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Operations

**DEPLOYMENT
PLANNING AND EXECUTION**

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This instruction implements Air Force Policy Directive (AFPD) 10-4, *Operations Planning: Air Expeditionary Force and Global Force Management*. It provides the basic requirements for Air Force (AF) deployment planning and execution at all levels of command in support of operational plans, contingency operations, and exercises. This instruction applies to all uniformed members of the Regular AF, Air Force Reserve, Air National Guard, civilian employees, and Contractors Authorized to Accompany the Force. The authorities to waive wing and unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority; or alternately, to the publication office of primary responsibility for non-tiered compliance items. This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 United States Code, Section 9013, *Secretary of the Air Force*. The authority to collect and maintain the records prescribed in this instruction is Title 10 United States Code. Forms affected by the Privacy Act have an appropriate Privacy Act Statement. Consult AFI 33-332, *Air Force Privacy and Civil Liberties Program*, for further guidance on Privacy Act Statements. Records Management: Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF

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SUMMARY OF CHANGES

This instruction was revised substantially and must be reviewed completely. It implements the Secretary of the AF's publication improvements, deletes Deployment Availability Code table, updates Electronic Deployment Readiness guidance, adds "deployed teams" guidance, and revises compliance item tiering. Incorporates AFI 10-403 Air Force Guidance Memorandum 2019-01.

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Chapter 1

ROLES AND RESPONSIBILITIES

Section 1A—Department of Defense

1.1. General. This chapter identifies deployment related roles and responsibilities at all AF organizational levels. Deviations from standard AF organizational structure will be authorized IAW AFI 38-101, *Manpower and Organization*. **NOTE: Chapter 3** addresses deployment workcenter staffing, roles, and responsibilities during deployment operations.

1.2. Secretary of Defense. Under the authority of Title 10, United States Code Section 162 the Secretary of Defense provides directive authority to combatant commanders IAW Global Force Management Implementation Guidance.

1.3. Combatant Commanders.

1.3.1. Supported combatant commands are responsible for deployment, redeployment, reception, and integration of units or materiel arriving in theater. (Joint Publication (JP) 1, *Doctrine for the Armed Forces of the United States*; and JP 5-0, *Joint Planning*)

1.3.2. Supporting combatant command will ensure the supported combatant command receives timely and complete support needed to accomplish the mission.

1.4. Joint Staff.

1.4.1. Publishes Global Force Management Implementation Guidance and Forces For assignment tables which document the Secretary of Defense's direction to the Services for the assignment of forces.

1.4.2. Designates the Joint Staff as the Global Conventional Joint Force Coordinator to execute all conventional force sourcing and coordination actions IAW Global Force Management Implementation Guidance.

1.4.3. In coordination with the Services, orchestrates the force flow of deploying and redeploying forces.

Section 1B—Headquarters Air Force

1.5. Headquarters Air Force. Headquarters Air Force will provide policy and guidance for deployment operations required to support the AF's mission.

1.5.1. Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1).

1.5.1.1. Directorate of Plans and Integration (AF/A1X). AF/A1X will provide policy and guidance for:

1.5.1.1.1. Force support readiness program management.

1.5.1.1.2. Identification tag issuance and wear.

1.5.1.1.3. Personnel deployment operations.

1.5.1.1.4. Noncombatant evacuation operations.

1.5.1.2. Directorate of Services (AF/A1S). AF/A1S will provide support for Airman and AF family members (military and civilian) during the entire deployment cycle (e.g., pre-deployment, deployment, sustainment, redeployment, reintegration, and post-deployment).

1.5.1.3. Directorate of Manpower, Organization, and Resources (AF/A1M). AF/A1M will provide policy, guidance, and accountability for contractors authorized to accompany the force.

1.5.2. Deputy Chief of Staff for Operations, Plans and Requirements (AF/A3).

1.5.2.1. Director of Current Operations (AF/A3O). AF/A3O will:

1.5.2.1.1. Provide policy and guidance for:

1.5.2.1.1.1. Operational planning and execution guidance.

1.5.2.1.1.2. Unit Type Code (UTC) management.

1.5.2.1.2. Approve deviations to the AEF operational processes and procedures for meeting and sustaining combatant command's requirements.

1.5.2.1.3. Serve as executive secretariat for the Vice Chief of Staff, United States AEF Forum.

1.5.2.1.4. Serve as co-chair of the AEF Steering Group.

1.5.2.1.5. War Plans and Policy Division (AF/A3OD). AF/A3OD will:

1.5.2.1.5.1. Publish the AF War Mobilization Plan.

1.5.2.1.5.2. Act as the office of primary responsibility for the Deliberate and Crisis Action Planning and Execution Segment (DCAPES) system.

1.5.2.1.6. Director of Training and Readiness (AF/A3T). AF/A3T will provide policy and guidance for:

1.5.2.1.6.1. Expeditionary readiness training.

1.5.2.1.6.2. Force readiness reporting.

1.5.2.1.6.3. Force availability and status.

1.5.3. Deputy Chief of Staff, Logistics, Engineering, and Force Protection (AF/A4).

1.5.3.1. Directorate of Civil Engineers (AF/A4C). AF/A4C will formulate AF Civil Engineer strategy, policy and implementation guidance.

1.5.3.2. Director of Logistics (AF/A4L).

1.5.3.2.1. AF/A4L will:

1.5.3.2.1.1. Develop logistics policy and guidance.

1.5.3.2.1.2. Serve as voting member of the AEF Steering Group.

1.5.3.2.2. Logistics Operations, Plans, and Programs Division (AF/A4LX). AF/A4LX will:

1.5.3.2.2.1. Provide policy and guidance for:

- 1.5.3.2.2.1.1. Deployment planning and execution.
- 1.5.3.2.2.1.2. Base support and expeditionary site planning.
- 1.5.3.2.2.1.3. Pre-positioned War Reserve Materiel (WRM).
- 1.5.3.2.2.2. Develop and publish air force specialty code 2G0X1, *Logistics Plans*, and Air Force Job Qualification Standard 8U000, *Unit Deployment Manager (UDM)*.
- 1.5.3.2.2.3. Act as the office of primary responsibility (OPR) for the Logistics Module (LOGMOD) system.
- 1.5.3.2.2.4. Chair the annual LOGMOD Functional Requirements Board.
- 1.5.3.2.3. Logistics Readiness Division (AF/A4LR). AF/A4LR will:
 - 1.5.3.2.3.1. Publish policy and guidance for:
 - 1.5.3.2.3.1.1. Transportation.
 - 1.5.3.2.3.1.2. Materiel management.
 - 1.5.3.2.3.1.3. Fuels management.
 - 1.5.3.2.3.2. Act as the OPR for:
 - 1.5.3.2.3.2.1. Cargo Movement Operations System (CMOS).
 - 1.5.3.2.3.2.2. Global Air Transportation Execution System (GATES).
 - 1.5.3.2.3.2.3. Integrated Computerized Deployment System (ICODES).
 - 1.5.3.2.4. Nuclear Weapons, Missiles, and Munitions Division (AF/A4LW). AF/A4LW will provide policy and guidance for nuclear and conventional munitions management.
 - 1.5.3.2.5. Maintenance Division (AF/A4LM). AF/A4LM will provide policy and guidance for aircraft maintenance.
- 1.5.3.3. Directorate of Security Forces (AF/A4S). AF/A4S will develop integrated defense doctrine, policies and plans to protect and defend air, space and cyberspace assets, missions and personnel.
- 1.5.4. Chief of the Chaplain Corps will publish AFI 52-104, *Chaplain Corps Readiness*, to provide chaplain guidance for supporting deployment operations.
- 1.5.5. Director, Air Force History and Museums Policies and Programs will publish AFI 84-101, *Historical Products, Services, and Requirements*, to provide history guidance for supporting deployment operations.
- 1.5.6. Judge Advocate General (AF/JA) will publish AFI 51-101, *The Air Force Judge Advocate General's (AFJAGC) Operations, Accessions, and Professional Development* to provide legal guidance for supporting deployment operations.
- 1.5.7. Chief of Safety (AF/SE) will publish AFI 91-202, *The US Air Force Mishap Prevention Program*, to provide safety guidance for deployment operations.
- 1.5.8. AF Surgeon General (AF/SG). AF/SG will:

1.5.8.1. Publish guidance for the deployment health program.

1.5.8.2. Provide public health personnel to support the personnel deployment function IAW the installation deployment plan (IDP).

1.5.8.3. Perform medical intelligence functions in support of installation deployment operations IAW AFI 41-106, *Medical Readiness Program Management*. **NOTE:** Applies to Air Reserve technicians at ground Reserve medical units and deployment health managers for Air National Guard medical units.

1.5.9. The Secretary of the Air Force, Office of the Inspector General will publish AFI 90-201, *The Air Force Inspection System*, to provide readiness inspection guidance.

Section IC—Air Force Reserve and Air National Guard

1.6. Air Force Reserve and Air National Guard.

1.6.1. Commander, Air Force Reserve Command (AFRC/CC). AFRC/CC will ensure AFRC personnel are trained and ready to meet the readiness requirements for deployment and employment operations.

1.6.2. Director, National Guard Bureau. The Director of the National Guard Bureau will ensure Air National Guard forces meet the gaining organization's readiness requirements.

1.6.3. When Air Force Reserve and Air National Guard units are tenant units on the installation, the host unit will document host and tenant relationships, processes and procedures, and specific lines of authority in the IDP. **(T-1)**.

Section ID—Major and Air Component Commands

1.7. Major Command (MAJCOM) Roles and Responsibilities.

1.7.1. MAJCOM/Deputy Commander (MAJCOM/CD). MAJCOM/CD will approve or disapprove severe mission impact reclaims IAW AFI 10-401, *Air Force Operations Planning and Execution*. (MAJCOM/Deputy Commander or equivalent)

1.7.2. MAJCOM/Manpower, Personnel, and Services (MAJCOM/A1). MAJCOM/A1 will:

1.7.2.1. Ensure all subordinate Force Support Squadron personnel are trained to support deployment operations (e.g., personnel processing for contingency and wartime operations, personnel accountability, and duty status reporting) IAW applicable 36-series AF instructions.

1.7.2.2. Identify and forward personnel deployment discrepancies to installation and unit commanders for corrective action.

1.7.2.3. Ensure installations are providing pre- and post-deployment training to personnel subject to or tasked to deploy.

1.7.3. MAJCOM/Director of Operations (MAJCOM/A3). MAJCOM/A3 (or equivalent organization) will:

1.7.3.1. Ensure installations are providing pre- and post-deployment training to personnel subject to or tasked to deploy.

1.7.3.2. Provide the UTC Availability (UTA) list to subordinate units IAW AFI 10-401.

1.7.4. MAJCOM/Director of Logistics (MAJCOM/A4). MAJCOM/A4 (or equivalent organization) will:

1.7.4.1. Review and approve or disapproves logistics detail additions, deletions, or changes and forwards those changes to AF/A3OD, Headquarters AF Logistics Detail Manager, for update to the type unit characteristics file IAW AFI 10-401.

1.7.4.2. Identify and forward personnel deployment discrepancies to installation and unit commanders for corrective action.

1.7.4.3. Ensure installations are providing pre- and post-deployment training to personnel subject to or tasked to deploy.

1.7.4.4. Provide supplemental guidance for implementing this instruction.

1.7.4.5. Serve as the focal point and functional requirements board representative for deployment systems (e.g., LOGMOD and Base Support and Expeditionary Site Planning).

1.7.4.6. Serve as the focal point for acquisition cross-servicing agreements IAW AFI 25-301, *Acquisition and Cross-Servicing Agreements*.

1.7.5. The MAJCOM/Office of the Inspector General will conduct readiness inspections IAW AFI 90-201, *The Air Force Inspection System*.

1.8. Air Combat Command. Air Combat Command will:

1.8.1. Staff AEF schedule through AF/A3 prior to submission to Chief of Staff, United States Air Force and Secretary of the Air Force for approval IAW AFI 10-401.

1.8.2. Provide conventional forces sourcing solutions IAW AFI 10-401 and Global Force Management Implementation Guidance.

1.8.3. Staff, draft, and recommend AEF schedules through AF/A3 prior to submission for Chief of Staff, United States Air Force and Secretary of the Air Force approval IAW AFI 10-401.

1.8.4. Adjudicate unresolved force coordinator issues.

1.8.5. Organize an air expeditionary task force, if required.

1.9. Air Force Materiel Command.

1.9.1. Air Force Installation and Mission Support Center (AFIMSC). The AFIMSC will:

1.9.1.1. Provide intermediate-level organizational oversight, policy interpretation, and technical (subject matter expertise) assistance.

1.9.1.2. Communicate directly (direct liaison authority) with Headquarters AF and its subordinate units, as required.

1.9.1.3. Exercise deployment related functional area management responsibilities for functional areas aligned under the AFIMSC and its primary support units.

1.9.1.4. Monitor the AEF UTC Reporting Tool (ART) IAW AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces*.

1.9.1.5. Monitor the Defense Readiness Reporting System IAW AFI 10-201, *Force Readiness Reporting*.

1.9.1.6. Provide oversight for the management internal control toolset for functional areas aligned under the AFIMSC and its primary support units IAW AFI 90-201.

1.9.1.7. Act as the system administrator and compiles functional requirements board inputs for the LOGMOD and Base Support and Expeditionary Site Planning systems.

1.9.1.8. Recommend logistics plans publication related guidance changes to AF/A4LX.

1.9.1.9. Act as the MEFPK (Manpower and Force Packaging) and Responsible Agency for functional areas within its area of responsibility IAW AFI 10-401.

1.9.2. Air Force Sustainment Center. The Air Force Sustainment Center, through the 635th Supply Chain Operations Wing, will manage UTCs postured as pre-positioned WRM IAW AFI 10-401 and AFI 25-101, *War Reserve Materiel (WRM)*.

1.10. Air Force Personnel Center.

1.10.1. The Air Force Personnel Center Commander will co-chair of the Air Expeditionary Force Steering Group IAW AFI 10-401.

1.10.2. The Air Force Personnel Center/Directorate of Personnel Operations will:

1.10.2.1. Implement the AEF battle rhythm, centrally manages personnel scheduling, and recommends sourcing of forces to meet combatant commander requirements IAW AFI 10-401.

1.10.2.2. Manage the ART IAW AFI 10-244.

1.10.2.3. Manage the DCAPES's personnel tasking process IAW AFI 10-401.

1.10.2.4. Manage the Deployment Processing Discrepancy Reporting Tool.

1.10.2.5. Use the AF Reclama Processing Tool (RPT) to manage personnel related UTC reclaims and unit identification codes IAW AFI 10-401. **NOTE:** AF Form 4006, *Unit Deployment Shortfalls/Reclama*, identifies personnel shortfalls and reclaims.

1.10.3. Directorate of Personnel Programs (AFPC/DP3). AFPC/DP3 will manage AEF Forums, information technology systems, scheduling and assessments and act as the AEF combat support focal point.

1.11. Air Component Command. Air component commands will:

1.11.1. Notify subordinate units of taskings IAW AFI 10-401.

1.11.2. Monitor subordinate unit's UTC assessments in ART IAW AFI 10-244.

1.11.3. Identify WRM UTCs in the command's UTA list and operation plan (OPLAN) Time Phased Force Deployment Data (TPFDD) IAW AFI 25-101.

1.11.4. Ensure storing installations add mal-positioned WRM UTCs to their Logistics Planning Subsystem (LOGPLAN) module to identify and plan movement requirements to its planned operating base IAW AFI 25-101.

1.11.5. Ensure deployment and execute orders include all applicable personnel (military, civilian, and contractor) reporting instructions and DCAPES line level detail (e.g., specialized training, contract officer representative, combat skills) required to meet theater and supported combatant commander mission requirements IAW AFI 10-401.

1.11.6. Approve or disapprove all requests to return personnel to home station prior to scheduled redeployment date IAW AFI 10-401.

1.11.7. Approve or disapprove all AF UTC personnel specialty code, skill level, or grade substitution requests IAW AFI 10-401.

1.11.8. Ensure AF personnel accountability within their theater of operation IAW AFI 36-3802, *Force Support Readiness Programs*.

1.11.9. Through its Manpower and Organization Division, build deployment requirements manpower document for contingency, exercise, and operations plans IAW AFMAN 38-102, *Manpower and Organization Standard Work Processes and Procedures*.

1.11.10. Conduct operational contract support planning IAW AFI 10-409-O, *Support to Adaptive Planning*.

1.12. Institutional Forces.

1.12.1. Institutional forces are those forces assigned to organizations normally above the installation level. (See AFI 10-401 for additional information). Institutional forces will:

1.12.1.1. Not reported in ART IAW AFI 10-244.

1.12.1.2. Be tasked and sourced IAW AFI 10-401.

1.12.1.3. Be assigned a Joint Chiefs of Staff Unit Descriptor Code of "X - Other" IAW AFI 10-401.

1.12.2. Institutional force personnel will establish an AEF Online Account and complete the mandatory items of the electronic Deployment Readiness Checklist (e-DRC). (T-2)

1.13. MAJCOM, Air Component Command, or AFIMSC Functional Area Manager. The MAJCOM, air component command, or AFIMSC functional area manager will:

1.13.1. Provide subject matter expertise and functional area related guidance IAW AFI 10-401.

1.13.2. Provide oversight for UTC management actions IAW AFI 10-401.

1.13.3. Monitor unit-level deployment readiness and recommend corrective actions, if required.

1.13.4. Provide assistance for resolving UTC tailoring and tasking issues.

1.13.5. Review, prepare, and submit unit identification code change and reclama requests to AFPC/DP2W and higher headquarters IAW AFI 10-401.

1.13.6. Oversee and provide support for expeditionary readiness training IAW AFI 10-405, *Expeditionary Readiness Training Program*.

1.13.7. Review and certify the accuracy of the Defense Property Accountability System UTC requirements list prior to submitting the signed list to the Defense Property Accountability System Force System Management Manager for system updates IAW AFI 23-101, *Materiel Management*.

1.13.8. Ensure operational contract support is properly coded IAW the Defense Federal Acquisition Regulation and Department of Defense Instruction (DoDI) 3020.41, *Operational Contract Support (OCS)*. **(T-0)**.

1.14. Joint Bases.

1.14.1. Identify Joint base Service roles and responsibilities using an Inter-Service or Joint Basing Memorandum of Agreement IAW Joint Basing Implementation Guidance and DoDI 4000.19, *Support Agreements*. **NOTE:** The memorandum of agreement will address deployment operations. **(T-0)**.

1.14.2. The supporting (lead) Service component will develop and process the Joint Base Memorandum of Agreement IAW Joint Basing Implementation Guidance. **(T-0)**.

1.14.3. The IDP will clearly state the roles and responsibilities, organizational relationships, and processes and procedures required to support deployment operations outlined in the memorandum of agreement. **(T-3)**.

Section 1E—Installation Level Roles and Responsibilities

1.15. Installation Roles and Responsibilities.

1.15.1. Installation Commander. The installation commander will:

1.15.1.1. Ensure their installation is capable of supporting deployment operations. **(T-2)**.

1.15.1.2. Oversee all staff activities in support of deployment planning and execution. **(T-2)**.

1.15.1.3. Ensure adequate facilities and infrastructure are available. **(T-2)**.

1.15.1.3.1. Deployment Control Center (DCC) and its subordinate workcenters.

1.15.1.3.2. Reception, Staging, Onward Movement, and Integration workcenters.

1.15.1.3.3. Installation Deployment Readiness Cell (IDRC).

1.15.1.4. Appoint, in writing, the Installation Deployment Officer (IDO) from within the Logistics Readiness Squadron Deployment and Distribution Flight IAW AFI 38-101. **NOTE:** The appointed IDO should fill this position for a period of not less than 18 months (12 months at short tour locations).

1.15.1.5. Manage the installation's deployment operations. **(T-2)**.

1.15.1.6. Establish, execute and sustain the installation's Commanders Inspection Program IAW AFI 90-201.

1.15.1.7. Approve and disapprove of all "Capability Not Available" reclaims IAW AFI 10-401. **NOTE:** Tenant wings and organizations will provide a courtesy copy of all Reclama Processing Tool transactions to the IDRC. **(T-2)**.

1.15.1.8. Approve the IDP. **(T-1)**.

1.15.1.9. Establish personnel notification procedures IAW AFI 10-401.

1.15.1.10. Establish an installation augmentation program to support deployment operations. **(T-2)**. See AFPAM 10-243, *Augmentation Duty*, for additional information.

1.15.1.11. Ensure units apply Operational Risk Management and safety guidelines during all phases of deployment planning, training, and execution IAW AFI 91-202, and AFI 90-802, *Risk Management*.

1.15.1.12. Ensure unit commanders maintain individual medical readiness and deployment health requirements for their assigned personnel IAW AFI 10-250, *Individual Medical Readiness*, AFI 41-106, AFI 48-122, *Deployment Health*, and AFI 36-3802.

1.15.1.13. Identify limiting factors and shortfalls that affect the deployment of assigned forces and report these to the MAJCOM for resolution. **(T-2)**.

1.15.1.14. Delegate the AEF Online Commander's Toolkit "CTK_CC" role to personnel supporting deployment operations (e.g., Logistics Readiness Squadron (LRS)/Plans and Integration, IDO), when required. **(T-2)**.

1.15.2. Installation Staff.

1.15.2.1. Inspector General. The Inspector General's office will develop, manage, and maintain the installation's readiness inspection program IAW AFI 90-201.

1.15.2.2. Wing Plans. The Wing Plans office will assist the IDO in determining worst-case scenario in support of operations, base support, and deployment planning IAW AFI 10-401.

1.15.2.3. Staff Judge Advocate. The Staff Judge Advocate office will provide legal support to the installation commander, unit commanders, the personnel deployment function, and deploying personnel IAW AFI 51-101 and the installation deployment plan.

1.15.2.4. Chaplain. The Chaplain will provide chaplain support to the installation commanders, unit commanders, personnel deployment function, and deploying personnel IAW AFI 52-104 and the installation deployment plan.

1.15.2.5. Public Affairs. The Public Affairs office will provide support to the installation commander, unit commanders, and deploying personnel IAW AFI 35-101, *Public Affairs Responsibilities and Management*.

1.15.2.6. Safety. The Safety office will ensure unit commanders implement a mishap prevention program and provide safety briefings to deploying personnel IAW AFI 91-202 and the installation deployment plan.

1.15.2.7. Command Post. The installation command post will provide support during deployment operations IAW AFMAN 10-207, *Command Posts*.

1.16. Unit Commander (or equivalent). The unit commander will:

1.16.1. Appoint a primary UDM and alternate(s). **(T-3)**. **NOTE:** UDMs will possess, as a minimum, a “Secret” security clearance. **(T-1)**.

1.16.1.1. Provide a copy of the appointment letter to the host LRS/Plans and Integration Section. **(T-3)**. **NOTE:** Appointment letters will include name(s), rank(s), security clearance, unit, date estimated return from overseas (if established), and telephone numbers, to include office and home or cell phone numbers. **(T-3)**.

1.16.1.2. Align the UDM position under the commander’s support staff IAW Manpower Determinant 10S100, *Squadron Commander’s Support Staff*, or as described in AFI 38-101.

1.16.2. Ensure postured UTCs personnel requirements do not exceed unit manning document authorizations IAW AFI 10-401.

1.16.3. Ensure all unit personnel and cargo are prepared to deploy IAW AFI 24-605, *Air Transportation Operations (Non-Aerial Port)*, AFI 24-602, Volume 1, *Passenger Movement*, AFI 24-602, Volume 2, *Cargo Movement*; AFMAN 24-204, *Preparing Hazardous Materials for Military Air Shipment*, the IDP, and this instruction.

1.16.4. Ensure the UDM assigns personnel to an AEF indicator within fifteen (15) calendar days of the member’s arrival date IAW AFI 10-401. **NOTE:** Reserve components will determine and publish component specific Air & Space Expeditionary Force Indicator (AEFI) policy. **(T-1)**.

1.16.5. Receive deployment orientation briefing provided by the host LRS/Plans and Integration Section within 90 days of assignment as a unit commander. **(T-3)**.

1.16.6. Report readiness using:

1.16.6.1. ART IAW AFI 10-244, *Reporting Status of Air and Space Expeditionary Forces*.

1.16.6.2. Defense Readiness Reporting System IAW AFI 10-201, *Force Readiness Reporting*.

1.16.7. Ensure personnel complete all required expeditionary readiness, Air Force Specialty Code related, and deployment workcenter training IAW AFI 10-405, AFI 36-2651, *Air Force Training Program*, AFI 10-401, AFI 24-605, and the IDP.

1.16.8. Forward deployment related deficiencies beyond the unit’s ability to correct to their higher headquarters for assistance and corrective actions IAW AFI 10-401.

1.16.9. Ensure deploying personnel meet combatant command’s tasking requirements and associated line remarks IAW AFI 10-401.

1.16.10. Submit deployment availability code updates to the Force Support Squadron (FSS) IAW AFI 10-401, AFI 36-2110, *Total Force Assignments*, and other applicable guidance.

1.16.11. Appoint cargo couriers (e.g., classified, weapons) IAW AFI 24-602, Volume 2.

1.16.12. Ensure adequate numbers of personnel tasked to deploy are qualified in cargo preparation, documentation, pallet build-up, and hazardous cargo to support redeployment or onward movement requirements IAW AFI 24-605.

- 1.16.13. Appoint deployed equipment custodians IAW AFI 23-101.
- 1.16.14. Ensure UDMs complete all required deployment training. **(T-3)**.
- 1.16.15. Delegate AEF Online application access to UDMs and other unit representatives to monitor and maintain unit deployment readiness. **(T-3)**.
- 1.16.16. Ensure personnel subject to deploy have an AEF Online account, become familiar with their Personal Deployment Preparedness Tool and complete the mandatory items of the e-DRC. **(T-2)**.
- 1.16.17. Designate the UDMs as the unit's Deployment Process Working Group representative. **(T-3)**.
- 1.16.18. Ensure assigned personnel meet individual medical readiness and pre- and post-deployment health requirements IAW AFI 10-250, *Individual Medical Readiness*, and AFI 48-122, *Deployment Health*.
- 1.16.19. Provide functional area manager letters or guidance to the LRS/Plans and Integration Section, when functional area specific guidance is applicable. **(T-2)**.
- 1.16.20. Provide deployment workcenter augmentees as directed in the IDP. **(T-3)**.
- 1.16.21. Appoint unit cargo increment monitor(s) to manage a given set of cargo increments. The monitors will ensure inputs and updates are provided to the UDM in order to update the LOGMOD database. **(T-3)**. **NOTE:** UDMs should not be appointed as increment monitors.

1.17. Logistics Readiness Squadron (LRS).

- 1.17.1. The LRS Commander (LRS/CC) will:
 - 1.17.1.1. Organize, staff, train, and equip the installation's deployment workcenters. **(T-3)**. **NOTE:** The cargo deployment functions and air passenger terminal are Aerial Port Squadron responsibilities at Air Mobility Command bases IAW AFI 24-605.
 - 1.17.1.1.1. DCC.
 - 1.17.1.1.2. Cargo Deployment Function (CDF).
 - 1.17.1.1.3. Air Passenger Terminal (APT).
 - 1.17.1.1.4. IDRC.
 - 1.17.1.2. Provide LRS functional area representatives (e.g., logistics plans, transportation, and materiel management) to deployment workcenters.
 - 1.17.1.3. Provide overall management including, but not limited to, secure storage, issue, receipt, and shelf life control for those deployment bags under their control IAW AFI 10-2501, *Air Force Emergency Management Program*, and AFI 23-101.
 - 1.17.1.4. Provide transportation resources to support deployment operations. **(T-3)**.
 - 1.17.1.5. Provide training to deploying equipment custodians IAW AFI 23-101.
- 1.17.2. LRS/Plans and Integration Section (or equivalent organization) will:

- 1.17.2.1. Publish an IDP to identify installation-level roles, responsibilities, processes, and procedures (to include contracted workloads) to support host regular AF, Air Force Reserve, Air National Guard, and any tenant units during contingency, exercise, and wartime deployment operations. **(T-3)**.
- 1.17.2.2. Provide deployment training to:
 - 1.17.2.2.1. Commanders. **(T-3)**.
 - 1.17.2.2.2. UDMs. Unit deployment manager training will include all the elements of the UDM Air Force Job Qualification Standard (8U000).
 - 1.17.2.2.3. Deployment workcenter personnel. **(T-3)**.
- 1.17.2.3. Submit deployment reclamation and unit identification code change requests IAW AFI 10-401.
- 1.17.2.4. Conduct deployment operations staff assistance visits, if requested. **(T-3)**.
- 1.17.2.5. Manage the IDRC and deployment workcenters (e.g., DCC, APT, and CDF). **(T-3)**.
- 1.17.2.6. Brief and report Deployment Processing Discrepancy Reporting Tool discrepancies and proposed corrective actions to the installation commander. **(T-1)**.
- 1.17.2.7. Provide the UTA list and TPFDD to units IAW AFI 10-401.
- 1.17.2.8. Serve as the LOGMOD OPR. **(T-1)**.
- 1.17.2.9. Conduct quarterly UDM meetings.
- 1.17.2.10. Address deployment guidance changes and other deployment related information. **(T-3)**.
- 1.17.2.11. Publish and distribute UDM meeting minutes to document attendees, significant discussions, problem areas, and corrective actions. **(T-3)**.
- 1.17.2.12. Provide UDM listing to the medical treatment facility quarterly. **(T-3)**.
- 1.17.3. Deployment and Distribution Flight. The Deployment and Distribution Flight will:
 - 1.17.3.1. Organize, staff, train, and lead the CDF and APT. **(T-2)**. **Note:** The APS assumes these responsibilities at Air Mobility Command installations.
 - 1.17.3.2. Serve as focal point and provides transportation related training for the CMOS, ICODES, and GATES IAW AFI 24-605.
 - 1.17.3.3. Ensure sufficient certified load planners are available to support 24-hour contingency, exercise, and deployment operations IAW AFI 24-605.
 - 1.17.3.4. Work directly with the IDRC or DCC to schedule transportation for deploying personnel from their home station to the forward operating site IAW AFI 10-401.
 - 1.17.3.5. Manage the radio frequency identification tag program IAW AFI 24-605, AFI 24-602, Volume 2, *Cargo Movement*, and the IDP.
- 1.17.4. Material Management Flight. The Material Management Flight will:

1.17.4.1. Ensure individual personnel equipment, small arms, light weapons, and deployment bags are authorized, on-hand, and ready for deployment IAW AFI 23-101.

1.17.4.2. Provide chemical, biological, radiological, and nuclear individual protective equipment to each DoD contractor identified as emergency-essential in their contract and located in or deploying to high or medium threat areas in accordance AFI 10-2501.

1.18. Force Support Squadron (FSS). The Force Support Squadron will:

1.18.1. Provide personnel and services required to support deployment workcenters during deployment operations IAW the IDP (e.g., IDRC, Personnel Deployment Function (PDF), and DCC). **(T-3).**

1.18.2. Provide IDP development assistance. **(T-3).**

1.18.3. Designate a representative to be a member of the Deployment Process Working Group. **(T-3).**

1.18.4. Train and equip Personnel Support for Contingency Operations (PERSCO) team and manpower technicians IAW AFI 36-3802.

1.18.5. Ensure personnel deploy using Contingency, Exercise, and Deployment orders IAW AFI 36-2110.

1.18.6. Ensure units complete corrective action(s) discrepancies noted in the Deployment Processing Discrepancy Reporting Tool application. **Note:** The IDO will elevate uncorrected discrepancies to Air Force Personnel Center/DP2W and MAJCOM/A1 and A4s for resolution, if corrective action is not taken within 14 calendar days. **(T-1).**

1.18.7. Update deployment availability code(s) in the Military Personnel Data System IAW AFI 36-2110. **Note:** The FSS/FSOX (Installation Personnel Readiness (IPR)) section augments and supports the LRS/Plans and Integration Office IAW the IDP.

1.18.8. Create execution levy file(s) used by the Logistics Module IAW AFMAN 38-102, *Manpower and Organization Standard Work Processes and Procedures*, AFI 10-401, Chairman of the Joint Chiefs of Staff Manual (CJCSM) 3122.05, *Operating Procedures for Joint Operation Planning and Execution System*, and the IDP.

1.18.9. Provide support to deploying personnel and their families during all phases of deployments IAW AFI 36-3009, *Airman and Family Readiness Centers*. **Note:** Airman and Family Readiness Center will be included on deployment processing checklists.

1.18.10. Ensure Contractors Authorized to Accompany the Force are registered in the Synchronized Pre-deployment and Operational Tracker IAW the Defense Federal Acquisition Regulation and DoDI 3020.41. **(T-0).**

1.19. Civil Engineer Squadron. The Civil Engineer Squadron will:

1.19.1. Implement the installation Emergency Management program IAW AFI 10-2501, *Air Force Emergency Management (EM) Program*.

1.19.2. Provide chemical, biological, radiological, and nuclear defense training to installation personnel IAW AFI 10-2501.

1.19.3. Ensure deployment workcenters identified as mission essential facilities have backup power IAW AFI 32-1062, *Electrical Systems, Power Plants and Generators*.

1.19.4. Designate a representative to be a member of the Deployment Process Working Group. **(T-3)**.

1.20. Communications Squadron. The Communications Squadron will:

1.20.1. Ensure all deployment workcenters (host and tenant) receive network connectivity and support during pre-deployment, deployment, and redeployment activities. **(T-3)**.

1.20.2. Designate a representative to be a member of the Deployment Process Working Group. **(T-3)**.

1.20.3. Configure mobile radios to function at home station and forward operating sites. **(T-3)**.

1.21. Contracting Squadron. The Contracting squadron (or equivalent organization) will:

1.21.1. Designate and train contingency contracting officers IAW AFI 64-102, *Operational Contracting Program*.

1.21.2. Support the deployment of contractors authorized to accompany forces IAW AFI 64-105, *Contingency Contracting Support*.

1.21.2.1. Certify all deploying contractors processing actions are complete. **(T-1)**.

1.21.2.2. Provide a certified (signed) letter of instruction to deploying contractors to: **(T-1)**.

1.21.2.2.1. Ensure contractor accountability using the synchronized pre-deployment operational tracker IAW DoDI 3020.41. **(T-0)**.

1.21.2.2.2. Ensure government-furnished equipment and services are provided to contractors authorized to accompany the force. **(T-1)**.

1.21.2.2.3. Verify medical and dental pre-deployment requirements completion. **(T-1)**.

1.21.2.2.3.1. Medical treatment facilities will not process contractors for deployment unless the contract specifically states the AF is responsible for providing medical services deploying contractors IAW AFI 64-105, *Contingency Contracting Support*.

1.21.2.2.3.2. Contractor letters of instructions will provide reimbursement instructions for medical expenses incurred by the medical treatment facility IAW AFI 64-105.

1.21.2.2.4. Verify pre-deployment expeditionary readiness training completion. **(T-1)**.

1.21.2.2.5. Contractors must present their letters of authorization or identification in order to deploy via military airlift or Air Mobility Command contracted aircraft IAW AFI 24-602, Volume 2.

1.22. Security Forces Squadron. The Security Force Squadron will provide physical security, integrated defense, combat arms, law enforcement, antiterrorism, crime prevention, resources protection, weapons training and force protection training and support for deploying forces IAW AFI 31-101, *Integrated Defense*, AFI 31-117, *Arming and Use of Force By Air Force Personnel*, AFI 31-118, *Security Forces Standards and Procedures*, and AFMAN 31-129, *USAF Small Arms and Light Weapons Handling Procedures*.

1.23. Operations Group. The Operations Group will:

1.23.1. Ensure operation's group organizations maintain a state of deployment readiness. (T-3).

1.23.2. Designate a representative to be a member of the Deployment Process Working Group. (T-3).

1.24. Maintenance Group. The Maintenance Group will:

1.24.1. Ensure maintenance group organizations maintain a state of deployment readiness. (T-3).

1.24.2. Designate a representative to be a member of the Deployment Process Working Group. (T-3).

1.25. Medical Group. The Medical Group will:

1.25.1. Provide pre- and post-deployment related medical services to deploying personnel IAW AFI 48-122 (e.g., medical, dental, health assessments, immunizations, mental health, labs, medications, health threat information, quantitative fit testing).

1.25.2. Provide medical representative to the installation deployment working group. (T-3).

1.25.3. Ensure individual medical readiness status of installation units is monitored and discussed at least monthly with installation leadership IAW AFI 10-250 and AFI 48-122.

1.26. Comptroller Squadron. The Comptroller Squadron will:

1.26.1. Provide comptroller and financial management support for deployment operations IAW AFI 10-401.

1.26.2. Provide travel fund cites and certify orders IAW AFI 65-103, *Temporary Duty/Special Orders*.

1.26.3. Determine and certify funds availability IAW AFI 65-601, Volume 1, *Budget Guidance and Procedures* and AFI 65-118, *Air Force Purchases Using Military Interdepartmental Purchase Requests (MIPRS)*.

1.26.4. Establish paying or disbursing agent offices at forward operating locations IAW AFI 65-610, *Guidance for Expenditures at Deployed Locations*.

1.26.5. Provide financial management personnel to support the personnel deployment function IAW the IDP. (T-3).

1.26.6. Provide financial management training to deploying personnel IAW AFI 36-3009.

1.26.7. Designate a representative to be a member of the Deployment Process Working Group. (T-3).

1.27. Units with Unique or Special Missions..

1.27.1. Office of Special Investigations regional detachments will be equipped and organized to deploy independently and do not normally require assistance from the installation's deployment workcenters IAW AFI 71-101, Volume 4, *Counterintelligence*

1.27.2. This instruction is not applicable to special tactics, air support operations and other AF units directly supporting, assigned to, or located on Army installations.

Section 1F—Individual Roles and Responsibilities

1.28. Installation Deployment Officer (IDO). The IDO will:

1.28.1. The IDO will be either a Logistics Readiness Officer (21R3) or a civilian GS-0346, *Logistics Management Specialist*, IAW AFI 38-101.

1.28.2. Manage all aspects of deployment operations on behalf of the installation commander. **(T-1)**.

1.28.3. Chair annual deployment process working group. **(T-3)**.

1.28.4. Chair quarterly unit deployment manager meeting. **(T-3)**.

1.28.5. Provide deployment readiness briefing to the installation commander, unit commanders, and key members of the deployment team annually. (See [Attachment 5](#)) **Note:** The briefing will include:

1.28.5.1. Worst-case scenario. **(T-3)**.

1.28.5.2. Maximum simultaneous deployment capability. **(T-3)**.

1.28.5.3. IDP. **(T-3)**.

1.28.5.4. Supported OPLANs. **(T-3)**.

1.28.5.5. Limiting factors and shortfalls. **(T-3)**.

1.28.5.6. Current and future years' Agile Combat Support Consolidate Planning Schedule requirements. **(T-3)**.

1.28.6. Collaborate with the medical treatment facility to ensure all UDMs are trained on individual medical readiness, deployment health assessment and deployment medical clearance requirements semi-annually IAW AFI 48-122.

1.28.7. Ensure the installation uses available integrated deployment systems to support deployment operations IAW AFI 10-401. **Note:** Recommend IPRs pre-process e-DRC and electronic Air Force Deployment Folder (e-AFDF) records whenever feasible.

1.28.8. Provide deployment training to senior staff, squadron commanders, and unit deployment managers. **Note:** The Logistics Readiness Squadron/Plans and Integration Section maintains training documentation. **(T-3)**.

1.28.9. Brief deployment discrepancies to the installation commander and unit commanders monthly IAW AFI 36-3802. **Note:** The Deployment Processing Discrepancy Reporting Tool is the primary source for personnel related deployment discrepancies.

1.28.10. Conduct semi-annual DCC table-top training exercises for the LRS/Plans and Integration Office and personnel assigned to the DCC and IDRC. **(T-3)**. **Note:** This requirement may be filled by using exercises or real world deployments if the DCC was fully activated. **(T-3)**.

1.28.10.1. Provide a DCC table-top training exercise after-action report to the MAJCOM A4R. **(T-3)**.

1.28.10.2. The table-top training exercise should include:

1.28.10.2.1. Deployment Schedule of Events development.

1.28.10.2.2. Tasking order and OPLAN analysis and validation.

1.28.10.2.3. UTC tailoring and prioritization.

1.28.10.2.4. Load plans.

1.29. Unit Deployment Manager (UDM). The UDM will:

1.29.1. Act on behalf of the unit commander to ensure unit personnel and cargo are ready for deployment. **(T-3)**.

1.29.2. Complete Air Force Job Qualification Standard (8U000) and AEF Online training no later than twelve (12) months after appointment. **(T-1)**. **Note:** Applies to both (8U000) and additional duty unit deployment managers.

1.29.3. Ensure all unit personnel subject to deploy will:

1.29.3.1. Be given an AEF Indicator IAW AFI 10-401.

1.29.3.1.1. Digitally sign the e-DRC to document the member's selection to fill an AEF indicator. **(T-2)**.

1.29.3.1.2. Reserve components will determine and publish component-specific AEFI policy IAW AFI 10-401.

1.29.3.2. Sign up for an AEF online account within fifteen (15) days of assignment to an AEF indicator. **(T-1)**.

1.29.3.3. Complete the mandatory e-DRC items within fifteen (15) days of assignment to an AEF indicator. **(T-2)**. **Note:** Recommend UDMs save a digital copy of each Airman's AF Form 4005, *Individual Deployment Requirements Checklist*, in the event of system degradation during deployment execution.

1.29.4. Ensure unit staff members receive appropriate training in AEF Online tools. **(T-1)**.

1.29.5. Ensure all personnel tasked for deployment:

1.29.5.1. Have an AEF Online account. **(T-1)**.

1.29.5.2. Use the Personal Deployment Preparedness Tool. **(T-1)**.

1.29.5.3. Process for deployment using the e-DRC and e-AFDF. **(T-2)**.

- 1.29.5.3.1. In the event of AEF Online system interruption or network degradation prohibiting processing the e-DRC or e-AFDF at execution, recommend processing via AF Form 4005 only (hard-copy AFDFs should not be required) to ensure airlift timelines are met.
- 1.29.5.3.1.1. Ensure deploying Airmen have all required hand-carried items in their possession. **(T-1)**.
- 1.29.5.3.1.1.1. Complete electronic processing of e-DRC or e-AFDF when system becomes available. **(T-1)**.
- 1.29.5.3.2. In the event of short notice deployment (less than 15 days):
- 1.29.5.3.2.1. Comply with Expeditionary Readiness Training guidance published to the AEF Online Pre-deployment Training page (<https://aefonline.afpc.randolph.af.mil/Predeployment.aspx>) IAW AFI 10-405.
- 1.29.5.3.2.2. Comply with medical clearance procedures and accomplish all other pre-deployment processing requirements as time permits.
- 1.29.5.3.2.3. Notify gaining commander of known training or pre-deployment processing deficiencies.
- 1.29.6. Ensure unit personnel complete all mandatory expeditionary readiness training IAW AFI 10-405 and AFI 24-605.
- 1.29.7. Complete total force training IAW AFI 36-2651.
- 1.29.8. Complete deployment workcenter training IAW this instruction (See **Attachment 3**) and the IDP. **(T-2)**.
- 1.29.9. Ensure unit personnel complete medical readiness and deployment health requirements IAW AFI 10-250 and AFI 48-122. UDMs use the Aeromedical Services Information Management System (<https://imr.afms.mil/imr/loginunit.aspx>) to monitor and track unit member's medical clearance status until completion.
- 1.29.10. Execute and coordinate TPFDD taskings through the IDRC or DCC IAW AFI 10-401, this instruction, and the IDP.
- 1.29.11. Maintain UTCs (pilot or non-pilot) assigned to their unit per the UTA IAW AFI 10-401.
- 1.29.12. Notify the LRS/Plans and Integration Section and their MAJCOM or AFIMSC functional area manager, if the unit cannot support a UTA tasked UTC due to insufficient personnel or equipment authorizations. **(T-1)**.
- 1.29.13. Monitor personnel deployment readiness using the AEF Online Commanders Toolkit and Military Personnel Data System. **(T-1)**.
- 1.29.14. Prepare hard copy Air Force Deployment Folders for deploying personnel that cannot gain access to AEF Online due to unique assignment, geographic location or limited network access. **(T-1)**.

1.29.15. Maintain a UDM continuity book. **(T-2)**. **Note:** Recommend using electronic continuity books to the maximum extent possible. The continuity book should include as a minimum:

- 1.29.15.1. Copies of appointment letters (e.g., UDM, Cargo Increment Monitor, Couriers).
- 1.29.15.2. UDM training records.
- 1.29.15.3. UDM and Deployment Process Working Group meeting minutes.
- 1.29.15.4. UTC related information:
- 1.29.15.5. Copies of the Unit Manpower Document and Unit Manpower Personnel Roster.
- 1.29.15.6. IDP and any other installation or unit deployment operating instructions.
- 1.29.15.7. Deployment checklists.
- 1.29.15.8. Applicable self-assessment communicator checklists.
- 1.29.15.9. Lessons learned.
- 1.29.15.10. Training slides.
- 1.29.15.11. Recall rosters.
- 1.29.15.12. Approved deployment waivers.

1.29.16. Provide the following information to Public Health or Force Health Management as “for official use only” information using an encrypted official non-secure internet protocol router network email, official memo, or the Aeromedical Services Information Management System IAW CJCSM 3122.05. **(T-0)**.

- 1.29.16.1. Name. **(T-0)**.
- 1.29.16.2. Destination country. **(T-0)**.
- 1.29.16.3. Date medical clearance process completed. **(T-0)**.
- 1.29.16.4. Estimated tour length. **(T-0)**.

1.29.17. After the installation receives notification of a personnel tasking, ensure the FSS/FSOX or IDRC updates names into DCAPES IAW AFI 10-401.

1.29.18. Issue DEET, Permethrin, mosquito netting, lip balm, sunscreen, and other force health protection equipment, as applicable IAW AFI 10-250.

1.29.19. Perform personnel preparedness functions as described in [paragraph 2.9](#)

1.29.20. Represent the unit commander as the unit representation to the Deployed Processes Working Group.

Chapter 2

PRE-DEPLOYMENT

Section 2A—Overview

2.1. General. The AF supports combatant commanders using a combination of assigned and deployable forces, pre-positioned materiel, commercial support, and host nation support. This chapter describes pre-deployment planning and preparations required to ensure an installation's readiness to deploy. **Note:** AFI 10-401 is the primary AF source publication for AF operations planning and execution.

Section 2B—Deployment Planning and Execution Systems

2.2. Deployment Planning and Execution Systems. The systems referenced in this section support some aspect of the deployment process.

2.2.1. Joint Operations Planning and Execution System (JOPES). The Joint Operations Planning and Execution System is the DOD directed single, integrated joint command and control system for conventional operation planning and execution that includes policies, procedures, reporting structures, and personnel, supported by the command, control, communications, computers and intelligence systems. (See CJCSM 3122.05)

2.2.2. Deliberate and Crisis Action Planning and Execution Segments (DCAPES). AF operations and execution planning system that interfaces with Joint Operations Planning and Execution System. DCAPES provides standard data files, formats, application programs, and management procedures for AF unique force planning, sourcing equipment and personnel requirements, transportation feasibility estimation, civil engineering support, and medical planning. (See AFI 10-401 for additional information)

2.2.3. LOGMOD. LOGMOD is a web based logistics program used to manage and maintain UTC equipment and personnel data. **Note:** There is no direct interface between LOGMOD and DCAPES.

2.2.3.1. Logistics Force Packaging (LOGFOR) sub-system. LOGFOR provides the capability to create and maintain the standard UTC equipment logistics details.

2.2.3.2. LOGPLAN sub-system. LOGPLAN provides the capability to create and manage plan-unique UTC databases.

2.2.3.3. Execution Module. The execution module provides users with an automated capability to plan, schedule, and monitor the deployment actions.

2.2.3.4. If LOGMOD is unavailable during deployment operations, units will use non-automated AF forms to distribute deployment operations related information. **(T-1). Note:** Prescribed forms are available on the AF e-Publishing website.

2.2.3.4.1. AF Form 2511, *Deployment Schedule of Events – Cargo*.

2.2.3.4.2. AF Form 2511A, *Deployment Schedule of Events – Personnel*.

2.2.3.4.3. AF Form 2512, *Deployment Schedule of Events – Loading Schedule*.

- 2.2.3.4.4. AF Form 2518, *Deployment Packing List*.
- 2.2.3.4.5. AF Form 4005, *Individual Deployment Requirements Checklist*.
- 2.2.3.4.6. AF Form 4006.
- 2.2.4. Cargo Movement Operations System. AF system of record for creating and managing wing-level transportation related deployment data (e.g., movement documentation, bar coding, intransit visibility).
- 2.2.5. Integrated Computerized Deployment System (ICODES). ICODES is the DoD web-based system of record for completing computerized load plans. **Note:** Defense Department (DD) Form 2130 series (aircraft load plans) and AF Form 4080, *Load/Sequence Breakdown Worksheet*, are the approved forms for completing manual load plans and maintaining qualifications.
- 2.2.6. Global Air Transportation Execution System. The Global Air Transportation Execution System is the real-time system that supports fixed, deployed, and mobile sites.
- 2.2.7. Integrated Data Environment and Global Transportation Network Convergence system. The Integrated Data Environment Global Transportation Network Convergence is an automated transportation command and control system that provides an integrated intransit visibility information.
- 2.2.8. Single Mobility System. The Single Mobility System is a web-based computer system that provides visibility of air, sea, and land transportation assets and provides aggregated reporting of cargo and passenger movements.
- 2.2.9. Military Personnel Data System. The Military Personnel Data System maintains all AF personnel records and interfaces with DCAPEs to provide personnel information required to support operations planning and execution. (See AFI 23-2608, *Military Personnel Records System*, for additional information)
- 2.2.10. Synchronized Pre-deployment and Operational Tracker. A web-based database, for contractor personnel accountability in contingency operations. (See DoDI 3020.41)

Section 2C—Pre-Deployment Planning.

2.3. UTC Availability (UTA) List.

- 2.3.1. The UTA (War and Mobilization Plan -3, Part 2) will list the AF's total capability by UTC IAW AFI 10-401. It identifies the installation's UTCs (by unit identification code). **Note:** Multiple instances of a UTC have different availability line numbers.
- 2.3.2. Per AFI 10-401, the MAJCOM or AFIMSC Functional Area Manager will:
 - 2.3.2.1. Determine a UTC's posturing code (P-Code), align the UTC to a specific AEF library, and ensure supporting UTCs are similarly postured.
 - 2.3.2.2. Ensure component command TPFDD UTCs match the installation's UTA.
 - 2.3.2.3. Update the UTA annually.
- 2.3.3. Annually upon receipt of a new or revised UTA, the LRS/Plans and Integration section will:

2.3.3.1. Convene the Deployment Process Working Group to identify deployment planning and execution changes, if required. **(T-3)**.

2.3.3.2. Create and maintain a unique LOGPLAN Plan Identification (PID) for the UTA, each OPLAN, and Concept Plan (with TPFDD) IAW AFI 10-401. **Note:** MAJCOMs and the AFIMSC LOGMOD manager maintain a list of AF-approved pseudo PIDs.

2.3.3.3. Use AF-approved pseudo PIDs in LOGPLAN in lieu of actual OPLAN PIDs for contingency planning to minimize the risk of classifying LOGMOD IAW AFI 10-401.

2.3.3.4. Provide the total number of personnel postured to deploy (DW posturing code) to the LRS/Equipment Accountability Element to recalculate individual personnel requirements (e.g., individual protective equipment, weapons, ammunition). **(T-3)**.

2.3.3.5. The servicing FSS/FSM, Manpower and Personnel Flight will:

2.3.3.5.1. Create a DCAPEs levy file for upload into LOGMOD IAW AFMAN 38-102, *Manpower and Organization Standard Work Processes and Procedures*.

2.3.3.5.2. Ensure the personnel readiness function processes the LOGMOD Plan Update File (when populated with name and social security number provided by the UDM) and updates any personnel changes as required into DCAPEs to produce Contingency, Exercise, and Deployment orders and associated personnel deployment actions IAW AFI 10-401.

2.3.3.6. Multiple occurrences of a UTC for a unit will have a separate availability line number IAW AFI 10-401.

2.3.3.7. Unit commanders and UDMs ensure functional area managers posture all funded manpower authorizations in standard UTCs IAW AFI 10-401.

2.3.3.8. Commanders and UDMs will not assign personnel to more than one UTC record IAW AFI 10-401.

2.3.3.9. Posturing Codes. Refer to AFI 10-401 for additional information related to posturing codes.

2.3.3.9.1. “DW” is the maximum simultaneous deployment capability of the unit.

2.3.3.9.2. “DP” represents the minimum number of UTCs required to accomplish the assigned or committed missions (to include those that may deploy to meet assigned or committed mission).

2.3.3.9.3. “DX” represents the minimum number of UTC requirements to support critical home station operations.

2.3.3.10. MAJCOM and air component command will posture pre-positioned war reserve materiel UTCs on the UTA IAW AFI 25-101, *War Reserve Materiel (WRM)*.

2.4. Maximum Simultaneous Deployable Capability.

2.4.1. AFI 10-401 defines the maximum simultaneous deployable capability as the sum of the installation’s “DW” postured personnel and equipment UTCs.

2.4.2. The LRS/Plans and Integration Section will:

- 2.4.2.1. Determine the installation's maximum simultaneous deployable capability annually upon receipt of the UTA. **(T-3)**.
- 2.4.2.2. Review and revise the maximum simultaneous deployable capability annually or as required.
- 2.4.2.3. Provide the maximum simultaneous deployable capability number to the LRS/Equipment Accountability Element for computing individual protective equipment, deployment bags, weapons, and ammunition IAW AFI 23-101.

Section 2D—Installation Deployment Plan

2.5. Installation Deployment Plan (IDP). The IDP will:

- 2.5.1. Define and document the installation's deployment roles, responsibilities, processes, procedures, infrastructure, and resources used to deploy forces. **(T-3)**.
- 2.5.2. Apply to all assigned or attached units (e.g., collocated, geographically separated, tenants institutional, and transient units). **(T-3)**.
- 2.5.3. Integrate guidance from multiple AF instructions to address all deployment roles, responsibilities, processes and procedures. **(T-3)**.
- 2.5.4. The LRS/Plans and Integration section will analyze all applicable planning documents to ensure the IDP addresses the installation's full range of military operations. **(T-3)**.
- 2.5.5. As a minimum, the IDP will address the following areas:
 - 2.5.5.1. Roles and responsibilities. **(T-3)**.
 - 2.5.5.2. Processes and procedures. **(T-3)**.
 - 2.5.5.3. Workcenters and facilities (e.g., IDRC, DCC, PDF, CDF). **Note: Attachment 2** provides recommended deployment workcenter checklists. **(T-3)**.
 - 2.5.5.4. Unit personnel and equipment assembly and processing areas. **(T-3)**.
 - 2.5.5.5. Weapons and ground safety. **(T-3)**.
 - 2.5.5.6. Training requirements. **(T-3)**.
 - 2.5.5.7. Individual personnel equipment, deployment bags, weapons, and ammunition. **(T-3)**.
 - 2.5.5.8. Deployment planning and execution systems. **(T-3)**.
 - 2.5.5.9. Host Nation Support for Outside the Continental United States installations. **(T-3)**.
 - 2.5.5.10. Deployment workcenter augmentation program. **(T-3)**.
- 2.5.6. Review IDPs every four years IAW AFI 33-360.
- 2.5.7. Installations will revise the IDP after any of the following events:
 - 2.5.7.1. Activation of a new unit with a deployment commitment. **(T-3)**.
 - 2.5.7.2. A major change in manpower or equipment authorizations. **(T-3)**.

2.5.7.3. A unit move or mission design system change by a tenant or subordinate unit. (T-3).

2.5.7.4. Receipt of newly published deployment guidance or changes from AF/A4L. (T-3).

2.5.7.5. A significant change to the installation's deployment processes or procedures. (T-3).

2.6. Deployment Process Working Group.

2.6.1. The Deployment Process Working Group will address all facets of the installation's deployment planning and execution (e.g., roles, responsibilities, processes, procedures, training, manning, and readiness). (T-3).

2.6.2. Meets annually. (T-3).

2.6.3. Chaired by the IDO. (T-3).

2.6.4. Mandatory members:

2.6.4.1. Unit Deployment Managers (UDM). (T-3).

2.6.4.2. Logistics Readiness Squadron (LRS). (T-3).

2.6.4.2.1. Deployment and Distribution Flight (LGRD). (T-3).

2.6.4.2.2. Plans and Integration Section (LGRDX). (T-3).

2.6.4.2.3. Small Air Terminal Section (LGRDT). (T-3).

2.6.4.3. Force Support Squadron (FSS). (T-3).

2.6.4.3.1. Readiness and Plans Section (FSOX). (T-3).

2.6.4.3.2. Manpower and Personnel Flight (FSM). (T-3).

2.6.4.4. Wing Plans (Wing/XP or equivalent organization). (T-3).

2.6.4.5. Aerial Port Squadron (Air Mobility Command units only). (T-3).

2.6.4.6. Medical or Public Health representative. (T-3).

2.6.4.7. Contracting Squadron representative. (T-3).

2.6.4.8. Additional representatives (as required). (T-3).

2.6.4.9. The LRS/Plans and Integration Section will act as the Deployment Process Working Group secretariat and publishes meeting minutes with a list of attendees present, discussions, and action items. (T-3).

*Section 2E—Readiness Reporting.***2.7. Defense Readiness Reporting System.**

2.7.1. Secretary of Defense mandated system of record for measuring force readiness IAW AFI 10-201.

2.7.2. Interfaces with DoD and Service-specific authoritative data systems to establish a capabilities-based, adaptive, near real-time readiness reporting system (e.g., AEF UTC Reporting Tool).

2.8. AEF UTC Reporting Tool (ART) System.

2.8.1. Reports the status of all AF units (Regular AF, Air National Guard, and AFRC) report UTA postured UTCs IAW AFI 10-244.

2.8.2. Unit commanders will appoint ART OPRs IAW AFI 10-244.

*Section 2F—Personnel Preparedness***2.9. Personnel Preparedness.**

2.9.1. The FSS/Manpower Office builds a master manpower database (levy file) using base-unique plan identification number for all the installation's UTA taskings IAW AFMAN 38-102. **Note:** The FSS/FSOX, Installation Personnel Readiness function performs these responsibilities for Air Force Reserve and Air National Guard.

2.9.2. The LRS/Plans and Integration section will upload the UTA levy file into LOGMOD IAW AFI 10-401.

2.9.3. UDMs will:

2.9.3.1. Ensure unit personnel are not assigned to more than one UTC IAW AFI 10-401.

2.9.3.2. Tailor personnel requirements IAW AFI 10-401.

2.9.3.3. Compare unit manpower document authorizations to UTC manpower positions IAW AFI 10-401.

2.9.3.4. Validate UTCs, specialty codes, functional account codes, and personnel accounting symbol codes annually IAW AFI 10-401.

2.9.3.5. Validate personnel are tasked against the correct personnel accounting system and functional activity codes IAW AFI 10-401.

2.9.3.6. Use the monthly personnel refresh file data to assign unit personnel to the unit's UTCs postured on the UTA monthly IAW AFI 10-401.

2.9.4. The LRS/Plans and Integration section will use the UTC's deployment echelon and UTC increment prioritization to build contingency and wartime Deployment Schedule of Events. **(T-2).**

2.9.5. Ensure all personnel assigned to an AEF indicator complete expeditionary readiness training IAW AFI 10-405.

2.9.6. Civilian personnel postured to deploy must meet all of the deployment training requirements established by their military counterparts IAW AFI 36-129, *Civilian Personnel Management and Administration*.

2.9.7. The FSS/FSOX, Installation Personnel Readiness function will provide a Personnel Refresh File to the LRS/Plans and Integration Section monthly. **(T-2)**.

2.9.8. The LRS/Plans and Integration section imports the monthly Personnel Refresh File into LOGMOD. **(T-2)**.

2.9.9. Personnel assigned to AEF indicators will be equipped IAW AFI 23-101 and this instruction.

2.10. Individual Preparedness.

2.10.1. All uniformed personnel subject to deploy (Regular AF, Air National Guard, and Air Force Reserve) will:

2.10.1.1. Register for an AEF Online account. AEF Online registration creates an e-AFDF and e-DRC. **(T-1)**.

2.10.1.2. Become familiar with their Personal Deployment Preparedness Tool available via the AEF Online website. **(T-1)**.

2.10.2. Civilian deployers will create and deploy with hard copy AFDFs when tasked to deploy. **(T-1)**.

2.10.3. Per AFI 10-401, AEF eligible personnel (personnel assigned AEF indicators of YR, P1-6, X1-5, R1-8 or 1A-8A) will:

2.10.3.1. Review their e-DRC and update their personal information (items 1-5), as required. **(T-1)**.

2.10.3.2. Complete the mandatory e-DRC items (items 6 through 12). **(T-1)**.

2.10.3.3. Upload supporting documents to their e-AFDF. **(T-1)**.

2.10.3.4. Complete e-DRC item 8 to acknowledge their selection for deployment. **(T-1)**.

2.10.4. Personnel assigned to AEF indicators “X1-5” will create an AEF Online account and complete the “Mandatory Items” of the e-DRC but, are otherwise exempt from maintaining an e-AFDF unless tasked to deploy. **(T-1)**.

2.10.5. General officers and personnel assigned to AEF indicators “XL” or “XX” are exempt from e-DRC and e-AFDF requirements unless tasked to deploy. **(T-1)**.

2.10.6. All personnel tasked to deploy (regardless posturing status) will register for an AEF Online account and complete all pre-deployment e-DRC requirements not later than fifteen (15) days prior to their scheduled available to load date. **(T-1)**.

2.10.7. General Preparedness Actions.

2.10.7.1. Be physically fit IAW AFI 36-2905, *Fitness Program*.

2.10.7.2. Possess a valid identification card IAW AFI 36-3026, Volume 2_IP, *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel*, or AFI 36-3026, Volume 2, *Common Access Card (CAC)*.

2.10.7.3. Deploy with identification tags IAW AFI 36-3802. **Note:** Personnel with documented medical conditions also deploy with red medical alert identification tags

2.10.7.4. Update their Virtual Record of Emergency Data in virtual Military Personnel Flight , or manual DD Form 93, *Record of Emergency Data*, if Virtual Record of Emergency Data not available IAW AFI 36-3002, *Casualty Services*.

2.10.7.5. Deploying DoD Civilians update their personnel information via the Defense Civilian Personnel Data System Portal and provide a printed copy of their Emergency Contact Receipt to their UDM IAW AFI 36-129. **Note:** Deploying civilians will hand carry a copy of their Emergency Contact Receipt, if it is required for in-processing at the forward operating site. **(T-1)**.

2.10.7.6. Quantitative fit testing is accomplished IAW AFI 48-137, *Respiratory Protection Program*. UDMs will document quantitative fit testing completion in the Advanced Distributed Learning Service.

2.10.7.7. Complete personal and family readiness briefings IAW AFI 36-3009.

2.10.7.8. Possess a valid government motor vehicle license IAW AFI 24-301, *Ground Transportation*. All deploying personnel will hand carry government motor vehicle licenses to the forward operating site if their duties require them to operate a vehicle.

2.10.7.9. Properly complete wills, power-of-attorney, and family readiness matters IAW AFI 51-304, *Legal Assistance, Notary, Preventive Law, and Tax Programs*.

2.10.7.10. Complete AF Form 357, *Family Care Certification*, for military married to military with dependents and military single parents IAW DoDI 1342.19_AFI 36-2908, *Family Care Plans*.

2.10.7.11. Deploy with sufficient personal hygiene and items that may not be available at austere forward operating sites (e.g., extra glasses, protective mask inserts, contact lens solutions) for the projected duration of the deployment. **(T-1)**.

2.10.7.12. Have a valid security clearance, common access card, passport, and visa, if applicable. **(T-1)**.

2.10.7.13. Commanders will establish guidelines and controls to ensure the safeguarding, maintenance, use, access, and disclosure of Privacy Act information IAW AFI 33-332. The following documents are protected by the Privacy Act and will not be uploaded to the individual's e-AFDF or physically maintained by their UDM. **(T-1)**.

2.10.7.13.1. Servicemembers Group Life Insurance. If required by supported combatant command reporting instructions, a memorandum from the deploying member indicating the member has accepted coverage under Servicemembers Group Life Insurance and a current copy of the Service members' Group Life Insurance Election and Certificate.

2.10.7.13.2. DD Form 2766, *Adult Preventive and Chronic Care Flow Sheet*

- 2.10.7.13.3. DD Form 2766C, *Vaccine Administration Record*.
- 2.10.7.13.4. DD Form 2795, *Pre-Deployment Health Assessment*.
- 2.10.7.13.5. AF Form 357, *Family Care Certification*.
- 2.10.7.13.6. Leave and Earnings Statement.
- 2.10.7.14. Complete basic marksmanship training IAW AFI 36-2654, *Combat Arms Program*.

2.11. Medical Requirements.

- 2.11.1. Unit commanders ensure deploying personnel (military, civilian, and contractor) complete all pre-deployment medical requirements IAW AFI 48-122.
- 2.11.2. Force Health Protection Prescription Products (e.g., atropine and 2-Pam chloride auto-injectors, certain antimicrobials, anti-malarias, and pyridostigmine bromide tabs) are managed IAW AFI 44-102, *Medical Care Management*. **Note:** Force Health Protection Prescription Product requirements must be on Contingency, Exercise, and Deployment orders for deploying member IAW AFI 44-102.

Section 2G—Training

2.12. Training Requirements. The LRS/Plans and Integration section will:

- 2.12.1. Establish a local deployment training and education program for UDMs, workcenter augmentees, and personnel subject to or tasked to deploy (includes tenant and geographically separated units). **(T-1)**.
- 2.12.2. Provide initial orientation training to new commanders and senior leaders within 90 days of their assignment. **(T-3)**. At a minimum, the orientation training should include the following:
 - 2.12.2.1. Unit Roles and responsibilities.
 - 2.12.2.2. Lines of authority and chain of command.
 - 2.12.2.3. IDRC roles and responsibilities.
 - 2.12.2.4. Unit status information.
 - 2.12.2.5. Unit posturing (UTA review).
 - 2.12.2.6. Readiness reporting.
 - 2.12.2.7. AEF processes and procedures.
 - 2.12.2.7.1. Deployment discrepancies.
 - 2.12.2.7.2. Shortfall and reclama procedures.
 - 2.12.2.7.3. Name in system timelines.
 - 2.12.2.7.4. Waiver requirements and procedures.
 - 2.12.2.8. UTC Management.
 - 2.12.2.9. Deployment Planning and Execution Systems.

- 2.12.3. Complete deployment education and training requirements (See [Attachment 3](#)). **(T-1)**.
- 2.12.4. Ensure organizations that provide training maintain training documentation. **(T-3)**.
- 2.12.5. Maintain training metrics and provide quarterly deployment training statistics to the host Installation Commander. At a minimum, the update will include:
 - 2.12.5.1. Type and number of classes conducted. **(T-3)**.
 - 2.12.5.2. Number of personnel scheduled and trained. **(T-3)**.
 - 2.12.5.3. Number of no-shows (by organization). **(T-3)**.
- 2.12.6. Ensure personnel subject to or tasked to deploy will complete expeditionary readiness training IAW AFI 10-405. Training will be documented in one of the following systems of record: **(T-1)**.
 - 2.12.6.1. Electronic Air Force Deployment Folder (e-AFDF).
 - 2.12.6.1.1. The e-AFDF, accessible through the AEF Commander's Toolkit or Personnel Deployment Readiness Tool, interfaces with approved training systems to provide a snapshot of expeditionary readiness training for personnel subject to or tasked to deploy.
 - 2.12.6.1.2. The e-AFDF also provides an e-DRC to document pre-deployment actions. **NOTE:** Use AF Form 4005 for all personnel assigned to an AEF indicator with no access to the AEF Online Commanders Toolkit application. **(T-2)**.
 - 2.12.6.2. LOGMOD.
 - 2.12.6.3. Training Business Area.
 - 2.12.6.4. Automated Civil Engineer System.
 - 2.12.6.5. Advance Distributed Learning Service.
 - 2.12.6.6. Aviation Resource Management System.
 - 2.12.6.7. Integrated Maintenance Data System.
 - 2.12.6.8. Heavy Airlift Maintenance System.
 - 2.12.6.9. Reserve Aerial Port Data System.
 - 2.12.6.10. Medical Readiness Decision Support System Unit Level Tracking and Reporting Application.
 - 2.12.6.11. Automated Readiness Information System.
 - 2.12.6.12. Training Education Management System.
 - 2.12.6.13. Air Reserve Component Network.
 - 2.12.6.14. Web-Based Integrated Training Database II.

Section 2H—Materiel Preparedness

2.13. Materiel Preparedness. This section addresses pre-deployment materiel management activities associated with maintaining equipment in a ready; or near ready, to deploy state (e.g., equipment, individual protective equipment). **Note:** Detailed guidance for using integrated deployment systems, processes, and procedures described in this section are available in functional area publications.

2.13.1. The Defense Property Accountability System; through its Force System Management module, is the accountable property system of record for general support equipment. **Note:** Defense Property Accountability System equipment UTC requirements take precedence when mismatches between the Force Management System module and the UTC logistics detail. (See AFI 23-101 for additional information.)

2.13.2. The Defense Property Accountability System Force System Management Manager processes equipment change requests and provides an authorized equipment list to UDMs for validation and certification during biennial UTC reviews IAW AFI 10-401 and AFI 23-101.

2.13.3. Installations will use LOGFOR to collect and store pilot unit UTC logistics detail data IAW AFI 10-401.

2.13.4. LRS/Plans and Installations will tailor standard UTCs in LOGPLAN IAW AFI 10-401. UTCs will be tailored if:

2.13.4.1. Directed by the MAJCOM Functional Area Manager in writing. **(T-1).**

2.13.4.2. Required to support an approved planning document (e.g., OPLAN TPFDD, AEF PID). **(T-1).**

2.13.4.3. Alternative UTCs or materiel is available or pre-positioned at the forward operating site (e.g., War Reserve Materiel, Operational Contract Support, host nation support). **(T-1).**

2.13.4.4. Tailoring should not change the capability described in UTCs Mission Capability Statement.

2.13.4.5. Do not add equipment items to LOGPLAN unless:

2.13.4.5.1. The item was added to the standard UTC by the pilot unit and approved by the Headquarters AF Functional Area Manager and Logistics Detail manager IAW AFI 10-401.

2.13.4.5.2. The change is reflected in an approved allowance standard IAW AFI 23-101.

2.13.4.5.3. It's Civil Engineering equipment identified on the Equipment and Supply List or the applicable allowance standard IAW AFI 23-101.

2.13.4.6. The LRS/Equipment Accountability Element will ensure deployment equipment details are annotated as use code "A" assets IAW AFI 23-101.

2.13.4.7. Non-equipment items may be added to LOGPLAN UTCs.

2.13.4.8. Tailoring will not be approved if it causes the gross movement weight of the UTC to exceed the standard LOGFOR UTC weight IAW the AFI 24-602, Volume 2.

2.13.4.9. Units will add bulk shipped small arms, ammunition, deployment bags and expendables to LOGPLAN UTCs IAW AFI 10-401.

2.13.4.10. UDMs document and provide revised documentation to LRS/Plans and Integration when LOGPLAN UTCs are tailored IAW AFI 10-401. 2.13.5. The LRS/Plans and Integration section will:

2.13.4.10.1. Compare UTA UTCs to OPLAN UTCs to ensure all OPLAN tasked UTCs are on the installation's UTA semi-annually. In the event there is a mismatch, the LRS/Plans and Integration section will contact their MAJCOM or AFIMSC Functional Area Manager for resolution. **(T-1)**.

2.13.4.10.2. Ensure all LOGPLAN UTCs priorities support the OPLAN required delivery dates and the deploying organization's concept of operations at the forward operating site. **(T-1)**.

2.13.4.10.3. Each pseudo PID will use an AF approved pseudo PID provided by AF/A3OD or by its MAJCOM/A4 if there is no AF approved pseudo PID IAW AFI 10-401.

2.13.5. Units will not associate pseudo-PID numbers with actual OPLAN PID numbers IAW AFI 10-401. **(T-1)**.

2.13.6. Cargo Prioritization. Cargo prioritization will be accomplished IAW AFI 10-401 using:

2.13.6.1. Deployment echelon codes.

2.13.6.2. Movement priority fields. There are two movement prioritization methods:

2.13.6.2.1. "By UTC" refers to deploying complete UTCs based on the TPFDD's required delivery date.

2.13.6.2.2. "Within UTC" refers to deploying UTCs by prioritizing the increments within the UTC(s).

2.13.7. Cargo Movement.

2.13.7.1. The Integrated Data Environment Global Transportation Network is the DoD system of record for intransit visibility data.

2.13.7.2. LRS/Plans and Integration or the DCC will use a LOGMOD file transfer to consolidate and pass deploying unit personnel and cargo data from LOGMOD to CMOS or GATES IAW AFI 10-401. **Note:** If CMOS or GATES are unavailable during deployment operations, units should use the following non-automated AF forms:

2.13.7.2.1. DD Form 2131, *Passenger Manifest*.

2.13.7.2.2. DD Form 2133, *Joint Airlift Inspection Record*.

2.13.7.2.3. DD Form 1384, *Transportation Control and Movement Document*.

2.13.7.3. The Integrated Computerized Deployment System (ICODES).

2.13.7.3.1. The DoD web-based system of record for computerized load planning IAW AFI 24-605.

2.13.7.3.2. If neither CMOS nor GATES are available during deployment operations, units use non-automated AF forms to distribute deployment operations related transportation information prescribed by the AFI 24-605.

2.13.7.3.3. Preparation of pre-planned load plans is highly recommended to expedite initial deployment operations. If used, pre-planned load plans should:

2.13.7.3.3.1. Use C-17s as the standard planning aircraft.

2.13.7.3.3.2. Use LOGPLAN UTC and increment priorities.

2.14. Deployable Containers.

2.14.1. 463L pallets are the mandatory, standard container for developing standard LOGFOR UTCs IAW AFI 10-401. **(T-1). Exception:** Basic Expeditionary Airfield Resources UTCs may deviate from this requirement IAW AFI 25-101.

2.14.2. Internal Airlift and Helicopter Slingable-Container Units, Cadillac Bins, Brooks & Perkins containers, and married pallets used for LOGPLAN UTCs, will not exceed the weight of the approved standard UTC IAW AFI 10-401.

2.14.3. Air Mobility Command provides 463L pallets to units to meet mission requirements. **Note:** Units are required to purchase 463L accessories (e.g., nets, tie-downs, connectors, dunnage, shoring) and non-standard containers.

2.14.4. Units that use organic airlift may purchase and use custom containers will maintain 463L pallets and nets to deploy their cargo in the event non-organic airlift is used. **(T-1).**

2.14.5. Unit pallet and net managers will monitor, inspect, and report operational pallet and net assets IAW the AFI 24-605.

2.15. Individual Protective Equipment.

2.15.1. The LRS/Plans and Integration Section will provide the installation's maximum simultaneously deployable capability (total personnel subject to deploy) to LRS/Equipment Accountability Element, when requested. **(T-1).**

2.15.2. The LRS/Equipment Accountability Element, in coordination with the Civil Engineer Squadron/Readiness and Emergency Management, calculates individual protective equipment (e.g., deployment bags, individual body armor, advanced combat helmet, and individual first aid kit) requirements and authorizations IAW AFI 10-2501 and AFI 23-101. **Note:** AFI 10-401, defines maximum simultaneously deployable capability as sum of "DW" posture coded UTCs.

2.15.3. Individual protection equipment stock levels are determined IAW AFI 23-101 and AFI 10-2501.

2.16. Weapons and Ammunition.

2.16.1. The LRS/Plans and Integration Section will provide the installation's maximum simultaneously deployable capability (total personnel subject to deploy) to the LRS/LRS/Equipment Accountability Element section, when requested. **(T-2)**.

2.16.2. The LRS/Equipment Accountability Element section uses the maximum simultaneously deployable capability and applicable allowance standards to determine weapons authorizations IAW AFI 23-101.

2.16.3. The LRS/Plans and Integration section, in coordination with the Munitions Accountable Systems Officer, uses AFMAN 21-201, *Munitions Management*, to determine the ammunition authorizations for deploying personnel.

Chapter 3

DEPLOYMENT OPERATIONS

Section 3A—General

3.1. Overview. This chapter focuses on installation level deployment operations, roles, and responsibilities required to deploy personnel and cargo from an installation. **Note:** Global force management and operations planning and execution guidance is prescribed in AFI 10-401.

Section 3B—Deployment Taskings.

3.2. Deployment Taskings.

3.2.1. Several types of deployment orders are used to direct preparations, planning, deployment, and execution of plans in response to crises or contingencies. See AFI 10-401 for additional information.

3.2.1.1. AFPC/DP2W will oversee the sourcing and tasking processes for AEF rotational taskings IAW AFI 10-401.

3.2.1.2. Upon receipt of a tasking, the IDO will activate the appropriate deployment workcenters and notify tasked units. **(T-3).**

3.2.2. The IDO may host a preliminary deployment meeting to:

3.2.2.1. Review the tasking(s).

3.2.2.2. Prioritize tasked UTCs.

3.2.2.3. Identify limiting factors and shortfalls.

3.2.2.4. Establish a concept of operations and logistics support (if enough detail is available).

3.2.2.5. Recommended attendees:

3.2.2.5.1. IDO.

3.2.2.5.2. Logistics Plans representative.

3.2.2.5.3. FSS/FSOX representative.

3.2.2.5.4. FSS/FSM, Manpower and Personnel Flight representative.

3.2.2.5.5. LRS (Materiel Management) representative.

3.2.2.5.6. LRS (Transportation) representative.

3.2.2.5.7. Tasked UTC UDMs.

3.2.3. When directed by the installation commander, the IDO will provide a concept brief to senior leadership, unit commanders, workcenter supervisors, and UDMs. **(T- 3).** (See [Attachment 4](#))

3.3. DCAPES and LOGMOD Import and Export Files.

3.3.1. The DCAPES User's Manual provides descriptions and instructions for importing and exporting deployment data files to facilitate deployment operations. Use of deployment data files will be directed by the IDO. **(T-3)**.

3.3.2. Do not create DCAPES or LOGMOD import or export files until the combatant command executes the unit line number IAW AFI 10-401.

3.3.2.1. Tasked unit line numbers (unit line numbers) are classified IAW the combatant commands OPLAN's security classification instructions and CJCSM 3122.05. **(T-0)**.

3.3.2.2. A unit line number is "executed" when the combatant command's unit line number validation block is date stamped IAW AFI 10-401.

Section 3C—Deployment Schedule of Events.

3.4. Deployment Schedule of Events.

3.4.1. Installations, through the IDRC or DCC, will create a schedule of events to ensure deploying units and individuals complete all required actions prior to departing home station. (See **Table 3.1** for DSOE events) **(T-1)**.

3.4.2. The IDP will include processes and procedures for developing, publishing, and distributing the deployment schedule of events for personnel and cargo for deployment. **(T-1)**.

3.4.3. The IDO will determine which workcenter and identify the methodology used to schedule deployment events. **(T-3)**.

3.4.4. For AEF rotational deployments, the DCC or IDRC will identify, schedule, and coordinate deployment events and appointments with the UDM and deploying personnel. **(T-3)**.

3.4.5. When activated, the DCC will develop, publish, and distribute a LOGMOD Deployment Schedule of Events for deployment operations. **(T-3)**.

3.4.5.1. The DCC will use the following standard events to create the Deployment Schedule of Events to the maximum extent possible. **(T-1)**. **Note:** Tailor the Deployment Schedule of Events to reflect the installations unique scheduling events, as required.

Table 3.1. Standard Deployment Schedule of Events.

Cargo Related Events	Personnel Related Events
Cargo Unit Assembly Complete	Personnel Unit Assembly Complete
Cargo Incheck Start	Personnel Deployment Bags Start
Cargo Incheck Complete	Personnel deployment Bags Complete
Cargo Joint Inspection Start	Personnel Process Start
Cargo Joint Inspection Complete	Personnel Process Complete
Cargo Manifest Complete	Personnel Orders Complete
Cargo QC Complete	Personnel Manifest Complete
Cargo Aircraft Commander's Package Complete	Baggage Load Start (Personnel Missions Only)
Cargo Load Start	Baggage Load Complete (Personnel MSNs Only)
Cargo Load Complete	Personnel Load Start
Transmit Manifest to Global Air Transportation Execution System	Personnel Load Complete

3.4.5.2. Installations will use the following forms to schedule deploying cargo if the LOGMOD Deployment Schedule of Events is unavailable. **(T-3)**.

3.4.5.2.1. AF Form 2511, *Deployment Schedule of Events – Cargo*.

3.4.5.2.2. AF Form 2511A, *Deployment Schedule of Events – Personnel*.

3.4.5.2.3. AF Form 2512, *Deployment Schedule of Events – Loading Schedule*.

3.4.5.3. The DCC will publish and distribute the initial Deployment Schedule of Events and changes to all affected deployment workcenters immediately. **(T-3)**.

Section 3D—Deployment Workcenters.

3.5. Deployment Workcenters. Deployment workcenters will:

3.5.1. Be activated by the IDO on an as required basis. **(T-3)**.

3.5.2. Ensure all mandatory deployments actions required to deploy personnel and cargo are accomplished. **Note:** Deployment processes and procedures will vary based on the type and scale of deployment operations. **(T-1)**.

3.5.3. Be organized and manned to manage installation deployment operations (e.g., command and control, personnel and cargo deployment functions). **(T-3)**.

3.5.4. Be addressed in the IDP (e.g., staffing, infrastructure requirements, processes, and procedures). **(T-3)**.

3.5.5. Workcenter Facility Requirements.

3.5.5.1. Automated data processing equipment (classified and unclassified). **(T-3)**. **Note:** All deployment workcenters require a T-1 local area network and computers connected to the wide area network. **(T-3)**.

3.5.5.2. Telephones (secure and unsecure). **(T-3)**.

3.5.5.3. Copier (classified and unclassified). **(T-3)**.

3.5.5.4. Land mobile radios and cell telephones, when available. **(T-3)**.

3.5.5.5. Uninterrupted power. **(T-3)**.

3.5.5.6. Classified storage, if required. **(T-3)**.

3.6. Installation Deployment Readiness Cell (IDRC).

3.6.1. The LRS/LGRD, Deployments and Distribution Flight, Plans and Integration Section operates the IDRC (when necessary) IAW AFI 38-101.

3.6.2. The IDRC will be the installation's focal point for managing deployment operations when the DCC is not activated. **(T-3)**.

3.6.3. The IDO will oversee and manage the IDRC on behalf of the installation commander. **(T-3)**.

3.6.4. The IDO will ensure the IDRC is properly manned: **(T-3)**.

3.6.4.1. IDO. **(T-3)**.

3.6.4.2. LRS/Plans & Integration Section representative(s). **(T-3)**.

3.6.4.3. FSS/FSOX, Installation Personnel Readiness representative(s). **(T-3)**.

3.6.4.4. Other organizational representatives when directed by the IDO. **(T-3)**.

3.6.4.4.1. LRS/LGRD (transportation) representatives when directed by the IDO. **(T-3)**. **Note:** For Air Mobility Command bases with an Aerial Port Squadron, the Aerial Port Squadron provides the air transportation representative.

3.6.4.4.2. Tenant unit representatives, when required to support their deployment operations. **(T-3)**.

3.6.4.4.3. Tenant unit Air Force Reserve and Air National Guard personnel will not be permanent IDRC staff members. **(T-1)**.

3.7. Deployment Control Center (DCC).

3.7.1. When activated, acts as the installation's deployment operations control center. **(T-3)**.

3.7.2. The IDO oversees and manages the DCC on behalf of the installation commander. **(T-3)**.

3.7.3. DCC staffing, roles, responsibilities, processes, and procedures will be IAW the IDP. **(T-3)**.

3.7.4. DCC Manning.

3.7.4.1. All DCC personnel require as a minimum a "SECRET" clearance. **(T-1)**.

3.7.4.2. The LRS/Plans and Integration section will provide DCC personnel training required to execute deployment operations IAW the IDP. **(T-3)**.

3.7.4.3. DCC functional area representatives will be subject matter experts and trained to execute deployment actions related to their specific functions (e.g., transportation, personnel, materiel management). **(T-3)**.

3.7.4.4. DCC Staff. Minimum personnel staffing required for 24-hour operations and their recommended organizational sourcing are listed below.

3.7.4.4.1. IDO. (LRS/Logistics Plans and Integration).

3.7.4.4.2. Non-Commissioned Officer In Charge (NCOIC). (LRS/Plans and Integration).

3.7.4.4.3. Logistics Plans Representative. (LRS/Plans and Integration).

3.7.4.4.4. Personnel Representative. (FSS/Installation Personnel Readiness).

3.7.4.4.5. Transportation Representative. (LRS/Deployment and Distribution Flight).

3.7.4.4.6. Materiel Management. (LRS/Equipment Accountability Element).

3.7.4.4.7. Administrative Support. (LRS).

3.7.4.4.8. Unit Representatives, as directed by the IDO.

3.8. Personnel Deployment Function (PDF). The PDF will:

3.8.1. Act as the installation's focal point for large scale deployments.

3.8.2. Monitor all personnel processing activities to include eligibility screening, pre-deployment briefings, orders preparation and production, passenger manifesting, passenger baggage handling, and passenger loading. **(T-3)**.

3.8.3. Performs final eligibility check and advises commanders when personnel are ineligible for deployment IAW AFI 24-602, Volume 1.

3.8.4. Establish a controlled area to control, hold, and account for deploying personnel from the time unit personnel arrive at the PDF until personnel are physically loaded on the aircraft (or other embarkation movement source) IAW AFI 24-605.

3.8.5. Provide "by exception" personnel services (e.g., legal, chaplain, medical, personnel actions, finance) to deploying personnel. **Note:** "By exception" means personnel are only required to process through a station if they have known discrepancies or need assistance. **(T-3)**.

3.8.6. Ensure sufficient Non-secure Internet Protocol Router Network computer terminals and printers are in place at the PDF to support e-DRC and e-AFDF processing. **(T-3)**.

3.8.7. Review each member's e-DRC and e-AFDF. **(T-3)**.

3.8.8. Ensure deploying Airmen have all required hand-carried items in their possession. **(T-3)**.

3.8.9. PDF Processing Stations. PDF processing stations will be activated to support deployment operations as directed by the IDO on behalf of the installation commander. **(T-3)**.

3.8.9.1. Eligibility Station. The Eligibility Station will validate deploying personnel's eligibility and generate the deploying personnel rosters. **(T-3)**.

3.8.9.2. Orders Station. The Orders Station will prepare and provide Contingency, Exercise, and Deployment orders to deploying members and build the troop leader's package IAW AFI 36-2110.

3.8.9.3. Emergency Data Station. The Emergency Data Station will provide emergency processing services (e.g., virtual record of emergency data, Red Cross) IAW AFI 36-3802.

3.8.9.4. Identification Station. The Identification Station will provide identification tags and common access cards to deploying members IAW AFI 36-3802.

3.8.9.5. Finance Station. The Finance Station will provide financial services to deploying personnel IAW the Financial Management Regulation. **(T-0)**.

3.8.9.6. Medical Station. The medical station will:

3.8.9.6.1. Provide deployment medical clearances and health threat briefs IAW AFI 48-122.

3.8.9.6.2. Provide limited deployment health support during deployment processing. **(T-3)**.

3.8.9.7. Airman and Family Readiness Center Station. The Airman and Family Readiness Center station will brief military and family assistance and readiness programs available to deploying members IAW AFI 36-3009.

3.8.9.8. Chaplain Station. The Chaplain Station will provide religious and personal counseling services to deploying members IAW AFI 52-104. **Note:** The Chaplain Station will include private room for confidential counseling. **(T-3)**.

3.9. Air Passenger Terminal (APT). The APT will:

3.9.1. Manifests passengers **Note:** For Air Mobility Command installations, the CDF is the responsibility of the Aerial Port Squadron IAW AFI 24-602, Volume 1.

3.9.2. Prepare chalk manifests to ensure intransit visibility from point of origin to final destination IAW AFI 24-605.

3.9.3. Generate manifests using CMOS or GATES IAW AFI 24-605 and AFI 24-602, Volumes 1 and 2. **NOTE:** If CMOS or GATES are not available, complete and forward a DD Form 2131, *Passenger Manifest*, to the Air Mobility Command Intransit Visibility cell. **(T-3)**.

3.9.4. Manifest and collect emergency contact information directly from deploying personnel IAW the AFI 24-602, Volume 1.

3.9.5. Brief, hold, secure, and load deploying personnel IAW AFI 24-602, volume 1 and the IDP.

3.9.6. Build baggage pallets. **(T-3)**.

3.9.7. Designate the senior ranking individual assigned to a group of two or more personnel deploying to the same destination on the same chalk (military air, commercial, or Air Mobility Command contracted airlift) as the troop leader IAW AFI 24-602, Volume 1.

3.9.7.1. Provide a Troop Leader's Personnel Accountability Kit to the designated troop leader IAW AFI 24-602, Volume 1.

3.9.7.2. The troop leader will:

3.9.7.2.1. Account for and control their personnel from processing complete until arrival at the destination IAW AFI 24-602, Volume 1.

3.9.7.2.2. Provide the Troop Leader's Personnel Accountability Kit to the personnel integration function or the PERSCO team upon arrival IAW AFI 36-3802.

3.10. Cargo Deployment Function (CDF). The CDF will:

3.10.1. Be responsible for all actions necessary to receive, in-check, inspect, marshal, load plan, manifest, and supervising loading cargo aboard deploying aircraft or vehicles. **NOTE:** For Air Mobility Command installations, the CDF is the responsibility of the Aerial Port Squadron.

3.10.2. Ensure the Air Mobility Command Tanker Airlift Control Center is aware of all hazardous cargo movements IAW AFMAN 24-204, *Preparing Hazardous Materiels for Military Air Shipments*. Installations deploying hazardous cargo will provide the following documentation:

3.10.2.1. Preliminary load plans. **(T-1).**

3.10.2.2. Hazardous Cargo Aircraft Clearance worksheet(s). **(T-1).**

3.10.3. CDF Workcenters. The IDO will activate CDF workcenters on an as required basis. **(T-3).**

3.10.3.1. Transportation Controllers. Transportation controllers will monitor transportation related actions and provides periodic updates to the DCC and associated workcenters. **(T-3).**

3.10.3.2. Cargo Manifesting and Documentation.

3.10.3.2.1. Verifies cargo documentation is correct and for passing information to load planners. **(T-3).**

3.10.3.2.2. Ensures CMOS or GATES intransit visibility information is updated IAW the AFI 24-602, Volumes 1 and 2.

3.10.3.2.3. Produces DD Forms 1387, *Military Shipping Label (MSL)*, CMOS or GATES-generated shipping placards IAW the AFI 24-602, Volume 2.

3.10.3.2.4. Produces and manages cargo radio frequency identification tags IAW AFI 24-602, Volume 2.

3.10.3.3. Final Load Planning. The CDF final load plans workcenter completes and certifies load plans prior to aircraft departure IAW AFI 24-605.

3.10.3.4. Quality Control. The quality control workcenter ensures final documentation (e.g., cargo and passenger manifests, load plans, hazardous material inspection, and special handling documentation) is properly prepared and distributed IAW AFI 24-602, Volumes 1 and 2.

3.10.3.5. Cargo In-Check. Inspects cargo to ensure cargo is properly marked and packaged for deployment IAW AFI 24-602, Volume 2.

3.10.3.6. Cargo Joint Inspection. The Joint Inspectors will inspect deploying cargo with the owning unit's representative(s) during in-check or joint inspection personnel prior to aircraft loading IAW AFI 24-605.

3.10.3.7. Cargo Marshaling. The cargo marshaling workcenter will pre-assemble deploying cargo in final load plan sequence by chalk to facilitate aircraft loading. **(T-3)**.

3.10.3.8. Load Teams. Load team personnel will transport, load, and secure cargo on aircraft and vehicles. **(T-3)**. **NOTE:** Air Force Specialty Code 2T2X0 personnel should be designated as load team chiefs..

3.10.3.9. Ramp Coordinator. The ramp coordinator will:

3.10.3.9.1. Coordinate aircraft and vehicle loading operation with the CDF Officer In Charge (OIC) or NCOIC and DCC. **(T-3)**.

3.10.3.9.2. Provide the aircraft commander package to aircraft commander or loadmaster and brief any special cargo handling requirements. **(T-3)**.

3.10.4. Unique CDF Facility Requirements. In addition to the facility requirements listed in **Paragraph 3.5.5**, the CDF requires: **(T-3)**.

3.10.4.1. Materiel handling equipment (e.g., K-loaders, forklifts, tow vehicles).

3.10.4.2. Fixed or portable scales.

3.10.4.3. Radio frequency identification tags and required support equipment.

3.10.4.4. Approach shoring material.

3.10.4.5. Portable lighting.

3.10.4.6. Marking equipment for classified and hazardous equipment.

3.10.4.7. Special holding areas (e.g., Munitions loading area, quick-fix area, frustrated cargo area, and hazardous cargo area).

3.10.4.8. Highline docks.

3.11. Unit Deployment Control Center (UDCC). The UDCC will:

3.11.1. Be responsible for accomplishing deployment activities on behalf of the unit commander.

3.11.2. Be activated to support deployment operations. **NOTE:** UDCCs should not be deactivated without prior coordination with the DCC.

3.11.3. Be staffed with at least two trained UDMs in order to maintain 24-hour operations when required. **(T-3)**.

Section 3E—Personnel Processing

3.12. Overview.

3.12.1. The IDO will determine how personnel processing is accomplished. **(T-3). Note:** Personnel processing may be accomplished using a full or partial processing line or by checklist only. Personnel will be deployed IAW AFI 10-401.

3.12.1.1. Individually or for small scale deployments by the IDRC to support AEF rotational operations IAW AFI 10-401, this instruction, and the IDP.

3.12.1.2. In mass by the DCC and its subordinate workcenters to support large scale, mass deployments for contingency or crises operations IAW AFI 10-401, this instruction, and the IDP.

3.12.2. Installations will document personnel deployment processes and procedures in the IDP. **(T-3).**

3.12.3. Unit commanders; through the unit's UDM, will ensure deploying personnel complete all pre-deployment actions prior to deploying. **(T-1).**

3.13. Deployed Teams.

3.13.1. Per the Secretary of the Air Force's Policy Memorandum, *Directive to Implement Deployed Teams and Squadrons Concept*, dated 30 Nov 2017, and AF/A3, *Deployed Teams Implementation Guidance*, dated 24 Oct 18, personnel tasked for deployment to a combat zone should deploy as part of a team of three or more persons. (See AEF online website for additional information: https://aef.afpc.randolph.af.mil/aef_next.aspx)

3.13.2. AF/A3OD publishes and implements Deployed Teams policy IAW AFI 10-401.

3.13.3. The MAJCOM/CD or equivalent is the waiver approval authority. **(T-1).**

3.13.4. Unit commanders will work with the IDRC to team personnel deploying to combat zone deployments. **(T-1).**

3.14. Personnel Processing.

3.14.1. Deployment Control Center (DCC). The IDO, through the DCC, will:

3.14.1.1. Oversee and manage the PDF personnel processing actions on behalf of the installation commander. **(T-3).**

3.14.1.2. Use DCAPES to monitor the movement status of deploying members IAW AFI 10-401.

3.14.1.3. Will contact forward operating site to request status of deploying personnel (and cargo), if DCAPES does not reflect the arrival of personnel at the planned destination within seven (7) duty days of departure, the IDRC or FSS/FSOX IAW AFI 10-401.

3.14.2. Installation Deployment Readiness Cell (IDRC) or Personnel Deployment Function (PDF). The IDRC or PDF will:

3.14.2.1. Identify, validate, and distribute deployment taskings IAW AFI 10-401.

3.14.2.2. Verify all taskings IAW AFI 10-401.

- 3.14.2.3. Air National Guard units will verify taskings IAW with Air National Guard supplement. **(T-2)**.
- 3.14.2.4. Submit all tasking shortfall reclaims IAW AFI 10-401.
- 3.14.2.5. Manage deployments in a way that facilitates deployed team success. **(T-1)**
- 3.14.2.6. Establish deployed teams of three or more personnel. **(T-1)**
- 3.14.2.7. Provide out-processing checklist(s). **(T-3)**.
- 3.14.2.8. Schedule all movement requirements and provide transportation for personnel deploying from a port of embarkation other than their home station IAW AFI 24-602, Volume 1. **NOTE:** Government contractors may travel by military air and Air Mobility Command contracted chartered aircraft when issued a Letter of Authorization IAW AFI 64-105.
- 3.14.2.9. When personnel processing actions are complete, the IDRC will:
 - 3.14.2.9.1. Electronically sign the member's e-DRC to validate the member has the required training, documentation and equipment. **(T-2)**. **NOTE:** This step automatically populates the Commanders Toolkit PERSCO roster and locks the e-DRC to prevent any changes.
 - 3.14.2.9.2. Provide a list of deployment processing discrepancies to the IDO and UDMs. **(T-3)**.
 - 3.14.2.9.3. Create a Pax Export file (*.PAX) to transfer personnel passenger data from LOGMOD to CMOS or GATES IAW AFI 10-401.
 - 3.14.2.9.4. Provide Contingency, Exercise, and Deployment orders to deploying personnel IAW AFI 36-3802.
 - 3.14.2.9.4.1. Orders will be distributed IAW the IDP. **(T-3)**.
 - 3.14.2.9.4.2. If the orders aren't completed prior to the aircraft departure, prepare a hard-copy passenger manifest to document departing passengers without orders and upload the electronic manifest to CMOS or GATES as soon as possible to maintain intransit visibility. **(T-1)**
- 3.14.2.10. MAJCOMs, Direct Reporting Units, and Forward Operating Agencies will:
 - 3.14.2.10.1. Develop supplemental guidance to ensure full implementation of the deployed team's policy within their major command, including waiver mitigation measures, processes, and procedures (e.g., Unit Identification Code changes).
 - 3.14.2.10.2. Report key metrics on deployed teams semi-annually or as requested by AF/A3OD.
- 3.14.3. Unit Deployment Control Center (UDCC). Upon receipt of a tasking, the UDM will:
 - 3.14.3.1. Identify deploying members (by name) to the IDRC or PDF IAW AFI 10-401.
 - 3.14.3.2. Validate deploying personnel's eligibility based on their deployment availability code, security clearance, specialty code and skill level, and any additional line remarks IAW AFI 10-401. **(T-1)**.

- 3.14.3.3. Review the member's e- DRC & e-AFDF within five (5) days of tasking notification IAW AFI 10-401. **NOTE:** The e-AFDF enables deploying Airmen, their UDMs, FSS/FSOX, IDRC, and PERSCO team members to upload scanned (.pdf) versions of required documents.
- 3.14.3.4. Conduct a final review of member's readiness to deploy no earlier than 30 days prior and not later than ten (10) days prior to out-processing. **(T-3). Note:** Air Force Reserve and Air National Guard personnel will complete all out-processing actions during or before the unit training assembly prior to their scheduled departure. **(T-3)**
- 3.14.3.5. Identify and schedule pre-deployment training requirements to include any enroute advanced deployment readiness training requirements. **(T-1).**
- 3.14.3.6. Identify other pertinent information and required actions derived from combatant command reporting instructions or line remarks. **(T-1).**
- 3.14.3.7. Review and electronically sign e-DRCs and e-AFDFs of deploying personnel not later than three (3) duty days prior to the member's scheduled "processing" date (whether via PDF line or individual out-processing checklist). **(T-2).**
- 3.14.3.8. Review individual preparedness pre-deployment requirements: **(T-1).**
- 3.14.3.8.1. Current common access card.
 - 3.14.3.8.2. Passport and visa requirements.
 - 3.14.3.8.3. Identification tags (two tags, one long-length neck chain, and one short-length neck chain) and medical identification tags, if required.
 - 3.14.3.8.4. Pre-deployment financial requirements (e.g., allotments, direct deposit).
 - 3.14.3.8.5. Drivers Licenses (e.g., government, civilian, international).
 - 3.14.3.8.6. AF Form 1199, *USAF Restricted Area Badge*.
 - 3.14.3.8.7. Prescription eyeglasses (two pairs), if applicable. **NOTE:** Members deploying with eyeglasses, may require spectacle inserts for protective masks.
 - 3.14.3.8.8. Hearing aid (one set) and batteries (two), if applicable.
 - 3.14.3.8.9. Prescribed medications (180 days supply).
 - 3.14.3.8.10. Individual tool kits, professional kits, safety, protective, and organizational equipment required to perform duty.
 - 3.14.3.8.11. Personal affairs (e.g., life insurance, will, power of attorney, or other legal document).
 - 3.14.3.8.12. Individual medical readiness.
 - 3.14.3.8.13. DD Form 1833, *Isolated Personnel Report (ISOPREP)*, is completed if required by the tasking's reporting instructions. **NOTE:** Do not upload DD Form 1833 to the e-AFDF or hand carry it to the deployed location IAW 10 U.S.C. Sections 133, 3012, 3051, 8012, and Executive Order 9397. **(T-0).**

- 3.14.3.8.14. AFOSI Foreign Travel and Counter Intelligence brief IAW Department of Defense Manual 5200.02_ AFMAN 16-1405, *Air Force Personnel Security Program*. Country specific foreign travel briefings pre- and debrief) are available at <https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s2D8EB9D63C9BE8A3013CB40135F40368>.
- 3.14.3.8.15. Ensure contractors possess a Letter of Authorization (LOA) in order to accompany deploying forces IAW DoDI 3020.41. **(T-0)**.
- 3.14.3.9. Training documentation:
- 3.14.3.9.1. AF Form 623a, *On-the-Job Training Record*, and AF Form 1098, *Special Task Certification and Recurring Training*. **NOTE:** Required for military personnel only, E-6 and below.
- 3.14.3.9.2. Electronic Deployment Readiness Training validation.
- 3.14.3.10. Unit Assembly. (Personnel).
- 3.14.3.10.1. The unit will process personnel either in mass or individually as directed by the IDO. **(T-3)**.
- 3.14.3.10.2. If personnel deploy via airlift from home station, they will assemble not less than 3 hours prior to aircraft departure for manifesting and anti-hijack processing. **(T-3)**.
- 3.14.3.10.3. Installations will document personnel processing procedures in the IDP. **(T-3)**.
- 3.14.3.10.3.1. When mass processing, deploying Airmen will assemble in a pre-identified unit assembly area IAW the Deployment Schedule of Events. **(T-3)**.
- 3.14.3.10.3.2. If processing individually, the UDM will determine the assembly time and location. **(T-3)**.
- 3.14.3.10.4. Air Force Reserve and Air National Guard personnel should report to home station prior to deployment and depart from the nearest airport to home station.
- 3.14.3.10.5. During unit assembly, the UDM will:
- 3.14.3.10.5.1. Ensure members comply with tasking order line remarks. **(T-1)**.
- 3.14.3.10.5.2. Verify deploying personnel's eligibility (e.g., Deployment Availability Codes, duty status, valid security clearance, specialty code, and skill level). **NOTE:** Units will identify potential eligibility as soon as possible to allow the IDRC or DCC identify alternates or reclama the tasking. **(T-1)**. **NOTE:** If personnel are not qualified or do not meet the specifications identified in the tasking by the deployed commander, they will be returned to home station at the deploying unit's expense. **(T-1)**.
- 3.14.3.10.5.3. Check all deploying personnel to ensure members personal items are in order. **(T-1)**.

3.15. Air Passenger Terminal. The APT will:

- 3.15.1. Ensure personal luggage and baggage, individual protective equipment, and professional gear meets the linear and weight requirements IAW AFI 24-605.
- 3.15.2. Authorize excess or overweight baggage on deploying personnel's Contingency, Exercise, and Deployment orders IAW AFI 24-605.
- 3.15.3. Not deploy equipment items normally shipped as freight or cargo as baggage IAW AFI 24-605.
- 3.15.4. Upload the passenger manifest into CMOS or GATES no later than 1-hour after departure IAW AFI 24-605.

3.16. Deploying Personnel. Deploying personnel will:

- 3.16.1. Complete all individual preparedness and pre-deployment actions and upload all required documents to their e-AFDF not later than five (5) duty days prior to their scheduled "processing" date (whether via PDF line or individual out-processing checklist). **(T-1)**.
- 3.16.2. Hand-carry the following items to the forward operating location:
 - 3.16.2.1. Contingency, Exercise, and Deployment or North Atlantic Treaty Organization Orders. (Mandatory). **(T-1)**.
 - 3.16.2.2. Military Personnel Appropriation Orders (mandatory for all Air National Guard and Air Force Reserve Command personnel). **(T-1)**.
 - 3.16.2.3. Common access card. (Mandatory) **(T-1)**.
 - 3.16.2.4. Identification tags and chains. (one set) (Mandatory) **(T-1)**.
 - 3.16.2.5. AF Form 94, *Air Baggage Claim Tag* (four tags). (Mandatory) **(T-1)**.
 - 3.16.2.6. Government travel card. (Mandatory) **(T-1)**.
 - 3.16.2.7. Secure internet protocol router network token smart card, if required. **(T-1)**.
 - 3.16.2.8. Red metal medical alert identification tags, if required. (1 Set) **(T-1)**.
 - 3.16.2.9. Driver's license. (Commercial, U.S. Government or International License) (Mandatory) **(T-1)**.
 - 3.16.2.10. Prescription glasses, if required (two pair). **(T-1)**.
 - 3.16.2.11. Gas mask spectacle inserts (one pair), If required. **(T-1)**.
 - 3.16.2.12. Quantitative mask fit test documentation, if chemical warfare defense equipment is required at forward operating location. **(T-1)**.
 - 3.16.2.13. Professional equipment (Pro-Gear and individual protective equipment), if required. **(T-1)**.
 - 3.16.2.14. AF Form 1199, if required. **(T-1)**.
 - 3.16.2.15. Government (No Fee) Passport, Visa, and Country Clearance, if required. **(T-1)**.
 - 3.16.2.16. AF Form 522, *USAF Ground Weapons Training Card*, if required. **(T-1)**.

3.16.2.17. AF Form 623a, *Individual Training Record Folder*, if required. **(T-1)**.

3.16.2.18. AF Form 245, *Employment Locator and Processing Checklist*. (two each) (Mandatory) **(T-1)**.

3.16.3. Minimum Personnel Equipment Requirements List. The IDP will include a minimum personnel requirements list for unit personnel. **(T-2)**. **NOTE:** Air National Guard and Air Force Reserve Command units will follow the guidance of their higher headquarters. **(T-2)**. Personnel equipment includes:

3.16.3.1. Professional and safety gear.

3.16.3.2. Deployment bags IAW AFI 23-101 and 10-2501. **NOTE:** See AFI 25-101 for additional information related to type and contents of deployment bags.

3.16.3.3. Small Arms and Light Weapons IAW AFI 31-101, AFI 31-117 and AFI 23-101.

3.16.3.4. Small Arms and Light Weapons ammunition IAW AFMAN 21-201 and AFMAN 21-209, Volume 1, *Ground Munitions*.

3.16.3.5. Personal clothing requirements and limitations.

3.16.4. Personal Baggage. For purposes of this instruction, the term “bag” or “baggage” refers to any soft- or hard-sided container with carrying handle(s) containing items necessary for personal and duty use for the duration of the deployment. Deploying personal will:

3.16.4.1. Deploy aboard the same aircraft transporting their personal baggage AFI 24-605.

3.16.4.2. Pack personal clothing in the type of “checked bags” specified in the reporting instructions for the corresponding military or commercial port of embarkation AFI 24-605.

3.16.4.3. Not add any personal or unauthorized items to their deployment bags (A, B, or C) IAW AFI 24-605.

3.16.4.4. Not deploy ammunition and weapons as carry-on baggage. **(T-1)** **NOTE:** Some airlines allow movement of ammunition and weapons in checked baggage.

Section 3F—Cargo Deployment

3.17. Cargo Deployment.

3.17.1. The unit commander, or designated representative, oversees all unit equipment and cargo preparation in support of deployments. **(T-3)**.

3.17.2. Commanders ensure units prepare and handle their cargo IAW AFI 24-301, AFI 24-302, *Vehicle Management*, AFI 24-602, Volumes 1 and 2, AFI 24-605, AFMAN 24-204, and AFMAN 24-210, *Packaging of Hazardous Material*.

3.17.3. Units deploying by convoy will prepare cargo IAW AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*.

3.17.4. UDMs will use the AFPC/DP2W Manual RPT Form or AF Form 4006, when unit does not have access to RPT. **(T-2)**. **NOTE:** Do not use RPT for weapons, ammunition, and individual personnel equipment.

3.17.5. Submit the completed AFPC/DP2 hard-copy reclama template or AF Form 4006 within times established in AFI 10-401 or the IDP. **(T-2)**.

3.17.6. The IDRC or DCC staff will source cargo and equipment shortfalls from other installation units prior to submitting a reclama to MAJCOM, if possible. **(T-2)**.

3.17.7. The UDM will designate unit representatives (e.g., cargo couriers, classified cargo couriers) to accompany deploying equipment and supplies. **(T-3)**.

Chapter 4

RECEPTION, STAGING, ONWARD MOVEMENT, AND INTEGRATION

Section 4A—General.

4.1. General.

4.1.1. This chapter addresses Joint reception, staging, onward movement, and integration activities at a forward operating site when the AF is responsible for the port of debarkation.

4.1.2. The supported combatant commander will control Joint Reception, Staging, Onward Movement, and Integration operations during deployment and redeployment operations IAW JP 3-35, *Deployment and Redeployment Operations*. **(T-0)**.

4.1.3. JP 3-35 describes four distinct Joint Reception, Staging, Onward Movement, and Integration functions:

4.1.3.1. The Reception function includes all activities required to receive and clear personnel, equipment, and materiel through the port of debarkation. (JP 3-35)

4.1.3.1.1. The Aerial Port Squadron or Logistics Readiness Squadron/LGRD flight at established main operating bases will be responsible for reception of forces IAW AFI 10-401, AFMAN 10-409-O, AFI 24-605, and AFI 24-302, Volumes 1 and 2.

4.1.3.1.2. The Contingency Response Group (or equivalent organization) will be responsible for reception functions at austere forward operating sites IAW AFI 10-401, AFMAN 10-409-O, AFI 24-605, and AFI 24-302, Volumes 1 and 2.

4.1.3.2. The Staging function assembles, temporarily holds, and organizes arriving personnel, equipment, and materiel into forces and capabilities and prepares them for onward. (JP 3-35)

4.1.3.2.1. The Logistics Readiness Squadron (or equivalent organization) will be responsible for moving (marshaling) personnel and cargo from the reception area (port) to a common assembly or holding area IAW AFI 24-605 and AFI 24-602, Volumes 1 and 2.

4.1.3.2.2. The assembly or holding area should be outside the port or reception in order to avoid interfering with arriving or departing units.

4.1.3.3. The Onward Movement function is the process of moving forces, capabilities, and accompanying materiel from reception facilities, marshalling areas, and staging areas to tactical assembly areas or operational areas or onward from the port of debarkation or other reception areas to the home or demobilization station. (JP 3-35)

4.1.3.3.1. Rail, road, inland or coastal waterway, or air can be used to accomplish this movement as may intra-theater lift.

4.1.3.3.1.1. The Army is normally responsible for surface movements.

4.1.3.3.1.2. The Air Force is normally responsible for air movements.

4.1.3.3.2. A Joint movement control organization or deployment and distributions operation center may be used to coordinate theater wide movements.

4.1.3.3.3. The Logistics Readiness Squadron transportation function is responsible for the delivery of personnel and materiel if the port of debarkation is the final destination IAW AFI 24-605.

4.1.3.4. The Integration function is the synchronized transfer of capabilities into an operational commander's force prior to mission execution or back to the component or Service. (JP 3-35)

4.1.3.4.1. The Force Support Squadron or PERSCO will establish a personnel integration function to in-process deploying forces at the forward operating location IAW AFI 36-3802.

4.1.3.4.2. The base support plan will be used to plan and identify availability of support (e.g., equipment, infrastructure, supplies) for deploying units at the forward operating site or installation IAW AFI 10-404, *Base Support and Expeditionary (BAS&E) Site Planning*.

4.1.3.4.3. War reserve materiel may be used for indirect and direct mission support IAW AFI 25-101.

4.2. Command and Control.

4.2.1. If opening a base, the senior ranking officer will assume command of the deployed Contingency Response Group and be responsible for the initial command and control of incoming forces until the arrival of the Expeditionary Mission Support Group/CC IAW AFI 51-509, *Appointment To and Assumption of Command*, and AFI 38-101.

4.2.2. The installation commander has overall responsibility for the Reception, Staging, Onward Movement and Integration processes at established AF installations. **(T-2)**.

Section 4B—Reception, Staging, Onward Movement and Integration Workcenters

4.3. Reception Control Center (RCC). The Reception Control Center will:

4.3.1. Through the IDO or an appointed Logistics Readiness Officer, oversee and manage RSOI functions. **(T-3)**.

4.3.2. The IDO (or equivalent officer appointed to oversee Reception, Staging, Onward Movement and Integration operations) will activate will Reception, Staging, Onward Movement and Integration workcenters on an as required basis IAW AFI 36-3802 and AFI 10-404. **NOTE:** If Reception, Staging, Onward Movement and Integration and deployment operations occur at a location simultaneously, the senior Logistics Readiness Officer (e.g., LRS/CC, IDO) will ensure support equipment and personnel are used effectively. **(T-3)**.

4.3.3. The DCC, PDF and CDF may be required to support both deployment and Reception, Staging, Onward Movement and Integration operations simultaneously. **(T-3)**.

4.3.4. Provide overall control and coordination of reception, beddown, staging, onward movement, integration, and redeployment. **NOTE:** A contingency response group or one of its smaller elements may deploy to support the initial arrival of forces and open the airbase.

4.3.5. Manage pre-positioned war reserve materiel and coordinate inter-Service, international, and host nation support agreements. **(T-3)**.

- 4.3.6. Act as the focal point for redeployment actions. (T-3).
- 4.3.7. Report to the Expeditionary Mission Support group/CC. (T-3).
- 4.3.8. Track incoming units and airlift. (T-3).

4.4. Personnel Integration Function. The personnel integration function will:

- 4.4.1. Integrate inbound personnel into gaining units and provides control for personnel transiting or departing the installation. **NOTE:** In the event of simultaneous deployment and Reception, Staging, Onward Movement and Integration operations, the PDF and Reception, Staging, Onward Movement and Integration personnel integration function will be separate organizations due to sterilization and customs requirements.
- 4.4.2. Manage the transportation needs of arriving personnel and deliver baggage to and from designated locations.
- 4.4.3. Establish initial accountability for all AF personnel IAW AFI 36-3802.
- 4.4.4. Integrate inbound personnel into their gaining units. (T-3).
- 4.4.5. Report personnel processing discrepancies using the Deployment Processing Discrepancy Reporting Tool IAW AFI 36-3802.
- 4.4.6. Assign inbound personnel to lodging IAW AFMAN 34-135, *Air Force Lodging Program*.
- 4.4.7. Expeditionary units at austere locations or host units at established main operating bases will:
 - 4.4.7.1. Provide legal brief to include combatant command rules of engagement IAW AFI 51-401, *The Law of War*.
 - 4.4.7.2. Provide public affairs literature or briefing on base facilities, mission of the base, and the local area, if available IAW AFI 35-101.
 - 4.4.7.3. Provide safety representatives or workcenter supervisors to brief on local conditions and hazards (e.g., local area conditions and hazards, flightline driving, and other significant safety concerns) at the deployed location IAW AFI 91-207, *The US Air Force Traffic Safety Program*, and AFI 91-202.
 - 4.4.7.4. Provide public health information on local area health threats and conduct a medical surveillance IAW AFI 48-122.
 - 4.4.7.5. Provide security forces (in coordination with airfield management) custom clearances IAW AFI 31-101.
 - 4.4.7.6. Provide disaster preparedness briefings and literature on Chemical Biological Radiological and Nuclear passive defense conditions and necessary Mission-Oriented Protective Posture levels IAW AFI 10-2501.
 - 4.4.7.7. Provide postal service briefings or literature identifying procedures for receiving and sending mail and hours of operation IAW DoDI 4525.09, *Military Postal Service (MPS)*.

4.4.7.8. Provide lodging assignments and arrange for extended hours of operation or ground support meals for incoming forces as appropriate IAW AFMAN 34-135. **(T-1)**.
NOTE: Unit integrity is highly recommended.

4.4.7.9. Provide finance assistance in cash advances and pay inquiries. **(T-3)**.

4.4.7.10. Provide a Chaplain Corps' briefing or literature on privileged communication and religious rites and services available at the deployed location. **(T-3)**.

4.5. PERSCO Team. At austere operating sites, the PERSCO team will:

4.5.1. Provide the personnel integration functions IAW AFI 36-3802.

4.5.2. Account for all personnel arriving at or departing from the installation IAW AFI 36-3802.

4.5.3. If a PERSCO team is not available at the forward operating site, the troop leader will maintain accountability until a PERSCO team (or equivalent function) arrives. **(T-2)**.

4.6. Cargo Reception Function. The cargo reception function will:

4.6.1. Provide overall control for cargo reception and manage staging and onward movement activities. **(T-3)**.

4.6.2. Offload aircraft and cargo from holding areas to receiving units. **(T-3)**.

4.6.3. Collect all transportation documentation (e.g., placards, load, packing lists, LOGMOD files) for incoming cargo and personnel. **(T-3)**.

4.6.4. Establish a holding area for pallets, nets, dunnage, and radio frequency identification tags for future use or return to the transportation system. **(T-3)**.

4.6.5. Process cargo for onward movement and provide intransit visibility. **(T-3)**.

4.7. Host Unit Representatives. At established main operating locations, host units will provide a unit representative(s) to the personnel integration function on an as required basis to brief duty schedules, chain of command, supervisors, duty locations, and important phone numbers. **(T-3)**.

Chapter 5

POST-DEPLOYMENT

Section 5A—Overview

5.1. Overview. This chapter provides post-deployment guidance related to data collection, lessons learned, after-action reporting, redeployment, reintegration, recovery, and reconstitution.

Section 5B—Post-Deployment Data Management and Documentation

5.2. Joint Operations Planning and Execution System Deployment UTC Data.

5.2.1. If requested, tasked units will electronically transfer tailored LOGPLAN and deployment schedules of events to the gaining MAJCOM IAW AFI 10-401.

5.2.2. The tasking combatant command provides routing information for all required information.

5.3. Post Deployment Data Documentation.

5.3.1. MAJCOM/A4s are responsible for implementing policy for deployment data retention and collection.

5.3.2. At a minimum, Chairman of the Joint Chiefs of Staff directed exercises and national level exercises are recorded IAW this instruction, and maintained and disposed of IAW AFMAN 33-363, *Management of Records*, and AFI 33-364, *Records Disposition - Procedures and Responsibilities*.

5.3.3. The LRS/Logistics Plans and Integration section will collect and maintain the following deployment documentation related to deployment, contingency, and lesser contingency operations:

5.3.3.1. Passenger manifests. **(T-3)**.

5.3.3.2. Cargo manifests. **(T-3)**.

5.3.3.3. Equipment listings. **(T-3)**.

5.3.3.4. Hazardous cargo waivers. **(T-3)**.

5.3.3.5. Load plans. **(T-3)**.

5.3.3.6. Other documents identifying equipment and personnel aboard deploying aircraft. **(T-3)**.

5.3.3.7. Shippers Declarations for Dangerous Goods. **(T-3)**.

5.3.3.8. LOGMOD load and packing lists. **(T-3)**.

5.3.3.9. DD Form 2133, *Joint Airlift Inspection Record*. **(T-3)**.

5.3.3.10. Host and tenant unit documentation, if required by their higher headquarters. **(T-2)**.

5.3.3.11. Manual Deployment Schedule of Event's forms, if used. **(T-3)**.

5.3.3.12. LOGPLAN and Deployment Schedule of Events files. **(T-3)**.

5.3.3.13. Cargo and passenger manifest data. **(T-3)**.

5.3.4. Compile and analyze data for trends to identify ways of improving the deployment process. **(T-3)**.

5.3.5. During deployments, the DCC will collect and document deployment activity data. **(T-3)**.

5.3.6. Installations document lessons learned using IAW AFI 10-1302, *AF Lessons Learned Program*.

5.3.7. After Action reports. Units provide after action reports IAW MAJCOM/A4 after-action reporting instructions and AFI 10-401.

5.3.8. AEF Debrief Concept. MAJCOMs conduct an AEF debrief after each rotation IAW AFI 10-401.

Section 5C—Redeployment

5.4. Redeployment (Unit Move).

5.4.1. Overview. Joint Publication (JP 1-02), *Department of Defense Dictionary of Military and Associated Terms*, defines redeployment as the transfer of forces and materiel to support another joint force commander's operational requirements, or to return personnel, equipment, and materiel to the home or demobilization stations for reintegration or out-processing. **NOTE:** Redeployment is not a reverse deployment.

5.4.1.1. The combatant command redeployment TPFDD should redeploy forces partially or incrementally to maintain residual capability at the forward operating site.

5.4.1.2. Personnel may rotate in and out of theater for prolonged operations at the forward operating site.

5.4.2. Redeployment Planning.

5.4.2.1. Combatant commander redeployment planning normally begins upon the conclusion of initial deployment operations. Deployed units are responsible for preparing cargo and personnel for redeployment. **(T-1)**.

5.4.2.2. A redeployment assistance team may be required to implement redeployment on behalf of the deployed commander. When established, the following organizations (or their equivalent) will provide team members.

5.4.2.2.1. Logistics Plans. **(T-3)**.

5.4.2.2.2. PERSCO team. **(T-3)**.

5.4.2.2.3. Air transportation. **(T-3)**.

5.4.2.2.4. Traffic management. **(T-3)**.

5.4.2.2.5. Unit representatives. **(T-3)**.

5.4.2.3. The lead unit logistics readiness or reception team and PERSCO will retain deployment documentation (e.g., aircraft and troop commander packages, final load plans, cargo load and packing lists, shippers declarations for dangerous goods). **(T-3)**.

5.4.2.4. Integrated deployment systems (e.g., LOGMOD, DCAPEs, CMOS (or GATES)) will be used to the maximum extent possible to ensure intransit visibility during redeployment operations IW AFI 10-401.

5.4.2.5. When integrated deployment systems are not available, the redeployment assistance team will use manual forms and locally developed systems to schedule and prepare passengers and cargo for redeployment. **(T-2)**.

5.5. Redeployment (Rotational).

5.5.1. AFPC/DP2W provides continuity throughout all phases of the AEF deployment, redeployment, and transition phases using the AEF Schedule IAW AFI 10-401.

5.5.2. Force rotation (deployment and redeployment) is a sustainment activity for personnel and equipment using the AEF schedule.

5.5.3. Redeployment planning should consider the following factors during rotational redeployment:

5.5.3.1. Personnel overlap for continuity.

5.5.3.2. Commanders release of personnel.

5.5.3.3. Air Force Reserve and Air National Guard man-days or mobilization dates.

5.5.3.4. Enroute training requirements.

5.6. Redeployment Work Centers.

5.6.1. Redeployment deployment workcenters are synonymous with deployment workcenters (e.g., DCC, CDF, PDF, APT, UDCC). The IDO will activate redeployment workcenters on an as required basis. **(T-3)**.

5.6.2. Deployed Command Organization. The command and control structure at the forward operating site will vary depending upon theater, the designated lead unit, single Service command or Joint Task Force. **(T-3)**.

5.6.2.1. The lead unit's expeditionary LRS (or equivalent organization) will manage and oversee the redeployment process. **(T-2)**.

5.6.2.2. Per AFI 10-401, the deployed commander will:

5.6.2.2.1. Meet TPFDD verification timelines and suspenses. **(T-1)**.

5.6.2.2.2. Release personnel and cargo to meet the ready and available to load dates. **(T-1)**.

5.6.2.2.3. Coordinate extensions that exceed tour length. **(T-1)**.

- 5.6.3. When present, a contingency response group (or equivalent organization) will provide cargo and personnel redeployment functions. **(T-1)**.
- 5.6.4. The passenger redeployment function normally works closely with the PERSCO rather than the typical PDF stations to out process and maintain accountability for redeploying personnel IAW AFI 36-3802.
- 5.6.5. The personnel redeployment function at forward operating sites will consider:
- 5.6.5.1. Status of Forces Agreements and customs of the host country. **(T-2)**.
 - 5.6.5.2. Retention of residual capability to support redeployment operations. **(T-2)**.
 - 5.6.5.3. Personnel departure (e.g., lodging, security forces, force support, deployed First Sergeant). **(T-2)**. **NOTE:** The deployed unit commander or their designated representatives are the only personnel authorized to approve personnel departures.
- 5.6.6. The redeployment APT function will:
- 5.6.6.1. Ensure a personal amnesty room or box is available for all personnel to pass through before customs inspection. **(T-1)**.
 - 5.6.6.2. Brief all personnel on contraband regulations before they pass through the amnesty room or process through customs. **(T-1)**.
- 5.6.7. The PERSCO team will confirm departure dates and times and update DCAPES IAW AFI 36-3802 and AFI 10-401.

Section 5D—Post-Deployment

5.7. Reintegration, Recovery, and Reconstitution.

- 5.7.1. The FSS/CC is the OPR for personnel reintegration and recovery. **(T-3)**.
- 5.7.2. Deployment Transition Centers. Deployment transition centers provide critical reintegration and decompression time.
- 5.7.3. Reintegration. Reintegration provides positive transition for redeploying personnel and their families after the members return from forward operating site. **NOTE:** Home station reintegration support is an ongoing process not a homecoming event.
- 5.7.4. Recovery. Each MAJCOM is responsible for establishing and publishing personnel recovery policies for returning deployers.
- 5.7.5. The Airman and Family Readiness Center provides programs and services to assist commanders in identifying, assessing, and minimizing personal and family related challenges to maintaining unit cohesion and strengthening operational readiness IAW AFI 36-3009.
- 5.7.6. Community Action Boards and Community Action Teams will identify and resolve quality of life issues IAW AFI 90-5001, *Integrated Resilience*.
- 5.7.7. Military leave enroute or in the area of responsibility is approved IAW AFI 36-3003, *Military Leave Program*.
- 5.7.8. Unit commanders will ensure redeploying members:

- 5.7.8.1. Complete reintegration processing of Total Force personnel and support each individual to make a smooth post deployment transition. **(T-1)**.
- 5.7.8.2. Complete required medical processing with Public Health or Force Health Management immediately upon return from deployment and prior to release for downtime, leave, or demobilization IAW AFI 48-122. **NOTE:** This includes deploying government civilian personnel.
- 5.7.8.3. Family receives the returning member's itinerary. **(T-1)**.
- 5.7.8.4. Have transportation from the aerial port of debarkation to home station. **(T-1)**.
- 5.7.8.5. Coordinate with LRS and Security Forces Squadron for the collection and turn in of deployed weapons and ammunition. **(T-1)**.
- 5.7.8.6. Coordinate the turn in of classified information, as applicable. **(T-1)**.
- 5.7.8.7. Submit redeployment travel vouchers to the local finance office within 5-duty days of return to home station. **(T-2)**.
- 5.7.9. Reconstitution. The reconstitution process returns units back to their full combat capability. See AFI 10-401 for further guidance on reconstitution.

LINDA S. HURRY, Brig Gen, USAF
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JP 1-02, Office of the CJCS, *DoD Dictionary of Military and Associated Terms*, 15 March 2012

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Air Force Manpower Standard 10S100, Commander's Support Staff

Title 10 United States Code, Section 9013, *Secretary of the Air Force*, 4 February 2-2-

Title 10 United States Code, Section 133, *Under Secretary of Defense for Acquisition, Technology, and Logistics*, 3 January 2012

Title 10 USC Section 3012, *Department of the Army Seal*, 3 January 2007

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Prescribed Forms

AF Form 94, *Air Baggage Claim Check*

AF Form 245, *Employment Locator and Processing Checklist*

AF Form 2511, *Deployment Schedule of Events – Cargo*

AF Form 2511A, *Deployment Schedule of Events – Personnel*

AF Form 2512, *Deployment Schedule of Events – Loading Schedule*

AF Form 2518, *Deployment Packing List*

AF Form 4005, *Individual Deployment Requirements Checklist*

AF Form 4006, *Unit Deployment Shortfalls/Reclama*

Adopted Forms

AF Form 357, *Family Care Certification*

AF Form 522, *USAF Grounds Weapons Training Data*

AF Form 594, *Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination*

AF Form 623a, *ON-THE-JOB Training Record*

AF Form 847, *Recommendation for Change of Publication*

AF Form 938, *Request and Authorization for Active Duty Training/Active Tour*

AF Form 1098, *Special Task Certification and Recurring Training*

AF Form 1199, *Air Force Entry Control Card*

AF Form 1297, *Temporary Issue Receipt*

AF Form 1745, *Address Change Form*

AF Form 4080, *Load/Sequence Breakdown Worksheet*

AMC-IMT 1033 Form, *Shipper's Declaration for Dangerous Goods Form*

DD Form 93, *Record of Emergency Data*

DD Form 114, *Military Pay Order*

DD Form 115, *Military Payroll Money List*, or AF Form 265, *AFO Payment Authorization, Joint Uniform Military Pay System (JUMPS)*

DD Form 1337, *Authorization/Designation For Emergency Pay and Allowances*

DD Form 1351-2, *Travel Voucher or Sub-voucher*

DD Form 1351-6, *Multiple Payments List*.

DD Form 1384, *Transportation Control and Movement Document*

DD Form 1385, *Cargo Manifest*

DD Form 1387, *Military Shipment Label*

DD Form 1387-2, *Special Handling Data/Certification*

DD Form 1833, *Isolated Personnel Report (ISOPREP)*

DD Form 2130 Series, *Aircraft Load Plans*

DD Form 2131, *Passenger Manifest*

DD Form 2133, *Joint Airlift Inspection Record*

DD Form 2558, *Authorization to Start, Stop, or Change an Allotment*.

DD Form 2760, *Qualification to Possess Firearms or Ammunition*

DD Form 2766, *Adult Preventive and Chronic Care Flow Sheet*

DD Form 2766C, *Vaccine Administration Record*.

DD Form 2795, *Pre-Deployment Health Assessment*

SF Form 1199a, *Direct Deposit Sign-Up Form*

Treasury Form W-4, *Employees Withholding Allowance Certificate*

Abbreviations and Acronyms

AFPC—Air Force Personnel Center

AFPC/DP2W—Air Force Personnel Center/Air & Space Expeditionary Force Operations

AEF—Air & Space Expeditionary Force

AEFI—Air & Space Expeditionary Force Indicator

AF—Air Force

AFI—Air Force Instruction

AFIMSC—Air Force Installation and Mission Support Center

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

APT—Air Passenger Terminal

ART—AEF UTC Reporting Tool

CAC—Common Access Card

CC—Commander

CDF—Cargo Deployment Function

CJCSM—Chairman of the Joint Chiefs of Staff Manual

CMOS—Cargo Movement Operations System

DCAPES—Deliberate and Crisis Action Planning and Execution Segment

DCC—Deployment Control Center

DD—Defense Department

DoD—Department of Defense

DoDI—Department of Defense Instruction

e-AFDF—Electronic Air Force Deployment Folder

e-DRC—Electronic Deployment Readiness Checklist

FSS—Force Support Squadron

GATES—Global Air Transportation Execution System

IAW—In Accordance With

ICODES—Integrated Computerized Deployment System

IDO—Installation Deployment Officer

IDP—Installation Deployment Plan

IDRC—Installation Deployment Readiness Cell

IPR—Installation Personnel Readiness

ISOPREP—Isolated Personnel Report

JP—Joint Pub

LOGFOR—Logistics Force Packaging Subsystem

LOGMOD—Logistics Module

LOGPLAN—Logistics Planning Subsystem
LRS—Logistics Readiness Squadron
MAJCOM—Major Command
MAJCOM/CD—Major Command/Deputy Commander
MEFPAK—Manpower and Equipment Force Packaging
MIPRS—Military Interdepartmental Purchase Requests
NCOIC—Non-Commissioned Officer In Charge
OIC—Officer In Charge
OPLAN—Operation Plan
OPR—Office of Primary Responsibility
PDF—Personnel Deployment Function
PERSCO—Personnel Support for Contingency Operations
PID—Plan Identification
RPT—Reclama Processing Tool
TPFDD—Time-Phased Force Deployment Data
UDCC—Unit Deployment Control Center
UDM—Unit Deployment Manager
UTA—Unit Type Code Availability
UTC—Unit Type Code
WRM—War Reserve Materiel

Terms

Air Component Command—An Air Force component command is responsible for supporting combatant commander requirements across the range of military operations and at all levels of war (strategic, operational and tactical). A designated Component-MAJCOM or Component-NAF will be the Air Force component to each unified combatant command. (AFI 13-103)

Aerial Port Squadron—An AF organization that operates and provides the functions assigned to aerial ports, including processing personnel and cargo, rigging for airdrop, packing parachutes, loading equipment, preparing air cargo and load plans, loading and securing aircraft, ejecting cargo for in-flight delivery, and supervising units engaged in aircraft loading and unloading operations. (JP 1-02)

Air & Space Expeditionary Force (AEF)—The AEF force generation construct manages the battle rhythm of the force in order to meet global combatant command requirements while maintaining the highest possible level of overall readiness. (AFPD 10-4, *Operations Planning: Air Expeditionary Force and Global Force Management*)

Cargo Deployment Function (CDF)—The installation focal point for monitoring all deployment and redeployment cargo processing activities.

Cargo Movement Operations System (CMOS)—CMOS is a combat support system that provides automated base level processing of cargo for movement during peacetime and deployment cargo and passenger movement during contingencies for the Air Expeditionary Forces (Air Mobility Command Instruction 24-101, Volume 4)

Concept Plan—An operation plan in an abbreviated format requires considerable expansion or alteration to convert it into a complete operation plan or operation order. (JP 5-0)

Contingency Response Group—Contingency response groups are first responders for opening airbases. These units bridge the gap between the seizure forces and the follow-on combat/expeditionary combat support forces. Contingency response groups are critical to the AF's ability to rapidly deploy U.S. military forces and initiate air operations of any type in minimal time at any base or location around the globe. Contingency response groups also provide command and control, aerial port services, quick turn maintenance, force protection and various airbase support capabilities for Air Mobility Command's global mobility mission. (Air Mobility Command Instruction 24-101, Vol. 18)

Contractors Authorized to Accompany the Force (CAAF)—Contractor personnel, including all tiers of subcontractor personnel, who are authorized to accompany the force in applicable contingency operations and have been afforded Contractors Authorized to Accompany the Force status through their Letter of Authorization. Contractors Authorized to Accompany the Force generally include all U.S. citizen and third country national employees not normally residing within the operational area whose area of performance is in the direct vicinity of U.S. forces and who routinely are co-located with U.S. forces (especially in non-permissive environments). (DoDI 3020.41)

Defense Readiness Reporting System—The Defense Readiness Reporting System is a capabilities-based, adaptive, near real-time readiness reporting system. (AFPD 10-2)

Deliberate and Crisis Action Planning and Execution Segments (DCAPES)—AF planning system used to present, plan, source, mobilize, deploy, account for, sustain, redeploy, and reconstitute Combatant Commanders' requirements. Provides integrated planning and execution support system for operations, logistics, and personnel functional communities. Integrates AF planning and execution automated processes into JOPES. (AFI 10-401)

Deployment—The relocation of forces and materiel to desired operational areas. Deployment encompasses all activities from origin or home station through destination, specifically including intra-continental United States, inter-theater, and intra-theater movement legs, staging, and holding areas. (JP 4-0)

Deployment Availability Codes—Personnel codes that identify an individual's current medical, legal and administrative status for deployment eligibility. (AFI 36-2650)

Deployment Control Center (DCC)—The installation focal point for deployment operations. The DCC is responsible for all deployment command and control requirements.

Direct Liaison Authorized (DIRLAUTH)—Authority granted by a commander (any level) to a subordinate to directly consult or coordinate an action with a command or agency within or outside of the granting command. (JP 1-02)

Global Air Transportation Execution System (GATES)—The current Air Mobility Command real-time system that supports fixed, deployed, and mobile sites. It processes and tracks cargo and passengers; support resource management and provide command and control support information. It will also generate cargo, passengers, and resource reports at headquarters and unit level, and will provide message routing and delivery for all Air Mobility Command transportation airlift operators regardless of size, workload, volume, configuration, or location. (AFI 24-605)

Installation Deployment Readiness Cell (IDRC)—Centralized function aligned under the LRS Commander and located within the LRS responsible for identifying, validating, and distributing deployment taskings and information. It is the day-to-day focal point for all deployment and execution operations. The permanent staff consists of the Installation Deployment Officer (IDO) and representatives from the LRS/Logistics Plans and Integration Section and FSS/Personnel Readiness Flight.

Installation Personnel Readiness (IPR)—The office in the FSS responsible for providing installation wide personnel deployment planning and execution and personnel support in matters pertaining to (1) deployment availability information, (2) personnel accountability, and (3) duty status reporting for contingency, exercise, and deployments.

Installation Deployment Officer (IDO)—The designated military or federal civilian fully qualified Logistics Readiness Officer (LRO) that acts on behalf of the host Installation or Wing Commander in directing, controlling, coordinating, and executing the deployment of in-place (home station) and aggregated contingency forces and installation deployment exercises (to include tenants).

Installation Deployment Plan (IDP)—A plan, supplement, checklist, or any other means that provides detailed procedures, instructions, and comprehensive data required to expeditiously deploy people and equipment.

Integrated Deployment System—Family of integrated systems used to plan and deploy AF forces (e.g., LOGMOD, DCAPEs, CMOS, and ICODES). (AFI 24-605)

Integration—Integration is the synchronized transfer of capabilities into an operational commander's force prior to mission execution or back to the component or Service. (JP 3-35)

In-Transit Visibility (ITV)—The ability to track the identity, status, and location of DoD units, and non-unit cargo (excluding bulk petroleum, oils, and lubricants) and passengers; medical patients; and personal property from origin to consignee or destination across the range of military operations. (AFI 24-602, Volume 1)

Joint Operation Planning and Execution System (JOPES)—A system of joint policies, procedures, and reporting structures, supported by communications and computer systems, that is used by the joint planning and execution community to monitor, plan, and execute mobilization, deployment, employment, sustainment, redeployment, and demobilization activities associated with joint operations. (JP 5-0)

Letter of Authorization (LOA)—A document issued by a procuring contracting officer or designee that authorizes contractor personnel to accompany the force to travel to, from, and within an operational area, and outlines Government-furnished support authorizations within the operational area, as agreed to under the terms and conditions of the contract. (DoDI 3020.41)

Logistics Force Packaging Systems (LOGFOR)—LOGFOR provides the capability to create and maintain the standard logistics details consisting of supplies and equipment for each AF UTC. (AFI 10-401)

Logistics—Planning and executing the movement and support of forces. It includes those aspects of military operations that deal with: a. design and development, acquisition, storage, movement, distribution, maintenance, evacuation, and disposition of materiel; b. movement, evacuation, and hospitalization of personnel; c. acquisition or construction, maintenance, operation, and disposition of facilities; and d. acquisition or furnishing of services. (JP 1-02)

Logistics Module (LOGMOD)—A logistics-planning program that receives and maintains the cargo and personnel details for UTCs and taskings. (AFI 10-401)

Manpower and Equipment Force Packaging System (MEFPAK)—A data system supporting contingency and general war planning with predefined and standardized personnel and equipment force packages. MEFPAK, which resides in DCAPEs, comprises two subsystems: the Manpower Force Packaging System and the Logistics Force Packaging System (LOGFOR). (AFI 10-401)

Mission Capability Statement—A short paragraph describing the mission capabilities that higher headquarters planners expect of a specific UTC at execution. The statement usually contains pertinent information such as the type of base where commanders deploy the unit, the unit's functional activities, and other augmentation requirements necessary to conduct specific missions. (AFI 10-401)

Onward Movement—Onward Movement is the process of moving forces, capabilities, and accompanying materiel from reception facilities, marshalling areas, and staging areas to tactical assembly areas or operational areas or onward from the port of debarkation or other reception areas to the home or demobilization station. (JP 3-35)

Operation Plan (OPLAN)—Any plan for the conduct of military operations prepared in response to actual and potential contingencies. In the context of joint operation planning level 4 planning detail, a complete and detailed joint plan containing a full description of the concept of operations, all annexes applicable to the plan, and a TPFDD. It identifies the specific forces, functional support, and resources required to execute the plan and provide closure estimates for their flow into the theater. See also operation order. (JP 5-0)

Personnel Readiness Function—The organization or deployment workcenter responsible for personnel deployment actions (e.g., IPR, IDRC, or PDF). During deployment operations, the actual organization used to deploy personnel is directed by the IDO .

Personnel Support for Contingency Operations (PERSCO)—The collection of manual and automated procedures, systems, hardware, personnel agencies, and deployable teams to accomplish total force accountability, casualty reporting, strength reporting, and personnel program support. Total force accountability is primary mission of PERSCO—providing personnel support to the warfighter. (AFI 36-3802)

Plan Identification Number (PID)—A command unique four-digit number followed by a suffix indicating the Joint Strategic Campaign Plan year for which the plan is written. (JP 1-02)

Reception—Reception operations include all those functions required to receive and clear personnel, equipment, and materiel through the port of debarkation. (JP 3-35)

Reclama—The process by which a unit submits a shortfall requesting reconsideration to AFPC/DPW via RPT; this serves as a medium to communicate a valid shortfall exists or in the event the tasked unit has the capability but fulfilling the combatant command requirement would cause a severe adverse impact on the installation or wing mission. (AFI 10-401)

Redeployment—The transfer of forces and materiel to support another joint force commander's operational requirements, or to return personnel, equipment, and materiel to the home or demobilization stations for reintegration or out-processing. See also deployment. (JP 3-35)

Shortfall—The lack of forces, equipment, personnel, materiel, or capability, reflected as the difference between the resources identified as a plan requirement and those apportioned to a combatant command for planning that would adversely affect the command's ability to accomplish its mission. (JP 5-0); (AF) the lack of forces, equipment, personnel, materiel or capability, reflected as the difference between the resources identified as a plan requirement (or Service asset) and those apportioned to a combatant command (or assigned to the Service) for planning that would adversely affect the command's ability to accomplish its mission. (AFI 10-401)

Staging—Staging assembles, temporarily holds, and organizes arriving personnel, equipment, and materiel into forces and capabilities and prepares them for onward. (JP 3-35)

Supported Commander—The commander having primary responsibility for all aspects of a task assigned by the Joint Strategic Capabilities Plan or other joint operational planning authority. In the context of joint operation planning, this term refers to the commander who prepares OPLANs or operation orders in response to requirements of the Chairman of the Joint Chiefs of Staff. See also joint operation planning. (JP 1-02)

Supporting Commander—A commander who provides augmentation forces or other support to a supported commander or who develops a supporting plan. Includes the designated combatant commands and DoD agencies as appropriate. See also supported commander; supporting plan. (JP 1-02)

Tactical Control—Command authority over assigned or attached forces or commands, or military capability or forces made available for tasking, that is limited to the detailed direction and control of movements or maneuvers within the operational area necessary to accomplish missions or tasks assigned. Tactical control is inherent in operational control. Tactical control may be delegated to, and exercised at any level at or below the level of combatant command. Tactical control provides sufficient authority for controlling and directing the application of force or tactical use of combat support assets within the assigned mission or task. (JP 1—02)

Tailoring—The process of altering UTC packages that are described in the Type Unit Characteristics file to meet specific needs or requirements. Revising a predefined mobility package, prior to departure, to allow for the existing personnel and materiel situation at the deployment location. (AFI 10-401)

Tenant Unit—A regular Air Force, Air Force Reserve Command, or Air National Guard organization or element that occupies the facilities of, or receives support from, another MAJCOM, Air Force Reserve Command, or Air National Guard component. (AFI 38-101)

Unit Deployment Manager (UDM)—The Unit Deployment Manager is a member assigned to a unit that manages all deployment readiness and training aspects for all deployable personnel and equipment within their unit to ensure they are deployment ready. In addition, UDMs support redeployed personnel in the Redeployment Support Process with commanders of their units. (AFI 10-401)

Unit Line Number—A seven character alphanumeric code that uniquely describes a unit entry (line) in a JOPES TPFDD. It is made up of three elements: a force requirement number, a fragmentation code, and an insert code. (AFI 10-401)

Unit Type Code (UTC)—A Joint Chiefs of Staff developed and assigned code, consisting of five characters that uniquely identify a “type unit.” (AF) A five- character alphanumeric designator uniquely identifying each type unit in the Armed Forces. LOGMOD uses a sixth digit at the end of a UTC to denote the status of a logistics detail. (AFI 10-401)

Worst Case Scenario—Risk management concept wherein the military planner, in planning for potential operations, identifies the installation’s most stringent requirement(s) for all phases of operations (e.g., deployment, reception, staging, onward movement, integration, employment, redeployment, and reconstitution).

War Reserve Materiel—Mission-essential secondary items, principal and end items and munitions sufficient to attain and sustain operational objectives in scenarios authorized in the Secretary of Defense and Joint Strategic Campaign Plan scenarios.

Attachment 2

RECOMMENDED DEPLOYMENT CHECKLISTS

A2.1. General. Use the deployment checklists in this attachment during deployment operations. Users should review and validate the checklists periodically with the appropriate subject matter experts to ensure accuracy and validity.

A2.2. Preparation.

- A2.2.1. Are DCC representatives identified and trained?
- A2.2.2. Are all communications and administrative support equipment available?
- A2.2.3. Are all required publications and supplies on-hand?
- A2.2.4. Are the workcenters manned 24 hour 7 day operations?
- A2.2.5. Are follow up procedures accomplished for cargo and personnel processing discrepancies?
- A2.2.6. Is the alternate DCC ready for use in the event the main DCC is evacuated or operationally degraded?
- A2.2.7. Are DCC representatives tracking limiting factors, shortfalls, reclamation, and emerging issues?

A2.3. Execution.

- A2.3.1. Are workcenter staff notified to report to their deployment workcenters upon activation?
- A2.3.2. Does the IDO direct the activation of deployment workcenters?
- A2.3.3. Does the IDO provide a concept briefing to the installation's senior leadership?
- A2.3.4. Are Deployment Schedule of Events developed using UTC priorities, deployment orders, TPFDD required delivery dates, and airflow?
- A2.3.5. Do deployment workcenters continuously report their operational status to the DCC?
- A2.3.6. Is DCC entry restricted and controlled?
- A2.3.7. Are deployment workcenter personnel feeding requirements identified?
- A2.3.8. Are strategic aircraft's allowable cabin load and limitations verified upon receipt of airflow schedule or aircraft arrival?
- A2.3.9. Do tasked organizations identify their cargo and classified couriers?
- A2.3.10. Do deployment workcenters report deployment information promptly?
- A2.3.11. Do deploying troop leaders receive required deployment documentation prior to departure?
- A2.3.12. Is unit deployment data reported to higher headquarters?
- A2.3.13. Is intransit visibility maintained for all deploying personnel and equipment?
- A2.3.14. Is deployment documentation collected?

A2.3.15. Do DCC representatives and deploying units submit limiting factors, shortfalls, unit identification change request, and reclamation?

A2.3.16. Do all DCC representatives maintain logbooks?

A2.4. DCC Logistics Plans Representative.

A2.4.1. Preparation:

A2.4.1.1. Is there an evacuation plan?

A2.4.1.2. Are all integrated deployment systems operational?

A2.4.1.3. Are administrative supplies available?

A2.4.2. Execution.

A2.4.2.1. Are DCC work shift schedules provided to all DCC representatives?

A2.4.2.2. Do the IDO and DCC staff prepare the concept briefing?

A2.4.2.3. Do all DCC representatives review the deployment order, airflow message(s), and other message traffic?

A2.4.2.4. Is the Deployment Schedule of Events cell is manned?

A2.4.2.5. Are load plans prioritized?

A2.4.2.6. Do DCC representatives identify deployment issues to the IDO immediately?

A2.4.2.7. Are equipment shortfalls validated by the DCC materiel management representative prior to submitting reclamation?

A2.4.2.8. Are unit identification change and reclamation requests validated by the DCC personnel representative prior to submission?

A2.4.2.9. Is the Deployment Schedule of Events published and distributed expeditiously?

A2.5. DCC Transportation Representative.

A2.5.1. Preparation:

A2.5.1.1. Are emergency procedures known in case evacuation is required?

A2.5.1.2. Are workcenter computers functional and connected to the network?

A2.5.1.3. Is connectivity verified with all workcenters?

A2.5.1.4. Are all transportation workcenters and applicable transportation systems (CMOS, Integrated Data Environment Global Transportation Network Convergence, and GATES) operational?

A2.5.1.5. Are all unit pick up points established for transportation activities?

A2.5.2. Execution:

A2.5.2.1. Are shift schedules been developed and distributed to workcenter personnel?

A2.5.2.2. Are UTC taskings and airflow validated upon receipt?

A2.5.2.3. Are units requesting transportation support in a timely manner in order to meet Deployment Schedule of Events not later than times?

- A2.5.2.4. Is the CDF providing timely and accurate cargo processing times to the DCC?
- A2.5.2.5. Are cargo processing and aircraft loading schedules reviewed for accuracy and feasibility?
- A2.5.2.6. Are deployment activities reported to the IDO promptly?
- A2.5.2.7. Are transportation messages reviewed and forwarded to the IDO for release?
- A2.5.2.8. Is a events log book used?
- A2.5.2.9. Is the IDO notified when problems or delays occur?

A2.6. DCC Personnel Representative.

A2.6.1. Preparation:

- A2.6.1.1. Are emergency procedures known in case evacuation is required?
- A2.6.1.2. Are workcenter computers functional and connected to the network?
- A2.6.1.3. Are personnel systems operational?
- A2.6.1.4. Are the latest area of responsibility reporting instructions available?

A2.6.2. Execution:

- A2.6.2.1. Are shift schedules developed and distributed to workcenter personnel?
- A2.6.2.2. Is the PDF activated at the direction of the IDO?
- A2.6.2.3. Is a unit identification code change request submitted, when personnel shortfalls are sourced from another installation unit?
- A2.6.2.4. Is an events log book used to record significant events?
- A2.6.2.5. Are problems or anticipated delays reported to the IDO?

A2.7. DCC Administration Representative.

A2.7.1. Preparation:

- A2.7.1.1. Are emergency procedures known in case evacuation is required?
- A2.7.1.2. Do workcenter distribution and contact lists include telephone numbers, and email addresses?
- A2.7.1.3. Are workstations fully functional with connectivity, printer support, paper, and pens?
- A2.7.1.4. Is a time hack accomplished to set all workcenters clocks to the same time?
- A2.7.1.5. Is the concept briefing room, computer and projector support operational?
- A2.7.1.6. Are concept briefing processes and procedures completed implemented properly (e.g., security clearance verification procedures, roll call, consolidation of outside agency briefing slides, security of briefing room)?
- A2.7.1.7. Are the following are on-hand in the DCC?
 - A2.7.1.7.1. AFI 10-403 (and supplements).

A2.7.1.7.2. Relevant functional area guidance (electronic copies).

A2.7.1.7.3. IDP.

A2.7.1.7.4. DCC representative's events logbooks.

A2.7.1.7.5. Office supplies (e.g., pencils, pens, highlighters, dry-erase markers, staplers, binders, folders).

A2.7.2. Execution:

A2.7.2.1. Are shift schedules created and distributed to workcenter personnel?

A2.7.2.2. Is the concept briefing room ready for use?

A2.7.2.3. Are concept briefing procedures followed?

A2.7.2.4. Is DCC entry restricted and controlled?

A2.7.2.5. Do all DCC representatives and subordinate deployment workcenter personnel provide and distribute deployment related information and documentation (e.g., deployment schedule of events, reclaims, shortfalls, unit identification change requests) to subordinate workcenters, unit deployment managers, and wing agencies in a timely manner?

A2.8. Cargo Deployment Function (CDF).

A2.8.1. Preparation:

A2.8.1.1. Is the CDF equipped with?

A2.8.1.2. Active communication lines.

A2.8.1.3. Integrated Deployment Systems (online, current updates and operational).

A2.8.1.4. Computers with e-mail and LOGMOD Schedule viewing capability.

A2.8.1.5. Deployment Schedule retrieval and distribution plan.

A2.8.1.6. Sample books with the unit's Shippers Declaration forms.

A2.8.1.7. Defense Transportation Regulation, AFI 24-series publications.

A2.8.1.8. DD Form 2133 *Joint Airlift Inspection Record*.

A2.8.1.9. Copy Machine or Scanner.

A2.8.1.10. Handheld radios.

A2.8.1.11. Calculator(s).

A2.8.1.12. Tape measures.

A2.8.1.13. Tire gauges.

A2.8.1.14. Air compressor.

A2.8.1.15. Adequate material handling equipment to meet cargo processing and working maximum on ground requirements.

A2.8.1.16. Safety equipment (e.g., reflective vests and light wands for night operations, hearing protection, gloves, safety-toed boots).

- A2.8.1.17. Truck loading ramps.
- A2.8.1.18. Blocking and bracing materials.
- A2.8.1.19. Scales, (six portable scales for rolling stock and one 463L pallet scale).
- A2.8.1.20. Calibrated drive on and off scales.
- A2.8.1.21. Fire extinguishers. **NOTE:** Two fire extinguishers rated at 2A:10BC or for the highest hazard.
- A2.8.1.22. Hazardous materials spill control kits.
- A2.8.1.23. Hazardous material placards
- A2.8.1.24. Explosive holding area signs and markings?
- A2.8.1.25. Signed hazardous cargo certification letters.
- A2.8.1.26. Spare 463L pallets, nets, plastic pallet covers, dunnage, and tie-down equipment.
- A2.8.1.27. Spare forms and labels (e.g., DD Forms 1385, DD Forms 1387, DD Forms 1387-2, AMCI-IMT 1033, *Shipper's Declaration for Dangerous Goods*, hazard class, handling labels).
- A2.8.1.28. Fuel level measuring devices.

A2.8.2. Execution:

- A2.8.2.1. Are workcenter shift schedules created and distributed to workcenter personnel?
- A2.8.2.2. Are workcenter processes and procedures are accomplished IAW with the IDP and applicable publications?
- A2.8.2.3. Are entry control points established and secured?
- A2.8.2.4. Is the safety program established and adhered to at all times?
- A2.8.2.5. Are intra-workcenter communications are established and effective?
- A2.8.2.6. Is a traffic flow pattern established and enforced?
- A2.8.2.7. is a cargo flow plan established and used?
- A2.8.2.8. Are cargo processing chokepoints identified and minimized?
- A2.8.2.9. Is a paperwork flow plan established and used?
- A2.8.2.10. Is a frustrated cargo area established?
- A2.8.2.11. Are sufficient personnel are trained and available for handling and deploying ammunition and explosives?
- A2.8.2.12. Are sensitive cargo processes and procedures established and used?
- A2.8.2.13. Are emergency fueling, defueling, and maintenance capabilities available?
- A2.8.2.14. Are load team personnel and rolling-stock drivers knowledgeable of all associated flight line hazards (e.g., aircraft hazards, driving procedures, smoking rules)?
- A2.8.2.15. Is the marshaling area treated as a sterile holding area?

A2.8.2.16. Is intransit visibility maintained for all deployed cargo?

A2.8.2.17. Capture and analyze deployment documentation to identify lessons learned and corrective actions.

A2.8.3. Cargo Processing.

A2.8.3.1. Is hazardous cargo packaged, marked, and labeled properly?

A2.8.3.2. Are hazardous material certification forms prepared?

A2.8.3.3. Do cargo placards or shipping labels agree with the final load plans?

A2.8.3.4. Are all secondary loaded items properly restrained (e.g., items loaded on munitions trailers)?

A2.8.3.5. Do load team personnel have required equipment (material handling equipment, approach shoring, and protective equipment) available at load start time?

A2.8.3.6. Is deploying equipment marked properly (e.g., axle weights, center of balance)?

A2.8.3.7. Is required venting equipment available and qualified personnel are available to install vent kits, if required.

A2.8.3.8. Are material handling equipment operators available?

A2.8.3.9. Do deploying unit furnish shoring and dunnage?

A2.8.3.10. Are special purpose vehicle drivers are trained and available to load aircraft?.

A2.8.3.11. Are vehicle fuel levels match Shipper's Declaration for Dangerous Goods forms and load plans?

A2.8.3.12. Is host nation and customs clearance documentation available?

A2.8.3.13. Are cargo restraints installed correctly?

A2.9. Eligibility Station Checklist.

A2.9.1. Are Deployment Schedule of Events are on-hand?

A2.9.2. Are eligibility rosters are current and on-hand?

A2.9.3. Do unit deployment managers provide deploying personnel rosters, when required?

A2.9.4. Do deploying personnel meet eligibility requirements IAW AFI 10-401, AFI 36-3802, and the supported command reporting instructions?

A2.9.5. Do all Air Force Reserve Command personnel have a certified AF Form 938?

A2.9.6. Is a copy of deploying Air Force Reserve Command personnel's AF Form 938, *Request and Authorization for Active Duty Training/Active Tour*, to the FSS in order to enroll their family members in TRICARE?

A2.9.7. Are grade and skill-level substitutions accomplished IAW AFI 10-401?

A2.9.8. Do the PDF and DCC notify units when ineligible personnel are identified?

A2.10. Orders Station Checklist.

- A2.10.1. Is the order's station is equipped with?
 - A2.10.1.1. Unclassified and classified communication equipment.
 - A2.10.1.2. Classified storage?
 - A2.10.1.3. Access to Integrated Deployment System (e.g.' DCAPEs, LOGMOD, CMOS, GATES).
 - A2.10.1.4. Uninterrupted power.
- A2.10.2. is the Deployment Schedules of Events available?
- A2.10.3. Do deploying units provide personnel lists (by chalk) for all deploying personnel?
- A2.10.4. Are unit personnel substitutions and shortfalls coordinated with the UDM and DCC personnel representative?
- A2.10.5. Are troop leader packages assembled and provided to troop leaders.
- A2.10.6. Is the Military Personnel Data System is updated during deployment operations?
- A2.10.7. Are deployment orders prepared IAW Foreign Clearance Guide and applicable reporting instructions?

A2.11. Emergency Data Station Checklist.

- A2.11.1. Is access to virtual Military Personnel Flight system available?
- A2.11.2. Do deploying personnel update their virtual Record of Emergency Data in the virtual Military Personnel Flight system?
- A2.11.3. Are significant personnel discrepancies identified to the PDF OIC or NCOIC for corrective action?
- A2.11.4. Do deploying personnel have copies of their current virtual Record of Emergency Data.?
- A2.11.5. If required, do deploying personnel receive American Red Cross services?

A2.12. Identification Station Checklist.

- A2.12.1. Is the identification station is equipped with:
 - A2.12.1.1. ID tag machine?
 - A2.12.1.2. ID tags and chains?
 - A2.12.1.3. DD Form 2760, *Qualification to Possess Firearms or Ammunition*?
- A2.12.2. Identification Process.
 - A2.12.2.1. Are common access cards issued to deploying personnel, if required?
 - A2.12.2.2. Do personnel have a passport and visa, if required?
 - A2.12.2.2.1. is the passport signed?
 - A2.12.2.2.2. Is the passport's expiration date is greater than the estimated tour length?

A2.13. Finance Checklist.

- A2.13.1. Is the finance station is equipped with computers and printers?
- A2.13.2. Are hard copies of (or electronic access available to) the following forms?
 - A2.13.2.1. DD Form 1351-2, *Travel Voucher or Subvoucher*.
 - A2.13.2.2. DD Form 1351-6, *Multiple Payments List*.
 - A2.13.2.3. DD Form 2558, *Authorization to Start, Stop, or Change an Allotment*.
 - A2.13.2.4. Form W-4, *Employees Withholding Allowance Certificate*.
 - A2.13.2.5. AF Form 594, *Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination*.
 - A2.13.2.6. DD Form 1115, *Military Payroll Money List*, or AF Form 265, *AFO Payment Authorization, Joint Uniform Military Pay System (JUMPS)*.
 - A2.13.2.7. AF Form 1745, *Address Change Form*.
 - A2.13.2.8. DD Form 114, *Military Pay Order*.
 - A2.13.2.9. SF Form 1199a, *Direct Deposit Sign-Up Form*. **NOTE:** If CD ROM capability is available, forms and references are not required.
- A2.13.3. Are copies or access to applicable DoD, Joint, and AF instructions?
- A2.13.4. Individual Processing Checklist.
 - A2.13.4.1. If required, are deploying personnel are counseled concerning their personal allotments?
 - A2.13.4.2. Is advanced per diem provided to deploying personnel if authorized?
 - A2.13.4.3. Is advance pay or partial payment provided to personnel who do not have a government travel charge card.
 - A2.13.4.4. Are deploying personnel briefed on proper use of the government travel charge card?
 - A2.13.4.5. Are protective measrues taken when money is present at PDF IAW AFI 31-101?
 - A2.13.4.6. Are deploying personnel on the use and processing of accrual vouchers?
 - A2.13.4.7. fis inancial counseling provided to deploying personnel, if requested?

A2.14. Medical.

- A2.14.1. Do personnel (military and civilian) completed their deployment medical clearance?
- A2.14.2. Do deploying personnel have 180-day supply (or amount sufficient for deployment length if shorter deployment) of prescribed countermeasures and personal medications?
- A2.14.3. Do deploying personnel accomplished all required individual medical readiness and deployment health activities?

A2.15. Airman and Family Readiness Center Checklist.

A2.15.1. Deployment Preparation.

A2.15.2. Does the Airman and Family Readiness Center provide PDF representatives?

A2.15.3. Do Airman and Family Readiness Center personnel positioned at their designated station, or during the deployment preparation process, dispense brochures and answer last minute questions regarding deployment-related issues?

A2.15.4. Does an Airman and Family Readiness Center representative provide a refresher briefing to deploying personnel regarding services and programs available at home station for family members, for deployed members at their destination, and review procedures to be followed in cases of family emergencies?

A2.15.5. Do Airman and Family Readiness Center personnel have resources available to disseminate to deploying personnel?

A2.15.6. Arrival at forward operating site.

A2.15.6.1. Does the installation Airman and Family Readiness Center representative coordinate with deployed locations to minimize applicable briefing redundancy?

A2.15.6.2. Are Airman and Family Readiness Center support personnel positioned at the Airman and Family Readiness Center station to dispense brochures and answer last minute questions regarding the deployment cycle?

A2.15.6.3. Is the Airman and Family Readiness Center station equipped with resources to disseminate to deploying personnel?

A2.15.7. Does installation Airman and Family Readiness Center representative coordinate with deployed locations to minimize applicable briefing redundancy?

A2.15.8. Are Airman and Family Readiness Center briefings scheduled IAW the reintegration timeline?

A2.15.9. Is a plan in place to track attendance at all AF-directed Airman and Family Readiness Center briefings?

A2.15.10. Do Airman and Family Readiness Center personnel coordinate with unit leadership to identify best practices or improvement areas for reintegration?

A2.16. Chaplain Corps Checklist. Recommended Chaplain self-assessment checklist items.

A2.16.1. Deployment Preparation:

A2.16.1.1. Is a Chaplain Corps representative available at the activated PDF or included on deployment processing checklists?

A2.16.1.2. If PDF is activated:

A2.16.1.2.1. Are Chaplain Corps personnel available at the chaplain station? **NOTE:** Religious materials should not denigrate any religious faith group.

A2.16.1.2.2. Is a private room or area available for chaplain counseling?

A2.16.1.2.3. Does the religious support team inform the unit commander, PDF OIC, NCOIC, or troop leader of personnel issues affecting the deployment eligibility of an individual?

A2.16.1.2.4. Does the religious support team ensure religious materials are available and maintained? **NOTE:** Religious materials should not denigrate any religious faith group.

A2.16.1.2.5. Does the religious support team provide information or a briefing when requested to deploying personnel that includes information on deployed location religious practices, spiritual resiliency, privileged communication, and religious rites and services available to them?

A2.16.1.2.6. Does the religious support team maintain a PDF binder to include a log of significant events?

A2.16.1.2.7. Do Chaplain Corps personnel provide religious support to deploying personnel, including a pre-brief or distribution of information about any sensitive cultural and religious issues in the employment areas during PDF processing or as requested?

A2.16.1.2.8. Do Chaplain Corps personnel provide spiritual care in support of individuals, families, and units during pre-deployment activities?

A2.16.1.2.9. Do Chaplain Corps personnel provide support to personnel, families, and base populations during contingencies IAW AFI 52-104?

A2.16.2. Deployed Location.

A2.16.2.1. Do Chaplain Corps personnel provide traumatic stress response to units, as requested by commanders, in conjunction with Mental Health Clinic personnel?

A2.16.2.2. Are all deployment or redeployment related Traumatic Stress Response services within AFRC coordinated with the reserve wing deployment support program point of contact?

A2.16.3. Pre-Reintegration Actions (During Redeployment Phase).

A2.16.3.1. Do Chaplain Corps and mental health center personnel provide reintegration education to redeploying members area of responsibility within 30-days of redeployment?

A2.16.3.2. In the area of responsibility within 30-days of redeployment, do Chaplain Corps and mental health center personnel meet with higher-risk individuals who have been exposed to unusual danger, experienced loss, witnessed disturbing events, been injured, or had family problems before or during deployment?

A2.16.3.3. Do Chaplain Corps center personnel follow up with higher-risk individuals within 5-days of redeployment?

A2.16.3.4. Do Chaplain Corps personnel work with unit leadership to plan and schedule reintegration briefings for redeployers and families and to provide individual counseling opportunities.

A2.16.4. Home Station Reintegration, Recovery, and Reconstitution.

A2.16.4.1. Do Chaplain Corps provide support and reintegration education to redeployed members, families, and units within seven (7) days of the individual's redeployment to home station/

A2.16.4.2. Do Chaplain Corps provide post-deployment follow-up support, reintegration and reunion ministries, and other programs to strengthen families and enhance the individual's spiritual health?

A2.17. Legal Checklist.

A2.17.1. Is the legal station equipped with:

A2.17.1.1. Computers and printers?

A2.17.1.2. Blank Power-of-Attorney forms and other legal documents/

A2.17.2. Is legal counseling (e.g., power-of-attorney, wills) provided to deploying personnel, if time permits?

A2.17.3. Is the legal station staffed with a paralegal (with an attorney on call)?

A2.17.4. Does the legal office provide assistance to redeploying personnel with legal matters upon return to home station (e.g., revoking powers of attorney, Service Members Civil Relief Act rights, family law matters, filing claims for the loss, damage, destruction, or theft of personal property while deployed)?

A2.17.5. Does the legal office assess individuals for any specific legal requirements (Pre- and Post-deployment)?

A2.18. Key Unit Checklist.

A2.18.1. Are a UDM, and alternates, appointed to support 24-hour operations, if required?

A2.18.2. Are personnel assigned to UTA UTCs trained to accomplish deployed tasks?

A2.18.3. Is personnel eligibility verified?

A2.18.4. Are all personnel briefed on their personal responsibilities (e.g., wills, power of attorneys, insurance, virtual Record of Emergency Data) for deployment?

A2.18.5. Are procedures established to follow up with families of deployed unit members?

A2.18.6. Do all individuals have all items required by the tasking's reporting instructions?

A2.18.7. Are classified couriers appointed and trained?

A2.18.8. Are cargo couriers appointed and trained, if required?

A2.18.9. Is the unit deployment personnel roster updated as changes occur?

A2.18.10. Are unit self-aid and buddy care instructors providing preparatory training to all personnel to include use of new individual first aid kits?

A2.18.11. Is the alert notification plan exercised periodically?

A2.18.12. Are equipment and supplies available and ready for deployment?

A2.18.13. Are inspections conducted and documented to ascertain the unit's deployment readiness?

A2.18.14. Are reclaims identified and reported to the IDO?

A2.18.15. Do personnel deploying for over 30-days have their training records updated in Training Business Area system?

A2.18.16. On notification of a deployment:

A2.18.16.1. Is the pyramid alerting and recall system executed?

A2.18.16.2. Is the unit deployment control center activated?

A2.18.16.3. Does the UDM review the personnel eligibility listing prior to the commander signing it?

A2.18.16.4. Are personnel ready at the unit assembly area for movement to the PDF at the time established by the LOGMOD Schedule?

A2.18.16.5. Is a personnel eligibility verification and equipment check accomplished on each person scheduled for deployment prior reporting to the PDF for processing?

A2.18.16.6. Is unit cargo prepared and delivered to the CDF IAW the Deployment Schedule of Events?

A2.18.16.7. Are the IDRC or DCC advised immediately if equipment deviations are necessary?

A2.18.16.8. Is a unit representative been designated to attend the deployment concept briefing?

A2.18.16.9. Do units request transportation support when required?

A2.18.16.10. Are baggage tags provided to unit personnel and completed before departing the unit?

A2.19. Individual Requirements Checklist.

A2.19.1. Does the UDM document completion of individual deployment requirements using either the e-DRC or AF Form 4005?

A2.19.2. Does the UDM ensure the following items are current and available?

A2.19.2.1. Common Access Card.

A2.19.2.2. Passport and visa, if required.

A2.19.2.3. Two identification tag sets:

A2.19.2.3.1. One with long-length neck chain.

A2.19.2.3.2. One with short-length neck chain.

A2.19.2.4. AF Form 623a, *On-the-Job Training Record*, or Training Business Area with attached AF Form 1098, *Special Task Certification and Recurring Training*), if required.

NOTE: Required for E-6 and below military personnel.

A2.19.2.5. MyPay Personnel Identification Number.

A2.19.2.6. Valid Civilian, Government, International Drivers Licenses and Certificate of Competency card(s), if applicable.

A2.19.2.7. AF Form 1199, *USAF Restricted Area Badge*, if applicable.

A2.19.2.8. Two pairs of prescription eyeglasses, if required by area of responsibility reporting instructions.

A2.19.2.9. One hearing aid and two sets of batteries, if applicable.

A2.19.2.10. Personal clothing and equipment.

A2.19.2.11. Individual tool kits, professional kits, and any personal protective equipment required to perform duty. **NOTE:** Hand-carry one complete operational Chemical Warfare Defense Equipment ensemble onboard deployment aircraft, as directed.

A2.19.2.12. Prescription medications (180-day supply or less for shorter deployments) and red medical alert tags, if needed.

A2.19.2.13. Gas mask inserts for protective masks, if needed.

A2.19.2.14. AF Form 1297, *Temporary Issue Receipt*, if weapons or accountable equipment are issued.

A2.19.2.15. Completed AF Form 522, *USAF Grounds Weapons Training Data*, or automated equivalent.

A2.19.2.16. Personal Legal Affairs (e.g., life insurance, will, power of attorney, or other legal document).

A2.19.2.17. Weight and fitness standards documentation.

A2.20. Unit Deployment Manager Checklist.

A2.20.1. Does the UDM provide deployment status to the unit commander?

A2.20.2. Can the UDCC be activated immediately?

A2.20.3. Is a copy of the IDP available in the UDCC?

A2.20.4. Is there a continuous training program to familiarize unit personnel with the IDP and with specific responsibilities during deployment?

A2.20.5. Is a current pyramid unit recall notification plan in effect and can unit personnel be recalled in the event of telephone or communications failure?

A2.20.6. Are unit deployment rosters current and updated in LOGMOD?

A2.20.7. Do qualified individuals fill each deployable UTC position assigned to the unit?

A2.20.8. Are individuals notified (person-to-person contact) when tasked to deploy?

A2.20.9. Are cargo couriers identified and trained? Is the unit deployment roster annotated?

A2.20.10. Are designated classified couriers identified?

A2.20.11. Are procedures established to ensure individuals are briefed on responsibilities for deployment to include?

A2.20.11.1. Personal clothing and equipment.

- A2.20.11.2. Professional equipment and supplies.
- A2.20.11.3. Deployable documents.
- A2.20.11.4. Personal affairs.
- A2.20.11.5. Airman & Family Readiness Center?
- A2.20.11.6. American Red Cross.
- A2.20.11.7. Medical requirements.
- A2.20.11.8. Are procedures implemented to ensure compliance with the following requirements?
- A2.20.11.9. Deployment training.
- A2.20.11.10. Deployment Health requirements.
- A2.20.11.11. Common Access Card.
- A2.20.11.12. ID tags (two tags, one short chain and one long chain)? **NOTE:** Medical alert (red) ID tags, if required.
- A2.20.11.13. DD Form 93.
- A2.20.11.14. Finance affairs (e.g., pay allotments, Direct Deposit, DD Form 1337, Pay and Allowances, Authorization and Designation for Emergency).
- A2.20.11.15. Have cargo increment monitors been appointed and trained.
- A2.20.11.16. Are personnel ready at the unit assembly area for movement to the deployment processing line at the time established on the Deployment Schedule of Events.
- A2.20.11.17. Is cargo properly prepared (using applicable checklists and instructions) and delivered to the CDF in-check area according to the Deployment Schedule of Events.
- A2.20.11.18. Does the unit conduct personnel eligibility verifications, clothing checks, and equipment checks for each person scheduled for a deployment before the individual reports to the PDF.
- A2.20.11.19. Are procedures established for a periodic inspection to verify individual's eligibility for deployment (recommend a quarterly inspection at minimum).
- A2.20.11.20. Has the unit established procedures, checklists, and charts to ensure control of deployment personnel, equipment, and supplies.
- A2.20.11.21. Is authorized deployment equipment and supplies maintained in a constant state of readiness.

A2.21. LOGMOD Scheduling Cell Checklist.

A2.21.1. Preparation:

- A2.21.1.1. Are computers available and operational?
- A2.21.1.2. Is a Deployment Schedule of Event's mode event table available for all airlift types?
- A2.21.1.3. Is a UTA pseudo PID created and maintained in LOGPLAN?

A2.21.1.4. Does the IDO and UDMs prioritize UTA tasked UTCs?

A2.21.1.5. Is a current Personnel Identification File (*.PRT) provided by the FSS personnel readiness function?

A2.21.1.6. Do units validate UTCs biennially?

A2.21.1.7. Are aircrew, advance echelon, and enroute support team chinks created in the Deployment Schedule of Events?

A2.21.2. Execution:

A2.21.2.1. Is the deployment order reviewed and validated against the UTA?

A2.21.2.2. Is the LEVY (*.lvy) file reviewed and imported from DCAPES into LOGMOD Schedule?

A2.21.2.3. Is a LOGPLAN cargo export file created for the load planner?

A2.21.2.4. Is an airflow message received and is the Single Mobility System being monitored for inbound strategic lift missions?

A2.21.2.5. Are Deployment Schedule of Events modified or created using the combatant command's TPFDD or airflow message?

A2.21.2.6. Are all shortfalls for UTCs assigned to a chalk identified?

A2.21.2.7. Are classified, cargo, and weapon couriers identified in the Deployment Schedule of Events' remarks section?

A2.21.2.8. Are Deployment Schedule of Event's changes published and distributed expeditiously?

A2.21.2.9. Are all DCAPES and LOGMOD import and export files provided on an as required basis?

A2.21.2.10. Is a logbook established and used?

A2.21.2.11. Is DCAPES monitored for changes or updates to the TPFDD?

A2.21.2.12. Do tasked units update the personnel and cargo UTC prioritizations based to meet tasking requirements?

Attachment 3

DEPLOYMENT TRAINING REQUIREMENTS

A3.1. Deployment Training Requirements. The following table contains a list of deployment training classes based on specific roles and responsibilities. The IDP will identify and document (by position title or description) mandatory and recommended training requirements for each workcenter. (T-1)

Table A3.1. Deployment Training Requirements.

TYPE	FREQUENCY	TRAINER RECORD KEEPER	REFERENCE(S)
AEF Online Tools	Initial ²	LRS/Plans & Integration Section	AFI 10-403
Workcenter Orientation	Initial ²	Workcenter OIC or NCOIC	AFI 10-403
Unit Deployment Manager	Initial ⁷³	LRS/Plans & Integration Section	AFI 10-403 AFJQS (8U000)
LOGMOD	Initial ²	LRS/Plans & Integration Section	AFI 10-403
Cargo Preparation Pallet Build Up	Initial ²	LRS/Deployments & Distribution Flight/Small Air Terminal	AFI 24-605
Hazardous Material Preparers	Initial Refresher: 24 months	LRS/Deployments & Distribution Flight/Small Air Terminal	AFMAN 24-204- Integrated Publication
Hazardous Material Inspectors	Initial Refresher: 24 months	LRS/Deployments & Distribution Flight/Small Air Terminal	AFMAN 24-204- Integrated Publication
Hazardous Material Handlers	Initial Refresher: 24 months	LRS/Deployments & Distribution Flight/Small Air Terminal	AFMAN 24-204- Integrated Publication
Hazardous Material Packers (Technical Specialist)	Initial Refresher: 24 months	LRS/Deployments & Distribution Flight/Small Air Terminal	AFMAN 24-204- Integrated Publication

Joint Airborne or ir Transportability Training	Initial	LRS/Deployments & Distribution Flight/Small Air Terminal	AFI 24-605
ICODES (Aircraft Load Planning)	Initial Refresher: 24 months	LRS/Deployments & Distribution Flight/Small Air Terminal	AFI 24-605
Joint Airlift Inspector	Initial ²	LRS/Deployments & Distribution Flight/Small Air Terminal	AFI 24-605
Aircraft Load Team	Initial ²	LRS/Deployments & Distribution Flight/Small Air Terminal	AFI 24-605
Aircraft Marshaling	Initial ²	LRS/Deployments & Distribution Flight/Small Air Terminal	AFMAN 11-218 AFI 24-605
Ramp Coordinator	Initial ²	LRS/Deployments & Distribution Flight/Small Air Terminal	AFI 24-605
Quality Control	Initial ²	LRS/Deployments & Distribution Flight/Small Air Terminal	AFI 24-605
Cargo In-Check	Initial ²	LRS/Deployments & Distribution Flight/Small Air Terminal	AFI 24-605
Explosives and Weapons Safety	Initial ¹	LRS/Deployments & Distribution Flight/Small Air Terminal	AFI 91-202 AFI 24-605
Passenger Baggage Handler	Initial ²	LRS/Deployments & Distribution Flight/Small Air Terminal	AFI 24-605
Passenger In-Check and Manifesting	Initial ²	LRS/Deployments & Distribution Flight/Small Air Terminal	AFI 24-605

Weapons Courier	Initial ²	LRS/Deployments & Distribution Flight/Small Air Terminal	AFI 24-602, Vol 2
Ammunition Courier	Initial ²	LRS/Deployments & Distribution Flight/Small Air Terminal	AFI 24-602, Vol 2
Classified Courier	Initial ²	Unit Security Manager	AFI 16-1404
Deployed Equipment Custodian	Initial ²	LRS/Materiel Management	AFI 23-101
<p>Note 1: Recurring training every 15 months IAW AFI 91-202</p> <p>Note 2: Refresher training is “as required”</p> <p>Note 3: Computer Based Training available on Advanced Distributed Learning System Air Mobility Command Gateway is a prerequisite.</p>			

Attachment 4

CONCEPT BRIEFING OUTLINE

A4.1. Recommended concept of operations briefing outline.

A4.2. If a concept briefing is provided, the briefer will:

- A4.2.1. Establish use of local or ZULU time.
- A4.2.2. Provide classification of the briefing (SECRET, CONFIDENTIAL, UNCLASSIFIED). For classified briefings, the holder of the information must confirm valid need to know and verify the level of access authorization IAW AFI 16-1404, *Air Force Information Security*.
- A4.2.3. Conduct roll call.
- A4.2.4. Brief notification time.
- A4.2.5. Brief classification of destination (classified or unclassified).
- A4.2.6. Brief transportation flow schedule, ground rules, and Deployment Schedule of Events.
- A4.2.7. Brief deployment authority.
- A4.2.8. Brief the OPLAN and Deployment Schedule of Events PIDs. **NOTE:** Do not use classified PIDs if deployed operations are classified.
- A4.2.9. Brief unclassified LOGPLAN Deployment Schedule of Events.
- A4.2.10. Brief tasked UTCs, Unit Line Numbers and units.
- A4.2.11. Brief first flying unit or first unit to first 10-12 hours of processing.
- A4.2.12. Brief personnel processing start time.
- A4.2.13. If available, brief enroute stops: number (if classified) or location(s) (if unclassified).
- A4.2.14. Brief authorized flight meals per person, to include, meal cost associated to officers, enlisted and civilian personnel.
- A4.2.15. Brief all modes of transportation.
- A4.2.16. Brief first mode of transportation departure information.
- A4.2.17. Brief exercise simulations and exceptions.
- A4.2.18. Brief type deployment bags and issue method.
- A4.2.19. Brief training records and medical records requirements.
- A4.2.20. Brief weapons and ammunition (include specific guidance on issue, movement, safety, and storage procedures).
- A4.2.21. Brief special clothing requirements.
- A4.2.22. Brief antidote agent requirements.
- A4.2.23. Brief health information for international travels, and special immunizations.

A4.2.24. Brief destination country's customs (import limits and required equipment documentation). **NOTE:** Do not compromise security if destination is classified.

A4.2.25. Ensure Office of Special Investigation (OSI) threat briefing is conducted.

A4.2.26. Brief religious concerns, cultural concerns, and religious support in the area of responsibility.

A4.2.27. Brief orders information:

A4.2.27.1. Brief temporary duty duration.

A4.2.27.2. Brief duty on and off military installation.

A4.2.27.3. Brief field condition (Yes or No).

A4.2.27.4. Brief member to hand carry (Item list).

A4.2.27.5. Brief wear of Operational Camouflage Pattern uniform.

A4.2.27.6. Brief group travel (Yes or No).

A4.2.27.7. Brief special lodging and messing (Yes or No).

A4.2.28. Provide additional remarks, if required.

Attachment 5

INSTALLATION DEPLOYMENT READINESS BRIEFING

A5.1. The LRS Plans and Integration Section provides: An Installation Deployment Readiness Briefing to the installation commander and senior leadership annually.

A5.2. The Installation Deployment Readiness Briefing should include:

A5.2.1. Development stage of the plan (if being re-written).

A5.2.2. Overview of the plan (portions of this may be classified). For classified briefings, the holder of the information must confirm valid need to know and verify the level of access authorization IAW AFI 16-1404.

A5.2.2.1. Total number of UTCs postured from the installation or wing (break out tenants).

A5.2.2.2. Number of personnel and short tons postured in the UTA.

A5.2.2.3. Number of personnel postured in DW coded UTCs (break out Enablers separately).

A5.2.2.4. Short tons postured in DW coded UTCs (break out Enablers separately).

A5.2.2.5. Number of personnel tasked against OPLANs (or Concept Plans with TPFDDs).

A5.2.2.6. Short tons tasked against OPLANs (or Concept Plans with TPFDDs).

A5.2.2.7. Total number of transiting personnel and short tons (from TPFDDs).

A5.2.2.8. Total number of inbound personnel (from TPFDDs).

A5.2.2.9. Largest number of personnel movement in a single day (in, out, transit).

A5.2.2.10. Largest cargo short ton movement in a single day (in, out, transit).

A5.2.2.11. Cargo marshalling, processing facilities, yard capacity and requirement.

A5.2.2.12. Personnel processing facilities capacity and requirement.

A5.2.2.13. Materiel Handling Equipment capacity and requirement.

A5.2.2.14. Processing facilities for other Services (if different), capacity and requirement.

A5.2.2.15. Command and control facilities available or required:

A5.2.2.15.1. Power requirements, capacity, and shortfall (if any).

A5.2.2.15.2. Communications requirements, capacity, and shortfall (if any).

A5.2.2.16. Parking plan for maximum number of parked aircraft (permanently based or transiting) from Wartime Aircraft Activity Report (Parking Maximum on Ground).

A5.2.2.17. Working Maximum on Ground.

A5.2.2.18. Hot cargo spots availability and estimated requirement.

A5.2.2.19. Support personnel requirements: personnel shortfalls, number of personnel, types of positions (e.g., load planners, quality control, personnel, administrative, controllers, inspectors, loaders).

A5.2.2.20. Personnel process flow (both mass and individual process).

A5.2.2.20.1. Equipment process flow via ground or air (Air Mobility Command or organic) and LRS Traffic Management process.

A5.2.2.20.2. Deployment bag process flow.

A5.2.2.20.3. Weapons and ammunition process flow.

A5.2.2.20.4. Number of deployment bags required and on-hand.

A5.2.2.20.5. Number of weapons required and on-hand.

A5.2.2.20.6. Ammunition required and on-hand.

A5.2.2.20.7. Operational risk management and mitigation procedures.

A5.2.2.20.8. Changes to the IDP since the last briefing.