

**Office of Secure Transportation  
Document Control Information**

<b>Document Title: LOGISTICAL RESPONSE SUPPORT KITS (LRSK) MANUAL</b>		<b>Document Number:</b> DOE M 8.11
<b>Document Owner(s):</b> Lynn A. Pincumbe/Mike Callahan Program Manager/Federal Agent Equipment Manager Logistics & Property Management Programs Office of Training and Logistics NA-155.3		<b>Approval Authority:</b> Richard L. Devine Manager Office of Training & Logistics NA-155
<b>Notify of Changes to MANUAL:</b> OST Federal Employees and OST Contractor Employees		
<b>Document(s):</b> Emergency Response Flow Chart Emergency Response Organization Chart Emergency Response Logistical Checklist Emergency Response Logistical Checklist- Fort Chaffee, Arkansas Telephone Numbers Emergency Response Load List Emergency Response Packing List Emergency Response Shopping List		
<b>Document History</b>		
<b>Rev.</b>	<b>Date</b>	<b>Description of Change</b>
1	1/16/2008	Updated terminology reassigns responsibilities; and updates POC phone numbers. Deletes radios from Unit # 1 Packing List and reflects changes in the kit configuration and eliminates Ammunition Re-supply kits.
	2/13/08	LRSK Team drafted, reviewed and marked up.
	3/18/08	This manual is an initial creation. The manual supersedes previous OST SOP T-3. The manual details specific procedures and references roles, responsibilities, handling, storage, transportation and deployment of OST LRSKs. A finding was issued regarding radios. A RCA and CAP were performed resulting in reviewing <i>all</i> ERSK processes. The result of that review is this new manual. Owner: Mike Callahan

**Prepared By:**

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Lynn A. Pincumbe,  
Program Manager  
Logistics & Property Management Programs  
NA-155.3

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Date

**Approved By:**

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Richard L. Devine  
Manager  
Office of Training & Logistics  
NA-155

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Date

## **I. Purpose**

To establish procedures for Emergency Response Logistics Support in the event of an emergency or activation within an exercise environment involving an OST shipment, wherever located. These procedures will enable OST to maintain a high state of readiness for response to an incident and to enable the Main Battle Force/Special Response Force to sustain themselves up to 72 hours.

## **II. Scope**

The procedures outlined herein are applicable to all personnel in OST.

## **III. Responsibility**

- A. The Manager, Office of Training and Logistics (OTL) oversees the implementation of the procedures contained herein.
- B. The Manager, Office of Mission Operations (OMO) ensures implementation of procedures outlined herein for the DOE Contract Air Carrier.
- C. The Program Manager, Logistics & Property Management Programs, is responsible to ensure actions are completed in a timely manner and will be the conduit between the various groups to ensure compliance. The Program Manager, LPMP is responsible to ensure actions are completed in a timely manner and ensures compliance.
- D. Once the Office of Mission Operations (OMO) determines that logistical response is required, the EOC Logistics Advisor will be responsible for identifying which Logistical Response Support Kit (LRSK) to deploy; and then informs the Logistics Support Contractor.
- E. The Logistics Federal Project Manager and the Assistant General Manager (AGM), Logistics are responsible for completing actions outlined in this MANUAL to provide the required support in a timely manner.
- F. The Office of Mission Operations (OMO) will be responsible for identifying contents of the LRSK to include notification of any changes of supplies and/or equipment.
- G. The Logistics Support Contractor is responsible for maintaining the LRSK and will ensure the kits are in a ready status at all times. A LRSK will be stored in a secure location at the NNSA Hangar on KAFB. A secondary LRSK will be stored and maintained in secure facilities at the Logistics Center at TSTS, Fort Chaffee, AR.
- H. The Logistics Support Contractor will ensure that each kit is identical and will accomplish the following:
  - 1. Ensure all equipment packages are secured and have tamper proof tape affixed.
  - 2. Develop inventory procedures.

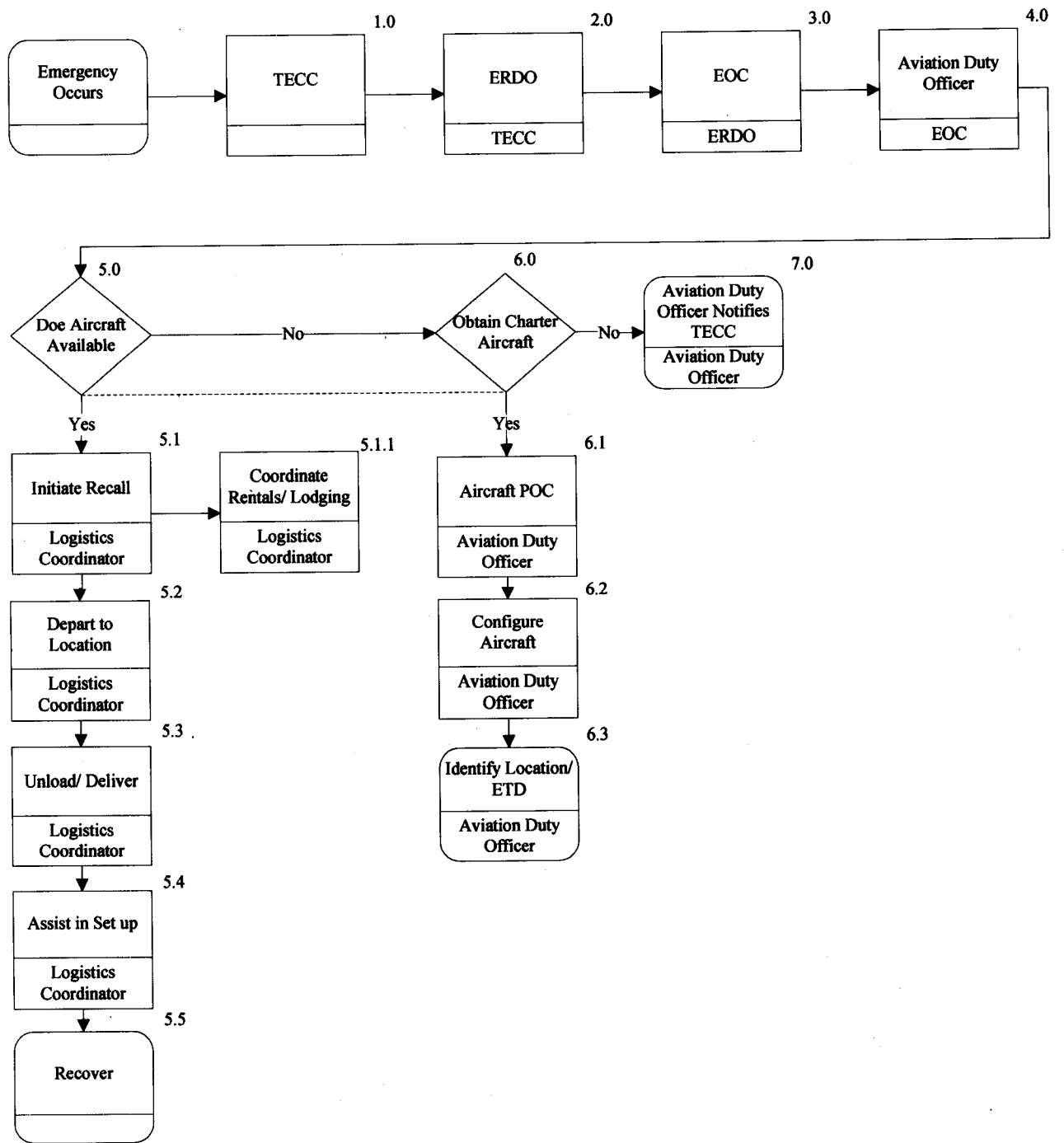
3. Maintain a database on all items in the LRSK which identifies shelf life and preventive maintenance requirements.
4. Establish a procedure for recovery/restocking as needed.
5. Display expiration dates of items inside the packing containers..
6. At KAFB, due to shelf life of certain items Units #A-8, A-9, & A-10 on the attached LRSK Packaging/Loading List will be secured in Building T-30967.

#### **IV. Definitions**

- **POC- Point of Contact**
- **OTL- Office of Training and Logistics**
- **OMO- Office of Mission Operations**
- **EOC- Emergency Operations Center**
- **LRSK- Logistical Response Support Kit**
- **AGM- Assistant General Manager**
- **SOP- Standard Operating Procedure**
- **LPMP- Logistics and Property Management Programs**
- **KAFB- Kirtland Air Force Base**
- **TRACOM- Training Command**
- **TSTS- Transportation Safeguards Training Site**
- **NNSA- National Nuclear Security Administration**
- **TECC- Transportation Emergency Control Center**
- **ERDO- Emergency Response Duty Officer**
- **EOC- Emergency Operations Center**

V.

# LOGISTICAL RESPONSE PROCESS FLOW CHART



## **VI. Process**

In the event an emergency occurs involving an OST Operational shipment, certain logistical support will be required to sustain personnel until the incident for 72 hours. If it is a hostile situation, hostilities must be resolved prior to the commitment of certain logistical support. There are two Logistical Response Support Kits: one each packaged and pre-staged at the National Nuclear Security Administration (NNSA) Aviation Hanger on Kirtland AFB (KAFB) and the second at TRACOM - Transportation Safeguards Training Site (TSST) at Fort Chaffee, Arkansas.

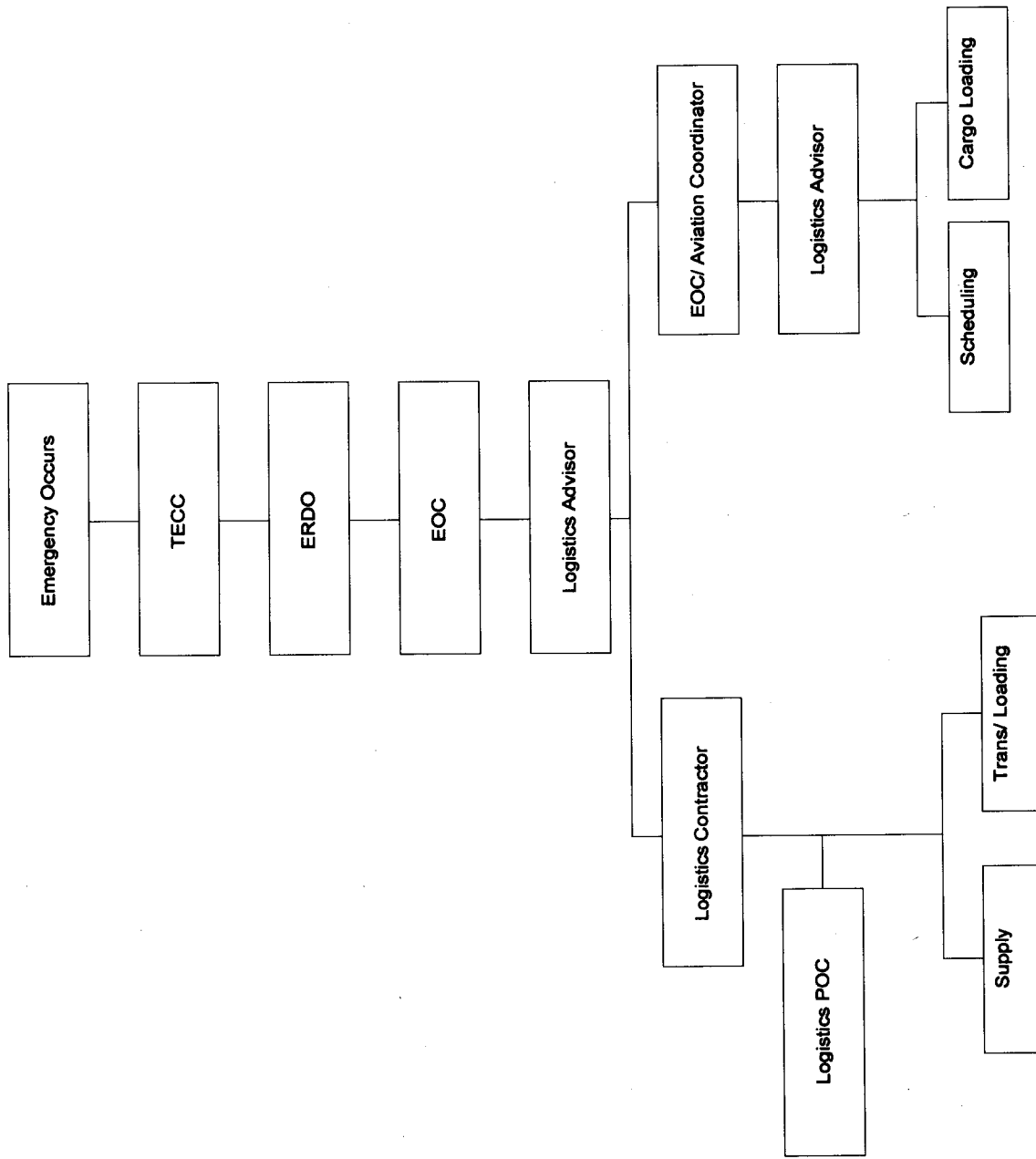
When logistics support is needed to assist the Federal Agents as a result of an incident involving an OST Operational shipment, the OST Logistics Advisor will ensure the following actions occur in a timely manner:

- 1.0** Contact and coordinate with Transportation Emergency Control Center (TECC) for police escort to staging area, if appropriate
- 2.0** TECC will then contact the Emergency Response Duty Officer (ERDO)
- 3.0** The TECC or ERDO will then contact the Emergency Operations Center (EOC)
- 4.0** EOC will then contact the Aviation Duty Officer
- 5.0** Determine if DOE Aircraft is available.
- 5.1** The OST Logistics Advisor will notify the AGM, Logistics to initiate a recall of necessary contractor personnel to support the situation (who will then coordinate rental of vehicles at destination for movement of equipment to a staging area near the incident and arrange for lodging for deployed logistics personnel near the incident).
- 5.2** Determine an estimated time of departure from Albuquerque/Fort Smith and coordinate with NNSA Aviation contractor on loading and departure time
- 5.3** Provide a Federal Logistics & Property Management team member to travel with the Logistics Support Contractor(s) to assist in unloading/delivery of the LRSK
- 5.4** The Logistics Federal/Contractor staff will assist as needed, the Convoy Commander and Agents, setup/issue of equipment (i.e., tents, heaters, etc.)

- 5.5** Recover; ensure a manifest of equipment has been provided to the Aviation Contractor
- 6.0** Once Charter Aircraft is obtained, if DOE Aircraft not available, notify Logistics Federal/Contractor staff
- 6.1** Assist EOC Aviation Advisor regarding configuration of LRSK on aircraft
- 6.2** Once an estimated time of arrival/ delivery of LRSK at the nearest airport to the incident is established, inform Logistics Federal/Contractor staff

**VII.**

**LOGISTICS EMERGENCY RESPONSE ORGANIZATION CHART**





**VIII. LOGISTICS ADVISOR EMERGENCY RESPONSE CHECKLIST**

<b>TIMES</b>	<b>ACTION(S)</b>	<b>PHONE &amp; CELL NUMBER</b>
	Notify Federal Program Manager	
	Notify Logistic Contractor/Manager	
	Notify AGM, Logistics (FSTS)	
	Notify NNSA Aviation Management	
	Aviation Management Dispatcher (Ross)	
	Logistics POC (Albuquerque)	
	Logistics Munitions POC	
	Logistics Recall	
	Aviation ETD	
	Packages Requested	
	Special Items Relayed to Logistics POC	
	Loading Completed	
	Departure for-	
	Estimated ETA at -	
	Lodging/Rentals Completed	
	Hotel:	
	Rentals:	
	Identify Deploying Personnel:	

**LOGISTICS ADVISOR'S EMERGENCY RESPONSE CHECKLIST**

<b>TIMES</b>	<b>ACTION(S)</b>	<b>PHONE &amp; CELL NUMBER</b>

**IX. LOGISTICS ADVISOR RESPONSE CHECKLIST**  
**(Fort Chaffee, Arkansas)**

<b>TIMES</b>	<b>ACTION(S)</b>	<b>PHONE NUMBER</b>
	Notify Logistics Federal Manager	
	Notify Logistics Contractor/Manager	
	Notify NNSA Aviation Management	
	Aviation Dispatcher (USA Jet)	
	Notify DOE Site Manager	
	Notify Contractor AGM, Logistics	
	Notify Contractor Lead Logistics Specialist	
	Notify Contractor Logistics Section	
	Logistics POC - ECC	
	Logistics Munitions POC	
	Logistics Recall	
	Aviation ETA - Fort Smith, Arkansas	
	Aviation ETD from Fort Smith, Arkansas	
	Packages Requested	
	Special Items Relayed to Logistics POC	
	Packages Transported to TACAIR	
	Loading Completed	
	Departure For	
	Estimated ETA at	
	Lodging/Rental Completed for Destination (to be accomplished by Logistics POC)	
	Hotel: _____	
	Rental: _____	
	Identify Deploying Personnel:	

**X.**

**PHONE NUMBERS**

<b>Name</b>	<b>Location</b>	<b>Home</b>	<b>Work</b>	<b>Cell</b>

**XIII.**

**SHOPPING LIST**

**IN SUPPORT OF THE LRSK**

- \_\_\_ BOTTLED WATER
- \_\_\_ DUCT TAPE
- \_\_\_ BATTERIES (9V, AA, D, C, AAA, 3 VOLT LITHIUM)
- \_\_\_ GASOLINE/DIESEL FOR GENERATORS
- \_\_\_ PROPANE
- \_\_\_ MOTOR OIL
- \_\_\_ EXTENSION CORDS, IF NEEDED
- \_\_\_ PENS
- \_\_\_ PENCILS
- \_\_\_ WRITING PAPERS/PADS
- \_\_\_ DRY ERASER MARKERS
- \_\_\_ VARIOUS LIGHT STICKS
- \_\_\_ SURVEYORS TAPE
- \_\_\_ 35MM CAMERAS – DISPOSABLE
- \_\_\_ LIQUID SOAP
- \_\_\_ PAPER TOWELS
- \_\_\_ TRASH BAGS
- \_\_\_ WASH BASINS
- \_\_\_ FLASHLIGHTS
- \_\_\_ GENERATORS (RENTALS IF POSSIBLE)