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From: Commanding Officer
To: Distribution List

Subj: AIRCRAFT RESCUE AND FIRE FIGHTING (ARFF) BRANCH STANDARD
OPERATING PROCEDURES (SHORT TITLE: ARFF SOP)

Ref: (a) DoD Inst 6055.6 (NOTAL)
(b) NAVAIR 00-80R-14 (NOTAL)
(c) MCO P1200.7K
(d) MCO P5320.12B
(e) NAVAIR 00-80R-20 (NOTAL)
(f) MCO P11000.11A
(g) ASO P3710.2M
(h) ASO 2302.1H
(i) ASO 3730.1G
(j) ASO P3750.4B
(k) ASO 5100.25

Encl: (1) LOCATOR SHEET

1. Purpose. To establish basic policies and procedures for the Aircraft Rescue and Fire Fighting (ARFF) Branch in performance of their functions at Marine Corps Air Station (MCAS) Beaufort per references (a) through (k).

2. Cancellation. ASO P11320.9A.

3. Information. The intent of this Manual is to provide both general and specific instructions for the administration, operation, training and qualification requirements for the MCAS Beaufort ARFF Branch.

4. Summary of Revision. This Manual contains substantial changes throughout and should be reviewed in its entirety.

5. Recommendations. Recommendations concerning this Manual are invited and are to be forwarded to the Aircraft Fire Fighting and Rescue Officer, MCAS Beaufort via the appropriate chain of command.

6. Certification. Reviewed and approved this date.



D. L. WILSON
Executive Officer

Copy to:

MAG-31 (S-3)
S-3 Departments (ATC)
AfldOpsO
S-4
Base Fire Department

LOCATOR SHEET

Subj: Aircraft Rescue And Fire Fighting (ARFF) Branch Standing
Operating Procedures (Short Title: ARFF SOP)

Location: _____
(Indicate the location(s) of the copy(ies) of this Manual)

RECORD OF CHANGES

[illegible]

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INTRODUCTION

PURPOSE. This Manual sets forth policy, procedures and guidance for Aircraft Fire Fighting and Rescue (ARFF) Marines in the performance of their duties.

SCOPE. It is not intended that information contained herein supersede directives of higher authority. Should conflicts arise, directives of higher authority shall prevail. Information may be duplicated for added emphasis or quick reference. A Manual cannot reasonably be expected to address every possible situation; therefore, good common sense shall prevail when dealing with unusual situations.

CHANGES. Changes to this Manual will be promulgated on an as needed basis.

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CHAPTER 1

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CHAPTER 1

GENERAL INFORMATION

1000. GENERAL. The information contained in this chapter is general in nature and is intended to provide guidance to ARFF Marines in the execution of their duties while at MCAS Beaufort. Additional information is contained throughout this Manual.

1. ARFF SOP Statement. All Marines assigned to ARFF are required to read and become knowledgeable with the contents of this Manual and sign a statement of acknowledgment. (See Appendix C)

2. Emergency Response. All ARFF Marines will respond to every emergency while on-duty.

3. Recall. All off-duty Marines will return to the ARFF building when notified by proper authority that a recall is in effect. Therefore, all ARFF Marines are required to have a phone number where they can be reached. This includes those Marines who have part time jobs. All sections will receive a copy of this phone roster. All Marines are to ensure their Section Leaders and the administration section are kept current on all address and phone number changes. ARFF Marines secured to quarters after the airfield closes are in a duty status and will remain at their recall number during their sections tour of duty, available for immediate recall.

1001. WORK SCHEDULES. Marines attached to the ARFF Branch are assigned to the operations section as watch standers or the support section as directed by the Aircraft Fire Fighting and Rescue Officer and in accordance with reference (d).

1. Support Section. The daily routine for the support section will be set forth by OIC Policy Letter distributed before the first of each month.

2. Operations Section. The work routine for operations section Marines will normally be alternating 24 hour shifts from 0730 to 0730, Tuesday through Thursday and alternating 48 hour shifts beginning at 0730 on Friday and Sunday and ending at 0730 on Sunday and Tuesday. The work routine may be modified occasionally for unusual situations (i.e. personnel shortage, deployments, etc.)

1002. LEAVE AND LIBERTY

1. Leave. Leave requests shall be submitted using the request form provided and as required by corresponding directives. Request forms are to be submitted via the chain of command and must reach the squadron office at least 5 days prior to leave commencing.
2. Emergency Leave. Emergencies are defined as occasions that can be verified by the American Red Cross.
3. Terminal Leave. Requests should be submitted via the chain of command and must be received by H&HS Admin at least 45 days prior to leave commencing. Marines belonging to MWSS-273 will follow this same process but will ensure that their paperwork is received by MWSS-273 S-1 at least 15 days prior to leave date departure.
4. Leave Extensions. Leave extensions will only be granted for emergencies. Marines are to contact the MCAS OOD at (843)228-7121 after normal working hours when requesting a leave extension.
5. Liberty. Liberty regulations are contained in MCO P1050.3F. "Special" liberty (72 or 96 hour passes) are given to Marines for special recognition for a job "well done" and will be handled individually. Special liberty is to be requested on the appropriate form(s) by the individual Marine and forwarded via the chain of command. ARFF Marines will adhere to requirements established by MCO 1050.1P when executing liberty passes.

NOTE

WHEN YOUR LEAVE EXPIRES YOU WILL TURN YOUR LEAVE PAPERS INTO THE 601 DUTY. THEN YOU WILL CHECK IN WITH THE CRASH CHIEF OR THE NCOIC BY 0745 (MONDAY-FRIDAY). WHEN RETURNING DURING SATURDAY, SUNDAY OR A HOLIDAY, PERSONNEL WILL CHECK IN BY 0745 THE FOLLOWING MONDAY WITH THE CRASH CHIEF OR THE NCOIC. WHEN CHECKING IN OFF LEAVE ON A WORKDAY, YOU WILL REPORT BY 0715 (SECTION WORKERS) OR BY 0730 (DAY WORKERS) FOR DUTY.

1003. MESSING

1. Marines on the duty section will be afforded the opportunity to mess at the air station dining facility. The section leader will ensure Hot Spot crews are rotated in order to facilitate this

requirement. At the designated time, a qualified operator will transport personnel to the messhall utilizing ARFF vehicle 08. In event 08 is unavailable, vehicle 07 will be utilized. At minimum, a portable radio will be available to maintain communications with the ARFF dispatcher.

2. Upon arrival at the messhall, all ARFF personnel shall sit in a consolidated location, permitting a timely departure in the event of an emergency or mishap.

a. If an emergency is declared, the crew will respond immediately and return to bldg 595. The safest and most direct route shall be utilized.

b. The vehicle will be driven safely at all times, especially when responding from the mess hall to an emergency. **(NOTE: LIGHTS AND SIRENS ARE A REQUEST FOR RIGHT OF WAY-NOT A GUARANTEE)**

3. In the event an emergency occurs within the first 10 minutes of arrival at the mess hall, the section leader will notify the Dispatcher to request box lunches for the Marines that responded. Additionally, in the event of a prolonged emergency, that will prevent personnel from attending the scheduled meal, the same action will be taken.

1004. BARRACKS

1. Daily Inspections. A SNCO from the oncoming section will inspect the rooms assigned to ARFF Marines daily prior to coming on duty.

2. Weekly. A weekly inspection is usually held by 0900 on each Thursday and is normally conducted by assigned SNCO'S within H&HS.

3. Deck NCO. The Deck NCO will be guided by the Regulations and Procedures for Bachelor Enlisted Quarters.

1005. PERFORMANCE. Each Marine will be counseled monthly or quarterly according to ranks (LCpl and Below monthly / Cpl and above quarterly). A locally produced form is provided for this purpose.

1006. FITNESS REPORTS

1. Roughs. All Sergeants through Master Gunnery Sergeants are to turn in a fitness report rough to the reporting senior (Officer In Charge) at least 30 days prior to the dates (including TAD, PCS, EAS, ect.) specified in MCO P1610.7E, Performance Evaluation System.
2. Section Head Comments. Additionally, in order to assist the reporting senior in completing these fitness reports, comments are desired from the Marine's immediate supervisor, Crash Chief and NCOIC.
3. Fitness Report Control. The NCOIC is designated fitness report control NCO and will ensure proper format and content of the fitness report is completed before submitting to the reporting senior.

1007. UNIFORM REQUIREMENTS

1. Support Section. All support section personnel will wear the utility uniform with combat or jungle boots, blue work coveralls with safety boots, or aviation flight suits with safety shoes.
2. Operations Section. All operations section personnel will wear the aviation flight suit or blue coveralls with safety shoes. Section Leaders/Assistant Section Leaders will wear red nomex coveralls.
3. Maintenance. A standard issue of work coveralls is provided to all ARFF Marines and will be worn while doing maintenance on ARFF vehicles, related support equipment, field days, etc.

1008. STAFF MEETINGS. This meeting is conducted every Thursday by the OIC/NCOIC and includes all section heads.

1009. BUSINESS OUTSIDE ARFF. Any Marine conducting official business outside ARFF is to provide the Crash Chief and NCOIC a brief of the subject matter prior to the conduct of such business.

1010. ARFF BUILDING AND GROUNDS

1. Cleanliness. The ARFF side of building 595 shall be kept clean at all times to reflect the high standards of the Marine Corps. Cleanups will be completed as necessary.
2. Field Day. A field day shall be conducted every Thursday for the entire building except as directed by the ARFF OIC/NCOIC. A building inspection, conducted by the OIC or NCOIC, or designated SNCO will go at 0730 every Friday following a field day.
3. Work Requests. All requests for maintenance, repairs, etc. to be done to building 595 are to go through the NCOIC/OIC. The Materiel NCO is responsible for ensuring a log is kept on all calls made to Public Works for minor repairs and a file is kept on all work requests. After calls have been made the NCOIC/OIC will be informed.

1011. EDUCATION. All ARFF Marines will be provided the opportunity to attend off-duty education, but are advised that courses should not interfere with their primary duties. In the case of operations personnel, when classes conflict with duty, the Section Leader may allow the Marine to attend class if sufficient Marines are available for mission accomplishment.

1012. DUTIES/DETAILS

1. Additional Duties/Details. ARFF Marines may receive additional duties/details from time to time (i.e. Base Maintenance).
2. Collateral Duties. ARFF personnel are also assigned collateral duties in conjunction with the operation of the branch. These responsibilities are assigned by the OIC/NCOIC with notification in writing. They include positions such as Ground Safety Representative, Hazardous Waste Coordinator, Tool Control NCO, etc. These personnel are guided in the performance of their duties by applicable directives.

1013. VISITORS. The ARFF area is considered a limited access area. Visitors are permitted but will check in/out with the on-duty Section Leader. No visitors will be allowed in the ARFF area after 2000.

1014. TELEPHONE PROCEDURES

1. Use of Official Telephones. All telephones within the ARFF building are designated "official." These telephones are to be utilized for official government business only.

2. Defense Switched Network (DSN). DSN is the principal long haul, voice communications network within the Defense Communications System. It provides unsecured direct distance dialing service worldwide through a system of government owned and leased automatic switching facilities. All DSN calls are to be made from the NCOIC's office. Only the NCOIC or Crash Chief will call HQMC. Marines desiring specific information from HQMC are to provide the NCOIC with their requests.

1015. ATHLETIC ACTIVITIES. Athletic activities are encouraged to increase morale and physical fitness. MCO 6100.3H requires each Marine to perform a minimum of three hours physical training weekly. Contact sports are not authorized while on duty at Bldg. 595.

1016. CORRESPONDENCE. All incoming and outgoing correspondence will be routed to the OIC via the NCOIC for review/approval/signature.

1017. USE OF MEDICATION, NARCOTICS AND ALCOHOLIC BEVERAGES

1. Prescription Medication. The MCAS Branch Clinic and Naval Hospital Beaufort, as well as other medical facilities, for various medical reasons routinely dispense medications. These medications, in most circumstances, do not impair a Marine's ability to perform their mission. For ARFF Marines however, even the mildest medication can influence the critical balance of the mental and physical abilities of the individual. Should any ARFF Marine be prescribed medication, they will:

a. Notify the Medical Officer prescribing the medication that they are a member of the ARFF Branch.

b. Obtain a medical chit as to whether the medication will/will not interfere with duties.

c. Bring the Medical Officer's recommendations (medical chit) to the Crash Chief or NCOIC via the Section Leader. The NCOIC will then review the document, assign the Marine to the appropriate duties, notify the appropriate personnel, and enter the medical chit in the Marines record.

d. Personnel using prescription drugs that have stated side effects will not be authorized to perform the duties as driver/operator, crewmember, or heavy equipment operator.

2. Alcohol. The consumption of alcoholic beverages during the performance of assigned duties is prohibited. At no time will alcoholic beverages be consumed a minimum of eight hours prior to being in a duty status, regardless of the duties assigned.

2. Any individual suspected or convicted of alcohol use or drug abuse, will have their government vehicle driving privileges revoked. Although the scope is broad, alcohol abuse will include but not be limited to:

a. Violation of the ARFF SOP by consuming alcohol within 8 hrs of assuming duty

b. Drinking on Duty

c. Driving under the influence

4. Competence For Duty Examination. While in the performance of duties, a Marine who suspects that the physical or mental capabilities of another Marine is impaired due to the suspected influence of narcotics, alcohol or medication, will immediately report their suspicions to that Marine's senior who will further process the Marine for a Competence for Duty Examination.

1018. FORMATIONS. There is one scheduled formation monthly, other than normal daily section musters. A prescribed uniform will be announced as well as date, location and time. For any formation, the uniform is to be clean, pressed and in serviceable condition.

1019. TURNOVER FOLDER AND DESK TOP PROCEDURES. ASO 5000.5 requires use of turnover folders and desktop procedures. These procedures are defined further in Appendix A of this Manual.

1020. FORMS. All requests to reproduce, change or delete forms will be submitted to the admin office. Appendix C lists all forms currently being used by the Branch.

1021. INFORMATION RELEASE IN AIRCRAFT MISHAP SITUATIONS. Aircraft accidents are sensitive in nature. The following regulations shall apply with regard to release of information. Additional guidance is provided in ASO 3750.4B.

a. ARFF Marines are not authorized to release any information on emergency aircraft or aircraft crashes. Military personnel requesting information will be referred to the Airfield Operations Officer. Civilian personnel requesting information will be referred to the Public Affairs Officer or designated representative.

b. Security at a crash is the responsibility of the military police. Should ARFF Marines be required to serve in this function until military police arrive they will be polite, yet firm, and all efforts will be expended to preserve the accident scene in its original condition.

CHAPTER 2

MISSION AND ORGANIZATION

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CHAPTER 2

MISSION AND ORGANIZATION

2000. GENERAL. The Aircraft Fire Fighting and Rescue (ARFF) Branch has a number of missions which require immediate response and action. In order to perform these missions, an organized structure of Marines is also required. The missions and organization of this Branch are defined below.

1. Airfield Category. MCAS Beaufort is designated a category 2 airfield as defined by reference (b). This category is subject to change by Headquarters, U.S. Marine Corps.
2. Airfield Minimum Response Requirements. References (a) and (b) require a combination of major ARFF vehicles with at least 2000 gallons of water capable of discharge at a rate of 1000 gallons per minute from the roof turrets only. This requirement is met when a combination of 2 major ARFF, A/S32P-19A, vehicles are used. Additionally, a third major ARFF vehicle is manned in support of the MCAS Structural Fire Department.
3. ARFF Vehicle Minimums. Should ARFF ever go below the minimum vehicle requirement, the Crash Chief, NCOIC, OIC, and S-3 Officer are to be notified immediately.

2001. MISSIONS

1. Primary. The primary mission of ARFF is the rescue and safety of personnel involved in aircraft mishaps on the airfield, or its immediate environment, to a radius of approximately 15 miles as established by reference (b). Additionally, ARFF will minimize damage to government and private property by employing assigned equipment and personnel in accordance with authorized procedures established by reference (b).

2. Additional. Additional missions include, but are not limited to the following.

a. Mutual Aid Requests. Provide response to mutual aid requests from the structural fire station and/or local civilian fire-rescue units when directed, providing that the services requested are within, and do not degrade, this unit's capability to

support flight operations. Chapter 5 of this Manual and ASO 3730.1G, Requests for Assistance Within the Public Domain, provide further guidance for mutual aid requests.

b. Personnel. Manage appropriate personnel strength and qualifications to meet the minimum requirements of references (b), (c) and (d).

c. Vehicles/Equipment. Ensure all ARFF assigned vehicles and support equipment are maintained in a high state of readiness.

d. Foreign Object Debris (FOD). Provide surveillance of all runways and taxiways for proper police and advise BEAUFORT TOWER of all/any foreign object debris (FOD).

e. Special Flight Operations. Provide fire fighting and rescue protection for all special flights (i.e. hazardous cargo, medical evacuation, etc.) landing or taking off from this Air Station.

f. Technical Training/Cross Training Programs. Establish technical training programs for assigned Marines and coordinate cross training programs in aircraft and structural fire fighting techniques with other military and local civilian fire and ARFF departments.

g. Technical Assistance. Provide technical assistance to the Air Station Supply and S-4 Departments (Motor Transportation Division), MAG 31 Supply, Marine Wing Support Squadron (MWSS) 273 Supply and Motor Transportation Sections and Combat Service Support Detachment (CSSD) 23 Motor Transportation Officer regarding procurement of specialized parts and equipment unique to the ARFF Branch's overall mission.

2002. ORGANIZATION. The MCAS S-3 Officer exercises operational control of the Airfield Operations Division. The Aircraft Fire Fighting Rescue Branch is under the operational control of the S-3 Officer. Marines are assigned to balanced watch sections, or as directed by the OIC. The supervisory and support personnel required to support these sections are the Aircraft Fire Fighting and Rescue Officer, NCOIC, Crash Chief, and other designated SNCO's and NCO's as depicted in the organizational chart that follows.

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CHAPTER 3

ADMINISTRATION AND SUPPORT

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CHAPTER 3

ADMINISTRATION AND SUPPORT

3000. GENERAL. The Aircraft Fire Fighting and Rescue (ARFF) Officer and Noncommissioned Officer In Charge (NCOIC) are the primary chain of command within the ARFF Branch. Other supporting functions, such as, Crash Chief, Materiel, Administration, Training and Truckmaster are vital to this Branch's mission. Each has specific responsibilities and duties to perform in ensuring the Branch is properly managed. The OIC, NCOIC and Crash Chief are to keep each other and the Section Leader advised as to their whereabouts at all time so contact can be made as required.

3001. AIRCRAFT FIRE FIGHTING AND RESCUE OFFICER

1. Assignment. An officer, MOS 7002, shall be assigned in writing as a primary duty and is responsible to the S-3 Officer for the operational readiness and performance of the ARFF Branch.

2. Responsibilities And Duties. The ARFF Officer will:

a. Have control and direct command of the fire fighting and rescue operation at the immediate scene of an aircraft mishap except when the aircraft is located inside a hangar or building. In such cases, the Air Station Fire Chief shall have direct command at the immediate scene.

b. Exercise given authority to execute policy instructions in accordance with current directives. Keep the S-3 Officer informed of the status and overall effectiveness of the ARFF Branch with respect to its ability to accomplish the mission.

c. Conduct aircraft salvage operations on the air station proper to enable the airfield to resume normal flight operations.

d. Provide assistance in aircraft salvage operations to any squadron when requested and as directed by the S-3 Officer. Actual salvage of crashed aircraft remains the responsibility of the aircraft's command. Reference (e) provides more guidance on this matter.

e. Initiate and supervise a comprehensive and continuous aircraft fire fighting and rescue training program for all ARFF Marines. Ensure NATOPS procedures are utilized as established by reference (b).

f. Initiate and supervise a comprehensive and continuous vehicle and related support equipment maintenance program.

g. Submit to the Air Station Comptroller via the S-3 Officer budget requirements (i.e. fiscal year, temporary additional duty, mid-year, program objective memorandum, etc.) for acquisition of equipment, agents, protective clothing and all other related equipment needed for the proper maintenance and operation of the Branch. This effort will be coordinated with the Materiel Chief. Paragraph 3007 refers.

h. Coordinate with the Air Station Fire Chief to establish cross training and mutual aid programs.

i. Coordinate with the Air Station Marine Corps Property Branch to sign as the Responsible Officer for all garrison, plant account and other Marine Corps Property utilized by the Branch.

j. Ensure the preparation and submission of reports required by higher authority and as specified in Appendix B. Also review and initial all response reports, training sheets, personnel and vehicle inspection sheets each morning.

k. Issue ARFF policy letters as required whenever a policy, procedure or other requirement changes within the Branch.

3002. AIRCRAFT FIRE FIGHTING AND RESCUE (ARFF) NONCOMMISSIONED OFFICER IN CHARGE (NCOIC)

1. Assignment. This billet is filled by the senior enlisted Marine, MOS 7051, assigned to this Branch. The NCOIC works under the direct supervision of the OIC and will assume the OIC duties during that officer's absence.

2. Responsibilities and Duties. The NCOIC will:

a. Coordinate all phases of operation of the Branch with the Crash Chief and supervise the operation of the administrative,

training, materiel and truckmaster sections. Duty watch section operations will be monitored through the Crash Chief.

- b. Keep the OIC informed of all unusual situations.
- c. Monitor and ensure completion of all training requirements.
- d. Review the daily log of operations (logbook) and ensure its accuracy.
- e. Supervise the preparation of all reports and correspondence.
- f. Ensure proper NATOPS procedures are being taught and utilized in accordance with reference (b) and chapter 5 of this Manual.
- g. Ensure adequate manning/vehicle availability as indicated in reference (b).
- h. Recommend personnel assignments within this Branch.

3003. CRASH CHIEF

1. Assignment. This billet is normally filled by the senior enlisted Marine from MWSS-273, MOS 7051. The Crash Chief assists the NCOIC as directed and will assume the NCOIC duties in the NCOIC's absence.

2. Responsibilities and Duties. The Crash Chief will:

- a. Coordinate all internal operational matters between the two watch sections.
- b. Ensure operational standardization and continuity between the watch (duty) sections and regulate section leaders and their assistants' duty hours as necessary to ensure mission accomplishment.
- c. Notify the NCOIC and OIC of all unusual situations.
- d. Be responsible for the overall maintenance of the buildings and grounds in the ARFF area of responsibility.

e. Ensure the following inspection schedule is maintained:

(1) Assist during vehicle/equipment inspections and ensure all corrective action needed is taken.

(2) Conduct periodic, unannounced inspections reporting all discrepancies to the Section Leader and responsible shop chief.

f. Receive, review and submit to the OIC via NCOIC all recommended proficiency and conduct marks for Private's through Corporal's and fitness reports on Sergeant's and above from the duty sections 30 days prior to required date. Fitness report roughs are to have a statement attached regarding the Marine's performance and conduct in accordance with MCO P1610.7E.

g. Make formal relief with the off-going/on-coming Section Leaders. Ensure correct and concise log entries are made in the permanent log of operations initialing action on all pertinent matters and ensuring all required reports have been completed.

h. Supervise all Marines assigned to extra duty as a result of administrative or disciplinary actions.

3004. ADMINISTRATION SECTION

1. Assignment. The administration section works under the direct supervision of the NCOIC and OIC. Marines normally assigned to this duty are selected from assigned Marines.

2. Duties And Responsibilities. The administration section has a variety of duties and responsibilities to include the following:

a. Correspondence/Files

(1) Prepare and type all outgoing correspondence.

(2) Maintain correspondence files in accordance with SECNAVINST 5212.5C and MCO 5210.11D and retain as directed.

(3) Ensure timely pickup and delivery of official correspondence and appropriate internal routing is accomplished. All correspondence will be routed to the NCOIC and then the OIC before any further action is taken.

b. Maintain close liaison with the H&HS administration office through the S-3 Department with regard to administrative matters.

c. Maintain current personnel data folders on all Marines assigned and ensure they are updated at least quarterly or as changes occur.

d. Provide clerical support to all ARFF sections as required. All requests for support are to be cleared through the ARFF NCOIC first.

e. Maintain a binder of current forms used by ARFF. All requests for reproduction of ARFF forms will be made through the administration office. Forms that are sent to the Air Station Repro via the Productivity Enhancement Office at Bldg 601 for copies will be routed through administration.

f. Ensure mail is picked up daily, between the hours of 1400 and 1500 on Monday through Thursday and between the hours of 1300 and 1400 on Friday.

g. Maintain reports control and personnel status bulletin boards. All are to be reviewed daily. Training schedules, squadron bulletins and related paperwork are located on the bulletin board outside of the Section Leaders office that will be updated weekly.

h. Maintain the key locker in the Administration office, ensuring each key is identified with an easily read tag and those keys are properly controlled.

i. Check guard mailboxes at least once daily at S-3 and H&HS. All incoming guard mail will be routed through the Crash Chief, NCOIC and the OIC respectively. Once seen by the OIC, it will be acted upon accordingly. Personnel, other than administration personnel, picking up guard mail will deliver it directly to the administration office.

j. Naval messages will be done in accordance with NTP 3(F), Naval Telecommunications Procedures Telecommunications Users Manual. The S-3 Secretary and the Communications Center can also provide assistance.

k. Computer systems are an essential part of administration duties and is utilized daily in the preparation and retrieval of valuable information concerning the ARFF mission.

(1) Disks with reports on memory will be marked accordingly on the outside of each disk.

(2) A backup copy of all disks will be maintained in a separate location from the working disks.

1. Guidance in maintaining technical publications is contained in NAVAIR 00-25-100 (Technical Manual Program) and NAVAIR 00-25DRT-1 (Automatic Distribution Requirements Tables). Administration is responsible for the control and upkeep of all technical publications within the Branch. In order to do this, the following must be done:

(1) Maintain up to date library on all technical publications within the Branch.

(2) Ensure changes, safety supplements or operational supplements are made or added to all copies of the technical publications as they are received in accordance with NAVAIR 00-25-100.

(3) Review updates of the Table of Authorized Publications (TAP) and/or Automatic Requirements Listing (ARL) supplied by the Air Station Central Files Office.

(4) Maintain close liaison with the Air Station Central Files Clerk in all matters pertaining to Technical Publications.

(5) Ensure a record of personnel borrowing a technical publication from the administration office is logged in utilizing a locator sheet and signed for, with the date of issuance, and date due back.

(6) TO 00-5-2 will be utilized when requesting United States Air Force Publications (Technical Orders).

(7) Maintain an up-to-date file of all pertinent H&HS, MCAS and Marine Corps Directives using the most current directive system checklist (i.e., SqdnBul 5215; ASBul 5215, etc.). These checklists are available from the S-3 Department. All directives will be maintained in the administration office.

m. Responsible for gathering information, typing and timely submission of all reports listed on pages 5 through 10 of this manual.

- n. Carry out additional tasks assigned by the NCOIC/OIC.

3005. TRAINING SECTION

1. Assignment. The Training NCO is assigned from within the Branch and is responsible to the NCOIC and OIC.

2. Responsibilities and Duties. The Training NCO will:

- a. Coordinate all training as outlined by current directives.

- (1) Indoctrinate all assigned Marines with limited experience in the operation and policies and procedures within this Branch. This is to be accomplished through coordination with the Section Leaders. Advise the OIC/NCOIC as to special training required but not completed.

- (2) Accomplish the refresher training of all assigned Marines who have worked outside the MOS, as their particular case warrants, in accordance with the provisions of reference (b). This includes Reserve Marine training.

- (3) Conduct continuous training in accordance with published training schedules and ensure that technical training is compatible with standard accepted procedures developed by Naval agencies for aircraft fire fighting and rescue operations and assigned equipment. This training shall encompass all phases outlined in reference (b).

(a) Monthly Training Schedule

- 1 All classes listed on the monthly training schedule will be conducted in a timely manner. Cancellation of training classes listed on the monthly schedule will only be approved by the NCOIC/OIC.

- 2 The Training NCO will provide the NCOIC and OIC a listing of all classes not completed three (3) days prior to the end of the month.

- (b) Revise training outlines as required to maintain currency. Outlines should be reviewed annually.

(4) When new or unique equipment is assigned, coordinate with Crash Chief, Truckmaster and Materiel Sections to develop procedures for proper use, and conduct the training necessary to familiarize all Marines. Training should utilize all available equipment carried on vehicles to ensure their proper application and prepare personnel for an actual mishap.

(5) Schedule and supervise training of all assigned Marines in accordance with reference (b).

(6) Coordinate with local organizations for their participation in the ARFF training program (i.e. Medical, Ordnance, Aviation Safety, Maintenance, etc.). Maintain close liaison with the Structural Fire Division regarding a cross-training program.

(7) Schedule and monitor all of the following areas of military training ensuring 100% completion by the end of the calendar/fiscal year.

- Essential Military Subjects Training (EMST)
- Rifle range (Fiscal Year)
- Pistol range
- Water survival
- Leadership training
- Troop information
- Driver improvement
- Physical Fitness Test (PFT)
- Remedial PT/Military Appearance/Weight Control Programs
- Gas chamber/NBC

b. Be thoroughly familiar with the ARFF area of responsibility both on and off the Air Station as required by reference (b), and ensure that the Section Leaders have current knowledge of these conditions to the extent necessary for them to handle an off-station emergency response. Ensure off-station maps are current and that the Section Leaders and other "required to know" agencies have the same maps.

c. Develop a program of drills to ensure that the highest degree of proficiency and teamwork are attained. Ensure those training fires and realistic forcible entry drills with simulated rescue procedures are used to the extent necessary to maintain a high level of proficiency.

d. Arrange for and conduct demonstrations, lectures and static displays. Coordinate through the MCAS Joint Public Affairs Office and act as this Branch's Public Affairs representative.

e. Maintain close liaison with tenant and deployed aviation units to ensure proper procedures are followed when handling their aircraft in emergency situations. Arrange/coordinate with sections.

f. Operate and maintain the weight control and personal appearance programs as they pertain to ARFF Marines.

g. Provide airfield orientation to ambulance drivers as necessary. Ensure all drivers receive the Airfield Vehicle Operators and Refamiliarization Course as required by references (g) and (j).

h. Training Records

(1) Maintain individual training records on each Marine. This record consists of a list of related training subjects that has been received and the hours devoted to each.

(2) Record all military training completed and ensure proper reporting to agencies responsible with recording this information.

(3) Forward all technical training records to the Marine's new command upon transfer. If the Marine is being discharged from the Marine Corps, give the training record to the Marine upon checking out of ARFF.

i. Prepare tests (oral and written) as a final examination of any period of instruction. The use of "pop quizzes" devised by the Training NCO for on-the-spot check of student progress is recommended.

3006. TRUCKMASTER SECTION

1. Assignment. The Truckmaster is designated from assigned Marines and is responsible to the NCOIC and OIC in the performance of duties.

2. Duties And Responsibilities. The Truckmaster Section will:

a. Monitor the daily check-out and inspection of all vehicles, preventive maintenance (PM) and repair of all equipment. Maintain continuous liaison with the Air Station Motor Transportation Division, and MWSS-273 Motor Transportation Maintenance Sections to ensure preventive maintenance of equipment is accomplished in accordance with existing directives and to ensure maximum availability of required equipment.

b. Ensure that collateral equipment such as: tools, rescue kits, power saws, wheel fans, ladders and air packs are removed from the vehicle and properly secured before the vehicle is turned into motor transport for repairs.

c. Personally accompany vehicles with major or peculiar discrepancies to the appropriate motor transport compound and furnish the maintenance personnel with a detailed list of discrepancies. If the vehicle is downed or dead lined, the section leaders will be notified to perform PM's on the vehicle where it sits. The ARFF NCOIC/OIC will be informed of action taken in each instance including estimated out-of-service time, requirement of a substitute vehicle and the availability of such vehicles.

d. Submit a vehicle status report to the Crash Chief/NCOIC/OIC by 0745 daily except weekends. Any change in vehicle status shall be passed to the Crash Chief/NCOIC/OIC immediately and the status board updated.

e. Schedule and/or supervise weekly and monthly PM's of all vehicles and equipment assigned and maintain completed PM records for a period of at least two years.

f. Establish and maintain a licensing program for prospective driver's in accordance with the OIC's policy letter and coordinate with the Training NCO.

g. Review vehicle checksheets and preventive maintenance records and initiate action to correct discrepancies in accordance with established procedures. Maintain vehicle check-sheets and PM sheets on file as required.

h. Ensure that vehicle checksheets reflect all items assigned to that vehicle. In the case of new equipment, such items will be

placed on check sheets prior to issue. These vehicle checksheets are to be reviewed at least every six months for currency/accuracy.

i. Provide the duty section with new vehicle check sheets by 1630 each Friday.

j. Prepare and submit all Quality Deficiency Reports (QDR's) on vehicles as necessary. MCO 4855.10 refers.

k. Establish an internal rehabilitation program to ensure all corrosion and maintenance-related items are performed as required.

l. Provide technical assistance to the section personnel when 1st echelon maintenance is performed.

m. Update maintenance records on all small engine operated equipment which reflects the operational history of the items to include in-service date.

n. Ensure all SL-3 equipment on vehicles is removed and stored whenever vehicles leave the area for maintenance. This effort will be coordinated with the Section Leader.

3007. MATERIEL SECTION

1. Assignment. The Materiel NCO is designated from assigned Marines and is responsible to the NCOIC and OIC in the performance of duties.

2. Duties And Responsibilities. The Materiel NCO will be proficient in material and supply procedures in order to carry out those duties and responsibilities to include:

a. Maintain close liaison with the Air Station Comptroller/Accounting Departments to ensure that funds expended do not exceed budget allowance and to obtain additional funding as required.

b. Maintain a running account (ledger) of funds budgeted and expended, to include: description of item(s) ordered, quantity, cost and other pertinent information necessary.

c. Make timely recommendations and submit to the OIC via NCOIC budget requirements for each quarter, mid-year review and fiscal year or as directed. (plant, organic property, programmed objective memorandum, (POM) and TAD).

d. Submit a status of planning estimate (PE) report to the Comptroller via the NCOIC/OIC upon receipt of a justification voucher (JV) or as directed by the Comptroller.

e. Requisitioning/receiving and maintaining those supplies and materials required for proper support of the Branch and making distribution as needed in accordance with military standard requisitioning and issue procedures (MILSTRIP) and military standard transaction reporting and accounting procedures (MILSTRAP).

f. Submit DD forms 1348 and 1348-6 to the OIC, via the NCOIC, for approval when ordering supplies.

g. Maintain an adequate supply of protective clothing as required by reference (b).

h. Maintain close liaison with Air Station Supply to help expedite ordering of needed supplies.

i. Maintain an up-to-date reference library for tools, office supplies, equipment, etc. A technical library is also available for use at Air Station Supply.

j. In cases where items have been ordered but not received within 30 days, submit an appropriate follow-up inquiry document requesting status.

k. Maintain a current inventory of all equipment and supplies, accountable and expendable, ensuring a complete inventory is held quarterly and inform the NCOIC/OIC of results. All inventory results shall be filed and retained by the Materiel NCO for a period of at least one year. This effort will be coordinated with MCAS Marine Corps Property in obtaining current consolidated memorandum receipts (CMR's). Items not accounted for on the CMR will be accounted for on a special allowance list. The OIC will be briefed on any discrepancies found.

l. Maintain current records on all equipment/supplies issued to individuals and to each section and update them annually.

m. Maintain records/custody cards on all accountable items issued or on loan to the Branch from other departments (i.e. special services equipment, TAVSD, etc.).

n. Maintain records and control of all test maintenance diagnostic equipment (TMDE) in accordance with OP 43P6.A (Measures Users Manual).

o. Establish/monitor and maintain records of a calibration program. This program will be coordinated through GEMB.

p. Establish/monitor a program to record hydrostatic tests of all equipment required on an "as required" basis.

q. When a new Marine checks in for duty, complete an individual custody card (ICC) noting all items issued during their tour of duty with this Branch. This will include protective clothing, sound suppressors, locker assignment, coveralls, safety shoes, etc. The Materiel NCO, prior to that Marine's termination of duty with this Branch, will recover all accountable items. Any accountable items not recovered will have a missing, lost or stolen report (MSLR) submitted. (The wing material representative will issue to Marine's fapping over from MWSS-273.)

r. Conduct periodic inspections to ensure proper fit and serviceability of all equipment assigned to individual Marines and update individual custody cards as necessary.

s. No approval will be given to anyone requesting use of government property for other than military functions without the NCOIC/OIC's approval.

t. Schedule DRMO runs as required. Submit all turn-in documents to the OIC via the NCOIC for approval prior to disposal of equipment in accordance with ASO 4400.15.

u. Mark, tag and identify all equipment and ensure all fire fighting equipment (other than vehicles) is painted and marked in accordance with applicable safety codes.

v. Ensure this Branch complies with MCO P4790.2B, Marine Integrated Maintenance Management System (MIMMS), and TM 4700-15/1F Equipment record procedures.

w. Be familiar with Maintenance Management Procedures, COMNAVAIRLANTINST 4790.16C.

x. Maintain custody/accountability/inventory for all tools and equipment assigned. Notify NCOIC/OIC of disposition.

y. References (b) and (k) explain the requirements of a respiratory program. The Material NCO is assigned the additional responsibility as manager of this program. The respiratory program manager is required to ensure that all provisions of the program, as specified in Chapter 6, are followed to ensure the program will benefit all Marines who use respiratory protection. Responsibilities also include the supervision of maintenance and coordination for maintenance training. The Materiel NCO will ensure that an adequate number of qualified maintenance personnel are available.

z. Have periodic inspections and routine maintenance performed by the Air Station or MALS 31/MAG 31 Aircraft Maintenance Branch on all assigned aircraft hoisting slings with appropriate individual material readiness list (IMRL) paperwork submitted. (Required by NAVAIRINST 17-1-114).

CHAPTER 4
OPERATIONS SECTION

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CHAPTER 4

OPERATIONS SECTION

4000. GENERAL. Fire Fighting in and around crashed aircraft is a highly technical profession. Prerequisites for assignment to this duty include alertness, courage, dedication, agility, physical strength and the ability to be an exacting team worker. Therefore, all enlisted Marines, MOS 7051, will be assigned to jobs on a watch section as described in Chapter 1, upon joining the Aircraft Fire Fighting and Rescue Branch except for those Marines selected for assignment to a support section. The operations section Marines must be MOS qualified.

1. Reveille. Reveille will go at 0530 Monday thru Friday and at the Section Leaders discretion on weekends and Holidays.
2. Posting And Relieving. The duty watch section will remain on duty and ready to respond to any situation until secured by the duty Section Leader. The on-coming Section Leader will receive a briefing from the off-going Section Leader regarding vehicle status and discrepancies, conditions on the airfield and surrounding areas and any projects that require completion prior to being posted/relieved. The Section Leaders will then proceed to the Crash Chief/NCOIC for posting/relief during the normal workweek. An informal post/relief will be effected on weekends and holidays.
3. Personnel Manning. Personnel manning will be in accordance with reference (b) and established policy contained in this Manual. After airfield closure, a minimum of ten (10) personnel will be available for flightline fire protection. This will include a Section Leader, heavy equipment operator and two P-19A crews.
4. Drills. The Section Leader is authorized and encouraged to conduct bunker gear drills, response drills and wet runs, whether announced or unannounced, day or night, to maintain proficiency and alertness.

4001. SECTION LEADER

1. Assignment. The Section Leader is directly responsible to the Crash Chief for the operational readiness and performance of Marines and maintenance of all equipment and facilities during the

assigned period of duty. The tour of duty for the Section Leader will be in accordance with current directives and both the Section Leader and the Assistant(s) are to remain on duty at the ARFF Branch while the airfield is open. The Section Leader shall be thoroughly familiar with the contents of this Manual and applicable portions of references (a) and (b).

2. Duties and Responsibilities. The Section Leader will:

a. Before assuming duties:

(1) Inspect the building and grounds areas for proper police, function and an acceptable state of orderliness.

(2) All on-coming watch section Marines will be in formation at 0715 ready for inspection with all fire fighting clothing near them and in the designated uniform. The Section Leader or Assistant Section Leader will inspect, and a designated Marine NCO may assist, in inspecting Marines and their equipment. Assign crew positions and review the plan of the day. Crew assignments will be made after determining that assigned Marines possess the required qualifications for the duty to be performed.

(3) Inspect all vehicles and support equipment ensuring all discrepancies found are rectified prior to relief being made.

b. After assuming the duty:

(1) Take charge of any emergency or crash until relieved by a cognizant senior from within the Branch.

(2) Give additional instructions as necessary to ensure that Marines are well informed of their duties and any special instructions as required.

(3) Ensure that all Marines have been indoctrinated in safety procedures and precautions to take when responding. Ensure protective clothing and hearing protection is worn by designated crewmembers participating in all standby's, emergencies and crashes.

(4) If a runway sweeper is needed after hours, contact the control tower and provide location of the FOD. Contact the Air Station motor transport dispatcher if sweeper is required.

(5) Ensure the Crash Chief, NCOIC or OIC is notified of all unusual situations that occur outside normal working hours.

(6) Monitor the crash radio net at all times during emergencies.

(7) Ensure drivers remain behind the wheel of major ARFF vehicles until the emergency is secured. No major ARFF vehicle will be left unattended while it is running. The Section Leader will secure unnecessary vehicles as soon as possible. Ensure that all driver operators proceeding to the scene of an emergency/mishap uses extreme caution on the airfield. Passing taxiing aircraft will be done after obtaining clearance from BEAUFORT TOWER.

(8) The Section Leader or Assistant will conduct a critique of the section immediately following all emergency responses, mishaps and drills. The critique will be a review of the section's performance during the emergency, mishap or drill.

(9) Conduct an airfield orientation/refamiliarization as needed for all crew chiefs and newly joined personnel. This is to familiarize the Marines of all access roads, buildings and equipment on or adjacent to the airfield. Training section will coordinate this with other agencies (i.e. SAR, Motor T, etc.).

(10) Self Contained Breathing Apparatus (SCBA's) are to be checked out daily. Section Leaders are charged with the responsibility of reviewing checksheets daily. SCBA's will be functionally inspected bimonthly. All SCBA's will be taken to Materiel for monthly PM. Materiel is charged with maintenance of all PM and repair records. (See chapter 6 for more information.)

(11) Assign an NCO from the duty section to coordinate all technical and military training with the Training NCO and submit training sheets as required.

(12) Ensure that functioning FM radios are available in all vehicles and are checked daily for serviceability; that correct radio procedures are used and radios are secured after use.

NOTE

INVENTORY ALL VEHICLE RADIOS WEEKLY AND SUBMIT RESULTS TO OIC
VIA NCOIC AS REQUIRED BY ASO 10550.1B.

(13) Ensure that a daily journal is maintained in accordance with reference (b) and this Manual.

(a) Entries will be concise, neat, accurate, and contain pertinent Aircraft Fire Fighting and Rescue activities. Spaces in the logbook will be used in sequence, and no lines left blank. The use of a rough log will be up to the discretion of the Section Leader.

(b) When a mistake is made in the logbook, a "thin" black line will be drawn through the mistake and initialed by the person who made the mistake.

(c) Late entries will be logged in as follows:
Present time | Late Entry 0500.

(d) The log book is an official document and is kept on file.

(e) No pages will be torn out of the rough log book for any reason.

(f) Emergency Information. All emergencies will be logged in red ink and consist of the information required by reference (b). Information will then be transferred to a response sheet.

1 ON-STATION

- *Location
- *Type of aircraft
- *Nature of emergency
- *Number of personnel on board
- *Ordnance stores or other hazardous cargo
- *Landing runway and ETA
- *Any other pertinent information

2 OFF-STATION

- *Location of the mishap and direction to the scene.
- *Type of aircraft, whether fire is present or not.

*Reporting person's name and telephone number and request that they remain at a designated location and act as a guide if necessary.

3 All emergencies will also include the following:

- *Squadron
- *Modex
- *Bureau number
- *Time secured
- *Other information the Section Leader

deems necessary

(g) Ensure all fuel spill information is entered including persons name reporting incident, type of aircraft, location, cause of spill and ground or water contact. Contact NREAO if the latter condition occurs or if a spill exceeds gallons.

(h) The off-going Section Leader will read and sign that portion of the permanent log that applies to the tour of duty prior to relief. Care will be taken to ensure that vehicular operations on the airfield are properly logged (purpose of all vehicles moving from crash barn will be clearly stated, WHO, WHAT, WHEN, WHERE, HOW and WHY). The log book and all paperwork will be turned in no later than 0800.

(14) When notified by the Fire Chief or other fire officials that assistance is needed, find out what assistance is required (i.e. vehicle/manpower) and respond accordingly. Immediately notify the Crash Chief, NCOIC, or OIC if assistance is required.

4002. ASSISTANT SECTION LEADER

1. The Assistant Section Leader will be directly responsible to the Section Leader and will carry out such tasks as may be necessary to aid in the accomplishment of assigned duties. The Assistant Section Leader will perform the duties of the Section Leader in his/her absence. Additionally, the Assistant Section Leader will have proximity clothing immediately available at all times during the tour of duty.

2. Energy Conservation. Two Assistant Section Leaders will be tasked with the collateral duty of Energy Conservation Monitors. ASO 4110.2 and related references will be used in the performance of this duty. A turnover folder is to be prepared specifying duties and responsibilities, point of contact, references and any other information needed. All personnel will practice energy conservation.

4003. CREW CHIEF. The most experienced, mature, qualified, licensed and responsible Marines will be assigned as Crew Chief's of a major ARFF vehicle by the Section Leader. The Crew Chief will ensure his assigned vehicle is "topped off" with fuel, water and agent at all times, will be thoroughly familiar with the Runway Alert Position and General Response Procedures outlined in Chapter 5 of this Manual and will remain constantly alert during emergencies or training fires. The Crew Chief will be under the direct supervision of the Section Leader and will:

1. Ensure that the assigned vehicle and equipment are properly inspected and all preventive maintenance discrepancies are corrected prior to assuming position on the airfield (hotspot). Vehicles will be kept in a stand-by-alert condition to meet any emergency situation instantly. Vehicle checkout should commence soon after section relief.

2. Ensure maintenance and upkeep of the assigned vehicle, tools and equipment is performed. Maintenance includes, but is not limited to:

- a. First echelon maintenance will be done in accordance with ASO 11240.7 and current TM 08674A-20/2.

- b. Advising the Section Leader of discrepancies that can not be repaired by the operator.

3. Ensure the assigned crew is properly briefed and fully understands their duties and responsibilities, including being familiar with this Manual and other instructions that are issued.

4. Runway Alert Crew (Hotspot) Readiness

- a. The Section Leader assigns crews for the runway alert position from section personnel. The Crew Chief is charged with

responsibilities for the proper operational readiness of assigned equipment, safety and performance of the crew.

b. Ensure the assigned crew is in a constant state of readiness and fully alert when posted as the runway alert crew and that they maintain a complete set of serviceable protective clothing close at hand for instant donning in the event of an emergency.

c. Maintain the alert position in a good state of police.

d. The runway alert crew will respond immediately to all emergencies or mishaps. If the alert crew observes a situation requiring their response, and have not been instructed to respond, they will respond, notify BEAUFORT TOWER, request clearance as required and approach the scene.

e. Each crewmember will be assigned a definite area of responsibility during alert status. This will include a radio watch, a turret watch/observer for aircraft departures and arrivals, and unauthorized vehicles operating on the airfield. Notify the Control Tower anytime animals or flocks of birds are seen on runways or taxiways and when unauthorized vehicles are seen on the airfield. The turret watch/observer will be pulled down only at the good judgement of the crew chief for extreme weather conditions.

NOTE

ENSURE THE RUNWAY ALERT VEHICLE IS STARTED EVERY HALF HOUR.

5. Ensure an FM radio check is made hourly while at hotspot.
6. Be accountable for all assigned vehicle equipment, lost or damaged.
7. Be responsible for vehicle cleanliness. ARFF vehicles are vital to our mission and require great care. Therefore, vehicles are to be clean at all times.
8. Have assigned vehicles prepared for field day inspection as directed.

9. Vehicle Safety

- a. Ensure all compartment doors are closed and equipment is secured prior to vehicle moving.
- b. Ensure the safety of assigned crewmembers and vehicle while traveling on the airfield.
- c. Ensure use of two back up personnel when backing vehicle.

4004. TURRET OPERATOR. This position is assigned by the Section Leader from assigned Marines and is directly responsible to the Crew Chief in the performance of duties. When an actual mishap occurs involving fire, create a rescue path immediately. After rescue and under the direction of the Section Leader and/or Crew Chief, extinguish the remaining fire.

4005. RESCUE PERSONNEL. These positions are assigned by the Section Leader from assigned Marines and are directly responsible to the Crew Chief/Section Leader in the performance of duties. Upon arrival at the scene of a mishap or fire, immediately initiate rescue operations if required. Once rescue is completed, assist with immediate first aid to victims until arrival of medical personnel and assist handline personnel in fire fighting operations.

4006. HANDLINE OPERATOR. This position is assigned by the Section Leader from assigned Marines and is directly responsible to the Crew Chief in the performance of duties. Upon arrival at the scene of a mishap or fire, immediately deploy fire protection equipment for the purpose of rescue and fire extinguishment.

4007. NURSE TRUCK/WATER TANKER OPERATOR. The Section Leader assigns this position to a qualified Marine. The nurse truck/water tanker operator is directly responsible to the Section Leader in the performance of duties. Be prepared to respond to any mutual aid request off-station. It is imperative that the nurse truck/water tanker operator be familiar with the surrounding area within the MCAS Beaufort area of responsibility.

4008. CRANE OPERATOR. The driver/operator of the RT-855 crane is assigned by the Section Leader. The crane operator is under the direct supervision of the Section Leader.

1. This individual must be thoroughly familiar with all aircraft, their lifting points and emergency access/egress systems. Further information can be obtained by referring to references (b) and (g), NAVAIR 00-80R-14-1 Aircraft Emergency Rescue Information and Air Force T.O. 00-105E-9, Aircraft Emergency Rescue Information. Cranes must contain certification data that they have been weight tested within the past twelve months as required by NAVAIRINST 17-1-1-114 and ASO 11262.1B.

2. Cranes will not respond to emergencies unless authorized by the Section Leader.

CHAPTER 5

EMERGENCY AND GENERAL RESPONSE PROCEDURES

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ARFF SOP

CHAPTER 5

EMERGENCY AND GENERAL RESPONSE PROCEDURES

5000. GENERAL. To adequately train ARFF Marines, basic standardized procedures are established and Marines are trained to follow these procedures to produce an efficient fire-fighting unit.

1. When dealing with aircraft, there are many hazards, which must be considered. Due to the numerous hazards and their many variables, use of this Manual in conjunction with reference (b) and other applicable directives will provide the best results.
2. After an alarm has been received, the most direct route with the best travel conditions should be utilized. The speed of the vehicle in responding to an emergency/mishap must be that which affords adequate safety. Vehicle sirens will be utilized when the response route is other than a taxiway or runway and warning lights will be used during all responses.
3. Familiarity with alert positions and response routes is required of all Crew Chief's and supervisory personnel.
4. No two emergencies or mishaps are identical, but safe and standard procedures provide a firm basis from which to operate.
5. Self-Contained Breathing Apparatus (SCBA) is mandatory for all responses.
6. Hazardous Materials Information Emergency Phone Number. The South Carolina Department of Health and Environmental Control (DHEC) 24 hour emergency response phone number is (803) 734-5424 or (803) 253-6488. This phone number is to be used whenever questions arise on hazardous material response and information is unavailable from local services.

5001. RUNWAY ALERT POSITION. This position is manned with a major ARFF vehicle and crew of four Marines at all times while flying is in progress. The runway alert position (hotspot) provides immediate response to all unannounced emergencies or incidents which occur on the airfield. When the runway alert crew observes good cause to respond to an emergency, and has not specifically been instructed to do so, the crew will respond, notify BEAUFORT TOWER, requesting clearance if required, and report to VULCAN 1, by radio, providing the location and nature of the emergency.

5002. STANDBY ALERT. A standby alert shall be maintained at all times during all flight operations. This alert must be maintained in a state of readiness that will permit response to an emergency within 3 minutes from standby positions or designated locations for announced emergencies. The purpose of the standby alert is to supplement the runway alert in meeting minimum response requirements required by reference (b) and to provide fire fighting capability necessary to minimize danger to flight crew personnel. It consists of remaining vehicles and personnel of the duty section.

5003. DECLARED IN-FLIGHT EMERGENCY

1. The ARFF Branch is notified by means of the crash alarm system of an aircraft that has declared an emergency while in flight.
2. Pertinent information is provided via the crash phone and can be repeated by to central dispatch over the FM net to all ARFF personnel if required and requested by the Section Leader.
3. Support Agencies Response Position. Medical, EOD and military police personnel and equipment will respond to their designated positions during all standby's and emergencies. They will proceed to the scene when requested by the Section Leader. Upon arriving at the scene they will be under the direct supervision of the Section Leader until relieved/secured.
4. Permission to chase an emergency aircraft down the runway will be obtained from the control tower by the Section Leader when required. If a chase is necessary, all vehicles will use the extreme side of the runway closest to their entrance. Extreme care will be used when approaching aircraft, especially helicopters due to the rotor blades.
5. On the approach to the predesignated alert positions, the Section Leader should initiate the following actions:
 - a. Provide instruction to all vehicles to include heavy equipment and other support equipment.
 - b. All aircraft emergencies do not require ARFF vehicles to chase the aircraft down the runway. The Section Leader will make the determination if a chase is going to be required. If required,

clearance will be obtained by calling the tower and requesting clearance to chase. Exceptions to this will be governed by common sense and good judgment.

(1) The Section Leader may request the emergency aircraft to "hold" after departing the runway for visual inspection. Once an aircraft has declared an emergency and landed at this installation, it is requested that the aircraft not be released for taxi without approval of the Section Leader. However, the pilot of the aircraft has the final decision in complying with any request since he is ultimately responsible for the aircraft.

(2) After a visual check of the aircraft has been made, pinned/downlocked as required, and is safe for taxi to it's line, notify tower. Release ambulance, fire department and other support sections as soon as possible and secure emergency at the Section Leader's discretion.

NOTE

ALL AIRCRAFT DECLARING A FIRE WARNING LIGHT EMERGENCY WILL BE STOPPED AND CHECKED FOR FIRE PRIOR TO THE AIRCRAFT PROCEEDING TO ITS LINE.

6. Obtain all pertinent information on aircraft emergencies and ensure such information is entered in the daily logbook.
7. Reposition vehicles to support normal operations.
8. Resume normal operations and complete the required response report.

5004. DOWNLOCKING/PINNING AIRCRAFT. The following procedures or actions are to be taken when "downlocking" or "pinning" aircraft landing gear.

1. All aircraft that declare an emergency and are serviced by ARFF should be "pinned" or "down locked" at the earliest opportunity, if necessary. This will save valuable time should it become necessary to shut down the aircraft and evacuate the pilot. A major ARFF vehicle and command vehicle will escort the emergency aircraft back to its flight line and will remain with the aircraft until the engine(s) is/are shut down and chocks are in place before securing.

2. No ARFF Marine will approach the aircraft until the Section Leader directs.

3. At least one handline will be out and ready to activate if any fuel or fluid is present and to provide coverage should it become necessary for the pilots to egress the aircraft.

2. All turrets will be manned.

5. All Marines will enter from the Section Leaders position and return to the same point.

6. All personnel will be alert to the intakes, exhaust and ordnance.

7. Chocks and Downlocks/pins will be applied when there is any question as to whether or not an aircraft is safe to taxi. The pilot will then be given the signal to shutdown and stand by to assist towing the aircraft clear of the runway.

8. All aircraft should be stopped and the landing gear downlocked or pinned prior to proceeding to a parking area when an emergency is declared for hydraulic failure or unsafe gear conditions.

5005. ON AND OFF-STATION MISHAPS. Reference (j) will be used for all mishaps on or off-station. The Section Leader or cognizant authority will initiate a recall of all or a portion of those personnel in a liberty or recall status, as necessary, to ensure adequate fire protection during incidents on or off station. Central Dispatch can provide assistance as necessary to initiate a recall.

5006. MUTUAL AID

1. MCAS Fire Department

a. General. The mutual aid support plan is intended to furnish assistance to the Air Station Fire Department in emergency situations whenever mutual support would be in the best interest of this Command and is not intended as a merger of the two Branches. To effectively utilize the expertise and experience of both Branches, the ARFF Officer and Fire Chief will act as

technical advisors to each other upon request. ASO P11320.1G, MCAS Beaufort Fire Regulations, provides details in areas of fire response, requests for assistance and both the fire department and ARFF cooperation.

b. Responsibility. The ARFF Officer has control and command of fire fighting operations involving aircraft except when the aircraft is located inside a structure. In the latter case, the Fire Chief will have control and command at the scene.

c. Aircraft Fire Fighting and Rescue Supporting The Fire Department. The ARFF Branch is authorized to furnish assistance to the Air Station Fire Department whenever the situation is deemed necessary and upon request of the Fire Chief as mentioned in ASO P11320.1G or other competent authority. However, the ARFF Branch will maintain sufficient personnel and equipment on the airfield to meet minimum response requirements in accordance with reference (b).

d. Fire Department Supporting Aircraft Fire Fighting and Rescue. The Air Station Fire Department is authorized to furnish assistance to the ARFF Branch whenever necessary and upon request of the OIC as specified in ASO P11320.1G or other competent authority.

e. Structural Fire Alarms. The MCAS Fire Department is responsible for response to structural fire alarms. The following procedures will be taken by ARFF when responding to all fire alarms and/or calls for assistance from the MCAS fire department:

(1) Respond with one major ARFF vehicle when notification of a hangar alarm or fire is received. Upon arrival at the scene, the Section Leader will report to the senior structural firefighter for instructions. If an aircraft is involved, the Section Leader will call for additional equipment as required.

(2) The Section Leader will respond to the scene of the fire in the command vehicle with one major ARFF vehicle. Ensure maximum use of the airfield when responding and after receiving clearance from BEAUFORT TOWER to cross runways.

(3) In the event ARFF vehicles arrive first at the scene of a fire, the senior ARFF Marine will direct operations to effect the rescue of personnel and extinguish the fire. Upon arrival of

the Fire Department, the senior ARFF Marine will report the action taken and await further instructions. ARFF Marines will not leave the scene until secured by the senior structural fire department representative in charge of the operation.

(4) In the event of a fire or additional alarm, the Section Leaders or their representative will notify Base Ops at base extension 7301 prior to dispatching equipment so that flight operations can be reduced/curtailed as necessary.

(5) On a flight line area fire, the ARFF Branch will respond with a command vehicle and all other manned ARFF vehicles, except the runway alert crew.

(6) The water tanker will be made available for wash downs, etc. when not in use on the airfield during an emergency. The water tanker will not depart the airfield without approval from the NCOIC/OIC. As the ARFF Branch has a primary mission of airfield support, response to structural fires and mutual aid shall not jeopardize vehicle or manning minimums as set forth in reference (b).

(7) In the event of an alarm from an aircraft hangar, both the Structural Fire Department and ARFF will respond. If the fire involves the hangar or structure, the ARFF Officer or designated representative will report to the Fire Chief and assist as directed. If the fire involves an aircraft or is outside the hangar, the Fire Chief shall report to the senior ARFF representative and assist as directed.

(8) Cross training with the MCAS Beaufort Fire Department is encouraged and shall be required at least quarterly, per chapter 5 of reference (b).

2. Mutual Aid To Other Agencies

a. Agreements. Mutual aid agreements with the surrounding communities (Burton, Beaufort, Lady's Island, Sheldon, Port Royal, Parris Island, Beaufort Naval Hospital, Bluffton, Hilton Head and Fripp Island) are kept as part of the NCOIC/OIC turnover requirements. The MCAS Beaufort Fire Department holds additional copies, as well as the MCAS Law Center. Reference (f) and ASO P11320.1G defines this area further.

b. Requests For Assistance. Calls for mutual aid normally come from the MCAS Beaufort Officer of the Day (OOD), the Fire Department or central dispatch. When ARFF assistance is needed, the Section Leader will first respond appropriately by sending Marines or equipment and then by notifying the Crash Chief/NCOIC/OIC. The Section Leader is further instructed to take notes of the request as to: name and agency of person calling, address and telephone number or other means of reaching person making request in accordance with reference (i).

c. Authorization. Approval to respond to any mutual aid request is covered through the mutual aid and forest fire protection agreement that exists between outside agencies and MCAS Beaufort.

5007. HAZARDOUS CARGO (RED LABEL). When notification is received of an aircraft landing with hazardous cargo, the Section Leader will ascertain the arrival time, type aircraft, category of cargo and take the following actions:

1. Advise the runway alert crew to observe the touchdown and rollout of the aircraft and visually follow the aircraft until it clears the runway.
2. Dispatch one major ARFF vehicle to the rollout position of the runway. After the aircraft clears the runway, the vehicle will follow the aircraft to the designated loading (Red Label) area. This vehicle will remain with the aircraft during the loading and/or unloading operations and will maintain a distance of 1200 feet. The Crew Chief will position his vehicle in such a manner as to fully observe the entire operation. All crewmembers will be in full protective clothing, including breathing apparatus, ready for immediate action. The Crew Chief will have breathing apparatus nearby and ready to don.
3. In the event of fire, all vehicles will respond to the scene to rescue personnel and extinguish the fire. After the fire has been extinguished, and if ordnance is present, all equipment and personnel, except one major ARFF vehicle and crew will withdraw to a distance of 1200 feet. This vehicle will remain with the aircraft until secured by proper authority. All crews involved with fire fighting operations will report to a predesignated point and be checked by a monitor team for decontamination, if necessary.

4. There are occasions when the Branch is called upon to furnish a vehicle for the loading of special ordnance or the mixing of napalm. The Section Leader will brief the Crew Chief on the type ordnance, action to be taken and tactics to be implemented should an accident occur.

5008. MEDICAL EVACUATION (MEDEVAC). The following procedures will be observed in accordance with NAVAIR 06-5-502 during the landing, taking-off, taxiing, refueling, loading/unloading of all aircraft with litter patients aboard:

1. Prior to loading/unloading litter patients in the designated area, a major ARFF vehicle will be positioned by the rescue side of the aircraft. When the aircraft is taxiing out for take-off, the ARFF vehicle will follow the aircraft to the warm-up position and then standby until the aircraft has departed.

2. A minimum of one major ARFF vehicle, fully manned, will be dispatched to afford protection during take-off and landing. The vehicle will be stationed in a safe position, yet readily accessible to the runway in use by the taxiing aircraft, and will follow the aircraft, until parked and chocked. The vehicle will stand by until all litter patients are loaded/unloaded. Whenever practical, the aircraft will be parked with the exit door on the upwind side and the vehicle positioned facing the exit. When litter patients cannot be removed and refueling is to be conducted, positions will be altered, as required, to ensure that the vehicle is between the refueling operation and the cargo door. Personnel will be in protective equipment to afford immediate response in the event of an incident.

5009. FUEL SPILLS. When notified of a fuel or oil spill in hangars or flight line areas is received, the Section Leader will dispatch a major ARFF vehicle to the spill scene. Personnel responsible for spill will do cleanup. If cleanup is not done in a reasonable time, the Section Leader should notify the Officer of the Day (OOD). When cleanup is complete, ensure a response sheet is completed with all pertinent information. ASO's 4570.3 and P11320.1G provide additional information. Include contact with NREAO for large fuel spills or when ground or water contamination

is suspected. ARFF personnel will execute immediate containment action upon arrival, if not already completed, to prevent soil contamination or entry into drainage systems. Under no circumstances will fuel spills be washed down.

5010. PROCEDURES FOR HAZARDOUS MATERIALS. The two main hazardous materials confronted by ARFF Marines are composite materials reinforced with carbon/graphite and boron/tungsten fibers. Responses to incidents involving composite materials will be handled in accordance with reference (b).

5011. HYDRAZINE. Reference (b) will be utilized when responding to incidents or emergencies which involve this material.

5012. OVERHEATED BATTERIES. Incidents involving overheated batteries will be handled in accordance with paragraph 2.5.7. of reference (b).

5013. PROCEDURES FOR HIGH POWER TURN-UPS

1. A high power turn-up area is available on a non-scheduled basis. User organizations are responsible for personnel and aircraft safety while using this area. Extended engine run-ups in excess of normal pre-takeoff engine checks are prohibited except in the designated high-power turnup area and hold short parts of runways 05 and 23. Squadrons shall notify ARFF prior to high power runups. Use of high-power turnup and test cell areas normally shall be limited to published airfield hours only. The MAG-31 Duty Officer shall coordinate additional times required for "mission essential high power runups".

2. Upon notification of a high power turnup and request for ARFF support the Section Leader will dispatch a major ARFF vehicle to the high power turnup area. The vehicle responding will be manned with a full crew. The Crew Chief will position his vehicle in a location, which afford maximum observation of the aircraft and personnel performing the high power turnup. Prior to securing from the high power turnup the Crew Chief will ensure that all information is obtained and returned to the Section Leader.

CHAPTER 6

VEHICLES AND EQUIPMENT

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CHAPTER 6

VEHICLES AND EQUIPMENT

6000. GENERAL. The ARFF Branch requires specific vehicles and equipment in order to perform its mission. To aid in this effort, vehicles and equipment from MWSS-273 are used in support of this mission.

1. Unauthorized Use

a. Personal/Unofficial. ARFF vehicles and/or support equipment will not be used for personal/unofficial business.

b. Wet Downs. ARFF vehicles will not be used for squadron requests to "wet down" personnel.

6001. MAJOR AIRCRAFT FIRE FIGHTING AND RESCUE VEHICLES. Major ARFF vehicles are used primarily to extinguish aircraft fires by engaging the roof and bumper turrets and all handlines. If any of these systems are inoperable, the vehicle will not be used on the runway alert position (hotspot).

1. Vehicles

a. All vehicles will have a backup person in the rear and one person positioned at the front of the vehicle directing/guiding the driver/operator when a vehicle is moving in reverse or when maneuvering in close quarters. During the hours of darkness, the backup person will use wands and standard arm/hand signals.

b. Driver/operators will inspect the area under and around vehicles prior to moving them.

c. Safety features located on crash vehicles shall be used as required. All Marines will be seated and seat belts in use in all vehicles while in motion.

d. Childish behavior (horsing around), speeding or reckless driving will not be tolerated at anytime.

e. Any discrepancies that impede the safe operation of any vehicle or piece of equipment operated by this Branch will be brought to the attention of the Section Leader and Truckmaster.

f. No Marine of this Branch will operate a vehicle unless the member is qualified and licensed for that vehicle.

g. Marines involved in salvage or lifting operations will wear hard hats and leather gloves.

h. Ensure all compartment doors are closed and equipment is secured prior to vehicle moving.

i. All vehicles will have off-station maps and a complete accident package aboard.

2. Equipment

a. All Marines will use sound suppressors and safety shoes when required to work around aircraft or operating rescue equipment.

b. All Marines will use eye protection when they are operating rescue tools.

c. Protective clothing will be worn during all crashes, emergencies, standbys, medevacs, and red label responses. Discrepancies involving protective clothing will be reported to the Section Leader immediately.

d. Head protection will be worn when ascending to the top of any vehicle.

3. Injuries

a. All injuries, no matter how minor, will be referred to medical authorities. The NCOIC and Crash Officer will be informed immediately.

b. During normal working hours the information required for the ground mishap report (MCO 5101.8D) will be called in to the ground safety office within 24 hours of the mishap (extension 7800). After normal working hours it shall be passed to the MCAS OOD and the ground safety office-recording machine at 522-7800.

6002. SAFETY PROCEDURES FOR DRIVING ON AIRFIELD. Reference (g) provides specific requirements regarding personnel and vehicle restrictions.

6003. LICENSE QUALIFICATIONS/DRIVERS TRAINING. Comply with current ARFF policy letter.

6004. VEHICLE FIELD DAY. The responsible section on duty will do a field day of all assigned vehicles every other Sunday in accordance with a published schedule. The Crash Chief will coordinate this schedule.

6005. FIRST ECHELON MAINTENANCE

1. Tires. P-19A tires require the use of a minimum of a 10-ton jack or better when changing. P-19A tires can be changed at ARFF, however, when tires need changing from rims, the Truckmaster will ensure the proper maintenance facility is notified and arrangements are made for this action to be completed.

2. Vehicle Maintenance Corrective Action. Section Leaders will review and sign each vehicle check sheet daily ensuring corrective action is taken on all 1st echelon (driver operator) maintenance discrepancies. Any discrepancy that the Section Leader believes to be beyond 1st echelon maintenance will be brought to the Truckmaster section for assistance.

3. Inoperable Vehicles. Anytime a vehicle becomes inoperative due to mechanical failure, it will be parked facing the Air Operations building if possible until necessary repairs can be completed. The Section Leader will notify the Truckmaster after hours if the situation cannot wait until the next duty day. In no instance will personnel be permitted to perform unauthorized maintenance on vehicles.

4. Preventive Maintenance (PM). Ensure all weekly vehicle PM's are conducted during normal working hours and in accordance with the published schedule.

5. Fueling. Fuel Keys are issued for each vehicle. All vehicles and support equipment are to be filled ("topped off") daily. No vehicle will be operated with less than 3/4 of a tank of fuel. All fuel keys are to be accounted for by the section leader.

6. Fluid Replacements. There will be no fluid replacement in any vehicle unless authorized by a Section Leader or Truckmaster. The Section Leader or Truckmaster will ensure that the proper fluid is being used and the proper level is obtained.

6006. OPERATIONAL AND MAINTENANCE PROCEDURES

1. Grove RT-855 Rescue Crane. The following procedures will be followed when operating the RT-855 crane:

a. Whenever the boom is rotated either left or right (with or without a load), the outriggers will be utilized to prevent the crane from accidentally tipping.

b. When hoisting or lowering the hook or boom without a load, the rpm's shall not exceed 1600.

2. Crane Inspection And Load Testing. MCO 11262.2 sets forth procedures for the inspection and load testing of Marine Corps commercial and tactical load lifting equipment.

3. Crash Vehicle Cool Down Time. The P-19A must be cooled down prior to shutting off. Therefore, the driver/operator must follow the shut-down procedures that are outlined in TM 08674-10/1, operator's handbook.

CAUTION

FAILURE TO ALLOW ENGINE TO IDLE FOR AT LEAST 2 MINUTES BEFORE
ENGINE SHUT DOWN WILL RESULT IN TURBOCHARGER DAMAGE.

6007. COLD WEATHER VEHICLE STORAGE PROCEDURES. The Section Leader is responsible for ensuring all water carrying vehicles are properly stored indoors during cold weather. Therefore, the following must be done:

1. Contact the weather office to find out the low temperature for the evening during cold weather months.

2. If the wind chill factor is below freezing, arrangements will be made by the Section Leader to have unmanned water-carrying vehicles parked in available hangars. Under no circumstances will these vehicles be left outdoors. Procedures for storing vehicles/support equipment during cold weather are as follows:

a. Prior to 1600 weekdays, the Section Leader will call the following organizations for approval to store vehicles in their respective hangars.

<u>UNIT</u>	<u>PH#/POINT OF CONTACT</u>
*MALS 31 (Bldg 594) (DWH)	7489/Production Controller
*MALS 31 (DWH)	7563
*MALS 31 OOD (AWH)	7060

b. Approval should be requested for the entire weekend and holidays on Friday, or days preceding holidays.

c. Ask the point of contact if there are any special instructions pertaining to parking vehicles.

d. During periods when the temperature is freezing during normal working hours, approval should be requested for the entire day.

e. If, for any reason the Section Leader is denied approval to store vehicles, the Crash Chief or NCOIC will be notified immediately for assistance.

6008. PROTECTIVE CLOTHING/EQUIPMENT. All ARFF Marines are responsible for their issued equipment. Therefore, any Marine that willfully or through neglect damages, destroys or loses such equipment, can be held responsible under the Uniform Code of Military Justice (UCMJ).

CHAPTER 7
COMMUNICATIONS

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CHAPTER 7

COMMUNICATIONS

7000. GENERAL. An emergency communications system is required by reference (b) and consists of a crash radio net, wire communications (public address and crash alert telephone) systems and the public telephone. Information concerning these systems are explained further in the following paragraphs.

7001. CRASH RADIO NET

1. The crash radio net operates on frequency 140.1 megahertz (MHZ). Call signs for all mobile ARFF and support equipment will be "BEAUFORT" followed by a two digit number (i.e., BEAUFORT 26). The following is a listing of all current call signs authorized for the Aircraft Fire Fighting and Rescue Branch as specified in reference (h).

Central Dispatch (PMO)	"MAVERICK"
Net Control - Tower	"BEAUFORT TOWER"
Aircraft Fire Fighting and Rescue	"VULCAN 1"
OIC	"VULCAN 07"
Section Leaders	"VULCAN 09 and 10"
ARFF Vehicles	"VULCAN 07-29"
Ambulance	"BEAUFORT 30-34"
Aircraft Recovery	"BEAUFORT 35-39"
EOD	"BEAUFORT 40-49"
Sweeper	"BEAUFORT 50-51"
Visiting Aircraft Line Trucks	"BEAUFORT 53-55"
Fire Department	"BEAUFORT 56-59"
Electronics Maint. Dept.	"BEAUFORT 60-69"
Open Mobile/Portable Assign.	"BEAUFORT 70-99"

7002. RADIO DISCIPLINE. Common courtesy is vital in radio communications in order to maintain a smooth flow of traffic. The following instructions apply to personnel utilizing the crash radio net:

- a. Make transmissions clear, short and to the point.
- b. Wait until the frequency is clear before making any transmissions.
- c. Maintain radio silence during emergencies unless absolutely necessary.
- d. Monitor radios at all times when operating a ARFF vehicle. Ensure all radios are turned off when vehicles are not used. All calls will be acknowledged verbally.
- e. Use of the crash radio net for conducting personal business, joking, offensive language or other forms of amusement is strictly prohibited.

7003. RADIO MAINTENANCE/INSTALLATION

1. General. The Air Station Ground Electronics Maintenance Branch (GEMB) will install and maintain all FM radios assigned to this Branch. Preventive Maintenance will be conducted as required by GEMB coordinating with the Section Leader. ARFF personnel shall not make any repairs to FM radios or PA systems and will ensure that no water comes into contact with receivers, transmitters or junction boxes during vehicle washing.
2. Radio Accountability. The Section Leader will inventory all vehicle radios weekly and report results to the OIC via the Crash Chief and NCOIC.

7004. NET CONTROL. BEAUFORT TOWER is designated "NET CONTROL". VULCAN 10 or 07 will assume "NET CONTROL" during all emergency situations and crashes. As such, the senior Marine aboard the command vehicle will monitor the radio traffic and will keep unauthorized stations off the air by informing them that an emergency is in progress and to remain off the radio.

7005. RADIO MALFUNCTION. In case a radio malfunctions, Crew Chief's will advise the Section Leader who, in turn, will arrange for the vehicle to be sent to GEMB for repair if during normal working hours. If a situation occurs after normal working hours, then a portable radio will be issued until the situation can be corrected. At no time will a vehicle of any type be on the airfield without radio communication.

7006. CRASH ALERT PUBLIC ADDRESS (PA) SYSTEM

a. Primary Crash Phones. This system is the primary method in which the Air Traffic Control Tower, ARFF Branch, Fire Department, OOD and MAG 31 are notified of emergencies or actual mishaps. The ARFF branch public address (PA) system is also connected to the primary crash phone (net) and is activated simultaneously with the primary system. All agencies are required to remain on the circuit until instructed to secure by the tower.

b. Secondary. A wire communication direct from the control tower and the crash fire rescue branch is installed as a secondary line of notification. A separate phone is used for direct communication with hotspot.

7007. PUBLIC TELEPHONE. This system is an alternate means of alerting units and individuals of an emergency or actual mishaps. It should be used only if the other systems fail.

7008. CRASH FIRE RESCUE INTRA-PUBLIC ADDRESS SYSTEM. This system extends throughout building 595, and is used to pass information to Marines while performing their daily work routine.

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CHAPTER 8

TRAINING AREA PROCEDURES

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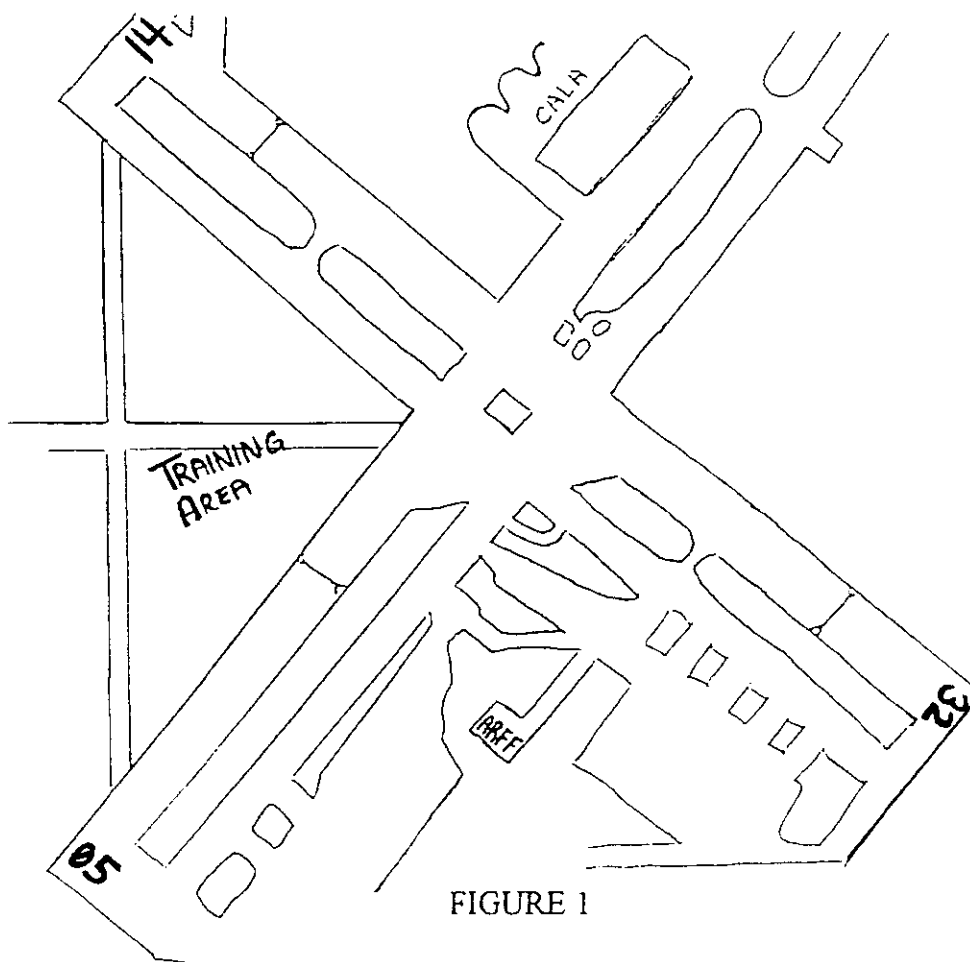
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CHAPTER 8

TRAINING AREA PROCEDURES

8000. GENERAL. Only through constant training can Marines maintain their goal of teamwork and continuous alert status for the split second response that is required for ARFF operations at anytime. Therefore, it is necessary that a program of drills be maintained by the Training NCO and the Section Leaders in order to attain the highest degree of readiness and teamwork.

1. Training Area. The area designated as the ARFF training area is a triangular area defined by the boundaries of hard surface area leading from the approach of runway #14, to the hard surface parallel to the high power turn-up area, to the tree line west of the burn pit and southeast down the hard surface to the approach of runway #05. (See figure 1)



2. Training Fires. Training fires are scheduled and conducted by the Training NCO on Wednesdays for on-duty Marines. Times are adjusted seasonally. All conditions below must also be complied with.

a. Extinguishing Agent Minimum Requirement. Extinguishing agent will not fall below the minimum requirement established in reference (b) for normal operational requirements. Agent usage chits are to be properly filled out and turned into the NCOIC when agent is used.

b. Protective Clothing. Protective clothing will be worn during all training fires.

c. Notification. Ensure central dispatch has contacted/notified appropriate agencies before and after all fires.

3. Vehicle Usage At Training Fires. Two major vehicles will always respond during live training fires.

8001. DRILLS

1. Dry/Wet Runs. Section Leaders are encouraged to conduct dry/wet runs which provide experience in response, set-up and rescue. Dry/wet runs will be conducted with the following considerations:

a. Drills will not interfere with flight operations or other scheduled training.

b. Vehicle minimum response requirement will be maintained.

2. Simulated Emergencies/Crashes. Periodically, simulated emergencies/crashes will be directed by the Crash Chief, NCOIC or OIC, to ensure the optimum readiness and performance of assigned Marines. Emphasis will be placed on:

a. Response routes, proper speed, approach and spotting of trucks with respect to type of aircraft and situation being simulated.

b. Initial attack, fire fighting and rescue tactics employed at the scene.

- c. Use of prevailing wind conditions and direction when setting-up.
- d. Use of terrain in affecting set-up and rescue.
- e. Approach and rescue techniques.
- f. Proper equipment carry and usage during rescue operations.
- g. Confidence, control, management and teamwork of Marines at the fire scene.

8002. SAFETY. Strict safety precautions will be followed while in the training area. An experienced Safety NCO will be available. This Safety NCO will enter the pit in full protective clothing with all handline/rescue operators for each training fire. The Safety NCO will instantly correct all safety violations. Safety is the responsibility of every Marine. However, the Section Leader or Training NCO has overall responsibility to ensure the safe conduct of drills and training. When operating in the training area, the following safety precautions will be followed:

- a. Smoking is PROHIBITED within 50 feet of fuel.
- b. Ensure all Marines handling fuel or lighting fires are in full protective clothing and that portable extinguishers are readily available.
- c. Additional safety personnel will be situated outside the pit area as required.
- d. Training section Marines will be in attendance at all live fires.
- e. The Training NCO is responsible for all live fire training drills and the proper conduct of personnel involved. The Training NCO will act as the advisor to the Section Leader during critiques. The Section Leader will coordinate ARFF Marines in the fire fighting effort.
- f. Safety and protection of personnel is paramount when conducting training fires or rescue drills.

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g. At least one Truckmaster will be present during training fires.

NOTE

DURING DEMONSTRATION FIRES FOR PUBLIC RELATIONS, AN AMBULANCE WITH CORPSMEN IS DESIRED.

APPENDIX A

TURNOVER FOLDER AND DESK TOP PROCEDURES

1. ASO 5000.4A, Turnover Folders and Desktop Procedures, establish the requirement for maintaining these areas. Therefore, in order to maintain an efficiently operated unit in an atmosphere of constantly changing personnel, a means of standardizing positions is necessary. The following command structure positions are required to maintain turnover folders: Officer-In-Charge (OIC), Noncommissioned Officer-In-Charge (NCOIC), Crash Chief, Section Leaders, Truckmaster, Training Chief, Material Chief and Administrative NCO.

2. Each turnover folder will contain specific instructions that are utilized in performance of that particular duty.

3. At a minimum, the following shall be maintained in turnover folders as specified for position below.

a. OIC/NCOIC/Crash Chief/Section Leader:

- (1) Contents Page
- (2) Organizational Chart
- (3) Billet Description
- (4) Assignment Orders
- (5) Section Special Orders
- (6) Specific Duties and Tasks
- (7) Personal Contacts by billet, grade, name and phone number (address if available).
- (8) Desk Top Procedures
 - (a) Brief description of the duties and responsibilities assigned to Marines under their cognizance
 - (b) Daily routine
 - (c) Descriptions and/or charts which reflect the routine flow of work
 - (d) Work priorities within the office/shop
 - (e) Required reports and reporting procedures
 - (f) Past inspection results and internal inspection procedures.
 - (g) Any other aspect of the daily routine deemed appropriate which amplifies the requirements of the billet.
- (9) ASO P11320.9B (ARFF SOP)
- (10) Airfield Gross Weight Category Authorization
- (11) Recall Roster
- (12) Policy Letters

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- (13) Listing of frequently used references and location
 - (a) Reference (g) (Airfield Operations Manual)
 - (b) Reference (j) (Command Aviation Safety Plan)
 - (c) DODINST 6055.6 (DOD Fire Protection Program)
- (14) MOS 7002 and 7051 Descriptions
- (15) Problem Areas sufficiently defined
- (16) Status of Pending Projects (see Project Status folder)
- (17) Budget Information for Fiscal Year (Material)
- (18) Such other information as may be necessary to provide insight into the full spectrum of tasks incorporated within the billet.

b. Training NCO:

- (1) Contents Page
- (2) Desk Top Procedures
- (3) ASO P11320.9B (ARFF SOP)
- (4) Policy Letters
- (5) OIC authorization to upgrade Government Operators Permits (SF-46) for Crash Vehicles
- (6) ARFF Annual Training Plan
- (7) Listing of frequently used references and location
 - (a) Reference (f) (Fire Protection Program)
 - (b) MCO 1550.3M (MCI Correspondence Courses/MCIO P1550.1R MCI Catalog)
 - (c) MCO 3400.3D (NBC Training)
 - (d) SqdnO 6100.1 (Physical Fitness, Military Appearance and Weight Control)/MCO 6100.3H (Physical Fitness)
 - (e) TM-11240-15/3 (pages 5-7, Medical Exams)
 - (f) Reference (j) Airfield Vehicle Operators Indoctrination and Refamiliarization Course

c. Truckmaster:

- (1) Contents Page
- (2) Desk Top Procedures
- (3) ASO P11320.9B (ARFF SOP)
- (4) ARFF Policy Letters
- (5) Listing of frequently used references and location.
 - (a) ASO P11200.9F (Public Works Department, Transportation Division Regulations)
 - (b) MCO 11240.66A, Standard Licensing Procedures for Operators of Military Motor Vehicles
 - (c) MCO 11262.2 and ASO 11262.1B (Inspection and Load Testing of Marine Corps Owned Commercial and Tactical Load-Lifting Equipment)

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(6) Weight Testing for Slings Requirements (NAVAIR 17-1-114)

(7) Instructions for completing daily inspection checklists, preventive maintenance records and other administrative requirements concerning vehicles.

(8) Instructions for monthly preventive maintenance checklists

(9) Maintain a "Sample" copy of all vehicle inventory checklists

(10) Maintain a "Sample" copy of the daily Vehicle Status Report

(11) Maintain a "Sample" Copy of Standard Form 91 (Motor Vehicle Accident)

(12) Maintain a "Sample" copy of Vehicle Status Report (MCAS 11135/20)

(13) Maintain a "Sample" copy of NAVFAC 9-11240/13 (12-69)

(14) Maintain a "Sample" copy of Driver Road Test Record

(15) Maintain a "Sample" copy of NAVMC 10767 (Mishap and Injury Report)

d. Materiel NCO:

(1) Contents Page

(2) Desk Top Procedures

(3) ASO P11320.9B (ARFF SOP)

(4) ARFF Policy Letters

(5) List of frequently used references and location

(a) ASO 7302.3G (Planning Estimate Status Report)

(b) ASO 4235.2N (MILSTRIP/MILSTRAP Requisition for use by Job Ordered Customer Activities)

(c) ASO 4235.5E (Preparation and Submission of Requisitions for Non-Standard Material)

(d) ASO 4235.6C (Communications with Vendors by Air Station and Tenant Personnel)

(e) ASO 4280.1B (Rental and Lease of Contractor Owned Equipment, Continuing Non-Personal Services and Maintenance of Government Owned Equipment)

(f) ASO 4330.1 Competition Advocate Program

(g) ASO 7320.1 (Control of Plant Property, Class 3 and 4)

(h) ASO P4401.3H (Station Property Control Procedures)

(i) ASO 4101.2A (Energy Conservation Program)

(j) MCO P4050.38 (Storage of Personal Effects and Baggage)

ARFF SOP

- (6) Provide Instructions and a sample copy for preparation of DD Form 1348
- (7) Provide Instructions and a sample copy for preparation of DD Form 1348 (follow-up)
- (8) Provide Instructions and a sample copy for preparation of DD Form 1348 (cancellation)
- (9) Provide Instructions and a sample copy for preparation of Purchase Action Form 1153
- (10) Provide Instructions and a sample copy for preparation of DD Form 1348-1 (Salvage)

e. Administration NCO:

- (1) Contents Page
- (2) Desk Top Procedures
- (3) ARFF Policy Letters
- (4) Procedures for ARFF Marines Checking In/Out
- (5) Procedures for Daily Administrative Requirements
- (6) Condensed Listing of All Reports required (In Appendix B)
- (7) SECNAVINST 5216.5B (Dept of the Navy Correspondence Manual)
- (8) SECNAVINST 5210.11A (Standard Subject Identification Codes)
- (9) ASO P5000.4A (Administrative Regulations)
- (10) MCO P5215.1E (Marine Corps Directives System)

4. It is the responsibility of each section to become knowledgeable in the contents of their Turnover Folder and update accordingly. All Sections are to review their turnover folders quarterly with the Crash Chief/NCOIC or OIC reviewing semi-annually during April and October.

5. The Administration NCO will ensure that all new or changed directives are given to Marines responsible for maintaining directive(s) in their Turnover Folder, to include policy letters.

ARFF SOP

APPENDIX B

FORMS

<u>FORM NUMBER</u>	<u>TITLE</u>
NAVMC 3	LEAVE AUTHORIZATION
NAVMC 9-11014/20	WORK REQUEST
NAVMC 10835	USMC FITNESS REPORT/ROUGH
NAVMC 10964	APPLICATION FOR GOV. VEH. OP. LIC.
NAVPERS 1336/3	SPECIAL REQUEST/AUTHORIZATION
NAVSUP 155	PROPERTY PASSBOOK (5512)
OPNAV 1650/30	PERSONAL AWARD RECOMMENDATION
DD FORM 844	REQUISITION FOR LOCAL DUPLICATING SERVICE
DD FORM 1348 (6pt)	DOD SINGLE LINE ITEM REQUISITION DOCUMENT
DD FORM 1348-1	SHIPPING MAT
DD FORM 1348-6	SAME AS ABOVE (OPEN PURCHASE)
DD FORM 2324	DOD FIRE INCIDENT REPORT
DD FORM 2324-1	DOD SUMMARY NO-LOSS FIRE
MCAS 1500/2	AGENT USAGE CHIT
MCAS 1500/7	VEHICLE QUALIFICATIONS AND TESTING
MCAS 1510/11	TRAINING FIRE CRITIQUE SHEET
MCAS 2305/20	TELEPHONE SERVICE REQUEST
MCAS 3750/8	AIRFIELD VEHICLE OPERATORS ID CARD
MCAS 4650/6	REQUEST FOR TAD ORDERS
MCAS 5100/6	GROUND MISHAP FLASH REPORT
MCAS 5216/2	STATION ROUTING SHEET
MCAS 7000/4	COST ACCOUNTING FOR MILITARY PERSONNEL
MCAS 11135	EQUIPMENT CUSTODY CARD
MCAS 11135/1	RESPONSE SHEET
MCAS 11135/2C	ARFF RESCUE VEHICLE STATUS
MCAS 11135/3A	EVACUATION PLANS
MCAS 11135/5	WEEKLY PM CHECK 2000/5000 W/T
MCAS 11135/6	OUTSTANDING PERFORMANCE OF DUTY
MCAS 11135/7	RT-755 INSPECTION SHEET
MCAS 11135/8	DAILY INSPECTION AND PM RECORD NURSE TRUCK
MCAS 11135/10A	COUNSELING WORKSHEET LCPL AND BELOW
MCAS 11135/12A	MSA AIR PAK CHECK SHEET
MCAS 11135/14	COUNSELING WORKSHEET CPL AND ABOVE
MCAS 11135/15	CLEANING GEAR REQUEST
MCAS 11135/16	MONTHLY CHECKSHEET FOR RESPIRATORS

ARFF SOP

<u>FORM NUMBER</u>	<u>TITLE</u>
MCAS 11135/16A	BARRACKS INSPECTION
MCAS 11135/20A	MONTHLY CHECKSHEET MSA AIR BOTTLES
MCAS 11135/21A	COMMUNICATIONS EQUIPMENT STATUS REPORT
MCAS 11135/22	DEF. IN PERFORMANCE CONDUCT COUNSELING
MCAS 11135/23	POWER WAGON AND EQUIPMENT CHECKLIST
MCAS 11135/23A	ARFF PICKUP CHECKLIST
MCAS 11135/24	COMMAND VEHICLE AND EQUIPMENT CHECKLIST
MCAS 11135/25	P-10 RESCUE AND EQUIPMENT CHECKLIST
MCAS 11135/26	MB-1A INSPECTION SHEET
MCAS 11135/27	PRO & CON MARKINGS
MCAS 11135/29	WEEKLY PM CHECK MB-1A
MCAS 11135/30	WEEKLY PM CHECK LIGHT UNIT
MCAS 11135/31	ARFF PICKUP PM CHECKLIST
MCAS 11135/33	ARFF DAILY TOOL INVENTORY
MCAS 11135/35	ARFF FORM
MCAS 11135/37	REQUEST FOR DEFICIENCY ADMIN REMARKS
MCAS 11135/38	TRAINING SHEET
MCAS 11135/39	OFF DUTY EMPLOYMENT REQUEST
MCAS 11135/40	ARFF TRAINING REVIEW RECORD
MCAS 11135/43	STATEMENT OF IMMEDIATE SUPERVISOR
MCAS 11135/43A	ARFF VEHICLE INSPECTION
MCAS 11135/44	VEHICLE DISCREPANCY SHEET
MCAS 11135/46	ARFF WEEKLY PREVENTIVE MAINT. RECORD
MCAS 11135/47	MCI COURSES
MCAS 11135/48	CPR-FIRST AID QUALIFICATION RECORD
MCAS 11135/48A	WEEKLY PM CHECK RT-755
MCAS 11135/52	DAILY INSPECTION AND PM RECORD P19A
MCAS 11135/53	ARFF CUCV INSPECTION
MCAS 11135/55	SUBMISSION OF REPORT OF OFFENSE
MCAS 11135/55A	ARFF WEEKLY AREA INSPECTION SHEET
MCAS 11135/56A	SERVICE B DAILY MESSAGE LOG
MCAS 11135/59	ARFF CUCV PM CHECK SHEET
MCAS 11135/63	FORMAL SCHOOLS AND COURSES
MCAS 11135/64	ARFF FORM
MCAS 11135/66	CASH MEAL PAYMENT FOR CRASH CREW
MCAS 11140/3	FITNESS REPORT INFO FORM
MCAS 11240/17	DAILY INSP. AND PM RECORD OF LIGHT UNIT
MCAS 11320/13	DRIVERS TEST
MCAS 13800/1	RUNWAY INSPECTION SHEET

ARFF SOP

FORM NUMBER

TITLE

MCAS 13800/2
MCAS 13800/7
MCAS 13850/16A
(NO FORM #
ASSIGNED)

TRUCK FIELD DAY INSPECTION RESULTS
WEEKLY PM RECORD OF P-19A
TEST ANSWER SHEET
HURRICANE/TROPICAL STORM CHECKLIST
GROUND SAFETY MISHAP MESSAGE FORM
LIABILITY AGREEMENT
RELIEF OF RESPONSIBILITY FOR MISSING OR
UNSERVICEABLE INDIVIDUAL EQUIPMENT,
REQUEST FOR STANDARD ADDENDUM PAGE

ARFF SOP

APPENDIX C

STATEMENT OF ACKNOWLEDGMENT

I, _____ have read Air Station Order P11320.9B (Aircraft Fire Fighting and Rescue (ARFF) Branch Standing Operating Procedures) in its entirety and fully understand all of it's precepts as it pertains to me and my duties as a member of the Crash Fire Rescue Branch.

I further understand that deviation from the ARFF SOP will cause me to be in violation of the SOP and therefore in violation of an Air Station Order, making myself subject to punitive action.

Signature/Date

Print Name (Last, First M)/Rank

SSN/MOS

APPENDIX D

Aircraft Rescue and Fire Fighting SOP

REPORTS REQUIRED

DAILY REPORT	REFERENCE	DUE OUT	TO WHOM
1. Evening Light Check (Section Leader)	ASO P11320.9B	Upon Sec Relief	S-3
2. Daily Vehicle Status (Truckmaster)	ASO P11320.9B	0745	S-3
3. Weekly Vehicle Status	ASO P11320.9B		Afldops
4. Agent Usage Chit (Crew Chief)	ASO 11320.9B	1630	Materiel via OIC
4. Daily Muster Assignment (Section)	ASO P11320.9B	0800	OIC/NCOIC
5. Daily Report (Admin)	SqdnO 1080.1A CO, H&HS memo dtd 28 Aug 87	0745	CO, H&HS via S-3
WEEKLY REPORT	REFERENCE	DUE OUT	TO WHOM
1. Planning Estimate Report (Materiel)	ASO 7302.3G	Friday	Comptroller
2. Building Inspection (Section)	ASO P11320.9B	Friday	NCOIC/OIC
3. Air Pak Check Sheets (Section)	ASO P11320.9B	Monday 0730	Materiel via Crash Chief/ NCOIC/OIC

Aircraft Rescue and Fire Fighting SOP

REPORTS REQUIRED

WEEKLY REPORT	REFERENCE	DUE OUT	TO WHOM
4. Vehicle Inspection (Section)	ASO P11320.9B	Monday	OIC
5. Vehicle Preventive Maint (Section)		Monday/Tuesday	To Trucks via OIC
6. Barracks Inspection (Deck NCO)	ASO P11000.1A	Friday	CO
7. Radio Check Sheet (Section)	ASO P10550.1B	Monday	OIC
8. Weekly Training Report (ARFF Training)		Friday at 1300	Via E-mail S-3 Chief
MONTHLY REPORT	REFERENCE	DUE OUT	TO WHOM
1. Rapid Recall Roster (Admin)	ASO 1070.2B	1st	S-3, ARFF Sections
2. OOD/Staff Duty/ DNCO/ADNCO (NCOIC)	SqdnO 1601.5L	Upon Receipt	S-3
3. Marine/NCO of the Quarter (Individuals Section Head)	ASO 1650.7A	2nd Tuesday of Month	H&HS
4. Training Report (Training)	SqdnO P1510.1C	5th	OIC

Aircraft Rescue and Fire Fighting SOP

REPORTS REQUIRED

MONTHLY REPORT	REFERENCE	DUE OUT	TO WHOM
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- | | | | |
|---|----------------|--|--|
| 5. Training Schedule
(Training) | SqdnO P1510.1C | No later than
the 23rd of the
proceeding month | H&HS Trng
Section Ldr
Bul Board &
Fire Dept |
| 6. Military Personnel
(Admin) | ASO 7301.1E | 1st | Comptroller |
| 7. ARFF Specail Order
(Admin) | | 10th | S-3 Chief |

QUARTERLY REPORT	REFERENCE	DUE OUT	TO WHOM
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- | | | | |
|--|-----------------------------------|-------------------------------|---|
| 1. DoD No-Loss Fire
Incident Report

(Admin) | DOD 6055.7
OPNAVINST 11320.23D | Last Friday
of the Quarter | NAVSAFECEN,
NAVAIRSYSCOM

HQMC ASL45 |
| 2. Radio Check Sheet
(Admin) | ASO P10550.1B | 5th | GEMD |
| 3. Consolidated Memorandum
Receipts (CMR's)
(Materiel) | | 10 days after
receipt | Supply
via OIC |
| 4. Command Chronology
(Admin) | ASO 5750.3B | 1st | S-3 |

SEMI-ANNUAL REPORT	REFERENCE	DUE OUT	TO WHOM
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- | | | | |
|--|--------------|--------------|---------------------|
| 1. Pro/Con Markings
(OIC/NCOIC after
recommendations
received from individual
Sections) | MCO 1070.12G | 31 Jan & Jul | CO, H&HS
via OIC |
|--|--------------|--------------|---------------------|

Aircraft Rescue and Fire Fighting SOP

REPORTS REQUIRED

ANNUAL REPORT	REFERENCE	DUE OUT	TO WHOM
1. Command Chronology (Admin)	ASO 5750.3A	31 Jan	S-3
2. Budget Submissions (Materiel)	MCO P7100.8K	As Directed	Comptroller
3. Programmed Objective Memorandum (POM) (Materiel)	MCO P7100.8K	As Directed	Comptroller
4. Mid-Year Review (Materiel)	MCO P7100.8K	As Directed	Comptroller
5. Fitness Reports (OIC)	MCO P1610.7C	Sgt SSgt GySgt/MSgt MGySgt WO/CWO	Feb Dec Oct May Mar
6. TRAINING PLAN (Training)		10 Days prior to New Year	OIC
7. Vehicle Accident (Individual)	MCO P11240.106		
8. Injury and Mishap (Safety NCO)	MCO 5101.8D	Within 48 hours	Safety O via ARFF Chain of Command

Aircraft Rescue and Fire Fighting SOP

REPORTS REQUIRED

AS REQUIRED REPORT	REFERENCE	DUE OUT	TO WHOM
1. Missing, Lost, Stolen or Damaged Report (Individual)	ASO P4400.15A		OIC
2. DOD Fire Incident Report (Section Leader)	DOD 6055.7 OPNAVINST 11320.23D	NLT 14 working days	NAVSAFECEN via AFFR OIC, Air Ops/S-3 O
3. Training Sheets (Individual/Section)	NAVAIR 00-80R-14 ASO P11320.9B	Upon relief	Training via Crash Chief/NCOIC/OIC
4. Work Request (Materiel)	ASO 11014.1N		Public Works via OIC, S-3
5. Leave Request (Admin)	ASO 1050.5G	10 days prior	H&HS
6. Promotion Recommendation (NCOIC)	SqdnBul 1430	As Directed	CO, H&HS via OIC
7. Meritorious Promotion Recommendation (Section Head)	SqdnO 1414.2F	As Directed	CO, H&HS via OIC
8. Letters of Appreciation/ Meritorious Masts (Section Head)	ASO 1650.8	As Directed	CO, H&HS
9. Individual Training Records (Training)	NAVAIR 00-80R-14		Trng

