the public.

**Homeland Defense**

The protection of US territory, sovereignty, domestic population, and critical infrastructure against external threats and aggression. Also called HLD. See also homeland security and civil support. [JCS approved definition]

**Homeland Security**

*a.* A concerted national effort to prevent terrorist attacks within the United States, reduce America's vulnerability to terrorism, and minimize the damage and recover from attacks that do occur. [National Homeland Security Strategy p. 2]. *b.* The preparation for, prevention of, deterrence of, preemption of, defense against, and response to threats and aggressions directed towards US territory, sovereignty, domestic population, and infrastructure; as well as crisis management, consequence management, and other domestic civil support. Also called HLS. See also homeland defense and civil support. [JCS approved definition]

**Immediate Response**

A DoD Component or military commander may take immediate action 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 [DoD Directive 3025.15].

**Inactive Duty Training**

Duty prescribed for the Reserve Component (to include the National Guard) by the Secretary concerned under Section 206 of Title 37 or any other provision of law; and special additional duties authorized for the Reserve Component by an authority designated by the Secretary concerned and performed by them on a voluntary basis in connection with the prescribed training or maintenance activities of the units to which they are assigned (IDT).

**Incapacitate/Disable/Incapacitation**

An abnormal condition when the level of products and services a critical infrastructure provides its customers is reduced. While typically a temporary condition, an infrastructure is considered incapacitated when the duration of reduced performance causes a debilitation impact.

**Incident Command System**

*a.* A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without

being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations. [NIMS] *b*. The model tool for command, control and coordination of a response and provides a means to coordinate the efforts of individual agencies as they work toward the common goal of stabilizing the incident and protecting life, property and the environment (ICS). [NFPA 472]

**Incident Commander**

The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site. [NIMS] This term is equivalent to the on-scene incident commander (IC). [NFPA 471]

**Incident of National Significance**

The National Response Framework (NRF) establishes policies, procedures, and mechanisms for proactive Federal response to catastrophic events. A catastrophic event is any natural or manmade incident, including terrorism that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. A catastrophic event could result in sustained national impacts over a prolonged period of time; almost immediately exceeds resources normally available to State, local, tribal, and private-sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened. All catastrophic events are Incidents of National Significance.

**Individual Protective Equipment**

In nuclear, biological, and chemical warfare, the personal clothing and equipment required to protect an individual from biological and chemical hazards and some nuclear effects. Also see Personal Protective Equipment. [JP 1-02]

**Information**

Data collected from the environment and processed into a usable form.

**Information Assurance**

Information operations that protect and defend information and information systems by ensuring their availability, integrity, authentication, confidentiality, and non-repudiation. This includes providing for restoration of information systems by incorporating protection, detection, and reaction capabilities.

**Information Operations**

Continuous military operations within the military information environment that enable, enhance, and protect the friendly force's ability to collect, process, and act on information to achieve an advantage across the full range of military operations; information operations include interacting with the global information environment and exploiting or denying an adversary's information and decision capabilities.

**Information Security**

Actions taken for the purpose of reducing system risk, specifically, reducing the probability that a threat will succeed in exploiting critical infrastructure vulnerabilities using electronic, RF, or computer-based means.

**Infrastructure**

*a*. The manmade physical systems, assets, projects, and structures, publicly and/or privately owned, that are used by or provide benefit to the public. Examples of infrastructure include utilities, bridges, levees, drinking water systems, electrical systems, communications systems, dams, sewage systems, and roads. *b*. The framework of interdependent networks and systems comprising identifiable industries, institution (including people and procedures), and distribution capabilities that provide a reliable flow of products and services essential to the defense and economic security of the United States, the smooth functioning of governments at all levels an society as a whole.

**Infrastructure Protection**

Proactive risk management actions intended to prevent a threat from attempting to or succeeding at destroying or incapacitating critical infrastructures. For instance, threat deterrence and vulnerability defense.

**Intelligence**

The product resulting from the collection, processing, integration, analysis, evaluation, and interpretation of available information concerning foreign countries or areas; also, information and knowledge about an adversary obtained through observation, investigation, analysis, or understanding (JP 1-02).

**Intent**

Demonstrating a deliberate series of actions with the objective of debilitating defense or economic security by destroying or incapacitating a critical infrastructure.

**Interdependence**

Dependence among elements or sites of different infrastructures, and therefore, effects by one infrastructure upon another.

**Internal Security**

All measures in peace or war, other than military operations, to prevent enemy-inspired actions against State resources, industries, and installations, and to protect life and property in the event of a domestic emergency.

**Military Information Environment**

The environment contained within the global information environment, consisting of information systems and organizations, friendly and adversary, military and nonmilitary, that support, enable, or significantly influence a specific military operation.

**Military Personnel Appropriations (MPA) Workday**

MPA workday provided to a Reserve Component organization by an active duty Air Force organization for reserve support to an active duty mission.

**Mission Essential Task List (METL)**

A compilation of mission-essential tasks that an organization must perform successfully to accomplish its doctrinal or directed missions.

**Mitigation**

*a.* Actions taken to prevent or reduce product loss, human injury or death, environmental damage, and property damage due to the release or potential release of hazardous materials. [NFPA 471] *b.* Pre-planned and coordinated operator reactions to infrastructure warning and/or incidents designed to reduce or minimize impacts; support and complement emergency, investigatory and crisis management response; and facilitate reconstitution. *c.* The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury. [NIMS]

**National Guard**

Except when stated otherwise, National Guard means a State National Guard when not in Federal service, or all such organizations collectively.

**National Security Emergency**

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. [Executive Order (E.O.) 12656]

**National Special Security Event**

A designated event that, by virtue of its political, economic, social, or religious significance, may be the target of terrorism or other criminal activity (NSSE).

### **Natural Disaster**

A physical capability with the ability to destroy or incapacitate critical infrastructures. Natural disasters differ from threats due to the absence of intent.

### **On Scene Commander**

*a.* The person designated to coordinate the rescue efforts at the rescue site. *b.* Federal officer designated to direct Federal crisis and consequence management efforts at the scene of a terrorist or weapons of mass destruction incident [JP 1-02].

### **Operations Security**

A process of identifying critical information and subsequently analyzing friendly actions attendant to military operations and other activities; identifying those actions that can be observed by adversary intelligence systems; determining indicators adversary intelligence systems might obtain that could be interpreted or pieced together to derive critical information in time to be useful to adversaries; and selecting and executing measures that eliminate or reduce to an acceptable level the vulnerabilities of friendly actions to adversary exploitation (OPSEC).

### **Personal Protective Equipment**

The equipment provided to shield or isolate a person from the chemical, physical, and thermal hazards that can be encountered at a hazardous materials incident. Personal protective equipment includes both personal protective clothing and respiratory protection. Adequate personal protective equipment should protect the respiratory system, skin, eyes, face, hands, feet, head, body, and hearing [NFPA 472].

### **Physical Security**

Actions taken for the purpose of restricting and limiting unauthorized access, specifically reducing the probability that a threat will succeed in exploiting critical infrastructure vulnerabilities including protection against direct physical attacks, e.g., through use of conventional or unconventional weapons.

### **Posse Comitatus**

The Posse Comitatus Act of 1878, 18 USC 1385, prohibits search, seizure, or arrest powers to US military personnel. Amended in 1981 under Public Law 97-86 to permit increased Department of Defense support of drug interdiction and other law enforcement activities. [JP 1-02] Posse Comitatus does not apply to NG in SAD or T32 status, or to Coast Guard in T14 Status. It does apply when those forces are in T10 status.

### **Reconstitution**

Owner/operator directed restoration of critical assets and/or infrastructure.

### **Response**

Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice. [NIMS]

### **Reserve Personnel Appropriations (RPA) Workday**

RPA workdays include all categories of training funded by the Air National Guard: annual, special, school, ADOS, or inactive duty training periods: Unit Training Assemblies, Proficiency Training, Training Period Preparation Assemblies, or Additional Flight Training Periods.

### **Risk**

The potential that a given threat will exploit vulnerabilities of an asset or group of assets to cause loss or damage to the assets [IEEE 13335-1:1996].

**Risk Assessment**

Produced from the combination of Threat and Vulnerability Assessments. Characterized by analyzing the probability of destruction or incapacitation resulting from a threat's exploitation of a critical infrastructure's vulnerabilities.

**Risk Management**

*a.* Deliberate process of understanding risk and deciding upon and implementing actions to reduce risk to a defined level. Characterized by identifying, measuring, and controlling risks to a level commensurate with an assigned value. [IEEE 13335-1:1996] *b.* The process of identifying, assessing, and controlling risks arising from operational factors and making decisions that balance risk costs with mission benefits [JP 3-0].

**Rules for the Use of Force**

Directives issued to guide United States forces on the use of force during various operations. These directives may take the form of execute orders, deployment orders, memoranda of agreement, or plans. Also called **RUF**. [JP 3-28]

**Sector**

*a.* An area designated by boundaries within which a unit operates, and for which it is responsible. [JP 1-02] *b.* One of the two divisions of the economy (private or public). *c.* A group of industries or infrastructures that perform a similar function within a society. (e.g. vital human services).

**Specified Proponent**

Specified Proponents are the commander of chief of any agency responsible for a designated area to develop and document concepts, doctrine, tactics, techniques, procedures, organization designs, materiel requirements, training programs, training support requirements, education requirements, personnel requirements, and related matters. They coordinate proponent initiatives with user units.

**State/States and Territories**

When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. (Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135, (2002).) [NIMS]

**State Active Duty**

Duty performed as a member of the National Guard of a State or territory, the Commonwealth of Puerto Rico, or the District of Columbia in the member's status as a member of the State organized militia pursuant to State law and not pursuant to Title 10 or Title 32 United States Code.

**Terrorism**

*a.* Any premeditated, unlawful act dangerous to human life or public welfare that is intended to intimidate or coerce civilian populations or governments [National Strategy for Homeland Security p. 2]; *b.* Any activity that (1) involves an act that (a) is dangerous to human life or potentially destructive of critical infrastructure or key resources; and (b) is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and (2) appears to be intended (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by mass destruction, assassination, or kidnapping. [Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002)]; *c.* The unlawful use of force or violence against persons or property to intimidate or coerce a Government, the civilian population, or any segment thereof, in furtherance of political or social objectives. Terrorism is further described as either domestic or international, depending on the origin, base, and objectives of the terrorist organization and terrorist-related activity is divided into three categories: a terrorist incident; a suspected terrorist incident; and a terrorism prevention. [FBI]

**Threat**

*a.* A foreign or domestic entity possessing both the capabilities to exploit a critical infrastructure's vulnerabilities and the malicious intent of debilitating defense or economic security. A threat may be an individual, an organization, or a nation. *b.* An indication of possible violence, harm, or danger. [NIMS]

**United States**

The term “United States,” when used in a geographic sense, means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, any possession of the United States, and any waters within the jurisdiction of the United States. [As defined in section 2(16) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002)]

**Warm Zone**

The area of a hazardous material incident where personnel and equipment decontamination and hot zone support takes place. It includes control points for the access thus assisting in reducing the spread of contamination institutional controls. Also called decontamination, contamination reduction or limited access zone [NFPA 471]

**Weapons of Mass Destruction**

*a.* In 10 USC §1403: any weapon or device that is intended, or has the capability, to cause death or serious bodily injury to a significant number of people through the release, dissemination, or impact of: toxic or poisonous chemicals or their precursors; a disease organism; or radiation or radioactivity.

*b.* In 18 USC §2332a: (1) any destructive device as defined in section of 921 of this title, [which reads] any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to the above; (2) any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; (3) any weapon involving a biological agent, toxin, or vector (as those terms defined in 18 USC § 178); or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

*c.* Weapons that are capable of a high order of destruction and/or of being used in such a manner as to destroy large numbers of people. Weapons of mass destruction can be high explosives or nuclear, biological, chemical, and radiological weapons, but exclude the means of transporting or propelling the weapon where such means is a separable and divisible part of the weapon. [JP 1-02]

*d.* For the purpose of military support to domestic CBRNE CM operations, the term WMD shall be defined as either a chemical, biological, radiological, nuclear, or high-yield explosive weapon, device or material. CBRNE includes any event, industrial accident, act of nature, act of war, or terrorism. WMD refers to a CBRNE device specifically designed to produce casualties. (WMD)

**Section III**

**Special Terms and Abbreviations**

This section contains no entries.