

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**

AIR FORCE INSTRUCTION 16-403



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Operations Support

**UPDATING THE USAF PROGRAM
INSTALLATIONS, UNITS, AND PRIORITIES
AND MOVEMENT OF AIR FORCE UNITS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 16-5, *Planning, Programming, and Budgeting System* and AFI 16-301, *US Air Force Priority System for Resource Management*. It assigns responsibility and authority for managing installations and units in the Air Force program. It tells Major Commands (MAJCOM), including Air Force Reserve Command (AFRC), as well as field operating agencies (FOA) and direct reporting units (DRU), how to submit their monthly Report Control Symbol (RCS): HAF-A8P (M) 9227, *Programming Actions Involving Units, Installations, and Unit Equipment*, report and request movement directives. The National Guard Bureau (NGB) will apply paragraphs 1 thru 4 only. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This revision updates office symbols due to Air Staff reorganization, adds e-mail as a form of communicating with AF/A8PB, and announces placement of Program Installations, Units, and Priorities Document (PD) on the SIPRNET.

1. General Provisions:

1.1. United States Air Force Program. HQ USAF develops the United States Air Force Program according to AFPD 16-5. This source document for the current Air Force program relates to the locations or movement of all Regular Air Force and Air Reserve Component (ARC) units, from MAJCOM through detachment level. For simplicity, all references to MAJCOMs in the following paragraphs include and apply to FOAs and DRUs. The USAF

PD applies to the use of all Air Force installations. Proposed changes to the United States Air Force program must refer to the current issue of the PD. The PD is located on the SIPRNET at the following address/location: <http://www.ccipl.hq.af.smil.mil/afcss/myfolders.cfm?id=165>. The PD reflects:

1.1.1. Decisions by the Secretary of the Air Force; the Chief of Staff, United States Air Force; and MAJCOM, FOA, and DRU commanders to activate, inactivate, move, redesignate, and reassign Air Force units (see AFI 38-101, *Air Force Organization*, and pertinent Air National Guard publications).

1.1.2. Installation use and programming information for an 8-year period.

1.1.3. Priorities for organizations.

1.2. Unit. A military organization constituted by HQ USAF-issued directives, see AFI 38-101.

2. General Management Procedures for Unit Data:

2.1. The PD has programming information on units for an 8-year period. Therefore, when it is time to carry out programmed changes to the status of units, program data must be refined and validated.

2.1.1. MAJCOMs review, refine, and validate the data in the PD monthly, focusing on unit actions to take place during the eighth month in the future. Use the RCS: HAF-A8P (M) 9227 report; send or e-mail the results of your monthly review to AF/A8PB.

2.1.2. At the mid-third week of each month after receipt of the RCS: HAF-A8P (M) 9227 reports, AF/A8PB reviews, evaluates, and combines these reports into a Schedule of Changes (SOC), and distributes the SOC the first of each month to MAJCOMs and HQ USAF offices. Upon receipt of the SOC:

2.1.2.1. The AF/A8PB office of primary responsibility directs all programming actions as outlined in paragraph 1.1.1., with the exception of unit movements. The procedures for unit movements are in paragraph 5.

2.1.2.2. MAJCOM/A1Ms request AF/A8PB to issue a Department of Air Force (DAF) movement directive.

2.1.2.3. At the end of a unit action, MAJCOM/A1Ms send the HAF-HO (M) 7401, *Air Force Organization Status Change Report* (AFOSCR), according to Chapter 4, AFI 84-105, *Organizational Lineage, Honors, and Heraldry*.

3. General Management Procedures for Installation Data:

3.1. In the monthly review of the PD, MAJCOMs:

3.1.1. Include installation data in the RCS: HAF-A8P (M) 9227 report.

3.1.2. Send an AF Form 1192, *USAF Installation Characteristics Report* (RCS: SAF-MII (AR) 7119) to AF/A7CA when the installation data changes (see AFI-32-9005, *Establishing, Accounting, and Reporting Real Property*).

3.2. If the action involves:

3.2.1. A HQ USAF-controlled installation. MAJCOM/A1Ms include a request for orders announcing the change with the AF Form 1192.

3.2.2. A MAJCOM-controlled property in the continental United States (CONUS). MAJCOM/A1s publish their own orders announcing the action, when submitting AF Form 1192.

3.3. Overseas. MAJCOM/A1Ms publish orders on actions affecting installations and properties on US territory.

3.3.1. Exceptions:

3.3.1.1. HQ USAF publishes orders when an installation or property is transferred between MAJCOMs, other Department of Defense (DOD) agencies, or other US Government agencies (see AFI 32-9005).

3.3.1.2. Overseas MAJCOM/A1Ms planning to realign forces and facilities on foreign territory must comply with AFI 10-504, *Overseas Basing Realignments*, before initiating actions to comply with this instruction.

4. RCS: HAF-A8P (M) 9227, Programming Actions Involving Units and Installations Report (AF Form 532):

4.1. What the Report Contains. This report describes approved actions involving units and installations programmed for the eighth month in the future. You may include actions programmed to occur earlier because of program decisions causing changes, which are to occur in less than eight months. MAJCOM/A1Ms must make every effort to maximize lead-time for the issuance of DAF/A1M memorandums. When MAJCOMs have units that are being inactivated and replaced with the activation of another unit, both actions (activation and inactivation) will take place on the same day.

NOTE: The report includes all units as defined by AFI 38-101. Non-units such as detachments and operating locations and internal MAJCOM reassignments are not required to be included in the report. If reported, they will be listed for information only. Also, expeditionary units are not to be included on the report.

4.2. When to Submit. MAJCOM/A1Ms submit a report monthly by e-mail to AF/A8PB Workflow and a courtesy copy to AF/A1MO Workflow by the tenth workday of the next month.

NOTE: The SOC is one month forward (i.e. working October's report in September). The effective date will be the month ahead, not the current month.

4.2.1. The report is based on all information in the Air Force PD and all changes received or sent by the MAJCOM.

4.2.1.1. When MAJCOM planned and coordinated initiatives result in message changes to the Air Force PD, AF/A8PB incorporates those changes into the next revision of the PD.

4.2.1.2. For MAJCOM proposed program actions such as unit activation, inactivation, or relocation, AF/A8PB staffs the proposals with the submitting agency and coordinates with SAF/LLP and AF/A1MO.

4.2.1.3. AF/A8PB or AF/A1MO informs the appropriate MAJCOM if actions are rejected.

4.2.2. If the report has actions on programmed installations or properties, attach a supporting AF Form 1192.

4.3. How to prepare the RCS: HAF-A8P (M) 9227 (AF Form 532):

4.3.1. Format. You may not make format changes (see below). Fill in all columns (spell-out). If submitting report by e-mail, use the same Word Document format:

4.3.2. Headings:

4.3.2.1. As of Date. Enter the last day of the current month.

4.3.2.2. Report Control Symbol. Enter RCS: HAF-A8P (M) 9227.

4.3.2.3. From. Enter the name of the reporting command or agency, address, action officer and telephone number (Commercial and DSN).

LINE	CLASS	UNIT DESIGNATION	LOCATION	ACTION	DATE	REMARKS
A	B	C	D	E	F	G

4.3.2.4. Line (Column A). Enter a number for each item on the form, in sequence.

4.3.2.5. Class (Column B). Enter a classification for each item [Unclassified (U), Classified (S)].

4.3.2.6. Unit Designation (Column C). Enter the unit designation (no abbreviation) along with the ORG-KIND Code (3-digit) and ORG-KIND Type Code (2-digit). When you show a unit redesignating, enter the current unit designation under the "Unit Designation" column and the new unit designation under the "Remarks" column. Identify the new unit designation by using the word "To".

4.3.2.7. Location (Column D). Enter the installation name. When you show a unit move, enter the current installation under "Location" and the new installation in the "Remarks" column. Identify the new installation by using the word "To".

NOTE: If the installation is not listed in the PD, enter this fact in column Location and send copy of your submitted AF Form 1192. See AFI 32-9005 for instructions on how to fill in this form.

4.3.2.8. Action (Column E). Enter activate (Activ), inactivate (Inact), move, redesignate (redes), or reassign (reasgn).

NOTE: Internal reassignment actions are not required on the 9227 report.

4.3.2.9. Date (Column F). Enter effective date (always next eight month).

4.3.2.10. Remarks (Column G). Enter applicable remark.

4.3.2.10.1. For installation actions requiring a USAF Installation Characteristics report (AF Form 1192), enter that it has been submitted.

4.3.2.10.2. When personnel to be moved will not be issued orders at least 60 calendar days in advance of PCS. Cite the correspondence requesting a waiver of the "60-calendar-day orders-in-hand" policy, or correspondence approving waiver of the policy.

4.3.2.10.3. Enter authorized strength figures (xx military/xx civilian) for all activate actions. Use "Remarks" columns.

4.3.2.10.4. For amendment to previously submitted RCS: A8P (M) 9227 reference earlier submission, what is to be amended, and reasons for amendment.

4.3.2.10.5. Include any other pertinent information.

4.4. Nonconcurrency on Actions. Work out nonconcurrences by separate correspondence. Show this correspondence in the remarks column of the monthly report.

4.5. Negative Report. No action required.

4.6. Security Classification and Public Release of Information. Classify each item and each report according to DOD 5200.1-R/AFI 31-401, *Information Security Program Management*.

4.6.1. Program actions for overseas locations (excluding Alaska and Hawaii) must be classified at least CONFIDENTIAL and will not be declassified until the host nation is notified or consulted through diplomatic channels. See AFI 10-504.

4.6.2. Unclassified program actions needing announcement to the Congress must be marked "FOR OFFICIAL USE ONLY" (FOUO) until the Congress has been notified.

4.6.3. Instructions to declassify or to remove an FOUO marking are sent to the MAJCOMs (CONUS and overseas) by e-mail from AF/A8PB, or by e-mail or telephone call from SAF/LL or SAF/PA.

4.6.4. SAF/PA will (when appropriate) notify the news media. MAJCOMs get this information in the declassification e-mail or telephone call from SAF/PA.

5. Movement Terms. The following terms are used to request and issue movement directives:

5.1. Continental United States (CONUS). US territory, including the adjacent territorial waters, located within the North American Continent between Canada and Mexico (see Joint Pub 1-02, *Department of Defense Dictionary of Military and Associated Terms*, http://www.dtic.mil/doctrine/dod_dictionary/).

5.2. Dates of Unit Moves:

5.2.1. Earliest Practical Date (EPD). The move takes place within 60 calendar days after the specified date; it may be done in several phases, as directed in the movement order.

5.2.2. During a Month. The move takes place within the month specified in the movement directive.

5.2.3. On or About. The move takes place within 15 calendar days before or after the specified date.

5.3. Impedimenta. Organizational and individual equipment, organizational clothing, and personal baggage of individuals assigned to a unit.

5.4. Modified Unit Move. A permanent change of station (PCS) movement of a unit (and equipment) with those personnel who are most eligible for a PCS move, as well as assigned personnel who may become eligible for the move through voluntary action. Remaining personnel needs are filled from worldwide personnel resources, based on PCS eligibility. To minimize personnel turbulence and PCS costs, this method of personnel movement is used to the fullest extent possible.

5.5. Overseas. All locations, including Alaska, Hawaii, and US territories, outside the CONUS.

5.6. Port. A place at which ships may discharge or receive their cargoes. It includes any port accessible to ships on the seacoast, navigable rivers or inland waterways. The term "ports" should not be used in conjunction with air facilities which are designated as aerial ports, airports, etc. See Joint Pub 1-02.

5.7. Port Call. A formal notification, through military channels, to the deploying unit and interested activities. It gives arrival date for unit personnel and equipment at the port.

5.7.1. At a water port of embarkation, the port commander issues the port call.

5.7.2. At an aerial port of embarkation, the air traffic coordination officer (ATCO) issues the port call.

5.8. Unit Move with Personnel and Equipment (WPE). The movement of the unit with assigned personnel and equipment.

5.9. Unit Move without Equipment (WOE). The movement of the unit designator and personnel from one location to another. Unit equipment becomes available to other active or Reserve force units, the Security Assistance Program, or is retired from active use.

5.10. Unit Move without Personnel (WOP). The movement of the unit designator and equipment from one location to another. The personnel become available for reassignment, as directed by Headquarters Air Force Personnel Center (HQ AFPC).

5.11. Unit Move without Personnel and Equipment (WOPE). The movement of the unit designator (Flag move) only. Personnel and equipment may become available as indicated in paragraphs 5.9 and 5.10 above.

6. Types of Unit Moves. The movement of units varies as follows:

6.1. CONUS Movement. The movement of a unit in the CONUS. It may be from one MAJCOM to another or within a MAJCOM.

6.2. Overseas Movement. The movement of a unit from CONUS to an overseas station (or vice versa) or from one overseas area of responsibility to another.

6.3. Permanent Change of Assignment (PCA). A transfer of a unit between MAJCOMs, with assigned personnel and equipment (including aircraft), without any change in location of the unit.

6.4. Permanent Change of Station (PCS). Movement of a unit to a different location for permanent duty, regardless of the distance traveled.

7. Authority for Unit Movements:

7.1. AF/A8PB directs movement of Air Force units. The Department of the Air Force (DAF) movement directive is the approving authority for the MAJCOM/A1Ms to publish their movement orders and take any other required actions. A movement directive gives the following information, as appropriate:

- 7.1.1. Validation of data in the movement request, with exceptions noted.
- 7.1.2. Citation of open allotment account classification and funding instructions.
- 7.1.3. Shipment numbers as required.
- 7.1.4. Special instructions and guidance.

7.2. A DAF movement directive is generally issued by message, as follows:

7.2.1. HQ USAF. By AF/A8PB for all PCS moves in CONUS, to or from overseas and within or between overseas areas when the MAJCOM assignment is changed with the move. Exceptions to the need for a movement directive are listed in paragraph 9.

7.2.2. Overseas MAJCOMs. The MAJCOM headquarters has the authority to issue movement directives in an overseas theater (for example, Pacific Air Forces and United States Air Forces in Europe) for theater-assigned units including field-training detachments (FTD). Overseas tenant commands may issue movement directives for their overseas subordinate units. Commands authorized to issue movement directives must have HQ USAF approval and the unit must be listed in the PD document. Proposed movement directives will be submitted to AF/A8PB for approval. Overseas commands will be notified of approval and the appropriate fund cites for use in the movement directive by AF/A8PB. Theater MAJCOMs are responsible for moving:

- 7.2.2.1. Their assigned units.
- 7.2.2.2. Units assigned to other commands and stationed in the theater MAJCOM area of responsibility.

7.3. Headquarters Air Education and Training Command (HQ AETC). To support its overseas command needs, HQ AETC moves FTDs to, from, and between overseas areas. Mobile training teams, equipped with mobile training sets, support the Military Assistance Program and Foreign Military Sales and are moved as prescribed for FTDs. FTDs in an overseas command area are moved as explained in paragraph 7.2.2.

8. Movement Directives and Orders:

8.1. DAF Movement Directive. Published by the DAF to direct the movement of Air Force units, detachments and operating locations. Provisional units (see AFI 38-101) are also considered units for movement purposes. Authority to issue a movement directive is explained in paragraph 7.

8.2. Movement Order. Published by a MAJCOM/A1M (or authorized subordinate unit) to effect a directed or authorized unit move with a courtesy copy to AF/A8PB.

9. Exceptions. The following MAJCOMs are authorized to publish movement orders for moving units in the CONUS without a HQ USAF DAF movement directive, if the unit move is now in the PD and subject to those restrictions in paragraph 9.4. below.

9.1. Headquarters Air Force Reserve Command (HQ AFRC). Authority to move AFRC squadrons and flights in the same metropolitan area if the move is with personnel and/or equipment.

9.2. HQ AETC. Authority to move:

9.2.1. Squadrons of US Air Force recruiting groups. (HQ AETC may delegate this authority to the HQ Air Force Recruiting Service).

9.2.2. FTDs.

9.3. Headquarters Air Force Office of Special Investigations (HQ AFOSI):

9.3.1. Authority to move an operational element of HQ AFOSI.

9.4. Restrictions on Moves. The above units will be moved:

9.4.1. When the move is essential to fulfill the MAJCOM mission.

9.4.2. After the move has been coordinated with all activities concerned, including public affairs offices.

9.4.3. According to AFD 24-1, *Personnel Movement*.

9.4.4. When MAJCOM funds are available. Costs are charged to a specific fund allotment available to the MAJCOM.

10. Request for Movement Directive. Depending on unit size and type, unit moves will usually require approval by the Strategic Basing Process, as identified in AFI 10-503, *Strategic Basing*. MAJCOMs send a request for a movement directive by letter or e-mail 120 calendar days before the desired movement date with a courtesy copy to MAJCOM/A1Ms. MAJCOMs request for movement directives should indicate the following: Date the Environmental Impact Analysis Process (EIAP) was completed, decision document (categorical exclusion, finding of no significant impact, or record of decision), and a brief summary of the findings. The request should also contain information on the status of compliance with requisite consultation such as: conformity requirement of the Clean Air Act, Endangered Species Act, National Historic Preservation Act, and/or Clean Water Act.

NOTE: When a movement is programmed with less than 120-calendar-day lead-time, the MAJCOM sends a request for a movement directive with at least 60-calendar-day lead-time for the action.

10.1. Send requests to AF/A8PB, 1070 Air Force Pentagon, Washington DC 20330-1070.

10.2. Note that AF/A8PB will issue a warning order if requested by the MAJCOM involved.

10.3. Ensure requests for movement directives include the following information:

10.3.1. The complete organizational name of each unit to be moved. Documentation should accompany requests for movement directives; this can include but is not limited to approved Program Plans (PPlan), Program Action Directives (PAD), Program Decision Memorandums (PDM) and/or Resource Management Decisions (RMD), public announcements, Secretary of the Air Force or Chief of Staff of the Air Force letters, programmed force structure changes or Base Realignment and Closure (BRAC) actions.

- 10.3.2. The approximate number of officers, enlisted, and civilians to be moved.
 - 10.3.3. The present station and geographical location indicator.
 - 10.3.4. The destination and geographical location indicator.
 - 10.3.5. The desired movement date.
 - 10.3.6. Whether the move is PCS or PCA.
 - 10.3.7. The levels desired (officer, enlisted and civilian strength after move is completed).
 - 10.3.8. Whether the mobility and support equipment will go with the unit.
 - 10.3.9. A justification for the move (refer to the current PD if the move agrees with the program).
 - 10.3.10. If applicable, that the Secretary of the Air Force has granted a second PCS in a fiscal year or that the MAJCOM will get permission before moving the personnel concerned (see AFI 36-2110, *Assignments*). Personnel moving should be issued movement orders at least 60 calendar days before PCS. Exceptions to this 60-calendar-day policy are limited to cases of pressing military need approved by the MAJCOM concerned.
 - 10.3.11. That adequate personnel facilities exist or are programmed to support the activity.
 - 10.3.12. If applicable, the command reassignment of the unit.
- 10.4. On overseas movement of units by Air Mobility Command (AMC) airlift, cargo shall be documented and labeled IAW the Defense Transportation Regulation (DTR), Part 1. If movement is by Special Assignment Airlift Missions, movement is exempted from the Military Standard Transportation and Movement Procedures (MILSTAMP).
- 10.5. MAJCOM/A1Ms will submit a HAF-A8P (M) 9227 Report to AF/A8PB for all unit actions, 60-120 days prior to actual movement with a courtesy copy to AF/A1MO.

CHRISTOPHER D. MILLER
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

AFOSI— Air Force Office of Special Investigations

AFPC— Air Force Personnel Center

AFRC— Air Force Reserve Command

AETC— Air Education and Training Command

AMC— Air Mobility Command

ARC— Air Reserve Component

ATCO— Air Traffic Coordination Officer

BRAC— Base Realignment and Closure

CONUS— Continental United States

DAF— Department of the Air Force

DOD— Department of Defense

DRU— Direct Reporting Unit

DTR— Defense Transportation Regulation

EIAP— Environmental Impact Analysis Process

EPD— Earliest Practical Date

FOUO— For Official Use Only

FOA— Field Operating Agency

FTD— Field Training Detachment

MAJCOM— Major Command

MILSTAMP— Military Standard Transportation and Movement Procedures

NGB— National Guard Bureau

PAD— Program Action Directive

PCA— Permanent Change of Assignment

PCS— Permanent Change of Station

PD— Program Installations, Units, and Priorities Document

PDM— Program Decision Memorandum

PPlan— Program Plan

RCS— Report Control Symbol

RMD— Resource Management Decision

SIPRNET— Secret Internet Protocol Router Network

SOC— Schedule of Changes

USAF— United States Air Force

WPE— With Personnel and Equipment

WOE— Without Equipment

WOP— Without Personnel

WOPE— Without Personnel and Equipment

Terms

Installation— A grouping of facilities, located in the same vicinity, which support particular functions. Installations may be elements of a base (see Joint Pub 1-02). Installations are HQ USAF controlled.

Properties— Properties refer to annexes, auxiliary airfields, missile fields, and other activities. Properties are MAJCOM controlled.