MEMORANDUM FOR DISTRIBUTION C
MAJCOMs/FOAs/DRUs

FROM: HAF/A4
1030 Air Force Pentagon
Washington DC 20330

SUBJECT: Air Force Guidance Memorandum to Air Force Instruction 10-403, Deployment Planning and Execution

By Order of the Secretary of the Air Force, this Air Force Guidance Memorandum immediately changes Air Force Instruction 10-403, Deployment Planning and Execution, 20 Sep 2012. Compliance with this Memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails, in accordance with Air Force Instruction 33-360, Publications and Forms Management.

This Air Force Guidance Memorandum revises Air Force Guidance Memorandum 2017-01 published 18 January 2017 in order to meet the Secretary of the Air Force publication initiative’s measures of merit. This memorandum recertifies and ensures the currency of Air Force Instruction 10-403 and replaces Air Force Guidance Memorandum 2017-01 that expired 18 January 18.

This Memorandum becomes void after one-year has elapsed from the date of this Memorandum, or upon publication of an interim change or rewrite of the affected publication, whichever is earlier.

JOHN B. COOPER
Lieutenant General, USAF
DCS/Logistics, Engineering & Force Protection

Attachment:
Guidance Changes
ATTACHMENT

Guidance Changes

1.7.1.4. The servicing Installation Personnel Readiness office will update appropriate deployment availability code(s) in the Military Personnel Data System in accordance with Air Force Instruction 10-401. See the Air & Space Expeditionary Force Online website in the reference library for a complete list of current deployment availability code. Deployment availability code list can be accessed via the “quick reference” link.

1.7.7.4.2. Receive expeditionary skills training in accordance with Air Force Instruction 36-2201.

1.7.7.5. All personnel assigned to air & space expeditionary force indicator are required to accomplish and document quantitative fit testing in accordance with Air Force Instruction 48-137, Respiratory Protection Program, Air Force Instruction 10-2501, Air Force Emergency Management (EM) Program, Air Force Instruction 91-202, The US Air Force Mishap Prevention Program, and/or Air Force Instruction 36-2201.


1.8.1.16. Ensures subordinate-level commanders maintain individual medical readiness requirements for their assigned personnel in accordance with Air Force Instruction 10-250, Individual Medical Readiness, Air Force Instruction 41-106, Medical Readiness Program Management, Department of Defense Instruction 6025.19, Individual Medical Readiness, and Department of Defense Instruction 6490.03, Deployment Health. Medical deployment requirements are outlined in attachment 20 and Air Force Instruction 48-122, Deployment Health.

1.8.6.12.3. DELETED

1.8.6.13. Although institutional force organizations are not considered warfighting capabilities, the individuals assigned to these organizations are still inherently deployable and will ensure the minimum deployment readiness requirements in accordance with this instruction, Air Force Instruction 10-401 and Air Force Instruction 36-2201.

1.8.6.20. Collaborates with the medical treatment facility to ensure all unit deployment managers are trained on individual medical readiness, deployment health assessment, and deployment medical clearance requirements in accordance with Air Force Instruction 48-122.

1.8.8.13. Due to the complexity and significant number of medical requirements that are required to medically clear an individual for deployment, deploying personnel are cleared by the military treatment facility and unit prior to processing the personnel deployment function. Deployment medical requirements are outlined in attachment 20 and Air Force Instruction 48-122.
1.8.18.1. Ensures all pre- and post-deployment related medical services are provided to all military and Air Force civilian personnel deploying and redeploying in support of contingency operations. Medical deployment requirements are outlined in attachment 20 and Air Force Instruction 48-122.

1.8.21.2. Ensures all Chaplain Corps personnel assigned to an air & space expeditionary force indicator are trained in accordance with Air Force Instruction 36-2201, Air Force Instruction 52-104, Chaplain Corps Readiness, and Air Force Personnel Center/Air & Space Expeditionary Force Operations pre-deployment guidance published via Air & Space Expeditionary Force Online website.

1.8.22.2. Ensures all assigned publics affairs airmen are assigned to an air & space expeditionary force indicator maintain a high state of readiness to deploy, and are trained in accordance with Air Force Instruction 36-2201, Air Force Instruction 35-111, Public Affairs Contingency Operations and Wartime Readiness, and Air Force Personnel Center/Air & Space Expeditionary Force Operation’s Air & Space Expeditionary Force Online pre-deployment guidance.


1.9.1.3.1. Ensure the unit commander or unit deployment manager officially assigns a member to an air & space expeditionary force indicator in Military Personnel Data System within 15 days of date arrived station in accordance with Air Force Instruction 10-401.

1.9.1.15. Designate a primary and alternate unit deployment manager in writing. (T-1).

1.9.1.15.1. Provide appointment letter to the host Logistics Readiness Squadron/Plans and Integration Section. Note: Appointment letters will include name(s), rank(s), unit and defense switched network telephone number. (T-1).

1.9.1.15.2. Unit deployment managers filling authorized “8U000” manpower position(s) will be aligned under the commander’s support staff in accordance with Manpower Standard 10S100, Squadron Orderly Room. (T-1).

1.9.1.15.3. Units that do not earn an authorized “8U000” may align their unit deployment manager position(s) in the unit’s commander support section or at the group/wing level.

1.9.1.15.4. Ensure all unit deployment managers (military and civilian) have, at a minimum, a “SECRET” security clearance. (T-1).
1.9.1.29. Ensure airmen assigned to air & space expeditionary force indicators have an Air Force deployment folder (or electronic equivalent) containing the items listed in Table A3.1, Deployment Folder Table of Contents, of this instruction. (T-2). Recommend unit deployment managers use national stock number 7530-00-990-8884 or suitable substitute when building hard copy Air Force deployment folders. **Exception:** Air Force deployment folders are NOT required for members assigned to associate unit type odes, including institutional force personnel, prior to deployment tasking.

1.9.1.32.7. Commanders must ensure unit deployment managers track compliance with all deployment health requirements for unit military personnel and government civilians in accordance with Department of Defense Instruction 6490.03, Department of Defense Instruction 6490.12, and Air Force Instruction 48-122.

1.9.1.35. Use Air & Space Expeditionary Force Online Commander's Toolkit and other applications to manage individual deployment readiness to the maximum extent possible.

1.9.1.35.1. Delegates authority to unit deployment managers and unit representatives to access and use air & space expeditionary force online tools and other applications.
1.9.1.35.1. Ensure unit representatives receive Air & Space Expeditionary Force Online familiarization training, if required.

1.9.1.35.2. Ensure deployable Airmen are aware of opportunity and advantages of registering for an unclassified Air & Space Expeditionary Force Online account to access the Personnel Deployment Preparedness Tool in order to monitor duty and security clearance status, air & space expeditionary force indicator assignment, individual medical readiness status, and pre-deployment total force awareness training and expeditionary readiness training requirements in accordance with Air Force Instruction 36-2201 and Air Force Guidance Memorandum 2017-10-01, Air Force Guidance Memorandum for Expeditionary Readiness.

1.9.1.36. **DELETED**

1.9.1.36.1. **DELETED**

1.9.1.36.2. **DELETED**

1.9.1.36.3. **DELETED**

1.9.1.37. Special tactics, air support operations and other Air Force units directly supporting and assigned to Army installations are waived from requirements in this instruction where compliance is not feasible due to separation from Air Force installations. Units will comply with major command supplemental guidance mandating use of all or some portions of this instruction. (T-2).

1.9.1.37.1. Comply with the deployment planning requirements outlined in host base deployment plans and other applicable Army installation regulations. (T-2).
1.9.2.1. All personnel assigned to an Air & Space Expeditionary Force I will complete expeditionary readiness training in accordance with Air Force Instruction 36-2201 and Air Force Guidance Memorandum 2017-10-01.

1.9.2.2. DELETED

1.9.2.3. DELETED

1.9.2.4. DELETED

1.9.2.5. DELETED

1.9.2.6. Upon notification of a deployment tasking, all members must complete all expeditionary readiness training in accordance with Air Force Instruction 36-2201 and Air Force Guidance Memorandum 2017-10-01. **Note:** If designed operational capability response times preclude training on a just-in-time basis, the owning major command or unit will direct this training be completed on a recurring basis. (T-2).

1.9.2.6.1. DELETED

1.9.2.6.2. DELETED

1.9.2.11. The unit commander or designated representative will track and ensure all personnel assigned an air & space expeditionary force indicator meet medical requirements at all times ensuring rapid response to a situation in accordance with Air Force Instruction 48-122. This includes having current immunizations within 30 days of appointment to an air & space expeditionary force indicator. Theater-unique immunizations and disease prevention requirements may also be required.

1.9.2.11.1. Deploying individuals, both military and civilian, will contact public health and/or force health management to begin the pre-deployment medical clearance process approximately 120 days before leaving home station or as soon as possible after short-notice taskings in accordance with Air Force Instruction 48-122.

1.9.2.11.3.1. Red Metal (Medical) Alert Identification Tag. Home station medical treatment facilities will provide deploying personnel with a documented medical allergic condition, the appropriate documentation to obtain a red medical alert identification tag and chain in accordance with Air Force Instruction 36-3103. Deploying personnel will wear the red metal (medical) alert identification tag with the conventional identification tag system. **Note:** Upon receipt of deployment tasking notification, and again prior to deployment out-processing, unit deployment managers will advise military personnel with any type of medical allergies to obtain the appropriate documentation from the medical treatment facility if they do not have a current red metal (medical) alert identification tag.
1.9.2.11.4.2. When conducting Air Force deployment folder reviews with military personnel, unit deployment managers must review a military member’s virtual Record of Emergency Data for accuracy and completeness as outlined in Air Force Instruction 36-3002, *Casualty Services*. At a minimum, unit deployment managers must emphasize the importance of accurate emergency point of contact information to ensure the proper military benefits are provided to a military member’s beneficiaries.

1.9.2.11.5. Quantitative fit testing will be accomplished in accordance with Air Force Instruction 48-137.

1.9.2.14.4. Deployment Health Assessment #1 (Defense Department Form 2795, *Pre-Deployment Health Assessment*), if required. Medical deployment requirements are outlined in attachment 20 and Air Force Instruction 48-122.

1.9.3.3. The Air Force Form 4005 will be maintained for all personnel assigned to an air & space expeditionary force indicator.

1.9.3.3.2. The Air Force Form 4005 will be reviewed upon notification of deployment.

1.9.4.9. Contacts deploying/redeploying personnel to inform them of the deployment health assessment completion requirements in accordance with Air Force Instruction 48-122.

1.9.4.11. Provides the following information to public health/force health management as soon as possible when individuals are tasked for a deployment: Name, country, estimated date when medical clearance process must be completed, and estimated time away from home station. This information is “for official use only” and will be communicated to public health/force health management through encrypted official non-secure internet protocol router network email, official memo, or entry into the Aeromedical Services Information Management System deployment module as authorized in accordance with Chairman Joint Chiefs of Staff Manual 3122.02D, Enclosure D. **Note:** Operation names, specific deployed locations other than country, and Joint Operations Planning and Execution System time phased force deployment data elements are not required for the pre-deployment medical clearance process, will not be entered in the Aeromedical Services Information Management System deployment module, and will not be transmitted to public health/force health management personnel routinely. If operation names, specific deployed locations or time phased force deployment data elements must be shared with military treatment facilities due to unique circumstances, commanders must ensure unit deployment managers transmit information in accordance with Air Force Instruction 10-401.

2.27.9. At the start of each global air & space expeditionary force schedule, unit commanders will ensure sufficient personnel are trained and ready to deploy to support the unit’s Unit Type Code Availability list postured unit type codes. In the case of the institutional forces, host installations will add these forces and assigned individual mobilization augmentees to their worst case scenario (at the installation commander direction) through historical deployment data analysis. This will ensure an appropriate number of personnel are identified for each air & space expeditionary force vulnerability period in order to accurately determine sourcing solutions.
2.30.5. DELETED

2.30.5. DELETED

2.31.1. The medical group, with the installation deployment officer’s assistance, will develop a process to ensure deploying military and civilian personnel receive pre-deployment medical threat/countermeasures briefing and complete all pre-deployment medical requirements. Medical deployment requirements are outlined in Attachment 20 and Air Force Instruction 48-122.

2.32.1.1. The installation deployment plan will be unclassified or “for official use only” stand-alone, wing level operating instruction approved by the installation commander published in accordance with Air Force Instruction 33-360. **NOTE:** If used, classified chapters will be stored separately when necessary. (T-2)

2.32.1.2. The installation deployment plan will include processes and procedures to deploy personnel and equipment in support of short-notice, crisis action operations and/or smaller numbers of personnel in support of air & space expeditionary force rotational operations. (T-2)

2.32.14. Installation deployment plan minimum contents are specified in paragraph 2.32.8.

3.15.3.1. Personnel and equipment within the current air & space expeditionary force rotation will not participate in any activity that directly impacts their deployment availability.

5.2.2. Deployable personnel will be trained and equipped to support Unit Type Code Availability list postured unit type codes.

5.2.3. DELETED

5.3.5.3. Tailoring and modifying the deployment requirements manning document is managed in accordance with Air Force Instruction 10-401.

5.4.5. Military Personnel Data System deployment eligibility business rules (assignment availability codes or assignment limitation codes are the basis for most deployment availability codes. Unit commanders and unit deployment managers will use the deployment availability codes listed on the Air & Space Expeditionary Force Online website to identify unit personnel ineligible for deployment.

5.4.5.1. DELETED

5.4.5.2. DELETED

6.7.4.11.6. Medical will provide information on local area health conditions and conduct a medical orientation.

8.11.2.2. Ensure that all redeploying military personnel complete required medical processing immediately upon return from deployment and prior to release for downtime, leave or demobilization in accordance with Air Force Instruction 48-122.

8.15.1. The demands of operational deployments can cause serious physical and mental health concerns for Air Force personnel. Medical treatment facilities provide healthcare to meet the physical, emotional, and behavioral needs of our deploying and redeploying military members and their families. Medical reintegration and health assessment requirements are outlined in Attachment 20 and Air Force Instruction 48-122.
8.15.2.4. DELETED.

8.15.2.4. Military treatment facilities are responsible for providing access to care; however, unit commander support is vital to the success of the medical clearance, reintegration, and health assessment process. The military treatment facility and unit commanders must collaborate to ensure military members receive timely care and support for unmet healthcare needs. Compliance with deployment health requirements of assigned personnel is a commander’s responsibility.

8.21.3. DELETED.

8.21.5.1. At home station, ensure all redeploying personnel (military and civilian) complete an online Defense Department Form 2900 in accordance with Air Force Instruction 48-122.

**Attachment 1**

**References**

Air Force Instruction 10-250, *Individual Medical Readiness*, 16 April 2014


Air Force Occupational Safety and Health Standard 48-137 - DELETED.

Chairman Joint Chiefs of Staff 3122.02D, *Joint Operation Planning and Execution System (JOPES) Volume III (Time-Phased Force and Deployment Data Development and Deployment Execution)*, 21 May 2015


Department of Defense Instruction 6490.12, *Mental Health Assessments for Service Members Deployed in Connection with a Contingency Operation*, February 26, 2013

Attachment 1, *Glossary of References and Supporting Information*, under Adopted Forms

Defense Department Form 2978, *Deployment Mental Health Assessment*
A3.15.1. Have deploying military and civilian personnel reported to the military treatment facility, public health/force health management office to begin the pre-deployment medical clearance process 120 days prior to a deployment, or as soon as possible after a short-notice tasking? Note: Due to the complexity and sensitive nature of the medical clearance process, commanders, installation deployment officers, and unit deployment managers will ensure appropriate time is allocated during the duty day for deploying members to go to the military treatment facility to accomplish their deployment medical requirements prior to the personnel deployment facility.

A3.15.1.1. DELETED.

A3.15.1.2. DELETED.

A3.15.2. Mandatory pre- and post-deployment medical clearance requirements are outlined in attachment 20 and Air Force Instruction 48-122.

Figure A3.1. Change “Air Force Occupational Safety and Health Standard 48-137” in Note 3 to Air Force Instruction 48-137.

A3.22.7. Are personnel available to support all Unit Type Code Availability list postured unit type code personnel requirements?

Attachment 9 - DELETED
Attachment 10 - DELETED
Attachment 11 - DELETED
Attachment 13 - DELETED
Attachment 14 - DELETED

Table A16.1. Required for the troop leader if required for deployment and not hand-carried in sealed envelopes by deploying individuals or deploying medical personnel. Sealed envelopes contain individual’s Defense Department Form 2766, Defense Department Form 2766C, Vaccine Administration Record, and Air Force Form 1042, Medical Recommendation for Flying or Special Operational Duty).

A20.1. Deployment medical requirements include all medical requirements prescribed for deployments in Department of Defense Instruction 6490.03, Department of Defense Instruction 6490.07, Department of Defense 6490.12, Air Force Instruction 48-122, combatant commander reporting instructions, and other applicable instructions.

A20.2. Deployment medical requirements span the pre- and post-deployment cycle and include various requirements, which may vary based on the member’s component (e.g., regular Air Force, air reserve component, Air Force civilian, or contractor), as illustrated in Figure A20.1 Note: in accordance with Department of Defense Instruction 3020.41 and Air Force Instruction 48-122. Military treatment facilities will not process contractors for deployment, unless the deploying individual’s contract specifically states that medical services must be provided. The installation/wing must provide reimbursement (e.g., funding and/or manpower) to the military treatment facility for providing contractually required deployment-related medical clearance services to deploying contractors. A copy of the contract containing exact medical specifications must be provided to the public health/force health management prior to initiation
of any medical clearance activities or services.

Figure A20.1 Medical Clearance & Deployment Health Assessment Requirements

A20.3.1. The deployment health assessment process includes two steps:

A20.3.1.1. Electronic completion of the prescribed deployment health assessment form via Aeromedical Services Information Management System Web (paper forms will not be accepted). Deploying personnel can complete all deployment health assessment forms by logging into the My Individual Medical Readiness system in Aeromedical Services Information Management System Website (https://imr.afms.mil/imr/MyIMR.aspx) and choosing the appropriate deployment health assessment form for completion. Note: Military and civilian personnel can also access deployment health assessment forms via the Air Force portal. Under “Quick Links,” select “Deployments & Readiness,” select “Medical Readiness- Deployment Health,” log in using your common access card, and then select the link for the required deployment health assessment form.
A20.3.1.2. A face-to-face or person-to-person interview with a healthcare provider in accordance with Air Force Instruction 48-122. **Note:** Personnel will remain on their unit’s due/overdue action list in Aeromedical Services Information Management System until they complete both steps of the deployment health assessment process.

Table A20.1. Deployment Health Assessment Requirements.

<table>
<thead>
<tr>
<th>Within 120 Days Before Deployment</th>
<th>Within 30 Days Before Deployment</th>
<th>Within 90-180 Days After Return</th>
<th>Within 181-545 Days After Return</th>
<th>Within 546-910 Days After Return</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deployment Health Assessment #1</td>
<td>Deployment Health Assessment #2</td>
<td>Deployment Health Assessment #3</td>
<td>Deployment Health Assessment #4</td>
<td>Deployment Health Assessment #5</td>
</tr>
<tr>
<td>(Defense Department Form 2795)</td>
<td>(Defense Department Form 2796)</td>
<td>(Defense Department Form 2900)</td>
<td>(Defense Department Form 2978)</td>
<td>(Defense Department Form 2978)</td>
</tr>
</tbody>
</table>

**Note 1:** If not completed in theater, deployment health assessment #2 must be completed within 30 days of return from deployment.

**Note 2:** Cannot be completed within 90 days of previous deployment health assessment.

**Note 3:** Regular Air Force and Air Reserve component personnel only; deployment health assessments #4 and #5 are not required for Department of Defense civilian personnel.

**Note 4:** If a member deploys again before completing deployment health assessment #3, #4, or #5, the deployment health assessment requirements will be reset for the next deployment. The reset goes into effect when deployment health assessment #1 is completed for the upcoming deployment. Until deployment health assessment #1 is completed, the member will remain due for DHAs for the previous deployment.

A20.5.1.3. Provide public health/force health management a listing of members (military and civilian) tasked to deploy. List must contain member’s name, country, estimated date when medical clearance must be completed, and estimated time away from home station in accordance with Air Force Instruction 48-122. **Note:** Only members officially tasked to deploy will be medically cleared by public health/force health management.

A20.5.2. Deploying military or civilian members will:

A20.5.2.2. When notified by the unit deployment manager, complete deployment health assessment #1 (Defense Department Form 2795) electronically. Paper copies of the deployment health assessment will not be accepted by public health/force health management.
A20.5.2.3. Obtain installation deployment out-processing checklist from the unit deployment manager and/or installation personnel readiness office. Deployment out-processing must include completion of medical requirements identified in Air Force Instruction 48-122 and combatant command reporting instructions.

A20.5.3.1. All Department of Defense civilians entering theater for more than 30 days will be medically and dentally cleared for deployment prior to departure from their home station (or designated deployment processing center) in accordance with Air Force Instruction 48-122. Medical clearances must comply with Department of Defense Instruction 6490.07, Department of Defense Instruction 6490.03, Department of Defense Instruction 6490.12, and respective combatant command reporting instructions. Individuals who fail to comply with these requirements will not be medically cleared to deploy.

A20.5.3.2. DELETE

A20.5.3.3. Civilians who wish to deploy, but have a deployment-limiting medical condition as defined in Department of Defense Instruction 6490.07 and/or do not meet medical requirements as defined in supported Combatant command reporting instructions, must submit medical documentation required for waiver to the combatant commander (or designee), to determine if the condition can be reasonably accommodated in theater. In certain instances, a waiver will not be possible due to limited scope of care at a deployed location. Civilians who fail to disclose a diagnosed deployment limiting medical condition during the pre-deployment medical clearance process, and arrive in theater without waiver, will be returned to home station at their own expense. **Note:** Civilians who develop a deployment-limiting medical condition while in theater that will not be resolved must also obtain a medical waiver in order to remain in theater. Designated medical authorities will direct the curtailment of a Department of Defense civilian’s deployment, if the medical condition will not be resolved or reasonably accommodated.

A20.5.4. Public health/force health management will support medical pre-deployment activities in accordance with Air Force Instruction 48-122 and confirm medical clearance by signing the deploying member’s installation out-processing checklist.

A20.5.4.1. DELETED

A20.5.4.2. DELETED

A20.5.4.3. DELETED

A20.5.4.4. DELETED

A20.5.4.5. DELETED

A20.5.4.6. DELETED

A20.5.4.7. DELETED

A20.5.4.8. DELETED
Table A20.2. Pre-Deployment Medical Requirements Checklist.

A20.6.1.1.1. Within 30 days of departing theater, complete the deployment health assessment #2 (Defense Department Form 2796) electronically if not completed in theater.

A20.6.2.1. Commanders will ensure that redeploying personnel complete required medical processing immediately upon return from deployment, and prior to release for downtime, leave, or demobilization in accordance with Air Force Instruction 48-122.

A20.6.2.2. Unit deployment managers will ensure individual unit members (to include civilians) promptly complete all due/overdue post-deployment health requirements identified by public health/force health management (e.g. post-deployment health assessments, serum draws, periodic health assessments, dental exams, individual medical readiness requirements, etc.) in accordance with Air Force Instruction 48-122.

A20.6.2.3.2. When notified by the unit deployment manager, complete deployment health assessment #3 (Defense Department Form 2900), deployment health assessment #4, and deployment health assessment #5 (Defense Department Form 2978) electronically in accordance with 48-122. Note: Deployment health assessment #4, and deployment health assessment #5 are required for Regular Air Force and air reserve component personnel only. Deployment health assessment #4, and deployment health assessment #5 are not required for Department of Defense civilian personnel.

A20.6.2.3.2.1. Completing an interview or appointment with a trained health care provider is required to fulfill the deployment health assessment requirement in accordance with Air Force Instruction 48-122.

A20.6.2.3.3. DELETED

A20.6.2.3.3.1. DELETED

A20.6.2.4. Public health/force health management will support the Installation Reintegration Program as required and support individual deploying member’s completion of post-deployment in-processing and associated medical requirements in accordance with Air Force Instruction 48-122.

A20.6.2.4.1. DELETED

A20.6.2.4.2. DELETED
A20.7.1. My Individual Medical Readiness (https://imr.afms.mil/imr/MyIMR.aspx) is a common access card-enabled website which provides a listing of the individual member’s due/overdue medical requirements. My Individual Medical Readiness system also links members to web-based health readiness and deployment-related health assessments, such as deployment health assessments and the periodic health assessment.

A20.7.2. Air & Space Expeditionary Force Online (https://aef.afpc.randolph.af.mil/default.aspx) provides comprehensive expeditionary and operations information for deploying individuals and commanders.
This instruction implements AFPD 10-4, Operations Planning: Air & Space Expeditionary Force (AEF) and AFI 10-401, Air Force Operations Planning and Execution. It provides the basic requirements for Air Force deployment planning and execution at all levels of command to support contingency and exercise deployment operations. This instruction applies to all Major Commands (MAJCOMs), Air National Guard (ANG), field operating agencies (FOA), direct reporting units (DRU), and Air Force civilian personnel. This guidance directly supports the Installation Commander to effectively and efficiently deploy forces in support of Operational Plans, AEF taskings, lesser contingency operations, exercises, and other operational/training events. Information on Global Force Management (GFM) and AEF implementation, processes, and procedures contained within this instruction are for informational purposes only; the source documents for Air Force support to GFM and AEF guidance are AFPD 10-4 and AFI 10-401. The authorities to waive wing/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 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 OPR for non-tiered compliance items. This instruction requires the collection and/or maintenance of information protected by the Privacy Act of 1974. The authority to collect and/or maintain the records prescribed in this instruction is Title 10 U.S.C. Forms affected by the Privacy Act have an appropriate Privacy Act Statement. Consult AFI 33-332, Air Force Privacy Program, for further guidance on Privacy Act Statements. Records Management: Ensure that all records created as a result of the processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management
of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at [https://www.my.af.mil/afrims/afrims/afrims/rims.cfm](https://www.my.af.mil/afrims/afrims/afrims/rims.cfm). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the appropriate functional chain of command.

**SUMMARY OF CHANGES**

This interim change revises AFI 10-403, incorporating change 1, 29 April 2013, by (1) changing personnel tasking validation related security classification guidance, (2) adding AF Form 4006, *Unit Deployment Shortfall/Reclama*, guidance, (3) correcting deployment availability (DAV) code errors, (4) updating AF Form 4005, *Individual Deployment Requirements Checklist*, guidance, (5) revising individual protective equipment (IPE) and deployment bag authorization determination processes, (6) updating readiness reporting instructions, (7) designating AF/A5XW as the HAF LOGDET manager, and (8) implements new AFI 33-360 tiering guidance. AF/A4LX, Logistics Operations, Plans, and Programs, is the waiver approving authority for this publication. **Note:** Unless otherwise noted, all installation/wing level compliance guidance herein is considered to be "Tier 1" level waiver authority. A margin bar (|) indicates newly revised material.

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Chapter 1

ROLES AND RESPONSIBILITIES

Section 1A—Department of Defense

1.1. General. Effective deployment planning and execution capabilities extend our operational limits, thereby allowing us to anticipate requirements while remaining flexible, adaptable and responsive to changing conditions. Every Airman must continue to understand our ever-evolving AEF construct and how roles and responsibilities represent essential components of any military activity. This instruction not only provides an authoritative basis for the subsequent development of education, training, logistics and procedures, it serves as a conceptual framework for understanding and practicing effective deployment planning and execution to Airmen at all levels of command.

1.2. Secretary of Defense (SecDef).

1.2.1. Pursuant to his responsibilities set out in 10 USC §162, SecDef and the 2010-2012 Guidance for Employment of the Force (GEF) approves the Global Force Management Allocation Plan (GFMAP), which authorizes Combatant Commanders (CCDR) and Secretaries of the military Departments to deploy forces to support CCDR requirements. GFMAP is the process the SecDef and the Chairman of the Joint Chiefs of Staff (CJCS) use to assign forces to CCDRs for mission accomplishment and allocate additional forces to CCDRs in the event of contingency operations and apportion forces for CCDR planning in the event contingency operations escalate. (T-0)

1.2.2. Has adjudication authority for prioritizing competing CCDR requirements, approving force allocation actions, transferring operational control to supported commander by attaching forces, and making the determination to surge or limit forces.

1.3. Combatant Commander (CCDR).

1.3.1. Submits requirements for rotational, exercise, contingency, and Individual Augmentee (IA) forces throughout the annual GFM Rotational Force Allocation Process. (T-0)

1.3.2. Submits Request For Forces and Request For Capabilities (RFF/RFC) through the GFMAP process to accomplish assigned missions in accordance with CJCSM 3122.01A, Enclosure R, JOPES Volume I (Planning Policies and Procedures), and CJCSM 3122.02C, Appendix A to Enclosure F, JOPES Volume III (Crisis Action TPFDD Development and Deployment Execution).

1.4. Director of Operations, Joint Staff (JCS/J3).

1.4.1. Designates the Joint Staff (JS/J31) as the Global Conventional Joint Force Coordinator (JFC) to execute all conventional force sourcing/coordination actions previously executed by CDRUSJFCOM IAW GFMAP Implementation Guidance (GFMI). (T-0)

1.4.2. In coordination with the Services, orchestrates the force flow of allocated units.

1.4.3. Designates USTRANSCOM as the Joint Force Provider (JFP) for mobility forces. (T-0)

1.4.4. Designates USSOCOM as the JFP for special operations forces. (T-0)
1.4.5. Military departments provide global sourcing recommendations to the JFC in support of GFM processes for all conventional force requirements. (T-0)

Section 1B—Headquarters Air Force

1.5. Headquarters Air Force.

1.5.1. Secretary of the Air Force (SECAF).

1.5.1.1. Has statutory responsibility to provide organized, trained, equipped, and ready forces to meet CCDR requirements (10 USC §162(a)). (T-0)

1.5.1.2. Assigns all Air Force forces to CCDRs except those necessary to meet statutory functions of 10 USC §8013. (T-0)

1.5.1.3. Approves or disapproves all requests to deploy on a rotation tour length greater than 179-days as outlined in AFI 36-2110, Assignments.

1.5.2. Chief of Staff, US Air Force (CSAF).

1.5.2.1. SECAF delegates to CSAF the authority to support CCDRs through the AEF. To fulfill this responsibility, the CSAF coordinates with supported CCDRs and tasks AF forces to provide ready capabilities as directed by GFM and IAW AFPD 10-4. (T-0)

1.5.2.2. Tasks all regular AF and ARC units via the AEF schedule to be ready to deploy at any time during their AEF vulnerability period or as required to support contingencies.

1.5.2.3. Notifies SECAF, CJCS, and supported CCDRs of the need to alter deploy-to-dwell ratios to meet requirements and the percentage of affected AEF assets. (T-0)

1.5.3. Vice Chief of Staff, US Air Force (VCSAF).

1.5.3.1. The VCSAF or designated Office of Primary Responsibility (OPR), acting on behalf of the SECAF and IAW AFI 38-101, Air Force Organization, and AFI 51-604, Appointment and Assumption of Command, establishes new Air and Space Expeditionary Task Forces (AETFs) that consist of expeditionary numbers AFs, wings, groups, and/or squadrons, appoints AETF commanders, and specifies administrative control (ADCON).

1.5.3.2. Chairs semiannual VCSAF AEF Forum.

1.5.3.3. AF/CVA, Assistant Vice Chief of Staff, chairs the AF-level Community Action Information Board (CAIB) IAW AFPD 90-5, Community Action Information Board, and AFI 90-501, Community Action Information Board/Integrated Delivery System.

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

1.5.4.1. Establishes broad, Total Force (RegAF, ARC, and civilian) manpower, personnel and services guidance related to all aspects of the contingency and wartime deployment and redeployment process.

1.5.4.2. Develops guidance regarding activation/mobilization, sustainment, and deactivation/demobilization of ARC forces.
1.5.4.3. Codifies expeditionary skills (ES) training construct/guidance in AFI 36-2201, Air Force Training Program, in addition to aligning ES within the Continuum of Learning (CoL).

1.5.4.4. Provides guidance to assist MAJCOM, FOA staffs, DRU and Component-Numbered Air Force (C-NAF) staffs to quantify and document wartime manpower contingency and crisis action planning requirements; deployment execution, employed at home station, in-place requirements; and employment organization structures in support of Total Force accountability and force management.

1.5.4.5. AF/A1XR serves as a charter member of the AEF Steering Group (AEFSG).

1.5.4.6. Sets civilian personnel policies and procedures in order to meet worldwide mission requirements during contingency, wartime, exercise and emergency operations.

1.5.4.7. Serves as the functional OPR for the personnel aspects of DCAPES, Noncombatant Evacuation Operations (NEO), Augmentation Program, AEF UTC Reporting Tool (ART), and Status of Resources and Training System (SORTS) and Defense Readiness Reporting System (DRRS) reporting. Serves as OPR for the management and training of all Functional Area Manager (FAM)s at all echelons of command.

1.5.4.8. Establishes deployment guidance for AF Force Support units regarding planning, organizing, training, and equipping forces.

1.5.4.9. Ensures the Force Support structure, Unit Manning Document (UMD) and Unit Type Code (UTC), are built to support contingency and wartime requirements.

1.5.4.10. Develops guidance, doctrine, concepts, and systems to build Agile Combat Support (ACS) Manpower, Personnel and Services capabilities (Force Support) for Total Force Accountability, Personnel Program Operations, Casualty Reporting, Manpower Management, Food Operations, Lodgment of Forces (Lodging and Linen Exchange), Recreation and Resale Operations, Fitness Operations, Hosting Official Functions (Protocol), Developing Airmen (Education and Training), Equal Opportunity (EO) and Human Relations Education (HRE), Sexual Assault Prevention and Response, Airman and Family Readiness Center (A&FRC) and Mortuary Affairs.

1.5.4.11. Responsible for Total Force personnel accountability guidance.

1.5.5. Deputy Chief of Staff, Intelligence, Surveillance, and Reconnaissance (ISR) (AF/A2).

1.5.6. Deputy Chief of Staff for Operations, Plans and Requirements (AF/A3/5).

1.5.6.1. Oversees all Air Force war planning and readiness.

1.5.6.2. Responsible for providing support to the CCDRs through the AEF IAW AFPD 10-4

1.5.6.2.1. Supervises the administration of Air Force personnel allocated to combatant commands using the AEF schedule and limits established by the Global Force Management Board (GFMB). (T-0)

1.5.6.2.2. Conveys instructions to all Air Staff, MAJCOMs, ANG, and
subordinate units to be ready to deploy at any time during their AEF deployment period, per the approved AEF schedule.

1.5.6.3. Approves deviations to the AEF operational processes/procedures for meeting and sustaining CCDR requirements.

1.5.7. Director of Operations (AF/A3O).

1.5.7.1. Responsible for overall readiness and training of Air Force forces, contributing to a force that is trained and ready to deploy.

1.5.7.2. Publishes direction concerning ART that allows unit commanders to assess a UTC's ability to meet its Mission Capable Statement (MISCAP) and in order for AFPC to develop sourcing solutions.

1.5.7.3. Serves as the overall HAF focal point for Expeditionary Skills Training (EST) IAW AFI 36-2201.

1.5.7.4. Serves as the Air Force OPR for NEO, Augmentation Program, ART, SORTS and DRRS reporting.

1.5.8. Directorate of Operational Plans and Joint Matters (AF/A5X).

1.5.8.1. Serves as the Air Staff focal point for operations plans and the AEF.

1.5.8.2. Prepares directives to support deployment planning and the AEF.

1.5.8.3. Serves as Executive Secretariat for VCSAF AEF Forum.

1.5.8.4. Serves as the OPR for the operations functions of the USAF War Mobilization Plan (WMP), DCAPES, JOPES, and UTC management.

1.5.8.5. Serves as Air Force focal point on overarching AEF construct, policies, and procedures.

1.5.8.6. Serves as co-chair of the AEFSG.

1.5.9. Deputy Chief of Staff, Logistics, Installations and Mission Support (AF/A4/7).

1.5.10. Director of Logistics (AF/A4L).

1.5.10.1. Serves as the Air Force OPR for deployment and redeployment operations.

1.5.10.2. Develops guidance to support Air Force deployment objectives.

1.5.10.3. Develops training curriculum for Installation Deployment Officers (IDO) to include cascade training for Unit Deployment Managers (UDMs).

1.5.10.4. Develops guidance for integrating automated systems to support deployment operations and serves as the ACS OPR for Deliberate and Crisis Action Planning and Execution Segment (DCAPES).

1.5.10.5. Serves as the overall OPR for the Integrated Deployment System (IDS). NOTE: IDS is composed of five information technology systems: the Logistics Module (LOGMOD); Cargo Movement Operations System (CMOS), Global Air Transportation Execution System (GATES) at Air Mobility Command (AMC) Continental United States (CONUS) aerial ports and Outside the Continental United
States (OCONUS) Air Mobility Squadrons; Integrated Computerized Deployment System (ICODES); and DCAPES.

1.5.10.6. Manages only the LOGMOD, CMOS and ICODES components of IDS.

1.5.10.7. Develops guidance on transportation activities that support deployment operations.

1.5.10.8. Develops guidance, processes, and procedures related to automated cargo and passenger transportation systems to support deployment processing and in-transit visibility (ITV) of deploying personnel and cargo.

1.5.10.9. Provides worldwide situational awareness on expeditionary bases in use as well as potential sites.

1.5.10.10. Implements ACS and Expeditionary Combat Support (ECS) are defined in this AFI as support joint logistics capabilities as defined in JP 4-0, *Joint Logistics*. It further provides guidance to not only the joint community but to our multinational partners on how the Air Force may support joint and multinational operations through service specific deployment planning and execution, that specifically links ACS and ECS doctrine to joint logistics doctrine as expressed in JP 4-0 series manuals. Through ACS and ECS, the Air Force ACS community must strive to understand not only Air Force combat support processes but multinational and interagency logistical capabilities in order to coordinate and robust mutual deployment planning and execution support that facilitates a joint logistics construct.

1.5.10.11. Serves as core member of the AEFSG.

1.5.10.12. Integrated Life-Cycle Management (ILCM) Policy Division (AF/A4LM).

1.5.10.12.1. Serves as the focal point for support of CMOS, GATES for CONUS AMC aerial ports or OCONUS Air Mobility Squadrons, and ICODES components of IDS.

1.5.10.12.2. Serves as the focal point for airborne and non-airborne mobility readiness spares packages, other spares, and supply support policy.

1.5.10.13. Integrates MAJCOM, C-NAF, and functional area common operating pictures.

1.5.10.14. Coordinates and synchronizes disparate issues on expeditionary Airmen and equipment. Integrates and synchronizes functional area best practices to benefit entire combat support community.

1.5.10.15. Logistics Plans & Integration Division (AF/A4LX) chairs the annual Functional Requirements Boards (FRB) for IDS, LOGMOD and the Base Support & Expeditionary (BaS&E) Planning Tool.

1.5.11. The Air Force Civil Engineer (AF/A7C).

1.5.11.1. Operates primarily through its subordinate field operating agency, the Air Force Civil Engineer Center (AFCEC).

1.5.11.2. Provides commanders and civil engineer personnel with the guidance, processes, procedures, authorities, advocates for resources, and technical support it
requires in the areas of warfighting readiness, base development and operations, built infrastructure capital investment, sustainment, restoration, modernization, and demolition, base operations and sustainability, environmental protection, housing, fire protection, explosives ordnance disposal, and Readiness & Emergency Management.

1.5.11.3. Acts as AF focal point for all policy and operational issues involving nuclear and radiological response, operational doctrine, standards and policy, non-medical passive defense and consequence management aspects of counter–chemical, biological, radiological, and nuclear (C-CBRN) operations and foreign consequence management.

1.5.11.4. Responsible for base operating support, military construction (MILCON), and maintenance activities, facility energy management, and environmental quality. Additionally, the Directorate is responsible for all real property accountability training, and guidance regarding accounting, maintenance and disposal of real property.

1.5.11.5. Establishes standards for deployment, equipping schedules and prepositioning of civil engineer equipment.

1.5.11.6. Ensures that deployment programs meet environmental protection requirements.

1.5.11.7. Performs as the Air Force Program Manager for Third Country National (TCN) Escort Program. FAMs from all AF functional areas will continue to provide personnel to fill TCN UTCs.

1.5.11.8. In coordination with AF/A3/5, establishes TCN escort posturing guidance for each functional area to source TCN Escort capabilities to meet AEF schedule requirements. Active component personnel aligned (as indicated by their AEF Indicator (AEFI)) against designated postured capability areas per AFI 10-401, Chapter 2.

1.5.11.9. In coordination with AF/A7S, establishes TCN escort training program to meet force protection requirements for theater assets.

1.5.11.10. In coordination with AF/A1, establishes TCN escort personnel allocation guidance to meet personnel requirements for theater assets.

1.5.11.11. Determines and publishes Chemical, Biological, Radiological, and Nuclear (CBRN) training requirements.

1.5.12. Director of Security Forces (AF/A7S).

1.5.12.1. Develops and ensures effective integrated base defense policies, tactics, techniques, procedures, planning, programming, and budgeting to protect aerospace power and people.

1.5.12.2. Acts as AF focal point for all policy and operational issues involving nuclear and non-nuclear security, operational doctrine, standards, and policy, physical security, integrated defense, combat arms, law enforcement, Security Forces (SF) Civilian (duty codes 0080, 0083, 0085), antiterrorism, crime prevention, resources protection, corrections, and the DoD Military Working Dog Program.
1.5.12.3. Serves as the enterprise leader for multi-disciplined force protection (FP) needs.

1.5.13. Assistant Chief of Staff, Strategic Deterrence and Nuclear Integration (AF/A10).

1.5.13.1. Oversees all nuclear operations, policy, plans, requirements, strategy guidance, and integration of USAF nuclear enterprise and strategic deterrence (i.e. global strike) efforts.

1.5.13.2. Responsible for synchronization and integration of all nuclear-related issues across the Air Force to further this nuclear focus and full spectrum stewardship of nuclear capabilities.

1.5.13.3. Serves as the overall HAF focus point for preparing Air Force senior leadership to advocate for a unified position on all nuclear issues at the national level.

1.5.14. Chief of the Chaplain Corps (AF/HC).

1.5.15. Director, Air Force History and Museums Policies and Programs (AF/HO).

1.5.15.1. Develops concepts and guidance on History, Museum, and Art Program activities in support of major operations and campaigns.

1.5.15.2. Establishes guidance for deploying historians (including personnel, equipment, supply, and training requirements) to support deployed unit commanders and staffs.

1.5.16. Judge Advocate General AF/JA).

1.5.16.1. Establishes guidance for law of armed conflict training and other legal training and for judge advocates to support deploying personnel, to deploy and provide legal advice in support of major operations and campaigns, and to provide legal advice to commanders on all legal aspects of deployments.

1.5.16.2. Establishes guidance and is the sourcing authority for the deployment of Judge Advocates and paralegals.

1.5.17. Chief of Safety (AF/SE).


Section 1C—Air Reserve Components (ARC)

1.6. Air Reserve Components (ARC)

1.6.1. Commander, Air Force Reserve Command (AFRC/CC).

1.6.1.1. Ensures AFRC forces are trained and ready to meet the readiness requirements for deployment and employment operations.

1.6.1.2. Advises the VCSAF on ADCON issues arising from the employment of AF Reserve forces comprised of required capabilities and their inherent resources.

1.6.1.3. Ensures IMAs and Reserve unit members meet the deployment and employment requirements of the gaining MAJCOMs.

1.6.2. Director, Air National Guard (NGB/CF).
1.6.2.1. Ensures ANG forces meet the readiness requirements of the gaining Active force for deployment and employment operations.

1.6.2.2. Advises the VCSAF on ADCON issues arising from the employment of ANG forces comprised of required capabilities and their inherent resources.

Section 1D—MAJCOM

1.7. MAJCOM/MAJCOM Level Agencies.

1.7.1. General MAJCOM Roles and Responsibilities.

1.7.1.1. Reviews, approves, and/or disapproves Logistics Detail (LOGDET) additions, deletions, or changes and forwards those changes to AF/A5XW, HAF LOGDET Manager, for update to the Type Unit Characteristics (TUCHA).

1.7.1.2. Ensures MAJCOM MEFPAK Manager(s) maintain a current Manpower Force (MANFOR) database file within DCAPES, including any base unique non-standard UTCs. At least quarterly, provides IDOs and/or Logistics Readiness Squadron (LRS)/Plans and Integration Functions with MISCAPs, or as changes occur.

1.7.1.3. MAJCOM/CV or equivalent is the approval authority for and will process severe mission impact reclamas IAW AFI 10-401, Chapter 10.

1.7.1.4. The servicing Installation Personnel Readiness (IPR) office will update appropriate Deployment Availability (DAV) code(s) in Military Personnel Data System (MiPDS) IAW AFI 10-401. See Attachment 2 of this instruction for existing DAV codes.

1.7.1.5. MAJCOM A1/MAJCOM AEF Cells will review applicable discrepancy inputs for accuracy and trends, and will address items with wings. NOTE: MAJCOM A1/MAJCOM AEF Cells will enter a “MAJCOM Discrepancy Closed” date in the Deployment Processing Discrepancy Reporting Tool (DPDRT) after wings acknowledge a discrepancy and any necessary wing action has been taken.

1.7.1.6. MAJCOMs will ensure the following areas of instruction are included in their syllabi with emphasis that highlights responsibilities to both military and civilian deployers related to readiness, deployment operations, pre-deployment cargo/personnel readiness/preparation, and post deployment actions to include reintegration.

1.7.2. Commander, Air Combat Command (COMACC).

1.7.2.1. Provides conventional forces sourcing solutions IAW AFI 10-401, GFMIG, and JS. (T-0)

1.7.2.2. Staffs draft/recommended AEF schedule through AF/A3/5 prior to submission to CSAF for approval.

1.7.2.3. Adjudicates FP related issues that cannot be resolved by AFPC/CC and affected air component/MAJCOM commanders.

1.7.2.4. Task organizes an AETF from scheduled forces and will pass the sourcing requirement to the affected MAJCOM(s) on receipt of a HAF tasking order. Task
organization and transfer of AETF forces is coordinated through COMACC and AFPC/DPW.

1.7.3. Air Force Personnel Center Commander (AFPC).

1.7.3.1. Through Directorate of AEF and Personnel Operations (AFPC/DPW), is responsible for executing the AEF battle rhythm by centrally managing the scheduling and recommended sourcing of forces to meet CCDR requirements.

1.7.3.2. Manages the ART reporting system.

1.7.3.3. Provides a monthly report of UTCs in their eligibility period and not reporting “green” in ART through AF/A3O-IR.

1.7.3.4. Assists component headquarters in identifying capabilities and UTCs required in an AETF.

1.7.3.5. Maintains the master rotational Time-Phased Force and Deployment Data (TPFDD) by building requirements after initial TPFDD build by the component command.

1.7.3.6. Manages the DCAPES tasking process for AEF-sourced requirements as identified in contingency and master rotational TPFDDs.

1.7.3.7. Manages, maintains, and produces discrepancy metrics/reports and monitors corrective actions of/within DPDRT. AFPC/DPW:

1.7.3.7.1. Ensures the email notification system for discrepancies is functioning.

1.7.3.7.2. Upgrades DPDRT as necessary to improve the discrepancy reporting process and/or to conform to new guidance.

1.7.3.7.3. Ensures the accuracy of DPDRT reports.

1.7.3.7.4. Maintains a DPDRT training site.

1.7.3.7.5. Approves or denies DPDRT role requests within (2) duty days.

1.7.3.7.6. Adds discrepancies only at a deployed location’s request, due to connectivity problems and/or others issues. Further, AFPC/DPW may input notes for clarification or delete invalid discrepancies as required.

1.7.3.7.7. Is the official data source for discrepancies via DPDRT.

1.7.3.7.8. Maintains the discrepancy list and reviews it for currency at a minimum of every six months.

1.7.3.7.9. Considers inputs from outside sources and can make changes to the list at any time.

1.7.3.7.10. Considers the impact to all theaters when making changes to the discrepancy list.

1.7.3.7.11. Notifies AF/A1 of and posts changes on the DPDRT webpage.

1.7.3.7.12. MAJCOM A1/AEF Cell personnel may contact AFPC/DPW DPDRT Program Manager(s) for assistance when necessary.
1.7.3.7.13. Maintains a minimum of a three year history of discrepancies previously submitted via DPDRT.

1.7.3.7.14. Maintains DPDRT and produces metrics to track and report discrepancies for corrective actions.

1.7.3.7.15. Monitors corrective actions taken by the supporting commands through the DPDRT program.

1.7.3.8. In coordination with HAF, clarifies AEF sourcing processes, roles, and responsibilities of all involved agencies, home station commanders, UDMs, Personnel Support for Contingency Operations (PERSCO) Teams, and deployed commanders.

1.7.3.9. Manages UTC reclama and UIC change process IAW AFI 10-401.

1.7.3.9.1. A hard-copy reclama for MAJCOM/HAF notification is only required when the on-line AF Reclama Processing Tool (RPT) is non-operational or non-accessible.

1.7.3.9.2. Use AF Form 4006 for intra-installation coordination of personnel and equipment shortfalls and reclamas. UDMs, through their commanders, will use information collected and approved on the AF 4006 to submit personnel and equipment shortfalls to the IDRC/DCC, IDO and HHQ for sourcing. NOTE: RPT is the primary tool for submitting personnel shortfalls and UIC change requests above HHQs. (T-2)

1.7.4. Component MAJCOM/Component Numbered Air Force (C-MAJCOM/C-NAF).

1.7.4.1. Identifies War Reserve Materiel (WRM) pre-positioned in support of air components to allow them to prepare specialized deployment packages (See AFIs 10-404, Base Support and Expeditionary (BAS&E) Site Planning and 25-101, War Reserve Materiel (WRM) Program Guidance and Procedures).

1.7.4.2. Identifies operational meal requirements to Air Force Services Agency, Directorate of Operations (AFSVA/SVO) annually IAW WMP Volume 1, Basic Plan and Support Annexes, Annexes E and G.

1.7.4.3. Translates CCDR request for forces and capabilities into TPFDD requirements.

1.7.4.4. Networks the OPLAN/Concept Plan (CONPLAN) TPFDDs to JOPES databases for AFPC/DPW, MAJCOM, FOA, and employment location planning and execution.

1.7.4.5. Prepares and distributes OPLAN/Area of Responsibility (AOR) personnel reporting instructions.

1.7.4.6. Identifies civilian-unique theater requirements to include: OPLAN requirements, uniform requirements, specialized training requirements, and civilian pay and entitlements.

1.7.4.7. Determines wartime requirements of emergency-essential (E-E) civilian personnel whether located OCONUS or CONUS.
1.7.4.8. Reviews and approves/disapproves all deployed Wing/Group Commander requests to return personnel to home station outside of scheduled redeployment.

1.7.5. Directorate of Personnel (C-MAJCOM/C-NAF/A-1).

1.7.5.1. Develops plans and procedures to support personnel processing for military, DOD civilians, contractors, and others during contingency, wartime, exercise, and emergency operations according to this instruction; AFI 36-3802, Personnel Readiness Operations; AFI 10-216, Evacuating and Repatriating Air Force Family Members and Other U.S. Noncombatants; and AFI 36-507, Mobilization of the Civilian Work Force.

1.7.5.2. Develops Annex E (Manpower/Personnel/MWR Annex) and Annex D (Food Services/Mortuary) for each tasked OPLAN using the MAJCOM Functional staff contingency planning inputs, Base Support Plans (BSP) and Expeditionary Site Plans (ESP).

1.7.5.3. Outlines any CCDR-unique reporting requirements and their submission timelines. Supporting MAJCOMs are responsible for providing Deployment Requirements Manning Documents (DRMD) deployment taskings for their units unless other formal arrangements have been made.

1.7.5.4. Identifies to BSP Committee members the logistical support requirements needed within the theater for site survey development that supports major operations and campaign plans.

1.7.5.5. Develops and validates component command A1 UTC personnel requirements for sourcing. Reviews and validates replacement requirements from operational PERSCO Team or Expeditionary Force Support Squadrons (EFSS).

1.7.5.6. Provides reporting instructions for each operation to AFPC/DPW, all supporting component headquarters, IPRs, and PERSCO team supporting the operation.

1.7.5.7. Distributes plan requirements for exercises to tasked IPRs and tracks receipt of those plan requirements. Ensures PERSCO teams coordinate with AFPC/DPW on unfilled positions that are within 30-days of RDD. NOTE: Recommend notification NLT 60-days before the RDD.

1.7.5.8. Develops concepts, plans, and procedures to support personnel deployment, repatriation, NEO, and reception processing.

1.7.5.9. Develops and implements theater-unique personnel programs and procedures.

1.7.5.10. Oversees force accountability within the theater of operation, including deployed Air Force civilian and contract employees. Establishes accountability for transient personnel at aerial ports of debarkation (APOD) as directed by the appropriate Crisis Action Team (CAT) A1.

1.7.5.11. Follows higher headquarters reporting requirements.

1.7.5.12. Ensures PERSCO team and EFSSs within theater follow accountability and reporting procedures in the reporting guidance/processing instructions and AFI 36-3802.
1.7.5.13. Ensures AF/CAT-A1, HQ AFPC/Personnel Readiness Cell (PRC), supporting component headquarters, and applicable EFSSs and PERSCO team in the AOR receive correspondence on all command personnel programs.


1.7.5.15. Provides a detailed concept of operations (CONOPS). CONOPS includes detailed automated or manual accountability instructions to satisfy Air Force reporting requirements and includes (but is not limited to):

- 1.7.5.15.1. Force accountability.
- 1.7.5.15.2. Communication factors.
- 1.7.5.15.3. Supported command-unique reports.
- 1.7.5.15.4. Command structure.

1.7.5.16. Coordinates with deployed PERSCO and Manpower functions to ensure force closure at each expeditionary organization (i.e. Air Expeditionary Squadron (AES), Air Expeditionary Group (AEG), and Air Expeditionary Wing (AEW)).

1.7.5.17. Reviews and approves/disapproves all requests to return personnel to home station early.

1.7.6. Supporting Agencies.

- 1.7.6.1. Responsible for ensuring units are notified of planned taskings and ensures forces are organized, trained, and equipped to meet their required capabilities.
- 1.7.6.2. Monitors their wing’s/organization’s UTC assessments in ART IAW AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces*.
- 1.7.6.3. Identifies and coordinates substitute UTCs, if a UTC is not available to meet AFPC/DPW-sourcing, use a UTC from within the same AEF eligibility period that can meet the mission capability and transportation requirements. Follow alternate sourcing guidance IAW AFI 10-401.
- 1.7.6.4. Verifies, coordinates, and flows requirements from AFPC/DPW to designated units IAW timeliness established in AFI 10-401, Table 8.5. NOTE: MAJCOM/FOA/DRUs will follow reclama procedures as directed in AFI 10-401, Chapter 9.
- 1.7.6.5. MAJCOM/A3, or designated representative, serves as core member of the AEFSG.

1.7.7. Institutional Forces.

- 1.7.7.1. Institutional Forces consists of those forces assigned to organizations responsible to carry out the SECAF Title 10 above Wing level. (See AFI 10-401, Chapter 2 for additional information). Institutional organizations will be identified with a Unit Descriptor Code (UDC) of X (Other) and will not posture UTCs in the AEF Capability Library.
1.7.7.1. DELETED

1.7.7.2. Individuals assigned to the Institutional Force will be given an AEFI that corresponds to one of the five X-Band AEF vulnerability periods. NOTE: ARC components will determine component-specific AEFI policy.

1.7.7.3. Institutional Forces will not be reported in ART IAW AFI 10-244. They are sourced via MilPDS sourcing methodology and are primarily used to support IA requirements. Unit-type requirements should be primarily sourced from warfighting forces (combat/combat support/combat service support) IAW AFI 10-401.

1.7.7.4. MAJCOM/A4s will provide guidance for equipping and training requirements determination.

1.7.7.4.1. DELETED

1.7.7.4.2. Receive the same types Tier 2A/B expeditionary skills training required for personnel assigned to “DW” postured UTCs IAW 10-401, paragraph 14.3.

1.7.7.5. All personnel assigned to AEFIs are required to accomplish and document QFNT IAW AFOSH Standard 48-137, Respiratory Protection Program, AFI 10-2501, Air Force Emergency Management (EM) Program Planning and Operations, AFI 91-202, The US Air Force Mishap Prevention Program, and/or AFI 36-2201. (T-0)

1.7.8. Directorate of Logistics (MAJCOM/A4).

1.7.8.1. Provides supplemental guidance for implementing this instruction, if required.

1.7.8.2. Responsible for input to the Program Objective Memorandum (POM) for funding and fielding of hardware for logistics information technology equipment.

1.7.8.3. Ensures all subordinate IDOs and LRS personnel are trained to execute their deployment mission responsibilities for deployment planning and management, force management and force closure; including the process integration of the following: Chemical Warfare Defense Equipment (CWDE) and Individual Protective Equipment (IPE) management and issue; passenger and cargo processing and aircraft loading for major operations and campaigns, exercises, and deployments; reporting instructions and deployment discrepancy management.

1.7.8.4. Logistics Plans & Integration Functions Division (MAJCOM/A4RX)

1.7.8.4.1. Serves as the focal point for IDS to include ensuring technical and procedural guidance, LOGMOD training and other deployment-related systems. NOTE: LOGMOD resident and other distance learning courses are available through the United States Air Force Expeditionary Center (USAF EC).

1.7.8.4.2. National Guard Bureau, Plans & Integration Division (NGB/A4RX) is responsible for providing LOGMOD component training to their respective units, unless otherwise provided by their gaining MAJCOM.

1.7.8.4.3. Serves as the focal point for Host Nation Support (HNS) and Acquisition Cross-Servicing Agreements (ACSA) program issues IAW AFI 25-301, Acquisition and Cross-Servicing Agreements, between United States Air
Force and Other Allied and Friendly Forces.

1.7.8.4.4. Coordinates and requests support through applicable Component Command/A4s having AOR authority at deployed locations.

1.7.8.4.5. Provides guidance and authority when seeking or providing logistical support from or to the host nation under re-negotiated HNS agreements.

1.7.8.4.6. Provides guidance and authority when seeking or providing logistical support under the ACSA program. Support can be requested or supplied by the host nation. In instances where a deployment is in conjunction with an allied nation with ACSA, United States forces may request logistical support or provide logistical support to the allied nation.

1.7.8.4.7. Serves as a MAJCOM representative to the Functional Requirements Board (FRB) for IDS, LOGMOD and the Base Support & Expeditionary (BaS&E) Planning Tool.

1.7.8.4.8. DELETED

1.7.8.4.9. DELETED

1.7.9. Directorate of Operations (MAJCOM/A3).

1.7.9.1. Through MEFPAK managers, ensures assigned units, to include Reserve Component units, have access to the UTC Availability (UTA) listing.

1.7.9.2. Distributes subordinate unit deployment taskings. This will include applicable portions of each supported commander's OPLAN-related TPFDD. Any actions regarding the UTA are coordinated with appropriate UTC Functional Managers.

1.7.9.3. Ensures affected IDOs and base contingency support staffs (or equivalents) are included as information addressees on operational tasking messages, i.e. deployment order / redeployment order (DEPORD), execution order (EXORD), etc.

1.7.10. Directorate of Personnel (MAJCOM/A1).

1.7.10.1. Maintains accountability of all assigned forces while deployed using DCAPES.

1.7.10.2. Ensures deploying personnel are processed according to Supported Command’s reporting guidance/processing instructions.

1.7.10.3. Ensures all Force Support UTCs are manned, trained and equipped in a “ready-to-deploy” state at all times.

1.7.10.4. Ensures all subordinate IPRs are trained to execute their mission responsibilities to include deployment availability information; deployed personnel accountability; duty status reporting for major operations and campaigns, exercises, and deployments; force movement; and force closure.

1.7.11. DELETED

1.7.11.1. DELETED

1.7.11.2. DELETED
1.7.12. Manpower and Organization Division (C-MAJCOM/C-NAF A1M).

1.7.12.1. Ensures all TPFDD requirements accurately reflect the CCDR’s needs along with verification through the appropriate functional manager.

1.7.12.2. Ensures CCDR requirements and organization structures for attached units are documented in DRMDs.

1.7.12.3. Builds unit deployment tasking line level detail. This will include applicable portions of each supported commander’s all-forces and specific OPLAN TPFDD and associated DRMD. Any actions regarding TPFDD and/or DRMD are coordinated with the appropriate functional manager for the applicable UTC.

1.7.12.4. Documents subordinate unit backfill requirements in DRMDs.

1.7.12.5. Ensures base-level Manpower Office takes actions on taskings for contingencies, applicable exercises, and deployments.

1.7.12.6. Assists units with determining manpower needs for new/modified UTCs.


1.7.12.8. Oversees and provides expeditionary manpower program guidance to base-level Manpower Offices.

1.7.13. MAJCOM FAMs.

1.7.13.1. Provide expert guidance and management for UTCs within their functional area. These actions include the addition or deletion of UTC personnel and/or mobility equipment that may otherwise impact the overall mission or movement of UTCs. NOTE: FOA/DRU/Office of FAM Oversight (OFAMO) will work with HAF FAMs to ensure all necessary actions are performed.

1.7.13.2. Provide appropriate guidance to Manpower and Organization staff members to ensure the DRMD accurately reflects the UTC requirements for sourcing and tasking.

1.7.13.3. Plan and manage of all personnel and equipment within a specific functional discipline to support contingencies, exercises, and deployments. Within their specific functional areas, FAMs:

1.7.13.3.1. Develop Designed Operational Capability (DOC) statements for units, ensuring units’ personnel and equipment authorizations are sufficient to meet planned taskings.

1.7.13.3.2. Manage all UTC management actions to include development of new UTCs, deletions of old UTCs, and maintenance of current UTCs.

1.7.13.3.3. Provide expert guidance for UTC taskings within their functional area, including management of UTA and UTC alignment within AEF Libraries i.e. AEF banding assignments.
1.7.13.3.4. Monitor readiness (through SORTS, DRRS, and ART) of all units that includes initiating measures to correct deficiencies within affected units.

1.7.13.3.5. Resolve UTC tailoring and tasking issues. Verifies UTC sourcing and monitors UTC taskings. This includes resolving tasking problems, assisting sourcing authorities with requirements throughout the tasking sourcing validation process and approving UTC tailoring.

1.7.13.4. Review, prepare, and forward UIC change actions and severe mission impact reclama recommendation packages IAW AFI 10-401.


1.7.14.1. An installation/base-level InterService Publication (IP) and/or Joint Basing Memorandum of Agreement (MOA) containing procedures for supporting (lead) and supported components will be developed that specifies roles and responsibilities, command relationships, and common delivery of installation support to include installation movement (deployment operations) and transportation logistics in support of deployment planning and execution operations IAW Joint Basing Implementation Guidance (JBI G) and DODI 4000.19. (T-0)

1.7.14.1.1. DELETED

1.7.14.1.2. DELETED

1.7.14.1.3. DELETED

1.7.14.1.4. DELETED

1.7.14.2. The supporting (lead) component develops and processes the Joint Basing IP/MOA. See AFI 33-360, Table 2.1., Publications Types and Descriptions, for detailed guidance for developing and publishing IPs. Supporting and supported component relationships and specific lines of authority will be clearly documented. (T-0)

1.7.14.3. Additionally, the IDP will clearly state the roles and responsibilities, organizational relationships, and processes/procedures required to support deployment operations outlined in the MOA. (T-2)

1.7.14.3.1. DELETED

1.7.14.3.2. DELETED

1.7.14.4. DELETED

1.7.14.4.1. DELETED

1.7.14.4.2. DELETED

1.7.14.4.3. DELETED

1.7.14.4.4. DELETED

1.7.14.4.5. DELETED

1.7.14.4.6. DELETED
1.7.15. Air Force Reserve Tenant/Associate Wing.

1.7.15.1. DELETED

1.7.15.2. DELETED

1.7.15.3. Documents relationships and specific lines of authority in the IDP.

1.7.15.4. Coordinates with the IG/Wing Inspection Team (WIT) Chief to determine the frequency, scope and funding requirements of Reserve exercises. Coordinates with the IG/EET Chief to determine the frequency, scope and funding requirements of Reserve exercises.

1.7.15.5. Supports and assists the IDO and Installation Reception Officer (IRO) in resolving deployment and reception issues related to the Reserve Wing.

1.7.15.6. Coordinates with IDOs and IROs regarding IDP and BSP inputs

Section 1E—Installation/Wing Level

1.8. Installation/Wing Level.

1.8.1. Installation/Wing Commander.

1.8.1.1. Ensures their installation is capable of supporting deployment operations.

1.8.1.2. Oversees all staff activities in support of deployment planning and execution.

1.8.1.3. Ensures adequate infrastructure: Deployment Control Center (DCC), Reception Control Center (RCC), and Installation Deployment Readiness Cell (IDRC) are available to support deployment operations. (T-3)

1.8.1.4. Appoints, in writing, the IDO and IRO from within the LRS Distribution and Deployments Flight IAW AFI 38-101.

1.8.1.4.1. DELETED

1.8.1.4.2. At a minimum, this position should be filled for a period of not less than 18 months. At short tour locations, the period will be 12 months.

1.8.1.4.3. DELETED

1.8.1.5. Establishes, executes and sustains the Wing Commanders Inspection Program (CCIP) AFI 90-201, The Air Force Inspection System.

1.8.1.5.1. Designates the Wing IG as the CCIP Director.

1.8.1.5.2. Establishes the frequency and scope of the CCIP assessment to ensure a reliable evaluation of the Wing’s readiness. (T-3)

1.8.1.5.3. Establishes and chairs the Commander’s Inspection Management Board (CIMB).
1.8.1.5.4. Ensures subordinate organizations establish and maintain self-assessment checklists (SACs) in support of the Wing CCIP IAW AFI 90-201. NOTE: AFI 90-201 does not mandate staff assistance visits (SAVs). (T-3)

1.8.1.5.5. Identifies and apportions CCIP manpower requirements. (T-3)

1.8.1.5.6. Designates a Wing Program Manager for MICT. (T-3)

1.8.1.5.7. DELETED

1.8.1.6. Establishes a direct line of responsibility and communication with the IDO for all types of planning, mobility, readiness, training, deployment, redeployment, reception, and base support operations.

1.8.1.7. Grants Direct Liaison Authorized (DIRLAUTH) between the IDO and host/tenant commanders with a deployment commitment for planning and execution issues.

1.8.1.7.1. IAW AFDD 1, *Air Force Basic Doctrine, Organization, and Command*, DIRLAUTH is that 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.

1.8.1.7.2. DIRLAUTH is not TACON and is applicable to planning and operational activities only. It carries with it the requirement of keeping the commander granting DIRLAUTH informed.

1.8.1.7.3. DIRLAUTH is therefore a coordination relationship, not an authority through which command may be exercised. As such, the IDO coordinates as necessary, with appropriate squadron and group commanders for deployment preparation and execution issues. This coordination is DIRLAUTH (Figure 1.2.).

1.8.1.8. Approves and/or disapproves of all — “Capability Not Available” reclamas through RPT IAW AFI 10-401, Chapter 10 and forwards approved shortfalls to appropriate agencies. NOTE: Tenant wings/organizations will courtesy copy (Cc) the host IDO on all RPT transactions, but are authorized to process RPT transactions fully within their own chain of command, with the exception of those cases when the host Wing CC has ADCON over tenant unit assets.

1.8.1.8.1. DELETED

1.8.1.8.2. DELETED

1.8.1.9. Defines local procedures for deploying forces through approval and publication of the IDP.

1.8.1.10. Ensures subordinate commanders establish procedures to notify Airmen of planned and actual AEF taskings in accordance with AFIs 10-401 and 36-3802. Unit recall procedures will allow for almost immediate notification of Airmen during periods of heightened alert, such as upon receipt of a Warning or Alert order.

1.8.1.11. Incorporates AEF, deployment, and exercise topics into the installation/wing staff meetings to keep appraised of the unit’s readiness along different stages of the AEF battle rhythm.
1.8.1.12. At home station, ensures all units and tenants comply with requirements for Home Station Reintegration Support IAW Chapter 8 of this instruction and other MAJCOM guidance.

1.8.1.13. Establishes an augmentation program to support deployment operations. See AFPAM 10-243, Augmentation Duty, for recommended processes and procedures. (T-3)

1.8.1.13.1. DELETED

1.8.1.13.2. DELETED


1.8.1.15. The host AF installation commander chairs the Installation CAIB IAW AFI 90-501.

1.8.1.15.1. The CAIB, comprised of senior installation and community leaders, serves as an all inclusive, cross-functional forum to address and resolve concerns influencing the readiness and functioning of Air Force members, their families, units, and community issues.

1.8.1.15.2. The IDS-Delivery Team; in support of the CAIB, implements initiatives through various functional organizations and base helping agencies (e.g. Family Advocacy Program (FAP), Chaplain Corps, Child and Youth Services--Family Member Programs, Airman and Family Readiness Center (A&FRC), Health and Wellness Center/Health Promotions, Mental Health Clinic (MHC), Alcohol and Drug Abuse Prevention and Treatment Program, Sexual Assault Prevention and Response Office).

1.8.1.15.3. CAIB/IDS-Delivery members act as the commander’s consultants for all phases of deployment support. Reference tools and reintegration training/education materials specific to CAIB/IDS-Delivery functional areas can be found in the following references:

1.8.1.15.4. AF-approved resource guides for CAIB/IDS-Delivery agencies to support the AEF schedule and can be found at the AEF Online Page website: https://aef.afpc.randolph.af.mil/default.aspx.

1.8.1.15.5. Reintegration training and education material, specific for each MAJCOM CAIB/IDS-Delivery, and functional area reference tools (e.g. guidance for Chaplains Corps members to assist redeployers and their families) are posted to USAF Services website (https://www.usafservices.com/Default.aspx) for use by the home station CAIB/IDS-Delivery agencies. Post Deployment Health-Clinical Practice Guidelines (PDH-CPG) can be found at (http://www.pdhealth.mil).

1.8.1.15.7. All MAJCOM and base level activities for reintegration training and education, consultation, and redeployment support training for commanders, UDMs, supervisors, First Sergeants, Wingmen, units, and CAIB/IDS-Delivery members can be coordinated through their respective CAIB/IDS-Delivery agencies. NOTE: CAIB/IDS-Delivery agencies have specific responsibilities for deployment support as outlined in Attachments 3 and 4.


1.8.2. Wing Staff Structure.

1.8.2.1. Inspector General (IG)/CCIP Director.

1.8.2.1.1. Develops, manages and maintains the Wing CCIP IAW AFI 90-201.

1.8.2.1.2. Develops guidance for subordinate organizations (group, squadron, and other staff agencies) to develop self-assessment programs that support the Wing’s CCIP. (T-3)

1.8.2.1.3. Uses MICT, as the AF program of record, to facilitate the CCIP and HHQ visibility.

1.8.2.1.4. Ensures all Wing deployment related self-assessment checklists (SACs) are current and updated. (T-3)

1.8.2.1.5. Establishes deployment planning and execution related inspection frequency based on the Wing Commander’s direction and HHQ guidance, but no more than every 2 years for subordinate organizations. The Wing Commander will determine the appropriate inspection interval for Wing deployment programs and processes. (T-2)

1.8.2.1.6. Monitor discrepancies and suspense dates in order to provide with periodic status updates to the Wing Commander. (T-3)

1.8.2.2. Wing Plans (XP). Assists the IDO in determining worst-case scenario to facilitate planning and execution actions in support of contingencies, deployment operations, reception planning, campaigns, local training exercises, and force movements. NOTE: XP offices for Reserve units are referred to as CVI or CDI (for groups).

1.8.2.3. DELETED

1.8.2.4. DELETED

1.8.3. Mission Support Group Commander (MSG/CC).

1.8.3.1. Responsible to the Installation/Wing Commander for ensuring the installation/wing and all assigned units are prepared to execute deployment operations IAW this instruction, AFPD 10-4, AFI 36-3802, AFI 10-401, and applicable reporting instructions.
1.8.3.2. Ensures Installation/Wing Commander (or vice), and senior leadership, is briefed on AEF specific topics in a forum identified by the Installation/Wing commander. At a minimum, topics will include number of deployed personnel (by unit/group), forecast of identified deploying personnel (by unit/group) and a breakdown of deployed locations and how many installation personnel are deployed to those locations. Additional topics should include significant Air Force and AEF deployment policy changes/updates presented during recent AEF Execution Conferences, GFM Conferences, ART, and DPDRT discrepancies, as it affects their installation/wing.

1.8.3.3. Assists IDO when issues cannot be resolved at the lowest level possible during deployment planning, preparation and execution.

1.8.3.4. Supports the IDO to ensure that assigned units maintain a state of readiness to meet the full scope of home station employment/sustainment operations and deployment, beddown, and sustainment operations at contingency locations to include capabilities for UTC preparation, load planning, ITV, reception, bare base/tent city preparation, and expeditionary combat support.

1.8.3.5. Ensures IDO has adequate resources to support deployment operations.

1.8.3.6. Coordinates with the Communications Squadron Commander to limit non-deployment related Local Area Network (LAN) usage on the installation during deployment operations.

1.8.3.7. Ensures IDP incorporates authority and procedures to oversee all personnel and unit in-processing actions back into home station that includes the turn-in of mobility gear, medical screening and other pertinent items required depending on the nature of the deployment.

1.8.3.8. Ensure installation’s pallet and net program is managed IAW Defense Transportation Regulation (DTR) 4500.9-R, Part VI, Management and Control of Intermodal Containers and System 463L Equipment, and AFI 24-114, Small Air Terminal Operations. (T-0)

1.8.3.8.1. DELETED

1.8.3.8.2. Wings will designate a Wing Installation Pallet and Net Manager (WPNM) and alternates. (T-0)

1.8.3.8.2.1. DELETED

1.8.3.8.2.2. DELETED

1.8.3.8.2.3. DELETED

1.8.3.9. Ensures FSS and A&FRC protocols help bases respond to increased childcare needs during contingencies and during the AEF schedule IAW AFI 34-248, Child Development Centers.

1.8.3.9.1. The Force Support Family Child Care Flight provides childcare during contingencies to support mission readiness, e.g. Extended Duty Care, Mildly Ill Care, Returning Home Care, and Respite Care.
1.8.3.9.2. Childcare providers receive training on caring for children who are experiencing family separations and reintegration, or whose parents are working extended hours.

1.8.3.10. Ensures funding is programmed for applicable transportation contractor support and HHQ inspections during local exercises.

1.8.3.11. DELETED

1.8.4. Logistics Readiness Squadron Commander (LRS/CC).

1.8.4.1. Ensures IDO has adequate resources to support deployment operations. Provides logistics support to facilitate installation deployment operations by guiding the management of the IDRC to ensure deployment execution and supportability.

1.8.4.2. Supports and assists IDO in resolving deployment planning and execution issues at the lowest level possible throughout all phases of the deployment process.

1.8.4.3. Maintains overall responsibility to ensure the success of plans and integration for WRM management, deployment planning and execution, base/expeditionary support planning, sustainment, redeployment, wing support agreements and logistics C2 to ensure seamless deployment execution.


1.8.4.5. Supports the IDO in organizing, training, and equipping the DCC, Air Passenger Terminal (APT) and the CDF. (NOTE: APT and CDF are the APS’ responsibility at AMC bases)

1.8.4.6. Ensures the IDO develops IDP procedures for issuing mobility bags and weapons, and accounting for deployed equipment and spare parts to ensure all shortages are identified. (T-2)

1.8.4.6.1. DELETED

1.8.4.6.2. Ensures safety precautions are adhered to for the application and disposal of DEET IAW with stricter local environmental laws.

1.8.4.7. Outlines other transportation responsibilities in meeting deployment requirements; to include DOD contracted workloads and vehicle operations support, for the IDOs to include in the IDP.

1.8.4.7.1. The IDP must identify the installations deployment responsibilities, to include contracted workloads, to support host RegAF, ANG, AFRC, and tenant unit contingency, exercise, and real-world deployment requirements. (T-2)

1.8.4.7.2. The LRS Deployment & Distribution Flight Commander will ensure sufficient organic transportation capability exists and is documented in the IDP to support maximum surge contingency operations. (T-3)

1.8.4.7.3. If a contract cannot be economically negotiated, qualified military and/or civilian personnel must be available to meet this requirement. Further, if a
contract cannot otherwise be negotiated, the IDP must include a process to request timely Contingency Response Group/Element/Team (CRG/E/T) support from the 618th Air and Space Operations Center (AOC), at unit cost, which will include on/off-load teams and necessary material handling equipment (MHE).

1.8.4.8. Maintains oversight of air terminal operations in support of deployment and redeployment operations, if applicable.

1.8.4.9. Ensures comprehensive deployment training and IDS classes are conducted for deployment work center personnel and UDMs to ensure they have the necessary skill sets to accomplish the full range of their deployment responsibilities to include accurate LOGMOD updates of execution and movement data to support the ITV process through CMOS/GATES. NOTE: For AMC bases, LRS Small Air Terminal personnel, in collaboration with the IDO, will coordinate all requirements for CMOS/GATES training with the APS, as necessary.

1.8.4.10. Ensures squadron provides training for deploying property custodians.

1.8.4.11. Ensures LRS Operations Officer (LRS OPSO) provides direct support to the LRS/CC and directly supervises the LRS UDMs and squadron readiness.

1.8.4.11.1. The LRS OPSO recommends, in conjunction with the UDM and squadron leadership, assignment of squadron personnel to deployment positions for commander approval and coordinates on all AEF taskings. NOTE: LRS UDMs report directly to the LRS OPSO (except in the ANG, where UDMs are in Operations Compliance).

1.8.4.11.2. Ensures UMD authorized positions are postured against UTCs identified in the UTA using HAF FAM Prioritization and Sequencing guidance and assesses reports on the same UTCs within the ART. UDMs will work with applicable MAJCOM FAMs to correct discrepancies.

1.8.5. Installation Deployment Readiness Cell (IDRC).

1.8.5.1. Centralized function normally aligned under the LRS Commander, managed by the IDO, and located within the LRS/Distribution and Deployment Flight.

1.8.5.1.1. Responsible for identifying, validating, and distributing deployment taskings and information. It is the day-to-day focal point for all deployment and execution operations. (T-2)

1.8.5.1.2. Coordinates with UDMs to ensure appropriate units are tasked in DCAPES while making necessary corrections, as needed.

1.8.5.2. The permanent, core staff consists of the Installation Deployment Officer (IDO), the LRS/Logistics Plans and Integration section, and FSS/Installation Personnel Readiness (IPR) personnel. (T-2)

1.8.5.3. The direct support staff can be expanded, at the direction of the IDO with Wing/CC approval, to include the LRS/Small Air Terminal, Manpower Office, tenant unit, and ARC representatives. Operational and administrative control will be retained by their respective units and no transfers of personnel authorizations are authorized. (T-3)

1.8.5.3.1. DELETED
1.8.5.3.2. Waivers and/or exceptions to AFI 10-403 will be submitted IAW AFI 33-360 and documented in the installation/wing’s IDP and MICT.

1.8.5.4. The IPR will be physically located in the IDRC unless the MAJCOM A1 and A4 agree not to collocate. (T-2)

1.8.5.5. AFRC tenant and associate unit senior planners will remain the point of contact for reserve forces management and will not be combined with host unit personnel without MAJCOM coordination/approval.

1.8.5.5.1. DELETED

1.8.5.5.2. DELETED

1.8.5.5.3. DELETED

1.8.5.5.4. DELETED

1.8.5.5.4.1. DELETED

1.8.5.5.4.2. DELETED

1.8.5.5.5. DELETED

1.8.5.5.6. DELETED

1.8.5.5.7. DELETED

1.8.5.6. ANG units have a blanket waiver exempting their IPRs from being part of the permanent IDRC support staff. ANG IPR resources will only be part of the direct support staff and work in the IDRC, when directed by the IDO and approved by the FSS/CC.

1.8.5.7. Upon Deployment Control Center (DCC) activation, the IDRC functions will fall under the control of the DCC. (T-3)

1.8.5.8. Ensure the installation/wing leadership is briefed throughout the AEF battle rhythm on AEF policies, banding assignments, taskings, shortfalls, and reclama actions.

1.8.6. Installation Deployment Officer (IDO).

1.8.6.1. The IDO will be appointed, in writing, from within the LRS Distribution and Deployments Flight IAW AFI 38-101. The IDO will be either a qualified (21R3) military Logistics Readiness Officer (LRO) or a civilian GS-0346, Logistics Management Specialist, with plans and integration experience. NOTE: Per the Officer Classification Directory (AFOCD), a "21R3" is considered fully qualified.

1.8.6.1.1. DELETED

1.8.6.1.2. DELETED

1.8.6.1.3. DELETED

1.8.6.2. DELETED

1.8.6.3. DELETED
1.8.6.4. Acts on behalf of the Installation/Wing Commander in directing, controlling, coordinating, and executing deployment actions for real-world and exercises scenarios (to include tenants) as shown in Figure 1.2. (T-3)

1.8.6.5. Where air terminals or aerial ports exists, within their capability they will provide all aerial port passenger and cargo support functions to transiting forces. If the terminal/ports capability is exceeded the host IDO will organize augmentation support.

1.8.6.6. For aggregate passenger or cargo missions or instances where the installation is the designated Aerial Port of Embarkation or Debarkation (APOE/D), the IDO is responsible for the coordination of all required installation support.

1.8.6.7. Identifies the training venues and requirements to unit commanders (or equivalents) to ensure adequate personnel are trained in deployment functions, to include pallet build-up and hazardous cargo certification.

1.8.6.8. Develops and publishes Host Installation/Wing Commander-approved local guidance on deployment procedures in the form of the IDP.

1.8.6.9. Ensures the installation/wing meets all personnel/cargo pre-execution and C2 deployment requirements IAW required timelines. NOTE: When throughput exceeds local thresholds, the IDO activates augmentees as required. Augmentation will be pre-planned through the base Augmentation Duty program.

1.8.6.10. Receives all deployment taskings, including individual augmentee requirements, in support of all deployment commitments and immediately keeps the host Installation/Wing Commander, tasked commanders and senior commanders of tenant units, informed of such taskings.
1.8.6.11. Facilitates the installation's shortfall, reclama and UIC Change processes IAW AFI 10-401.

1.8.6.12. Supports UDM staff assistance visits (SAVs), if requested.

1.8.6.12.1. DELETED

1.8.6.12.2. DELETED

1.8.6.12.3. Develops, maintains and incorporates standardized unit level Self-Assessment Checklists (SACs) into the IDP and MICT for all assigned units (host/tenant), except OSI regional detachments, IAW 90-201.

1.8.6.13. Although Institutional Force (IF) organizations are not considered war fighting capabilities, the individuals assigned to these organizations are still inherently deployable. IDOs will conduct staff assistance visits on IF organizations to ensure the minimum deployment planning requirements are being conducted IAW this instruction, AFI 10-401 and AFI 36-2201. (T-2)

1.8.6.14. Provides technical and procedural guidance to include training for UDMs. NOTE: UDM Computer Based Training (CBT) is available through the Advanced Distributed Learning System (ADLS). The UDM CBT is intended to provide a foundational level of training to newly assigned Air Force UDMs, but does not replace the requirement for an IDO to develop and provide UDM additional training that outlines requirements, processes and procedures unique to the host MAJCOM and installation.

1.8.6.15. In coordination with IPR personnel, sends tasked Airman's Social Security Number (SSN), Name, Service, Rank, Account Code (CIC), Unit Line Number (ULN)
and Position Number, Mode and Source (M/S), APOE/APOD, Final Destination, Available to Load Date (ALD), and RDD to the Passenger Movement Element of the Deployment & Distribution Flight for reservations on airlift, as appropriate, for taskings to meet TPFDD criteria. This movement data is "Unclassified//For Official Use Only" upon execution IAW CJCSM 3122.02D. Review CCDR OPLAN security classification guidance for more stringent guidance. NOTE: SECRET TPFDD data must NOT be passed to the Passenger Movement Element.

1.8.6.16. For IMAs only, in coordination with the IPR, Readiness Management Group (RMG), Unit Reserve Coordinator (URC) and Detachment Program Managers (DPM), sends tasked Airman’s name, SSN, ULN, ALD, M/S, and RDD to RMG/DPX for airlift reservations, as appropriate, for taskings in order to meet TPFDD criteria.

1.8.6.17. Manages and controls the IDRC, DCC, PDF, and CDF. (T-3)

1.8.6.18. Chairs the Deployment Process Working Group (DPWG), which includes members from tenant units and the local RDRC or URC, as applicable. Utilizes the DPWG to discuss overall deployment program status and current issues along with ensuring all components of IDS are operational to the maximum extent possible. NOTE: AFRC tenant locations will conduct independent DPWG to collect reserve wing inputs for inclusion and presentation during host wing DPWG meetings. Membership by AFRC planners at the host wing DPWG is mandatory. (T-2)

1.8.6.19. Provides each UDM with their unit’s deployment requirements for each OPLAN/CONPLAN TPFDD and/or AEF commitments (UTA Extract).

1.8.6.20. Collaborates with the Medical Treatment Facility (MTF) to ensure all UDMs are trained on individual medical readiness, DHA, and Deployment Medical Clearance requirements at least twice a year.

1.8.6.21. Manages installation deployment process training as shown in Attachment 5, Deployment Workcenter Training.

1.8.6.22. Ensures the installation uses available automated systems (i.e. IDS components) to maintain cargo and passenger in-transit visibility.

1.8.6.23. Serves as the OPR for IDS, the flow of IDS data at the installation, and the LOGMOD component of IDS.

1.8.6.24. Appoints, in writing, primary and alternate LOGMOD Administrators. LOGMOD administrators should be knowledgeable and proficient in all facets of LOGMOD to include: deployment and execution planning that encompasses tracking, scheduling, monitoring and controlling cargo/personnel movement(s).

1.8.6.25. Ensures individual personnel equipment (IPE) and deployment bags are authorized, on-hand, and ready for deployment IAW AFI 23-101, AF Materiel Management, AFI 10-2501, and this publication.

1.8.6.26. Reviews all deployment-related documents such as OPLAN/CONPLAN TPFDD taskings, UTA, the all-forces TPFDD for equipment and related UTC taskings, Global Command and Control System (GCCS) Classified Newsgroups to identify the installation's total deployment/reception requirements.
1.8.6.26.1. At least annually and as required, briefs the Installation/Wing Commander, key installation staff, tenant/CCs, and key personnel to efficiently manage the installation deployment process for mission success.

1.8.6.26.2. Includes information on unit taskings, base through-put when selected by higher headquarters (HHQ) commands as an aggregate port of embarkation/debarkation in the TPFDD (units, passengers, cargo, and timing), and an assessment of overall supportability.

1.8.6.26.3. After the installation/wing receives notification of a personnel tasking, ensures the IPR updates names in DCAPES IAW AFI 36-3802.

1.8.6.27. Ensures local Radio Frequency Identification (RFID) tag use and management processes and procedures are developed and included in the IDP.

1.8.6.27.1. Ensures guidance covers tagging of all freight containers (e.g. 20/40 Sea Vans, 463L pallets) and all major organizational equipment. Normally, RFID tags are applied to cargo increments; however, when multiple increments are aggregated on a pallet/in a container, the tag will be written for the pallet or container.

1.8.6.27.2. Unit move tag levels are based on deployment commitments. The objective is 100% while the minimum threshold quantity is 80% of DW coded UTCs postured at the installation.

1.8.6.28. Ensures Emergency Point of Contact (EPC) (formerly Next of Kin (NOK)) information is collected in a timely manner from each deploying unit and provided by chalk to the CMOS/GATES operator for input. The IDO must document the process by which this will be accomplished in the IDP. NOTE: See DTR 4500.9-R, Part III, regarding service passenger identification and emergency contact information. (T-0)

1.8.6.29. As the wing OPR for DPDRT will, along with UDMs, brief outstanding discrepancy actions and trends to Wing and Squadron leadership, respectively, on a minimum of a monthly basis if they have personnel deployed. NOTE: IDOs in conjunction with UDMs will take action(s) to fix deployment processes if problems are identified through the discrepancy program.

1.8.6.30. Conducts UDM meetings, at a minimum quarterly, with all host/tenant units with a deployment commitment (regardless of Parent MAJCOM or Air Force component status). (T-3)

1.8.6.30.1. DELETED

1.8.6.30.2. Ensures timely dissemination of deployment related information, clarification of Air Force or MAJCOM deployment guidance changes, suspenses, and/or other information that is relevant to the installation/wing deployment processes. NOTE: Representatives from the IDRC will attend.

1.8.6.30.3. URC and/or RMG Detachments are highly encouraged to attend UDM meetings to Total Force communication.

1.8.6.30.4. Publishes UDM meeting minutes documenting attendees, significant discussions, actions taken or directed by the IDO.
1.8.6.30.4.1. Serve as a summary of the status of the installation/wing UDM program and represent one of the key indicators used by MAJCOM A4L/A4Rs and the MAJCOM IG to assess the adequacy of the installation/wing deployment program.

1.8.6.30.4.2. Discussion in the minutes should be of sufficient depth to reveal the readiness status and overall deployment management for the installation/wing.

1.8.6.30.4.3. Particular emphasis should be given to addressing problem areas and corrective actions being taken.

1.8.6.30.4.4. Meeting minutes will include a list of attendees and absent members (name, rank, unit, duty phone) and discussion of each agenda item arranged in order of old and new business.

1.8.6.30.4.5. Action items will be identified and include a brief statement of the problem/action item, whether the action item is open or closed, the type of action required to close an item, designation of an OPR, Office of Collateral Responsibility (OCR), Estimated Completion Date (ECD), and actions taken to close previous open items.

1.8.6.30.4.6. Meeting minutes are signed by the IDO and classified IAW AFI 31-401, Information Security Program Management, applicable guidance.

1.8.6.30.4.7. A copy of the signed minutes will be provided to all installation/wing units with a deployment commitment.

1.8.7. Deployment and Distribution Flight (LGRD).

1.8.7.1. At CONUS AMC strategic aerial ports, the APS assumes responsibility for the deployment functions described below.

1.8.7.2. Organizes, establishes, trains, and leads the CDF by defining transportation deployment work center staffing, facilities, work areas, and requirements. (T-3)

1.8.7.3. Serves as focal point for CMOS, ICODES, and GATES and provides training on these systems.

1.8.7.4. Ensures sufficient certified load planners are available to support 24-hour contingency, exercise, and deployment operations.

1.8.7.4.1. Designated load planners must be appointed in writing by their unit commander (or equivalent).

1.8.7.4.2. An authorization letter listing all individuals qualified to perform load planning duties will be maintained by the unit with a copy provided to the IDO as changes occur.

1.8.7.4.3. Training will also be annotated in the individual’s training record. NOTE: ICODES is the primary method for completing all load plans (i.e. preliminary and final).
1.8.7.5. Ensures CMOS/GATES can receive wing/unit level deployment data from LOGMOD, process this data, and pass this data to Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence (IGC) for ITV.

1.8.7.6. Works directly with the IDRC to schedule deploying personnel on channel airlift and commercial travel from home station to all enroute pre-deployment training (PDT) locations (as required), and from home station to the APOE.

1.8.7.7. Confirms with the IDRC that passengers are not scheduled for aggregation prior to scheduling any channel reservations.

1.8.7.8. Refers to applicable Passenger Routing instructions for all passengers.

1.8.7.9. Briefs passengers regarding excess baggage limitations.

1.8.7.10. Books passenger commercial tickets to/from the port on behalf of areas within the AOR that don’t have a Commercial Travel Office (CTO). Passenger Movement Elements inform their home station Distribution Management Section of AMC mission number, date and time of arrival.

1.8.7.11. Assists the IDO in developing processes for collection of EPC data.

1.8.7.12. Manages the on-hand stock of RFID tags and burns tags for deploying cargo, when required hardware is available. Assists the IDO in overall RFID tag program management IAW with locally approved guidance.

1.8.7.13. Designates representatives as needed, via the IDP, to be a part of the IDRC direct support staff, available to the IDO when required for transportation requirements of taskings. (T-3)

1.8.7.14. Appoints qualified individuals as CDF non-commissioned officers in charge (NCOIC). (T-3)


1.8.8.1. In coordination with the IDO, determines the most efficient way to process deploying personnel IAW this instruction, AFI 10-401, AFI 36-3802, applicable reporting instructions, and Personnel Services Delivery Memorandums (PSDM).

1.8.8.2. Assists the IDO in developing the IDP.

1.8.8.3. Designates a Personnel representative to be a member of the DPWG to represent personnel functional capabilities in DCAPES related interfaces and Personnel processing issues.

1.8.8.4. Designates sufficient number of representatives from IPR and MO, via the IDP, to be members of the permanent staff and direct support staff respectively of the IDRC.

1.8.8.5. Ensures the IPR will be augmented with trained resources to perform deployment, disaster accountability and reception operations simultaneously. (T-3)

1.8.8.6. DELETED

1.8.8.6.1. DELETED

1.8.8.6.2. DELETED
1.8.8.7. Ensures postured PERSCO team and manpower technicians are properly trained and equipped to meet deployment needs. This includes, but is not limited to, ensuring all assigned PERSCO members have or are working towards obtaining required Special Experience Identifier(s) (SEI), meet all eligibility criteria within a UTC MISCAP and deployment requirements, and all required equipment is maintained in a ready-to-deploy state IAW AFI 36-3802.

1.8.8.8. Ensures deploying personnel depart with Contingency, Exercise, and Deployment (CED) orders to ensure the supported commander can track inbound personnel by a TPFDD ULN.

1.8.8.9. Force Support Squadron Operations Officer (FSS OPSO). Manages all Force Support aspects of the installation’s deployment operations as head of the IPR and part of the IDRC. Works with the MPS in order to assist deploying and deployed commanders and base personnel to ensure the accuracy of personnel records and actions during contingency, wartime, exercise, training, and emergency operations.

1.8.8.9.1. Provides trained personnel and equipment to support deployment and contingency operations.

1.8.8.9.2. Maintains accountability of deployed forces utilizing DCAPES.

1.8.8.9.3. Outlines inbound force accounting procedures for build-up locations. This includes planning factors to handle and maintain accountability of NEO and Safe Haven Operations according to AFI 10-404.

1.8.8.10. In coordination with the IDO, establishes and provides manning of the personnel aspects of the PDF, providing personnel program support for individuals deploying during contingency, wartime, exercise and emergency operations IAW this instruction, AFI 36-3802, the IDP, and/or the Base Support Plan (BSP).

1.8.8.11. Coordinates with personnel from other base functions to ensure they are ready to support the PDF, when activated by the IDO. At a minimum, the PDF will have Medical and Identification Station personnel to determine deployment eligibility.

1.8.8.11.1. These stations must be represented on the PDF in order to conduct continuous personnel processing 24-hours a day.

1.8.8.11.2. If processing passengers for airlift out of home station, Passenger Services representatives must also be available to manifest, brief, hold, and load those passengers.

1.8.8.11.3. Ensures Legal, Finance, A&FRC and Chaplain Corps are available to provide deployment related services such as counseling, wills and powers of attorney, or financial matters.

1.8.8.11.4. Identification Station personnel are necessary to ensure all deploying personnel have a current Common Access Card (CAC) and a set of identification (ID) Tags available (at a minimum) prior to processing start time.

1.8.8.11.4.1. An ID tag set (Dog Tags) is defined as two tags, one long-length neck chain, and one short-length neck chain.
1.8.8.11.4.2. Ensures CACs for deploying Airmen and DOD Civilians will be current and valid for the duration of the deployment plus an additional 30 days. Cards must be current and meet the requirements outlined in AFI 36-3026, Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel.

1.8.8.12. DELETED

1.8.8.13. Due to the complexity and significant number of medical requirements that are required to medically clear an individual for deployment, deploying personnel are cleared by the MTF and unit prior to processing the PDF. Deployment medical requirements are outlined in Attachment 20.

- 1.8.8.13.1. This allows medical deficiencies and limitations to be addressed prior to PDF processing.
- 1.8.8.13.2. Individuals who are found to have discrepancies at the PDF will be deferred and/or delayed for processing if the conditions cannot be resolved in a timely manner.

1.8.8.14. Ensures IPR furnishes all personnel data files required to facilitate the use of IDS for personnel deployments.

1.8.8.15. IPR will produce Contingency, Exercise or Deployment (CED) orders using DCAPES for all TPFDD deployment requirements in support of Combatant Commander operations or exercises IAW AFI 36-3802.

1.8.8.16. Ensures assigned units follow specific procedures to ensure accountability of all deployed forces. Refer to AFI 36-3802 and AFI 38-205, Expeditionary Manpower Management, for specific guidelines.

1.8.8.17. Ensures all assigned GCCS systems are properly accredited for SECRET operation; all outages, virus, and relocation reports are submitted; and proper inventory and accountability procedures are followed as outlined in AFI 36-3802 and/or specific MAJCOM guidance.

1.8.8.18. The IPR, in conjunction with the IDO, will monitor Secure Internet Protocol Router Network (SIPRNET) e-mail traffic for DPDRT messages each day for newly identified deployment discrepancies. Units with deployed personnel identified having discrepancies will acknowledge within 72-duty hours of the date created in DPDRT.

1.8.8.19. Responsible wing agencies or home units will input reasons why all mission impact discrepancies occurred as soon as possible. NOTE: This will not exceed one week from the discrepancy creation date. (T-3)

1.8.8.20. Responsible wing agencies or home units will input reasons why minimal mission impact discrepancies occurred, per local leadership guidance. NOTE: An input will be made for any minimal mission impact discrepancy when discrepancy creator states a response is required.

1.8.8.21. Responsible wing agencies or home units will take all action(s) required by the “Get Well Date” entered by the discrepancy creator. If no actions have been
taken to correct and/or remove a discrepancy from DPDRT after 14 calendar days from receipt of a discrepancy, the IDO may elevate their respective concerns to AFPC/DPW and/or MAJCOM/A1 and A4s directly for resolution.

1.8.8.22. Provides manning to support personnel actions in the DCC. (T-3)

1.8.8.23. Responsible for ensuring personnel designated to work the PDF line are trained for the line and qualified in their respective career fields.

1.8.8.24. Develops and obtains approval of a plan to scale down MPS customer service functions in order to support the PDF activation aspect of the IDP.

1.8.9. Chief, Manpower and Organization (MO).

1.8.9.1. Helps define requirements and improve deployment procedures in conjunction with the installation's responsible agencies, subordinate commanders, and functional managers.

1.8.9.2. Close coordination with base IPR is vital to the success of deployment operations. For the ANG and AFRC, FSS IPRs will perform those duties and responsibilities normally performed by Manpower and Organization offices in this AFI.

1.8.9.3. Designates a representative to be on the direct support staff of the IDRC and operate in the IDRC when required by the IDO. (T-3)

1.8.9.4. Verifies accuracy of contingency and crisis action planning personnel requirements, as required by the IDO. Maintains and disseminates DRMDs (to include all assigned AEF UTCs/ULNs) to tasked units through the IDS process of transferring data from DCAPES to LOGMOD. Coordinates recommended changes to plan requirements with parent MAJCOM and applicable functionals.

1.8.9.5. Designates a MO representative to be a member of the DPWG. (T-3)

1.8.9.6. When directed by the IDO, IDRC, or MO (IPR for ARC units), creates execution levy file(s) for export from DCAPES to LOGMOD IAW AFI 38-205, Expeditionary Manpower Management, AFI 10-401, Chapter13, and as directed by the IDO. See CJCSM 3122.02D, Joint Operation Planning and Execution System (JOPES), Volume III, Time Phase Force and Deployment Data, for additional classification guidance. NOTE: ANG units must/will refer to AFI 10-402, Mobilization Planning, for additional guidance. For clarification or assistance in implementation of this guidance please contact NGB/ANG/A3XW. (T-0)

1.8.9.7. Provides the IDO/IDRC with updated UTC MISCAPs, for UTCs postured against the installation via UTA, on a monthly basis for dissemination to all applicable unit commanders and UDMs.

1.8.10. Airman and Family Readiness Center (A&FRC).

1.8.10.1. A&FRC has overall responsibility for providing personnel and their families with personal family readiness briefings and assists with family difficulties that occur during deployments.
1.8.10.2. IPR will add the A&FRC to processing checklists for all deployments or extended TDYs of 179+ days IAW AFI 36-3009, Airman & Family Readiness Centers.

1.8.10.3. The IPR will ensure the A&FRC and applicable UDMs are included on their deployment processing checklists. (T-3)

1.8.10.4. The A&FRC provides mobility and/or deployment assistance to aid all DOD personnel and families to remain healthy and meet challenges resulting from all deployment phases IAW AFI 36-3009, Airman & Family Readiness Centers. In the ANG, deployment support is coordinated with the Wing Family Program Coordinators.

1.8.10.5. Personnel and family readiness pre-deployment briefings are mandatory, but will only be administered to individuals who have received a firm deployment tasking of 30+ days. In order to be effective, these briefings will not be administered more than 60-days prior to the scheduled departure date. Just-in-time briefings will only be conducted for emergency situations and will not be accomplished on the PDF line. This briefing will be available upon request and encouraged for spouses, even after the Airmen have departed.

1.8.10.6. A&FRC staff educates families on all phases of deployment and critical aspects of reunion and reintegration.

1.8.11. Civilian Personnel Officer (CPO).

1.8.11.1. Advises deploying civilian employees and their supervisor on issues and requirements related to civilian personnel functions required to document deployment.

1.8.11.2. Options to change and update benefit, beneficiary, and retirement information.

1.8.11.3. Deployed position physical requirements.

1.8.11.4. Pay and allowance eligibility and system updates.

1.8.12. Civil Engineer Squadron Commander (CES/CC).

1.8.12.1. Implements the installation Emergency Management (EM) program to include CBRN passive defense and consequence management activities to AFI 10-2501, Air Force Emergency Management (EM) Program Planning and Operations.

1.8.12.2. Provides CBRN Defense Training to installation/wing personnel.

1.8.12.3. Provides backup power to deployment work centers on a priority basis. (T-3)

1.8.12.4. Provides DPWG representative, if required.

1.8.13. Communications Squadron Commander (CS/CC).

1.8.13.1. Ensures the installation's communications infrastructure will support the IDS as a critical war-fighting system.

1.8.13.2. Ensures technical LAN assistance for IDS is provided during deployment and redeployment situations.

1.8.13.3. Fulfills requirements for GCCS and SIPRNET assets that support classified deployment planning and execution activities.
1.8.13.4. Designates a representative to be a member of the DPWG, as needed. This member will ensure the DCC, deployment work centers, and UDMs (including Tenant units) are provided maximum system connectivity during pre-deployment, deployment, and re-deployment activities. This member will also serve as a direct point of contact to the IDO for firewall and base infrastructure concerns. (T-3)

1.8.13.5. Ensures deployed communication frequency information is obtained and ensures mobile radios are correctly configured to function at deployed locations.

1.8.13.6. Ensures technical expertise and priority maintenance is provided for deployment work centers.


1.8.14.1. Ensures contractors continue to perform essential services during crisis, using contractor employees or other personnel, as necessary.

1.8.14.2. Ensures required contingency contracting officers are designated, trained, and maintain a current contingency contracting kit to meet requirements of Air Force and Federal Acquisition Regulations and guidance appropriate to contingency contracting. (T-0)

1.8.14.3. Ensures assigned personnel maintain a high state of readiness to deploy in support of major operations and campaigns.

1.8.14.4. Issues a Letter of Instruction (LOI) for deploying contractors.

1.8.14.4.1. MTFs will not routinely process contractors for deployment unless the contract specifically states medical services are to be provided to deploying contractors.

1.8.14.4.2. The installation/wing must provide reimbursement e.g. funding and/or manpower to the MTF for providing such deployment related medical clearance services to deploying contractors.

1.8.14.4.3. Ensures contactor LOIs provide reimbursement instructions for MTF’s for deployment related expense incurred at MTFs.

1.8.15. Security Forces Squadron Commander (SFS/CC).

1.8.15.1. Provides physical security, integrated defense, combat arms, law enforcement, SF Civilian, antiterrorism, crime prevention, resources protection, weapons training and force protection for deploying forces.

1.8.15.2. Coordinates with IDO when Combat Arms limitations affect small arms qualification training.

1.8.15.3. Coordinates with, the IDO, or designated IPE representative, and MAJCOM/A4R to allocate specific weapons to meet Combat Arms training requirements for deploying Airmen based on deployment tasking line remarks and reporting instruction directives.

1.8.15.4. Provides combat arms personnel to conduct pre-embarkation inspections with Materiel Management Flight (LRS/LGRM) small arms managers, when required.
1.8.15.5. Provides security response to deployment centers when requested by the IDO for duress alarm activations, unruly passengers, illegal possession of prohibited items and disposal of nonhazardous contraband found in amnesty boxes.


1.8.16.1. Ensures assigned units maintain a state of readiness to meet full scope of home station employment/sustainment requirements and deployed beddown and sustainment requirements to include crisis action planning, UTC preparation, pre-load planning, communications and information, en route visibility of personnel/cargo, and austere base/tent preparation.

1.8.16.2. Keeps the organizations providing resources advised of any change in applicable plans, for example, new or revised plans, OPLAN PID changes, and TPFDD refinement changes. Accomplishes notifications within 3-days after the supported component command has notified the supporting organization of the changes.

1.8.16.3. When tasked to support OPLANs, develops planning documents that address deployment planning for supporting the OPLAN taskings.

1.8.16.3.1. Provides copies of these documents to the Component Command with primary planning responsibility for review and comment.

1.8.16.3.2. At least 30-days prior to the scheduled supported commander OPLAN submission to the CJCS, or within 60-days after the Forces/Logistics TPFDD refinement conference for non-scheduled OPLANs, provides IDOs and UDMs with deployment taskings for their units.

1.8.16.3.3. Parent MAJCOMs are responsible for providing their subordinate units a DRMD of non-AEF scheduled deployment taskings unless other formal arrangements have been made.

1.8.16.4. Provides the IDO a quarterly exercise participation schedule for all assigned units to include unit TDYs, AF or MAJCOM exercises, JCS exercises, etc. Ensures IDO or designated representative is included in planning for these movements. (T-2)

1.8.16.5. Designates a representative to be a member of the DPWG, as needed. (T-3)

1.8.17. Maintenance Group Commander (MXG/CC).

1.8.17.1. Ensures assigned units maintain a state of readiness to meet full scope of home station employment/sustainment requirements and deployed beddown and sustainment requirements to include crisis action planning, UTC preparation, load planning, communications and information, en route visibility, austere base/tent preparation, and munitions site planning, if applicable.

1.8.17.2. Provides transient alert maintenance to support deployment airlift operations, as required.

1.8.17.3. Designates a representative to be a member of the DPWG, as needed.

1.8.18. Medical Group Commander (MDG/CC).
1.8.18.1. Ensures all pre- and post-deployment related medical services are provided to all military and AF civilian personnel deploying and redeploying in support of contingency operations. Medical deployment requirements are outlined in Attachment 20. (T-0)

1.8.18.2. Services include but are not limited to: medical, dental, and pre- and post-deployment health assessments, immunizations, mental health, labs, Force Health Protection Prescription Products, health threat information, Quantitative Fit Testing (QNFT), and all other deployment related medical requirements prescribed in CCDR reporting instructions and DODIs. (T-0)

1.8.18.3. Ensures appropriate medical representatives support the PDF when indicated (Public Health/Force Health Management (PH/FHM), Immunizations, Flight Medicine, etc.).

1.8.18.4. Ensures the base Public Health Officer coordinates with deployment officials to prepare and deliver health threat information to deploying personnel.

1.8.18.5. Designates PH/FHM as the initial point of MTF entry for all deploying and redeploying military and DOD civilian personnel.

1.8.18.6. Ensures wing/installation commander, to include senior wing leadership, are briefed at least quarterly on unit individual medical readiness status, deployment health assessment (DHA) compliance and other requirements necessary to enhance the installations overall state of deployment readiness. (T-3)


1.8.19.1. Provides financial management assistance and technical services to support deployment requirements (for example, determines and certifies fund availability, provides fund cites for and certifies orders, establishes a paying or disbursing agent office, and provides financial services and accounting functions at any type of operating location).

1.8.19.2. Provides financial analysis and budget support to the deployment program.

1.8.19.3. Provides sufficient quantity of trained individuals to the PDF when activated, if required by local procedures IAW the IDP. (T-3)

1.8.19.4. Assigns personnel to deploy and perform paying agent duties in support of deployed contingency contracting officers.

1.8.19.5. Assists deploying and redeploying members with MyPay inquiries; briefs members on financial entitlements, per diem and helps address other information requirements.

1.8.20. Staff Judge Advocate (SJA).

1.8.20.1. Advises Installation/Wing Commander on all legal aspects of deployments.

1.8.20.2. Provides legal advice to the commander and other wing personnel as needed for deployment/redeployment-related activities.

1.8.20.3. Briefs deploying personnel on pertinent host nation legal issues and Status of Forces Agreement (SOFA) status, if necessary, during PDF processing or when
requested. Briefs on Rules of Engagement (ROE)/Rules for Use of Force (RUF) when operational circumstances require briefings prior to deployment.

1.8.20.4. Provides trained individuals for the PDF when activated and if required by local procedures. (T-3)

1.8.20.5. Ensures that assigned SJA personnel maintain a high state of readiness to deploy in support of major operations and campaigns.

1.8.20.6. Assists the LRS Plans and Integration Section with understanding legal aspects of host nation (HN) support agreements and acquisition and cross-servicing agreements (ACSAs).

1.8.20.7. Prior to deployment, assists individuals with ensuring their personal affairs are in order, to include wills, powers of attorney, and related documents.

   1.8.20.7.1. Provides other deployment-related legal assistance to eligible personnel and their families. Ensure they are aware of the legal services available, appointment procedures, contact information.

   1.8.20.7.2. Identifies and provides legal services available to the sponsor's family members during the deployment.

1.8.21. Wing Chaplain (HC).

   1.8.21.1. Assigns personnel to deploy in support of contingencies, wartime, emergency operations, and exercises. Chaplains will not bear firearms.

   1.8.21.2. Ensures all Chaplain Corps personnel assigned to a UTC are trained IAW this instruction and AFI 52-104, Chaplain Corps Readiness.

   1.8.21.3. Ensures that Chaplain Corps personnel maintain a state of readiness and meet cargo and personnel deployment preparation requirements.

   1.8.21.4. Provides religious support to deploying personnel, including a pre-brief or distribution of information about any sensitive cultural/religious issues in the employment areas during PDF processing or when requested.

   1.8.21.5. Provides spiritual care in support of individuals, families, and units during pre-deployment activities.

   1.8.21.6. Provides traumatic stress response to units, as requested by commanders, in conjunction with MHC personnel. All deployment-related Traumatic Stress Response services within AFRC wing must be coordinated with the reserve wing’s Deployment Support Program POC. (T-3)

   1.8.21.7. Provides support to personnel, families, and base populations during contingencies IAW AFI 52-104.

1.8.22. Public Affairs Officer (PA).

   1.8.22.1. Responsible to the Wing Commander for delivering candid and timely communication counsel and guidance on decisions and factors that affect the unit’s
ability to accomplish its mission. Plans, organizes, conducts, and evaluates PA operations to communicate relevant, timely, accurate information to internal and external military and civilian publics.

1.8.22.2. Ensures all assigned PA Airmen are assigned to a UTC, maintain a high state of readiness to deploy, and are trained IAW AFI 35-111, Public Affairs Contingency Operations and Wartime Readiness. Ensures PA Airmen adhere to commander and higher headquarters public affairs guidance.

1.8.22.3. Provides for visual documentation and imagery management.

1.8.22.4. Pre-briefs deploying Airmen on guidelines for interaction with the news media, proper use of social media, and personal collection and use of imagery (photo and video).

1.8.22.5. Ensures home station command information, media operations and community outreach efforts include appropriate information on unit deployed activities and that forward-deployed units receive information on relevant home station activities.

1.8.23. Wing Safety (SE).

1.8.23.1. Assists commanders in implementing their mishap prevention program to include all key elements of safety.

1.8.23.2. Ensures implementation of ORM techniques to identify and mitigate the risks involved in deployment operations.

1.8.24. ARC Unit Readiness Cell (URC).

1.8.24.1. Acts as liaison between RMG Detachments and deploying IMAs in order to facilitate a member’s eligibility, readiness and capacity to fulfill worldwide operational commitments.

1.8.24.2. Advises deploying IMAs and their supervisors on issues and requirements related to IMA personnel functions, such as IMA required actions to document and authorize deployment; options to change or update benefits and beneficiary information; deployment implications regarding continued Reserve duty (Title 10 USC, 12686(a)) sanctuary, pay and allowance eligibility and system updates.

1.8.25. Office of Special Investigation (OSI) Regional Detachments.

1.8.25.1. All OSI Regional Detachments are equipped with all appropriate mobility items and weapons and do not require assistance from the IDO.

1.8.25.2. OSI Regional Detachments have an embedded UDM referred to as a War-Fighting Manager who is solely responsible for organizing, training and equipping their agents and do not require assistance from the IPR for deployment out-processing.

1.8.25.3. AF OSI/WFR is the executive agent for all deployment requirements for OSI Regional Detachments.

1.8.25.4. Provides further guidance for how OSI Agents deploy and will act as the IDO for all of their regional sites, thereby ensuring their personnel maintain a high
state of readiness in order to meet cargo and personnel deployment preparation requirements.

Section 1F—Individual Roles and Responsibilities

1.9. Unit/Squadron Commander

1.9.1. Commanders will:

1.9.1.1. Ensure all personnel and cargo meet the deployment and redeployment readiness and preparation requirements in this instruction; AFI 23-101, AFMAN 23-122, Materiel Management Procedures, AFI 10-401; AFJI 48-110, Immunizations and Chemoprophylaxis; AFI 24-203, Preparation and Movement of Air Force Cargo; AFMAN(IP) 24-204, Hazardous Cargo Preparation, DODI 6490.03, the IDP, and other HHQ guidance. (T-0)

1.9.1.2. Directly support the IDO during pre-deployment planning, training and during actual deployment and redeployment operations.

1.9.1.2.1. DELETED
1.9.1.2.2. DELETED
1.9.1.2.3. DELETED
1.9.1.2.3.1. DELETED
1.9.1.2.3.2. DELETED

1.9.1.3. Ensure all Airmen are assigned an AEF Indicator (AEFI). For individuals assigned to warfighting organizations, the AEFI will correspond to the same AEF block as the unit’s UTCs. For individuals assigned to the Institutional Force, the AEFI will correspond to an AEF vulnerability period determined by the Airman’s commander, or equivalent. (AFI 10-401, Chapter 2)

1.9.1.3.1. Ensure Commander or UDM officially assigns a member to fill a deployment position using letter of selection for deployment position signed by the member and either his Commander or UDM. A digitally signed copy of the member’s AF Form 4005 will be used to fill this requirement. If used, a letter of selection for deployment position must include: UTC and AEFI. EXCEPTION: Institutional personnel are not assigned to UTCs; therefore the “UTC” is not required for the letter of selection or in AF Form 4005, Block 1.

1.9.1.3.2. DELETED
1.9.1.3.3. Use MilPDS to associate personnel to a specific AEF indicator/block. NOTE: AEFI is not applicable to ARC units.

1.9.1.4. Attend initial deployment training from the IDO or designated representative within 90-days of assignment as a unit commander. (T-2)

1.9.1.5. Check schedules (UTC Availability) against the Unit Manpower Document (UMD) to ensure unit and individual posturing does not exceed unit manpower authorizations and that all funded unit authorizations are postured against an AEF Tempo Band.
1.9.1.6. Report unit readiness using:

1.9.1.6.1. AEF Reporting Tool (ART) IAW AFI 10-244, Reporting Status of Aerospace Expeditionary Forces.

1.9.1.6.2. Status of Resources and Training System (SORTS) report IAW AFI 10-201, Status of Resources and Training System.


1.9.1.7. Be aware of all UTCs postured against the unit’s manpower document, the mission capabilities of each, and any pilot unit responsibilities IAW AFI 10-401, Chapter 5.

1.9.1.8. Secure or provide squadron deployment training for squadron personnel so they will prepare/process for world-wide deployment/re-deployment.

1.9.1.8.1. Track and monitor completion of all Total Force Awareness Training, Tier 2A, 2B, and 3 ES proficiency training IAW AFI 36-2201 and local guidance outlined within the IDP. (T-3)

1.9.1.8.2. Ensure all UTC-tasked cargo and equipment is prepared for deployments IAW AFI 24-203, the Defense Transportation Regulation (DTR) 4500.9-R, Parts I-VII, the IDP and this instruction. (T-0)

1.9.1.8.3. Units will forward unit deficiencies that are beyond the unit’s ability to correct to the MAJCOM FAM (FOA/DRU/AFELM OFAMOs will notify their Air Staff FAMs) for additional resource support or as a proposed adjustment to the unit’s DOC statement.

1.9.1.9. Ensure their forces are trained and equipped to deploy, based on posture coding.

1.9.1.9.1. Ensure deploying personnel meet tasking requirements to include DRMD line remarks.

1.9.1.9.2. Ensure UDMs prepare and submit a DAV code waiver letters to the appropriate installation/wing-level approving authority for final approval and submission to the IPR/PDF for processing and updating in MilPDS. NOTE: Units may use the LOGMOD-generated Deployment Requirements Manning Document (DRMD) in lieu of a locally generated DAV code waiver letter.

1.9.1.10. Ensure unit deployment processing discrepancies are resolved and take corrective action to prevent future reoccurrences.

1.9.1.11. Provide the IDO with all MAJCOM/NGB FAM tasking messages/letters and DOC Statements.

1.9.1.11.1. DELETED

1.9.1.11.2. DELETED

1.9.1.12. Appoint unit cargo increment monitors in writing to the host LRS Plans and Integration Element.
1.9.1.13. Ensure UDM(s) and deploying personnel review and comply with CCDR, APOE, PDT, AOR and country/location specific reporting instructions.

1.9.1.14. Ensure adequate numbers of unit personnel tasked to deploy are qualified in cargo preparation, pallet build-up, and hazardous cargo to support redeployment or onward movement from the deployed location. (T-3)

1.9.1.14.1. Appoint a primary and alternate increment monitor for each UTC cargo increment. NOTE: UDMs will not be appointed as increment monitors.

1.9.1.14.2. Appoint and train deployed equipment custodians training and documentation are IAW AFMAN 23-110, Volume 2, Part 2, Chapter 22.

1.9.1.14.2.1. Deploying custodians will be required to provide proof of training at deployed locations.

1.9.1.14.2.2. All deployed equipment custodians will take the Air Force Institute of Technology (AFIT) Deployed Equipment Custodian training course. Online equipment custodian training is available at https://www.afems.wpafb.af.mil

1.9.1.15. Designate primary and alternate UDMs (sufficient in number to conduct 24-hour per day long-term operations) in writing, to the host Plans and Integration Section to assist the IDO in carrying out specific deployment preparation requirements.

1.9.1.15.1. Ensure all UDMs (U.S. Military and DOD Civilian) have, at a minimum, a SECRET security clearance.

1.9.1.15.2. UDMs will be proficient in organization skills and experienced in the deployment process, requirements, and systems.

1.9.1.15.3. Keep replacement of these appointments to a minimum of 24 months.

1.9.1.15.4. DELETED

1.9.1.16. Review MISCAP summary statements, LOGDET, and the Manpower Force Packaging System (MANFOR) IAW 10-401, or as changes occur, for cargo and personnel requirements for each tasked UTC.

1.9.1.17. Ensure UDMs receive training regarding all deployment planning and execution duties to include IMA-specific deployment related processes, when appropriate.

1.9.1.18. Ensure UDMs attend LOGMOD training.

1.9.1.19. Ensure UDMs attend quarterly UDM meeting. (T-3)

1.9.1.20. Ensure UDMs are equipped with computers needed to run LOGMOD. (T-3)

1.9.1.21. Ensure UDMs and increment monitors attend IDS training classes as denoted in Attachment 5 of this instruction. (T-3)

1.9.1.22. Conduct a monthly review of all standard UTCs postured in the UTA and updates the ART IAW AFI 10-244 and immediately identifies any shortfalls to the IDO.

1.9.1.23. Ensure all UTC deployable cargo is properly prepared for deployment IAW AFI 24-203 (T-0)
1.9.1.24. Ensure UDMs or designated representatives collect and submit emergency contact information for each deploying member to complete advanced manifesting IAW DTR 4500.9-R, Part III. (T-0)

1.9.1.25. Ensure accomplishment of a risk analysis during pre-deployment planning to identify and ensure abatement of potential hazards. It is important to review as much of the deployment details prior to departure, as this will enable the correction or mitigation of many hazards before they become mishaps. AFPAM 91-216, USAF Safety Deployment and Contingency Pamphlet, assists commanders and planners in the evaluation and mitigation of risks associated with deployments and contingencies. Ensure units conduct deployment operations in a professional military manner with a sense of urgency and keen situational awareness. Personnel will immediately correct unsafe conditions.

1.9.1.26. Ensure deploying civilians have appropriate CAC, Geneva Convention card, passport, and/or visas when required. Ensure E-E civilian personnel are prepared and trained to deploy IAW this instruction, AFI 36-507 and AFI 36-2201.

1.9.1.27. When OPLANs, deployment taskings, or the Supported Commander’s reporting instructions do not authorize the hand carrying of individual weapons by deploying personnel, unit commanders must appoint primary and alternate weapons (or ammunition) courier/custodians, when required to bulk ship unit weapons and/or ammunition.

1.9.1.27.1. This will be accomplished in writing to the DCC, with a copy to Materiel Management Flight (LRS/LGRM) Small Arms Managers, to ensure the security and accountability of weapons and ammunition while en route from origin to the final destination.

1.9.1.27.2. It is the deploying unit's responsibility to ensure appointed couriers are knowledgeable of policies and procedures associated with resource protection, use of deadly force, and equipment accountability.

1.9.1.27.3. Units are encouraged to seek assistance from the host wing Security Forces Squadron to develop weapons courier training plans tailored to the deploying unit's specific resource protection needs.

1.9.1.28. Ensure mobility bags, weapons, munitions, and insect vector requirements are established and filled based on the units/wings maximum simultaneous deployment capability. Refer to AFI 21-201, Conventional Munitions Maintenance Management, for base-level positioning guidance for Category-B (Mobility) munitions for miscellaneous units defined in Air Force Catalog (AFCAT) 21-209, Volume 1, Ground Munitions.

1.9.1.28.1. Coordinate storage, accountability, and maintenance of mobility bags (including first aid kits), weapons, and munitions.

1.9.1.28.2. Required quantities are procured and maintained IAW AFMAN 23-110 and AOR reporting instructions.

1.9.1.29. Ensure Airmen postured against UTCs P-coded as A/DW, A/DX, and IF personnel have an AFDF (or electronic equivalent) containing the items listed in Table A3.1, Deployment Folder Table of Contents, of this instruction. Personnel filling DW
and DX positions will maintain the highest state of readiness. **Note:** Recommend UDMs use NSN 7530-00-990-8884 or suitable substitute when building hard copy AFDFs.  

1.9.1.29.1. **DELETED**

1.9.1.29.2. **DELETED**

1.9.1.30. Commanders or equivalent will be responsible for determining the appropriate AEFI code for all assigned personnel. MAJCOM FAMs and UDMs in conjunction with the IDRC will advise Unit commanders of recommended AEFIs to correct erroneous or blank AEFIs and will suspend commanders for corrective action. Further, MAJCOM FAMs will monitor AEFIs to ensure Air Force Specialty Codes (AFSC) that is normally associated within their functional areas is evenly distributed as possible throughout associated vulnerability periods.

1.9.1.30.1. Assign all military personnel to a specific AEFI code in MilPDS within 15-days of Date Arrived Station (DAS). To facilitate this effort, commanders will revise their unit in-processing checklists requiring newly assigned personnel to work with their designated UDM and be assigned to an AEFI prior to taking leave (e.g. permissive TDY for house-hunting).

1.9.1.30.2. At the start of each GFM cycle (October), organization commanders (or equivalent) will review AEFI codes to ensure distribution meets the needs of the organization.

1.9.1.30.3. Ensure Airmen are aware of their AEFI and associated AEF vulnerability periods.

1.9.1.31. Deployments are generally divided into three main phases – pre-deployment, deployment and post-deployment. All three phases within the deployment cycle are distinct and pose challenges and needs for preparation. Commanders are responsible for ensuring deploying Airmen know, before departing, the entire expected deployment period to include pre-deployment en route training, the estimated tour length and any overlap required at the end of the tour. This will help facilitate and ensure Airmen not only have their personal but professional affairs in order at all times to avoid poor planning for any part of the deployment cycles that can negatively impact family stability, individual readiness, unit cohesion and ultimately the ability to meet the mission.

1.9.1.32. Upon redeployment, request tailored support from various CAIB/IDS-Delivery helping agencies for personnel and their families.  

1.9.1.32.1. Consult with and are trained by CAIB/IDS-Delivery agencies on their redeployment support roles and responsibilities.

1.9.1.32.2. Encourage family member participation in CAIB/IDS-Delivery agency activities supporting the AEF schedule.

1.9.1.32.3. Proactive command responses include: early recognition of readjustment difficulty, eliminating derogatory feelings towards the use of readjustment support, and facilitation of help-seeking behavior.
1.9.1.32.4. Actions during reintegration education and the AEF schedule will include: observation, screening, identification, referral, and follow-up support for personnel recovery.

1.9.1.32.5. Critical components supporting personnel recovery include: reintegration education, post deployment assistance, health care, spiritual support, childcare, and trauma response care.

1.9.1.32.6. Ensure completion of redeployment processing of their personnel and support each individual to make a smooth post-deployment transition.

1.9.1.32.7. Commanders must ensure UDMs track compliance with all deployment health requirements for unit Airmen and government civilians IAW DODI 6490.03. (T-0)

1.9.1.33. Commanders who have mission essential contracts will comply with DODI 1100.22, Policy and Procedures for Determining Workforce Mix, and DODI 3020.41, Operational Contract Support. (T-0) Key issues include, but are not limited to the following:

1.9.1.33.1. Develop contingency plans for execution of mission essential services per DODI 1100.22.

1.9.1.33.2. Review new and existing contracts and identify mission essential services performed by contractors that are required during crisis. Ensure identification of mission essential services are in the contract SOW.

1.9.1.33.3. Track contractor personnel who are performing or who would perform mission essential services. Include their family members in non-combatant evacuation planning.

1.9.1.33.4. Provide essential personnel information on contractors selected for deployment to the IPR. Ensure the contractor receives appropriate Letters of Introduction (LOI) and required contractor information is entered into DCAPES for proper accountability.

1.9.1.34. Coordinate with IDO to access organization's comprehensive UTA requirements necessary to maximize available resources to better enable the organization to provide relevant capabilities to known future CCDR requirements.

1.9.1.35. Submit formal request to AFPC/DPW (AEF Online Help Desk) to grant up to (3) UDMs access to the AEF Online Commander’s Toolkit. Ensure UDMs receive training regarding the use of the Commander’s Toolkit and the proper management and protection of the information contained within it. UDMs will use the toolkit to its fullest capacity to effectively manage individual readiness status and outstanding requirements for all assigned Airmen, to include: AEFI assignments and IMR notifications to Airmen.

1.9.1.36. Recommend UTC deployable Airmen register for an unclassified AEF Online account in order to access the Personnel Deployment Preparedness Tool (PDPT).

1.9.1.36.1. PDPT affords deployable Airmen access to key deployment information such as Duty and Security Clearance status, AEFI assignment, Medical Readiness
status and status of requisite Total Force Awareness (TFA), and Tier 2A pre-
deployment training requirements.

1.9.1.36.2. Airmen formally tasked to deploy, as directed by their unit commander
and/or UDMs should use the PDPT to manage the status of requisite Tier 2B pre-
deployment training requirements.

1.9.1.36.3. Airmen should address PDPT readiness questions to their designated
UDMs and/or Unit Health Monitors (UHM).

1.9.1.37. Special Tactics, Tactical Air Control Parties (TACP) and other Air Force units
directly supporting and assigned to Army installations are waived from the requirements
in this instruction, but must comply with MAJCOM guidance, including guidance
mandating use of all or some portions of this instruction.

1.9.1.37.1. Comply with the deployment planning requirements outlined in Army
host base deployment plans and other applicable Army installation regulations.

1.9.1.37.2. Units must still use LOGMOD and comply with LOGMOD UTC
management reporting requirements IAW AFI 10-401.

1.9.1.38. Ensure unit representatives are identified as classified and/or cargo couriers, as
required. (T-0)

1.9.2. Training Requirements/Unit Personnel Readiness.

1.9.2.1. The unit commander ensures unit personnel identified against a position in a
UTC postured in the UTA are prepared for deployment within the AEF rotational
construct IAW AFI 36-2201, AFI 10-401, AFI 31-207, AFI 10-2501, AFI 36-507, and
this instruction.

1.9.2.2. Units will ensure all military and E-E civilians receive appropriate deployment
training and meet deployment requirements IAW the respective policy guidance
referenced for each. NOTE: Whenever possible, ancillary and EST are
provided/executed via CBT using the ADLS.

1.9.2.3. Personnel assigned against UTCs coded DX or DP can be trained and equipped,
or have access to equipment IAW MAJCOM FAM guidance in case the equipment is
shared with another UTC, to the maximum extent constrained resources allow.

1.9.2.4. Personnel assigned against UTCs coded DP do not require equipping beyond
what is required at their home station for their wartime mission.

1.9.2.5. UTCs already permanently assigned to forward areas will normally require all
equipment required to deploy to that location.

1.9.2.6. Upon notification of a deployment tasking, all members must complete all
remaining training requirements prior to ALD. NOTE: If directed response times in the
MISCAP or DOC statement preclude units from completing Tier 2B training
requirements on a just-in-time basis, the owning MAJCOM or unit will direct this
training be completed on a recurring basis. (T-2)

1.9.2.6.1. IAW AFI 10-401, the AEFSG resolves management of constrained
resources, scheduling conflicts, and policy discrepancies. Combat Arms (CA),
CBRN Defense Training, and Expeditionary Combat Skills materials, facilities and/or personnel and are usually accomplished through just-in-time training. All other training will be accomplished by all personnel IAW AFI 36-2201 to ensure the training is completed and remains current throughout the member’s deployment.

1.9.2.6.2. Commanders should keep in mind that while DX-coded UTCs are not normally available for deployment under non-surge ops within their aligned AEF, under USAF A3/5 declared minimum surge rotational conditions these DX UTCs may be tasked in their on-call periods of surge rotational conditions these DX UTCs may be tasked in their on-call periods of surge ahead of the unit’s DW UTCs in the second on-call period up to the maximum total DWs, IAW AFI 10-401, Chapter 7. If at all possible, commanders should not defer deployment training to “just-in-time” for DX assigned people, since they could be required to deploy short notice during a crisis and “just-in-time” training might not be possible.

1.9.2.7. Referenced functional publications could levy additional training requirements for some or all individuals who are identified against a UTA position.

1.9.2.8. Additional deployed training requirements are normally identified by ULN line remarks and/or reporting instructions. The Pre-Deployment Training Tool (PDTT) is available on the SIPRNET AEF Online webpage and provides training scheduling information by ULN.

1.9.2.9. Civilian personnel postured to deploy will meet all of the deployment training requirements established by their military counterparts. AFI 36-507 outlines any additional training and processing requirements that may be necessary.

1.9.2.10. Commanders of ANG and AFRC personnel must ensure MPA man-days are requested and orders are received as soon as possible.

1.9.2.11. The unit commander or designated representative must track and ensure all personnel assigned a UTA position meet all medical and additional deployment requirements at all times ensuring rapid response to a situation and/or locally approved guidance. NOTE: This includes having:

1.9.2.11.1. Current immunizations within 30-days of appointment to a UTC position (AFJI 48-110). Theater-unique immunizations and disease prevention requirements as identified by the Medical Group will also be required. Deployers will contact their respective MTF for specific questions relating to Human Immunodeficiency Virus (HIV) tests, Anthrax, Smallpox, Yellow fever vaccinations, etc.

1.9.2.11.2. Unit commanders, or equivalent, will ensure member’s fitness score is current prior to deployment IAW AFI 36-2905, Fitness Program.

1.9.2.11.3. ID tags and ID cards.

1.9.2.11.3.1. Red Metal (Medical) Alert ID Tag. Home station MTFs will provide deploying personnel, with a documented medical allergic condition, the appropriate documentation to obtain a Red Medical Alert ID tag and chain. Deploying personnel will wear the Red Metal (Medical) Alert ID Tag with the conventional ID tag system. The 1996 Health Insurance Portability and Accountability Act (HIPAA) protects the privacy of individually identifiable health information, and the confidentially provisions of the Patient Safety Act by
preventing the disclosure of personal medical information to anyone without consent of the patient. NOTE: Upon receipt of deployment tasking notification, and again prior to deployment out-processing, UDMs will advise military personnel with any type of medical allergies to obtain the appropriate documentation from the MTF in order to acquire a Red Metal (Medical) Alert ID (if available).

1.9.2.11.3.2. DELETED

1.9.2.11.4. Current Virtual Record of Emergency Data (vRED) in virtual Military Personnel Flight (vMPF), or manual DD Form 93, Record of Emergency Data, if vRED not available.

1.9.2.11.4.1. Deploying DOD Civilians must ensure they update their personnel information via the Defense Civilian Personnel Data System (DCPDS) Portal (MyBiz/MyWorkplace) at https://compo.dcpds.cpms.osd.mil/. Once updated, they must provide a printed copy of their Emergency Contact Receipt from the MyBiz website to their UDM(s) for review. NOTE: Copies of the DCPDS Emergency Contact Receipt are prohibited from being posted or maintained in an AFDF at any time. If required by the CDDR for in-processing purposes, deploying DOD Civilians will hand-carry a copy of their DCPDS Emergency Contact Receipt separately from the AFDF.

1.9.2.11.4.2. When conducting AFDF reviews with an Airman, UDMs must review the Airman’s vRED for accuracy and completeness as outlined in AFI 36-3002, Casualty Services. At a minimum, UDMs must emphasize the importance of accurate EPC information to ensure the proper military benefits are provided to an Airman’s beneficiaries. NOTE: UDMs should ensure an Airman’s religious preference listed on their vRED is identical to that reflected on the Airman’s Identification Tags (Dog Tags).

1.9.2.11.5. Quantitative Fit Testing (QNFT) will be accomplished IAW AFOSH STD 48-137. (T-0)

1.9.2.11.6. DELETED

1.9.2.11.7. Personal and family readiness briefings.

1.9.2.11.8. Valid Government Motor Vehicle (GMV) license, if required at pre-deployment training or employed locations. GMV licenses must be current and meet the requirements outlined in AFI 24-301, Vehicle Operations. GMV licenses must be hand-carried by all deploying Airmen and DOD civilians.

1.9.2.11.9. Properly completed wills, powers of attorney, and family readiness matters, if required.

1.9.2.11.10. Completed AF Form 357, Family Care Certification, for military married to military with dependents and military single parents.

1.9.2.11.11. Ample supply of personal and hygiene items to cover projected duration of deployment.
1.9.2.11.12. Additional supplies of certain items (extra glasses, protective mask inserts, contact lens solutions, etc.) that have limited availability at the deployment location.

1.9.2.12. Commanders and UDMs will ensure personnel selected for deployment are eligible and have enough retainability to complete the established TDY tour length according to AFI 10-401, AFI 36-2110, AFI 36-3802, UTC MISCAPs and identified deployment Line Remarks.

1.9.2.12.1. Ensure deploying Airmen have a valid Security Clearance, CAC, Geneva Convention card (if applicable), Commercial/Government/International driver’s license/AF FORM 483, *Certificate of Competency* card(s) (when required), passport, and/or visa to the end of the deployment timeframe.

1.9.2.12.2. Responsibility for deployment eligibility rests with unit commanders, IPRs and/or PDFs serve as an installation/wing’s last set of eyes to ensure personnel are eligible for deployment, waived for deployment according to governing guidance, and/or replaced when found ineligible.

1.9.2.13. Commanders and UDMs will establish guidelines and controls to ensure the safeguarding, maintenance, use, access, and disclosure of Privacy Act information, contained in AFDFs (electronic or hard-copy), in accordance with AFI 33-332, *Air Force Privacy Act Program*.

1.9.2.13.1. DELETED

1.9.2.13.2. DELETED

1.9.2.13.3. DELETED

1.9.2.13.4. DELETED

1.9.2.14. Prohibited Documents in the AFDF. The following documents will not be maintained in the AFDF; however, members will hand-carry the documents only if required by the CCDR reporting requirements:

1.9.2.14.1. Service Members Group Life Insurance (SGLI). If required by supported CCDR reporting instructions, a memorandum from the deploying member indicating the member has accepted coverage under SGLI and a current copy of the SGLV 8286, *Servicemembers’ Group Life Insurance Election and Certificate*, is in vMPF. If the member has declined SGLI coverage, it must be stated on the SGLV 8286, located in vMPF, in order to meet CCDR requirements.

1.9.2.14.2. DD Form 2766, *Adult Preventive and Chronic Care Flow Sheet*. (T-0)

1.9.2.14.3. DD Form 2766C, *Vaccine Administration Record*. (T-0)

1.9.2.14.4. DHA #1 (DD Form 2795, *Pre-Deployment Health Assessment*), if required. Medical deployment requirements are outlined in Attachment 20. (T-0)

1.9.2.14.5. AF Form 357, *Family Care Certification*. If required by the supported CCDR reporting instructions, an MFR from the member’s First Sergeant indicating the member has a current AF Form 357 on file that will remain current for the duration of the deployment meets CCDR criteria.
1.9.2.14.6. Leave and Earnings Statement (LES). If required by supported CCDR reporting instructions, members will hand-carry a copy of their LES vice placing a copy in their AFDF.

1.9.3. Training Requirements Tracking.

1.9.3.1. Units will track and monitor completion of all Tier 2A/2B, and 3 Expeditionary Skills (ES) proficiency training IAW AFI 36-2201 and local guidance (as outlined within the IDP) for all Airmen and DOD Civilians using an Air Staff and/or MAJCOM-approved automated system or tool. (T-2)

1.9.3.2. The following are identified as approved automated systems and tools: AEF Commander’s Toolkit (CCTK), Logistics Module (LOGMOD), Training Business Area (TBA), Automated Civil Engineer System (ACES), ADLS, Aviation Resource Management System (ARMS), Integrated Maintenance Data System (IMDS), Heavy Airlift Maintenance System (G081), Reserve Aerial Port Data System (RAPDS), Medical Readiness Decision Support System Unit Level Tracking and Reporting Application (MRDSS ULTRA), Security Forces Management Information System (SFMIS), Training Education Management System (TEMS), Air Reserve Component Network (ARCNET), and Web-based Integrated Training Database II (WBITS). (T-2)

1.9.3.2.1. A system is deemed MAJCOM-approved when it meets the requirements for Automated Information Systems (AIS) IAW AFI 33-210, Air Force Certification and Accreditation (C&A) Program (AFCAP) and AFPD 33-2, Information Assurance (IA) Programs. (T-2)

1.9.3.2.2. Prior to requesting MAJCOM/A4R’s approval, the host Installation/Wing Commander must initiate the accreditation process through MAJCOM/A6. (T-2)

1.9.3.2.3. Systems that do not reside, or operate, on the Air Force Enterprise do not require accreditation.

1.9.3.2.4. At a minimum, a system is deemed Air Staff- or MAJCOM-approved when the unit has received written and/or electronic correspondence from an applicable Air Staff or MAJCOM system functional manager specifically indicating approval. (T-2)

1.9.3.3. The AF Form 4005 will be maintained for all personnel assigned to DW and DX coded UTCs in the UTA (including A-coded UTCs and Institutional Force personnel identified for deployment). It is recommended that an AF Form 4005 be maintained for all personnel assigned to any UTC in case of surge or substitution requirements. Instructions for completing AF Form 4005:

1.9.3.3.1. The individual and the UDM will complete either a hard copy or electronic copy of the AF Form 4005. (T-2)

1.9.3.3.2. The AF Form 4005 will be reviewed annually or upon notification of deployment.

1.9.3.3.3. Use the Inspection Record Section of AF Form 4005 to document reviews. Code each item using the following legend:

1.9.3.3.3.1. “C” - Complete, onhand, serviceable, properly prepared.
1.9.3.3.2. “I” - Incomplete, short, or improperly prepared item.
1.9.3.3.3. “R”- Member re-validating/re-accomplishing checklist item.
1.9.3.3.4. “N” - Not required/not applicable.

1.9.4. Unit Deployment Manager (UDM).

1.9.4.1. At the unit level, UDMs are the primary liaison to the unit training manager (UTM), flight/squadron leadership, and wing training functions regarding deployment related issues. Detailed UDM duties are outlined in Attachment 3. UDMs will:

1.9.4.2. Applies Joint, Air Force, MAJCOM, or Component Command operational/exercise planning and execution policies, as required.

1.9.4.3. Have working knowledge of Air Force planning policy and guidance.

1.9.4.4. Performs pilot unit and/or non-pilot unit UTC development duties as described in AFI 10-401 in order to perform UTC management and maintenance activities.

1.9.4.4.1. Reviews associated UTC Mission Capability Statements (MISCAP), Manpower Force Packages (MANFOR), and Logistics Detail (LOGDET) on a quarterly basis or as changes occur in order to identify changes in unit posturing that will facilitate readiness reporting and monitoring.

1.9.4.4.2. UTC MISCAPs and MANFORs can be obtained via the Air Force Manpower Agency (AFMA) website.

1.9.4.4.3. UTC LOGDETs can be obtained via the IDO or installation/wing LOGMOD Administrator.

1.9.4.5. Assigns and maintains functional UTCs (in coordination with their respective commanders) as postured by MAJCOM FAMs using available unit assets. UDMs will also notify their respective installation/wing IDOs for remedial action(s) when UTCs cannot be supported due to changes in manpower or equipment.

1.9.4.5.1. Uses LOGMOD to assign personnel to positions within the appropriate LOGMOD Schedule ID.

1.9.4.5.2. Monitors UTC/Unit UMD authorization mismatches and notify unit leadership when corrective actions have been taken.

1.9.4.6. Conducts squadron deployment briefings that encompass readiness reporting and monitoring. (T-3)

1.9.4.7. Performs execution activities:

1.9.4.7.1. Executes and coordinates TPFDD deployment taskings through their wing IDRC and/or DCC to acknowledge AFPC/DPW nominations IAW AFI 10-401 this instruction.

1.9.4.7.2. Notifies their wing IDRC/DCC within established timelines when UTC taskings cannot be supported.

1.9.4.8. Performs analysis activities and assist MAJCOM FAMs in conducting analysis to determine the wartime readiness of their functional area.
1.9.4.9. Contacts deploying/redeploying personnel to inform them of DHA completion requirements.

1.9.4.10. Maintains UDM continuity binder and associated electronic files that include at a minimum:

1.9.4.10.1. Copies of appointment letters (e.g. UDM and Unit Cargo Increment Monitor).
1.9.4.10.2. UDM training certificates.
1.9.4.10.3. UDM and DPWG meeting minutes.
1.9.4.10.4. UTC MISCAPs, MANFORs and LOGDETs for UTA postured UTCs.
1.9.4.10.5. Unit Manpower Document (UMD)/Unit Manpower Personnel Roster (UMPR).
1.9.4.10.6. Installation Deployment Plan (IDP).
1.9.4.10.7. UDM checklists.
1.9.4.10.8. Installation/wing specific deployment operating instructions
1.9.4.10.9. Applicable inspection and self-assessment checklist (SAC) findings.
1.9.4.10.10. Lessons learned.
1.9.4.10.11. Training slides.
1.9.4.10.12. Recall rosters.
1.9.4.10.13. Signed/approved shortfalls and waivers.

1.9.5. Unit Training Manager (UTM).

1.9.5.1. Manages the unit’s training programs, policies, and procedures, as directed by higher headquarters, commanders, and Base Training IAW AFI 36-2201.

1.9.5.2. Coordinates with the UDM and flight superintendent(s) to schedule and manage ancillary and functional area specialty training, specific to the AOR, required for deployments. **NOTE:** UDMs will ensure all Tier 2A, 2B, and 3 ES proficiency training is scheduled for deploying personnel. Deploying members are ultimately responsible for ensuring required training has been completed.

1.9.5.3. Ensures Upgrade Training Records (UGT) are up to date for deploying members in the grade of E-6 and below and for E-7s and above who are in upgrade training status.

1.9.5.3.1. Coordinates with squadron superintendent to ensure a trainer is assigned at the deployed location for deploying members in upgrade training.

1.9.5.3.2. Ensures deploying members in upgrade training have all required materials: know what is expected of them while deployed, and what testing services are available at the deployed location.

1.9.5.4. DELETED

1.9.6. First Sergeant.
1.9.6.1. During deployments, ensures families are contacted regularly and know whom to contact if they have any issues or concerns.

1.9.6.2. Works with the commander to maintain contact with the deployed members and ensure their needs are being taken care of.

1.9.6.3. Ensures deploying members know about programs available to them in their deployed status to include reduced interest rates, tax-free savings programs, Yellow Ribbon Program, \( \text{http://www.yellowribbon.mil} \), for ARC personnel and the Servicemembers Civil Relief Act (SCRA) – formerly known as the Soldiers’ and Sailors’ Civil Relief Act (SCRA).

1.9.6.4. Ensure families of deployed members are taken care of and know the programs available to them, including “Give Parents a Break,” video teleconferencing, instant messaging through the AF Portal, free oil changes, etc.

1.9.7. The Deployment Process Working Group (DPWG). (T-2)

1.9.7.1. Chaired by the IDO, the DPWG will be established at each installation.

1.9.7.1.1. Mandatory DPWG members:

1.9.7.1.1.1. Logistics Readiness Squadron (LRS):

1.9.7.1.1.1.1. Deployment and Distribution Flight (LGRD): IDO (Chair).

1.9.7.1.1.1.2. Plans and Integration Section (LGRDX)

1.9.7.1.1.1.3. Small Air Terminal Section (LGRDT).

1.9.7.1.1.2. Force Support Squadron (FSS):

1.9.7.1.1.2.1. Readiness and Plans Section (FSOX).

1.9.7.1.1.2.2. Manpower and Personnel Flight (FSM).

1.9.7.1.1.3. Wing Plans (Wing/XP or equivalent organization).

1.9.7.1.1.4. Unit Deployment Managers (UDM).

1.9.7.1.1.5. Aerial Port Squadron (APS) (AMC units only).

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

1.9.7.2. Oversees IDS and DCAPEs implementation and sustainment, as well as address deployment policy and training issues.

1.9.7.3. Assists in formulation of installation deployment guidance and development of the IDP. (T-3)

1.9.7.4. Meets at least semi-annually. (T-3)

1.9.7.5. Maintains awareness of rotational requirements and potential worst-case taskings.

1.9.7.6. Ensures the IDO publishes DPWG meeting minutes with a list of attendees present, discussions, and action items. (T-3)

1.9.8. Installation Reception Officer (IRO).
1.9.8.1. Oversees the Reception Control Center (RCC) and subordinate work centers, for the reception of contingency forces outlined in Chapter 6 of the BSP, as well as deployed personnel and unit in-processing actions at home station that includes the following: turn-in of deployment bags, military weapons, classified components and/or materials, deployed equipment items, biological warfare/chemical warfare. (BW/CW) antidote kits. NOTE: Tenant and associate units will have the option to appoint a reception liaison to the Host Wing.

1.9.8.2. Under the control of the IRO, the RCC provides overall direction and coordination for reception and beddown procedures to resolve any/all problems affecting the overall reception of resources. The IRO will further oversee the following two subordinate functions, the Reception Processing Unit (RPU) and the Cargo Reception Function (CRF).

1.9.8.3. Ensures all support personnel are assigned to their respective stations or duty sections in order to provide a representative to brief duty schedules, chain of command, supervisors, duty locations and important numbers. The RCC will further monitor inbound airlift and arrival times of personnel and cargo.

1.9.8.4. Schedules and chairs an annual Reception Process Working Group (RPWG) meeting with all reception work center personnel and base-level support agencies. The RPWG will be utilized to review and refine reception processes and procedures for the reception of contingency forces. This will facilitate the reception and reintegration of personnel to include required unit in-processing actions.

1.9.8.5. Appointed from the LRS, Distribution and Deployment Flight IAW AFI 38-101.

1.9.9. Deployed Commander.

1.9.9.1. Operates the C2 of the Unified Combatant Commander to which they are deployed and is normally responsible for ensuring all assets; both equipment and personnel, arriving in support of the mission, meet the tasking requirements as outlined by the Supported Command and is subject to CCCDR requirements.

1.9.9.1.1. Monitors the build-up of the assigned organization to ensure full mission capable status by latest force closure date.

1.9.9.1.2. Coordinates with Personnel Support for Contingency Operations (PERSCO) and MO functions to remain aware of filler actions and status of manpower authorizations.

1.9.9.1.3. Identifies unqualified personnel or personnel who do not meet the specifications identified in the tasking and returns them to home station.

1.9.9.1.4. Reviews ESPs for unit’s potential bed-down and transient locations.

1.9.9.1.4.1. Coordinates with and advises the reception base or transient location of unique-support requirements, suggested changes, or other items affecting reception planning and processing.

1.9.9.1.5. Establishes procedures to account for deployed unit personnel, including DOD civilian and contract employees using available personnel until arrival of PERSCO team.
1.9.9.1.5.1. In the absence of a PERSCO team or supporting M&PF, oversees all of the personnel accountability and reporting requirements IAW AFI 36-3802 and Supported Command’s reporting guidance/processing instructions. This includes daily duty status reports and casualty information to ensure a smooth transition of personnel strength information and reporting upon arrival of PERSCO teams.

1.9.9.1.6. Establishes procedures to account for deployed equipment until arrival of Contingency Response Group (CRG) or establishment of a RCC.

1.9.9.1.7. Prepares for redeployment operations. Responsible for conducting effective and efficient redeployment operations.

1.9.9.1.7.1. Develops phased redeployment plan ensuring unit’s ability to execute decisive operations is not degraded during redeployment/rotations.

1.9.9.1.7.2. Ensures all ARC personnel are redeployed prior to CED expiration to ensure sufficient reconstitution prior to the member’s AF Form 938, Request and Authorization for Active Duty Training/Active Tour, expiration. When redeployment is delayed, ensure appropriate action(s) is taken to properly extend the member’s activation/mobilization orders.

1.9.9.1.8. Uses ACSA program if exchanges between US military and foreign military are required for logistics support, supplies, and services IAW DOD Financial Management Regulation (DODFMR), 7000.14-R, Volume 11A, Reimbursable Operations, Policy and Procedures. (T-0)

1.9.9.1.9. Implements the CCDR’s force protection conditions (FPCON) or increases the level of protection commensurate with the overall threat.
Chapter 2

DEPLOYMENT PLANNING

Section 2A—Planning Overview

2.1. General. Transportation to and from an AOR can be confusing to both leaders and the deploying/deployed Airmen. Leaders who understand the transportation process and how to efficiently transport their Airmen using the newest AEF concepts can maintain 100% visibility of their personnel and equipment. These informed leaders can also reduce stress and anxiety for their Airmen by reducing travel time and making the travel experience better. This chapter describes functional roles and responsibilities for the planning, preparation and execution of Air Force deployment planning. Most of this occurs in the pre-deployment activity phase, which is the first of four deployment phases. The other three phases are movement to and activities at the port of embarkation; movement to the port of debarkation; and joint reception, staging, onward movement, and integration (JRSOI) activities and will be covered in subsequent chapters.

2.1.1. Air Force Planning Process. The Air Force deployment process begins when planning is initiated for force projection operations in response to an action or event that requires protection of U.S. national interests. Actions or events which could trigger the deployment process could fall under the full range of military operations (ROMO) and include natural disasters, civil support, foreign humanitarian assistance (FHA), Security Assistance, Homeland Defense/Security (HLD/S), United Nations (UN) actions and support to regional organizations (e.g. North Atlantic Treaty Organization (NATO) operations), etc.

2.1.2. Planning Considerations. Planners must consider use of a combination of pre-positioned materiel, HNS agreements, ACSAs, and contingency contracts, when planning deployments and tailoring unit-level personnel and equipment requirements.

2.1.3. Scope of Planning. As in joint deployment planning, AF planners must view deployment in the context of overall operational planning. Deployment planners at all levels must consider not only the actual deployment of forces, but also the employment mission, expeditionary organization structure, command relationships, the reception of forces, pre-positioning strategies, HNS, information systems, forward basing, and en route infrastructure.

2.2. Deployment Planning Challenges.

2.2.1. Force Structure. Commanders and planners can only plan with current forces. The Air Force’s total combat capability is aligned in the UTA, via GFM Planning Cycle, and is used to meet the global needs of all CCDRs. In order for the AF to meet National Military Strategy (NMS) objectives in regard to weapons, units, personnel, equipment and supplies for both permanently assigned and rotational forces, the AEF is the primary method for meeting and sustaining these objectives.

2.2.2. Transportation/Mobility Assets. Airlift and tanker aircraft, aircrews, aerial port personnel, and MHE are limited assets and must be used wisely or risk being wasted. Wings/units must ensure their deployment processes and systems are kept up to date through aggressive training and exercise programs.
2.2.3. In-transit Visibility. Commanders at all levels rely heavily upon information systems to provide visibility of the movement of forces. Tracking force closure is critical to the CCDR ability to begin operations. Those systems require the highest levels of communications security (COMSEC) and operations security (OPSEC). Thus, it is imperative that deployment systems and processes down to the unit level be used effectively and efficiently.

Section 2B—War Planning and Execution Systems

2.3. Unit Type Codes (UTC).

2.3.1. War planners use UTCs to document total AF manpower and logistics capabilities needed to support the national military strategy during operational planning and execution activities. These requirements are documented in a JOPES/DCAPES TPFDD in support of an OPLAN, CONPLAN, or Operation Order (OPORD) in the form of standard UTCs. NOTE: IAW AFI 10-401, AFPC/DPW will work closely with commanders of limited supply/high demand (LS/HD) (also called limited asset availability (LAA)) resources and/or units to preserve near to mid-term readiness in crisis response capacity while providing CCDRs sufficient UTC capabilities.

2.3.2. The MISCAP is simply a statement of the capabilities of the force identified by each UTC. Do not include crew ratios and monthly flying hours in UTC MISCAPs. Reference War Mobilization Plan, Volume 5, Basic Planning Factors & Data, for such planning data and factors. The UTC FAM at the MEFPAK responsible agency is responsible for writing the MISCAP.

2.3.3. UTC personnel requirements are reflected in the UTC Manpower Force Packaging System (MANFOR).

2.3.3.1. The AFSC/skill level/grade requirements listed in the UTC MANFOR match AFSC/skill level/grade of the UMD positions postured or authorized to be substituted according to substitution rules listed in AFI 10-401, Chapter 7.

2.3.3.2. Substitutions of AFSC, skill level, and grade are allowed, if specifically referenced in the MISCAP; however, the UTC must still be able to perform its MISCAP. EXCEPTION: Civil Engineers (CE) are authorized to substitute positions for posturing of UTCs IAW substitution rules outlined in AFI 10-210, Prime Base Engineer Emergency Force (BEEF) Program.

2.3.3.3. For posturing, units can fill lower skill or grade UTC requirements with a higher UMD skill or grade position. Such substitutions will be IAW AFI 10-244.

2.3.3.4. Units will not be tasked to provide personnel resources for wartime and/or major operation and campaign requirements that exceed their UMD authorizations unless authorized to posture above their authorizations.

2.3.4. UTC equipment requirements are reflected in the UTC Logistics Detail (LOGDET). Units must be authorized the full allowance standard of equipment as specified in the LOGFOR subsystem. If authorized equipment is not on hand, this must be reflected in ART.
2.4. **Global Command and Control System (GCCS).**

2.4.1. GCCS is designed to improve the Joint Force Commander’s (JFCs) ability to manage and execute joint operations.

2.4.2. It is the primary means of C2 for the President and SECDEF over all military forces.

2.4.3. GCCS provides a classified global network of military and commercial communications systems that the JFC uses to send and obtain critical force projection information.

2.5. **Joint Operation Planning and Execution System (JOPES).**

2.5.1. JOPES is the DOD-directed single, integrated joint command and control system for conventional operation planning and execution (to include theater-level nuclear and chemical plans).

2.5.2. JOPES is both a process and a collection of automated systems used to develop OPLAN TPFDDs that drive deployment taskings.

2.5.3. The OPLAN details the mission to be accomplished and the TPFDD contains force record data, including UTCs that represent unit capabilities and are the primary source for movement planning.

2.5.4. The TPFDD provides a prioritized list of what combat forces, combat support, combat service support UTCs, as well as Individual Augmentees from Institutional Forces who deploy in support of a particular operation plan.

2.5.5. It catalogs the UTCs to deploy and outlines who provides them. The TPFDD also identifies where they are going, how they get there, cargo dimensions, number of personnel, and non-organic personnel movement required.

2.5.6. Units must maintain and report UTC information as accurately as possible to ensure proper forces are identified and adequate lift is planned for and provided. Reference JP 1-02, *DOD Dictionary of Military and Associated Terms*; JP 3-35, *Joint Deployment and Redeployment Operations*; AFI 10-401; AFPD 10-4; and the CJCSM 3122-series publications for additional information on the use of JOPES to support deployment operations. *(T-0)*

2.5.7. The process of force projection is an integral part of JOPES. It tracks requirements, departures, and arrivals in the scheduling and movement subsystem of JOPES and provides users with an ordered and comprehensive set of procedures for resolving complex strategic mobility force deployment and sustainment problems. JOPES includes an operation planning process, an Automated Data Processing (ADP) support system, and procedures to support the planning process.

2.6. **Deliberate and Crisis Action Planning and Execution Segments (DCAPES).**

2.6.1. DCAPES is the standard AF ADP system designed to communicate OPLAN requirements and resource monitoring capability to minimize unnecessary movement of personnel and equipment into a theater of operations during execution. Additional DCAPES information is detailed in AFI 10-401.
2.6.2. The objective of DCAPES is to provide improved and streamlined operations planning and execution processes.

2.6.3. This includes associated policy and procedures, along with organizational and technology improvements.

2.6.4. DCAPES provides standard data files, formats, application programs, and management procedures that are AF unique and Joint guidance compliant.

2.6.5. DCAPES is at the heart of the AF’s War Planning and Execution System (WPES); a comprehensive, net-centric system of systems used in war planning and execution for the purpose of presenting, planning, sourcing, mobilizing, deploying, accounting for, sustaining, redeploying, and reconstituting AF forces; and provides a Service feed to JOPES. NOTE: WPES includes LOGMOD, BaS&E, LOGFAC, DCAPES, UTA, and several other war planning and execution systems.

2.6.6. DCAPES and the WPES support all phases of operations planning and execution at the HAF, MAJCOM, NAF, and Wing/Squadron level.

2.6.7. It is the AF’s sole capability to present, plan, source, mobilize, deploy, account for, sustain, redeploy, and reconstitute AF forces satisfying CCDR’s requirements.

2.6.8. DCAPES transactions that support JOPES procedures are the mechanisms for submitting movement requirements to USTRANSCOM.

2.6.9. DCAPES supports accurate and timely sourcing which includes validation and verification. This allows sourcing and tailoring of lower levels of detail beyond the JOPES level of detail.

2.6.10. DELETED

2.6.11. MAJCOM DCAPES/JOPES Sub-FMs will determine which of their respective installation/wings will be afforded write permissions to DCAPES to support verification responsibilities. If DCAPES is not available, installation/wing IDOs will work with MAJCOM FAMs and/or AEF cells for requirements.

2.6.12. A minimum of two logistics plans manpower positions in the LRS Plans and Integration Section will be identified as requiring DCAPES Special Experience Identifier (SEI) 295. NOTE: AFRC units will ensure sufficient logistics planners assigned to the Logistics Plans and Integration Section are identified as having an SEI 295 in MilPDS but will not designate SEI requirements to positions.

2.6.13. Airmen that completed the JOPES/DCAPES course prior to implementation of 4.0.2.0 and qualify for SEI 048 or 049, will only be required to attend the Base-level DCAPES course. The squadron commander will sign a letter validating qualifications and request a waiver for DCAPES training from the MAJCOM DCAPES/JOPES Sub-FM when requesting write permission to DCAPES. NOTE: JOPES/DCAPES update (write) permissions only apply to wing level users who create and manage local exercise plan TPFDDs.

2.7. USAF War and Mobilization Plan (WMP).

2.7.1. The USAF WMP consists of five volumes and is the USAF supporting document to the Joint Strategic Capabilities Plan (JSCP). The WMP volumes provide the Air Staff, AF
planners, and AF commander’s current policies, planning factors, and GFM apportioned forces for conducting and supporting operations. A description of the WMP can be found in AFI 10-401, Chapter 2.

2.7.2. Volume 3 (WMP-3), Combat and Support Forces, has four parts:

2.7.2.1. Part 1 contains combat forces.
2.7.2.2. Part 2 is the AF UTA which contains all postured AF UTC capability.
2.7.2.3. Part 3 contains the AF Readiness Spares Package (RSP) authorization document.
2.7.2.4. Part 4 is the Capability Annexes to the Air & Space Expeditionary Force Presence Policy.

2.7.3. WMP-3, Part 2, UTA, is the official AF data source for identifying the availability of all AF UTCs.

2.7.3.1. It contains all postured UTC capability in the AF listed by UTC/UIC/Record Number.
2.7.3.2. This UTA represents the AF's commitment to support CJCS, CCDR, and Service-unique requirements.
2.7.3.3. It documents all conventional and OPLAN capabilities for all Active, Guard, and Reserve units.
2.7.3.4. MAJCOM MEFPAK managers will ensure assigned units, to include Reserve Component units, have access to WMP-3, Part 2 (UTA) data for their unit.

2.8. Logistics Module (LOGMOD).

2.8.1. LOGMOD is a CAC-enabled web based logistics-planning program that resides on the AF Portal and receives and maintains the cargo and personnel details for UTCs and taskings.
2.8.2. It maintains detailed cargo records as well as personnel records (levy file positions and the personnel to fill them) and provides a C2 capability through the LOGMOD Schedule. LOGMOD operates in unclassified mode.
2.8.3. Currently, there is no direct interface between LOGMOD and DCAPES. LOGMOD is part of the WPES.
2.8.4. There are four main LOGMOD dropdowns:

2.8.4.1. Logistics Force Packaging Module (LOGFOR).
2.8.4.2. Planning/Maintain Planning (LOGPLAN).
2.8.4.3. Execution/Schedule.
2.8.4.4. Personnel Readiness.
2.8.5. LOGFOR provides the capability to create and maintain the standard logistics details consisting of supplies and equipment for all AF UTCs that have associated supplies and equipment. This data is called the LOGDET. AFI 10-401 provides detailed instructions on adding, deleting, updating, and maintaining UTCs.
2.8.6. LOGPLAN provides the capability to tailor or customize the plan-unique UTC database of equipment and supplies. It allows units to uniquely customize UTCs for each tasking (OPLAN/CONPLAN/AEF) that unit supports. Tailored UTC information developed in LOGPLAN must be manually transferred to DCAPES (air-gap process) to ensure the TPFDD includes correct movement requirements data. This data is called the Logistics Plan File (LPF).

2.8.7. LOGMOD Schedule provides users with an automated capability to plan, schedule, and monitor the deployment actions that support the movement of forces.

2.8.8. Personnel Readiness is used by the UDM in preparation for and execution of deployment taskings.

2.9. LOGMOD (Web based).

2.9.1. The LOGMOD web-based program is the primary AF Deployment system. Units will use LOGMOD to the maximum extent possible.

2.9.2. MAJCOMs will develop alternative deployment processes for use when IDS components are unavailable.

2.9.3. If LOGMOD is unavailable, units will use the AF Form 2511, AF Form 2511A, and AF Form 2512 to distribute deployment scheduling information.

2.9.4. DELETED

2.9.5. DELETED

2.10. Defense Readiness Reporting System (DRRS).

2.10.1. DRRS is a SECDEF directed system that measures and reports on the readiness of military forces and the supporting infrastructure to meet missions and goals assigned by the SecDef. (See AFI 10-252, Defense Readiness Reporting System)

2.10.2. DRRS draws upon established DOD and Service-specific authoritative data systems to establish a capabilities-based, adaptive, near real-time readiness reporting system.

2.11. AEF UTC Reporting Tool (ART). ART is a classified, web-based automated database to support collection, collation, and report generation of unit and aggregate UTC readiness data. Units that have standard UTCs postured in UTC Availability (UTA) view and report their UTC status IAW AFI 10-244.

2.11.1. DELETED

2.11.2. DELETED

2.11.3. DELETED


2.12.1. A CSAF-directed IDS system used for wing-level deployment and contingency passenger and cargo processing operations.

2.12.2. Used for preparing and managing all movement documentation.

2.12.3. Enables bar coding and scanning for cargo processing.

2.12.4. Provides ITV.
2.13. **Integrated Computerized Deployment Systems (ICODES).**

2.13.1. ICODES is an integrated Joint Deployment and Distribution Enterprise (JDDE) load planning system that automates load planning in support of worldwide deployment of forces and day-to-day cargo movement.

2.13.2. IDS Component System partner which receives ICODES *.CL5 files and uses the data for load planning.

2.13.3. This new system was selected by USTRANSCOM in 2007 to incorporate all modes of travel and to complete load plans for ship, aircraft and rail modes of conveyance.

2.14. **Global Air Transportation Execution System (GATES).**

2.14.1. GATES is the current AMC real-time system that supports fixed, deployed, and mobile sites.

2.14.2. For AMC aerial ports, GATES can be used in the IDS system in the same way CMOS is used; it is an equal IDS partner.

2.14.3. It will process and track cargo and passengers; support resource management and provide command and control support information.

2.14.4. It will also generate cargo, passengers, and resource reports at headquarters and unit level, and will provide message routing and delivery for all AMC transportation airlift operators regardless of size, workload, volume, configuration, or location.

2.15. **Global Combat Support System (GCSS).**

2.15.1. GCSS provides universal secure access to information and interoperability of that information across combat support and C2 functions.

2.15.2. GCSS provides a secure, intranet environment allowing DOD users to access shared data and applications that results in near real-time command and control of the logistics pipeline.

2.16. **Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence (IGC).**

2.16.1. IGC is an automated C2 information system that supports the family of transportation users and providers by providing an integrated system of ITV information and C2 capabilities to facilitate wing deployment data via CMOS/GATES.DELETED.

2.16.2. IGC collects and integrates Defense Transportation System (DTS) information from selected transportation systems.

2.16.2.1. New IGC capabilities - Single Mobility System (SMS), Business Decision Support System (BDSS), Defense Transportation Coordination Initiative (DTCI), Worldwide Express (WWX), and Motor Carrier Compliance (MCC).

2.16.2.2. It also affords dashboards to facilitate measures of performance in the various segments of the DTS, search option tools that allow a user to input key terms, and data discovery tools that allow for searching/displaying metadata related IGC data information.

2.16.3. DELETED
2.17. **Single Mobility System (SMS).**

2.17.1. SMS is a web-based computer system ([https://sms.transcom.mil/sms-perl/smswebstart.pl](https://sms.transcom.mil/sms-perl/smswebstart.pl)) that provides visibility of air, sea, and land transportation assets and provides aggregated reporting of cargo and passenger movements.

2.17.2. SMS does this by collecting plane, ship, and truck movement data from other computer systems such as IGC and GDSS.

2.18. **Military Personnel Data System (MilPDS).**

2.18.1. Feeds DCAPES with all personnel information required to support the War Planning and Execution process.

2.18.2. It is used in the management of every aspect of Airmen’s careers from accessions, reenlistments, retraining, career field management, assignments, employments, quality force management, evaluations, and retirements.

2.18.3. It contains AEFI’s for documenting a member’s assigned AEF and the date they were assigned to that AEF.

2.18.4. AEF association does not apply to the ARC.

**Section 2C—Pre-Deployment Activities**

2.19. **Supported Commander.**

2.19.1. The supported commander and his or her components, along with HAF FAMs for Joint Sourcing Solution (JSS)/Joint Expeditionary Tasking (JET)/Individual Augmentee (IA) requirements, defines PDT and standards required for the safety of our members and the successful mission completion in their AOR.

2.19.2. These training needs and standards ensure deploying units are aware of the CCDR’s mission, theater support parameters and pre-positioned equipment, host nation cultural differences and environmental standards, mission-specific training requirements, and medical issues within the AOR.

2.19.3. It is imperative that training requirements, pre-deployment activities, and standards be identified accurately and in a timely manner to increase the skill, rapid assimilation, and confidence levels of our Airmen.

2.20. **Deploying Commander.**

2.20.1. With the pre-defined training and standards outlined by the supported commander, the responsibility for movement preparation rests with the deploying units.
2.20.2. Preparation responsibility for Institutional Forces and assigned IMAs lies with the host installation to which that unit or member is assigned and/or attached IAW AFI 10-401, Chapter 14.

2.20.3. Preparation for movement will be further defined in this instruction, but can include review of personal service records and legal documents, medical processing to include updating inoculations, receipt of theater-specific organizational clothing and equipment, theater-specific cultural or environmental protection training, warrior skills training, expeditionary combat skills, special training (e.g. convoy drivers), and refresher weapons training prior to movement.

2.20.4. Conducting this training prior to deployment normally facilitates rapid assimilation and integration of arriving forces and personnel in theater.

2.20.5. Uses the Foreign Clearance Guide (FCG), AOR passenger routing instructions, and all applicable AOR, location specific, PDT and APOE reporting instructions provided to identify theater-specific personnel training and deployment equipping requirements, in order to prepare Airmen for deployment. (T-0)

2.20.6. AFPC’s AEF Online web site also provides guidelines for AOR reporting instructions via the AF Reporting Instructions Tool (AFRIT) in addition to other personnel readiness tools. If using the web site, commanders will ensure the reporting instructions are the AORs latest version available by checking with the IPR.

2.20.7. PDT needs are also identified by the supported command via a DRMD line remark. A list of current line remark codes and their definitions are available on the AFPC AEF On-Line web site.

2.20.8. Other pre-deployment activities could include: continued refinement of OPLANS; preparation of personnel and equipment for movement; preparation of ammunition, supplies, and equipment; rehearsal of mission-essential tasks; conducting mission-specific training; establishment of sustainment requirements; and focused awareness of the impact of threat, climate, and geography in the AOR or Joint Operations Area (JOA) on planned joint force activities.

2.20.9. Echelons. Prior to any deployment, commanders’ echelon their units based on operational considerations, movement schedules, and the type of lift projected. This process organizes and prioritizes movement within the joint force to accommodate the available lift. For example, the movement plan will echelon units into an advance party, main body, and rear party.

2.20.10. Ensure UDMs perform a physical inspection of any/all required equipment prior to the departure of the deployers from home station. Further, commanders and supervisors alike will emphasize the importance of deploying member’s bringing and maintaining all required equipment to training sites (e.g. PDT - Combat Skills Training (CST), Combat Airman Skills Training (CAST), Evasion and Conduct After Capture (ECAC) training, etc.) NOTE: Regardless of whether an Airman is travelling on 1610 orders or CED orders, UDMs will brief Airmen that they will hand-carry AFDFs to PDT for in-processing purposes.

2.20.11. Ensure UDMs coordinate with their respective IDO when Combat Arms limitations affect weapons qualification training. The IDO should contact their respective MAJCOM
A4L/A4Rs in order to facilitate specific weapons training requirements for deploying Airmen. This will ensure MAJCOM A4L/A4Rs are allocating JET/IA specific weapons to meet Civil Affairs (CA) training requirements based on deployment tasking line remarks and reporting instruction directives.

2.20.12. Basic Marksmanship (Small Arms) Training.

2.20.12.1. UDMs will ensure personnel are scheduled for required weapons training IAW AOR, destination reporting instructions and associated line remarks (if any). Upon successful completion of weapons training, UDMs will procure the Security Forces Management Information System (SFMIS)-generated AF Form 522 (usually within 24-48 hours after live fire weapons training completion) from the deploying member.

2.20.12.2. The UDM will review the SFMIS AF Form 522 and ensure personnel were trained on the required weapon(s) for their tasking and that the required Individual Combat Equipment (ICE) information is documented in the ‘Remarks’ block (Ref: AFI 36-2226, Combat Arms Program). NOTE: Post the recent SFMIS AF Form 522 in the Airman’s AFDF.

2.21. Wing Commander (Host Installation).

2.21.1. Responsible for every aspect of deployment planning at their installation including tenant units and IMAs supported by that installation’s MPS. Host Installation/Wing Commanders will:

2.21.2. Provides command and control over all phases of the deployment of host and tenant units.

2.21.3. Ensures adequate facilities and infrastructure is available for the processing of personnel and cargo.

2.21.4. Receive deployment readiness briefing from the IDO annually that identifies all UTCs assigned to the installation as well as those that will deploy from, to, or through the installation. Briefing attendance and content are documented in writing and maintained by the IDRC. (T-3)

2.21.5. Develops and validates an IDP showing how the installation will process its maximum simultaneous deployment capability.

2.21.6. Coordinates deployment planning with other Services and agencies that will deploy from the installation.

2.21.7. If an installation deploys other Services or Institutional Forces outside the installation’s owning MAJCOM, the Wing/CC, or equivalent, will work with owning MAJCOM A4s and/or HAF FAMs to determine additional personnel, equipment and ADP requirements that will be required for support agreements, new Terms of Agreement (TOA), etc.

2.21.8. Obtains MAJCOM determination on which Service component will provide Arrival/Departure Airfield Control Group (A/DACG) or equivalent functional lead assistance IAW DTR 4500.9-R, Part III. (T-0)

2.21.9. Ensures assigned Airmen, to include tenant assigned personnel, are qualified and trained to fulfill their UTC MISCAP and deployment taskings.
2.21.10. Designates trained personnel to deployment processing functions.

2.21.11. Provides ready forces as tasked by CSAF.

2.21.12. Assumes and mitigates risks incurred with the deployment of a sizeable force from their installations.

2.21.13. Identifies limiting factors and shortfalls that preclude the deployment of assigned forces and report these to the MAJCOM for resolution.

2.21.14. Budgets for the cost of training and exercises as well as for IPE and medical support requirements (e.g. first-aid kits, DEET, permethrin uniform treatment, bednets/poles, etc.).

2.22. **Squadron Commander.**

2.22.1. Ensures the readiness of their assigned personnel and cargo and must ensure the squadron can meet the MISCAP of all assigned UTCs.

2.22.2. Procures, maintains and prepares equipment/supplies in a safe and serviceable condition (including calibrated, if required) for postured UTCs. NOTE: Ensure all assigned combat, combat support and combat service support personnel are postured in appropriate AEF Band or Enabler.

2.22.3. Trains and equips assigned personnel to meet MISCAP of postured UTCs. This includes ensuring Airmen tasked to deploy are educated on specific tasking information such as: tasking types, line remark requirements, estimated tour length, final destination, military/commercial travel itinerary and/or routing for assigned mission numbers.

2.22.4. Establish recall rosters and ensure unit representatives can be notified immediately upon IDRC/DCC receipt of deployment tasking.

2.23. **AEF UTC Reporting Tool (ART) Unit Level Roles and Responsibilities.**

2.23.1. All Air Force units including Air National Guard and Reserve components owning standard UTCs postured in UTA are required to report the readiness of their UTCs IAW AFI 10-244.

2.23.2. The unit commander appoints, in writing, and trains ART OPR/monitor IAW AFI 10-244. The appointment letter includes name(s), rank(s), unit and DSN telephone number. For continuity purposes, the ART OPR/monitor should remain in this position a minimum of 18 months.

2.23.3. Report on all standard postured UTCs as reflected in ART within established time lines.

2.23.3.1. DELETED

2.23.3.2. DELETED

2.23.3.3. DELETED

2.23.3.4. DELETED

2.23.4. Ensure data and remarks adequately and accurately reflect the UTC’s capability to perform its MISCAP.

2.23.4.1. DELETED
2.23.5. Review discrepancies noted in previous reports and actions being taken to correct them. If discrepancies are noted between other deployment tasking databases and the UTA information loaded in ART, it is incumbent on the unit to research the disconnect and work to resolve the issue with MAJCOM FAMs.


2.24.1. For all personnel deployment taskings, immediately use the LOGMOD shortfall function to notify the IDO and/or IDRC that the unit cannot fill a personnel requirement.

2.24.2. Submit personnel shortfalls IAW AFI 10-401, table 10.2.

2.24.3. DELETED

2.24.4. DELETED

2.24.4.1. DELETED

2.24.4.2. DELETED

2.25. Cargo Taskings.

2.25.1. For non-AEF executed taskings or when unit does not have access to RPT, use AFPC/DPW Manual RPT Form or AF Form 4006. **NOTE:** RPT is not authorized for weapons, ammo, and IPE/PPE shortfalls.

2.25.2. Submit the completed AFPC/DPW hard-copy reclama template or AF Form 4006 within times established in AFI 10-401 and/or the IDP.

2.25.3. When a cargo shortfall is processed (AF Form 4006), the IDRC staff will look for substitute cargo and equipment from another installation unit prior to submitting shortfall to MAJCOM for alternative sourcing. *(T-2)*

2.25.3.1. DELETED

2.25.3.2. DELETED

2.25.4. Reclama Template Classification Guidance.

2.25.4.1. AFPC/DPW’s hard-copy reclama template is considered unclassified for planning and execution purposes as long as the tasked OPLAN/CONPLAN PID is not included. AFPC/DPW’s hard-copy reclama template is the same as the LOGMOD automated shortfall process, with the exception of required unit commander/UDM signatures, and the proper justification.

2.25.4.2. DELETED

2.25.4.3. DELETED

2.25.4.4. DELETED

2.25.5. Train and equip assigned personnel to process deploying personnel and equipment.
2.25.6. Develop wing/unit level self-assessment checklists, instructional checklists, and operating instructions IAW AFI 90-201 and AFI 33-360 in support of the IDP and deployment operations, as required.

2.25.7. Works with the IDO/IDRC to identify all planned taskings (e.g. contingency plans, UTA, base support planning responsibilities, etc.). Validates unit’s maximum simultaneous deployment capability. NOTE: These are accomplished during the commander’s training/update.

2.25.8. DELETED

2.25.9. Designate unit representatives (i.e. cargo couriers) to accompany equipment and supplies on assigned lift. If, while in-transit, equipment and supplies are bumped en route to the deployed location, courier(s) will be available to coordinate movement of assets on the next available lift.

2.26. Installation Deployment Officer (IDO).

2.26.1. DELETED

2.26.2. Provides oversight and executes installation/Wing deployment C2 processes to ensure assigned units plan, prepare and execute deployments.

2.26.3. The IDO will:

   2.26.3.1. In conjunction with assigned units, determine the installation’s maximum simultaneous deployment capability and obtain Installation/Wing Commander approval annually. Maximum simultaneous deployment capability validation by squadron and Installation/Wing Commanders must be documented in writing, maintained in the IDRC/Logistics Plans and Integration Section office, and are sent to applicable MAJCOM A4/A4Rs for transparency.

   2.26.3.2. Develop the Installation Deployment Plan (IDP). When developing the IDP, the IDO will confer with the Integrated Defense Plan to de-conflict weapons e.g. arms, ammunition and explosives (AA&E) issuing and/or transportation procedures for deploying personnel.

   2.26.3.3. Brief Installation/Wing Commander and senior staff at least annually on UTCs assigned, the IDP, OPLANs the installation is tasked to support, projected installation throughput requirements by day, installation bed-down forces by day, and installation LIMFACs and/or shortfalls. Briefing attendance and content will be documented in writing and maintained by the IDRC.

   2.26.3.4. Train senior staff and squadron commanders on their responsibilities in deployment planning and execution. Training attendance and content will be documented in writing and maintained by the IDRC.

   2.26.3.5. Determines appropriate and applicable reporting instructions, deployment guidance, AOR and training required.

   2.26.3.6. Provide training links to UDMs and ensuring UDMs receive the necessary training to manage unit deployment programs.
2.26.3.7. Ensure all assigned UDMs complete IDO provided UDM training NLT 30-days after written appointment by the unit commander. NOTE: NLT 90 days for AFRC UDMs.

2.26.3.8. Ensure provided training is designed to enhance UDM basic knowledge and skills to improve wing deployment capabilities.

2.26.3.9. Use command level UDM training curriculum and materials provided by their respective MAJCOM A4L/A4Rs in order to conduct UDM classroom training.

2.26.3.10. Include wing-level deployment planning processes (unique to the host installation/wing) that will not detract from command-level training curriculum and materials.

2.26.3.11. Ensure training venues are available to train unit personnel to prepare unit equipment and assigned personnel for deployment processing requirements. The IDO will also ensure training venues are available to train installation/wing personnel to process installation equipment and personnel.

2.26.3.12. Brief Installation/Wing Commander and senior staff monthly on discrepancies recorded during the previous deployment cycle. NOTE: Briefings should include information identified in DPDRT.

2.26.3.13. Establish processes and procedures for the DCC and collaborates with the process owners of the PDF and CDF to provide efficient and effective deployment C2 for processing the installation/wing’s personnel and equipment.

2.26.3.14. Monitor appropriate command and control systems (e.g. DCAPES, JOPES, etc.) for TPFDD taskings and to identify requirements sourced to the installation and/or identified to embark from the installation.

2.26.3.15. Coordinate TPFDD requirements with IPR, LRS Traffic Management, and affected units.

2.26.3.16. Ensure TPFDD routing and time phasing information is followed. The IDO should ensure that designated IDRC personnel (both permanent and direct support staff) obtain and maintain access to the Air and Space Expeditionary Force Information Service (AEFIS). IDRC personnel should utilize the ITV Data Change Report and TPFDD Reconciliation Report, within AEFIS, on a daily basis to monitor potential TPFDD changes (i.e. Mode/Source code, C-day, Line Remark, Tasking Status, Tasked Personnel Accounting System (PAS) that may impact the TPFDD routing and time phasing of tasked personnel and cargo from home station.

2.26.3.17. For AEF schedule rotations, IDRC personnel will immediately identify TPFDD Mode/Source code and C-Day changes to the IDO to ensure LRS Passenger Movement Element personnel book/re-book deploying personnel, according to the Mode/Source code specified in the TPFDD. NOTE: AEFIS is an optional SIPRNET role-based application available from the secure AEF Online Portal at the following website: https://aef.afpc.randolph.af.smil.mil.

2.26.3.18. For AEF rotations, monitor the designated or dedicated newsgroups.

2.26.3.20. Process installation personnel and equipment shortfalls.

2.26.3.21. Identify LIMFAC/shortfalls in the deployment process.

2.26.3.22. Establish installation procedures to ensure Airmen accomplish all pre-deployment requirements to meet the specific FCG, AOR passenger routing and reporting instructions as well as all applicable location specific, PDT and APOE reporting instructions provided by the IPR.

Section 2D—Worst Case Scenario (WCS)

2.27. Worst-Case Scenario (WCS) Planning Factors.

2.27.1. In military terms, WCS is a set of conditions, situations or circumstances that directly impact or exceed an installation/wings ability to accomplish its operational readiness and/or MCO requirements.

2.27.2. In determining the WCS, the IDO, to include the IRO, must consider several factors. Typically, these factors identify and account for the installation/wings single most stringent deployment, reception/throughput, and bed-down support requirements e.g. pre-identified TPFDD personnel and cargo movement requirements, available installation infrastructure, facilities, and MHE authorizations. These items are assessed against the installation/wing’s resources, capabilities and processes to help determine the installation/wing’s LIMFACs.

2.27.2.1. The process begins with the IDO along with the IRO reviewing all applicable operations/contingency plans that their installation is tasked to support (UTA Posturing Codes (P-Coding), DOC statements, all force’s TPFDDs, home station mission requirements, possible installation through-put, etc.), or as identified by each MAJCOM A4/A4R.

2.27.2.2. Once determined, the IDO and IRO will conduct a combined DPWG and RPWG meeting with all deployment and reception work center personnel from the DCC/RCC, CDF/CRF, and PDF/RPU, in order to revise the IDP by denoting the installations process and procedures for orchestrating an installation/wing’s WCS. (T-3)

2.27.2.3. The IDO and IRO will formally document the installation’s WCS and provide a briefing to key senior leadership annually. (T-3)

2.27.2.4. Table 2.1 identifies the primary factors to be reviewed, in determining the installation/wing’s WCS (i.e. single most stringent contingency plan).
Table 2.1. Worst-Case Scenario (WCS) Planning Factors

<table>
<thead>
<tr>
<th>Planning Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of deployable personnel.</td>
</tr>
<tr>
<td>Total number of deployable short tons.</td>
</tr>
<tr>
<td>Total number of transiting personnel.</td>
</tr>
<tr>
<td>Total number of transiting short tons.</td>
</tr>
<tr>
<td>Total number of inbound personnel.</td>
</tr>
<tr>
<td>Total number of inbound short tons.</td>
</tr>
<tr>
<td>Maximum on Ground (MOG): Using the transient or inbound aircraft types identified in the USAF War and Mobilization (WMP), Volume 4 (WMP – Wartime Aircraft Activity Report (WAAR)), it is necessary to review the airfield throughput capability associated to a contingency plan, to determine if existing airfield capacities will limit a planned operation. For initial planning purposes, enroute locations will be assumed to have a higher airfield throughput capability than the on/off-load locations. Parking and working MOG can be two different numbers with two significantly different meanings. Example: an installation will be able to park (10) wide-body aircraft at one-time, but will only have sufficient personnel and MHE to on/off-load (2) wide-body aircraft. The more restrictive MOG equates to the WCS.</td>
</tr>
<tr>
<td>C-Day with the largest personnel movement (Deployment, Transitory, or Inbound).</td>
</tr>
<tr>
<td>C-Day with the largest short ton movement (Deployment, Transitory, or Inbound).</td>
</tr>
<tr>
<td>Type and quantity of on-hand MHE.</td>
</tr>
<tr>
<td>Type and quantity of serviceable on-hand MHE.</td>
</tr>
<tr>
<td>Type and quantity of serviceable on-hand aerospace ground equipment (AGE).</td>
</tr>
<tr>
<td>Type and quantity of serviceable mission-critical vehicles.</td>
</tr>
<tr>
<td>Capacity of cargo processing facilities and holding areas.</td>
</tr>
<tr>
<td>Capacity of personnel processing facilities and holding areas.</td>
</tr>
<tr>
<td>Type and quantity of serviceable pre-positioned WRM.</td>
</tr>
</tbody>
</table>

2.27.2.5. Much of the source data required to determine WCSs come from the following systems and/or applications:

2.27.3. The War Mobilization Plan, Volume 3 (WMP-3) identifies apportioned forces and contains the UTA listing all postured UTCs.

2.27.4. The WMP, Volume 4, Wartime Aircraft Activity (WMP-4), contains the Wartime Aircraft Activity Report (WAAR) depicting aircraft activity aligned against OPLANs and some CONPLANs with TPFDDs. The WMP-4 also includes the Wartime Consumables Distribution Objective (WCDO), which planners can use to approximate maximum support of aircraft activity (e.g. working MOG). Planners can get to the WAAR and the WCDO from the Logistics Feasibility Analysis Capability (LOGFAC) System.

2.27.5. Force flow data for deploying, transiting, and inbound forces can be accessed via the TPFDD. Planners will use JOPES or DCAPES to query the TPFDDs their wing units are tasked under.

2.27.6. The local BSP or ESP will identify wartime facility and infrastructure capacity, capability, ownership, and use. This data can be accessed through BaS&E Planning Tool. The Civil Engineer Squadron (CES) also hosts the Facility Management Board that allocates
facility use. Airfield Managers work with CES and Wing Safety to develop aircraft parking plans.

2.27.7. The AF Equipment Management System (AFEMS) and Standard Base Supply System (SBSS) will provide WRM equipment listing (based on WRM UTCs from the UTA) and Custodian Authorization/Custody Receipt Listing (CA/CRL) for equipment and vehicle authorizations and on-hand numbers.

2.27.8. The Inventory Management Plan (IMP) will detail fuels storage capacity and requirements.

2.27.9. At the start of each global AEF schedule, unit commanders will ensure sufficient numbers and types of Airmen are associated to support the unit’s postured and aligned UTCs. In the case of the Institutional Forces, host installations will add these forces and assigned IMA numbers to their WCS (at the Installation/Wing Commander discretion) through historical deployment data analysis. This will ensure an appropriate number of personnel are identified for each AEF vulnerability period in order to accurately determine sourcing solutions.

2.27.10. Taking these and other factors into account, the IDO and functional planners can start to estimate maximum requirements for facilities, equipment, vehicles, and personnel to support contingency/deployment operations.

2.27.10.1. Knowledge of the high volume days bounds the upper support limit (i.e. largest processing center required, most number of support vehicles needed, greatest amount of support personnel to train, etc.).

2.27.10.2. Total quantities assist in determining number of mobility bags and training capacity (instructors, facilities, equipment/supplies).

2.27.10.3. Other factors include weather/climate and home station location with associated risk.

2.28. Deployment Taskings.

2.28.1. The IDO will establish procedures to identify, accept, validate and verify all assigned taskings for host, assigned tenants, and GSUs to which the installation/wing is assigned as the servicing MPF.

2.28.2. IDOs at host installations having servicing MPF responsibilities for RegAF components of Total Force Integrated (TFI) units will identify, accept, validate and verify taskings on their behalf.

2.28.3. The IDO and base units tasked to support an OPLAN or CONPLAN will be familiar with the plan’s concept of operations, basic plan, and the tasking. EXCEPTION: AFPC will initiate verification for all organizations considered “outside” the Air Force (see AFI 10-401, Table A8.3) and will provide documentation of approval from OSD/A&M to the servicing IDRC.

2.28.4. In addition to contingency planning taskings (OPLANs/CONPLANs), the IDO will identify UTCs postured in the UTA for all units.
2.28.5. The IDO will review installation taskings with planners, unit commanders and UDMs to validate posturing, AEF alignment/banding, UTC P-Coding, MISCAP statements, shortfalls/mitigation strategies, and ART reports.

2.28.6. Deficiencies are identified and reported to appropriate MAJCOM FAMs.

2.28.7. MAJCOM/NGB FAMs, working with unit commanders and following Air Staff FAM guidance, posture units by entering a UTC for that specific UIC into the UTA.

   2.28.7.1. Multiple occurrences of a UTC for a unit will have a separate Availability Line Number (ALN).

   2.28.7.2. MAJCOM FAMs, unit commanders, and UDMs must ensure the maximum numbers of funded authorizations assigned to the UMD are postured in standard UTCs.

   2.28.7.3. Any residual deployable authorizations not in standard UTCs are postured into associate UTCs (A-UTCs).

   2.28.7.4. Commanders and UDMs must ensure that Air Force manning positions are not assigned to more than one UTC record.

2.28.8. After validating all postured positions, unit commanders, UDMs, IDOs and planners will check the P-Coding of postured UTC records and subsequent AEF alignment.

   2.28.8.1. P-Codes, when taken in concert with ART and manning, indicates the availability of UTCs. UTCs are aligned IAW HAF FAM (as supplemented by MAJCOM FAM) guidance and AFI 10-401, Chapter 7.

   2.28.8.2. Installation/Wing Commanders are expected to place this guidance in their respective base support plans to expressly articulate mitigating factors and risks while appropriately coding capabilities required for home station and aligning the maximum amount of capability available to CCDRs.

2.28.9. After assessing UTC posturing, AEF alignment, and planned AEF Taskings, the IDO and planning community can determine an installation’s maximum simultaneous deployment capability (maximum number of personnel and equipment that can be deployed simultaneously during maximum surge operations) by comparing current manning to the units assigned/committed and AF requirements.

   2.28.9.1. All UTA records that are “Home station Requirements” are coded DX and Home Station missions that directly supports a Combatant Commander’s mission or are deployed within the assigned theater are coded DP. All others are DW coded.

   2.28.9.2. The maximum simultaneous deployment capability will be the total number of DW coded UTCs across all AEF banding assignments the installation is aligned against.

   2.28.9.3. DELETED

2.28.10. Location/Risk Assessment.

   2.28.10.1. An installation in Korea will probably have a robust “fight in-place” requirement and will receive/beddown forces versus a large deployment commitment. This type of forward operating site would have to consider:
2.28.10.1.1. Storage and distribution of CBRN IPE assets, NEO, pre-positioned material, contingency contracts, and HNS.

2.28.10.1.2. Purchase, storage, and maintenance of a large quantity of IPE due to the high-risk location.

2.28.10.1.3. Capacity to off-load, process, transport, and/or beddown incoming forces/additional personnel.

2.28.10.1.4. Evacuate of non-combatants.

2.28.10.1.5. Some of the risk will be mitigated with pre-positioned materiel, contingency contracts, and host-nation support.

2.28.10.2. On the opposite end of the location and risk spectrum, an AF Space Command (AFSPC) unit in Colorado may also “fight in-place.” An “inplace unit” would have to consider:

2.28.10.2.1. The fact that as a low-risk locale the unit wouldn't expect to receive additional personnel. So while the units in Korea and Colorado may have similar numbers of DW, AW, DP, and/or AP counters, their planning requirements could be completely dissimilar.

2.28.10.3. As such, even though functional planners, unit personnel, and the IDO estimate the WCS, final estimated requirements must be agreed to by Group Commanders and signed by the Installation/Wing Commander. These requirements are reviewed annually.

2.29. Individual Protective Equipment (IPE).

2.29.1. The LRS/Plans and Integration Section will provide the installation’s maximum simultaneously deployable capability to the LRS/Installation Protective Equipment (IPE) section and Civil Engineer/Squadron/Readiness and Emergency Management section NLT 1 January for determining deployment bag, individual body armor (IBA), advanced combat helmet (ACH), and individual first aid kit (IFAK) authorizations. Note: AFI 10-401, Chapter 7 defines maximum simultaneously deployable capability as sum of “DW” posture coded UTCs.

2.29.1.1. DELETED

2.29.1.2. DELETED

2.29.1.3. DELETED

2.29.1.4. DELETED

2.29.2. DELETED

2.29.3. Deployment “C” bag and protective mask authorizations will be determined by the Civil Engineer Squadron/Readiness and Emergency Management Flight IAW AFI 10-2501, Tables 5.3, 5.4, and 5.5.

2.29.5. DELETED
   2.29.5.1. DELETED
   2.29.5.2. DELETED
   2.29.5.3. DELETED
   2.29.5.4. DELETED
   2.29.5.5. DELETED
   2.29.5.6. DELETED

Table 2.2. DELETED

Table 2.3. DELETED

2.30. Weapons and Ammunition.

2.30.1. The IDO will determine the number of small arms/light weapons required to support an installation's maximum simultaneous deployment capability on an annual basis.

2.30.2. The IDO, in coordination with the Munitions Accountable Systems Officer (MASO), will use AFI 21-201 to determine the authorized quantities of ammunition to be stocked and stored on the installation to support deployment capability on an annual basis.

2.30.3. MAJCOMs will provide guidance for requirements computation and coordination such as in the case of Institutional Forces.

2.30.4. As noted in AFI 31-207, commanders may arm deployable forces to support contingency, wartime, or training operations.

   2.30.4.1. IDOs and units will consult OPLANs and CONPLANs that the installation is tasked to support for specifics describing the type of small arms/light weapons required, the arming mission, the anticipated tasks armed members will perform, and the command and control elements.

   2.30.4.2. Tasking messages (or reporting instructions) will also describe arming requirements for current operations.

2.30.5. As a minimum, the number of weapons required will be determined by summing all the DW and AW counters within a unit.

   2.30.5.1. J-suffix coded UTCs may not be required to have small arms/light weapons unless directed by the owning command.

   2.30.5.2. IDOs and units will consult AFCAT 21-209 Volume 1, Chapter 3, and AFI 21-201 to determine ammunition quantities authorized to be stocked and stored at the base to support deployment requirements.

   2.30.5.3. Unit commanders are responsible for the procurement, establishment of accounts, documentation, transportation and maintenance of weapons and ammunition IAW AFI 21-201.
2.31. Medical Requirements.

2.31.1. The Medical Group, with the IDO's assistance, will develop a process to ensure deploying personnel receive pre-deployment medical threat/countermeasure briefing and complete all pre-deployment medical requirements. Medical deployment requirements are outlined in Attachment 20. (T-3)

   2.31.1.1. DELETED
   2.31.1.2. DELETED

2.31.2. Force Health Protection Prescription Products (FHPPPs) will be managed IAW AFI 44-102, Medical Care Management.

   2.31.2.1. FHPPPs are comprised of such products as atropine and/or 2-Pam chloride auto-injectors, certain antimicrobials, anti-malarials, and pyridostigmine bromide (PB Tabs).

   2.31.2.2. FHPPP requirements must be on CED orders before FHPPP can be dispensed to a deploying member.

2.31.3. The LRS/Plans and Integration Section will provide an updated UDM listing to the MTF (PH/FHM) quarterly or as changes occur. (T-3)

2.31.4. DELETED

Section 2E—Installation Deployment Plan (IDP)

2.32. Installation Deployment Plan (IDP) development.

2.32.1. The host Installation/Wing Commander will publish an IDP to define wing/installation deployment processes, procedures, infrastructure, and resources used to deploy forces. (T-2)

   2.32.1.1. The IDO develops the IDP for the host Installation/Wing Commander.

   2.32.1.2. The IDO must analyze inputs from all assigned or attached units (including collocated, GSU, tenant, Institutional, and transient units) and develop local operations guidance on how units will deploy from the installation. Include processes for executing all contingencies, exercises, and other deployments.

2.32.2. The IDP must describe who, what, when, where, and how the installation meets each basic deployment requirement.

2.32.3. As the deployment process owner, the host Installation/Wing Commander must ensure the IDO and the deployment planning and execution community are in step with his or her direction.

2.32.4. The IDO/IRO will conduct an annual IDP briefing to the host Installation/Wing Commander and senior staff in order to review the status of the IDP and all requirements as listed in Attachment 12. Briefing attendance and content will be documented in writing and maintained by the IDO.

2.32.5. The IDO will analyze all applicable planning documents to ensure the IDP addresses the full range of military operations the installation is identified to support.
2.32.5.3. IDPs for forward presence forces will include HN resources required to successfully execute deployment and redeployment operations.  (T-2)

2.32.5.3.1. HN agreements, such as status-of-forces agreements and multinational and/or bilateral agreements negotiated before crisis situations arise facilitate needed access to HN resources.

2.32.5.3.2. HNs will provide a variety of services through their national agencies in support of deployment and redeployment execution.  (T-2)

2.32.6. To mitigate risk, the IDP will continually consider ORM throughout the deployment planning and execution process, taking advantage of the expertise at their local safety offices and the tools and techniques contained in publications.

2.32.6.1. The IDO, in coordination with the Wing Anti-Terrorism Officer (ATO) and Threat Working Group (TWG), will determine if there is an increased threat to, and the criticality of, mass forces staging for deployment(s).  This is to ensure the IDP identifies any/all necessary AT capabilities and resources IAW AFI 10-245, Antiterrorism, and AFI 31-101, Integrated Defense, as appropriate in terms of air, space and information operations, plans and requirements.

2.32.6.2. Proper FP flexibility is necessary to ensure the ability to meet minimum DOD and AF AT Program requirements in order to properly manage higher AT program risks.

2.32.7. Once the maximum simultaneous deployment capability is documented, preparation or modification of facilities can occur, personnel training will be required, acquiring appropriate equipment will begin, and creation or adjustments to processes will be practiced and codified.

2.32.8. As a minimum, the IDP must address the following areas:

2.32.8.1. Deployment roles and responsibilities
2.32.8.2. Pre-execution procedures
2.32.8.3. Deployment work-center organization and facilities
2.32.8.4. Unit personnel and equipment assembly areas
2.32.8.5. Cargo marshaling yards
2.32.8.6. Installation-level passenger and cargo processing facilities/locations
2.32.8.7. Execution procedures
2.32.8.8. Weapons and ground safety concerns (including ORM mitigation procedures)
2.32.8.9. Deployment training requirements
2.32.8.10. Deployment process flowcharts
2.32.8.11. Pre-processing procedures.

2.32.9. The IDP must clearly define:
2.32.9.1. Processes for individual issue and mass issue of mobility bags
2.32.9.2. IPE
2.32.9.3. Weapons and ammunition
2.32.9.4. Storage, inventory, and maintenance responsibilities for IPE, deployment bags, SA/LW, ammunition, IBA, and individual first aid kit (IFAK) requirements.

2.32.10. The IDP will identify how the wing will:

2.32.10.1. Use IDS components to include alternative processes for use when IDS components are unavailable.
2.32.10.2. Include and identify procedures associated with file transfer activities when the location serves as an “AGGREGATION BASE/HUB” in the AEF rotation.
2.32.10.3. Use Tanker Airlift Control Center (TACC) designated aggregation locations X-MAN file procedures in lieu of requesting or expecting CMOS (*.PAX) files from multiple locations. Correct X-MAN file format can be found at the AMC/A4T portal page ([https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4ti/itvinfo/hello.html](https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4ti/itvinfo/hello.html)). X-MAN provides IDOs the greatest flexibility to collect, manage and account for inbound personnel arriving at their designated aggregation base.
2.32.10.4. Use normal IDS file transfer procedures when units are deploying directly from home station to the AOR FOL.

2.32.11. The IDP must:

2.32.12. Identify how the installation, to include tenants, Institutional Forces, and associate units, will work within the AEF construct. It must also answer force projection related questions such as:

2.32.12.1. How taskings are received.
2.32.12.2. Who receives the tasking.
2.32.12.3. Who is notified.
2.32.12.4. How taskings are validated.
2.32.12.5. Validation timelines.
2.32.12.6. Sourcing and shortfalls
2.32.12.7. How shortfalls are processed (Refer to Attachment 4 for typical process flowcharts).

2.32.13. The IDP will reflect mass and individual processing procedures. It will include interface procedures to receive, process, and deploy individuals and independent units departing by airlift or surface to an APOE or from the installation when designated an aggregate APOE.

2.32.14. IDP minimum contents are specified in Attachment 13.

2.32.15. The IDO will review and revise the IDP IAW AFI 33-360.
2.32.16. Installations will revise the IDP after any of the following events (T-2):

2.32.16.1. Activation of a new unit with a deployment commitment.

2.32.16.2. A major change in manpower or equipment authorizations that result in changes to installation deployment policy or processes.

2.32.16.3. A unit move or Mission Design System (MDS) change by a tenant or subordinate unit.

2.32.16.4. Receipt of newly published deployment guidance or changes from AF/A4LX.

2.32.16.5. A significant change to the installation’s deployment processes and/or procedures.

2.32.17. The IDP must identify process and physical choke points and provide guidance on how to eliminate them or reduce the impact of them on deployment operations.

2.32.18. Tenant units will deploy IAW host IDP. The host IDO determines specific support requirements based on tenant unit requirements, taskings and available resources.

Section 2F—Logistics Plans Development and Management

2.33. Integrated Deployment System (IDS).

2.33.1. Preparation for deployment includes tailoring, task organizing, and echeloning forces and materiel for deployment as well as documenting the sequence of deployment and movement requirements on the appropriate TPFDD.

2.33.2. IDS is the AF system for task organizing, tailoring/echeloning forces and materiel, and sequencing movement requirements.

2.33.2.1. The use of IDS is mandatory for all deployments.

2.33.2.2. IDS is the automated family of systems used for wing-level deployments and contingency operations.

2.33.2.3. IDS includes the following: LOGMOD, DCAPES, CMOS, GATES and ICODES.

2.33.3. Deploying unit cargo information is consolidated in LOGMOD and passed via file transfer to CMOS/GATES by the Plans and Integration Section within the IDRC/DCC to provide ITV to IGC.

2.33.4. Deploying passenger information is consolidated in LOGMOD and passed via file transfer to DCAPES and subsequently to CMOS/GATES to provide ITV.

2.33.4.1. EXCEPTION: Institutional Forces, Outside the AF, and extended deployments – formerly known as Intermediate TDY (ITDY) taskings, are received from AFPC with the name already in system; consolidating passenger data in LOGMOD of attached or supported Institutional Forces outside of the Host’s organizational structure is not required.

2.33.4.2. IDS passenger manifests are not required for commercially ticketed passengers.
2.33.5. Failure to use the full capabilities of IDS hinders an installation/wing’s ability to achieve timely ITV and will reduce CCDR’s visibility to track force closure.

2.33.6. The IDO will direct Logistics Plans and Manpower offices to develop LOGMOD and DCAPES planning files for use in the IDS as required.

2.33.7. The installation/wing IPR uses DCAPES to maintain the Personnel Information File (PIF), personnel assignments, and execution deployment requirements. IPR will provide a personnel refresh file (*PRF.) to the Plans and Integration Section on a weekly basis, for import into LOGMOD, to ensure accurate visibility of unit assigned personnel.

2.33.8. At a minimum, the LOGMOD Administrator will develop and maintain the following LOGPLAN files (in LOGMOD) to support contingency and crisis action planning movement of UTC cargo.

2.33.8.1. A master LOGPLAN file containing all UTCs listed as available for tasking as reflected in UTA.

2.33.8.1.1. Multiple copies of the same UTC is not required.

2.33.8.1.2. The master LOGPLAN file will consist of the standard LOGDET for every cargo UTC postured against the installation.

2.33.8.1.3. UTCs will not be tailored to deviate from the standard UTC LOGDET established by the Pilot Unit. However, these UTCs must be modified by the appropriate UDMs and/or Unit Cargo Increment Monitors to identify LRS validated suitable substitute National Stock Numbers (NSN), actual weights and dimensional data (LxWxH), accurate Load Planning Data (LPD) and DD Form 1384, Transportation Control and Movement Document, (TCMD) are completed and unit commander have coordinated/approved increment movement priorities.

2.33.8.2. A separate LOGPLAN file for each AEF rotation, OPLAN, or CONPLAN upon receipt of an execution tasking received and validated by the IDO/IDRC via DCAPES.

2.33.8.2.1. LOGPLAN execution files will be created by copying existing cargo UTC information contained within the master LOGPLAN file.

2.33.8.2.2. UTCs will be tailored by UDMs and/or Unit Cargo Increment Monitors based on CCDR documentation denoting pre-positioned UTC cargo for use by the unit upon arrival and MAJCOM FAM approval.

2.33.8.2.3. Each AEF File must be developed using an AF approved Pseudo Plan ID (PID). MAJCOM A4s will provide their installations with command unique Pseudo PIDs where there is no AF approved Pseudo PID.

2.33.8.3. DELETED

2.33.9. OPLAN and Pseudo PIDs.

2.33.9.1. Units will maintain deployment planning data unique to their unit UTC tasking in the LOGPLAN module of LOGMOD.
2.33.9.2. Individual LOGPLAN PIDs will be created for each tasked OPLAN with a maintained TPFDD, CONPLAN with TPFDD, UTC Availability, and/or notional tasking such as an AEF.

2.33.9.3. Units will use only HAF approved Pseudo PIDs in LOGPLAN in lieu of actual OPLAN PIDs for contingency planning to minimize the risk of classifying LOGMOD.

2.33.9.4. Units tasked under specific OPLANs will build each LOGPLAN PID using an approved corresponding AF-approved Pseudo PID (EXAMPLE: WOT**).

2.33.9.5. In the Schedule module of LOGMOD, units will maintain the same corresponding information.

2.33.9.6. A list of AF-approved Pseudo PIDs will be obtained from the MAJCOM LOGMOD Manager or downloaded from AF/A5XW SIPR Webpage.

2.33.9.7. Specific instructions regarding the passing of data from the LOGMOD Schedules are identified in Attachment 8. NOTE: Use proper OPSEC procedures and exercise caution when associating Pseudo PIDs to real-world PIDs as it could cause a real-world security violation resulting in cascading affects.

2.33.9.8. Under no circumstances will units classify their LOGMOD database by loading actual classified PIDs or Plan Titles in LOGMOD (LOGPLAN or LOGMOD Schedule).

2.33.9.9. Avoid identifying the AOR or exact location, geographical location (GEOLOC) code, and/or International Civil Aviation Organization (ICAO) code for deployments in the LOGMOD Schedule ID Title or Destination Data Field of the LOGMOD Schedule ID Header Record. Guidance on JOPES data element classifications are found in CJCSM 3122.01, Joint Operation Planning and Execution System Volume I (Planning Policies and Procedures) and CJCSM 3150.16b, Volume 2, Joint Planning and Execution System Reporting Structure (JOPESREP). (T-0)

2.33.10. The LRS Plans and Integration Section will copy UTCs from LOGFOR into LOGPLAN to build LOGPLAN PIDs.

2.33.10.1. Non-pilot unit LOGMOD administrators will download and review all UTA tasked UTCs IAW AFI 10-401, paragraph 5.15.13.3.

2.33.10.1.1. Conduct a review of all contingency and crisis action planning UTCs (in LOGMOD) to ensure their UDMs have updated their respective UTCs to accurately reflect:

- 2.33.10.1.1.1. DELETED
- 2.33.10.1.1.2. DELETED
- 2.33.10.1.1.3. DELETED
- 2.33.10.1.1.4. DELETED
- 2.33.10.1.1.5. DELETED
- 2.33.10.1.1.6. DELETED
- 2.33.10.1.1.7. DELETED
- 2.33.10.1.1.8. DELETED
2.33.10.1.1.9. DELETED

2.33.10.1.2. Will ensure all UTC increments of cargo depict a movement priority code IAW contingency load plans. (T-3)

2.33.10.1.3. DELETED

2.33.11. Tailoring UTC Logistics Detail in LOGPLAN.

2.33.11.1. Tailoring is the process by which base-level units make a generic capability fit a specific purpose, region, supported or supporting command instruction.

2.33.11.2. MAJCOM FAMs are the approval authority for any significant tailoring action such as addition or deletion of UTC personnel and/or mobility equipment that will otherwise impact the overall mission or movement of a UTC. (T-2)

2.33.11.3. Tailoring must either be directed by the MAJCOM FAM in writing or based on an approved planning document (OPLAN/CONPLAN TPFDD, AEF planning/execution conference, Expeditionary Site Plans (ESP), Exercise Support Plans, Site Surveys, etc.). (T-2)

2.33.11.3.1. Tailoring out cargo is permitted if authoritative documents reflect deploying/required assets are in-place and available at the deployed location for the deploying units use such as pre-positioned WRM UTCs or assets identified in other WRM authorization documents (WCDO, ESP, and/or OPLAN TPFDDs).

2.33.11.3.2. Tailored weights will be based on the gross incremental weight of each item and adjusted in the appropriate TPFDD. Units will tailor their LOGPLAN UTCs by adding, deleting, and modifying applicable increments, items, and suffix items.

2.33.11.3.3. AEF lead wings in collaboration with supporting wings/units will use LOGMOD’s LOGPLAN Module to tailor equipment for AEF deployments. LOGPLAN files can be easily passed to the lead wing, the wing/units currently deployed, and to the various supporting wings to assist in the collaborative process to ensure the right capability is provided at the right time in the right way to meet the mission and to refine/reduce the deployment footprint.

2.33.11.3.4. Tailoring must not change the mission capability of a UTC as described in the UTC MISCAP.

2.33.11.4. Adding equipment items to LOGPLAN is prohibited unless the item has been added to the standard UTC by its Pilot Unit and approved by the HAF FAM and LOGDET Manager for that UTC or is contained in an approved Allowance Standard (AS) for that UTC.

2.33.11.4.1. For CE, no equipment item can be added to a standard UTC unless it is identified on the Equipment and Supply List (ESL) as well as contained in applicable AS.

2.33.11.4.2. Deployable equipment items added to a UTC are considered Use Code “A” as reflected in an AS by an Allowance Source Code (ASC).

2.33.11.4.3. Non-equipment items may be added to LOGPLAN if they are required to directly support the mission specified in the MISCAP for the UTC.
2.33.11.5. Tailoring must not cause the gross movement weight of the LOGPLAN UTC to exceed the standard LOGFOR UTC. USTRANSCOM and AMC currently plan airlift requirements based on the standard LOGFOR UTC weight and cube reported to JOPES.

2.33.11.6. If units bulk-ship small arms weapons, small arms ammunition, deployment/mobility bags and expendables, then they may add these weights to the LOGPLAN file.

2.33.11.6.1. Do not count the weight of these items against the UTC when comparing the gross transportation weight to the LOGFOR UTC.

2.33.11.6.2. Report these differences in the respective TPFDD during crisis action planning when importing unit LOGPLAN/LOGMOD Schedule files into DCAPES.

2.33.11.7. Make every effort to bulk ship mobility bags and weapons.

2.33.11.7.1. Units will also determine if pre-deployed weapons, ammunition, and mobility bags that are centrally managed and distributed within certain AORs at Expeditionary Theater Distribution Centers (ETDC) during their tailoring efforts.

2.33.11.7.2. Units may only tailor out these assets when the planning documents and/or theater directives make it clear that these assets are available for a specific unit or UTC’s use.

2.33.11.8. On a semi-annual basis, LOGMOD Administrators will compare all LOGPLAN UTC weights (in all LOGMOD planning and execution PIDs) against the approved LOGFOR UTC weight to ensure unit paring and tailoring has not exceeded the gross movement weight of the approved LOGFOR UTC.

2.33.11.8.1. This review will be documented, signed by the IDO, maintained in the LRS Plans and Integration Section, and a copy of the results provided to the applicable MAJCOM LOGDET Manager(s).

2.33.11.8.2. See Attachment 8 for unit-level UTC reporting process.

2.33.11.9. If there is a requirement to exceed standard UTC equipment weights, the MAJCOM A4Rs must contact the supported commander to ensure the additional weight is accounted for before validation occurs between supported commander and USTRANSCOM. This should only occur in unique circumstances such as environmental requirements (i.e. additional AGE requirements) or other such factors.

2.33.11.10. Units will maintain documentation (memo for record) on equipment that has been tailored (added or deleted) from their LOGPLAN UTCs for historical and compliance inspection purposes until UTCs have been officially changed IAW AFI 10-401, Chapter 5.

2.33.11.10.1. Units will provide Logistics Planners in the LRS Plans and Integration Section copies of all documentation.

2.33.11.10.2. If non-pilot units have to add items to their LOGPLAN UTC(s) in order to meet mission requirements, the pilot unit and MAJCOM FAM will be notified in case a change to the LOGDET is required for all like units.
2.34. Pre-Planned Load Plans.

2.34.1. Preparation of pre-planned load plans is highly recommended to expedite initial deployment operations.

2.34.2. Pre-planned load plans should be accomplished in ICODES using C-17s as the standard planning aircraft.

2.34.3. Pre-planned load plans should be based on a prioritized flow of personnel and equipment needed to generate and provide immediate AF combat and/or support capability upon arrival at the deployed location.

2.34.4. DELETED

2.34.4.1. DELETED

2.34.4.2. DELETED

2.35. Cargo Prioritization.

2.35.1. Echeloning is organizing units for movement.

2.35.1.1. It is a pre-deployment activity that establishes a priority for movement within a capability (UTC), unit, or wing.

2.35.1.2. Proper sequencing of forces into the AOR and/or JOA promotes the rapid buildup of capabilities that permit the supported CCDR to seize the initiative and conduct successful decisive operations as early as possible.

2.35.2. Units will maintain LOGPLAN files for their tasked OPLANs/CONPLANs. The OPLAN/CONPLAN TPFDD priority flow must be reflected in each LOGPLAN PID.

2.35.2.1. Units will prioritize the out-movement of equipment using both Deployment Echelon codes (See JCS Pub 6, Volume V, Part 4; AFI 10-401; MEFPAK; LOGMOD System Help files; and LOGMOD Users Guide) and the Movement Priority fields in LOGPLAN. (T-3)

2.35.2.2. Use Deployment Echelon codes in contingency planning and use movement priority fields during crisis action to reflect changing requirements at execution. These are mandatory entries in LOGPLAN that improve connectivity between LOGMOD and other IDS components.

2.35.2.3. TCMD/ICODES data is required for LOGPLAN files.

2.35.3. Deployment echelon codes and increment numbers identified in the LOGPLAN standard UTCs will not be modified without written authorization from the MAJCOM FAM or HHQ approval.

2.35.3.1. Standard UTCs are developed based on the UTC MISCAP, weapon/non-weapon system AS, 30-day sustainment, re-supply at 31+ days and a bare-base (austere) environment.

2.35.3.2. Cargo movement prioritization will reflect the minimum equipment needed to regenerate/weapons load aircraft (for aviation UTCs) and/or establish base operations (i.e. FP, rapid runway repair, communications, lodging/food preparations, etc.) to be deployed on the first available support airlift to Forward Operating Locations (FOL).
2.35.3.3. Pilot units prioritize the out-movement of equipment using deployment echelons and increment numbers. Refer to AFI 10-401 for additional information on UTC development.

2.35.3.4. If non-pilot units have differing opinions as to what equipment will be deployed first, second, and third, they are required to identify their prioritization requirements using the movement priority field for each increment of cargo within the LOGPLAN Module of LOGMOD. (T-3)

2.35.4. For contingency and crisis action planning, units will use the LOGPLAN movement priority field to identify when UTCs and/or increments within a UTC will deploy. Movement priority is based on TPFDD C-day requirements, DOC statement response times, or HHQ guidance. In LOGMOD, the movement priority field defaults to a zero. Zero is not an acceptable value to use when prioritizing movement priorities for UTCs or increments within a UTC.

2.35.5. Two of the most efficient ways of utilizing the movement priority field in LOGMOD are “by UTC” or “within a UTC.”

2.35.5.1. Prioritizing “by UTC” means organizing flow of capabilities by ULN based on TPFDD movement dates such as available to load date (ALD), ready to load date (RLD), or required delivery date (RDD). This is done by using the movement priority field to indicate the date an action is scheduled to occur within the TPFDD.

2.35.5.2. Prioritizing “within a UTC” means units prioritize each increment within a UTC using the movement priority field to identify the sequence increments will be deployed in. (T-3)

2.35.5.2.1. DELETED

2.35.5.2.2. DELETED

2.36. AF 463L Pallets/Containers.

2.36.1. AF 463L pallets are the mandatory cargo-packing platform for the AF standard LOGDET because they are the most versatile for aircraft load planning.

2.36.1.1. Internal Airlift/Helicopter Slingable-Container Unit (ISUs) will not be used in any portion of a Pilot Unit report or AF standard UTC IAW AFI 10-401, Chapter 5. However, pallets with container attached/palletized container or ISU can be used as a suitable substitute for 463L pallets in unit LOGPLAN development, providing the UTC will not exceed the weight of the approved standard UTC.

2.36.1.2. Pallets with container attached or palletized containers (i.e. ISUs) must be purchased at unit expense.

2.36.2. Not all types of ISUs will fit on all types of military or commercial aircraft. Units will ensure that purchased ISUs will fit on all AMC/commercial type aircraft, including MD-11s, DC-8s, KC-10s, KC-46s and KC-135s.

2.36.3. Units designed to move on their own organic airlift may plan their types of ISU purchase/use on that, but it does not relieve them of the requirement to maintain 463L pallets and nets in sufficient numbers to meet the determined requirement.
2.36.4. DELETED
  2.36.4.1. DELETED
  2.36.4.2. Units must maintain and account for pallets and nets used for standard UTC requirements.
  2.36.4.3. The IDO must consolidate installation deployment pallet and net requirements and forward to the WPNM.
  2.36.4.4. IDOs and units must consider their maximum simultaneous deployment capability when determining their operational pallets and nets requirement and will identify any shortages or excesses to the WPNM so that assets can be redistributed, as required.

2.36.5. Organization/unit Pallet and Net Managers will monitor, inspect, and report operational pallet and net assets IAW DTR 4500.9-R, Part VI, Management and Control of Intermodal Containers and System 463L Equipment. (T-0)
  2.36.5.1. DELETED
  2.36.5.2. DELETED
  2.36.5.3. If containers or palletized containers are used, units must be able to meet airlift constraints and must not exceed the weight and cube of the standard UTC LOGDET. Units with a minimum amount of equipment will continue to use 463L pallets. (T-0)

2.36.6. LOGMOD automatically assigns standard planning information (weights, dimensional data, and quantities) to items 01, 02, and 03 when pilot/non-pilot units develop pallet increment types.
  2.36.6.1. The overall dimensions of a 463L pallet are 88 inches by 108 inches, by 2 1/4 inches thick. However, the usable dimensions of the upper surface are 84 inches by 104 inches. This allows for two inches around the periphery to attach straps, nets, or other restraint devices. An empty 463L pallet weighs 290 pounds (355 pounds with nets) and has a maximum, netted load capacity of 10,000 pounds.
  2.36.6.2. The desired load capacity is 7,500 pounds (to help prolong pallet life).
  2.36.6.3. ISUs, Cadillac Bins, Brooks & Perkins containers, and married pallets/pallet trains are not considered LOGMOD Pallet Type Increments and will not be loaded as such in the LOGFOR module of LOGMOD.

2.36.7. Pilot/non-pilot units will load pallet dunnage as Item 04 for all pallet increments using the following movement characteristics: Length 88, Width 4, Height 4, Weight 30 pounds, with a quantity of three. Pilot/non-pilot units will use the appropriate NSNs for dunnage obtained through the LRS Materiel Management Flight Customer Service.
  2.36.7.1. Dunnage (e.g. lumber or timber) is placed under 463L pallets to prevent damage to the lower pallet surface and to aid in transportation with a forklift.
  2.36.7.2. The minimum dimensions of a piece of dunnage are 3x3x88 inches long. Use three pieces to support each loaded 463L pallet while on the ground. Many different materials can be used as dunnage.
2.36.7.3. All 463L pallets will be shipped with dunnage. This is both required for deployment and redeployment and must be provided by the user (see T.O. 35D33-2-2-2 and T.O. 35D33-2-3-1).

2.36.7.4. Wood Packaging Material (WPM) to include dunnage departing or returning to the United States must be stamped or marked with an approved International Standards for Phytosanitary Measures 15 or DOD Pest Free Certification Stamp by trained and certified DOD personnel IAW AFI 24-203. (T-0)

2.36.8. Pilot units will ensure ISUs, Cadillac Bins, or Brooks & Perkins containers are not loaded in lieu of, or as a substitute for 463L pallets and nets within standard AF LOGDETs.

2.36.8.1. Possession of ISUs does not relieve a unit of their responsibility/requirement to maintain 463L pallets and nets in sufficient numbers to meet the determined requirement.

2.36.8.2. EXCEPTION: IAW AFI 25-101, BEAR Order of Battle (BOB) UTCs are exempt from this guidance because BEAR must be shipped in Internal Slingable Unit (ISU) containers (air shipping configuration) and intermodal containers (surface shipping configuration).

2.36.8.3. MEFPAK Responsible Agency LOGDET Managers will identify all LOGDETs that contain ISUs to the pilot unit for immediate corrective action.

2.36.9. Pilot units will ensure the palletized increments within the standard UTC LOGDET do not exceed 10,000 pounds. Non-pilot units will ensure palletized increments within the LOGPLAN Module of LOGMOD do not exceed 10,000 pounds. (T-0)

2.36.10. Pilot units will physically build, weigh, and measure each increment of cargo when developing and maintaining standard UTC LOGDETs IAW AFI 10-401, Chapter 5.

2.37. Manpower and Personnel Data.

2.37.1. The MO (IPR for ARC units) will use DCAPES base-unique PIDs as identified by MAJCOM DCAPES Sub-FMs to build all UTC requirements available for taskings found in the MAJCOM provided UTA listing. This information will be provided to the IDO, UDM, and MPF at least on a quarterly basis or when a specific plan is updated (information will be available in DCAPES for IDOs and UDMs).

2.37.2. OPLAN manpower (personnel) taskings are provided by the MAJCOM, disseminated by the IDO, and maintained separately by the installation MO (IPR for ARC).

2.37.2.1. Recommended changes to these requirements will be coordinated through the IDO, UDM and MPS.

2.37.2.2. Tailoring of personnel requirements must follow AFI 10-401, Chapter 10 guidance.

2.37.3. MO uses DCAPES to link MANFOR details and the UTA in order to pass the tasked UTC to the wings/units.

2.37.4. The MO, in coordination with the LRS/Plans and Integration Section, will conduct, a UMD to UTC tasking validation to determine if MAJCOM FAM taskings exceed wing/unit UMD annually. (T-2)
2.37.5. The MO, in coordination with the LRS/Plans and Integration Section, will validate UTC(s), AFSC(s), Functional Account Code(s) (FAC), and Personnel Accounting Symbol (PAS) codes with tasked unit(s) annually. (T-3)

2.37.6. MO will receive the deployment echelon and movement priority sequence (deployment sequence) from the Plans and Integration Section/IDO to build the contingency DCAPES plans data if TPFDDs are available.

2.37.6.1. If TPFDDs are not available, the Plans and Integration Section will provide PID(s), UTC(s), ULN(s), RDD(s), deployment echelon(s) and deployment sequence number(s).

2.37.6.2. At the discretion of the IDO, MO will coordinate with tasked units’ UDMs to validate remaining DCAPES data elements and will coordinate any/all required changes as needed through designated UTC Pilot Units.

2.37.7. The UDMs will:

2.37.7.1. Validate DCAPES UTC data to ensure tasked AFSCs are assigned against the correct PAS and FAC codes, and will coordinate movement priority requirements through the LRS Plans and Integration Section/IDO as needed.

2.37.7.2. Ensure their unit taskings do not exceed their UMD and will coordinate corrective action through the MO for resolution.

2.37.8. ANG and AFRC units are not authorized a MO; therefore, the IPR performs these responsibilities. NOTE: These procedures are documented in AFI 36-3802 and AFI 38-205.

Section 2G—Deployment Organizational Structure.

2.38. Deployment Organizational Structure.

2.38.1. The IDO will:

2.38.1.1. Define an effective and efficient organizational structure to meet all command and control, cargo, and personnel processing requirements for the installation’s maximum simultaneous deployment capability. (T-3)

2.38.1.2. Establish a DCC to serve as the installation’s focal point for deployment C2 requirements beyond the normal IDRC capabilities. (T-3)

2.38.1.3. Ensure the IDRC is subsumed into the DCC, PDF, and CDF as appropriate. (T-2)

2.38.1.4. Identify requirements for the DCC, PDF, and CDFs to appropriate base agencies for staffing and infrastructure support. (T-3)

2.38.1.5. Be responsible for standing up the DCC, CDF, PDF, and UDCCs (in coordination with owning unit commanders) to meet the requirements of a given deployment scenario. (T-3)

2.38.1.6. The LRS/Traffic Management section will establish procedures for booking passengers commercially. The IDO will accomplish these actions IAW the IDP. (T-3)

2.38.2. Deployment Control Center (DCC).
2.38.2.1. The DCC is the installation/wing focal point for all deployment C2 operations, including identifying, verifying and distributing tasking information before, during and after execution.

2.38.2.2. The IDO, through the LRS/Plans and integration Section, will review and monitor applicable classified newsgroups, DCAPES PIDs and the AF Tasking Notification Tool (TNT) - formerly AF Verification Process within DCAPES to verify receipt, acceptance, and shortfalling of taskings.

2.38.2.3. MAJCOMs will identify which PIDs their wings are responsible for monitoring. (T-2)

2.38.2.4. The DCC will initiate unit cargo and personnel shortfall procedures IAW AFI 10-401, this instruction, the AFPC/DPW RPT User manual, supported MAJCOM, and the installation/Wing IDP.

2.38.2.4.1. For AFRC units located on bases where the host is different than their gaining MAJCOM, personnel and/or equipment LIMFAC/shortfalls must be submitted through appropriate personnel channels that will identify these requirements to that unit’s gaining MAJCOM.

2.38.2.4.2. For associate units, tenants and/or Institutional Forces, shortfalls and/or shortfall mitigation utilizing associate units must be coordinated through applicable components or MAJCOM A4L/A4Rs.

2.38.2.5. RPT automates the reclama process with a web-based application that allows multi-user inputs, automated validation and immediate visibility of shortfall conditions.

2.38.2.5.1. Shortfalls for requirements sourced by AFPC/DPW are transmitted into RPT.

2.38.2.5.2. It serves to communicate to senior leadership a unit’s inability to meet a CCDR operational requirement.

2.38.2.5.3. New users will contact AFPC/DPW to obtain a RPT account.

2.38.2.6. The IDO will stand-up the DCC when deployment requirements will not be executed by the IDRC. (T-3)

2.38.2.7. The DCC is responsible for coordinating all transportation actions required to deploy the force, coordinating/staffing equipment and personnel shortfalls, controlling the overall integration of the PDF, CDF and UDCCs, informing the wing’s CAT of process bottlenecks and effectiveness, and coordinating with HHQ, USTRANSCOM, and C-NAFs for support when required.

2.38.2.8. The DCC is responsible for providing required information for all contingency movements involving the movement of hazardous UTC cargo, via military or military contracted aircraft, for an approved and validated TPFDD requirement to the TACC. Installations tasked to deploy hazardous UTC cargo (by strategic airlift) will complete the following: (T-0)

2.38.2.8.1. Develop preliminary load plans, denoting the type of airlift being requested, and identify how the hazardous cargo will be positioned on the aircraft. (T-0)
2.38.2.8.2. Tasked units will complete a Hazardous Cargo Aircraft Clearance Request Worksheet that denotes all hazardous material information being deployed for DCC coordination with TACC. *(T-0)*

2.38.2.8.3. Submit primary load plan(s) and applicable Hazardous Cargo Aircraft Request worksheet(s) to TACC (Diplomatic Clearance Branch) within 48-hours of notification to deploy in order to ensure the adequacy of proposed aircraft and mission plans prior to the movement of hazardous cargo from home station. *(T-0)*

   2.38.2.8.3.1. Installation/wings will follow the same requirements for real-world contingency movements during DEPLOYEX at home stations.

   2.38.2.8.3.2. DELETED

2.38.2.9. DCC Manning.

   2.38.2.9.1. DCC functions include the IDO, Logistics Plans, Personnel, Distribution Representative, LOGMOD Schedule monitors, Materiel Management, Admin, and selected unit representatives. *(T-3)*

   2.38.2.9.2. Training for each of the work centers will include a thorough knowledge of this instruction, the local IDP, and functional expertise in their respective AFSC/function.

   2.38.2.9.3. All DCC personnel require a SECRET clearance.

2.38.2.10. DCC Requirements. *(T-3)*

   2.38.2.10.1. Robust communications in the DCC are essential for positive control. Minimum IDS communications requirements include:

      2.38.2.10.1.1. Access to SIPRNET.
      2.38.2.10.1.2. Non-secure Internet Protocol Router Network (NIPRNET).
      2.38.2.10.1.3. Secure and unsecured telephones.
      2.38.2.10.1.4. Access to unsecured facsimile (fax) machines.

   2.38.2.10.2. DCC personnel require an adequate number of SIPRNET terminals to access JOPES, DCAPES, BaS&E, LOGFAC, LOGMOD, classified newsgroups, secure web sites, collaborative decision support tools, and other planning aids.

   2.38.2.10.3. DCC key staff should be provided with land mobile radios (LMR) and cell telephones, when available.

   2.38.2.10.4. Additional requirements include uninterrupted power and classified storage.

   2.38.2.10.5. Video surveillance of marshaling yards and aircraft loading operation areas is optional, but desired if direct line of sight of these areas is not available from the DCC.

   2.38.2.10.6. LOGMOD requires, as a minimum, T-1 LAN connectivity to all UDM facilities and a wide area network.

2.38.3. Cargo Deployment Function (CDF).
2.38.3.1. The CDF is responsible for all actions necessary to receive, in-check, inspect, marshal, load plan, manifest, and supervising loading cargo aboard deploying aircraft or vehicles (see Attachment 4 for cargo processing flowcharts) - the LRS Deployment & Distribution Flight Commander is integral to the effectiveness of the CDF process.

2.38.3.2. The host LRS, or APS/AMS is responsible for providing CDF training, which will include this instruction, local deployment management documents and, more importantly, functional expertise in their CDF duties.

2.38.3.3. Final Load Planner. (T-0)

2.38.3.3.1. Complete final load plans to ensure maximum utilization of aircraft Allowable Cabin Load (ACL), ease of cargo on/offload, and safety of flight standards.

2.38.3.3.2. Load planner augmentees will be trained IAW with AFI 10-403, Attachment 5.

2.38.3.3.3. Final load plans are required to be certified and validated by a certified/qualified load planner or loadmaster/boom operator.

2.38.3.4. Quality Control (QC). (T-0)

2.38.3.4.1. Ensures all documentation is correct, adequate, posted, protected, and processed properly and that equipment/materiel is properly configured for transport.

2.38.3.4.2. Documentation includes cargo and passenger manifests, load plans, hazardous material inspection, and special handling documentation.

2.38.3.5. Controllers. (T-0)

2.38.3.5.1. Manage status of cargo. Update completion times in the LOGMOD Schedule.

2.38.3.5.2. Identify potential bottlenecks and work with CDF personnel, units, and DCC to ensure cargo is processed on time.

2.38.3.6. Cargo In-Check. Responsible for verifying that equipment has been received for processing, ensure it is properly marked and packaged, and meets safety and in-transit visibility requirements for transport.

2.38.3.7. Cargo Joint Inspection (JI). (T-0)

2.38.3.7.1. Inspect equipment/cargo with the owning unit representative(s) and/or cargo terminal representative(s) (or loadmaster, if necessary) before the load is accepted.

2.38.3.7.2. JI duties should be limited to 1A2 (Aircraft Loadmaster), 2T0 (Traffic Management) and 2T2 (Air Transportation) career fields.

2.38.3.7.3. Joint Inspectors must complete AMC approved JI training IAW AMCI 24-101, V22 Attachment 4.

2.38.3.8. Cargo Marshaling. Responsible for the placement of cargo in load plan sequence by chalk, normally according to chalk departure times, in preparation for JI.

2.38.3.9. Cargo Manifesting and Documentation. (T-0)
2.38.3.9.1. Responsible for verifying cargo documentation is correct and for passing information to load planners.

2.38.3.9.2. Accurate data in CMOS/GATES, along with correct documentation IAW the DTR and AFI 24-203, are critical to ensure proper ITV.

2.38.3.9.3. Produces updated and accurate DD Form 1387s, Military Shipping Label (MSL), or CMOS/GATES-generated shipping placards to attach to cargo prior to aircraft loading.

2.38.3.9.4. Equipment that is required in support of flight line operations and have permanently installed metal deployment placards will still require a CMOS/GATES deployment placard.

2.38.3.9.5. Permanently installed metal deployment placards are not acceptable, as they do not comply with DTR guidance.

2.38.3.9.6. Ensures in-transit visibility through the creation, updating, and affixing to cargo of RFID tags IAW AFI 24-203 and the IDP.

2.38.3.10. Wing personnel will be designated and trained to transport, load, and secure cargo on aircraft or other vehicles for deployment.

2.38.3.10.1. DELETED

2.38.3.10.2. DELETED

2.38.3.11. Ramp Coordinator (RAMPCO).

2.38.3.11.1. Ensures effective coordination of all aircraft and vehicle loading operations for the CDF OIC/NCOIC and IDO.

2.38.3.11.2. Passes aircraft commander package to aircraft commander/loadmaster and briefs them on special cargo handling requirements.

2.38.3.12. If the IDO determines full CDF augmentation/stand-up is not required, the LRS Deployment & Distribution Flight will ensure all required CDF responsibilities are fulfilled as applicable (dependent on mode/source of transportation). NOTE: For AMC bases with an APS, the CDF is the responsibility of the APS.

2.38.3.13. Recommended CDF Requirements. (T-3)

2.38.3.13.1. Suitable MHE (K-loaders, forklifts, tow vehicles, etc.)

2.38.3.13.2. Minimum T-1 LAN connectivity is required to support applicable components of IDS.

2.38.3.13.3. Fixed or portable scales.

2.38.3.13.4. RFID tags and required support equipment.

2.38.3.13.5. Portable lighting.

2.38.3.13.6. Marking equipment for classified and hazardous equipment holding areas.

2.38.3.13.7. Uninterrupted power supply (generator).
2.38.3.13.8. Robust communications (including telephones and LMRs, as required).
2.38.3.13.9. Automated Data Processing Equipment (ADPE) to include access to SIPRNET terminals for classified e-mail capability.

2.38.4. Personnel Deployment Function (PDF).

2.38.4.1. DELETED

2.38.4.2. Is a multi-functional entity consisting of representatives from distribution, force support, chaplain, medical, legal, finance, etc. organized as a processing activity designed to ensure deploying personnel are properly accounted for and prepared for deployment?

2.38.4.3. Serves as the installation’s focal point for monitoring all personnel processing activities to include eligibility screening, pre-deployment briefings, orders preparation and production, passenger manifesting, passenger baggage handling, and passenger loading.

2.38.4.4. PDF Responsibilities.

2.38.4.4.1. Advises commanders when personnel selected for deployment are ineligible to deploy according to this instruction; AFI 10-401; AFI 36-2110, Assignments; AFI 36-3802 and the reporting instructions/processing guidance issued by the Supported Command. Although the ultimate responsibility for deployment eligibility rests with the unit commander, the PDF serves as the wing’s last set of eyes ensuring all personnel are eligible for deployment, waived for deployment according to the governing guidance, or replaced when found ineligible. The PDF:

2.38.4.4.2. Ensures personnel (military and civilian) have appropriate CAC, passport, and visas, if required.

2.38.4.4.3. Ensures personnel selected for deployment have enough retainability to complete the established TDY tour length according to AFI 10-401, AFI 36-2110 and AFI 36-3802.

2.38.4.4.4. Maintains accountability of deploying personnel from the time they arrive at the PDF processing line until they leave home station.

2.38.4.4.5. When directed by the IDO, provides services (by exception only) for emergency data documentation (vRED/DD Form 93), ID card, Geneva Convention card, immunizations and ID (Dog) Tag updates. NOTE: PDF line will be used only as a last resort in providing these items prior to the member deploying from home station.

2.38.4.4.6. In coordination with Anti-Terrorism/Force Protection (AT/FP), Counter Intelligence Awareness Reporting (CIAR), and Foreign Clearance Guidance (FCG) program OPRs:

2.38.4.4.6.1. Ensure deploying members are briefed on FCG requirements, DoD Travel Security Advisories, and country threats IAW AFI 16-606, Foreign Clearance Program.

2.38.4.4.6.2. Ensure completion of the Anti-Terrorism/Force Protection (AT/FP) awareness training identified in the Supported Command reporting instructions or
2.38.4.4.7. At execution, coordinates unit personnel replacement actions with the DCC and UDMs, to include, monitoring personnel shortfalls with the DCC to ensure 100% accountability of UTC personnel taskings.

2.38.4.4.8. Uses DCAPES to produce CED orders according to this instruction, AFI 36-3802, Supported Command reporting instructions/processing guidance, and any applicable DRMD line remarks. Produces CED orders for all deployments in support of real-world contingencies, exercises, deployments, and unit moves involving deployment of personnel.

2.38.4.4.9. Provides updates for LOGMOD or changes to requirement information as they occur. Processes LOGMOD personnel assignment data into DCAPES for issuing orders. Provides the Transportation representative a CMOS file for electronic manifesting once all processing of the chalk is complete.

2.38.4.4.10. Selects and appoints a Troop Leader for each deploying chalk. Briefs Troop Leader on his/her responsibilities for accounting for the troops until they are received by the Personnel Processing facility in the AOR.

2.38.4.4.11. Prepares a Personnel Accountability Kit (PAK) for the deploying troop leader according to AFI 36-3802 and supported component command reporting instruction/processing guidance.

2.38.4.4.12. Instructs all deploying personnel to report to the deployed Personnel Processing facility (normally led by a PERS CO team) for in-processing and deployed accountability.

2.38.4.4.13. Works with the IPR ensuring all deployed personnel’s duty status is updated reflecting their deployment and departure from home station.

2.38.4.4.14. The IDO, in coordination with the FSS OPSO:

2.38.4.4.14.1. Establishes a PDF IAW this AFI and AFI 36-3802.

2.38.4.4.14.2. Establishes a formal PDF processing line provides the most effective means to check personnel eligibility and readiness.

2.38.4.4.14.3. However, special circumstances (such as resource availability, etc.) might not warrant standing up a full processing line. If the IDO deems a full stand-alone PDF processing line is not required, every effort will be made to incorporate some functions of the line in the processing.

2.38.4.4.15. When the full services of a PDF line are not available, deploying personnel must be provided a deployment checklist that ensures they receive the same processing and services afforded in a formal PDF line.

2.38.4.4.15.1. Once established, the PDF will fully staff the Identification and Medical Stations to determine deployment eligibility.
2.38.4.4.15.2. Have the manpower and resources necessary to conduct continuous personnel processing 24-hours a day.

2.38.4.4.16. Furthermore, depending on the timeliness and scope of the deployment, the PDF will establish the following processing stations (see Attachment 3, Deployment Checklists, for detailed processing station information):

2.38.4.4.16.1. Emergency Data Station. For changes to emergency data, vRED (information is updated via vMPF; however, PDF reps can pull an updated copy from MPS), and to Servicemen’s Group Life Insurance (SGLI).

2.38.4.4.16.2. Identification station: ID tags & military/civilian ID/CAC cards, Geneva Convention cards, DD Form 1833, Isolated Personnel Report (ISOPREP) Card, (if necessary), passports & visas, etc. (T-0)

2.38.4.4.16.3. Finance Station.

2.38.4.4.16.4. Legal Station.

2.38.4.4.16.5. Chaplain Corps Station.

2.38.4.4.16.6. Airman and Family Readiness Station.

2.38.4.4.16.7. Force Support (ground support meals) Station.

2.38.4.5. PDF Requirements. The PDF will have uninterrupted power (generator), robust communications (telephones and LMRs, as required), ADPE, unclassified and classified LAN connectivity, DCAPES, GCCS, classified storage, passenger briefing/holding facilities and baggage handling facilities. (T-3)

2.38.5. Air Passenger Terminal.

2.38.5.1. When processing passengers for airlift from home station or when designated as an aggregation APOE, the PDF will also establish the Air Passenger Terminal (APT) to:

2.38.5.1.1. Manifest passengers.

2.38.5.1.2. Build baggage pallets and coordinate belly loads

2.38.5.1.3. Brief, hold, secure, transport, and load personnel.

2.38.5.1.4. For commercial airlift, the APT will process passengers IAW the Federal Aviation Administration (FAA), Transportation Security Administration (TSA), and DTR requirements. (T-0)

2.38.5.2. The FSS is in charge of the processing line within PDF operations and, as applicable, will coordinate with LRS Transportation Functions for training and personnel expertise to manage, integrate, and/or execute APT operations.

2.38.5.3. The following materials must be available at the APT during operations:

2.38.5.3.1. AFI 10-403, with all supplements and IDP.

2.38.5.3.2. DTR 4500.9-R, Part III, Appendices T and BB.

2.38.5.3.3. CMOS/GATES systems.
2.38.5.3.4. Portable pallet scales (1 set).

2.38.5.3.5. Baggage Handling Station. A baggage handling station is manned with an adequate amount of personnel in order to take possession, palletize and/or loosely handle personnel deployment bags.

2.38.5.3.6. American Red Cross Station.

2.38.5.3.7. Amnesty Box Station.

2.38.6. Unit Deployment Control Center (UDCC) Responsibilities.

2.38.6.1. The UDCC is responsible for coordinating all unit level deployment activities to include receipt of taskings and preparation of cargo and personnel for deployment.

2.38.6.2. Once activated on direction of the IDO, the UDCC will not deactivate without prior coordination with the IDO and the DCC.

2.38.6.3. UDCC staff will include at least two trained and qualified UDMs, and must be able to successfully perform 24-hour operations when required.

2.38.6.4. Recommended UDCC Infrastructure Requirements.

2.38.6.4.1. Uninterrupted power (generator).

2.38.6.4.2. Robust communications (telephones and LMRs, as required).

2.38.6.4.3. Correct ADPE and Local Area Network (LAN) connectivity to support applicable components of IDS.

2.38.6.4.4. Access to facsimile machine.

2.38.6.4.5. Access to Secure Telephone Unit-Third Generation (STU III) and/or equivalent

2.38.6.4.6. Classified storage capability. SIPRNET is desirable for channeling secure information between HHQs, FAMs, and installation/wing-level agencies.

Section 2H—Deployment Training and Education.

2.39. Deployment Training and Education.

2.39.1. The IDO has overall responsibility to establish local deployment training and education program to ensure all deployment workcenter personnel fully understand the process, are properly trained to function as work center augmentees, and are aware of proper procedures for preparing unit personnel and equipment for deployment.

2.39.2. Deployment Education and Training Requirements. The deployment training and education program must address the following areas (see Attachment 5 for training classes and timeline requirements):

2.39.3. IDO will provide initial training to the Installation/Wing Commander and all newly assigned host and tenant commanders, within 90 days of their assignment. At a minimum, training will include:

2.39.3.1. IDO roles and responsibilities.
2.39.3.2. IDO lines of authority and chain of command.
2.39.3.3. IDRC roles and responsibilities/impact on commander’s unit.
2.39.3.4. Unit status information.
2.39.3.5. Unit UTC posturing review (via UTA).
2.39.3.6. Unit commander and UDM expectations.
2.39.3.7. Baseline training on ART
2.39.3.8. UTA/UTC posturing.
2.39.3.9. Tempo banding.
2.39.3.10. AEF.
2.39.3.11. Institutional Forces.
2.39.3.12. AEF debriefs.

2.39.3.15. Name in System (NIS) timelines.
2.39.3.16. Waiver requirements and procedures.
2.39.3.17. LOGMOD requirements and procedures.
2.39.3.18. Deployment exercise requirements.

2.39.4. Training attendance and content will be documented in writing and maintained by the IDO.
2.39.5. Establish formal training for UDMs, work center augmentees, and unit personnel responsible for preparing and deploying cargo and personnel. (T-3)
2.39.6. Establish a formal training program for use of IDS.

2.39.6.1. Use IDS, CBT, and other applicable materials to support the wing/unit initial and recurring training programs.

2.39.6.2. Accomplish and document IDS training by using scenario-based, hands-on desktop exercises led by the IDO and Plans and Integration Section for UDMs, Logistic Readiness (Traffic Management, Air Transportation) representatives, Manpower representatives, and Personnel representatives once each AEF schedule at a minimum.

2.39.6.3. DELETED

2.39.6.4. IDS training classes are conducted as a shared responsibility of the IDO, Wing LOGMOD Administrator, and CMOS/GATES operators (Refer to AFI 24-203).
2.39.6.5. Classes will be provided to all tenant units and host-wing supported GSUs.

2.39.7. Establish formal training for deployment work center supervisors and augmentees to ensure personnel understand the deployment process and their work center responsibilities.
2.39.8. A 2-month pre-deployment preparation period to focus unit activities on AOR-specific events required (if known) and/or training exercises such as Red Flag and Silver Flag. ECS units will be prepared to validate readiness via deployment to Eagle Flag during that 2-month pre-deployment preparation period. Do not wait until this period to accomplish warrior skills or other normal deployment training requirements, as listed in Chapter 1.

2.39.9. Ensure specialized training normally associated with the deployment process are identified, documented, and addressed in training.

2.39.10. The IDO, in conjunction with other essential agencies, will provide quarterly deployment training statistics to the host Installation/Wing Commander. (T-3) At a minimum, the update will include:

2.39.10.1. Total number of deployment work center training classes that were conducted (see Attachment 5) during the past quarter.

2.39.10.2. Number of work center personnel (and augmentees) trained.

2.39.10.3. Number of no-shows (by organization), thereby denoting the overall readiness of the installation’s deployment Augmentation Duty program.

2.39.10.4. Training attendance and content, for classes taught, will be documented in writing and maintained by the IDO.
Chapter 3

DEPLOYMENT EXECUTION

Section 3A—Deployment Planning Overview

3.1. General.

3.1.1. This chapter will provide general background information related to deployment planning processes, TPFDD sourcing (crisis action/rotational AEF), receipt/verification of deployment taskings, execution of IDP processes/procedures, deployment reporting, and post deployment documentation.

3.1.2. AFI 10-401 is the primary AF source document and provides detailed guidance for AF operations planning and execution to include deployment planning and execution processes and procedures. NOTE: AFI 10-401 guidance references will be annotated in parenthesis at the end of each paragraph when applicable.

3.2. Deployment Planning Processes.

3.2.1. Deployment planning is a continuous, iterative, and highly structured process that allows for an orderly transition from peace to war and post-hostilities operations.

3.2.2. Deployment planning ensures the systematic deployment, employment, sustainment, and redeployment of U.S. Forces to meet commander requirements across the Range of Military Options (ROMO).

3.2.3. The Joint Planning and Execution Community (JPEC) uses two general planning processes: crisis action and deliberate planning. (AFI 10-401, Chapter 3.)

3.2.3.1. Crisis action planning is driven by current events in real time and normally occurs in emergencies and in the context of time-sensitive situations.

3.2.3.2. Deliberate planning is accomplished in the absence of an active crisis in response to scenarios and threats identified by combatant commanders and in national guidance such as the JSCP.

3.2.4. Currently, crisis action and deliberate planning use different pre-deployment planning cycles however the execution processes and ADP used to support deployment operations are generally the same.

3.2.5. The major difference during crisis action and rotational (AEF) deployment execution is timing. Deployment operations/execution in support of:

3.2.5.1. Crisis action operations are initiated by SecDef/CJCS Warning, Planning, Alert, Deployment, Prepare to Deploy, and/or Execution Orders.

3.2.5.2. Rotational (AEF) operations timing is based on a pre-determined AEF rotation schedule which supports the Joint Global Force Management (GFM) schedule.

3.3. Crisis Action Planning.

3.3.1. Deliberate/Crisis Action Planning.
3.3.1.1. Combatant commanders, their components, and supporting commands accomplish deliberate planning during peacetime conditions. Planners use scenarios and threats identified in national guidance, such as the JSCP, along with the combatant commander's evaluation of their AOR, to develop a series of plans that span a wide range of operations. See AFI 10-401, Chap. 3 for additional information related to deliberate and crisis action planning.

3.3.1.2. This formal process develops responses to potential crises, determines forces required to achieve objectives, prepares deployment plans, and continually evaluates selected courses of action (COAs). This process results in a series of formal plans within each theater that contain lists of apportioned forces and their time-phased deployment schedules.

3.3.1.3. The process for deliberate planning is cyclic and continual and is almost identical whether the resulting operation plan is a fully developed OPLAN, CONPLAN, or FUNCPLAN. Operations plans remain in effect until canceled or superseded by another approved plan. While in effect, they are continuously maintained and updated.

3.3.2. Crisis Action Planning.

3.3.2.1. Crisis action planning is driven by current events in real time and normally occurs in emergencies and in the context of time-sensitive situations. Planners base their efforts on the actual circumstances that exist when crisis action planning occurs. Detailed guidance and instructions are located in the APEX Family of Documents (see CJCS Guide 3130, Enclosure C).

3.3.2.2. Each MAJCOM must establish complementary procedures and must ensure adequate procedures exist for subordinate command and agency use.

3.3.2.3. These procedures must be periodically exercised during joint, Service component (C-MAJCOM/C-NAF) and installation/wing level exercises to ensure the required capability is available. (T-2)

3.3.2.4. The JPEC’s Global Force Management (GFM) process developed policy and procedures in support of designated Joint Force Provider/Coordinator (JFP/JFC) allocation actions.

3.3.2.4.1. Commander, Air Combat Command (COMACC), is delegated as the AF force provider (AF FP) and supports JS J31 in its role as Global Conventional JFC.

3.3.2.4.2. Commander, Air Mobility Command (COMACC), is the AF component command for USTRANSCOM and acts as the AF FP for mobility forces.

3.3.2.4.3. Commander, Air Force Special Operations Command, is the AF air component for USSOCOM and acts as the AF FP for special operations forces.

3.3.2.4.4. MAJCOM and AFPC/DPW roles in sourcing crisis requirements will be accomplished IAW AFI 10-401 to determine sourcing recommendations and issues related to risk to sourcing other requirements, sustainability assessment and issues identified by other combatant commanders.
3.3.2.4.5. AFPC/DPW and each MAJCOM must establish complementary procedures for sourcing crisis requirements and ensure adequate procedures exist for subordinate units.

3.3.2.5. The AF FP, in coordination with the designated JFP:

3.3.2.5.1. Determines AF sourcing solutions that satisfy validated combatant command requests for capability/forces (RFC/RFF) of conventional forces.

3.3.2.5.2. Coordinates and recommends actions to sustain the level of capabilities or globally available forces to respond to validated combatant commander requirements.

3.4. Force Rotation (AEF) Planning.

3.4.1. Force rotational plans support the GFM requirement of an immediate executable schedule. The AEF construct is the Air Force methodology of meeting existing and emerging worldwide CCDR requirements as depicted in the SecDef-approved GFMAP.

3.4.2. CJCS orders to the supported commander, supporting commanders, and Services initiate such operations. These orders define plan details and requirements to accomplish the mission and authority to deploy forces. In accordance with CJCSM 3122.02C, such orders will specify weapons systems and a description of the ECS capability needed to sustain the operation.

3.4.2.1. Additional orders will need to be issued when an operation becomes a rotational mission and the Air Force, as a Service, or all force providing combatant commanders are not identified to support.

3.4.3. The supported component headquarters, in coordination with AFPC/DPW, is responsible for preparing the force rotation plan and ensuring the plan is time-phased to meet the AEF battle rhythm.

3.4.3.1. The component headquarters will coordinate with AFPC/DPW to identify UTC capabilities from the AETF force modules and UTC Availability necessary to sustain the crisis operation and transition from crisis to rotational operations.

3.4.3.2. A CJCS DEPORD and ensuing AF EXORD will be used to task and deploy AF forces for each AEF rotation. (T-0)

3.4.3.3. The supported component headquarters will not source a requirement identified in the force rotation TPFDD IAW AFI 10-401, Chapter 9.

3.4.4. ARC Participation.

3.4.4.1. During each AEF vulnerability period, the deploying AEFs will have force elements provided by AFRC and ANG units. These units fill the applicable rotation by teaming (when feasible) units and personnel and rainbowing equipment.

3.4.4.2. Specific methodology for meeting this objective is managed by the AFRC and ANG. ARC force volunteerism is maximized by providing rotation and tour duration flexibility. Component headquarters will consider the appropriate rotation policy and tour length with the goal of maximizing ARC volunteerism.

Section 3B—Sourcing Overview
3.5. TPFDD Sourcing.

3.5.1. To assist with the identification of TPFDD requirements for AEF sourcing, AFPC/DPW establishes force modules (FMs) for new and rotational requirements which are disseminated via the AFPC/DPW AEF Operation’s AEF Rotation Sourcing Plans and Tasks message. See AFI 10-401, Chapter 9 for additional information related to TPFDD sourcing processes and procedures.

3.5.2. FMs allow the supported component headquarters to quickly identify and communicate valid requirements for Air Force sourcing. The component headquarters will place requirements reviewed and accepted in a designated FM during planning for each AEF ‘s rotation. Force providing organizations delegated authority to write to the supported commanders TPFDD must adhere to these guidelines.

Section 3C—Verification Overview

3.6. TPFDD Verification.

3.6.1. Verification is the process whereby MAJCOMs/DRUs/FOAs/Service Components accomplish JOPES requirements to finalize the sourcing process. See AFI 10-401, Chapter 8 for additional information related to TPFDD verification.

3.6.1.1. During the verification process, every responsible agency ensures the sourced UTC/UIC has the required complements to meet the requirement; the applicable forces are available and ready; forces have been alerted for deployment; and the cargo is tailored to level-4 detail, if applicable. Verification completes the sourcing process.

3.6.1.2. Air Force planners and FAMs at all levels must ensure that the TPFDD accurately reflects and is consistent with actual resources that units will deploy.

3.6.1.3. Failure to accomplish this verification could result in misstating planned airlift requirements and possibly delaying the execution of a combatant commander’s plan.

3.6.1.4. Component headquarters will source requirements from their in-theater assets to the maximum extent possible before initiating an RFF/RFC to their CCDR.

3.6.1.5. AFPC/DPW will work closely with the component headquarters and force providers to efficiently source and ensure timely verification by the Force Provider of UTC that will be available as postured in the UTC Availability in DCAPES and reported as ready in the AEF UTC Reporting Tool (ART).

3.6.2. Crisis Action Sourcing.

3.6.2.1. Component headquarters planners will determine and input requirements into the applicable CCDR TPFDD. (T-0)

3.6.2.2. Force providers will first source requirements from Air Force forces assigned to the CCDR/CCMD TPFDD. (T-0)

3.6.2.2.1. Component headquarters should not source assigned forces tasked in the current FY GFMAP if the tasking will interfere with the subsequent SECDEF-ordered tasking.
3.6.2.2. All emergent CCDR requirements that cannot be met with assigned forces should generate an RFF/RFC in accordance with CJCSM 3122.01A.

3.6.2.3. Once an RFF/RFC has been submitted and validated by the Joint Staff, the RFF/RFC will be vetted through the JFP to the AF FP IAW AFI 10-401, Chapter 1.

3.6.2.4. AF FPs will collect inputs from their respective HAF and/or MAJCOM FAMs and AFPC/DPW to develop a recommended sourcing solution.

3.6.2.4.1. If a standard Air Force capability within existing resources can meet the requirement, then AF FPs recommend a standard sourcing solution.

3.6.2.4.2. If a standard Air Force capability cannot meet the requirement, AF FPs, in conjunction with applicable HAF FAMs, evaluate the RFF/RFC for possible non-standard sourcing solutions in accordance with paragraph AFI 10-401, Chapter 2 and Table 2.1.

3.6.2.4.3. The AF internally refers to non-standard force sourcing solutions as Joint Expeditionary Taskings (JET).

3.6.2.4.4. AEFC/DPW sources forces IAW AFI 10-401, Chapter 8.

3.6.2.4.5. Force providers verify to the component headquarters the readiness of sourced forces IAW AFI 10-401, Chapter 8 to include the ability to meet the TPFDD timelines.

3.6.3. For rotational (AEF) TPFDDs, AFPW/DPW will:

3.6.3.1. Place AEF sourcing that requires verification in a designated FM, in accordance with the AEF rotation sourcing plans and tasks message.

3.6.3.2. Post FM requiring verification in an accompanying newsgroup to establish the verification suspense.

3.6.3.3. Ensure verification is completed in accordance with timelines depicted in AFI 10-401, Table 8.5.

3.6.3.4. After the AFPC/DPW sourcing and verification FM has been suspended, verifying agencies do not have to wait for release of the subsequent verification FMs to apply verification.

3.6.3.5. MAJCOMs FAMs and/or war planners will ensure IDRCs are informed of wing AEF sourcing by use of DCAPES and Tasking Notification Tool (TNT).

3.7. MAJCOM Verification.

3.7.1. Reclama procedures will be processed in accordance with AFI 10-401, Chapter 10.

3.7.2. Newly sourced requirements will be placed in a verification FM and force providers must verify within timelines depicted in AFI 10-401, Table 8.5.

3.7.3. Equipment Requirements and Sourcing

3.7.3.1. The force provider will identify sourcing solutions to AFPC/DPW for equipment-only UTCs not directly tied to a unit (e.g., vehicles) postured in the AEF Tempo Bands or Enabler force. UTCs that contain both MANFOR and LOGFOR detail
will be sourced by AFPC/DPW using the same procedures and priorities as personnel-only UTCs IAW AFI 10-401, Chapter 9.

3.7.3.2. Due to the sensitivity of AFSOC's SOF mission and AMC's global MAF support, these mission requirements will continue to be sourced by the respective MAJCOMs. HQ AMC will source unique theater requirements for mobility support.

3.7.3.3. The ECS SIPT is the focal point for coordinating all issues and concerns relative to equipment sourcing.

3.8. Tasking Notification Process.

3.8.1. AFPC/DPW provides oversight of the tasking notification process for all TPFDDs sourced using AEF scheduled assets IAW AFI 10-401, Chapter 9.

3.8.1.1. It is responsible for controlling visibility for these TPFDDs and will provide automated support using DCAPES to base-level IDRC, manpower and personnel readiness offices, PERSCO teams, and central sites.

3.8.1.2. AFPC/DPW provides visibility after coordination with and receiving the approval of the supported component headquarters.

3.8.2. Assigning names to requirements in DCAPES is critical to the entire deployment process.

3.8.2.1. Deploying members must be identified and updated in system IAW AFI 36-3802 to ensure name visibility of members projected to deploy, to facilitate any advance training requirements, and schedule an appropriate airlift mission to meet the supported commander’s DRI/RDD.

3.8.2.2. AEFC/DPW will provide a bi-weekly nameless ULN report to the MAJCOMs for further processing with the MAJCOM FAMs and appropriate wing staffs. Additionally, at least 45 – 60 days following an AEF rotation, AEFC/DPW will publish metrics data depicting the percentage of names received in a specific window for the MAJCOM AEF Debriefs. Applicable window range covers 45+ days prior to the RDD, 31-44 days prior to the RDD, 0-30 days prior to the RDD or names received after the RDD has passed as of the report date.

Section 3D—Employment Overview


3.9.1. The AEF employment objective is to meet a supported combatant commander’s needs through the COMAFFOR with relevant UTC capabilities-based AETF packages (AEWs and AEGs) in accordance with validated theater mission requirements, as identified by the TPFDD. Planning must focus on sustained execution in the area of operations for the AEF execution period by integrating AEW, AEG, and AES command, operations, and support elements into an integrated, cohesive force. (AFI 10-401, Chapter 9)

3.9.2. AEF on-call forces will maintain the capability to rapidly transition from normal day-to-day operations to crisis response operations. Unit posture will increase consistent with the issuance and receipt of CJCS Warning/Planning/Alert/Deployment Order, Prepare to Deploy Order, and/or Execution Order
3.9.3. Theater combatant commander mission requirements dictate response-timing constraints.

3.9.3.1. In general, CONOPS should allow for a stair-step of response timing to reduce alert requirements. Service components must prepare to deploy forces, particularly ECS forces, during the initial phases of contingencies.

3.9.3.2. Personnel will deploy only after receipt of valid contingency, exercise, and deployment (CED) orders and validation by the installation deployment officer (IDO) that the unit line number (ULN) has been validated in the TPFDD by the supported commander.

Section 3E—Shortfall/Reclama Overview

3.10. Shortfall and Reclama Procedures.

3.10.1. Air Force active duty, AFRC, ANG, MAJCOMs, wings, groups, and units will make every effort to meet all taskings.

3.10.1.1. Generally, relief will only be sought when a wing or tasked unit does not possess sufficient or qualified personnel to support a tasking or the tasking is impossible to meet or will shut down critical elements of the home station mission, as determined by the wing commander or equivalent.

3.10.1.2. Filling shortfalls in one UTC could mean moving a person from another UTC as long as the individual(s) are within the same AEF vulnerability period.

3.10.1.3. Units will immediately update ART to reflect the status of the UTC(s).

3.10.1.4. IDOs will submit reclamas to their MAJCOM if no other installation/Wing resources are available to fill shortfalls. (See AFI 10-401 for details on processing reclamas and UIC Changes via RPT)

3.11. AEF Construct.

3.11.1. The AEF is the USAF’s construct for meeting global CCDR requirements.

3.11.1.1. Employing forces via the AEF construct to meet non-CCDR requirements (e.g. Service-unique requirements, MAJCOM manning assist, etc.) reduces the ability to meet the global CCDR contingency requirement.

3.11.1.2. Using the AEF construct to meet non-CCDR requirements will be approved by AF/A3/5 on a case-by-case basis.

3.11.2. The supported organization requesting use of AEF forces will submit deviation request through their owning MAJCOM. MAJCOMs will coordinate with AF/A1 and sponsoring HAF DCS (if applicable) prior to seeking A3/5 approval.

3.11.3. AFPC/DPW will build ULNs in a 08-series PID and source requirements IAW AFI 10-401, Chapter 9 using only SECAF-retained and/or supported MAJCOM-owned forces. Note: The use of 08-series PIDs is for accounting purposes only; USTRANSOCOM will not assign lift against Service PIDs.

Section 3F—Installation/Wing/Unit Level Deployment Operations(Rotational AEF)

3.12.1. Tasking information will flow from JOPES through DCAPES to tasked installations/units.

3.12.2. The IDO and IPR/IDRC will monitor DCAPES (at least twice a day) for new, modified, and/or deleted taskings.

3.12.3. Unit commanders will review taskings and identify LIMFAC/shortfalls and update as required. The Plans and Integration Section will review the LIMFAC/shortfalls of the affected units so any problems expected are known ahead of time.

3.12.4. To avoid compromising classified tasking information, the IDO and/or IDRC will NOT generate levy exports for ULNs that have NOT been executed by the CCMD. **NOTE:** See CJCSM 3122.02D, Joint Operation Planning and Execution System (JOPES), Volume III, *Time Phase Force and Deployment Data*, for additional joint classification guidance. (T-0)


3.13.1. The installation will initiate deployment operations as directed by the IDO. (T-3)

3.13.1.1. The IDO will establish a system of notification to the Installation/Wing Commander and key senior leadership of each tasking.

3.13.1.2. As a minimum, the IDO will notify key personnel within the IDRC (in the absence of the IDRC, notify IPR and LRS Plans & Integration personnel) and respective units of each tasking within 24-hours of receipt of tasking.

3.13.1.3. DELETED

3.13.2. Upon direction from the IDO:

3.13.2.1. LOGMOD administrators will create a DCAPES Chalk Export file (*.CHK) from the execution Schedule of Events which contains all deploying personnel. The (*.CHK) will be transferred to the IPR for import into DCAPES. Note: Export files will not be created until the CCDR validates the ULN. See CJCSM 3122.02D for additional classification guidance.

3.13.2.2. The IPR will:

3.13.2.2.1. Import the DCAPES Chalk Export File (*.CHK) from DCAPES, in order to create/finalize Contingency, Exercise, Deployment (CED) Orders. See CJCSM 3122.02D for additional joint classification guidance. (T-0)

3.13.2.2.2. Create a Pax Export file (*.PAX) from LOGMOD, for all deploying passenger information, and passed via transfer to the CMOS/GATES operators (for import into CMOS/GATES). See CJCSM 3122.02D for additional joint classification guidance.

3.13.2.3. CMOS/GATES operators will:

3.13.2.3.1. Create the required deployment parameters, import the Pax Export File (*.PAX) from LOGMOD, process all deploying personnel and finalize the passenger manifest prior to chalk departure. (T-0)
3.13.2.3.2. Release the finalized passenger manifest to IGC/GTN NLT 1-hour after departure from the installation in order to achieve In-Transit Visibility (ITV). *(T-0)*

3.13.2.4. For classified personnel taskings (unexecuted ULNs); the IPR will manually load names directly into DCAPES. **NOTE:** A TPFDD ULN is “executed” when the CCMD’s ULN validation block is date stamped. ULNs will be classified IAW CCDR security classification guidance and CJCSM 3122.02D. *(T-0)*

3.14. **Tasking Verification.**

3.14.1. Verification confirms the sourced data reflects actual data provided by the base or unit.

3.14.1.1. During the verification process (see Attachment 4 for wing verification process), every responsible agency after the MAJCOM validation, starts with the IDRC confirming the sourced UTC/UIC has the required element(s) to meet the requirement; applicable forces are available and ready; forces have been alerted for deployment; and the cargo is tailored to level-4 detail, and passenger line-level detail is tailored to match level-2 detail, if applicable.

3.14.1.2. ANG units will verify taskings IAW with ANG MAJCOM supplement. *(T-2)*

3.14.2. MAJCOM AEF cells and FAMs will verify a unit’s capability to fill UTC taskings IAW AEFSG-approved metrics timelines.

3.14.3. MAJCOMs must notify units directly to meet short notice alerts/taskings received during non-duty days that require immediate attention. In support of AEF rotations, Log Plans, IPR, or Manpower Office personnel in the IDRC will check DCAPES at least twice daily during normal duty hours for new, changed or deleted taskings.

3.14.4. The IDRC will process new taskings and/or changes IAW AEFSG-approved metrics. **NOTE:** ANG units will follow their higher headquarters guidance on verification procedures. Verification includes:

3.14.4.1. IDRC Manpower (IPR in the ARC) personnel ensure the UIC for the tasking is appropriate. If not, the IDO will contact the sourcing agency (e.g. MAJCOM FAM) for re-sourcing to the appropriate UIC. **NOTE:** UIC change requests are accomplished in RPT, if UIC is known.

3.14.4.2. The tasked unit, in coordination with the IDRC, ensures the required AFSC exists in the tasked unit and it is postured in the appropriate AEF block, unless surge operations are approved.

3.14.4.3. Research MISCAP substitution rules and consult with the applicable UDMs for possible tasking resolution. If not properly postured, communication between the IDRC, tasked unit, MAJCOM FAM and AFPC/DPW is required for clarification.

3.14.4.4. If no capability exists at the installation/base, reclama the tasking to the tasking source IAW this instruction and AFI 10-401.

3.14.4.5. Individual (by name) deployment taskings sourced via MilPDS for institutional forces or 365-day extended deployments are processed IAW AFI 10-401, AFI 36-3802, and this publication.
3.14.4.6. Ensures the LAD/RDD specified for the GEOLOC is feasible and attainable. Taskings should allow lead time at base level to allow for completion of Just-in-Time (JIT) training, equipment preparation, en route training, flight arrangements, etc.

3.14.4.6.1. If the RDD is not feasible, the IDRC’s IPR will contact the deployed PERSCO or deployed commander IAW this AFI and AFI 36-3802 with a delayed reporting request/notification.

3.14.4.6.2. Request for RDD adjustments through the supported command will only be made to comply with the timeline standard for verification in AFI 10-401, unless a more stringent timeline is stated in the DEPORD. If the RDD cannot be met due to completion of JIT training, equipment preparation, or flight arrangements, contact the deployed PERSCO or deployed commander IAW this AFI and AFI 36-3802 with a delayed reporting request/notification.

3.14.4.7. Identify any incomplete or missing data (i.e. incomplete or unlisted line/command remarks). The sourcing agency will be contacted to clarify any inconsistencies.

3.14.4.8. If the tasking does not require any corrections, the IDO will accept the tasking in DCAPES. If required, corrections will be submitted via a reclama and/or UIC Change via RPT IAW AFI 10-401 using the instructions in the RPT User Manual.

3.14.5. The IDRC will:

3.14.5.1. Notify units of taskings within (1) duty day after tasking’s receipt.

3.14.5.2. When directed by the IDO, upload taskings into LOGMOD, if the OPLAN ULN(s) have been executed. **NOTE:** A TPFDD ULN is “executed” when the CCMD’s ULN validation block is date stamped. ULNs will be classified IAW CCMD security classification guidance and CJCSM 3122.02D. **(T-0)**

3.14.5.3. Ensure any coordination with the tasked unit and/or UDM prior to execution is accomplished via secure means.

3.14.6. Units will provide equipment and personnel info back to the IDRC to fulfill taskings IAW Chapters 4 and 5, respectively, or provide shortfall documentation.

3.14.7. The IPR updates DCAPES with tasked personnel information IAW the timelines established in AFI 36-3802. **NOTE:** Automatic rule sets in DCAPES will be used to verify personnel deployment eligibility. If the system flags a condition preventing assignment to the UTC, and an approved waiver is not already on file, SSN(s) will be returned to the UDM for waiver and/or reclama processing actions.

3.14.8. **DELETED**

3.14.9. On behalf of the IDO, the IDRC will verify requirements are supportable to the MAJCOM AEF Cell, MAJCOM planners and/or FAMs will complete tasking notification and initiate TPFDD verification actions IAW AFI 10-401 and JOPES processes contained in CJCSM 3122.02. **(T-0)**
3.15. Requirements Validation.

3.15.1. The validation process begins once the FP has verified the sourcing. “Validate” in this context is defined in JP1-02, Department of Defense Dictionary of Military and Associated Terms, as: “Execution procedure used by combatant command components, supporting CCDRs, and providing organizations to confirm to the supported commander that all the information records in a TPFDD are not only error-free, but also accurately reflect the current status, attributes (lower level personnel and cargo data), and availability of units and requirements.”

3.15.2. AF planners and FAMs must ensure timelines established to support the sourcing, verification, and validation process are followed. The standard timeline for completing sourcing will be IAW respective TPFDD Letters of Instruction (LOIs). Wings/installations will follow this instruction, AFI 10-401, and AFI 36-3802 timelines for filling or shortfailing requirements.

3.15.3. The 6-month (Bands B-E) on-call/deployment period is based on a rotational environment where all requirements are known and can be met with the forces allocated within AEF Bands in the AEF vulnerability period or Enablers.

3.15.3.1. Individuals and equipment allocated to UTCs within the current AEF rotation must not participate in any activity that directly impacts their availability to deploy during this period.

3.15.3.2. Scheduled leaves during the deployment/on-call period will be scrutinized to ensure member’s ability to respond quickly, if required.

3.15.3.3. Transportation arrangements into the AOR are influenced by availability of airlift, which is influenced by world events and subject to change prior to actual lift date.

3.16. Travel Requirements Verification.

3.16.1. The IDO and IDRC personnel must work closely together to ensure individuals and equipment meet deployment timing and mode of travel as specified in the PID/TPFDD tasking for personnel/equipment leaving their installation. In order to best help IDRC, PDF, and/or CDF personnel plan movement, the IDO first needs to make some decisions based on an analysis of the TPFDD ALDs/RDDs against the strategic lift airflow will provide the priority for UTC movement and will ask the following questions:

3.16.1.1. What is the APOE for the personnel/equipment leaving the base?

3.16.1.2. Is the origin the APOE or will movement to an APOE be required?

3.16.1.3. If moving to an APOE, is the appropriate transportation being used? Is ground transportation, commercial airline, Group Operational Passenger System (GOPAX), aggregated passengers using CONUS to CONUS Contingency movement (CCPAX) used where appropriate?

3.16.1.4. Is the APOE a military installation or international airport?

3.16.1.5. If it is a military installation, does deploying members have their reporting instructions/equipment preparation requirements from their respective IDO and/or base Transportation Officer?
3.16.1.6. What is the Mode/Source for the personnel departing the base? If the Mode/Source is “AC - Air via supporting commander channel (AMC or Service) aircraft, does the IDO ensure the IDRC makes appropriate arrangements to ensure passengers meet their RDD at the end destination?

3.16.1.7. If the Mode/Source is “AK - Air via strategic (AMC, AMC-contract) aircraft, does the IDO ensure the TACC has made travel arrangements to ensure passengers meet their RDD at the end destination?

3.16.2. DELETED

3.16.3. If the APOE is not home station, the IDO will ensure the IDRC makes appropriate arrangements to meet the APOE ALD e.g. commercial airlines, buses, organic or commercial trucks, or GOPAX through the Tanker/Airlift Control Center (TACC).


3.17.1. The IDRC will coordinate with its MAJCOM, or component headquarters, who will then coordinate with 618 AOC, TACC, for airflow and/or surface movement information during normal rotations in support of Combat Air Forces/Mobility Air Forces (CAF/MAF) strategic airlift support. Airlift support for ECS will be coordinated with TACC by the component headquarters and verified for validation to USTRANSCOM.

3.17.2. For visibility of airflow, the IDRC will access DCAPES, Global Decision Support System (GDSS), SMS and/or IGC. If airlift is not visible after the USTRANSCOM (USTC) Status Codes in the TPFDD shows lift is allocated (“A”), then the IDRC should contact their MAJCOM AEF Cell who will then contact the TACC for status.

3.17.3. Monitor Status. A designated POC in each work center should provide status of deployment issues to the IDO/IDRC, who is responsible for status reporting to the CAT. Also, POCs will report LIMFAC/shortfalls status. LOGMOD Schedule screens, status boards, and other electronic media are helpful management tools for tracking deployment status.

3.17.4. Monitor Tasking Changes. Due to dynamic situations, taskings and priorities may change. Beddown sites, number and type of aircraft required, aircraft configurations, and so on, can cause extensive changes to unit deployment efforts. In addition, DPW or FAMs at the MAJCOMs could determine a particular unit tasking has higher priorities than others. Units will monitor the situation closely and tailor their actions to reflect any changes in priorities.

3.17.5. Units will prioritize the movement of cargo and passengers as directed in DCAPES (or, at a minimum, LOGPLAN) to meet the RDD specified by the Supported Command. The primary method of scheduling personnel and cargo is the LOGMOD Schedule.

3.18. Waivers.

3.18.1. DELETED

3.18.2. DELETED

3.18.3. Tasking Waivers. Prior to submitting a reclama, the tasked commander, through IPR and deployed PERSCO, will request the deployed Group Commander waive any restriction
(e.g. line remarks, SEI, grade, skill level, etc.) or permit substitutions through the waiver process contained in AFI 10-401 and AFI 36-3802.

3.18.4. Unit commanders will:

- 3.18.4.1. Submit reclamas for personnel and equipment shortfalls via RPT IAW AFI 10-401.
- 3.18.4.2. Ensure they have thoroughly reviewed all reclamas to ensure that every option regarding AFSC or equipment substitution (IAW UTC MISCAP, functional guidance, etc.), risk mitigation, etc. have been considered for their respective unit prior to submitting a reclama.
- 3.18.4.3. DELETED

3.18.5. The IDO will:

- 3.18.5.1. Provide personnel shortfalls to the IDRC (IPR and MO representatives will consider substitutions IAW UTC MISCAPs, line remarks, or as approved by the deployed commander.)
- 3.18.5.2. Provide equipment shortfalls to the LRS Equipment Accountability Office (EAO).
- 3.18.5.3. The IDRC and LRS EAO will use functional resources to confirm the unit shortfall and scrub available wing resources for fill actions.
- 3.18.5.4. DELETED
- 3.18.5.5. Use equipment with the same national stock number (NSN) and/or a suitable substitute as approved by MEFPAK Responsible Agency FAMs for applicable LOGDET. Suitable replacements and/or further reclamas must be IAW AFI 10-401, Chapter 10.
- 3.18.5.6. The IDO will monitor reclama status via secure RPT available through the AEF Online Portal at the following website: [https://aef.afpc.randolph.af.smil.mil/default.aspx](https://aef.afpc.randolph.af.smil.mil/default.aspx).

3.18.6. The IDRC IPR will:

- 3.18.6.1. Review chain-of-command resources to see if individuals with the required AFSCs are located elsewhere within the wing or wing equivalent on the base in the same MAJCOM in the same AEF (not required for Institution Forces or extended deployments).
- 3.18.6.2. Check for individuals matching the allowable substitutions identified in the UTC MISCAP, line remarks, or approved AFSC waiver from the deployed commander. NOTE: IDRC is responsible for coordinating replacement actions.
- 3.18.6.3. Fill that role if the DCC is not activated.
- 3.18.6.4. Identify substitutions to their MAJCOM for resourcing to correct unit.
- 3.18.6.5. Submit a shortfall, if the installation/wing cannot support the tasking or the AFSC is not on base.

3.18.7. See AFI 10-401, Chapter 2 for use of Institutional Forces.
Section 3G—Installation/Wing/Unit Level Deployment Operations (Crisis Action)


3.19.1. During a crisis or in the build up to a response to a crisis, units should expect to see a warning order (WARNORD), planning order (PLANORD), alert order (ALERTORD), and/or PTDO prior to receipt of the EXORD and/or DEPORD.

3.19.1.1. While these orders are normally sent only to MAJCOM headquarters and not directly to the wings, applicable MAJCOMs, NAFs or equivalent CAT(s) are responsible for retransmitting the order(s) to affected wings. This requires prompt action since timely receipt of these orders may not occur.

3.19.1.2. MAJCOMs/NAFs receive information via secure telephone, message traffic, or GCCS newsgroups and pass related information to subordinate units using similar methods.

3.19.1.3. Tasking information will flow from JOPES through DCAPES to the tasked installations/units. Further, there will often be information flow before an official order.

3.19.1.4. Upon receipt of applicable orders, the host installation/wing command post will immediately notify, at a minimum, the IDO and host installation commander. See JP 5-0, Joint Operation Planning, Figure II-10, for a description of types of orders. (T-3)

3.19.2. The order may not contain any specific taskings for a specific weapon system. Compare available plans and details of the WARNORD, PLANORD, and/or ALERTORD for clues as to what may be coming.

3.19.2.1. If the message contains actual UTCs or weapon systems identification, actual preparatory movement actions may begin.

3.19.2.2. Unless the pending action is in an area with no plan on the shelf, it may be necessary to read over the current plan for the AOR in question. Read the plan’s summary, LOI, basic plan, annexes C & D, and other applicable functional annexes.

3.19.3. Once the IDO receives the applicable orders (or other indications of an imminent deployment), the IDO will host a meeting to: (T-3)

3.19.3.1. Review the tasking(s).

3.19.3.1.1. Prioritize tasked UTCs.

3.19.3.1.2. Identify LIMFACs/shortfalls.

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

3.19.3.3. DELETED

3.19.3.4. Members at this meeting will include, at a minimum:

3.19.3.4.1. IDO.

3.19.3.4.2. Logistics Plans representative.

3.19.3.4.3. IPR representative.
3.19.3.4.4. MO representative.
3.19.3.4.5. LRS (Supply) representative.
3.19.3.4.6. LRS (Transportation) representative.
3.19.3.4.7. UDMs with possible tasked UTCs.

3.19.4. To preclude delaying tasking notifications to appropriate Airmen, the DCC will:

3.19.4.1. Check DCAPES twice a day for new, modified, deleted or validated taskings.
3.19.4.2. Monitor other sources of tasking information such as SIPRNET web pages, Web-Hoc Query, and Newsgroups.
3.19.4.3. Establish dialogue with MAJCOM, NAFs, or component CAT Cells and/or operations centers.

3.20. Standby Personnel.

3.20.1. Place personnel on standby IAW MAJCOM and/or installation guidance. (T-2)
3.20.2. Follow the MAJCOM and Installation/Wing Commander’s direction for placing personnel on stand-by.
3.20.3. At a minimum, the DCC staff will be recalled or notified when the Installation/Wing Commander is notified. (T-3)
3.20.4. The IDO will alert the FSS Commander of the potential need to activate the PDF and the LRS/LGRD (or APS at CONUS AMC strategic aerial port) of the potential to activate the CDF.


3.21.1. The command post will provide tasking messages to the Installation/Wing Commanders and the IDO immediately upon receipt.

3.21.1.1. The IDO will notify the DCC staff immediately if CAT validation results in changes.
3.21.1.2. The IDO will notify deployment workcenters and tasked units of message receipt and actions required. (T-3)
3.21.1.3. A DEPORD or EXORD message date/time group establishes the Reference Start Time (RST). NOTE: RST is the date and time from which all execution efforts begin.
3.21.2. If directed by the wing/installation commander, the IDO will provide a concept brief to senior leadership, unit commanders, deployment workcenter supervision and UDMs. (T-3)
3.21.3. The concept briefing sets the tone for the deployment and ensures all deploying and support units understand the tasking, the deployment schedule, and critical employment site information that could affect the mission, health, and safety of deploying personnel.
3.21.4. IDOs will ensure applicable data is briefed to ensure successful deployment execution. Refer to Attachment 7 for a recommended Deployment Concept Brief outline.
Section 3H—Installation Deployment Plan (IDP) Execution

3.22. IDP Execution.

3.22.1. Once the base receives a DEPORD or EXORD, the installation implements its deployment process IAW the IDP.

3.22.2. Implementing the IDP will help to ensure all augmentees are available and will assist in activating the required work centers with needed equipment and supplies to conduct 24-hour operations, as needed.

3.23. Deployment Workcenters Activation.

3.23.1. Deployment management requires all agencies responsible for deployment actions to work together to ensure they meet all taskings. Usually the installation/wing’s deployment organization is not fully activated until an installation receives a tasking to deploy.

3.23.2. Time requirements for activating work centers are not dictated, so each installation must determine when to activate their work centers according to the situation at hand. The following paragraphs explain the purpose and suggested activation priority supporting the wing deployment process.

3.23.2.1. CAT Activation.

3.23.2.1.1. Early in a crisis, the focus is on gathering and disseminating accurate information. Command and control is critical to important agencies such as the base command post, CAT, and the DCC.

3.23.2.1.2. MAJCOMs and installations will develop CAT activation procedures IAW AFI 10-207, Command Posts. (T-3)

3.23.2.1.3. DELETED

3.23.2.2. DCC Activation. (T-3)

3.23.2.2.1. Activate the DCC in time to allow representatives the necessary time needed to translate the DEPORD/EXORD, establish communications with HHQ, and prepare the LOGMOD Schedule.

3.23.2.2.2. The IDO will activate other work centers in enough time to begin accepting cargo and personnel for processing based on the LOGMOD Schedule.

3.23.2.2.3. When activated, the DCC serves as the focal point for all deployment C2 actions on an installation and reports to the CAT.

3.23.2.2.4. The IDO must establish lines of communication between higher headquarters, the CAT, deployment work centers, and the DCC, and between the DCC and tasked units. All information essential to deployment operations will pass through the DCC.

3.23.2.2.5. The IDO will use approved command and control systems such as DCAPES and LOGMOD to ensure everyone is informed of installation/wing TPFDD taskings.

3.23.2.3. Cargo Deployment Function (CDF) Activation. (T-3)
3.23.2.3.1. Activate the CDF when directed by the IDO.

3.23.2.3.2. The CDF OIC/NCOIC will ensure all required resources are readily available to properly transport, receive, inspect, marshal, and load cargo to meet support transportation requirements.

3.23.2.3.3. The CDF will develop clear procedures if both air and surface operations are required.

3.23.2.4. Personnel Deployment Function (PDF) Activation. (T-3)

3.23.2.4.1. The IDO, in coordination with the FSS OPSO, activates the PDF.

3.23.2.4.2. The PDF OIC/NCOIC will ensure all required resources are readily available to properly account for, process, manifest and load deploying personnel for transportation requirements.

3.23.2.5. Unit Deployment Control Centers (UDCC) Activation. (T-3)

3.23.2.5.1. Unit commanders will activate UDCCs upon direction of the CAT or IDO (24-hour operations, if needed).

3.23.2.5.2. UDMs will gather work center members and brief them on all the deployment information and advise them when to set up the cargo/unit assembly areas.

3.23.2.5.3. UDCCs will deactivate after approval by the IDO. Personnel deployment eligibility will be constantly monitored by UDMs to ensure required deployment positions can be filled by qualified individuals at all times.

3.23.2.5.4. Units will attempt, as early as possible, to identify potential personnel eligibility problems in order to allow the PDF maximum time to try to find qualified personnel from installation/wing resources.

3.23.2.5.4.1. If qualified personnel are not available on the installation, notify the DCC so they can elevate the requirement to higher headquarters and/or AFPC/DPW.

3.23.2.5.4.2. In many cases, commanders can waive eligibility factor problems.

3.23.2.5.4.3. When they cannot waive them, commanders will elevate those personnel issues or shortfall IAW applicable reclama and shortfall implementing guidance.


3.24.1. The tasking verification process for crisis response surge operations will follow the same procedures as identified in AFI 10-401, Chapter 8 with the following exceptions:

3.24.2. IDRC becomes the DCC, and any additional deployment workcenter personnel required by the IDO are notified that the DCC has been activated.

3.24.3. Accelerate all timelines for ASAP completion.

3.24.4. Requirement Validation. The requirement validation process for crisis response operations will follow the same procedures as identified in AFI 10-401, Chapter 9 with the
exception that timelines will likely be accelerated based on real-world events that is driving the deployment.


3.24.5.1. The DCC will coordinate with its MAJCOM, supported component headquarters and TACC concerning airlift.

3.24.5.2. The supported CCDR will coordinate movement with USTRANSCOM during crisis action.

3.24.5.3. For visibility of airflow, the DCC will access DCAPES, IGC, Global Decision Support System (GDSS), and/or Single Mobility System (SMS).

3.24.5.4. Each work center will provide deployment status to the IDO IAW the IDP. (T-3)

3.24.5.5. Due to dynamic situations, taskings and priorities will probably change daily, or even hourly.

3.24.5.5.1. Beddown sites, number and type of aircraft required, aircraft configurations, and so on, can cause extensive changes to unit deployment efforts.

3.24.5.5.2. In addition, DPW or MAJCOM FAMs could determine that a particular unit tasking has higher priorities than others.

3.24.5.5.3. Units will monitor the situation closely and tailor their actions to reflect any changes in priorities.

3.25. LOGMOD Schedule.

3.25.1. The LOGMOD Schedule is the authoritative document within the wing that orchestrates the movement of cargo and personnel (see Chapters 4 and 5 for specific cargo and personnel processing procedures, respectively). Accuracy must be carefully ensured.

3.25.2. Reference AFPAM 10-1403, Air Mobility Planning Factors, the LOGMOD Users Guide, system help files, and sample schedules with recommended event times for more detailed information.

3.25.3. Prioritizing and monitoring movement outflow. (T-3)

3.25.3.1. The IDO is responsible for managing the outflow of cargo and personnel based on these guidelines:

3.25.3.2. The IDO will create the schedule to flow through the installation deployment process based on the Supported Command TPFDD RDD movement priority of equipment and/or personnel, strategic airlift arrival/departure times and aggregate transportation requirements. The schedule and initial aircraft load plans will be developed concurrently to ensure efficiency.

3.25.3.3. Units will prioritize equipment and personnel to the UTC increment and personnel line number detail based on the Supported Command TPFDD RDDs. Reference AFI 10-401 for prioritizing UTCs.

3.25.3.4. IDOs will ensure an alternative LOGMOD Schedule process is developed for use when LOGMOD Schedule is not available.
3.25.3.4.1. When LOGMOD is unavailable, alternative process and/or other automated systems will be used. (T-3)

3.25.3.4.2. If LOGMOD is not available, use AF Form 2511, *Depoyments Schedule of Events – Cargo*; AF Form 2511A, *Deployment Schedule of Events - Personnel*; and AF Form 2512, *Deployment Schedule of Events - Loading Schedule* (see Attachments 9, 10, and 11).

3.25.3.4.3. All work centers must complete scheduled events by times depicted on these forms. When creating LOGMOD Schedules, IDOs will use the following table of events nomenclature for applicable events utilized:

### Figure 3.1. Applicable Events LOGMOD Schedule Nomenclature

<table>
<thead>
<tr>
<th>Cargo Events</th>
<th>Personnel Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cargo Unit Assembly Complete</td>
<td>Pax Unit Assembly Complete</td>
</tr>
<tr>
<td>Cargo Incheck Start</td>
<td>Pax Mobility Bags Start</td>
</tr>
<tr>
<td>Cargo Incheck Complete</td>
<td>Pax Mobility Bags Complete</td>
</tr>
<tr>
<td>Cargo JI Start</td>
<td>Pax Process Start</td>
</tr>
<tr>
<td>Cargo JI Complete</td>
<td>Pax Process Complete</td>
</tr>
<tr>
<td>Cargo Manifest Complete</td>
<td>Pax Orders Complete</td>
</tr>
<tr>
<td>Cargo QC Complete</td>
<td>Pax Manifest Complete</td>
</tr>
<tr>
<td>Cargo A/C Pkg Complete</td>
<td>Baggage Load Start (Pax MSNs Only)</td>
</tr>
<tr>
<td>Cargo Load Start</td>
<td>Baggage Load Complete (Pax MSNs Only)</td>
</tr>
<tr>
<td>Cargo Load Complete</td>
<td>Pax Load Start</td>
</tr>
<tr>
<td>Transmit manifest to IGC</td>
<td>Pax Load Complete</td>
</tr>
</tbody>
</table>

3.25.4. LOGMOD Schedule Distribution.

3.25.4.1. Provide completed or published schedules to the CAT, key deployment workcenters and affected units expeditiously.

3.25.4.2. Use either the LOGMOD remote LOGMOD Schedule viewer capability or a distribution method that works best for an installation and include this in the IDP.

3.25.5. Tracking Schedule Actions. Use the LOGMOD system or hard-copy LOGMOD Schedules to track the actions required (as described in Chapters 4 and 5).

3.25.6. Updating the Schedule. Any change to timing, events, aircraft information, personnel and equipment requires a published change to the LOGMOD Schedule. Capture reasons for changes in the remarks section. The DCC will publish LOGMOD Schedules and provide to all affected deployment workcenters immediately.
Section 3I—Deployment Reporting/Data Collection


3.26.1. The DCC must keep the installation’s senior leadership up to date during deployment operations as specified by local requirements.

3.26.2. Use LOGMOD remote LOGMOD Schedule viewer, if available, to support this requirement.

3.26.3. Specific base reporting requirements will be identified in the IDP. (T-3)

3.26.4. UDMs will prepare reclamas IAW AFI 10-401, AFPC/DPW RPT User Manual procedures, IDP rule-sets, and other applicable instructions.

3.26.4.1. Updates to senior leadership that requests the IDOs physical presence must not impede mission accomplishment.

3.27. JOPES Deployment UTC Data.

3.27.1. Units will electronically transfer tailored LOGPLAN/Schedule files to the gaining MAJCOM for review and for processing into JOPES through DCAPES in support of the CJCS requirement to develop a sourced TPFDD for the first (7) days within 72-hours.

3.27.2. The tasking source specifies how and when to send the information (reference Attachment 8).

3.28. Post Deployment Data Documentation.

3.28.1. MAJCOM/A4s are responsible for implementing policy for deployment data retention/collection. (T-2)

3.28.1.1. At a minimum, CJCS directed exercises and national level exercises will be 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.

3.28.1.2. The LRS/Logistics Plans and Integration section will:

3.28.1.2.1. Ensure deployment processes include collection and maintenance of the following as minimum documentation for deploying aircraft:

3.28.1.2.2. Passenger manifest.
3.28.1.2.3. Cargo manifest.
3.28.1.2.4. Equipment listings.
3.28.1.2.5. Hazardous cargo waivers.
3.28.1.2.6. Load plans,
3.28.1.2.7. Other documents identifying equipment and personnel aboard deploying aircraft,
3.28.1.2.8. Shippers Declarations for Dangerous Goods.
3.28.1.2.9. LOGMOD load and packing lists.
3.28.1.2.10. DD Form 2133, *Joint Airlift Inspection Record*.

3.28.2. Include documentation for both host and tenant units.

3.28.3. If LOGMOD is not available or functional for the purpose of generating these products, AF Form 2518, *Deployment Packing List*, will be manually generated (see Attachment 14).

3.28.4. DELETED

3.28.5. In LOGMOD, archive a copy of the Logistics Plan file and the Schedule file.

3.28.6. In CMOS/GATES, archive the cargo and passenger manifest data. This data is of historical significance, required for trend analysis and process improvement, and maintained IAW AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force RDS located at [https://www.my.af.mil/afrims/afrims/afrims/rims.cfm](https://www.my.af.mil/afrims/afrims/afrims/rims.cfm).

3.28.7. Deployment, contingency, and lesser contingency operations records, will be identified and retained if MAJCOM/A4s deem the results beneficial for collection under Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at [https://www.my.af.mil/afrims/afrims/afrims/rims.cfm](https://www.my.af.mil/afrims/afrims/afrims/rims.cfm).

3.28.8. As the installation OPR for deployment data, the IDO will compile and analyze data for trends to identify ways of improving the deployment process.

3.28.9. Deploying unit commanders will also document deployment data to ensure comprehensive deployment analysis to improve unit deployment procedures.

3.28.10. During deployments, the DCC is responsible for collecting and documenting deployment activity data. This is essentially handled by each deployed system and by unit logs.

3.28.11. Installations will accomplish documentation of lessons learned using the AF lessons learned program IAW AFI 90-1601, *Air Force Lessons Learned Program*, MAJCOM after-action reporting requirements, and AEF after-action reporting IAW AFI 10-401, Chapter 3.
Chapter 4

DEPLOYMENT EXECUTION (CARGO)

Section 4A—General

4.1. General.

4.1.1. The unit commander, or designated representative, oversees all unit equipment and cargo preparation in support of deployments.

4.1.2. Commanders must ensure units prepare and handle their cargo IAW DTR 4500.9-R, Part II - Cargo Movement and Part III - Mobility; AFI 24-203; AFMAN 24-204(I); AFMAN 24-306(IP), Manual for the Wheeled Operator; Title 49, Code of Federal Regulations, and is responsible for such documentation to be accurate. (T-0)

4.1.2.1. Convoy Deployments. Units deploying by convoy will prepare cargo IAW AFI 24-301 and DTR 4500.9-R, Part III, Appendix F. (T-0)

Section 4B—Equipment Management

4.2. Authorized Equipment.

4.2.1. UTCs will only be filled with equipment assigned to the tasked unit.

4.2.1.1. Exceptions to this policy require a waiver IAW AFI 10-401.

4.2.1.2. Fragmentation could occur where one unit provides the manpower requirement and another provides the equipment, or if one unit provides manning augmentation to another unit.

4.2.1.3. Typically, fragmenting UTC records will only be allowed in cases where the two units are formally linked in DOC statements or other functional area documents.

4.2.2. No authorization will be counted against more than one UTC record unless a waiver is granted by USAF/A5XW (e.g. USSTRATCOM supported UTCs). Additionally, each UTC record will be placed into only one AEF Capability Library per cycle.

4.2.3. If a unit can no longer support a postured UTC, the unit must coordinate with the respective MAJCOM war planner and FAM.

4.2.4. Personnel in deployable UTCs must be equipped or have access to equipment to maintain the UTC capability.

4.2.5. ART must be updated to reflect status of equipment for each standard deployable UTC IAW AFI 10-244.

4.3. Standardized UTC Equipment.

4.3.1. Pilot/non-pilot units will identify cargo increments, within LOGMOD, using the proper increment types, deployment echelon codes, and functional account codes.

4.3.2. Units will assign Unit Cargo Increment Monitors to manage a given set of cargo increments from each deploying unit.
4.3.2.1. The monitors will ensure they provide inputs/updates to their UDMs, who will ensure the LOGMOD database is updated.

4.3.2.2. When preparing for deployment, UDMs and/or Unit Cargo Increment Monitors will refer to the squadron or shop LOGPLAN material list (in LOGMOD) to ensure they have the minimum authorized and required UTC cargo. NOTE: LOGPLAN material lists will be kept accurate and deploying equipment marked in advance (if possible) for all deploying UTC cargo e.g. palletized, rolling-stock, hand-carried, or floor-loaded.

4.3.3. Refer to the installation/wing LOGMOD administrators and help file for proper use of deployment echelon codes, increment numbers, increment types, FACs and titles, CCCs, TCMD, LPD, movement priority codes and NSNs.

4.4. Equipment Sourcing.

4.4.1. The force provider will identify sourcing solutions to AFPC/DPW for equipment-only UTCs not directly tied to a unit (e.g. vehicles) postured in the AEF tempo bands or Enabler force.

4.4.1.1. UTCs that contain both MANFOR and LOGFOR detail will be sourced by AFPC/DPW using the same procedures and priorities as personnel-only UTCs.

4.4.1.2. Due to the sensitivity of AFSOC’s SOF mission and AMC’s global MAF support, these mission requirements will continue to be sourced by the respective MAJCOMs.

4.4.1.2.1. HQAMC will source unique theater requirements for mobility support.

4.4.1.2.2. The ECS SIPT is the focal point for coordinating all issues and concerns relative to equipment sourcing.

4.4.2. Generic equipment-only UTCs will be placed in the enabler library IAW AFI 10-401, Chapter 7.

4.4.3. For sourcing purposes, all equipment-only UTCs placed in the UTC Availability are available for deployment.

4.4.4. AFPC/DPW will nominate equipment-only UTCs from the installations in the on-call AEF deployment window as identified by the ECS SIPT-approved Target Base Alignment Template.

4.4.5. Aeromedical Evacuation (AE) UTCs will be sourced irrespective of on-call AEF deployment window.

4.4.6. Once sourced, and at the direction of the parent MAJCOM, units/wings will electronically pass their equipment (DCAPES Plan export) information to their MAJCOM FAM via SIPR. Units/Wings must indicate ULN data and whether the equipment detail is from a UTC that contains both equipment and personnel or an equipment-only UTC. NOTE: Refer to AFI 10-401, Chapter 10 for tailoring guidance.

4.4.7. Use of WRM is restricted to ensure sufficient capability is available to support theater starter or swing stock requirements.

4.4.7.1. WRM assets should not be used solely to support ongoing rotational operations.
4.4.7.2. Prior to using WRM, requesting organizations will make every effort to satisfy the requirement using alternative means of support.

4.4.7.3. If still required, the requesting organization must follow procedures for indirect mission support IAW AFI 25-101 and applicable MAJCOM supplement.

Section 4C—Cargo Preparation

4.5. Cargo Preparation/Identification.

4.5.1. General.

4.5.1.1. This process ensures all equipment/cargo is properly identified, prepared, and documented (including appropriate customs documentation and diplomatic clearance) before marshaling (see Attachment 4 for equipment processing process flowcharts).

4.5.1.2. This is a unit responsibility that is usually completed in the unit area.

4.5.1.3. As early as possible, units will identify equipment/cargo tasked for deployment and start all documentation (particularly hazardous materials (HAZMAT)) required.

4.5.1.4. All deployment cargo movement records (air or surface) will be prepared by the CDF and maintained by the LRS/Deployment and Distribution Flight IAW with DTR 4500.9, Parts II & III, AFMAN 24-204 (IP), AFI 24-203, and AFI 33-360. (T-0)

4.5.2. Deployed Accountability.

4.5.2.1. Before execution, UDMs, through the LRS Materiel Management Flight Customer Service and/or Vehicle Management Flight, will identify deployment equipment and ensure the assignment of the correct use codes (reference AFMAN 23-110, Vol. 2, Part 2, Chapter 3, Attachment 3A-1, Data Elements and Definitions) and UTCs.

4.5.2.2. Upon receipt of tasking, the UDM or Vehicle Control Officer/NCO (VCO/VCNCO) will identify deploying equipment or vehicles, and appropriate support kits, and report them to the LRS Materiel Management Flight Customer Service and/or Vehicle Management Flight.

4.5.2.3. LRS will prepare a deployed CA/CRL and will then update their systems.

4.5.3. When preparing for deployments, units will refer to the squadron or shop LOGPLAN materiel list to ensure they have the required equipment.

4.5.3.1. LOGPLAN materiel lists will be kept accurate and deploying equipment marked in advance (if possible).

4.5.3.2. For cargo preparation, use LOGMOD to produce load and packing lists.

4.5.4. Vehicles. Units will:

4.5.4.1. Prepare OPLAN or AEF-tasked vehicles IAW AFI 24-302, Vehicle Management. Units will:

4.5.4.2. End users are responsible for vehicle processing tasks for deployment.
4.5.4.3. Ensure vehicles that require Limited Technical Inspections (LTI) for acceptance, shipping, disposition actions and repairs meet processing times and are placed in the proper condition prior to shipment. UDMs or VCOs/VCNCOs will schedule an LTI appointment with the LRS Vehicle Management Flight as soon as possible to ensure the LTI is completed in sufficient time to meet the LOGMOD Schedule cargo marshalling start time.

4.5.4.4. Coordinate with LRS Vehicle Management Flight for deployability assessment and Temporary Mission Support Kits (when required) before processing assets through the CDF.


4.6.1. Units will:

4.6.1.1. Maintain and provide a current sample Shipper’s Declaration for Dangerous Goods form for each hazardous item.

4.6.1.2. Include a HAZMAT certification authorization letter signed by the unit commander or a designated representative, to the LRS/APS/AMS.

4.6.2. Transportation HAZMAT specialists will physically inspect cargo to ensure Shipper’s Declaration of Dangerous Goods forms are prepared accurately.

4.6.3. The LRS/APS/AMS will review the forms for accuracy.

4.6.4. Sample Shippers Declarations will be kept by the unit to provide to the CDF as required.

4.6.5. Ensure hazardous materials are prepared and ready for shipment:

4.6.5.1. Prepare and move hazardous material shipments IAW AFMAN 24-204(IP) (49 CFR for surface shipments) and MIL-STD-129P, DOD Standard Practice, Military Marking for Shipment and Storage. (T-0)

4.6.5.2. Ensure applicable Competent Authority Approvals (CAA), Department of Transportation (DOT) Special Permits, Certifications of Equivalency (COE), Air Transportation Test Loading Agency (ATTLA) certification, and packaging or compatibility waivers accompany shipments. (T-0)

4.6.5.3. Ensure classified or signature service hazardous materials are identified by using a DD Form 1387-2, Special Handling Data/Certification, in addition to a Shipper’s Declaration of Dangerous Goods. (T-0)

4.6.5.4. Ensure packaging, marking, and documentation capability exists for redeployment to home station.

4.6.5.5. Ensure hazardous cargo information is located in the TCMD located in LOGMOD LOGPLAN files. (T-0)

4.7. Sensitive Cargo.

4.7.1. To ensure classified cargo is prepared and ready for shipment, units will:

4.7.1.1. Handle and ship classified material IAW DOD 5200.1-R, Information Security Program Regulation, and AFI 31-401. (T-0)
4.7.1.2. All deploying units with classified material must appoint classified cargo couriers to accompany/receipt for classified materials. (T-0)

4.7.1.3. AFI 31-401 gives specific guidance on how to account for deployed classified material.

4.7.2. To ensure arms, ammunition, and explosives are prepared and ready for shipment, units will:

4.7.2.1. Ensure escort and bulk shipment criteria of arms, ammunition, and explosives (AA&E) for carrier load/off-load and base surface movements is accomplished IAW AFI 24-203, Chapter 5. (T-0)

4.7.2.2. When using military ground transportation for movement off base to field locations, deployments, etc. refer to AFI 31-101 or contact the local Security Forces for procedures.

4.7.2.3. Ensure accountability is accomplished IAW AFI 21-201.


4.8.1. Each increment of equipment/cargo must carry specific documentation IAW cargo preparation directives identified in the following paragraphs. Units must include these minimum forms of documentation/identification with each increment. (T-0)

4.8.2. Military Shipment Label (MSL). (T-0)

4.8.2.1. Each palletized load or non-palletized piece of cargo must have an authorized MSL and will be attached for air shipment IAW DTR 4500.9-R, Part III, and MIL-STD-129P.

4.8.2.2. Use CMOS/GATES to produce MSLs to ensure the full use of ITV-capabilities throughout the transportation network.

4.8.2.3. At a minimum, the following elements of information will be provided on the MSL:

4.8.2.3.1. TCN (Transportation Control Number) with embedded ULN (up to the full seven digits).

4.8.2.3.2. Origin (to include Stock Record Account Number/DOD Account Activity Code (SRAN/DODAAC)).

4.8.2.3.3. APOE.

4.8.2.3.4. APOD, Destination (to include SRAN/DODAAC).

4.8.2.3.5. Cube.

4.8.2.3.6. Dimensions.

4.8.2.3.7. Weight.

4.8.2.3.8. Unit POC.

4.8.3. Whenever possible MSLs should be produced from an automatic system so that linear or 2D barcodes are shown for the TCN, destination/consignee, and piece number blocks so
automatic identification technology can be used to process unit move shipments through the terminals expeditiously.

4.8.4. UDMs will use temporary LOGMOD deployment shipping placards for cargo processing through the CDF during in-check for deployments, exercises, and unit moves. Temporary placards will be replaced with CMOS/GATES placards IAW DTR 4500.9-R, Part III prior to shipment. (T-0)

4.8.4.1. UDMs may produce manual DD Form 1387s in place of LOGMOD placards during periods of LOGMOD inoperability.

4.8.4.2. Currently LOGMOD deployment shipping placards do not meet DTR requirements (bar coding) and therefore cannot be used for actual deployments, exercises, or unit moves.

4.8.5. The CDF will produce a CMOS/GATES MSL after the joint inspection (JI) to ensure accurate weight and dimensional data. (T-0)

4.8.5.1. If CMOS/GATES is not available to produce authorized MSLs, then the CDF/units will manually complete a DD Form 1387 IAW DTR 4500.9-R, Part III, MIL-STD-129P and/or AFI 24-203, utilizing the Logistics Web Forms Processor (LWFP): https://lsotools.wpafb.af.mil.

4.8.5.2. Units are responsible for producing an automated or manual load and packing lists for all deploying UTC cargo (e.g. palletized, rolling-stock, hand-carried and/or floor-loaded) IAW the LOGMOD Schedule.

4.8.5.3. If a DD Form 1387 is utilized, ensure blocks 1, 9, and 16 are legible for down line stations to update the advance movement data file and produce updated automated MSLs with bar codes, if capable.

4.8.5.4. CDF/units will place labels in a waterproof envelope and securely attach the envelope to the deploying increment.

4.8.5.5. If LWFP is used, users will generate TCMDs and MSLs for shippers. This web-based system includes electronic versions of DD Form 1384s and DD Form 1387s. The system also includes data validation for all shipment types and sends advanced warning to POEs.


4.8.6.1. LOGMOD is the source system for generating Deployment Cargo Load and Packing lists.

4.8.6.2. If LOGMOD is not available or functional for the purpose of generating these products, an AF Form 2518, Deployment Packing List, will be manually generated (see Attachment 14).

4.8.6.3. Items loaded onto increments (containers onto pallets or rolling-stock) will be marked/stenciled in a waterproof manner. Minimum markings will consist of:

4.8.6.3.1. Line One: UTC/Unit of assignment (e.g. 890 FS).

4.8.6.3.2. Line Two: Deployment echelon/Increment number/Item number (e.g. C1-1004-01).
4.8.6.3. Apply packing/shipping markings and labels IAW equipment technical orders. Additional unit markings are authorized.

4.8.6.4. Load and Packing lists must be accurate and be attached in weatherproof pouch with the pallet/container.

4.8.6.5. Accurate load and packing lists are critical to ensure unit equipment is not delayed by customs at entry into other countries.

4.8.6.6. Failure by units to create accurate documentation can delay equipment arrival to the beddown location and seriously affect the mission.

4.8.6.7. Pen and ink changes are authorized.

4.8.6.8. All containers (except as otherwise identified herein) will have a LOGMOD packing list affixed with detailed list of all suffixed items within the container.

4.8.6.9. When a suffixed item in the container is a container itself with more than one item, the inside container will additionally have an AF Form 2518 attached.

4.8.6.10. Locally developed electronic forms are authorized if they include, as a minimum, the same data fields as the AF Form 2518.

4.8.6.11. Medical units will use Defense Medical Logistics Standard Support (DMLSS) packing lists and logistics readiness units may use SBSS listings (R-43, etc.) for Mobility Readiness Spares Package (MRSP) packing lists.

4.8.6.12. Civil Engineer units will use Equipment and Supply Listing (ESL).

4.8.6.12.1. Standard configuration for equipment is identified in the ESL. The contents of individual kits are further defined in the ESL.

4.8.6.12.2. Printed copies of pertinent ESL information will be placed on or within individual kits.

4.8.6.13. Units will not use manual Deployment Load and Packing lists except under the most unusual of circumstances (i.e. LOGMOD system failure).

4.8.6.14. The packing list, (ESL for CE only), will contain the contents (suffix items) for items identified as containers and include NSN, nomenclature, tasked quantities, hazard/special handling indicator codes, sensitive/controlled items, and ASCs of suffix items. The following exceptions apply:

4.8.6.14.1. Do not list contents for MRSP except those that are hazardous or Use Code “A” (Allowance Standard asset).

4.8.6.14.2. Do not list the contents for Consolidated Tool Kits (CTKs) except those that are hazardous or Use Code “A.”

4.8.6.14.3. Do not list miscellaneous administrative supplies (pens, pencils, paper, etc.) except those that are hazardous or Use Code “A”.

4.8.6.14.4. Do not list medical supplies except those that are hazardous or Use Code “A” (EXCEPTION: Medical UTCs will list medical supplies).

4.8.6.14.5. Do not list individual CE kits except those that are hazardous or Use Code “A”.
4.8.6.15. LOGMOD is not designed for making frequent changes to fluctuating quantities of such expendables as pencils, forms, hand tools, or narcotics.

4.8.6.16. Inventory and Deployment Packing lists for CTKs and miscellaneous administrative supplies are the responsibilities of the owning unit.

4.8.6.17. Units will maintain shoring material for the unit’s equipment and identify this material within their load and packing lists to account for the additional weight of this material.

4.8.7. Pallet Identifiers (DD Form 2775/automated equivalents). Deploying force and/or owning unit is only required to produce and place the pallet identifiers on two adjacent sides of a pallet IAW DTR4500.9-R, Part III when multiple TCNs are consolidated on a pallet, ISU, etc. for shipment. A pallet identifier is optional for shipments containing a single TCN as the MSL has all data related to the shipment. (T-0)

4.8.8. Deployment Transportation Control Number (TCN).

4.8.8.1. If LOGMOD is not operational, the deployment TCN can be manually constructed by following instructions in DTR 4500.9-R, Part III, Appendix H.

4.8.8.2. The TCN will include the ULN (use full seven-digit ULN when fragmented), Deployment echelon, and increment number (automatically generated in LOGMOD Schedule module).

4.8.9. For contingency exercises and deployments, include: (T-0)

4.8.9.1. DD Form 1387-2, Special Handling Data/Certification (for cargo requiring any special handling instructions e.g. classified, sensitive, keep away from magnetized material, etc)

4.8.9.2. Commercial bills of lading; and a truck manifest (TCMD data.

4.8.9.3. DD Form 1385, Cargo Manifest, or equivalent), prepared by the transportation function or deploying unit, as appropriate.

4.8.9.4. Cargo that is both sensitive and hazardous (such as small arms ammunition) requires a Shipper's Declaration for Dangerous Goods and a completed DD Form 1387-2.

4.8.9.5. During an actual deployment or contingency, the deploying unit must complete an original Shipper's Declaration for Dangerous Goods to certify all hazardous cargo (see AFMAN 24-204[I] for more details).

4.8.9.6. DELETED

4.9. Pallet Build-up. (T-0)

4.9.1. Pallet profile for all aircraft (e.g. C-130, KC-10, and Civil Reserve Airlift Fleet (CRAF)) will be considered when preparing cargo pallets. This may significantly reduce the possibility of further modifications at the time of actual loading. Use the checklist in DTR 4500.9-R, Part III, Appendix O: http://www.transcom.mil/j5/pt/dtrpart3/dtr_part_iii_app_o.pdf.

4.9.2. Palletize Baggage.
4.9.2.1. For planning purposes, baggage will be palletized for all C-5 aircraft, 10 or more passengers on a KC-10 aircraft, and 20 or more passengers on all other airframes.

4.9.2.2. C-17 baggage pallets will be loaded in the rear of the aircraft while KC-10 and KC-135 baggage pallets will be loaded towards the nose in order to expedite the download at the final destination.

4.9.2.3. Baggage pallets will follow the same height and contour restrictions as other pallets.

4.9.2.4. When 20 or more passengers are on a chalk, load planners must account for baggage pallets on the pre-load plan by using canned weights/heights (2500lbs/45) and the LOGMOD Scheduler will account for pallets in the LOGMOD schedule remarks section.

4.9.3. Units deploying or redeploying are responsible for all cargo preparation to include providing special equipment operators, venting liquid oxygen (LOX) carts, providing de-icer drivers, etc. NOTE: Deploying units are required to install appropriate vent kit to the equipment. Aircraft maintenance will then connect to aircraft venting system.

4.9.4. Cargo shoring/dunnage will be provided by the unit and deployed with its associated equipment/pallet. (T-0)

4.9.4.1. Pallet dunnage will always accompany 463L pallets during movement.

4.9.4.2. The following are general movement characteristics for pallet dunnage:
   4.9.4.2.1. Length: 88 inches.
   4.9.4.2.2. Width/height: 3 inches.
   4.9.4.2.3. Quantity: 3 each.

4.9.4.3. Dunnage NSN information can be obtained from the IDO, Transportation Management personnel, AFI 10-401, or by using the Federal Logistics (FEDLOG) system.

4.10. Pre-deployment Cargo Movement.

4.10.1. Cargo movement requirements/responsibilities will be documented in the local IDP.

4.10.2. Deploying units will deliver all UTC cargo (e.g. palletized, rolling-stock, hand-carried, and/or floor-loaded) to the CDF in-check area as required by the LOGMOD Schedule.

4.10.3. Units must arrange movement of cargo well in advance of required LOGMOD Schedule processing times to ensure on-time processing and availability of transportation assets.

   4.10.3.1. If required, units should first contact the DCC Transportation Representative.

   4.10.3.2. If required, and the DCC has not been activated, the unit should contact LRS Vehicle Management Flight to request support moving non-rolling stock cargo.

4.10.4. Deploying non-local AF and non-AF units will:
4.10.4.1. Provide a CD-ROM in electronic format (CMOS/GATES/Transportation Coordinators-Automated Information for Movements System II (TC-AIMS II), or new generation system) containing outbound air cargo information to the CDF, Aircraft Services, or Cargo Processing Section IAW published times contained in local LOGMOD Schedule to expedite processing of cargo into the airlift system.

4.10.4.2. Provide approved electronic media with deploying passenger data to the PDF for input into IDS systems (CMOS/GATES) for manifest preparation, (Reference AFI 24-203 for further guidance).

4.10.4.3. DELETED

4.10.4.3.1. DELETED

4.10.4.3.1.1. DELETED

4.10.4.3.1.2. DELETED

4.11. Cargo Processing.

4.11.1. The CDF will:

4.11.1.1. Be a controlled area and have the capability to weigh and measure equipment. EXCEPTION: For locations that have contracted Air Terminal Ground Handling Services (ATGHS), the IDP will capture these unique service contract relationships for Air Terminal Operations, JI and aircraft loading. Further, a copy will be sent the MAJCOM/A4s for transparency and consolidation.

4.11.1.2. Determine and comply with any special requirements or procedures that will be required to inspect explosives (e.g. Explosive Ordnance Disposal (EOD)/SF loads usually require a separate holding area or “hot cargo pad” for meeting all safety requirements).

4.11.1.3. Identify personnel to perform any “mobile” in-check requirements and ensure enough materials are available.

4.11.1.4. Coordinate commercial surface movement through the LRS/Deployment and Distribution Flight and LRS Deployment & Distribution Flight Commander. NOTE: For AMC bases with an APS, the CDF is the responsibility of the APS.

4.11.1.5. Make augmentees aware of hazards such as LOX carts and explosives.

4.11.1.6. In-check, weigh and measure hand-carried and/or floor-loaded UTC cargo in the same manner as palletized or rolling-stock cargo. Upon completion of cargo processing and deemed safe, hand-carried cargo will be released to the deploying unit representative (e.g. cargo courier) for transportation loading IAW the LOGMOD Schedule.

4.11.2. Cargo Marshaling.

4.11.2.1. Marshaling is the orderly assembly of cargo (in load plan sequence by chalk, in preparation for JI) to a location called the staging or call forward area.

4.11.2.2. Identify these locations as sterile areas to ensure the equipment is not “tampered” with (adding or deleting pieces).

4.11.2.3. The CDF controls entry into the marshaling yard.
4.11.2.4. Identify these areas in the IDP.

4.11.3. Joint Inspection (JI) of Cargo.

4.11.3.1. JI is the final inspection with the owning unit and the joint inspector (or loadmaster, if necessary) before the load is accepted.

4.11.3.2. The JI is accomplished IAW DTR 4500.9-R, Part III. (T-0)

4.11.3.3. If an item is not properly prepared or documentation is incorrect, it will be placed in the frustrated cargo area and the CDF OIC/NCOICs are notified immediately so that corrective actions will be taken.

4.11.3.4. Ensure keys and combinations accompany cargo to in-check. Lack of keys or combinations will cause cargo to be frustrated.

4.11.3.5. After the JI process is complete, equipment is ready for loading. In the event of discrepancies discovered after the JI is complete, ensure the CDF OIC/NCOIC is immediately notified to ensure an experienced unit representative is dispatched to remedy the discrepancy.

4.11.3.6. Each unit will also have a representative (increment monitor) accompany the equipment to the in-check area that is familiar with the increment cargo to resolve discrepancies or at least communicate requirements to appropriate unit personnel until their cargo clears the JI. The tasked unit must have a team ready (quick-fix team) to immediately respond to resolve any discrepancies frustrating the cargo.

4.11.4. Frustrated Cargo. (T-3)

4.11.4.1. Frustrated cargo is cargo that failed the CDF inspection at the in-check area, joint inspection, or any place after arriving the CDF and prior to loading the aircraft.

4.11.4.2. Frustrated cargo will be set aside in a frustrated cargo area (within the CDF) until the owning unit replaces and/or fixes the assets.

4.11.4.3. CDF will notify the DCC immediately of all frustrated cargo, so proper action(s) can be taken to resolve problems.

4.11.4.4. Cargo frustration times are tracked to ensure issues are corrected as quickly as possible.

4.11.4.5. Reliable communications between the DCC, CDF, and UDMs (to include quick-fix teams) is critical because failure to fix a frustrated piece of cargo in a timely manner can delay an entire deployment schedule and affect a unit’s overall capability.

4.11.4.6. The IDP will identify a frustrated cargo holding area in the CDF for increments having discrepancies (documentation or improper preparation).

4.11.5. Cargo Manifesting.

4.11.5.1. Cargo manifests will be prepared for each chalk to ensure ITV from point of origin to final destination. (T-0)

4.11.5.1.1. Individuals assigned to this function will be extremely knowledgeable of the requirements of DTR 4500.9-R, Part II and AFI 24-203.
4.11.5.1.2. Cargo load plans will not be used as cargo manifests. Hand-carried and/or floor-loaded UTC cargo will be manifested in the same manner as palletized or rolling-stock cargo. (T-0)

4.11.5.2. CMOS or GATES will be used to generate the cargo manifest. (T-0)

4.11.5.2.1. If CMOS/GATES is not available to produce the cargo manifest, a DD Form 1385, Cargo Manifest, is used. (T-0)

4.11.5.2.2. Fax or email DD Form 1385 to AMC Data Processing Center for ITV purposes. (T-0)

4.11.5.2.3. UDMs are required to ensure TCMD data (e.g. transportation trailer data for HAZMAT, sensitive, classified, etc.) is accurate and meets DTR 4500.9-R, Part III requirements, and loaded in LOGMOD. For assistance with TCMD data, LRS/APS/AMS transportation specialists are the primary points of contact at the installation/wing level. (T-0)

4.11.5.2.4. Cargo information will transfer from LOGMOD to CMOS/GATES to IGC for ITV. (T-0)

4.11.5.2.5. CMOS OR GATES manifest printout will accompany manifested cargo. (T-0)

Section 4D—Load Plan Preparation


4.12.1. Load planners will use load planning IDS systems to prepare load plans. However, proficiency in using manual load planning methods must be maintained in the event the load planning system is not available. (T-0)

4.12.2. Pre- or initial load plans will be developed simultaneously with the LOGMOD Schedule to ensure proper sequencing of equipment and passengers based on TPFDD timing, UTC priority flow, en route support, and force/equipment mix needed in order to achieve initial operating capability at the beddown location as soon as possible.

4.12.3. Coordinate with the DCC before moving a piece of equipment/cargo from one load to another to ensure the move will not affect either en route support or operations at the beddown location.

4.12.4. Ensure that cargo, personnel, aircraft, and load plan destinations are the same. Units will coordinate with logistics planners to ensure prioritization of cargo to meet the mission requirements at the deployed location.

4.12.5. Avoid placing all critical initial operating support equipment and personnel on the same aircraft/mode of transportation to prevent loss of capability if the mode is delayed or destroyed.

4.12.6. Increments within a single UTC that is too small to be palletized individually will be combined with other increments into the same UTC to reduce airlift requirements.

4.12.6.1. When combined, the unit will notify and coordinate with the DCC to designate a lead POC for processing the equipment.
4.12.6.2. The DCC Scheduler will annotate the combined increments in the LOGMOD Schedule Remarks Field and any coordinating modifications with the load planners.

4.12.6.3. Increments from different UTCs should not be combined unless ITV is achievable. If UTCs must be combined into single increments in LOGMOD, ITV will not be lost if the following steps are followed:

4.12.6.3.1. Use the Chalk Remarks block on the LOGMOD Schedule, for the specified chalk, to reflect combined UTC Increments.

4.12.6.3.2. Use the Chalk Remarks block to identify the lead increment (i.e. TCN) for all of the increments that have been combined and what deploying unit is overall responsible for packaging and generating deployment products for that lead increment.

4.12.6.3.3. CMOS/GATES operators will use the LOGMOD Schedule Chalk Remarks field, for the specified chalk, to consolidate the combined UTC increments under a tab pallet header (capped pallet).

4.12.6.3.4. Even though CMOS/GATES will reflect a lead TCN, all of the combined increments (i.e. subsidiary TCNs) will be associated to the lead TCN and will be visible in IGC.

4.12.6.3.5. When physically combining increments of cargo, copies of the load lists, for each of the increments that are being combined, must be placed on the outside of the lead Increment. This allows CDF personnel to have access to all load list information at the time of JI/In-check.

4.12.6.3.6. The lead increment load list will be placed on the outside of the increment packing envelope as to be the first document pulled by the CDF in-checker. This lead increment load list must be annotated to reflect the overall combined increment weights and dimensions. Pen and ink changes are authorized.

4.12.6.3.7. The same procedures apply for Deployment Shipping Placards for combined increments.


4.12.7.1. Once the final load plans are accomplished, load planners will distribute load plans to the following organizations: (T-3)

4.12.7.1.1. Aircraft commander (1-original).

4.12.7.1.2. Load team chief (1).

4.12.7.1.3. DCC (1).

4.12.7.1.4. Station file copy (1).

4.12.7.1.5. RAMPCO (1), if applicable.

4.12.7.2. The load plan is NOT the same as the cargo manifest. The Cargo Manifest (DD Form 1385) or its automated equivalent is the official manifest IAW DTR 4500.9-R, Part II.
Section 4E—Aircraft/Cargo Loading


4.13.1.1. Load team chiefs will ensure all team members are familiar with the load plan and everyone on the team understands their specific responsibilities. Load team chiefs will check with the RAMPCO or OIC/NCOIC of the CDF if a load plan is not available at least 45 minutes before LOGMOD Schedule load start time. NOTE: Report load start and completion times to the DCC immediately.

4.13.1.2. All cargo will be ready to load NLT 30 minutes before scheduled load start time or as spelled out in the IDP.

4.13.1.3. Each load team will consist of a team chief and at least three handlers or operators. At the beginning of the shift, the team chief will conduct a safety briefing covering at least the following:

4.13.1.3.1. Safe operation of MHE (e.g. speed limits, use of chocks, and need for spotters).

4.13.1.3.2. Safe cargo handling (pallets pushed – not pulled, etc.).

4.13.1.3.3. Safety equipment for all load team members, e.g. safety-toed work boots, gloves, reflective gear, light wands for hours of darkness, etc.

4.13.1.3.4. Safety procedures during Engine-Running On/Offloads (EROs) and concurrent refueling (if applicable). NOTE: See T.O. 00-25-172, Ground Servicing of Aircraft & Static Grounding/Bonding, for more details on concurrent servicing operations.

4.13.1.4. The deploying unit will furnish drivers for special purpose vehicles. Drivers will be trained to load their special purpose vehicles under loadmaster supervision.

4.13.1.5. The load team chief will follow safe loading procedures at all times, as well as ensure:

4.13.1.5.1. Cargo is identified and segregated into loads according to the LOGMOD Schedule.

4.13.1.5.2. The team has sufficient serviceable MHE to perform loading operations.

4.13.1.5.3. The team loads the aircraft or vehicle according to the final load plan or at the direction of the aircraft commander or designated representative.

4.13.1.5.4. Cargo is visually checked for obvious leaks and discrepancies before loading. Notify the RAMPCO of any problems so corrective action can be taken.

4.13.1.5.5. The loadmaster is briefed on the load configuration and special loading requirements. Have the team load the aircraft under the loadmaster's supervision.

4.13.1.5.6. Cargo is properly loaded onto trucks with adequate tie-down, as directed by the vehicle operator. All items planned for the truck are loaded.
4.13.2. Aircraft Loadmaster Briefing. The RAMPCO or load team chief will deliver deployment manifests and brief the Aircraft Loadmaster on the specifics of the load to include all hazardous material before loading. (T-3)

4.13.3. Ramp Coordinator (RAMPCO).

4.13.3.1. Oversees and coordinates all aircraft and vehicle loading operations as outlined in the LOGMOD Schedule and works closely with the CDF and PDF to ensure all facets of airlift support are met. The RAMPCO acts as the eyes and ears of the CDF and, therefore, must closely monitor all aircraft ground handling operations while maintaining constant communication with the CDF and/or Air Terminal Operations Center (ATOC).

4.13.3.2. Will carefully monitor their assigned loads from marshaling complete time until the aircraft or truck departs.

4.13.3.3. At a minimum, visually check their load for any obvious discrepancies (leaks, missing placards, weights, etc.) prior to aircraft loading. In addition, they will be familiar with all the characteristics of the load (HAZMAT, documentation requirements, required waivers, etc.).

Section 4F—Intransit Visibility


4.14.1. Use of Integrated Deployment Systems (IDS) to deploy AF forces is mandatory. (T-0)

4.14.2. The IDO ensures cargo and passenger data is accurately entered into IDS components to maintain ITV within established time frames. Without exception, valid and full 7-character (if fragmented) ULNs from the applicable CCDR’s TPFDD are required for deployment cargo and personnel in order to relate these resources back to the force requirements in the TPFDD. Fictitiously entered ULNs will prevent cross-referencing this data back to the TPFDD (AFI 24-203, Chapter 18). Ensure CMOS and GATES operators transmit passenger and cargo manifest information to IGC NLT one hour after chalk departure for contingency and unit move deployments. (T-0)

4.14.3. ITV provides visibility of deploying cargo and personnel from home station, or origin, to destination.

4.14.3.1. Supported/Supporting commanders use ITV to track the flow of capabilities and critical assets (e.g. munitions) from origin into an area of operations (AO).

4.14.3.2. Transportation closure, as indicated by ITV, is critical as a gauge to predict when capabilities are in place to commence operations.

4.14.3.3. Force closure cannot be ascertained through ITV alone. Only the deployed commander can declare force closure and operational capability (i.e. the force is ready to commence operations).

4.14.4. IDS must be used to support the deployment process and enable/achieve ITV. CMOS/GATES houses aircraft manifest information; therefore, CD-ROMs will no longer be required to accompany missions to facilitate re-manifesting or continuation of ITV at en route and trans-load locations.
4.14.4.1. CMOS/GATES users must pass the movement data, with valid ULNs, to IGC.

4.14.4.2. CMOS training material is available via: https://www.gunter.af.mil/il/ilr/ilrc and GATES training material is available via: https://afkm.wpafb.af.mil/gates.

4.14.5. Radio Frequency Identification (RFID) Tags. (T-0)

4.14.5.1. RFID tags are required for deploying cargo.

4.14.5.2. The LRS designated transportation function will burn unit tags using shipment data imported to CMOS (GATES for CONUS AMC strategic aerial ports) from LOGMOD and ensure tags are attached to all end items before aircraft loading commences.

4.14.5.3. IAW AFI 24-203, Deployment and Distribution Flights will order and maintain sufficient tags to support local exercise requirements as determined by the IDO.

4.14.5.3.1. Tags will be ordered through base supply.

4.14.5.3.2. The current tag is stock listed as Model 654 with 128KB RAM (NSN 6350-01-532-1998); however, units will validate the current tag model/NSN with their respective MAJCOMs prior to ordering.

4.14.5.3.3. Installations will order tags to support unit deployments from the central repository maintained by the AF automatic information technology (AIT) program management office (PMO) using the following procedures:

4.14.5.3.4. Determine total tag requirement for deployments.

4.14.5.3.5. Order tags no earlier than 45 calendar days prior to the projected deployment date. Request tags from 403 SCMS/GUEA, DSN: 787-7297, and/or Commercial: (937) 257-7297.

4.14.5.4. Account for RFID tags during deployment planning and execution.

4.14.5.5. Ensure adequate time is built into the LOGMOD Schedule to allow tags to be properly affixed to deploying cargo at the CDF.

4.14.5.6. Installations/wings will establish local procedures to receive, store and maintain tags received at origin.
Chapter 5

DEPLOYMENT EXECUTION (PERSONNEL)

Section 5A—General.

5.1. General.

5.1.1. This chapter provides information concerning the processing of personnel, for pre-
planning and execution, and the processing activities supporting the personnel deployment
process.

5.1.2. The DRMD, generated by DCAPES, dictates the personnel taskings the unit must be
prepared to fill for a deployment and is an essential element of the Personnel and Manpower
communities supporting total force accountability.

Section 5B—Personnel Deployment Planning/Execution

5.2. Personnel Authorizations.

5.2.1. Postured UTCs will only be filled with authorizations from one unit (i.e. not
fragmented). See AFI 10-401, Chapter 4, for exceptions and waiver procedures.

5.2.2. Personnel in deployable UTCs must be trained and equipped, or have access to
equipment, to maintain UTC capability. NOTE: ART must be updated to reflect status of
personnel and equipment for each standard deployable UTC IAW AFI 10-244. This includes
UTCs identified for home station or in-place UTCs.

5.2.3. Personnel will be assigned to postured UTCs IAW AFI 10-401, Chapter 7.

5.2.3.1. DELETED

5.2.3.2. DELETED

5.3. AF Personnel Deployment Planning/Execution Concept.

5.3.1. AF unit deployments normally occur after a Movement Day (C-Day) is established.

5.3.1.1. AMC’s Global Mobility Task Force as well as some other forces may move well
before C-Day.

5.3.1.2. Since planning assumptions, response options, and mobilization timing vary
depending on the execution scenario, units may not move as a single UTC entity.

5.3.1.3. Transportation constraints, reception capabilities and operational concepts
dictate the final closure rate of the deploying force to the destination.

5.3.2. Deployment Tasking Requirements.

5.3.2.1. The DRMD provides the MAJCOM, supported component headquarters and
wings the consolidated UTC personnel taskings for a particular deployment supporting
ROMO and exercises requirements.

5.3.2.2. AFI 36-3802 gives specific details on the data elements of the DRMD.
5.3.3. Deployment Manning Requirements (DMR) will be transmitted to the base from the supported component command through the owning MAJCOM.

5.3.3.1. MAJCOM FAMs will ensure IDRCs are informed of wing AEF sourcing using DCAPES TNT. (T-2)

5.3.3.2. For ANG Wings, the IPR is responsible for the wing AEF sourcing and verification process.

5.3.3.3. The DMR is the (space) to the personnel (face) that is generated to complete a DRMD.

5.3.4. The DRMD has nine key and essential pieces of personnel deployment tasking information:

5.3.4.1. PID.
5.3.4.2. ULN, ULN position number.
5.3.4.3. Position number suffix.
5.3.4.4. AFSC.
5.3.4.5. Unique qualifications (e.g. line remarks).
5.3.4.6. Tasked PAS.
5.3.4.7. RDD.
5.3.4.8. Duty Location (DLOC).
5.3.4.9. Attached PAS.

5.3.5. DRMDs will be transmitted to the base from the MAJCOM AEF Cell using DCAPES TNT to the sourced installation/wing’s IDRC/DCC. (T-2)

5.3.5.1. The baseline process is that the OPLAN requirements are loaded in DCAPES. Before exporting plan data from DCAPES for input into other parts of the IDS system, the DCAPES operator uses published declassification procedures and software to ensure only unclassified data is passed from the classified system.

5.3.5.2. The IDRC and tasked units review the key and essential pieces of the personnel deployment tasking and determine the proper course of actions (e.g. activating the wing deployment process).

5.3.5.3. Tailoring and modifying the DRMD is managed IAW AFI 10-401, Chapter 10 and AFI 38-205. Once this is complete, the unit must assign personnel to support the requirement. The UTC identifies the specific requirements including the AFSC, SEIs, security clearances, and grade needed by personnel selected to fulfill the tasking.

5.4. **Matching (Assigning) Personnel to Requirements.**

5.4.1. Commanders will:

5.4.1.1. Ensure personnel have their affairs in order.
5.4.1.2. Have an AFDF which contains required deployment documentation.
5.4.1.3. Ensure AFDFs are on file and maintained by the UDM.
5.4.2. IDRC Personnel and Manpower representative(s) will identify requirements by unit in order to facilitate distribution to the appropriate UDMs for fill actions. After all the requirements are received and reviewed, they will be made available to the tasked units.

5.4.3. The unit is responsible for assigning a name for each requirement on the DRMD NLT the time required by AF guidance or as dictated by the IDO in order to meet the LOGMOD Schedule. (See Attachment 4 for flowchart of personnel processing process)

5.4.4. Before an individual can be deployed, he or she must meet the training and deployment eligibility requirements according to this instruction, AFI 36-2110, and the UTC MISCAP statement.

5.4.5. The MilPDS has a series of business rules identifying to unit commanders questionable deployment eligibility called DAV codes.

5.4.5.1. Some DAV codes place a person into a questionable deployment availability status.

5.4.5.2. Attachment 2 of this instruction explains all DAV codes affecting the deployment process.

5.4.6. The IDRC and PDF will:

5.4.6.1. Advise commanders when personnel are ineligible for deployment according to the governing directives.

5.4.6.2. Ensure documentation is correct on personnel with waiverable DAV and duty status codes.

5.4.6.3. Ensure DAV Code waiver requests are submitted to the appropriate policy owner or authority; i.e. legal, medical, personnel, etc.

5.4.6.4. The use of IDS helps commanders in the unit deployment selection process by automating eligibility and waiver status of personnel.

5.4.7. LOGMOD works with a Personnel file that is a snapshot in time of MilPDS, so some DAV/duty status codes might not apply. In these instances, close coordination between the unit and IPR/PDF must occur to ensure data systems reflect the proper status.

5.4.8. Immediately upon receipt of the tasking, the UDM will notify the unit commander and accomplish the following:

5.4.8.1. When a tasking is received by a unit, if the SSN is not filled in, then the commander identifies, tasks, and notifies the UDM with the name/SSN of deploying personnel.

5.4.8.2. If the tasking is a non-unit postured UTC, the UDM will solicit names from the section/flight chief(s) and submit the name(s) for commander approval.

5.4.8.2.1. Line and command remarks still must be met.

5.4.8.2.2. UDMs will review AFDFs and other data sources to ensure selected personnel meet all requirements.
5.4.8.2.3. UDMs will recommend selected personnel to fill taskings who have not completed all necessary requirements, if these requirements can be accomplished prior to the deployment.

5.4.9. If the unit has to shortfall any positions, submit shortfall IAW AFI 10-401, Chapter 10.

5.4.9.1. Even though units assess a UTC as “Green” in ART, line remarks may require capability beyond the unit’s capacity to fill either due to non-availability of assets with specific line remarks or due to other competing requirements.

5.4.9.2. Prior to submitting a reclama, the tasked commander may be required to submit a waiver request IAW specific instructions in AFI's 10-401 and 36-3802.

5.4.9.3. DELETED

5.4.9.4. The tasked commander must keep the MAJCOM FAMs informed of all waiver requests, to include the final decision of the deployed commander. Listing of all personnel readiness POCs can be obtained at https://aef.afpc.randolph.af.mil/persco.aspx.

5.4.10. The UDM will post the selected deploying individual(s) info (name and SSN) into LOGMOD or the official tasking memorandum and provide to the IDRC/DCC for tasking fill.

5.4.10.1. UDMs must provide names to fill taskings, or shortfall the tasking(s) to the IDRC/DCC IAW AFI 10-401, AFI 36-3802, and this publication.

5.4.10.2. IDRC/IPR representatives will update DCAPES within timelines prescribed in AFI 36-3802 to show name fill and projected departure data.

5.4.10.3. These updates support transparency in providing all echelons advance notification of projected arrivals and the expected delivery date.

5.4.11. The unit commander will ensure the UDM accomplishes a formal notification of all tasked personnel within (4) duty days of tasking receipt. See CJCSM 3122.02D for additional classification guidance. (T-0) NOTE: Does not apply to ARC.

5.4.11.1. Within (5) duty days of notification of tasking (rotational operations), the member will:

5.4.11.2. Report to the UDM with their CAC for a comprehensive review of the entire AFDF. NOTE: This timing will probably be compressed during crisis action or short notice taskings.

5.4.11.3. The UDM will notify the member of any scheduled training/appointments required for the tasking, review all applicable reporting instructions (CST, CAST, ECAC, APOE, AOR and Location specific) with the member, ensure FCG requirements are met or initiated and identify any adverse medical conditions that will prevent the member from deploying. (T-0)

5.4.11.4. Not earlier than (NET) 30-days prior to PDF processing, or as directed by the Commander, the UDM will:
5.4.11.4.1. Initiate a final review of readiness status with the member prior to scheduling the member’s final out-processing appointment with the IPR.

5.4.11.4.2. At the final out-processing appointment, the UDM will again review all applicable reporting instructions (CST, CAST, ECAC, APOE, AOR and location specific), FCG and medical readiness requirements (such as additional vaccinations) with the member.

5.4.11.4.3. UDMs will brief deploying Airmen on the requirement to deploy with all mandatory items as outlined in the applicable Reporting/Routing Instructions and that failure to do so is a violation of Article 92 of the Uniform Code of Military Justice (UCMJ).

5.4.11.4.4. Upon completion of the briefing, the UDM(s) and deploying individual(s) will complete, sign and date an AF Form 4005.

5.4.11.4.5. A Prohibitive Items briefing will be conducted and documented in a signed and dated memorandum. (T-0)

5.4.12. If known, the UDM will inform the Airman of reporting times as reflected in the LOGMOD Schedule or TPFDD. NOTE: UDMs will schedule individuals for individual equipment and weapons requirements pickup through the LRS IPE or provide times they may do so on their own.

5.4.13. The UDM will ensure deploying unit member(s) initiate the pre-deployment medical clearance process with PH/FHM 120-days prior to deployment date or date of first movement to complete pre-deployment medical clearance requirements. (T-0)

5.4.14. The Airman will complete all deployment and unit requirements per the guidelines given by the UDM, except those scheduled to be accomplished at the PDF, if a processing line is scheduled.

5.4.15. Ten duty days prior to processing at the PDF for steady-state operations, the squadron commander will ensure all required actions are complete, with the exception of those being accomplished at the PDF. For crisis response, actions will be accomplished as soon as possible to meet departure timing.

5.4.16. AFSC Substitution.

5.4.16.1. The UTC MISCAP statement outlines the capability of the tasked UTC and identifies authorized AFSC substitutions unit commanders will use. The UTC MISCAP, functional AFIs, USAF WMP-1 Functional Annexes, or the Supported Command processing guidance/line remarks/reporting instructions regulate and control authorized substitutions.

5.4.16.2. AFI 10-401 outlines “Any AFSC” substitutions.

5.4.16.3. When substituting AFSCs that fall outside the scope of the above guidance, unit commanders must coordinate the substitution with the deployed commander. This will ensure the substitution continues to satisfy the original tasking requirement without mission degradation and the designated person can meet the functional requirements of the originally tasked AFSC.

5.4.16.4. For additional AFSC substitution guidance, see AFI 10-401, Chapter 7.
5.4.17. Grade/Skill Level Substitution. Like AFSC substitutions, the UTC MISCAP, functional AFIs, USAF WMP-1 Functional Annexes, or the Supported Command processing guidance/reporting instructions regulate and control authorized grade and skill level substitutions. Unless prohibited by these directives, the following grade and skill level apply:

5.4.17.1. When units identify people to fill deployment requirements, enlisted are tasked based upon their Control AFSC (CAFSC) and officers are tasked based upon their Duty AFSC (DAFSC).

5.4.17.2. When selecting personnel, the unit maximizes the matching of the required AFSC and grade to the person’s DAFSC (for officers) or CAFSC (for enlisted) and grade as much as possible. Line remarks further define and/or refine acceptable fills for the requirement. NOTE: Deviations could be directed by a tasking’s line remarks.

5.4.17.3. Enlisted Skill Level Substitutions.

5.4.17.3.1. Unless prohibited by line remarks or UTC MISCAP, Airmen with two skill levels higher or one skill level lower can satisfy enlisted requirements.

5.4.17.3.2. EXCEPTION: Chief Enlisted Manager (CEM) requirements must be filled by a CEM/E-9.

5.4.17.3.3. EXAMPLES: An Airman having a 3-, 5-, 7-, or 9-skill level can satisfy 5-skill level or an Airman having a 5-, 7-, or 9-skill level can satisfy 7-skill level tasking requirements.

5.4.17.4. Enlisted Grade Substitutions.

5.4.17.4.1. Unless prohibited by line remarks or UTC MISCAP, if the UTC or tasking identifies a required grade, the Airman must have that grade or higher grade to fill the requirement.

5.4.17.4.2. EXAMPLE: An Airman with or in a higher grade than E-7 can satisfy an E-7 tasking requirement.

5.4.17.4.3. A CEM/E-9 will only be used to fill a CEM grade requirement.

5.4.17.5. Officer Grade Substitutions.

5.4.17.5.1. Unless prohibited by the supported component headquarters through line remarks or UTC MISCAP, officer grade requirements will be filled by an officer having one grade higher or lower than the required grade.

5.4.17.5.2. Second and first lieutenants are considered a single grade and can substitute in a captain grade requirement, provided they meet the intent of paragraph 5.4.5.2.

5.4.17.5.3. EXCEPTIONS:

5.4.17.5.3.1. Unless prohibited by the supported component headquarters through line remarks or UTC MISCAP, a tasked medical commander can be filled by a substitute two grades up and two grades down for officers.

5.4.17.5.3.2. Clinical personnel who are colonels can be tasked to fill non-colonel
requirements. However, for all other AF specialties, a colonel must fill a colonel grade requirement unless waived by the supported command.

5.4.17.5.3.3. EXAMPLES: A captain, major, or lieutenant colonel can satisfy a major grade tasking. A lieutenant (1st or 2nd), captain, or major can satisfy a captain tasking.

5.4.18. Volunteer Guidance.

5.4.18.1. AEF Online and the DOD Civilian Expeditionary Workforce website describe how active military and civilian personnel volunteer for AEF contingency taskings. (T-0)

5.4.18.2. All volunteers must coordinate their intent to volunteer with their unit commander or equivalent to ensure their volunteer status will not adversely impact the owning unit’s ability to meet its assigned/committed and AF mission requirements IAW AFI 10-401, Chapter 9.

5.5. Personnel Processing.

5.5.1. Travel Arrangements.

5.5.1.1. The IDO will review the TPFDD for mode/source of transportation for deploying Airmen/units.

5.5.1.2. If the mode/source (i.e. “AC”) directs AMC contract airlift from AMC Gateways, the IDO in conjunction with the IPR will forward the assigned names with ULNs and requested dates of travel to the LRS Traffic Management for movement.

5.5.1.3. The Distribution representative will book the port calls based on the ALD provided by the IDO or Plans and Integration Section.

5.5.1.4. ULNs with mode/source for strategic lift (i.e. “AK”) either out of home station or at an aggregate APOE are not given port calls, but will be manifested during passenger processing activities.

5.5.1.5. For large groups, the IDO should consider the GOPAX and/or CCPAX method to move individuals. For large groups within driving distances, the IDRC/DCC should consider busing to the APOE either by commercial bus or military bus.

5.5.1.6. If none of these options seem feasible, the IDO will direct LRS Traffic Management to arrange commercial airline travel to the APOE only. There are no bookings in GATES for sending passengers to the aggregation point.

5.5.1.7. All movement is projected in the TPFDD. If it becomes necessary that a deploying member is not able to deploy on the projected airlift, according to the TPFDD, it is imperative that the IDO notifies the respective MAJCOM AEF Cell as soon as possible in order to coordinate changes to the TPFDD so that appropriate transportation changes can be made.

5.5.1.8. IAW CJSCM 3122.02D, Appendix F to Enclosure C, LAD = RDD minus port handling time (at POD) and transit time (from POD to RDD). This applies to all ULNs. The difference between LAD and RDD is the time allotted for JRSOI, in-theater training,
Replacement In-place Transfer of Authority (RIPTOA), and Intra-Theater travel from POD to destination.

5.5.1.9. RDDs may cause deploying Airmen to miss in-theater training/processing.

5.5.1.10. Some ULNs in support of JET/IA requirements require personnel to be in theater earlier than the RDD for JRSOI/RIPTOA.

5.5.1.11. Port calls must be based on meeting LAD at the POD.

5.5.1.11.1. Port call planning for these JET/IA requirements will be based off LADs in order to be able to meet the CCDRs required JRROI/RIPTOA.

5.5.1.11.2. The IPRC/DCC will identify all en route reporting requirements to the LRS Traffic Management representative who will book appropriate port calls.

5.5.2. Unit Personnel Assembly.

5.5.2.1. Personnel will be processed in mass or individually. Every effort will be made to mass process personnel in order to provide a final requirements review that ensures members are fully prepared. Even if personnel are processed individually, some level of mass processing should be incorporated, if possible. That may include eligibility check; pre-deployment briefings (e.g. medical, cultural, anti-terrorism, trafficking in persons, anti-hijacking, etc.); last chance medical/immunizations check; and issuing orders, airline tickets (if applicable), mobility bags, and weapons/ammo (if applicable).

5.5.2.2. If airlift will pick Airmen up at home station, they will always assemble at least 3-hours prior to aircraft departure for manifesting and anti-hijack processing.

5.5.2.3. Installations will document processing methods and timelines in the IDP. (T-3)

5.5.2.4. When mass processing, deploying Airmen will be assembled in a pre-identified area at the unit NLT the time indicated on the LOGMOD Schedule for unit processing.

5.5.2.4.1. If processing individually, the UDM will determine the assembly time. Regardless if mass or individually processing, the unit will always pre-assemble personnel prior to departure.

5.5.2.4.2. ARC personnel must report to home station prior to deployment and should depart from the nearest airport to home station.

5.5.2.4.3. During unit assembly all deploying personnel will be checked to ensure the following:

5.5.2.4.3.1. All personnel deploying meet requirements outlined in the tasking order and line remarks.

5.5.2.4.3.2. They are eligible (DAV codes, duty status, valid security clearance, AFSC skill level and any additional requirements per deployment position line remarks).

5.5.2.4.3.3. They have all personal items in order.

5.5.2.4.4. Units will identify potential eligibility problems allowing the IDRC/DCC maximum time to find qualified personnel from existing base resources.

5.5.3. PDF Personnel Transportation.
5.5.3.1. Dependent upon the type, size and timing of the deployment, the IDO will direct units to contact the DCC Transportation Representative to schedule/request transportation to get personnel to the processing area.

5.5.3.2. Ensure PDF transportation is IAW AFI 24-301, paragraph 3.1.1. (T-0)

5.5.3.3. Responsibilities will be documented in the IDP. (T-3)

5.5.3.3.1. If deploying Airmen are departing a local airport, the unit will provide transportation to the airport. (T-3)

5.5.4. PDF Processing (Unit Move). The key responsibilities of the PDF are:

5.5.4.1. Advising commanders when personnel are ineligible for deployment.

5.5.4.2. DELETED

5.5.4.3. Providing last-minute services (e.g. legal, chaplain, medical, personnel actions, etc.) to Airmen (as requested or required).

5.5.4.4. Responsibility for full control and accountability from the time unit personnel arrive at the PDF until personnel are physically loaded on the aircraft (or other embarkation movement source).

5.5.4.5. Establishing a controlled area to hold all deploying personnel. (T-0)

5.5.4.6. Ensuring personnel representatives conduct a roll call to see if all of the correct individuals are present for processing.

5.5.4.7. Performing the final eligibility check.

5.5.5. Pre-Deployment Briefing Waiver.

5.5.5.1. Enabler forces deploying multiple times within a 12-month period (60/90/120 day rotations) to the same locations may waiv er certain pre-deployment briefings for a period of 12 months.

5.5.5.2. The waiverable briefings are as follows: A&FRC, Legal, Chaplain and Finance. PH/FHM briefings are waiverable only when it is determined that the FOL medical situation is un-changed.

5.5.5.3. Local procedures will be established and codified in IDPs to verify how units document briefing dates, track currency and how members that have been granted a waiver have not exceeded the one-year expiration.

5.5.6. CED Orders.

5.5.6.1. AFI 36-3802 directs all AF unit personnel deploying on contingencies, exercises, or deployments to receive CED orders.

5.5.6.2. CED orders are the only type of TDY orders used to deploy AF personnel assigned to AF units when use of JOPES is directed.

5.5.6.3. DCAPES is used to produce CED orders.

5.5.6.4. An individual from the IPR will be assigned to the orders section during deployment processing.
5.5.6.5. AFI 36-3802 provides specific guidance on producing CED orders.

5.5.6.5.1. CED orders will be produced according to the timelines specified in the LOGMOD Schedule and in sufficient time to be included in the Troop Leader package for each chalk or at least (1) duty day prior to personnel departing from commercial airports.

5.5.6.5.2. Ensure the tasked ULN (to include any frag and insert) and ULN position are included on the orders.

5.5.6.5.3. Unclassified orders will be used unless driven by specific plan, message, or directive. Changes, amendments, or new orders, as required, are published and issued before, during, and after the deployment.

5.5.6.5.4. No CED orders will be issued until the IDO or designated representative ensures the unit(s)/person(s) is/are deploying by mode and source IAW the OPLAN/CONPLAN TPFDD or equivalent supporting and supported command guidance.

5.5.6.6. Distribution of orders will be IAW AFI 36-3802 and local procedures.

5.5.6.7. DELETED

5.5.6.7.1. DELETED

5.5.6.7.2. DELETED

5.5.6.7.3. DELETED

5.5.6.8. If the orders cannot be completed, a manual passenger manifest will be completed prior to the departure of the aircraft.

5.5.6.8.1. Ample notification of any late orders will be given to the manifesting agency.

5.5.6.8.2. Manual manifests will be followed up with electronic manifests to maintain ITV.

5.5.6.9. DCAPES is essential to inform deployed commanders, MAJCOM, and the Air Staff of the deploying force composition. Appropriate accountability actions in DCAPES will be accomplished by the IPR for systemized personnel strength accountability.

5.5.6.10. DELETED

5.5.6.10.1. DELETED

5.5.6.10.2. DELETED

5.5.6.10.3. DELETED

5.5.7. Individual Personnel Processing.

5.5.7.1. The IDO will determine how personnel processing will be accomplished. Personnel processing may be accomplished using a full/partial processing line or by checklist only.

5.5.7.2. Personnel processing procedures via checklist will be outlined in the installation/wing IDP.
5.5.7.3. The IPR will develop both inprocess and outprocessing checklists for deploying personnel IAW AFI 36-3802, Chapter 4.

5.5.7.3.1. Once complete, unit/CCs or their designated representative will verify mandatory checklist items are completed and direct their deploying members back to their appointed UDM(s) for unit assembly prior to the IDRC for final out-processing.

5.5.7.3.2. Provided tasking is received, ARC personnel will complete all out-processing actions during the unit training assembly prior to their scheduled departure. (T-2)

5.5.7.3.3. DELETED

5.5.7.3.4. DELETED

5.5.7.4. Unit/CC’s have a responsibility to send qualified and eligible personnel to process for deployment taskings. A unit/CC’s final acknowledgement on the deployment checklist for their deploying member(s) is vitally important as a deployed commander does not want anyone unqualified or incapable of performing in a deployed capacity that may jeopardize mission integrity.

5.5.7.4.1. Deploying Airmen will ensure they receive CED orders from their IPR prior to deploying from home station. NOTE: Distribution of orders will be IAW AFI 36-3802, paragraph 7.4.18, the IPR is responsible for out-processing the individual; individuals will not deploy from home station prior to receiving CED orders and IDO confirmation of transportation allocation.

5.5.7.4.2. After Airmen have completed all checklist items required for deployment, they will be scheduled by the UDM to meet at a pre-identified area at the unit for unit processing. The UDM will determine the assembly time.

5.5.7.4.3. During unit assembly all deploying personnel will be checked to ensure the following are in compliance:

5.5.7.4.3.1. Personnel meet deployment requirements outlined in the tasking order.

5.5.7.4.3.2. DAV codes, valid security clearance, AFSC skill level and any additional requirement(s) per deployment position line remarks(s).

5.5.7.4.3.3. Personal items are in order.

5.5.7.4.3.4. Completion of all required training and deployment preparation requirements.

5.5.7.5. Personnel Movement.

5.5.7.5.1. DELETED

5.5.7.5.2. AFRC units will meet this requirement when practical. Ensure the Airman has a contact number to reach the unit in case of emergency and/or a deviation from the planned deployment (e.g. personnel, equipment, or bags do not get on arranged transportation). (T-2)
5.5.7.5.3. If the Airman is scheduled to meet a commercial rotator chartered by AMC at an APOE different from their home station, the unit will work with the IDRC and Distribution Management Section to ensure appropriate transportation is scheduled/provided for the Airman to meet the required show-time of the mission.

5.5.7.5.4. Ensure terminal transportation is in IAW AFI 24-301, paragraph 3.1.1. (T-0)

5.5.7.6. Once Airmen have departed their home installation, UDMs will ensure that the local IDRC has updated status on the departure of the Airmen. They will contact the IDRC to inform them of departure time and means of departure.

5.5.7.7. IDRC/IPR representatives will monitor/update DCAPES to show departure and arrival status of deployed members. The IPR will provide departure and arrival information to the supporting Civilian Personnel Section (CPS) for update to DCPDS. This is essential to establish/maintain personnel strength accounting. If DCAPES does not reflect arrival of personnel within (7) duty days of departure, IPRs will contact servicing PERSCO Teams to request status of deployed personnel.

5.5.8. Passenger Manifesting.

5.5.8.1. Passenger manifests will be prepared for each chalk to ensure in-transit visibility from point of origin to final destination. (T-0)

5.5.8.2. The individuals assigned to this function will be extremely knowledgeable of the requirements of DTR 4500.9-R, Parts I and III. (T-0)

5.5.8.3. CMOS or GATES (for CONUS AMC strategic aerial ports and overseas AMS units) will generate the passenger manifest based on the orders and files received from DCAPES for departure on airlift from home station. LRS Traffic Management or Passenger Processing personnel will:

5.5.8.3.1. Manifest and collect emergency contact information directly from deploying personnel. (T-0)

5.5.8.3.2. Ensure emergency contact information is not sourced from the Service Casualty Affairs Officer, Commander’s Support Staff (CSS)/Unit Orderly Room, or a similar single POC IAW DTR 4500.9-R, Part III. (T-0)

5.5.8.3.3. Facilitate compliance with 49 U.S.C. § 41113, Plans to Address Needs of Families of Passengers Involved in Aircraft Accidents, by requiring the collection of identifying and emergency contact information called for in 14 CFR, Part 243, Passenger Manifest Information. (T-0)

5.5.8.4. If CMOS or GATES are not available to produce the passenger manifest, a DD Form 2131, Passenger Manifest, is used. Fax or email DD Form 2131 to the AMC/ITV cell (for ITV purposes. (T-0)

5.5.8.5. Required information will be exported to CMOS or GATES from DCAPES. (T-0)

5.5.8.6. CMOS or GATES will feed personnel manifests to IGC to provide ITV. (T-0)
5.5.8.7. Manifesting passengers during AEF rotations will require chalking of passengers to meet the scheduled aircraft mission versus final destination. Airmen could be deploying to multiple destinations, but are required to arrive in theater on the same LAD through the same POD.

5.5.8.7.1. In order to meet the CCDRs RDD and maximize aircraft utilization, TACC may schedule or aggregate Airmen from multiple origins on a single mission.

5.5.8.7.2. The IDO or IDRC must ensure Airmen are chalked and exported via the DCAPES export file titled “CMOSxxx.file” that can be imported into CMOS and GATES.

5.5.8.7.3. The DCAPES export file is provided to the APOE 72-hours prior to mission departure.

5.5.8.7.4. Updates will be transmitted via e-mail as required with a summary of changes and a new/updated “CMOSxxx.file” attached.

5.5.8.7.5. IDO/IDRC personnel will review the applicable APOE reporting instructions, via the AEF On-line website, to determine if and when an XMAN (Excel Manifest) file is required to be submitted to the appropriate APOE to facilitate the passenger manifesting process at the APOE.

Section 5C—Personnel Equipment/Baggage

5.6. Deploying Personnel Equipment/Baggage Requirements.

5.6.1. Minimum Requirements List.

5.6.1.1. Develop a minimum personnel requirements list for unit personnel. **NOTE:** ARC units will follow the guidance of their higher headquarters.

5.6.1.2. Professional and/or safety gear.

5.6.1.3. Supported CCDR deployment bag/IPE requirements:

5.6.1.3.1. Deployment bag (Type A and/or B). (AFI 23-101)

5.6.1.3.2. Deployment bag (Type C). (AFI 10-2501)


5.6.1.3.4. SA/LW Ammunition. (AF CAT 21-209, *Grounds Munitions, AFI 21-201, Conventional Munitions*)

5.6.1.3.5. Personal clothing requirements/limitations.

5.6.1.4. DELETED

5.6.1.5. DELETED

5.6.2. Deploying Personal Baggage (Acceptability/Limitations).

5.6.2.1. 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/duty use for the duration of the deployment.
5.6.2.2. Personal clothing will be deployed as baggage on the same aircraft transporting personnel.

5.6.2.2.1. Personal clothing will be packed in the type of “checked bags” specified in the reporting instructions for the corresponding military or commercial Port of Embarkation (POE).

5.6.2.2.2. Personal luggage/baggage, IPE, and PROGEAR must meet the linear and weight requirements described in paragraph 5.6.3.2.

5.6.2.2.3. Any excess baggage must be authorized on orders.

5.6.2.3. AOR reporting instructions published by the Supported Commander may limit the total number of bags authorized, particularly excess baggage, based upon lift availability to, and beddown capabilities at, the ultimate deployed location.

5.6.2.4. Depending upon the mode of transport (e.g. commercial air segments between commercial airports or AMC contract airlift from AMC gateways) selected from origin to destination, IDOs, LRS Traffic Management, and deploying units must be aware that commercial airlines could further restrict weight, size, and type specifications applicable to checked baggage.

5.6.2.5. IDOs must thoroughly review AOR reporting instructions and consult with the installation LRS/Small Air Terminal Section to verify whether such limitations or additional instructions (i.e. special baggage tag requirements), will impact deployment plans or execution. (T-0)

5.6.2.6. CCDRs are authorized to provide pre-deployed weapons, ammunition, and mobility bags at centrally managed and distributed locations within their AOR at ETDCs. This could eliminate the need for Airmen to deploy with these assets. (T-0)

5.6.2.7. DELETED

5.6.2.8. It is ultimately the unit commander’s responsibility to ensure unit personnel deploy with all required personal items, IPE, and Professional GEAR (PROGEAR), and to ensure that all other non-individual issue equipment required for the major operation or campaign is properly identified in equipment UTCs.

5.6.2.9. At no time, will equipment items normally shipped as freight, or deployed as cargo be allowed to accompany a deploying individual as part of his or her excess baggage authorization, unless specifically stated in CED orders.

5.6.2.10. Unit commanders must pay particular attention to this point to preclude baggage being “bumped” en route due to transport mode weight or space limitations.

5.6.2.11. Aircraft ACL limitations could exist on AMC contract carrier contingency and rotator missions; therefore, excess baggage scrutiny at home station is prudent if deploying personnel will travel via this means.

5.6.2.12. Deploying members must not add any personal or unauthorized items to their A, B, C, or D-bags.

5.6.2.13. In some cases, deploying units require tools or equipment that are too large/heavy for movement on commercial passenger aircraft, and not currently listed in a
UTC’s MISCAP. In each case, the deploying unit is required to arrange shipment of the required equipment separate from the deploying unit, and at unit expense. Either a complete MISCAP review needs to be accomplished, or procedures for the referenced scenario need to be identified to ensure the cargo movement is accomplished as part of the supported operation, tracked in an ITV system, and billed to the supported operation’s funds.

5.6.3. Over Weight/Excess Baggage.

5.6.3.1. Deploying personnel are authorized one (1) hand carried and two (2) personal bags. Deployment bags, pro-gear, and weapons are authorized on an as required basis. Excess baggage (weight and/or number of bags) must be annotated in the traveler’s orders. (T-0)

5.6.3.2. Any single bag exceeding the 70 lb. weight limit or 62 linear inches will count as two pieces and count as the member’s second authorized piece of personal baggage. EXCEPTION: A3, B-4, duffle, and sea bags shall be allowed as one piece up to 80 linear inches as long as they do not exceed 100 lbs. (T-0)

5.6.3.3. The second bag must still comply with size restrictions and is limited to 70 lbs. NOTE: Commercial tickets that contain only CONUS segments might limit checked baggage to 50 lbs. each before excess baggage charges are assessed. (T-0)

5.6.3.4. Baggage exceeding 80 linear inches/100 lbs. will not be accepted (Ref: DTR 4500.9, Part III for additional guidance and future updates. IPE (A, B, C, and D type mobility bags)/IPE and PROGEAR are common, acceptable examples of excess baggage. (T-0)

5.6.3.5. There is no standard policy between DOD, FAA and TSA for military shipments of weapons in checked baggage or as excess baggage.

5.6.3.5.1. Ammunition and weapons are not permitted in carry-on baggage but, depending on the policy of the airline, can be included with checked baggage.

5.6.3.5.2. Weapons must be unloaded, packed in a locked, hard-sided case and declared at check-in. All airline and TSA requirements must be strictly adhered to.

5.6.3.5.3. All transportation offices should distinguish excess baggage contents as weapons when making airline reservations and ensure coordination with the airlines and TSA for handling and packaging instructions. It is suggested that advanced copies of the weapon declaration forms be completed in advance to streamline check-in.

5.6.3.5.4. Commercial travel offices should provide proper passenger counseling, to include familiarization with rules and requirements of the scheduled service airlines and TSA.

Section 5D—Troop Leader

5.7. Troop Leader.

5.7.1. After processing of personnel is complete, the IDRC/PDF will designate the senior ranking individual assigned to a group of two or more personnel that are deploying on the
same means of transportation to the same deployed location as the troop leader and provide this individual with a Troop Leader’s Personnel Accountability Kit (PAK).

5.7.2. The troop leader must account for and control the deploying force from the time after processing through the PDF (or IDRC) until arrival at the final deployed location.

5.7.2.1. If deployers are traveling via commercial transportation and do not process through the PDF, a troop leader will still be appointed to maintain accountability of personnel throughout the trip.

5.7.2.2. In that case, the troop leader will be briefed on responsibilities by the PDF (or IDRC) (see also DTR 4500.9-R, Part III, Appendix T). (T-0)

5.7.3. The troop leader will confirm transportation allocation and mode/source of transportation before departing.

5.7.4. DELETED

5.7.5. Troop leaders, of groups traveling commercially, will be provided all identified documentation except for documentation related to travel by military airlift.

5.7.6. The PDF will brief the troop leader to turn this information over to the reception team, Logistics Readiness Center (LRC), or the PERSCO team upon arrival at the deployed location to track personnel accountability and to support redeployment planning.

5.8. Ineligible Personnel Deployment. Personnel found to be unqualified or who do not meet the specifications identified in the tasking by the deployed commander will be returned to home station.

Section 5E—Personnel Record/Data Documentation

5.9. Record Keeping.

5.9.1. IDRC personnel will keep station file records for all documentation used to deploy both personnel and cargo. These records will be kept for the previous year plus the current year.

5.9.2. All station file records will be maintained and disposed of IAW AFMAN 33-363, Management of Records.
Chapter 6

RECEPTION PROCESS

Section 6A—General


6.1.1. Reception is the first part of the overall joint concept of Reception, Staging, Onward Movement, and Integration (RSO&I). The reception process is designed to integrate incoming units into a mission/Combat capable force as soon as possible with the flexibility to stage and move units forward. It involves off-loading, documenting, accounting for, and bedding down inbound equipment and personnel.

6.1.2. Reference AFI 10-404 and MAJCOM guidance for specific planning processes, timing, decision support tools, beddown reception processes, and team composition.

6.1.3. See Joint Publication 3-35, Deployment and Redeployment Operations, Chapter VI.

6.1.4. This chapter will cover reception operations from AF main operating bases and FOLs where the AF has reception responsibility.

Section 6B—AETF Planning Concept

6.2. AETF Force Modules.

6.2.1. Within the AETF Force Modules, the “Open the Base,” “C2,” and “Establish the Base” modules are primarily responsible for the efficient and effective reception of personnel and equipment and completing the ITV to provide the supported CCDR verification of force closure.

6.2.2. For the purposes of this guidance, the reception process, if accomplished correctly, enables an efficient and effective redeployment process.

6.2.3. The redeployment process supports both the forward deployment of personnel and the return of personnel to home station.

6.3. Employment and Reception Planning.

6.3.1. The key to reception planning starts with the Supported Command. The Supported Command must develop a program to accomplish ESPs for those installations in its AOR that are intended to be beddown locations with or without a major AF presence.

6.3.2. The Supported and Supporting MAJCOMs OPRs for Base Support and Expeditionary Site Planning establish criteria defining the degree to which bases will develop their BSPs and ESPs IAW AFI 10-404.

6.4. Command & Control (C2).

6.4.1. If opening a base, the senior ranking officer will assume command of the deployed Contingency Response Group (CRG), and be responsible for the initial C2 of incoming forces until the arrival of the EMSG/CC IAW AFI 51-604.
6.4.1.1. The aim is to properly manage the reception process and provide an orderly transition from base opening to the establishment of the end state organization.

6.4.1.2. When receiving forces at established AF locations, the CRG may still deploy to support the initial arrival of resources.

6.4.1.3. The established C2 function will retain responsibility for command and control of incoming and employed forces.

6.4.1.4. The installation commander has overall responsibility for reception of forces at established AF installations.

Section 6C—Reception Roles and Responsibilities


6.5.1. The EMSG/CC is responsible for establishing the base and overall reception of forces.

6.5.2. After establishment of the base, the EMSG/CC will control the LRC, contingency response center, Installation Control Center, Prime Base Engineer Emergency Force (Prime BEEF), and Force Support units.

6.5.3. These duties require oversight and control over fuels, supply, transportation, communications, civil engineer, personnel, services, security/base defense functions, and others.

6.5.4. The EMSG/CC directs the actions of the Reception Control Center (RCC). The installation commander directly controls the employment mission and the Expeditionary Operations Center (EOC).


6.6.1. The Log C2 team’s role is to provide overall control and coordination of reception, beddown, staging, onward movement, and redeployment.

6.6.2. The LOG C2 team:

6.6.2.1. Manages WRM and coordinates inter-Service, international, and wartime HNS.

6.6.2.2. Is the focal point for redeployment actions.

6.6.2.3. The Log C2 Team reports to the EMSG/CC (may be through the LRC or other established center).

6.6.2.4. The Log C2 Team is made up of Logistics Planners and LROs and any associated required equipment per applicable UTCs.

6.6.3. For reception of forces at established AF installations, the DCC, PDF and CDF can operate in a dual role as the RCC, Reception Processing Unit (RPU), and Cargo Reception Function (CRF) respectively, as bases often deploy and receive forces simultaneously.
Section 6D—Reception Workcenters

6.7. Reception Control Center (RCC).

6.7.1. Provides overall direction and coordination of reception and beddown procedures and resolves any problems affecting reception of resources.

6.7.2. Oversees two functions, the RPU and the CRF. (NOTE: For reception of forces at established AF installations, the DCC, PDF and CDF operate in a dual role as the RCC, RPU and CRF respectively, as bases often deploy and receive forces simultaneously.)

6.7.3. Installation/Wing Commanders, or equivalents, will appoint an Installation Reception Officer (IRO) in writing IAW AFI 38-101.

6.7.4. The RCC, if not at an established AF operating location, is created with the arrival of the C2 force module. At established AF locations, the RCC is established IAW AFI 10-404. Until their arrival, the CRG is responsible for accountability and onward movement of arriving forces.

6.7.4.1. The CRG PERSCO Representative will assume accountability from any in-place AFSOC PERSCO Representative or will establish initial accountability for all AF personnel and will transfer that accountability to the C2 PERSCO Team upon its arrival.

6.7.4.2. When a CRG or aerial port is operating at the employment site, the RCC representative contacts the appropriate agent to ensure all incoming resources are accounted for and customs cleared before moving them to the reception area (Refer to AFI 10-404 for more details).

6.7.4.3. The RCC will report to the LRC or like function, but will not be subsumed by that function.

6.7.4.4. The variety of tasks required to secure the base, build and maintain living and operating facilities, provide aircraft fire and rescue support, respond to emergencies, care for and feed the population, refuel and resupply aircraft, and beddown transient forces would not allow for the focus and concentration required to ensure forces are identified, met, accounted for, and integrated.

6.7.4.5. RCC will monitor the inbound force airlift and the actual arrival times of personnel and cargo. See AFI 10-404, Attachment 7, for more on reception processes.

6.7.4.6. RCC will ensure all personnel are put in contact with their unit of assignment or duty sections. At a minimum, the RCC will ensure:

6.7.4.6.1. They can track incoming units and airlift.

6.7.4.6.2. Aerial port or CRG, if operating at the deployed locations, receives incoming equipment data in GATES.

6.7.4.6.2.1. If it is the final destination, the manifest will show equipment was trucked to the CRF.

6.7.4.6.2.2. If it is not the final destination, the CRF will manifest equipment within CMOS to the next or final destination.
6.7.4.6.3. Equipment received is placed in a secure holding area until the owning units arrive for pickup.

6.7.4.6.4. Deployed equipment custodians are required to account for their unit equipment through the designated LRS function IAW AFMAN 23-110, Volume 2, Part 2, Chapter 22.

6.7.4.6.5. Arriving personnel are accounted for by PERSCO personnel and briefed regarding their mission, work area, local conditions, and command structure.

6.7.4.6.6. Arriving personnel are assigned lodging.

6.7.4.6.7. Assigned personnel are met by their work center (if work center is already established).

6.7.4.7. Deployment discrepancies are noted and loaded in AEF Online DPDRT. NOTE: Deployment discrepancies for OSI Detachments fall under the purview of AF/OSI/WFR (Joint Base Andrews AFB, MD). Formal responses and corrective actions will not be counted against the host installation/wing. NOTE: PERSCO’s responsibility for entering discrepancies in DPDRT is IAW AFI 36-3802.

6.7.4.8. The senior AF LRO (e.g. LRS/CC) at the deployed location and the RCC will work together to ensure all problems are resolved at the lowest level.

6.7.4.9. The Air Mobility Control Center at the deployed location will report the number of incoming passengers and cargo information to the RCC and coordinate support airlift servicing requirements with appropriate agencies.

6.7.4.10. If reception and deployment occur at a location simultaneously, the senior LRO (e.g. LRS/CC) will ensure the proper coordination with all agencies is performed to ensure effective utilization of available resources.

6.7.4.11. Units at the employment location will provide a representative to brief duty schedules, chain of command, supervisors, duty locations, and important phone numbers. Employed location units will further provide the following briefings or information:

6.7.4.11.1. Terrorist FPCON and DOD threat level.

6.7.4.11.2. Applicable SOFA, MOPP, and FPCON cards.

6.7.4.11.3. Legal (or command) representative will brief ROEs as published by the combatant commander.

6.7.4.11.4. Public Affairs will provide literature on base facilities, mission of the base, and the local area, if available.

6.7.4.11.5. Safety will provide briefings on flightline driving and other local conditions.

6.7.4.11.6. Medical will provide literature on local area health conditions and conduct a medical orientation.

6.7.4.11.7. Security Forces (in coordination with airfield management) will arrange for custom clearances.
6.7.4.11.8. Civil Engineer will provide literature on CBRN passive defense conditions and necessary Mission-Oriented Protective Posture (MOPP) levels.

6.7.4.11.9. Communications and Information Postal Services will provide literature on procedures for receiving and sending mail and hours of operation.

6.7.4.11.10. Force Support Squadron Sustainment Flight will provide lodging assignments and arrange for extended hours of operation or ground support meals for incoming forces as appropriate. Priority will be given to unit integrity and the homogeneous lodging of commissioned and enlisted personnel. Additionally, they will work closely with PERSCO to document lodging assignments.

6.7.4.11.11. Finance will provide assistance in cash advances and pay inquiries.

6.7.4.11.12. Sister Service Representative(s). If incoming personnel include personnel from the Army, Navy, or Marines, these Services will be contacted to provide a representative to assist in receiving and processing their personnel and cargo.

6.7.4.11.13. Security Forces representatives will monitor weapons arrival and storage.

6.7.4.11.14. Force Support PERSCO representative is responsible for providing guidelines for accounting of all forces according to AFI 36-3802, Supported Command processing instructions/reporting guidance, and the deployed commander.

6.7.4.11.15. AFOSI will provide the local threat update.

6.7.4.11.16. Security Forces Commander or Defense Force Commander, if not the AEF/SF, will ensure the integrated defense posture and any unique procedures or awareness information is provided.

6.7.4.11.17. Chaplain Corps will provide literature or a briefing on privileged communication and religious rites and services available to them at the deployed location.

6.7.4.12. When a CRG or element of a CRG is operating at the employment site, the RCC contacts the passenger service agent to ensure all passengers are accounted for and customs cleared before moving them to the reception area.

6.8. Reception Processing Unit (RPU).

6.8.1. The RPU is similar to the PDF, but in a reception role. It provides overall control for arriving personnel forces and coordinates requirements for processing and onward movement.

6.8.2. In most cases, the RPU should remain separate from the PDF due to sterilization and customs issues.

6.8.3. The RPU accounts for all arriving and departing personnel. All arriving personnel will inprocess with this unit.

6.8.4. The RPU manages the transportation needs of arriving personnel and delivers baggage to and from designated locations. The RPU will be augmented by transportation and unit personnel to ensure passengers and baggage are delivered to designated locations.
6.8.5. The RPU provides shuttle bus maps/routes and arrival and departure times.

6.9. **PERSCO Team.**

6.9.1. The PERSCO Team is a part of the RPU and will account for all arriving and departing personnel.

6.9.2. See AFI 36-3802 for a complete description of PERSCO responsibilities. PERSCO personnel and their established procedures will be used for documenting arriving personnel.

6.9.3. If a PERSCO team is not available, a person will be appointed by the troop leader to maintain accountability until a PERSCO team arrives (reference AFI 36-3802).

6.10. **Cargo Reception Function (CRF).**

6.10.1. The CRF is similar to the CDF, but in a reception role. It provides overall control for arriving cargo/equipment and coordinates requirements for processing and onward movement.

6.10.2. In most cases, there is not enough marshaling capacity for a separate CRF and CDF, but the collocated operations must physically keep incoming and outgoing cargo separate.

6.10.3. Provides for movement of cargo from holding areas based on prioritization given by the unit representative or troop leader.

6.10.4. Collects all documentation and dates (e.g. placards, load/packing lists, LOGMOD files, etc.) for incoming cargo. Notifies RCC team of inbound surface deliveries, passenger movement status, and cargo hold and movement status.

6.10.5. Establishes a holding area for collecting pallets, nets, dunnage, and RFID tags to be put back into the transportation system. NOTE: For employment sites with CRG support, the provisional wing/group provides the CRF process.

6.10.6. Processes cargo for onward movement and provides continued in-transit visibility.

6.11. **Reception Team Information Management.**

6.11.1. In-place teams, to include home station personnel, —Open the Base forces (e.g. CRGs), or “C2” and “Establish the Base” forces, can accomplish the reception of resources.

6.11.2. Reception teams will capture all data and documentation necessary to account for arriving resources using the IDS.

6.11.2.1. Cargo received will be receipted for in GATES or CMOS, cleared through customs, and placed in the appropriate holding area pending distribution to the owners or onward movement. (T-0)

6.11.3. All personnel arriving at the deployed location will centrally process through the RPU, ensuring that full accountability is accomplished via standard AF accountability systems used by PERSCO Teams.

6.11.4. The primary tool suite that supports and enables the reception process is the IDS. IDS components at a deployed site might not fully duplicate the tool suite used at home station. Minimum tools required are LOGMOD, ICODES, GATES and/or CMOS. The full suite of tools (LOGMOD, ICODES, and CMOS/GATES) will be the primary systems utilized, if available.
6.11.5. In addition, deployed LRS personnel/LROs will use systems required by AFMAN 23-110 to account for arriving equipment, spares, and, if centrally stored, munitions, weapons, IPE and mobility bags. The web-enabled Combat Ammunition System (CAS) will be used to account for and manage all munitions and ammunition under all situations and conditions IAW AFI 21-201.

6.11.6. Finally, for visibility of incoming forces, the RCC requires access to the TPFDD and airlift schedules. They will require SIPRNET connectivity for access to DCAPES/JOPES, BaS&E, and LOGFAC. If these systems are not available, RCC personnel should be able to access classified web sites or e-mail as a backup. For incoming airlift schedules, use IGC, GDSS, SMS, or similar airlift tracking system.


6.12.1. The primary responsibilities of the ADVON team are preparation, execution of unit employment, and developing employment reception.

6.12.2. At established locations, these duties are performed by assigned functions within LRS, FSS, Operations planning, Airfield Management, Comptroller, CES, SFS, JAG, Medical Group, etc.

6.12.3. Air Component personnel, in-theater CRGs, or units that may be scheduled to deploy to austere bases, limited bases, or collocated bases, may perform these duties. These activities are performed by Open the Base forces (e.g. CRG), “C2,” and “Establish the Base” force modules at newly opened bases.

6.12.4. An ADVON team is not required for every deployed unit or location. When used, the ADVON team or host unit will assist all other units in the beddown process.

6.12.5. Deployed Commanders ensure arriving/deployed personnel meet tasking requirements to include line remarks.

Section 6E—Reception Record/Data Documentation

6.13. Reception Record Keeping/Data Documentation. The CRG or RCC will collect the following documentation and data for all incoming resources:

6.13.1. Incoming Aircraft Commanders package.
6.13.2. IDS personnel and levy data disk produced from DCAPES.
6.13.3. Orders with SSNs.
6.13.4. ICODES data file.
6.13.5. Passenger manifests.
6.13.8. AF Form 245, Employment Locator and Processing Checklist.
6.13.9. DD Form 2133, Joint Airlift Inspection Record.
6.13.10. Aircraft Load Plans.
6.13.11. Deployed Medical Records (AF 2766), if brought, for turn-in to deployed Medical Treatment Facility (MTF)/Expeditionary Medical Support (EMEDS).
Chapter 7
REDEPLOYMENT OPERATIONS

Section 7A—General

7.1. General.

7.1.1. Redeployment is defined 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 and/or demobilization stations for reintegration and/or out-processing.

7.1.1.1. Redeployment is NOT “deployment in reverse.”

7.1.1.2. The redeployment TPFDD could reflect fragmented UTCs or ULNs to be incrementally redeployed or forward deployed to retain residual capability at original deployed locations requiring the supportability of the remaining forces.

7.1.1.3. Planners (LRS representatives, etc.) need to plan for movement of parts of units, UTCs, or ULNs.

7.1.1.4. Additionally, redeployment can be far more rapid than the deployment phase, which makes redeployment planning all the more critical.

7.1.2. Early planning is essential to an effective and efficient return of deployed resources or forward deployment of combat capability.

7.1.2.1. Redeployment activities need to begin long before receipt of a redeployment order.

7.1.2.2. Normally, the planning process begins upon arrival at the deployed location, and if possible, prior to departing home station. This ensures accountability of all deployed resources and that redeployment movement activities comply with CCDR and host nation’s customs requirements.

7.1.2.3. If the overall operation becomes a prolonged engagement, a Rotation of Airmen (ROA) plan will require consideration. For ROA execution, redeployment planning will begin once the rotation plan has been completed to ensure timely replacement of resources, overlap, and training en-route requirements. (T-3)

Section 7B—Redeployment Process

7.2. Redeployment Process.

7.2.1. Redeployment Planning.

7.2.1.1. At the CCDR level, redeployment planning will normally begin when the Joint Task Force (JTF) staff gathers to plan an operation.

7.2.1.2. At the installation level, the IDO and logistics planners assist and advise deploying commanders, and their redeployment team members on movement responsibilities.
7.2.1.3. Redeployment team members will assist the employment location’s logistics teams and/or Redeployment Assistance Team (RAT) in executing the movement plan at the employment site. A RAT team will consist of logistics planners, air transportation, traffic management, PERSCO, and unit representatives. (T-3)

7.2.1.3.1. A critical link for success is for the employment location’s reception team to collect and store all aircraft commander’s packages from arriving airlift missions during force closure.

7.2.1.3.2. The reception team will retain documentation for redeployment. At employment locations, the lead unit is responsible for redeployment actions for all units at the site.

7.2.2. Redeployment Documentation, Data, and Automated Systems.

7.2.2.1. The employment location reception and/or logistics readiness team (when/where available) will take charge of, consolidate and store all airlift aircraft commander’s packages. Otherwise, the deployed logistics planners, or a designated alternates will need to obtain the documents.

7.2.2.2. Deployed units will coordinate, review and update personnel and cargo deployment paperwork when required.

7.2.2.3. Documentation includes: aircraft load plans, personnel and cargo manifests, HAZDECs, load and packing lists, etc.

7.2.2.4. It is imperative both the location’s redeployment team and units keep good records of current assigned and redeployed resources.

7.2.3. Redeployment Electronic Data.

7.2.3.1. The reception team’s logistics planners are responsible for the collection of resource information.

7.2.3.2. LOGPLAN, CMOS export files, deployed personnel files and tasked plan files will be generated at the deployed location or acquired from the unit’s home station.

7.2.3.3. Pre-planned aircraft load plans and a prioritization plan will be developed and re-evaluated throughout the deployment lifecycle.

7.2.4. Redeployment Support Systems.

7.2.4.1. IDS is the primary automated suite supporting and enabling the redeployment process. All IDS components usage is dependent upon system access and/or CCDR processes.

7.2.4.2. LOGMOD, DCAPES, CMOS (or GATES) and IGC will be used to the maximum extent possible to ensure processing efficiency and ITV. (T-0)

7.2.4.3. Wherever possible, deploying/deployed logistics planners will utilize LOGMOD to develop a Redeployment LOGMOD Schedule for the purpose of preparing, scheduling and processing deployed personnel and cargo for redeployment.
7.2.4.4. In instances where LOGMOD is not available for redeployment operations, a
locally developed system to schedule and prepare pax and cargo for redeployment will be
required.

Section 7C—Redeployment (Rotational Operations)

7.3. Rotational Operations.

7.3.1. From an employment location, force rotation is a sustainment activity for personnel
and equipment using the AEF schedule. It provides a force presence without permanently
assigned forces or to support normal operations beyond the capability of the theater assigned
forces.

7.3.2. Considerations directly impacting rotation operations are similar to deployment
planning with the following additional concerns: overlap for continuity, commanders release
of personnel, ARC volunteers on mandays, and en-route training requirements. These factors
are critical to rotation planning and are the basis for developing rotational airlift plans.

Section 7D—Redeployment Workcenters

7.4. Redeployment Organizations/Work Centers/Roles and Responsibilities.

7.4.1. Deployed Command Organization.

7.4.1.1. The command organization at a deployed location varies depending upon theater
and the designated lead, single Service command or JTF.

7.4.1.2. The deployed commander usually tasks a J4/A4 as lead agent for execution of
redeployment activities; however, determination of units and timing is primarily a
commander and J3/A3 decision.

7.4.1.3. During AEF rotations, the deployed commander must ensure TPFDD
verification timelines/suspenses are met, personnel are released to meet the RLD and
ALD and coordinate extensions that exceed tour length.

7.4.1.4. Deployed commander must authenticate redeployment orders before taking
action.

7.4.2. Redeployment Assistance Team (RAT).

7.4.2.1. A RAT is a contingent of logistics specialties the employment location does not
have and/or have insufficient quantities/skill sets, to include equipment, to handle the
actions required to assist and/or lead the processing/loading of personnel and equipment
for transport.

7.4.2.2. Suggested RAT composition, although not all inclusive, includes logistics plans,
air transportation, traffic management and PERSCO. (T-3)

7.4.2.3. The lead deployed commander will request RAT support through the supported
air component. In the case of aircraft units, the RAT is usually from their home station.
(T-3)

7.4.3. Deployed Unit Redeployment Team.
7.4.3.1. Redeployment team will be composed of deployed logistics planners, PERSCO, air transportation, traffic management, unit personnel and cargo increment monitors. (T-3)

7.4.3.2. The lead unit; in coordination with host base IDO, will manage the redeployment team at locations with personnel and/or equipment from different home stations. (T-3)

7.4.3.3. Support equipment required to load personnel and equipment aboard air, land and sea transport. (T-3)

7.4.3.4. The redeployment team workcenters are: Log C2 Cell, Unit Redeployment Workcenter (URW), Cargo Redeployment Function (CRF) and Personnel Redeployment Function (PRF). (T-3)

7.4.4. Contingency C2 Planning Team/Cell.

7.4.4.1. Logistics planners, acting on behalf of deployed commanders, receive tasking and redeployment orders verbally or through levy flow, messages, or other official notification. (T-3)

7.4.4.2. The team will manage processing, loading, and rotating personnel and equipment. (T-3)

7.4.4.3. Logistics Plans representatives, in concert with RAT members, will plan for and execute movement of deployed resources. (T-3)

7.4.4.4. The cell will also monitor TPFDD and coordinate “AK” or strategic aircraft moves with forward A4, direct/schedule members to move on “AK” missions and provide electronic manifests for each mission from the APOE. (T-3)

7.4.4.5. Air transportation or traffic managers book channel moves in GATES and coordinate onward movement for all members from the APOD to home station. Responsibilities are: (T-0)

7.4.4.6. The contingency C2 planning scheduler, a member of the contingency C2 planning team or cell, builds, coordinates with redeploying units, and publishes the Schedule based on the redeployment tasking and scheduled transportation. (T-3)

7.4.4.6.1. The C2 planning cell distributes final schedule to all unit redeployment work centers and accomplishes preliminary load plans based on the redeployment airflow message, if applicable. (T-3)

7.4.4.6.2. The redeployment LOGMOD schedule will be in the same or similar format as the LOGMOD schedule. (T-3)

7.4.4.6.3. The load plans used to redeploy are usually very similar to the ones needed to deploy, but will require revisions due to changes in cargo weight, aircraft type, priority shift/changes of personnel or cargo, MHE availability, and/or special handling situations.

7.4.4.6.4. Each load will be planned according to the number of seats available, ACL, and the cargo load level of difficulty. Logistics planners will work closely with
the transportation load planner to make sure all cargo is correctly identified on the load plans. (T-3)

7.4.4.6.5. Add time into the LOGMOD schedule for customs, security measures, local geography, meal processing, aircrew rest, and aircraft configuration and preparation. (T-3)

7.4.4.6.6. Coordinate with the unit representatives, transportation, personnel, food service, and customs for a review of the schedule timing criteria. After finalization, ensure all affected agencies receive copies of the LOGMOD schedule and any changes. (T-3)

7.4.4.7. Equipment and Personnel Preparation.

7.4.4.8. Recall various kinds of equipment: WRM, mobility equipment, host nation, and contracted equipment.

7.4.4.9. Units prepare equipment for shipment. (T-0)

7.4.4.10. It is the unit’s responsibility to ensure that all redeploying cargo is cleaned IAW applicable U.S. (or host nation) customs and agricultural requirements. (T-0)

7.4.4.11. Recall and assemble personnel, to ensure they are ready to redeploy. (T-3)

7.4.4.12. Coordinate home base nation’s customs and agriculture inspections. (T-0)

7.4.4.13. The redeploying unit is responsible to ensure all equipment documentation is correct and their equipment is properly cleaned to meet customs and agriculture requirements to eliminate introduction of exotic agricultural pests and animal disease agents. (T-0)

7.4.5. Redeployment Documentation.

7.4.5.1. Collect and document redeployment activity data using IDS components, or hard-copy means. This data is of historical significance and is used in trend analysis and process improvement. (T-3)

7.4.5.2. Documents and files to collect are: Logistics Plans files, LOGMOD schedule, PERSCO files, and cargo/passenger manifests. (T-3)

7.4.5.3. Accomplish documentation of lessons learned using the AF’s web-based lessons learned reporting tool Joint Lessons Learned Information System (JLLIS). (T-0)

7.4.6. Redeployment Meals. Arrange to secure and provide in-flight meals to redeploying forces. (T-3)

7.4.7. Coordinate and assist contracting officers with the closing of a deployed location when required. Ensure all negotiated agreements are considered, complied with, and terminated, if appropriate. (T-3)

7.5. Unit Redeployment Workcenters (URW).

7.5.1. Deployed units are required by this AFI to deploy cargo increment monitors. The units will use these members plus additional unit members to manage the URW. (T-3)
7.5.2. The URW will process personnel/equipment and up channel LIMFAC/shortfalls relating to personnel, facilities, vehicles, MHE, and any other equipment necessary for the redeployment to the Contingency C2 Planning team/cell. (T-3)

7.5.3. Unit Redeployment Work Center Responsibilities:

7.5.3.1. Deployed unit commanders must prepare and handle equipment and cargo IAW DTR 4500.9-R, Parts II and III; AFMAN 24-204(I); and Code of Federal Regulations Title 49 Transportation. (T-0)

7.5.3.2. Prepare documentation for each increment of cargo IAW cargo preparation guidance in Chapter 4. (T-0)

7.5.3.3. Units must prepare new documentation for re-deployment. NOTE: Original deployment documentation cannot be used as redeployment documentation. (T-0)

7.5.3.3.1. Ensure all customs documentation is complete.

7.5.3.3.2. Cargo and/or passengers might not redeploy in the same mode as deployment.

7.5.3.3.3. Units must ensure representatives prepare assets based on movement type.

7.5.3.4. Unit identification, destination, and cargo movement markings must be clearly visible to assist transportation personnel to efficiently retrograde equipment. Proper identification and markings are especially important when moving by sea or when aircraft have integrated loads for multiple destinations. (T-0)

7.5.3.5. To aid in identifying unit cargo, use distinctive, waterproof markings, or placards made of squares of canvas that will be visible from a distance. (T-0)

7.5.3.5.1. Handle and ship classified material IAW DTR 4500.9-R, Parts II and III, DoD 5200.1-R, AFI 31-401, and AFI 24-203. AFI 31-401 also gives specific guidance on how to account for deployed classified material. (T-0)

7.5.3.6. Provide qualified drivers for specialized equipment and vehicles.

7.5.3.7. Required shoring/dunnage will be provided by the redeploying unit and must remain with its associated equipment. NOTE: Units redeploying from certain locations will be required to leave wooden dunnage behind due to pest infestations. (T-0)

7.5.3.8. Deployed equipment custodians are required to account for their unit equipment through the designated LRS function IAW AFMAN 23-110, Volume 2, Part 2, Chapter 22.

7.5.3.9. Ensure return of WRM, borrowed, host nation, or leased equipment to owning organizations before unit departure.

7.5.3.10. Be prepared to provide personnel resources to aid and assist in the redeployment process when requested by the Contingency C2 Planning Team/Cell.

7.5.3.11. Units redeploying by convoy must follow cargo preparation requirements in AFI 24-203.

7.5.3.12. Deployed commanders must ensure hazardous waste is properly handled and prepared for retrograde or disposal IAW current guidance and host nation requirements.
7.5.3.13. Units will be tasked to provide augmentees to support loading operations.

7.5.3.14. Handle and ship classified material IAW DTR 4500.9-R, Parts II and III, DOD 5200.1-R, AFI 31-401, and AFI 24-203. (T-0)

7.5.4. Cargo Redeployment Function (CRF).

7.5.4.1. As with the CDF, the local deployed LRS, or equivalent, establishes the capability to in-check, marshal, JI, and load equipment for redeployment.

7.5.4.2. Responsibilities established in paragraph 2.36.3.1 also apply to redeployment operations.

7.5.4.3. Contingency C2 Planning Team/Cell, CRG, or designated cargo function must use CMOS or AMC systems (GATES) to maintain cargo ITV. CMOS/GATES will pass the movement data to IGC. (T-0)

7.5.4.4. When present, a CRG, or their equivalent, validates redeployment load plans and passenger/cargo manifests, supervises and controls cargo load teams, provides RAMPCOs, performs JIs, and provides/operates MHE beyond the capability of the redeploying unit. When present, a CRG works closely with the Contingency C2 Planning Team/Cell and RAT to ensure meeting of redeployment closure times.

7.5.5. Passenger Redeployment Function.

7.5.5.1. A deployed Passenger Redeployment Function must complete all redeployment actions required for personnel movement as developed by the Contingency C2 Planning Team/Cell and the deployed commander. The deployed PERSCO are normally embedded with this function performing necessary out-processing and personnel accountability actions IAW AFI 36-3802. Items considered during the planning effort are: (T-0)

7.5.5.2. SOFAs and customs of the host country.

7.5.5.3. Type of personnel structure needed to retain residual capability of the deployed site, if required.

7.5.5.4. Ensuring projected mode of transportation and itinerary are reported in available deployed IDS components or message traffic to facilitate ITV. At a minimum, redeployment departure dates (projected and/or actual) and mission or flight numbers must be updated in DCAPES.

7.5.5.5. Ensuring redeployment priorities and sequence of all resources is determined based on the modes of scheduled transportation (airlift/sealift/ground) in the TPFDD.

7.5.5.6. The redeploying unit commander will select couriers (cargo/classified) familiar with the cargo for each load, as necessary. These couriers will be first on the aircraft; the rest of the seats will be filled according to the operational demands.

7.5.5.7. Ensure the out-processing plan includes checkout with lodging, Security Forces, Force Support, deployed First Sergeant, and others as needed. Ensure redeployment documents clearly reflect all personnel redeploying. It is important to stress the deployed unit commander or their designated representatives are the only personnel that can authorize personnel departures from a unit.
7.5.6. Passenger Embarkation (Loading).

7.5.6.1. The Personnel redeployment function plays an essential role in the development of processes for passenger check-in, identification of “sterile” waiting areas, and the eventual loading of aircraft. Ensure procedures are in place to alert appropriate agencies of personnel not departing on scheduled aircraft. This affects both future passenger flow and end-strength of a location. (T-0)

7.5.6.2. Ensures that a personal amnesty room or box is available for all personnel to pass through before customs inspection. Brief all personnel on contraband regulations before they pass through the amnesty room or by the amnesty box.

7.5.6.3. Ensures passenger manifests are prepared for each deploying chalk. IDS use will provide the automation needed to support this requirement.

7.5.6.4. PERSCO confirms the redeployment data and actual departure date/time to update DCAPES. PERSCO must update departure data within DCAPES on the day of the member’s departure.

7.5.7. Deployment Transition Center (DTC).

7.5.7.1. Ensure appropriate actions are completed, and tracking mechanisms in place for personnel designated to visit the DTC. (T-0)

7.5.7.2. For additional DTC information, see paragraph 8.9.

7.5.8. Leave En route.

7.5.8.1. Ensure appropriate actions are completed, and tracking mechanisms in place (deployed location and home station), for personnel authorized to take leave en route to home station.

7.5.8.2. Civilian personnel are not authorized leave en route. (T-0)
Chapter 8

HOME STATION REINTEGRATION

Section 8A—General


8.1.1. DELETED

8.1.2. While overall deployment cycle activity falls to the IDO, FSS/CC is the OPR for reintegration. As such, the FSS OPSO will directly coordinate with the RPWG and helping agencies identified in this chapter (e.g. Airmen & Family Readiness, Chaplain Corps, Legal, Medical, etc.) and/or with the CAIB/IDS forum led by the Installation/Wing Commander or designee to maximize support processes and results for returning Airmen.

8.1.3. DELETED

8.2. Home Station Reintegration.

8.2.1. Home Station Reintegration to include pre-reintegration, is designed to provide positive and sustained care, control, and discipline of each Total Force Airman (civilian and military—active duty, Guard, & Reserve) and their families.

8.2.2. Home station reintegration support is an ongoing process, NOT a homecoming event. The intent is to provide continuous, integrated support from the AOR to home station and facilitate positive transition from the deployed environment to home station family and work life.

8.2.3. Pre-reintegration events occur during the redeployment cycle; however, completion of applicable action items is designed to support, or be completed during, reintegration. For example, leave en route [pre-reintegration] and inprocessing at home station [reintegration].

8.3. Recovery.

8.3.1. After periods of arduous duty and protracted periods of deployment, a lengthy respite from the deployment environment has a beneficial effect on an individual’s overall fitness i.e. mental, physical, social and spiritual health. An immediate recovery period also provides time for returning Airmen to tend to personal needs that have been neglected during lengthy periods away from home.

8.3.2. Each MAJCOM is responsible for establishing and publishing personnel recovery (e.g. leave, passes, attribution and retention) policies for returning deployers. (T-2)

8.3.3. MAJCOMs must ensure all personnel including AFRC/ANG receive their entitled post deployment down time. References: AFI 36-3003, Military Leave Program, and AFI 36-815, Absence and Leave, (civilian) for further guidance on leave and passes. (T-2)

8.3.4. The Home Station Reintegration also implements DOD and AF guidance, and the DOD/Department of Veterans Affairs (DOD/VA) Post Deployment Health Clinical Practice Guidelines (PDH-CPG). (T-0)
8.4. **Scope.**

8.4.1. Home station reintegration support applies to deployed AORs (OCONUS and CONUS), contingency support, remote assignments, and home stations.

8.4.2. Key determinants for participation are lengthy family separation and significant family-related stressors prior to reintegration.

8.4.3. CAIB/IDS-Delivery help agencies complete specified activities to support Total Force Airmen, their family members, and units during the AEF Schedule. Readjustment from duty in the AOR requires structured recovery time and activities for members and families, prior to leave or TDY.

8.5. **Training.**

8.5.1. Critical components for training all personnel involved in the Home Station Support Processes include:

8.5.1.1. Recognizing readjustment difficulties.

8.5.1.2. Normalization for members following deployments

8.5.1.3. De-stigmatizing help-seeking behavior.

8.5.1.4. Connecting members with CAIB/IDS-Delivery agencies for support.

8.5.2. At home station, the CAIB/IDS-Delivery members provide training and education for commanders, their designees, First Sergeants, supervisors, UDMs, Wingmen, and new CAIB/IDS-Delivery members.

8.5.3. CAIB/IDS-Delivery members support the IDO by acting as the commander’s consultants and using MAJCOM-specific redeployment support processes and reintegration education material posted on Military OneSource, Armed Forces Crossroads, MilitaryHOMEFRONT, USAF Services and AEF Online websites.

8.5.3.1. A&FRC Deployment Support material can also be found on the A&FRC website. The CAIB/IDS-Delivery agencies provide integrated, interoperable programs to strengthen force readiness.

8.5.3.2. Reintegration education, medical care, spiritual support, and childcare will be available for Total Force personnel and their family members.

8.5.4. A&FRCs collaborate with other IDS-Delivery agencies to develop reintegration training and education material. A&FRCs provide material to the Chaplain Corps and MHC personnel in the AOR via e-mail, websites, or hard copy.

8.5.5. Annual deployment preparedness training is required for all AFRC military personnel and will be coordinated by the AFRC Wing Deployment Support Program POC. The dates of annual training will be included in the wing or unit training tracking system.

8.6. **Funding.**

8.6.1. Post-Deployment funding will be requested and is provided through AF funding channels per AFI 65-601, Volume 1, *Budget Guidance and Procedures*, and Volume 2, *Budget Management for Operations*. Funding will be used to purchase training guides for leadership and military in an AOR and for leadership, members, and families for successful
reintegration and reunion. Contact the local finance/budget office for base and MAJCOM specific guidance.

8.6.2. Incremental costs caused by a higher than normal deployment rates (e.g. Overseas Contingency Operations (OCO)) would allow incremental expenses associated with those contingencies to be coded against them. Work with the servicing Finance Managers to make the determination if the cost was truly incremental, and if so, code it as such. Reimbursement might not be dollar for dollar, so wings, MAJCOMs, and HAF will have to determine if this program has a higher priority relative to their other requirements.

8.6.3. Promotional items for the express intent of awareness, training and education, and implementation of post-deployment services to eligible family members will be procured IAW AFI 65-601, Volume 1. Promotional items may target age-specific audiences for both adults and youth participants and be used by various CAIB/IDS-Delivery agencies as they deliver services in the AOR and at the home station.

8.7. Pre-Reintegration/Reintegration Guidance.

8.7.1. Minimum mandatory guidance is specified for functions and activities to be coordinated within AF/MAJCOM/Installation Community Action Information Boards (CAIB) to support the scope of operations at the base level (e.g. Force Support, Logistics, Chaplain Corps, Finance, Legal, etc.).

8.7.2. Maximum flexibility is advised for each MAJCOM to develop pre-reintegration and reintegration support processes tailored for its unique mission and personnel utilization during deployments.

8.7.3. Command authority and responsibilities are delineated for support to Total Force Airmen, families, and units. Consultative and training responsibilities are outlined for the helping agencies included as members of the CAIB/IDS-Delivery.

8.7.4. The Deployment Cycle Timeline (Figure 8.1.) shows the overlap with the redeployment process, actions to complete upon return to home station, and provides a template for commanders’ responses and actions and CAIB/IDS-Delivery members’ activities at the critical junctures of redeployment, recovery, reintegration, and reconstitution. Subsequent sections provide detailed information.
8.8. Pre-Reintegration Support.

8.8.1. Support topics include:

8.8.1.1. Deployment Transition Center.

8.8.1.2. Leave en route.

8.8.1.3. Deployed and home station commander responsibilities

8.8.1.4. Helping agency responsibilities.

8.8.2. When applicable and authorized, deployers can be authorized to visit the Deployment Transition Center and/or take leave en route prior to home station return.

8.8.3. MAJCOMs are authorized to add applicable restrictions to the guidance included in this instruction.

Section 8B—Deployment Transition Center

8.9. Deployment Transition Center (DTC).

8.9.1. Some deployers may be identified to visit the Deployment Transition Center. For more in-depth information, please refer to the DTC CONOPS. The following paragraphs provide general information related to the DTC.
8.9.2. The DTC will be at an en route location between the Area of Responsibility (AOR) and home station. The DTC will use a resiliency-building, strength-based approach to assist Airmen regularly exposed to significant risk of death in direct combat to decompress and reintegrate to their home station, workplace, and families. 

8.9.3. Airmen identified for attendance at the DTC will attend a 2-day decompression program.

8.9.4. Airmen will travel to the DTC location (1) day prior to scheduled start date.

8.9.5. The day after completion of the program, Airmen will depart for their home station or en route leave.

8.9.6. Redeployers will be pre-identified for participation in the DTC based on their mission set.

8.9.6.1. If their mission set is expected to be associated with regular exposure to significant risk of death in direct combat, they should be nominated before deployment. Current pre-identified mission sets include SF, EOD, Combat Convoy, Rapid Engineer Deployable Heavy Operational Repair Squadron Engineers (RED HORSE) [Projected: Medical OTW, K9 Teams, Intel, Combat Weather]. See CONOPS for most up to date pre-identified mission sets.

8.9.6.2. Deployed commanders will also have the option of requesting units, not identified prior to deployment, to participate in the DTC based on unanticipated, regular exposure to combat.

8.9.6.3. If Airmen meet the criteria of “regular exposure to significant risk of death in direct combat” they will be nominated by their deployed CC using a nomination spreadsheet located in the DTC CONOPS.

8.9.7. DTC Funding and Tracking. Following a deployment in the USCENTCOM AOR, certain designated personnel attend DTC which is funded by Air Force Central Command (AFCENT) and tracked by the DTC/CC in ADLS.

8.9.8. DTC and Leave En route.

8.9.8.1. When applicable and authorized, deployers will be authorized to visit the Deployment Transition Center and take leave en route prior to home station return.

8.9.8.2. All leave en route will take place AFTER member attends DTC.

8.9.8.3. MAJCOMs are authorized to add applicable restrictions to the guidance included in this instruction.

8.9.8.4. Military members of the Air Force Reserve and Air National Guard are not authorized leave en route prior to home station return.

8.9.8.5. AF civilian personnel are not authorized leave en route prior to home station return.

8.9.8.6. The DTC/CC will maintain G series orders and will discipline members consistent with requirements outlined in AFI 51-202, Nonjudicial Punishment.
8.9.8.7. Active duty military members are authorized leave en route from an AEF or OCO deployment to a location within the CONUS. The following criteria apply—MAJCOMs are authorized to add restrictions.

8.9.8.7.1. Both home station and deployed commanders approve. ADCON will remain with the deployed commander until the member in-processes at home station.

8.9.8.7.2. Airmen provide appropriate leave location and contact information (commensurate with what is documented in a Leave Web request) to both deployed and home station POCs.

8.9.8.7.3. Airmen complete a deployed medical health care provider assessment prior to taking leave en route.

8.9.8.7.4. Leave en route will only be taken within the CONUS and must be accurately documented upon return to home station.

8.9.8.7.5. Leave will be limited to 14-days from the date of arrival in CONUS.

8.9.8.7.6. Home station commander notifies the Installation Personnel Readiness (IPR) office of leave dates to ensure proper personnel accountability and reporting. Deployed commander staffs will follow-up to ensure member is appropriately gained by the home station upon projected leave completion.

8.9.9. DTC Weapons.

8.9.9.1. DTC attendees who were issued weapons will check the DTC prior to departing the AOR to verify the latest weapons shipment policy and guidance.

8.9.9.2. Weapons will be returned IAW DOD 4500.54-E, Foreign Clearance Guide, DTR 4500.9R, Part II, and AFI 24-203, prior to departing deployed location for the DTC. (T-0)

8.9.9.3. IAW DoD 4500.54-G (Foreign Clearance Guide), DTR 4500.9R (Part II), and AFI 24-203, members authorized leave en route to home station will coordinate with appropriate LRS personnel for authorized transportation of weapons. MAJCOMs are authorized to implement additional restrictions. (T-0)

Section 8C—Deployed Commander Roles and Responsibilities

8.10. Deployed Commander Roles and Responsibilities.

8.10.1. AOR/Deployed Commanders will:

8.10.1.1. Identify Total Force individuals who could benefit from additional support due to personal loss, family loss, family difficulties, or exposure to life-threatening situations. AOR commanders will ensure support is provided while in the AOR.

8.10.1.2. Notify home station commanders of Total Force members who experienced personal loss, family difficulties, or exposure to life-threatening situations while in the AOR.

8.10.1.3. Consult with Chaplain Corps members and/or MHC personnel regarding Total Force pre-reintegration/reintegration support processes and requirements.
8.10.1.4. Require their Total Force members to complete all applicable pre-reintegration requirements within 15-days of redeployment.

Section 8D—Home Station Commander Roles and Responsibilities

8.11. Home Station Roles and Responsibilities.

8.11.1. Home station installation commanders will ensure all units and tenants comply with AF home station pre-reintegration/reintegration requirements IAW current DOD, AF, and MAJCOM guidance.

8.11.2. Unit Commanders will:

8.11.2.1. Ensure complete reintegration processing of Total Force personnel and support each individual to make a smooth post deployment transition.

8.11.2.2. Ensure that all redeploying Airmen complete required medical processing immediately upon return from deployment and prior to release for downtime, leave, or demobilization IAW ASD (HA) Policy Memo, 10 Mar 2005. (T-0)

8.11.3. Chaplain.

8.11.3.1. The Chaplain Corps members provide support to personnel, families, and base populations during contingencies IAW AFI 52-104. At home station during post-deployment, Chaplain Corps members provide follow-up support, reintegration and reunion ministries, and other programs to strengthen families and enhance the spiritual health of individuals. Post-deployment services within AFRC wings will be coordinated with the reserve wing Deployment Support Program POC. (T-2)

8.11.3.2. Chaplains and/or MHC 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/during deployment.

8.11.3.3. In the AOR within 30-days of redeployment, Chaplain Corps members and/or MHC personnel will provide reintegration education to redeploying members.

8.11.3.4. Briefings and handouts.

8.11.3.5. Material is provided by the A&FRC via e-mail, websites, or hard copy.

8.11.3.6. Suggested material includes Return and Reunion video and brochures.

8.11.3.7. Five days prior to return from AOR, Chaplains and/or MHC personnel follow up with higher-risk individuals who have been exposed to unusual danger, experienced loss, witnessed disturbing events, been injured, or had family problems before/during deployment.


8.12.1. General. The following guidance provides some tips and resources to help Airmen reintegrate into the unit, day-to-day routines and their family life. It also affords commanders, supervisors, and fellow Wingmen the opportunity to identify some of the changes that have occurred to both the returning Airman and his/her family while deployed, and how they can provide ideas on how to work to resolve any conflicts that have surfaced since their return.
8.12.2. Return Date. Return Date from AOR (R-Day).

8.12.3. Installation Personnel Readiness (IPR).

8.12.3.1. The IPR will ensure procedures are established to account for members returning from deployments. These procedures will be incorporated into installation reconstitution planning and the IDP. Returning units and individuals will inprocess the IPR within (1) duty day of R-Day. NOTE: IPR will update the date of return to home station for all individuals in DCAPES on the date of notification of return IAW AFI 36-3802.

8.12.3.2. Returning ARC units/individuals will in process the IPR within (2) duty days of R-Day or the first duty day after return in the event there is a weekend and/or holiday involved and personnel are unable to in process immediately upon return to home station. The IPR will update the actual date of return to home station for all individuals in DCAPES IAW AFI 36-3802. NOTE: Timeline will probably be accelerated/adjusted for ARC personnel based upon component requirements.

8.12.3.3. IDRC/IPR personnel will monitor DCAPES to ensure departure from deployed location is updated on deployed personnel. If DCAPES does not reflect departure of personnel within (7) duty days of TDY expiration date, IPRs will contact servicing PERSCO Teams and request status of deployed personnel.

Section 8E—Unit Roles and Responsibilities

8.13. Unit Reintegration Roles and Responsibilities.

8.13.1. Units are responsible for ensuring families are notified of returning members and for ensuring all members have transportation from the aerial port of debarkation (APOD) to home station. When groups return together, units will coordinate transportation from the APOD.

8.13.2. Units will coordinate with LRS and/or SFS for the collection and turn in of issued weapons on R-Day for returning groups and individuals. Having an on-call system for returning members to contact LRS or SFS to turn in weapons will be considered a last resort.

8.13.3. Units will coordinate with returning groups and individuals for the turn in of classified information, as applicable.


8.14.1. The Deployment Cycle Timeline, Figure 8.1, outlines the AEF schedule and specifies activities for commanders and CAIB/IDS-Delivery agencies at critical junctures.

8.14.2. Supporting the Installation Deployment Officer (IDO), CAIB/IDS-Delivery members act as the commander’s consultants and use MAJCOM-specific redeployment support processes and reintegration education material posted on and the AEF websites.

8.14.3. A&FRC Deployment Support material can also be found on the A&FRC website. The CAIB/IDS-Delivery agencies provide integrated, interoperable programs to strengthen force readiness.
8.14.4. Reintegration support/information, medical care, spiritual support, and childcare are available for redeploying personnel, their family members, and units.

8.15. Medical Reintegration (AOR/Home Station).

8.15.1. The demands of operational deployments can cause serious physical and mental health concerns for AF personnel. Medical Treatment Facilities (MTF) provide healthcare to meet the physical, emotional and behavioral needs of our deploying and redeploying Airmen and their families.

8.15.2. DELETED
8.15.2.1. DELETED
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8.15.2.4. Post Deployment Health Assessment. Thirty days prior to return from AOR or within 30-days of redeployment, all redeployers will complete a DD Form 2796, Post Deployment Health Assessment Form, and meet with a health care provider face-to-face. Further, a medical threat debrief must be completed and a health benefits briefing must be provided IAW DODI 6490.03. (T-0)

Figure 8.2. Medical Clearance & DHA Requirements.

8.15.2.5. MTFs are responsible for providing access to care; however, unit commander support is vital to the success of the DHA process. The MTF and unit commanders must collaborate to ensure Airmen receive timely care and support for unmet healthcare needs. Compliance with deployment health requirements of assigned personnel is a Commander’s responsibility.
8.15.2.6. At home station during all phases of the AEF schedule, MHC personnel provide traumatic stress response support to units and redeployers as requested by commanders, in conjunction with the Chaplain Corps. 

8.15.2.6.1. Traumatic stress response team members meet with individuals for up to four visits with no medical/mental health documentation required for the purpose of education and consultation IAW AFI 44-153, Traumatic Stress Response. All deployment and redeployment related Traumatic Stress Response services for AFRC personnel must be coordinated with the reserve wing Deployment Support Program POC. (T-2) 

8.15.2.6.2. DELETED

8.16. Airman and Family Readiness Center (A&FRC).

8.16.1. IAW AFI 36-3009, A&FRC provides deployment assistance to help single and married DOD personnel and families meet pre-deployment, sustainment, and post-deployment challenges.

8.16.2. Deployment services mitigate stress associated with separation and reintegration, and support operational readiness through increased individual and unit cohesion.

8.16.3. During deployments, A&FRC staffs employ the AF Readiness EDGE for Commanders and Supervisors and other resources for tailored support to commanders, units, and families; work with local school authorities and teachers to assist their understanding the unique stressors of children of deployed military; provide a myriad of deployment support programs; and distribute commercial, printed materials addressing deployment. Upon request, one-on-one counseling is provided.

8.16.3.1. A&FRC staffs further provide support to parents and siblings of single Airmen.

8.16.3.2. AOR supporting A&FRCs can provide reintegration materials via e-mail, websites, and/or hard copy.

8.16.4. Post-deployment assistance is linked to pre-deployment activities, particularly early intervention that is designed to educate families, single members, and units on reintegration and reunion concerns. A&FRC staffs play an integral role in reintegration monitoring, family coping skills, assisting with potential at-risk families and collaborating with the CAIB/IDS-Delivery agencies in order to ensure smooth family reunions.

8.17. Comptroller (Wing/FM). FM personnel provide redeploying Airmen with guidance on financial matters.

8.18. Legal Office. Base legal office redeployment activities will focus on assisting the individual with personal and legal affairs that have arisen as a result of deployment and regaining a sense of normalcy.

8.19. Squadron/Unit.

8.19.1. Units will:

8.19.1.1. Coordinate with IDO to establish a reception station to provide streamlined inprocessing to redeploying groups, ensuring that redeployers are returned to their families as quickly as possible. (T-3)
8.19.1.2. Inprocess redeployers within 2-duty days of R-Day so that redeployers can begin personnel recovery (post deployment downtime and leave) as soon as possible. Inprocessing briefings and stations should include Finance, PH/FHM, Legal, and Civilian Personnel Section (if applicable).

8.19.1.3. Coordinate with the UDM and IPE Element for mass turn-in of mobility bags and other issued items at inprocessing.

8.19.1.4. At home station, within 4-duty days of redeployment, reintegration processing serves as a time for observing, screening, identifying, and referring returning members, families, and units who could benefit from readjustment support during the AEF schedule recovery period.

8.19.2. Unit first sergeants will:

8.19.2.1. Coordinate with the A&FRC, Chaplain Corps, MHC, and Family Advocacy Outreach Managers to plan and schedule reintegration briefings and individual counseling opportunities.

8.19.2.2. Invite families to attend reintegration briefings.

8.20. Home Station Inprocessing Requirements.

8.20.1. The IDO is responsible for the installation/wing’s redeployment process. In order to maximize inprocessing processes for returning Airmen, IDOs will work with the IRO and FSS/CC to establish efficient reception and reintegration processing procedures. (T-3)

8.20.2. The IPR will develop procedures to account for members returning from deployments and update their return in DCAPES IAW AFI 36-3802.

8.20.3. All military and civilian personnel must process through PH/FHM prior to starting post deployment downtime. PH/FHM personnel will validate the member has completed DHA #2 and that they have received a post-deployment medical debriefing. These DOD mandated requirements are necessary to protect the member and their family from significant health threats and contagious diseases the member might have been exposed to at the deployment location. (T-0)

8.20.4. If PDHA was not completed in theater, the appointment for it will be made immediately upon return from deployment, and they will be seen within 30-days of returning. (T-0)

8.20.5. Within 5-duty days of return to home station, submission of redeployment travel vouchers aids the local finance office in their efforts to stop continued accrual of area of operation specific pay entitlements that will be unauthorized after a member redeploy. NOTE: Timeline will probably be accelerated or adjusted for Guard and Reserve personnel based on component requirements. (T-2)

8.20.6. Redeploying Airmen will be encouraged to see legal personnel on an as needed basis after returning to the home station and address the following issues: Revoking powers of attorney, issues related to their rights under the Service members Civil Relief Act and family law matters, claims information for loss, damage, destruction, or theft of personal property while deployed, and any other specific legal matters required by the member. (T-0)

8.21.1. At home station within (7) days of unit or individual redeployment and prior to release for downtime, leave, or demobilization, MHC personnel, Family Advocacy Outreach Managers, A&FRC personnel, and Chaplain Corps members provide support and reintegration education to redeployed members, families, and units in collaboration with other CAIB/IDS-Delivery agencies.

8.21.2. IAW AFI 36-3009, A&FRC provides follow-up to Return and Reunion activities. NOTE: Air Reserve Component units without an MHC, Family Advocacy, or Chaplain Corps support will need to request this support through their host active duty unit IAW AFI 44-153, Traumatic Stress Response.

8.21.3. If referral(s) are recommended on the PDHA, requested by the patient, or positive MHC responses are made on the PDHA, follow-up IAW PDHA guidance, AFI 44-170, Preventative Health Assessment, and clinical judgment. (T-0)

8.21.4. R-Day (within 30 days). At home station, PDHAs must be filed in the permanent medical record within 30 days of return. Serum sample must be deposited within the serum repository within 30 days. For any recommended referrals on the PDHA, or any referrals requested by the patient, PH/FHM will initiate a t-con to the patient’s PCM for follow-up. This checklist applies to all RegAF and DOD civilian deployers. (T-0)

8.21.5. R-Day Follow Up (3-6 months).

8.21.5.1. At home station, all redeployers (military and civilian) complete an online DD Form 2900 IAW ASD (HA) Policy Memorandum, 10 Mar 05. (T-0)

8.21.5.2. Commanders, first sergeants, fellow coworkers and redeployers will remain cognizant for concerning post-deployment mental health signals from returning redeployers.

Section 8F—Reconstitution

8.22. Reconstitution.

8.22.1. Although a key consideration is to provide support to returning forces to transition back to their normal environment, it must also be remembered that forces must be reconstituted for further deployment possibilities including surge requirements.

8.22.2. The reconstitution process entails planning that will return units back to their full combat capability in a short time. While there is no one correct rule set for reconstitution planning, consideration must be given to prioritizing and restoring levels of consumables expended during the crisis, and recovering lost training. Every base/unit will have to assess their own situation based on such variables as the magnitude, duration and intensity of a crisis, consumption rates, and the type of deployment location (fixed vs. austere base).

8.22.3. Reference AFI 10-401, Chapter 3, for further guidance on reconstitution.
Chapter 9

LESSONS LEARNED AND AEF DEBRIEF PROCESS

Section 9A—Lessons Learned

9.1. Lesson Learned.

9.1.1. A Lesson Learned (L2) is an observation that, when validated and resolved, results in an improvement in military operations or activities at the strategic, operational, or tactical level and results in long-term, internalized change to an individual or an organization.

9.1.2. AF/A9L provides specific guidance on the AF L2 Program and lesson observations of an urgent nature can be disseminated via a Quick Lesson Report and are sent out immediately after the event. NOTE: AF/A9L provides specific guidance on the AF L2 Program in AFI 90-1601.

Section 9B—After Action Reports

9.2. After Action Reports (AAR).

9.2.1. AARs are the means by which the AF records issues, best practices, and lessons learned from major exercises, operations, and experiments.

9.2.2. AARs are applicable to the CJCS exercise program, other joint exercises, AF exercises (above wing level), and real world operations.

9.2.3. AARs are consolidated reports that include an executive summary covering the event information (i.e. dates, locations, participant units/organizations, etc.), issues/problems encountered, and lessons observed.

9.2.4. AAR executive summaries document and provide a description of operations and exercises, including dates, locations, objectives, major participants, and limitations. It also provides the commander submitting the AAR the opportunity to address any of the issues identified in the AAR, or add any command-level issues he/she determines must be identified in this forum.


9.3.1. The senior deployed location commander will consolidate AAR inputs from subordinate unit commanders, validate observations and submit the report to the NAF (C-NAF) NLT end-event +15 days (or as directed).

9.3.2. AEW/CCs will consolidate AAR inputs from subordinate unit commanders, validate observations and submit the consolidated AAR to the C-NAF/A9L office NLT 30-days prior to AEF rotation date, or as directed by the C-NAF.

9.3.2.1. Observations in the AAR will clearly identify the issues/problems encountered and successful practices, as well as provide sufficient discussion for follow-on forces to understand the context.
9.3.2.2. A properly documented observation will be actionable by follow-on forces or HHQ staffs. This documentation is essential for planning subsequent exercises and operations, tasking corrective actions and sharing with follow-on forces.

9.3.2.3. AAR observations will describe how the mission could be/was improved, potential risks to mission degradation and how to mitigate those risks.

9.3.3. Joint Lessons Learned Information System (JLLIS) is a web-based system that implements the requirements for the Joint Lessons Learned Program (JLLP). (T-0)

9.3.3.1. JLLP provides transfers knowledge within the DOD through the rapid distribution of observations and recommendations, AARs, TTPs topic papers, briefings and interviews. (T-0)

9.3.3.2. JLLIS allows AF observations, lessons, AARs, L2 and other information up to SECRET. (T-0)

9.3.3.3. JLLIS is used to manage lessons identified throughout the AF and DOD. (T-0)

9.3.4. Individuals submit observations at any time during the pre-deployment, deployment, and redeployment phases via the DOD L2 reporting tool. These reports will encompass training, preparation, deployment and on-call phases on the AEF schedule. Individuals or organizations without access to the JLLIS website will use AF Forms 4329 and 4330 to record their observations and e-mail them directly to the appropriate NAF, MAJCOM, or HAF-level L2 office. (T-0)


9.4.1. Tier-1 (MAJCOM) and Tier-2 (NAF, DRU, FOA, Wing, etc.) Lesson Managers and SMEs will review all “Pending” lessons within their Tier.

9.4.2. Once an Observation is deemed valid, the Tier-1 or Tier-2 Lesson Manager will activate the Observation as a Lesson Identified and transfer it to the appropriate OPR/OCR for review.

9.4.3. Observations that require work within the Tier will be coordinated through the Tier-1/Tier-2 Lesson Manager or the appropriate OPR/OCR.

9.4.4. Periodic reviews will be produced based on deployed commander (AEW/CC or equivalent) submissions, during ongoing operations that involve unit and/or commander rotations (e.g. AEF rotations),

9.4.4.1. Commanders will accomplish these submissions prior to the rotation in order to provide oncoming units and commanders timely lessons learned information to help prepare them for mission execution.

9.4.4.2. C-NAF, or equivalents, will determine timelines, but typically submissions will be submitted 30-days prior to rotation.
9.5. AEF Debrief Concept. MAJCOMs will conduct an AEF debrief after each rotation IAW AFI 10-401, Chapter 9.

JOHN B. COOPER, Maj Gen, USAF
Director of Logistics
DCS/Logistics, Installations & Mission Support
Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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Title 49, *Code of Federal Regulations (Online Directory)*, June 2012
T.O. 00-25-172, *Ground Servicing of Aircraft & Static Grounding/Bonding*, 10 February 2010
USAF WMP Volume 1, *Basic Plan and Supporting Supplements*, February 2007
USAF WMP Volume 5, *Basic Planning Factors and Data*, April 1999

U.S. Government DoD Airlift Rates and Non-US Government Airlift Rates web page:
https://www.amcfm.scott.af.mil/FMB.htm

**Prescribed Forms** (The prescribed forms listed below will be obtained through normal distribution channels and printed for deployment/redeployment needs)

- 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 55, *Employee Safety and Health Record*
- AF Form 94, *Air Baggage Claim Check*
- AF Form 245, *Employment Locator and Processing Checklist*
- AF Form 265, *AFO Payment Authorization, Joint Uniform Military Pay System (JUMPS)*
- AF Form 357, *Family Care Certification*
- AF Form 422, *Notification of Air Force Member’s Qualification Status*
- AF Form 469, *Duty Limiting Condition Report*
- AF Form 483, *Certificate of Competency*
- 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 Determination*
- AF Form 623, *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 1042, *Medical Recommendation for Flying or Special Operation Duty*
- AF Form 1098, *Special Task Certification and Recurring Training*
AF Form 1151, Training Attendance and Rating
AF Form 1199, USAF Restricted Area Badge
AF Form 1297, Temporary Issue Receipt
AF Form 1745, Address Change Form
AF Form 2767, Occupational Health Training and Protective Equipment Fit Testing Record
AF Form 3227, Privacy Act Cover Sheet
AF Form 4005, Individual Deployment Requirements
AF Form 4329, Observation, Issue or Lesson Learned
AF Form 4330, After Action Summary Report
Form W-4, Employees Withholding Allowance Certificate
DD Form 2AF, Armed Forces Identification Card
DD Form 93, Record of Emergency Data
DD Form 114, Military Pay Order
DD Form 115, Military Payroll Money List
DD Form 1351, Travel Voucher
DD Form 1351-1 DELETED
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 Instructions (ISOPREP)
DD Form 1907, Signature and Tally Form
DD Form 2131, Passenger Manifest
DD Form 2133, Joint Airlift Inspection Record
DD Form 2365, DoD Civilian Employee Overseas Emergency-Essential Position Agreement
DD Form 2760, Qualification to Possess Firearms or Ammunition
DD Form 2764, Geneva Convention ID Card for Civilians
DD Form 2766, Adult Preventive and Chronic Care Flow Sheet
DD Form 2766C, Vaccine Administration Record
DD Form 2779, Shipper’s Declaration for Dangerous Goods Form
DD Form 2795, *Pre-Deployment Health Assessment*
DD Form 2775, *Pallet Identifier*
DD Form 2796, *Post-Deployment Health Assessment*
DD Form 2900, *Post-Deployment Health Reassessment*
SF Form 1199a, *Direct Deposit Sign-Up Form*
OF-178, *Certificate of Medical Examination*

**Abbreviations and Acronyms**

AA&E—Arms, Ammunition and Explosives
A&FRC—Airman and Family Readiness Center
A/DACG—Arrival/Departure Airfield Control Group
AFPC/MA—AFPC Manpower Directorate
AMCI—Air Mobility Command Instruction
ARCNET—Air Reserve Component Network (formerly Reserve Net)
A-UTC—Associate UTC
AAR—After Action Report
ACC—Air Combat Command
ACES—Automated Civil Engineer System
ACL—Allowable Cabin Load
ACR—Authorization Change Request
ACS—Agile Combat Support
ACSA—Acquisition and Cross-Servicing Agreements
AD—Active Duty
AFDD—Air Force Doctrine Document
ADAPT—Alcohol and Drug Abuse Prevention and Treatment
ADCON—Administrative Control
ADLS—Advanced Distributed Learning System
ADP—Automated Data Processing
ADPE—Automated Data Processing Equipment
ADVON—Advance Echelon
AE—Aeromedical Evacuation
AEF—Air & Space Expeditionary Force
AEFI—AEF Indicator
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>AEFIS</td>
<td>Air and Space Expeditionary Force Information Service</td>
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<td>Air &amp; Space Expeditionary Force Steering Group</td>
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<td>Air &amp; Space Expeditionary Task Force</td>
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<td>Air Expeditionary Wing</td>
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<td>AFCAT</td>
<td>Air Force Crisis Action Team or Air Force Catalog</td>
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<td>Air Force Component Command - Superseded See AFCHQ</td>
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<td>AFCITA</td>
<td>Air Force Complete Immunization Tracking Application</td>
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<td>Air Force Deployment Folder</td>
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<td>Air Force Equipment Management System</td>
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<td>AFFOR C2</td>
<td>Air Force Forces Command and Control</td>
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<td>Air Force Knowledge Now</td>
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<td>AFMAN</td>
<td>Air Force Manual</td>
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<td>Air Force Personnel Center</td>
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<td>Air Force Personnel Center/Air &amp; Space Expeditionary Force Operations</td>
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<td>AFPD</td>
<td>Air Force Policy Directive</td>
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<td>AFRC</td>
<td>Air Force Reserve Command</td>
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<td>AFRIMS</td>
<td>Air Force Records Information Management System</td>
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<td>AFRIT</td>
<td>Air Force Reporting Instructions Tool</td>
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<td>Air Force Specialty Code</td>
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<td>AFSOC</td>
<td>Air Force Special Operations Command</td>
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<td>AFSPC</td>
<td>Air Force Space Command</td>
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<td>AFTR</td>
<td>Air Force Training Record</td>
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<td>AGE</td>
<td>Aerospace Ground Equipment</td>
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AHLTA—Armed Forces Health Longitudinal Technology Application
AIT—Automatic Identification Technology
ALD—Available to Load Date
ALERTORD—Alert Order
ALN—Availability Line Number
AMC—Air Mobility Command
AMS—Air Mobility Squadron
ANAM—Automated Neuropsychological Assessment Metric
ANG—Air National Guard
ANGRC—Air National Guard Readiness Center
AO—Area of Operations
AOC—Air and Space Operations Center
AOR—Area of Responsibility
APOD—Aerial Port of Debarkation
APOE—Aerial Port of Embarkation
APS—Aerial Port Squadron
APT—Air Passenger Terminal
ARC—Air Reserve Component
ARMS—Aviation Resource Management System
ART—AEF UTC Reporting Tool or Air Reserve Technician
AS—Allowance Standard
ASC—Allowance Source Code
ASD (HA)—Assistant Secretary of Defense Health Affairs
ASIMS—Aeromedical Services Information Management System
AT—Antiterrorism
ATGHS—Air Terminal Ground Handling Services
ATO—Anti-Terrorism Officer
ATOC—Air Terminal Operations Center
ATTLA—Air Transportation Test Loading Agency
ATV—All-Terrain Vehicle
BAQ—Basic Allowance for Quarters
BaS&E—Base Support & Expeditionary
<table>
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<td>BEAR</td>
<td>Base Expeditionary Airfield Resources</td>
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<tr>
<td>BLSDM</td>
<td>IT – Base Level Service Delivery Module Information Technology</td>
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<td>BOB</td>
<td>BEAR Order of Battle</td>
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<td>BOG</td>
<td>Boots-On-the-Ground</td>
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<tr>
<td>BRAC</td>
<td>Base Realignment and Closure</td>
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<td>BSP</td>
<td>Base Support Plan</td>
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<td>BW/CW</td>
<td>Biological Warfare/Chemical Warfare</td>
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<tr>
<td>C2</td>
<td>Command and Control</td>
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<tr>
<td>CA</td>
<td>Civil Affairs or Combat Arms</td>
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<td>CA/CRL</td>
<td>Custody Authorization/Custody Receipt Listing</td>
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<td>CAA</td>
<td>Competent Authority Approvals</td>
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<td>CAC</td>
<td>Common Access Card</td>
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<td>Control AFSC</td>
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<td>CAIB</td>
<td>Community Action Information Board</td>
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<td>CAST</td>
<td>Combat Airman Skills Training</td>
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<td>Crisis Action Team</td>
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<td>CBRN</td>
<td>Chemical, Biological, Radiological, and Nuclear</td>
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<td>CBT</td>
<td>Computer Based Training</td>
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<td>CCDR</td>
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<td>CCIP</td>
<td>Commander’s Inspection Program</td>
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<td>CCPAX</td>
<td>CONUS to CONUS Contingency Movement Passengers</td>
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<td>CDF</td>
<td>Cargo Deployment Function</td>
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<td>CE</td>
<td>Civil Engineer</td>
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<td>CED</td>
<td>Contingency, Exercise, and Deployment</td>
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<td>CEM</td>
<td>Chief Enlisted Manager</td>
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<td>CES</td>
<td>Civil Engineer Squadron</td>
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<td>CI</td>
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<td>CJCS</td>
<td>Chairman of the Joint Chiefs of Staff</td>
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<tr>
<td>CMOS</td>
<td>Cargo Movement Operations System</td>
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</table>
C-NAF—Component Numbered Air Force
COE—Certification of Equivalency
CoL—Continuum of Learning
COMACC—Commander, Air Combat Command
COMSEC—Computer Security
CONOPS—Concept of Operations
CONPLAN—Concept Plan
CONUS—Continental United States
CONS—Contracting Squadron
COP—Community of Practice
CP—Command Post
CPO—Civilian Personnel Office or Consolidated Planning Order
CPS—Consolidated Planning Schedule
CRE—Contingency Response Element
CRF—Cargo Reception Function or Cargo Redeployment Function
CRG—Contingency Response Group
CRT—Contingency Response Team
CS—Communications Squadron
CSA—Controlled Spending Account
CSAF—Chief of Staff, United States Air Force
CSS—Combat Service Support
CST—Combat Skills Training
CTK—Consolidated Tool Kit
CTO—Commercial Travel Office
CUI—Consolidated Unit Inspection
CWDE—Chemical Warfare Defense Equipment
DAFSC—Duty AFSC
DAS—Date Arrived Station
DAV—Deployment Availability
DCAPES—Deliberate and Crisis Action Planning and Execution Segment
DCC—Deployment Control Center
DCPDS—Defense Civilian Personnel Data System
DCS—Deputy Chief of Staff
DEET—N, N-Diethyl-meta-Toluamide (Insect Repellent)
DEPLOYEX—Deployment Exercise
DEPORD—Deployment Order/Redeployment Order
DEROS—Date Eligible for Return from Overseas
DFC/CC—Defense Force Commander
DHA—Deployment Health Assessment
DIRLAUTH—Direct Liaison Authority
DJMS—Defense Joint Military Pay Systems
DLA—Defense Logistics Agency
DLOC—Duty Location
DMC—Deployment Medical Clearance
DMLSS—Defense Medical Logistics Standard Support
DMR—Deployment Manning Requirements
DOA—Date of Availability
DOC—Designed Operational Capability
DoD—Department of Defense
DODAAC—DoD Account Activity Code
DOD/VA—DoD/Veterans Administration
DODD—DoD Directive
DODFMR—DoD Financial Management Regulation
DODI—DoD Instruction
DOP—Deployment Operating Procedures
DOS—Date of Separation
DOT—Department of Transportation
DPDRT—Deployment Processing Discrepancy Reporting Tool
DPM—Detachment Program Manager
DPWG—Deployment Process Working Group
DRA—DELETED
DRMD—Deployment Requirements Manning Document
DRRS—Defense Readiness Reporting System
DRU—Direct Reporting Unit
DSC—Duty Status Change
DTC—Deployment Transition Center
DTR—Defense Transportation Regulation
DTS—Defense Transportation System
EAD—Earliest Arrival Date
E-E—Emergency Essential
E2WC—Expeditionary Combat Support (ECS) Executive Warrior Course
EAD—Estimated Availability Date or Extended Active Duty
EAO—Equipment Accountability Office
ECAC—Evasion and Conduct After Capture
ECD—Estimated Completion Date
ECS—Expeditionary Combat Support
EET—DELETED
EETL—Extended Estimated Tour Lengths
EFMP—Exceptional Family Member Program
EFSS—Expeditionary Force Support Squadron
EHR—Electronic Health Record
EIS—Enterprise Information System
EMEDS—Expeditionary Medical Support
EMSG—Expeditionary Mission Support Group
EO—Equal Opportunity
EOC—Emergency Operations Center
EOR—Explosive Ordnance Reconnaissance
EOD—Explosive Ordnance Disposal
ERO—Engine-running On/Offload
ES—Expeditionary Skills
ESL—Equipment and Supply List
ESP—Expeditionary Site Plan
ESSP—Expeditionary Site Survey Process
EST—Expeditionary Skills Training
ETDC—Expeditionary Theater Distribution Center
EXORD—Execute Order
FAA—Federal Aviation Administration
FAC—Functional Account Code
FAM—Functional Area Manager
FAP—Family Advocacy Program
FCG—Foreign Clearance Guide
FEDLOG—Federal Logistics System
FHA—Foreign Humanitarian Assistance
FHM—Force Health Management
FHP—Force Health Protection
FHPPP—Force Health Protection Prescription Products
FLIS—Federal Logistics Information System Web Search aka WebFLIS
FM—Financial Management and/or Comptroller
FOA—Field Operating Agency
FOL—Forward Operating Locations
FOUO—For Official Use Only
FP—Force Protection or Force Provider
FPCON—Force Protection Condition
FRAGORD—Fragmentary Order
FRB—Functional Requirements Board
FSS—Force Support Squadron
FSS OPSO—Force Support Squadron Operations Officer
G081—Heavy Airlift Maintenance System
GATES—Global Air Transportation Execution System
GCCS—Global Command and Control System
GCSS—Global Combat Support System
GDSS—Global Decision Support System
GEF—Guidance for Employment of the Force
GEOLOC—Geographical Location
GFM—Global Force Management
GFMB—Global Force Management Board
GFMAP—Global Force Management Allocation Plan
GFMIG—Global Force Management Implementation Guidance
GFMS—GFM Schedule
GMV—Government Motor Vehicle
GOPAX—Group Operational Passenger System
GSD—Global Strategy Document
GSU—Geographically Separated Unit
GTN—Global Transportation Network
HAF—Headquarters Air Force
HAZMAT—Hazardous Materials
HC—Chaplain Corps
HIV—Human Immunodeficiency Virus
HQ—Headquarter
HHQ—Higher Headquarter
HIPAA—Health Insurance Portability and Accountability Act
HLD/S—Homeland Defense/Security
HN—Host Nation
HNS—Host-Nation Support
HRE—Human Relations Education
HTA—High Threat Area
IA—Individual Augmentee
IAW—In Accordance With
ICAO—International Civil Aviation Organization
ICC—Installation Control Center
ICE—Individual Combat Equipment
ICODES—Integrated Computerized Deployment System
ID—Identification Document or Integrated Defense
IDO—Installation Deployment Officer
IDP—Installation Deployment Plan
IDRC—Installation Deployment Readiness Cell
IDS—Integrated Deployment System
IDS—Delivery – Integrated Delivery System
IDT—Individual Dwell Time
IFAK—Individual First Aid Kit
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<td>IG</td>
<td>Inspector General</td>
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<td>IGC</td>
<td>Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence</td>
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<td>ILCM</td>
<td>Integrated Life-Cycle Management</td>
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<td>ILOC</td>
<td>Intermediate Location</td>
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<td>IMP</td>
<td>Inventory Management Plan</td>
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<td>IMA</td>
<td>Individual Mobilization Augmentee</td>
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<td>IPE</td>
<td>Individual Protective Equipment</td>
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<td>IPR</td>
<td>Installation Personnel Readiness</td>
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<td>IRO</td>
<td>Installation Reception Officer</td>
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<td>ISOPREP</td>
<td>Isolated Personnel Report</td>
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<td>ISR</td>
<td>Intelligence, Surveillance and Reconnaissance</td>
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<td>ISU</td>
<td>Internal Airlift/Helicopter Slingable-Container Unit</td>
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<td>ISPM</td>
<td>International Standards for Phytosanitary Measures</td>
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<td>ITDY</td>
<td>Intermediate Temporary Duty</td>
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<td>ITV</td>
<td>In-Transit Visibility</td>
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<td>Judge Advocate General</td>
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<td>JCS</td>
<td>Joint Chiefs of Staff</td>
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<td>JDDE</td>
<td>Joint Deployment and Distribution Enterprise</td>
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<td>JET</td>
<td>Joint Expeditionary Tasking</td>
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<td>JFC</td>
<td>Joint Force Commander or Joint Force Coordinator</td>
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<td>JFP</td>
<td>Joint Force Provider</td>
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<td>Joint Inspection</td>
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<td>Just-In-Time</td>
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<td>JLLIS</td>
<td>Joint Lessons Learned Information System</td>
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<td>Joint Operation Planning and Execution System</td>
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<td>JOPES Reporting Structure</td>
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<td>JRSOI</td>
<td>Joint Reception, Staging, Onward Movement and Integration</td>
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<td>Logistics Readiness Squadron</td>
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<td>Manpower Force Packaging System</td>
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MCO—Major Combat Operations
MDS—Mission Design System
MEB/PEB—Medical/Physical Evaluation Board
MEFPAK—Manpower and Equipment Force Packaging
MET—Mission Essential Task
METL—Mission Essential Task Listing
MFR—Memorandum For Record
MHC—Mental Health Clinic
MHE—Material Handling Equipment
MICAS—Mobility Inventory Control and Accountability System
MICT—Management Internal Control Toolset
MILCON—Military Construction
MILPDS—Military Personnel Data System
MISCAP—Mission Capability Statement
MO—Manpower & Organization
MOG—Maximum on Ground
MOPP—Mission-Oriented Protective Posture
MPA—Military Personnel Appropriation
MPE—Military Personnel Element
MPS—Military Personnel Section
MRA—MEFPAK Responsible Agency
MRDSS ULTRA—Medical Readiness Decision Support System Unit Level Tracking and Reporting Application
MRSP—Mobility Readiness Spares Package
MSG—Mission Support Group
MSL—Military Shipment Label
MTA—Medium Threat Area
MTF—Medical Treatment Facility
MWF—Morale, Welfare and Recreation
MXG—Maintenance Group
NAF—Numbered Air Force
NATO—North Atlantic Treaty Organization
NEO—Noncombatant Evacuation Operation
NET—Not Earlier Than
NIPRNET—Non-secure Internet Protocol Router Network
NGB—National Guard Bureau
NGB/CF—Director, Air National Guard
NLT—Not Later Than
NMS—National Military Strategy
NSN—National Stock Number
O&M—Operations and Maintenance
OCO—Overseas Contingency Operations
OCONUS—Outside of the Continental US
OCR—Office of Collateral Responsibility
OFAMO—Office of FAM Oversight
OG—Operations Group
OI—Operating Instruction
OPLAN—Operation Plan
OPORD—Operational Order
OPR—Office of Primary Responsibility
OPSEC—Operations Security
ORE—Operational Readiness Exercise
ORM—Operational Risk Management
OSI—Office of Special Investigation
PA—Public Affairs
PAK—Personnel Accountability Kit
P&R—Probation & Rehabilitation
PAS—Personnel Accounting System of Personnel Accounting Symbol
PCM—Primary Care Manager
PCS—Permanent Change of Station
PDF—Personnel Deployment Function
PDHA—Post Deployment Health Assessment
PDHRA—Post Deployment Health Reassessment
PDH—CPG – Post Deployment Health-Clinical Practice Guidelines
PDPT—Personnel Deployment Preparedness Tool
PDT—Pre-Deployment Training
PEO—Program Executive Office
PERSCO—Personnel Support for Contingency Operations
PH—Public Health
PHS—Public Health Service
PID—Plan Identification
PIF—Personnel Information File
PIMR—DELETED
PLANORD—Planning Order
POC—Point of Contact
POL—Petroleum, Oils and Lubricants
POM—Program Objective Memorandum
PRC—Personnel Readiness Cell
PRE—Personnel Readiness Element
PRF—Personnel Redeployment Function
PRP—Personnel Reliability Program
Prime BEEF—Prime Base Engineer Emergency Force
PMRS—Personnel Recovery Mission Software
PROGEAR—Professional Gear
PSDM—Personnel Services Delivery Memorandum
PTDO—Prepare To Deploy Order
QC—Quality Control
QNFT—Quantitative Fit Testing
RAMPCO—Ramp Coordinator
RAPDS—Reserve Aerial Port Data System
RAT—Redeployment Assistance Team
RATT—Rescue All-Terrain Transport
RCC—Reception Control Center
RCO—Reception Control Officer
RDD—Required Delivery Date
RDO—DELETED.
RDRC—DELETED.
RDS—Records Disposition Schedule
RED HORSE—Rapid Engineer Deployable Heavy Operational Repair Squadron Engineers
RegAF—Regular Air Force
RFC—Request for Capabilities
RFF—Request For Forces
RI—Readiness Inspection
RIPTOA—Replacement In-place Transfer of Authority
RFID—Radio Frequency Identification
RLD—Ready-to-Load Date
RMG—Readiness Management Group
ROA—Rotation of Airmen
ROE—Rules of Engagement
ROMO—Range of Military Operations
RPT—Reclama Processing Tool
RPU—Reception Processing Unit
RPWG—Reception Process Working Group
RSOI—Reception, Staging, Onward Movement and Integration
RSP—Readiness Spares Packages
RST—Reference Start Time or Religious Support Team
SAC—Self Assessment Checklist
SAF—Secretary of the Air Force
SASO—Stability and Support Operations
SAV—Staff Assistance Visit
SBSS—Standard Base Supply System
SCRA—Servicemembers Civil Relief Act
SECAF—Secretary of the Air Force
SECDEF—Secretary of Defense
SEI—Special Experience Identifier
SERE—Survival, Evasion, Resistance, and Escape
SFMIS—Security Forces Management Information System
SF—Security Forces
SFS—Security Forces Squadron
SGLI—Servicemen’s Group Life Insurance
SIP—Self Inspection Program
SIPRNET—Secure Internet Protocol Router Network
SIPT—Scheduling Integrated Process Team
SITREP—Situation Report
SJA—Staff Judge Advocate
SMS—Single Mobility System
SOFA—Status of Forces Agreement
SORTS—Status of Resources and Training System
SOW—Statement of Work
SRAN—Stock Record Account Number
SSN—Social Security Number
SSC—Small-Scale Contingencies
STU III—Secure Telephone Unit – Third Generation
TACC—Tanker Airlift Control Center
TACON—Tactical Control
TACP—Tactical Air Control Parties
TAFMS—Total Active Federal Military Service
TBA—Training Business Area
TCMD—Transportation Control and Movement Document
TCN—Transportation Control Number or Third Country National
TDY—Temporary Duty
TEMS—Training Education Management System
TFA—Total Force Awareness
TFI—Total Force Integrated
TJAG—The Judge Advocate General
TNC—Tasking Notification Code
TNT—Tasking Notification Tool
TO—Technical Order
TOA—Terms of Agreement
TOF—Transfer of Forces
TOS—Time on Station
TPFDD—Time-Phased Force Deployment Data
TSA—Transportation Security Administration
TWG—Threat Working Group
TUCHA—Type Unit Characteristics
UDC—Unit Descriptor Code
UDCC—Unit Deployment Control Center
UDM—Unit Deployment Manager
UHM—Unit Health Monitor
UIC—Unit Identification Code
ULN—Unit Line Number
UMD—Unit Manpower Document
UN—United Nations
URC—Unit Reserve Coordinator or Unit Readiness Cell
URW—Unit Redeployment Workcenter
USAF—United States Air Force
USAF EC—USAF Expeditionary Center
USAFRICOM—U.S. Africa Command
USCENTCOM—U.S. Central Command
USEUCOM—U.S. European Command
USNORTHCOM—U.S. Northern Command
USPACOM—U.S. Pacific Command
USSOCOM—U.S. Special Operations Command
USSOUTHCOM—U.S. Southern Command
USSTRATCOM—U.S. Strategic Command
USTRANSCOM—U.S. Transportation Command
USTC—USTRANSCOM
UTA—UTC Availability
UTC—Unit Type Code
UTM—Unit Training Manager
VAL—Vehicle Authorization Listing
VCNCO—Vehicle Control Non-commissioned Officer
VCSAF—Vice Chief of Staff, U.S. Air Force
VCO—Vehicle Control Officer
VOCC—Vehicle Operations Control Center
vRED—Virtual Record of Emergency Data
WAAR—Wartime Aircraft Activity Report
WARNORD—Warning Order
WBITS—DELETED
WCDO—Wartime Consumables Distribution Objective
WCS—Worst-Case Scenario
WDO—Wing Deployment Officer
WIT—Wing Inspection Team
WMP—War and Mobilization Plan
WPES—War Planning and Execution System
WPNM—Installation Pallet and Net Manager
WPM—Wood Packaging Material
WRM—War Reserve Materiel
XP—Wing Plans

**Terms**

**Acquisition and Cross Service Agreements (ACSA)**—Agreements negotiated on a bilateral basis with U.S. allies or coalition partners that allow U.S. forces to exchange most common types of support, including food, fuel, transportation, ammunition, and equipment. Authority to negotiate these agreements is usually delegated to the combatant commander by the Secretary of Defense. Authority to execute these agreements lies with the Secretary of Defense, and may or may not be delegated. Governed by legal guidelines, these agreements are used for contingencies, peacekeeping operations, unforeseen emergencies, or exercises to correct logistic deficiencies that cannot be adequately corrected by national means. The support received or given is reimbursed under the conditions of the acquisition and cross-servicing agreement. (JP 4-08, *Joint Doctrine for Logistic Support of Multinational Operations*)

**Aerial Port Squadron (APS)**—An Air Force 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, *DOD Dictionary of Military Terms*)

**Agile Combat Support (ACS)**—The ability to create, protect, and sustain air and space forces across the full range of military operations. It is the foundational and crosscutting United States Air Force system of support that enables Air Force operational concepts and the capabilities that distinguish air and space power-speed, flexibility, and global perspective. Agile combat support is an Air Force Distinctive Capability. (AFDD 4-0, *Combat Support*)
Air & Space Expeditionary Force (AEF)—The AEF force generation construct manages the battle rhythm of the force in order to meet global CCDR requirements while maintaining the highest possible level of overall readiness. (AFPD 10-4, *Operations Planning: Air & Space Expeditionary Force*)

Air & Space Expeditionary Task Force (AETF)—A deployed numbered air force or command echelon immediately subordinate to a numbered air force provided as the United States Air Force component command committed to a joint operation. (JP 3-30, *Command and Control for Joint Air Operations*)

Associate Wing/Unit—An associate Wing/unit is an ARC Wing or unit that flies and maintains aircraft owned by a RegAF Wing/unit. For example, the 446 AW is the associate wing of the 62 AW at Joint Base Lewis-McChord, WA.

Automatic Identification Technology (AIT)—Used in the Defense Transportation System (DTS) are bar code labels (both linear and 2-dimensional) and active Radio Frequency Identification (RFID) (Active and Passive). Passive RFID is an emerging capability in the AF. AIT is used to capture and report data to CMOS to support additional processing. (AFI-24-203, *Preparation and Movement of Air Force Cargo*)

Air Force Learning Committee (AFLC)—The AFLC provides senior leader guidance regarding the focus and subject matter of Air Force programs designed to develop institutional competencies through AF education and ancillary training. The AFLC is the “gatekeeper” process to vet new ancillary training requirements, establish priorities, and determine efficient delivery options for the Total Force. The strategic goal of the AFLC is to provide broad guidance for institutional competency development to improve the focus, currency and relevancy of Air Force curricula and training through a corporate view of AF priorities. (AFI 36-2201, *Air Force Training Program*)

Associate UTC (A—UTC) – Unit manpower that provides a capability that is not captured in a standard UTC will be postured into an “Associate” UTC (A-UTC). A-UTCs do not have a mission capability statement and do not have a defined manpower detail. They are placeholders for all deployable positions that cannot be described or do not fit into an existing standard deployable UTC. (AFI 10-401, *Air Force Operations Planning and Execution*)

Area of Operations (AO)—An operational area defined by the joint force commander for land and maritime forces. Areas of operation do not typically encompass the entire operational area of the joint force commander, but should be large enough for component commanders to accomplish their missions and protect their forces. (JP 3-0, *Joint Operations*)

Area of Responsibility (AOR)—The geographical area associated with a combatant command within which a geographic combatant commander has authority to plan and conduct operations. (JP 1-02, *DOD Dictionary of Military Terms and Associated Terms*)

Augmentation Program—AFPAM 10-243 replaced the former Resource Augmentation Duty (READY) program, AFI 10-217, with a more flexible, commander directed augmentation program. This pamphlet contains a compilation of processes and procedures to help implement an effective program that can assist commanders in validating, approving and documenting the need for additional personnel resources to support installation-level requirements. Further, it can facilitate commanders in identifying, training and tracking personnel to meet short-term augmentee needs for installation-level exercises, contingencies, wartime, or emergency
situations/scenarios. NOTE: Use of an augmentation program is optional and each installation will review its plans and requirements appropriately. (AFPAM 10-243, Augmentation Duty)

**Air Reserve Component (ARC)**— ARCs for USAF are the Air Force Reserve Command (AFRC) and the Air National Guard (ANG). AFRC stood up as a Major Command February 17th, 1997. The change in status, authorized by Congress in the Fiscal 1997 National Defense Authorization Act, was based on the experience gained from the Air Force Reserve component mobilization for Operations Desert Shield and Desert Storm.

**Base Expeditionary Airfield Resources (BEAR)**— BEAR is a critical Agile Combat Support (ACS) capability. It provides vital equipment and supplies necessary to beddown and support combat forces at expeditionary sites with limited infrastructure and support facilities. As a minimum, each location must have a runway and parking ramp suitable for aircraft operations and a source of water that can be made potable. (AFI 25-101, War Reserve Materiel (WRM) Program Guidance and Procedures)

**Basing**— Actions taken to position Air Force units (on AF or non-AF property) or non-USAF entities on USAF real property. Basing is the process used to determine the location of a unit, manpower, mission, or activity. NOTE: The terms basing and beddown are not interchangeable. Beddown is considered the execution of a basing action. (AFI 10-503, Strategic Basing)

**Beddown**— Establishing a unit, mission, activity, or personnel on real property for longer than one year. This applies to activities of all military branches, other DOD, non-DOD federal, state and local governmental, and/or private agencies requesting the use of Air Force real property. Beddown is considered the execution of a basing action. (AFI 10-503)

**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. CMOS is the Air Force’s designated deployment system for use at non-AMC locations as well as those AMC locations that do not have GATES. (AMCI 24-101 V4, Military Airlift/Air Transportation Systems Management)

**Combat**— Forces expected to fire weapons, conduct reconnaissance, or engage in other activities directly related to combat operations. (AFI 10-401)

**Combat Service Support (CSS)**— Forces whose primary mission is to provide essential capabilities, functions, activities, and tasks necessary to sustain all elements of combat and combat support forces at all levels of war. (AFI 10-401)

**Combat Skills Training (CST)**— Standardized pre-deployment training (PDT) designed to make all deploying Airmen proficient and comfortable with handling a weapon and working within a team to defend themselves and their team, and to accomplish their mission.

**Combat Support**— Forces whose primary mission is to provide combat support to combat forces and is a part or prepared to become a part, of a theater, command, or task force formed for combat operations (e.g. munitions, maintenance, intelligence, weather, medical, communications, etc.). (AFI 10-401)
Command and Control (C2)— The exercise of authority and direction by a properly designated commander over assigned and attached forces in the accomplishment of the mission. Command and control functions are performed through an arrangement of personnel, equipment, communications, facilities, and procedures employed by a commander in planning, directing, coordinating, and controlling forces and operations in the accomplishment of the mission. Also called C2. (JP 1-02)

Command, Control, Communications and Computer Systems (C4)— Integrated systems of doctrine, procedures, organizational structures, personnel, equipment, facilities, and communications designed to support a commander’s exercise of command and control across the range of military operations. (JP 1-02)

Community Action Information Board (CAIB)— Serves as a cross-functional forum to address installation/wing community issues and elevate issues that cannot be resolved at an installation/wing level. The focus of the CAIB is to identify and resolve issues that impact the readiness of members and their families, promote the perception of the Air Force as a positive way of life, and enhance members' ability to function as productive members of the Air Force community. The emphasis is on positive actions and programs that strengthen force readiness and reintegration for deploying members through a sense of community to assist members and civilians, their families and communities to thrive and successfully manage the demands of military life (See AFI 90-501 for more details).

Compliance Inspection (CI)— Inspections conducted to assess areas mandated by law as well as mission areas that are critical or important to the health and performance of organizations; failure to comply with the established directives in these areas could result in legal liabilities, penalties, or mission impact. (AFI 90-201)

Component MAJCOM (C—MAJCOM). A type of MAJCOM that is the USAF component to a Unified Combatant Command. For example, Pacific Air Forces (PACAF) is a C-MAJCOM that is the USAF component to United States Pacific Command (USPACOM). A C-MAJCOM is commanded by the Commander of Air Force Forces (COMAFFOR) and includes supporting staff, one or more CNAFs (through which it presents its forces to the Combatant Commander (CCDR)), and all assigned and attached forces. The C-MAJCOM integrates, at the strategic level, component activities across all phases of conflict. The C-MAJCOM staff should not duplicate the functions of the C-NAF AFFOR staff or AOC (see Figure 3.2). The C-MAJCOM commander is the CCDR’s theater COMAFFOR and may function as a theater Joint Force Air and Space Component Commander (JFACC) when required. Refer to AFDD2, Operations and Organization, for additional information on component relationships and roles. NOTE: A MAJCOM can be both a C-MAJCOM and a Lead MAJCOM. (AFI 38-101, 2.2.2.2.)

Concept Plan (CONPLAN)— In the context of joint operation planning level 3 planning detail, an operation plan in an abbreviated format that will require considerable expansion or alteration to convert it into a complete operation plan or operation order. Also called CONPLAN. See also operation plan. (JP 5-0)

Contingency— A situation requiring military operations in response to natural disasters, terrorists, subversives, or as otherwise directed by appropriate authority to protect U.S. interests. See also contingency contracting. (JP 5-0)
**Contingency Response Group (CRG)**—CRGs are designed to be first responders for opening airbases. These units will bridge the gap between the seizure forces and the follow-on combat/expeditionary combat support forces. CRGs 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. CRGs will also provide C2, aerial port services, quick turn maintenance, force protection and various airbase support capabilities for AMC’s Global Mobility mission. (AMCI 24-101, Vol. 18, Military Airlift – AMC Mobilized Aerial Port Forces and Aerial Delivery Flights)

**Contingency Response Element (CRE)**—A provisional, deployed AMC organization established at fixed, en route, and deployed locations where AMC operational support is non-existent or insufficient. A CRE provides continuing on-site management of AMC airfield operations including C2, communications, aerial port, maintenance, security, force support, weather, finance, contracting and intelligence—the critical elements needed to ensure a safe and highly efficient air base for all tanker and airlift operations. The CRE deploys in support of Special Assignment Airlift Mission (SAAM), Joint Airborne/Air Transportability Training (JA/ATT), tanker support, and contingency and emergency relief missions on both planned and “no notice” basis. A basic CRE is normally expected to support a Working Maximum Operating on the Ground (MOG) of two aircraft with 24-hour coverage; however, with additional personnel they can expand to handle many more aircraft as required. (AMCI 24-101, Vol. 18)

**Contingency Response Team (CRT)**—Performs the same functions as a CRE, but on a smaller scale. CRTs are normally led by an enlisted 7-level member certified as a CRT chief within the Air Mobility Control Unit (AMCU). CRTs are normally used for short duration or when there is a Maximum Operating on the Ground (MOG) of one aircraft with 12 hour coverage. (AMCI 24-101, Vol. 18)

**Continuum of Learning (CoL)**—Designed to deliberately integrate developmental opportunities through a common taxonomy to produce adaptable, knowledge-enabled Airmen for today and tomorrow. (AFI 36-2201)

**Contingency Operations**—A military operation that is either designated by the Secretary of Defense as a contingency operation or becomes a contingency operation as a matter of law (Title 10, United States Code, Section 101[a][13]). It is a military operation that: a. is designated by the Secretary of Defense as an operation in which members of the Armed Forces are or might become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing force; or b. is created by definition of law. Under Title 10, United States Code, Section 101 (a)(13)(B), a contingency operation exists if a military operation results in the (1) call-up to (or retention on) active duty of members of the uniformed Services under certain enumerated statutes (Title 10, United States Code, Sections 688, 12301[a], 12302, 12304, 12305, 12406, or 331-335); and (2) the call-up to (or retention on) active duty of members of the uniformed Services under other (non-enumerated) statutes during war or national emergency declared by the President or Congress. See also contingency operation. (JP 1)

**Convoy**—1.) A number of merchant ships and/or naval auxiliaries usually escorted by warships and/or aircraft—or a single merchant ship or naval auxiliary under surface escort—assembled and organized for the purpose of passage together. (JP 3-02.1). 2.) A group of vehicles organized for the purpose of control and orderly movement with or without escort protection that moves over the same route at the same time and under one commander. (JP 3-02.1)
Defense Readiness Reporting System (DRRS)—DRRS is a capabilities-based, adaptive, near real-time readiness reporting system. DRRS represents a shift of emphasis from readiness to capabilities in assessing the fitness of individual units and combined forces according to mission-essential tasks. This is in order to provide the required visibility of Air Force resources that possess the necessary skills and capabilities to support the AEF construct as specified in defense and contingency planning guidance, Theater Security Cooperation Guidance, the Unified Command Plan, and National Military Strategy. (AFPD 10-2, Readiness and DOD Directive 7730.65, DOD Readiness Reporting System)

Deliberate and Crisis Action Planning and Execution Segments (DCAPES)—AF’s Single System 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, manpower and personnel functional communities. Integrates Air Force planning and execution automated processes into JOPES.

Deployment—1. In naval usage, the change from a cruising approach or contact disposition to a disposition for battle. (JP 4-0). (DOD) 2. The movement of forces within operational areas. (JP 4-0). (DOD) 3. The positioning of forces into a formation for battle. (JP 4-0). 4. 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. See also deployment order; deployment planning; PTDO. (JP 4-0)

Deployment and Distribution Flight (LGRD)—Responsible for the centralized C2, planning, and execution of all wing deployment operations and the distribution of cargo, passengers, and personal property. The IDO is appointed from within LGRD. The flight is responsible for the execution of squadron AEF Management, squadron UTC management, Expeditionary Site Survey Process (ESSP), and Installation Deployment Planning. LGRD also operates the DCC, RCC, and IDRC, as necessary. This flight is also responsible for the management of the installation/wing’s WRM, and Support Agreements. Additionally, the flight is the single installation transportation authority responsible for planning, managing and executing the movement of personnel; the shipment and receipt for DOD cargo during day-to-day and contingency operations; acquisition and arrangement of Personal Property movement services and operate Small Air Terminals for Cargo and Passenger Movement functions at locations with no Aerial Port Squadron or other host support. (AFI 38-101)

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

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

Deployment Echelon—A capability within a UTC that commanders must deploy as a single entity. Deployment echelons facilitate deployment planning by identifying a unit’s capabilities, materiel and personnel requirements and designating the sequence of movement (JCS Pub 6, Volume V, Part 4; MEFPAK or LOGMOD System Help).

Deployment Work Centers—Activities activated during deployments or exercises that process deploying personnel and equipment. These work centers include the deployment control center, cargo processing function, and the Personnel Deployment Function.
Designed Operational Capabilities (DOC) Statement—Document prepared by a parent MAJCOM that outlines each measured unit's capabilities and contains the unit's identification, mission tasking narrative, mission specifics, and measurable resources. The DOC statement is used for the purposes of organizing, training and equipping the unit. It is not a tasking document for crisis operations (See MISCAP).

Emergency Essential (E-E)—Civilian Employee – A direct-hire U.S. citizen civilian employee who is appointed, either temporarily or permanently, to an E-E DOD position. Such employees must sign DD Form 2365, DOD Civilian Employee Overseas Emergency-Essential Position Agreement.

Emergency-Essential (E-E) Civilian Employee—A direct-hire U.S. citizen civilian employee who is appointed, either temporarily or permanently, to an E-E DoD position. Such employees must sign DD Form 2365, DoD Civilian Employee Overseas Emergency-Essential Position Agreement.

Expeditionary Combat Support (ECS)—A subset of ACS that responds quickly, is highly mobile, technologically superior, robust, flexible, and fully integrated with operations. ECS is the deployed ACS capability to provide persistent and effective support for the applications of Air and Space power on a global basis. (AFDD 4-0, Combat Support)

Expeditionary Site Survey Process (ESSP)—a subset of the overall expeditionary site planning process and serves as the foundation for Air Force expeditionary operations. ESSP provides detailed information for use by planners at the strategic, operational, and tactical levels while assisting site survey teams in prioritizing their site selection and bed-down actions. The objectives of BSPs and ESPs are therefore to determine installation capabilities and ensure a well documented, de-conflicted and standardized approach towards bed-down and reception support for tasked OPLANs. (AFI 10-404)

Expeditionary Skills (ES)—Defined as the knowledge, skills and abilities (KSA) required of a deployment-ready Airman essential to prepare Airmen to survive, operate, and succeed in a deployed environment, while reinforcing a strong warrior ethos. These skills are obtained through a tiered training approach and target KSAs not routinely acquired during occupational and/or other Ancillary Training venues. ES must be relevant, synchronized, standardized and integrated across the AF to provide CCDR with Airmen trained to support that theater’s requirements, while maximizing resources. ES training is optimized when incorporated as a continuum across an Airman’s career and aligned with mission tasking and deployments. (AFI 36-2201)

Explosive Ordnance Reconnaissance (EOR) Training—Training to provide familiarization with the identification and marking of common threat unexploded ordinance (UXOs).

Force Health Protection (FHP)—Force Health Protection, a proactive doctrine, is a “total life-cycle” health support system that addresses all health-related threats affecting the combat force and the supporting community before, during, and after deployment. (AFDD 4-02, Health Services)

Force Protection—The process of detecting threats and hazards to the Air Force and its mission, and applying measures to deter, pre-empt, negate or mitigate them based on an acceptable level of risk. (AFDD 3-10, Force Protection)
Geographically Separated Units (GSUs)—Any unit separated from its servicing military personnel flight beyond a reasonable commuting distance. For ANG units, the term GSU is used synonymous with Independent Unit (IU).

Global Air Transportation Execution System (GATES)—The current AMC real-time system that will support fixed, deployed, and mobile sites. It will process and track 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 AMC transportation airlift operators regardless of size, workload, volume, configuration, or location.

Global Command and Control System—A deployable command and control system supporting forces for joint and multinational operations across the range of military operations with compatible, interoperable, and integrated communications systems. Also called GCCS. See also command and control; command and control system. (JP 6-0)

Global Decision Support System (GDSS)—AMC’s force level C2 system supporting 618 TACC execution authorities for effective airlift mission management. It provides AMC accurate, near real-time data required for making decisions concerning the deployment and employment of AMC resources. GDSS interfaces with several C2 and transportation systems, including C2IPS, Consolidated Air Mobility Planning (CAMPS), GATES, and USTRANSCOM’s GTN or IGC. (AFI 24-203)

Hazardous Materials—A substance or material that is capable of posing an unreasonable risk to health safety, and property when transported and has been so designated by AFMAN 24-204(IP). Can also be referred to as hazardous cargo or dangerous goods.

Host Unit—The organization designated by the host MAJCOM or HQ USAF to furnish support to a tenant unit. The host unit develops, publishes, and maintains the base deployment guidance to support the deployment of all Air Force units from a particular base. NGB/A4RX or AFRC/A4RF makes these designations for Air Force-gained ANG and AFRC units, respectively.

Host-Nation Support (HNS)—Civil and/or military assistance rendered by a nation to foreign forces within its territory during peacetime, crises or emergencies, or war based on agreements mutually concluded between nations. (JP 4-0)

Increment of Materiel—Equipment, supplies, and spare parts that units use to plan and assemble loads for deploying cargo aircraft. The increment serves as the primary method of organizing material for deployment.

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), LRS/Logistics Plans and Integration, and FSS/Personnel Readiness Flight personnel.

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 (DAV) information, (2) personnel accountability, and (3) duty status reporting for contingency, exercise, and deployments. IDRC/IPR responsibilities
are covered in the following five categories: (1) planning, (2) GCCS-AF systems, (3) accountability, (4) deployment processing, and (5) general.

**Integrated Computerized Deployment System (ICODES)**—ICODES provides for a single, cross-service, planning and execution system for ship loading and stowage. It is engineered to provide users with intelligent decision-support during administrative, preposition, and humanitarian assistance operations. ICODES integrates multiple expert programs, knowledge bases and graphical user interfaces within a computer-based distributed cooperative operational environment. ICODES was selected as the preferred migration system for shipload planning and incorporates air load planning capabilities. (AMCI 24-101 V4)

**Installation Deployment Officer (IDO)**—The designated military or federal civilian fully qualified Logistics Readiness Officer (LRO) that acts on behalf of the host Installation/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 Data Environment (IDE)/Global Transportation Network (GTN) Convergence (IGC)**—IGC is a partnership between USTRANSCOM and DLA. USTRANSCOM's GTN and DLA's Enterprise Business System were “converged” to provide DOD with an integrated set of networked, end-to-end visibility, deployment, and distribution capabilities. The end goal of IGC is to effectively support the JFC's ability to make decisions based on actionable logistics information while providing supply chain, distribution, and logistics information fusion through common, integrated data and application services enabling the development of cohesive C2 and business-decision solutions both by and for CCDRs, Services, Joint Staff, agencies, and other Federal organizations. IGC further provides the necessary visibility into Joint Deployment Distribution Environment (JDDE) operations to enable DLA, USTRANSCOM, and other JDDE partners to standardize logistics operations and data and increase JDDE effectiveness.

**Integrated Delivery System (IDS-Delivery)**—Functions as the working arm of the Community Action Information Board (CAIB), a collaboration of an installation/wing's helping agencies. Develops a comprehensive, coordinated plan for integrating and implementing community outreach and prevention programs. IDS-Delivery is comprised of many helping agencies on the installation. IDS-Delivery ensures the biennial community needs assessment is completed and a summary of results are forwarded to the CAIB. Based on the results of this assessment and other assessments to surveys that can be conducted at an installation/wing level, IDS-Delivery prepares an AF Community Action Plan (See AFI 90-501 for more details).

**Integrated Deployment System (IDS)**—System that integrates the following: LOGMOD, DCAPES, CMOS, and ICODES.

**Installation Reception Officer (IRO)**—The designated military or federal civilian personnel that act on behalf of the host Installation/Wing Commander in directing, controlling, coordinating, and executing the reception and beddown of contingency forces, as well as deployed personnel and unit in-processing actions at home station.
Intertheater— Between theaters or between the continental United States and theaters. See also intertheater traffic. (JP 3-17, Air Mobility Operations)

Inter-theater Airlift— The common-user airlift linking theaters to the continental United States and to other theaters as well as the airlift within the continental United States. The majority of these air mobility assets are assigned to the Commander, United States Transportation Command. Because of the inter-theater ranges usually involved, inter-theater airlift is normally conducted by the heavy, longer range, intercontinental airlift assets but may be augmented with shorter range aircraft when required. Commonly referred to as “strategic airlift.” (JP 3-17)

In-Transit Visibility (ITV)— (DOD) 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. (See also global transportation network in JP 1-02). Successful ITV is drillable cargo and passenger manifest data received by the Global Transportation Network (GTN OR IGC). GTN or IGC represent the designated DOD system for ITV. Effective and reliable ITV is based on timely and accurate availability of source data information. Movements are not considered complete until ITV has been achieved. (AFI 24-203)

Intratheater— Within a theater. (JP 3-17)

Intra-theater Airlift— Airlift conducted within a theater. Assets assigned to a geographic combatant commander or attached to a subordinate joint force commander normally conduct intra-theater airlift operations. Intra-theater airlift provides air movement and delivery of personnel and equipment directly into objective areas through air landing, airdrop, extraction, or other delivery techniques as well as the air logistic support of all theater forces, including those engaged in combat operations, to meet specific theater objectives and requirements. During large-scale operations, U.S. Transportation Command assets can be tasked to augment intra-theater airlift operations, and can be temporarily attached to a joint force commander. Formerly referred to as theater airlift. (JP 3-17)

Isolated Personnel Report— DD Form 1833, Isolated Personnel Report Instructions, (ISOPREP), http://www.dtic.mil/whs/directives/information/forms/eforms/dd1833t.pdf, contains information designed to facilitate the identification and authentication of an isolated person by a recovery force. See also authentication; evader; recovery force. NOTE: This is now accomplished electronically through the Personnel Recovery Mission Software (PRMS) system on SIPRNET. The system can be accessed at http://prmsnatl.osc.acc.af.mil/PRMS. ISOPREPs are only stored digitally in the PRMS database and will be managed IAW AFI 16-1301 and JP 3-50, Personnel Recovery.

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)

Law of Armed Conflict (LOAC)— That part of international law that regulates the conduct of armed hostilities; often referred to as the Law of War.

Lead MAJCOM— A type of MAJCOM that consolidates responsibilities for a particular function in a single MAJCOM, supporting the entire Air Force as applicable. For example, Air
Education and Training Command is the Lead MAJCOM for education and training. (AFI 38-101, 2.2.2.1.)

Limiting Factor (LIMFAC)—A factor or condition that, either temporarily or permanently, impedes mission accomplishment. Illustrative examples are transportation network deficiencies, lack of in-place facilities, malpositioned forces or materiel, extreme climatic conditions, distance, transit or overflight rights, political conditions, etc.

Load Plan—All of the individually prepared documents which, taken together, present in detail all instructions for the arrangement of personnel, and the loading of equipment for one or more units or other special grouping of personnel or material moving by highway, water, rail, or air transportation. (JP 3-02.1)

Logistics Force Packaging Systems (LOGFOR)—A MEFPAK subsystem that provides equipment and materiel requirements and summarized transportation characteristics through its Logistics Detail component.

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)—Automates the development and distribution of UTC packages. At the Installation/Wing level, it provides the capability to schedule, monitor, and control movement of cargo and personnel via air or surface modes of transportation. Used at all levels of command. At HQ USAF, it is used to analyze and approve UTC equipment detail, build the MEFPAK report, and update standard UTCs in JOPES. Used at MAJCOM level to analyze and approve UTC equipment detail and to report tailored UTCs to JOPES. LOGMOD is used at squadron/unit level UDMs to track unit personnel readiness and for selection of cargo and personnel to fulfill UTC requirements. Provides standard reports for management of authorized data and real-time data to commanders for planned or contingency operations.

LOGMOD Schedule (Execution Schedule of LOGMOD)—Software application used to schedule, monitor and control deployment operations at an installation.

Management Internal Control Toolset (MICT)—AF program of record used to facilitate the UEI. MICT is the primary source of unit performance data and a tool the IG will use to sample units and programs in order to validate and verify the CCIP and execute the UEI.

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 (MANFOR) and the Logistics Force Packaging System (LOGFOR). (AFI 10-401)

Manpower Force Packaging System (MANFOR)—A MEFPAK subsystem that provides: 1) the title of the unit or force element and its unique Joint Chiefs of Staff Unit Type Code, 2) the mission capability statement (MISCAP) containing the definition of a UTC’s capability, and 3)
the manpower detail by function, grade (officers only), and Air Force specialty code required to meet the defined capability.

**Maximum on Ground (MOG)**— There are two primary types of MOG – parking MOG and working MOG. Although the term MOG literally refers to the maximum number of aircraft which can be accommodated on the airfield (i.e. parking MOG), it is often referred to the working MOG (i.e. maximum number of aircraft which can be simultaneously "worked" by maintenance, aerial port, etc.), fuel MOG (i.e. maximum number of aircraft which can be simultaneously refueled) and/or other constraining factors. To clarify, parking MOG is the total number of wide-body (i.e. C-5, C-17, KC-10, KC-46, DC-10, MD-11, B747, B767, L-1011, A310, etc.) aircraft that can be parked at an air facility. Working MOG refers to how many parked aircraft can be on/off-loaded, serviced and prepared for departure. MHE, such as trucks, buses, and other surface transport vehicles, road networks, aircraft support equipment, fuel tankers, sufficient number of trained load team personnel, and other factors affect working MOG. Ideally, working MOG equals parking MOG. When it does not, backlogs can occur whereby creating LIMFACs. NOTE: Narrow body aircraft consists of the B757, DC-8, C-130 and the KC-135.

**Mission Capability Statement (MISCAP)**— 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 will deploy the unit, the unit's functional activities, and other augmentation requirements necessary to conduct specific missions.

**Mission Essential Task (MET)**— Tasks deemed essential to mission accomplishment and defined using the common language of the Universal Joint Task List (UJTL) in terms of tasks, conditions, and standards. Service and interagency task lists augment the UJTL to provide a comprehensive integrated menu of tasks, conditions, and standards which include measures of effectiveness and their associated criteria of performance that support all levels of DoD in executing the NMS across the full ROMO. (AFPD 10-2)

**Numbered/Named Air Force (NAF)**— A level of command directly under a MAJCOM. NAFs provide operational leadership and supervision. A NAF is assigned subordinate units, such as wings, groups and squadrons. They do not have complete functional staffs. They are not management headquarters (unless specifically directed by a DOD authority). (AFI 38-101)

**Operation Plan (OPLAN)**— 1. Any plan for the conduct of military operations prepared in response to actual and potential contingencies. 2. 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 time-phased force and deployment data. 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)

**Operational Risk Management (ORM)**— The systematic process of identifying hazards, assessing risks, analyzing risk control measures, making control decisions, implementing risk controls, and supervising and reviewing the process. Commanders accept residual risks. (AFDD 1-2, Air Force Glossary)

**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. (AFDD 1-2)

Planning Subsystem (LOGPLAN)—The Planning Subsystem (LOGPLAN) is an unclassified module (within the Logistics Module) that assists with base-level deployment planning.

Plan Identification (PID) Number—1. A command unique four-digit number followed by a suffix indicating the JSCP year for which the plan is written. 2. A five-digit number representing a command -unique four-digit identifier, followed by a one-character, alphabetic suffix indicating the operation plan option, or a one-digit number numeric value indicating the JSCP year for which the plan is written. (JP 1-02)

Post Deployment Health Assessment (PDHA)—Each redeploying Airman must complete a Post-Deployment Health Assessment using the revised Post-Deployment Health Assessment Form (DD Form 2796, DHA#2). Completion of the DD Form 2796 is a key component of the PDHA process and must include a face-to-face interview with a trained health care provider. Directed at the individual’s health status and concerns at redeployment, the screening is also used to document health events and enhance future force health.

Post Deployment Health Reassessment (PDHRA)—The PDHRA process and screener (DD Form 2900, DHA#3)) are conducted 90-180 days after redeployment. The PDHRA is not a psychological screening, but a health risk appraisal modeled after the existing pre- and post-health assessment.

Pre-Deployment Health Assessment—The Pre-Deployment Health Assessment Form (DD Form 2795, DHA#1) is a mandatory form that allows military personnel to record information about their general health and share any concerns they have prior to redeployment. It also helps health care providers identify issues and provide medical before deployment. The DD Form 2795 is mandatory for deploying military personnel from every Service, including Reserve component personnel and DOD civilian personnel. DD Form 2795 is to be completed and validated within 120-days prior to deployment.

Primary Care Manager (PCM) Team—Provides appropriate clinical and preventive healthcare to enrolled populations and will be supported by the establishment of regional centers of excellence and/or specialized treatment services.

Prime Base Engineer Emergency Forces (PRIME BEEF)—A Headquarters U.S. Air Force, MAJCOM, and base-level program that develops and maintains a highly skilled, agile military combat support civil engineer force capable of rapid responses in support of for worldwide contingency operations.

Prime Readiness in Base Services (PRIME RIBS)—A Headquarters U.S. Air Force, MAJCOM, and base-level mobility program that organizes and trains Services military forces for wartime and peacetime contingency support roles worldwide.

Readiness Inspection (RI)—An evaluation of operational readiness or ability to conduct combat operations in wartime for any unit with a wartime mission. (AFI 90-201)

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 and/or in
the event the tasked unit has the capability but fulfilling the CCDR requirement would cause a severe adverse impact on the installation/wing mission. (AFI 10-401 and JP 1-02)

**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 and/or demobilization stations for reintegration and/or out-processing. See also deployment. (JP 3-35)

**Reserve Deployment Officer (RDO)**—DELETED

**Reserve Deployment Readiness Cell (RDRC)**—DELETED

**Retrograde**—Returning assets -particularly repairable parts- from the area of operations to their source of repair. (AFDD 4-0)

**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 CCDR 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 CCDR (or assigned to the Service) for planning that would adversely affect the command’s ability to accomplish its mission. (AFI 10-401)

**Small-scale contingencies (SSCs)**—“...swift intervention by military forces might be the best way to contain, resolve, or mitigate the consequences of a conflict that could otherwise become far more costly and deadly. These operations encompass the full range of joint military operations beyond peacetime engagement activities but short of major theater warfare and include: show-of-force operations, interventions, limited strikes, noncombatant evacuation operations, no-fly zone enforcement, peace enforcement, maritime sanctions enforcement, counterterrorism operations, peacekeeping, humanitarian assistance, and disaster relief.” (1997, Quadrennial Defense Review)

**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 operation plans 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 Defense agencies as appropriate. See also supported commander; supporting plan. (JP 1-02)

**Sustainment**—The provision of logistics and personnel services required to maintain and prolong operations until successful mission accomplishment. (JP 3-0)

**Tailoring**—The process of altering UTC packages that are described in the Type Unit Characteristics (TUCHA) 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.

**Tenant Unit**—An Air Force, Air Force Reserve Command (AFRC), or Air National Guard (ANG) organization or element that occupies the facilities of, or receives support from, another MAJCOM, AFRC, or ANG component.
**Total Force**— All Air Force military and civilian personnel, including regular, Air Force Reserve, and Air National Guard units and members. (AFDD 1-2 and AFDD 2)

**Transportation Control Number (TCN)**— A 17-character alphanumeric control number that includes Service code, unit line number (ULN), and increment number. (Ref: DOD 4500-9R Part III, Appendix H, Paragraph G)

**Training Business Area (TBA)**— TBA is a Net-Centric, GCCS-AF IF Web-Based application providing Air Force Warfighters with global, real-time visibility into the technical qualifications, certifications and training status of logistics, communications and information professionals Air Force wide. TBA supports base, wing and work center level training management activities by automating training management business processes. The primary users of TBA will be any personnel directly involved in base level training management and certification activities. To gain access to TBA, members should contact their respective Unit Training Managers or their MAJCOM/Agency POCs listed on the TBA CoP.

**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.

**Unit Line Number (ULN)**— 1. A seven-character alphanumeric code that describes a unique increment of a unit deployment, i.e. advance party, main body, equipment by sea and air, reception team, or trail party, in a Joint Operation Planning and Execution System time-phased force and deployment data. Also called ULN. (JP 1-02) 2. A ULN is a maximum 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 (FRN equals 2-5 characters), a fragmentation code (FRAG equals 1 character), and an insert code (INSERT equals 1 character). (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.” (CJCSM 3122.01 Series). (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 (LOGDET).

**War Reserve Materiel (WRM)**— Enterprise managed, pre-positioned materiel required in addition to primary operating stocks and deployment equipment necessary to obtain objectives in the scenarios approved for sustainability planning in the Defense Planning Guidance.
Attachment 2

DEPLOYMENT AVAILABILITY (DAV) CODES

A2.1. DAV codes indicate personnel deployment availability. In some instances, DAV codes will be waived. For waiverable DAV codes, commanders will coordinate waiver requests with the approving authority for the publication(s) listed in the “governing guidance” column.

A2.2. DAV Reports. UDMs will obtain Base Level Service Delivery Module Information Technology (BLSDM-IT) in order to periodically review DAV code changes for personnel assigned to the unit. Before assigning personnel to deployment taskings, the tasking authority must screen individual DAV codes (if applicable) to verify that the individual has no discriminating legal, time, physical, or administrative factors that could render them ineligible to deploy or that current DAV code will expire prior to first movement. NOTE: MilPDS is the authoritative system for all DAV codes. See Personnel Services Delivery Guide at the following for more information: .

A2.3. Deployment availability code tiering is not reflected in table A2.1. Refer to the AF instruction governing the DAV code for waiver authority.
Table A2.1. Deployment Availability (DAV) Codes

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>APPLIES TO</th>
<th>MilPDS AAP / ALC</th>
<th>AVAILABILITY</th>
<th>GUIDANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>Unable to hand-carry or possess firearms or ammunition</td>
<td>TF</td>
<td>AAC = None, ALC = T</td>
<td>Available if DAV expires/removed prior to movement date</td>
<td>AFI 31-207</td>
</tr>
<tr>
<td>29</td>
<td>Conditional Release</td>
<td>ARC</td>
<td>AAC = None, ALC = None</td>
<td>Available if DAV expires/removed prior to movement date</td>
<td>AFI 36-3209</td>
</tr>
<tr>
<td>30</td>
<td>Probation &amp; Rehabilitation (P&amp;R) Program</td>
<td>RegAF</td>
<td>AAC = None, ALC = T</td>
<td>Available if DAV expires/removed prior to movement date</td>
<td>AFI 36-3208</td>
</tr>
<tr>
<td>31</td>
<td>Control Roster</td>
<td>TF</td>
<td>AAC = 16, ALC = None</td>
<td>Not available for deployment unless RE code expires prior to deployment movement date</td>
<td>AFI 36-3208</td>
</tr>
<tr>
<td>32</td>
<td>Pending SFS/AFOSI Investigation</td>
<td>TF</td>
<td>AAC = 17, ALC = None</td>
<td>Available if DAV expires/removed prior to movement date</td>
<td>AFI 31-501</td>
</tr>
<tr>
<td>33</td>
<td>International Hold</td>
<td>TF</td>
<td>AAC = 13, ALC = None</td>
<td>Available if DAV expires/removed prior to movement date</td>
<td>AFI 51-703</td>
</tr>
<tr>
<td>34</td>
<td>Material Witness</td>
<td>TF</td>
<td>AAC = 14, ALC = None</td>
<td>Available if DAV expires/removed prior to movement date</td>
<td>AFI 51-201</td>
</tr>
<tr>
<td>35</td>
<td>Action under Article15 - UCMJ</td>
<td>RegAF</td>
<td>AAC = 12, ALC = None</td>
<td>Available if DAV expires/removed prior to movement date</td>
<td>AFI 36-2110</td>
</tr>
<tr>
<td>CODE</td>
<td>DESCRIPTION</td>
<td>APPLIES TO</td>
<td>MilPDS AAC / ALC</td>
<td>AVAILABILITY</td>
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</tr>
<tr>
<td>36</td>
<td>Prisoner</td>
<td>TF</td>
<td>AAC = None</td>
<td>Not available for deployment.</td>
<td>AFI 51-201</td>
</tr>
<tr>
<td>37</td>
<td>Pending Court Martial or Civil Trial</td>
<td>RegAF</td>
<td>AAC = 15, ALC = None</td>
<td>Available if DAV expires/removed prior to movement date</td>
<td>AFI 36-2110</td>
</tr>
<tr>
<td>38</td>
<td>Commander-Directed Hold</td>
<td>RegAF</td>
<td>AAC = 21, ALC = None</td>
<td>Available if DAV expires/removed prior to movement date</td>
<td>AFI 36-2911</td>
</tr>
<tr>
<td>39</td>
<td>Adoptive Parent</td>
<td>TF</td>
<td>AAC = None, ALC = S</td>
<td>Available if DAV expires/removed prior to movement date</td>
<td>AFI 36-2110</td>
</tr>
<tr>
<td>40</td>
<td>Deployment Limited to Installations w/ MTF</td>
<td>TF</td>
<td>AAC = None, ALC = 5</td>
<td>Available for deployment to installations w/MTF</td>
<td>AFI 41-210</td>
</tr>
<tr>
<td>41</td>
<td>Temporary Medical Deferment</td>
<td>TF</td>
<td>AAC = 31, ALC = None</td>
<td>Available if DAV expires/removed prior to movement date</td>
<td>AFI 10-203</td>
</tr>
<tr>
<td>42</td>
<td>Medical or Physical Evaluation Board (MEB/PEB)</td>
<td>TF</td>
<td>AAC = 37, ALC = None</td>
<td>Available if DAV expires/removed prior to movement date</td>
<td>AFI 36-3212, AFPD 41-1</td>
</tr>
<tr>
<td>43</td>
<td>Deployment limited to CONUS installations w/MTF</td>
<td>TF</td>
<td>AAC = None, ALC = Y</td>
<td>Available for OCONUS installations w/MTF. Waiver required.</td>
<td>AFI 41-210</td>
</tr>
<tr>
<td>CODE</td>
<td>DESCRIPTION</td>
<td>APPLIES TO</td>
<td>MilPDS AAC / ALC</td>
<td>AVAILABILITY</td>
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<tr>
<td>44</td>
<td>Exceptional Family Member Program Deferment</td>
<td>RegAF</td>
<td>ACC = 34, ALC = Q</td>
<td>Available if DAV expires/removed prior to movement date</td>
<td>AFI 36-2110</td>
</tr>
<tr>
<td>45</td>
<td>Humanitarian/Permissive Deferment</td>
<td>RegAF</td>
<td>AAC = 3None, ALC = None</td>
<td>Available if DAV expires/removed prior to movement date</td>
<td>AFI 36-2110</td>
</tr>
<tr>
<td>46</td>
<td>Physical Fitness Test Component Exemption</td>
<td>TF</td>
<td>ACC = None, ALC = None</td>
<td>Available unless restricted by line remarks/reporting instructions</td>
<td>AFI 36-2905</td>
</tr>
<tr>
<td>47</td>
<td>Reserved</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>Medically Disqualified</td>
<td>TF</td>
<td>ACC = None, ALC = C</td>
<td>Not available for deployment</td>
<td>AFI 41-210</td>
</tr>
<tr>
<td>49</td>
<td>Pregnancy Deferment</td>
<td>TF</td>
<td>ACC = 81, ALC = A</td>
<td>Available if DAV expires/removed prior to movement date</td>
<td>AFI 36-2110</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>AFI 44-102</td>
</tr>
<tr>
<td>50</td>
<td>Approved Separation or Retirement within 180-Days</td>
<td>TF</td>
<td>ACC = None, ALC = None</td>
<td>Available if DAV expires/removed prior to movement date</td>
<td>AFI 10-401</td>
</tr>
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</table>

<table>
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<th>CODE</th>
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<tr>
<td>51</td>
<td>Member being considered for special program or assignment</td>
<td>RegAF</td>
<td>ACC = None, ALC = None</td>
<td>Member is unavailable until AFPC/DPA removes assignment block code DD</td>
<td>AFI 36-2110</td>
</tr>
<tr>
<td>52</td>
<td>Reserved</td>
<td></td>
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<tr>
<td>53</td>
<td>PCS Inter-command (within 180-days)</td>
<td>TF</td>
<td>AAC = None</td>
<td>Available if ETL return date is 30 or more calendar days before projected</td>
<td>AFI 36-2110</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>ALC = None</td>
<td>departure date</td>
<td></td>
</tr>
<tr>
<td>54</td>
<td>PCS Intra-command (within 180-days)</td>
<td>TF</td>
<td>AAC = None</td>
<td>Available if ETL return date is 30 or more calendar days before projected</td>
<td>AFI 36-2110</td>
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<td></td>
<td></td>
<td></td>
<td>ALC = None</td>
<td>departure date</td>
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<tr>
<td>55</td>
<td>DEROS within 180- days)</td>
<td>RegAF</td>
<td>AAC = None</td>
<td>Available if ETL return date is 30 or more calendar days before projected</td>
<td>AFI 36-2110</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ALC = None</td>
<td>departure date</td>
<td></td>
</tr>
<tr>
<td>56</td>
<td>Airman w/less than 12 weeks TAFMS</td>
<td>RegAF</td>
<td>AAC = None</td>
<td>Available if ETL return date is 30 or more calendar days before projected</td>
<td>AFI 36-2110</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ALC = None</td>
<td>departure date</td>
<td></td>
</tr>
<tr>
<td>57</td>
<td>TOS $^5 &lt; 15/45$ days 6 months</td>
<td>RegAF</td>
<td>AAC = 39</td>
<td>Available with waiver</td>
<td>AFI 36-2110</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ALC = None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>58</td>
<td>Airman declines to extend</td>
<td>TF $^9$</td>
<td>AAC = None</td>
<td>Available if ETL return date is 30 or more calendar days prior to member's</td>
<td>AFI 36-2606</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ALC = L</td>
<td>DOS</td>
<td></td>
</tr>
<tr>
<td>59</td>
<td>Reserved</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CODE</td>
<td>DESCRIPTION</td>
<td>APPLIES TO</td>
<td>AAC / ALC</td>
<td>AVAILABILITY</td>
<td>GUIDANCE</td>
</tr>
<tr>
<td>------</td>
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<td>----------</td>
</tr>
<tr>
<td>60</td>
<td>Deferred from Hostile Fire Zone</td>
<td>TF</td>
<td>AAC = None ALC = 6</td>
<td>Unavailable for Hostile Fire Zone</td>
<td>DoD 7000.14R AFI 36-2110</td>
</tr>
<tr>
<td>61</td>
<td>Sole Surviving Son or Daughter</td>
<td>TF</td>
<td>AAC = None ALC = J</td>
<td>Unavailable for Hostile Fire Zone</td>
<td>DoD 7000.14R AFI 36-2110</td>
</tr>
<tr>
<td>62</td>
<td>Pipeline Category</td>
<td>RegAF</td>
<td>AAC = None ALC = None</td>
<td>Available if functional category changes prior to first movement of deployments</td>
<td>AFI 36-2110</td>
</tr>
<tr>
<td>63</td>
<td>Member w/less than-Secret clearance</td>
<td>TF</td>
<td>AAC = None ALC = None</td>
<td>Available unless restricted by line remarks or reporting instructions</td>
<td>AFI 31-501</td>
</tr>
<tr>
<td>64</td>
<td>Operational Deferment ²</td>
<td>RegAF</td>
<td>AAC = None ALC = None</td>
<td>Available if DAV expires/removed prior to movement date</td>
<td>AFI 10-401</td>
</tr>
<tr>
<td>65</td>
<td>Commander's Option ⁵,¹⁰</td>
<td>TF</td>
<td>AAC = None ALC = None</td>
<td>Available if DAV expires/removed prior to movement date</td>
<td>Commander’s Authority</td>
</tr>
<tr>
<td>66</td>
<td>Conscientious Objector</td>
<td>TF</td>
<td>AAC = None ALC = K</td>
<td>Not available for deployment</td>
<td>AFI 36-3204/7 ⁸ AFI 36-3208 ⁹</td>
</tr>
<tr>
<td>67</td>
<td>15 Month Overseas Tour</td>
<td>RegAF</td>
<td>AAC = None ALC = None</td>
<td>Available for deployment taskings of 120-days or less with CC approval</td>
<td>AFI 36-2110</td>
</tr>
<tr>
<td>68</td>
<td>Voluntary Expiration Term of Service (TOS)</td>
<td>ANG ⁹</td>
<td>AAC = None ALC = None</td>
<td>Available if ETL return date is 30 or more calendar days prior to member's</td>
<td>AFI 36-3209</td>
</tr>
<tr>
<td>CODE</td>
<td>DESCRIPTION</td>
<td>APPLIES TO</td>
<td>MilPDS AAC / ALC</td>
<td>AVAILABILITY</td>
<td>GUIDANCE</td>
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</tr>
<tr>
<td>69</td>
<td>Involuntary Expiration Term of Service (TOS)</td>
<td>ANG 9</td>
<td>AAC = None ALC = None</td>
<td>Available if DAV expires/removed prior to movement date</td>
<td>AFI 36-3209</td>
</tr>
<tr>
<td>70</td>
<td>Conditional Release</td>
<td>ANG</td>
<td>AAC = None ALC = None</td>
<td>Available if ETL return date is 30 or more calendar days prior to conditional release</td>
<td>AFI 36-3209</td>
</tr>
<tr>
<td>71</td>
<td>Promotion Deferral</td>
<td>ANG 8</td>
<td>AAC = None ALC = None</td>
<td>Available if DAV expires/removed prior to movement date</td>
<td>ANGI 36-2504</td>
</tr>
<tr>
<td>72</td>
<td>Mandatory Separation Date</td>
<td>ANG 8</td>
<td>AAC = None ALC = None</td>
<td>Available if ETL return date is 30 or more calendar days prior to member’s DOS</td>
<td>ANGI 36-2504</td>
</tr>
<tr>
<td>73</td>
<td>Age 60</td>
<td>ARC</td>
<td>AAC = None ALC = None</td>
<td>Not available for deployment</td>
<td>10 USC 14702</td>
</tr>
<tr>
<td>74</td>
<td>Involuntary Discharge Pending</td>
<td>ARC</td>
<td>AAC = None ALC = None</td>
<td>Not available for deployment</td>
<td>AFI 36-3209</td>
</tr>
<tr>
<td>75</td>
<td>Selective Retention</td>
<td>ANG</td>
<td>AAC = None ALC = None</td>
<td>Not available for deployment</td>
<td>ANGI 36-2606</td>
</tr>
<tr>
<td>76</td>
<td>Voluntary Discharge Request</td>
<td>REDAF 8</td>
<td>AAC = None ALC = None</td>
<td>Not available for deployment</td>
<td>AFI 36-3206 AFI 36-3208</td>
</tr>
<tr>
<td>77</td>
<td>Other</td>
<td>ANG</td>
<td>AAC = None ALC = None</td>
<td>Available if DAV expires/removed prior to movement date</td>
<td>Local CC’s policy</td>
</tr>
<tr>
<td></td>
<td>Reserved</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CODE</td>
<td>DESCRIPTION</td>
<td>APPLIES TO</td>
<td>MIlPDS AAC / ALC</td>
<td>AVAILABILITY</td>
<td>GUIDANCE</td>
</tr>
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<td>-------------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>96 7</td>
<td>Special Tour Military Personnel Appropriation (MPA) man-days</td>
<td>ANG</td>
<td>AAC = None</td>
<td>Available if ETL return date is 30 or more calendar days prior to expiration of MPA days</td>
<td>10 USC 12301d AFI 36-26119</td>
</tr>
<tr>
<td>97 7</td>
<td>USAFR on Special Tour MPA man-days</td>
<td>ARC</td>
<td>AAC = None</td>
<td>Available if ETL return date is 30 or more calendar days prior to expiration of MPA days</td>
<td>10 USC 12301d AFI 36-26119</td>
</tr>
<tr>
<td>98 7</td>
<td>Extended Active Duty Presidential Call-up</td>
<td>ANG</td>
<td>AAC = None</td>
<td>Available if ETL return date is 30 or more calendar days prior to Extended Active Duty (EAD) expiration date</td>
<td>10 USC 12301d AFI 36-26119</td>
</tr>
</tbody>
</table>

**Legend:**


2. Applies To: Total Force (TF), Regular Air Force (RegAF), Air National Guard only (ANG), and Air Force Reserve only (AFRC), ANG and AFRC (ARC).

**NOTE 1:** Deployment deferments for individuals with AAC 34 and ALC Q are not automatic. Individuals that have an AAC 34 and ALC Q will apply for deployment deferment IAW AFI 36-2110, not to exceed 12 months. Base level IPRs will update DAV upon receiving approval email from AFPC/DPAPPH.

**NOTE 2:** Code defers key and critical personnel. Deferment will be approved at the HAF/MAJCOM/DRU directorate-level in accordance with current HAF DCS/MAJCOM CV (or...
equivalent) policy.

**NOTE 3:** Code is intended for use when no other DAV code applies and the deferment is personal in nature rather than mission-driven. Examples will include but are not limited to extreme family or financial issues.

**NOTE 4:** Indicates member has accrued individual dwell time (IDT). Review OSD and supporting AF policies to determine eligibility. See AIG 8106 Field Message, IDT and DAV Code 81 Release, 8 Apr 11: Completion of any contingency deployment (TDY type 1 and DS 20) automatically establishes a DAV Code 81 in MilPDS. Decision makers will use IDT/DAV Code 81 as planning tools to determine if an Airman has minimum dwell based on most recent operational deployment. IDT/DAV Code 81 expiration dates must be prior to the ALD of the next proposed operational deployment.

**NOTE 5:** These TOS minimums allow military members and their families who have made a recent PCS move or returned from an extended TDY to satisfy essential post-PCS/TDY military processing, to arrange their personal affairs, and to otherwise stabilize family needs. Personnel with less than the minimum TOS are not available for deployment. However, unit commanders will waive the 15-day and 45-day TOS minimums based upon mission needs. Waiver authority for the 6-month TOS minimum is the MAJCOM/CV. DAV Code 57 is an automatic update based on DAS or AAC 39 update. AFI 36-2110 allows for AAC 39 to be updated for a period greater than 6 months for assignment deferment purposes only which change the expiration date of DAV Code 57 to a date greater than the 6 months authorized for deployment deferment. IPRs might have to do manual calculations to determine if it has been greater than 6 months since a member’s last deployment TDY return date. If it has been greater than 6 months, no formal waiver is required.

**Time on Station (TOS) minimums:**

- Assigned OS on a short tour: 15-days
- Assigned in the CONUS or OS on a long tour: 45-days
- Assigned in the CONUS or OS, and was assigned from an unaccompanied short tour, 365-day TDY, or CONUS isolated station: 6 months

**NOTE 6:** Automatically updated by MilPDS AAC/ALC inputs/updates.

**NOTE 7:** Manual update must be initiated by requestor.

**NOTE 8:** Officer.

**NOTE 9:** Enlisted.

**Note 10.** DAV code 65 will be used for unit deployment managers (UDMs) in UMD “8U000” positions.
Attachment 3

RECOMMENDED IDP SELF ASSESSMENT CHECKLIST ITEMS

A3.1. The following deployment self-assessment checklist items are recommended for use in developing wing/unit/workcenter level IDP self-assessment and/or MICT checklists. (T-3)

A3.2. The IDO will review and validate IDP self-assessment checklists with the appropriate functional representatives and/or CCIP Director, as required. (T-3)

A3.3. Recommended DCC/IDO self-assessment checklist items: (T-3)

A3.3.1. Preparation:

A3.3.1.1. Have DCC representatives been identified and contacted?
A3.3.1.2. Has a functional check of land telephone lines, radios, projectors, etc. been conducted?
A3.3.1.3. Are all required publications/supplies on hand? (Reference Administration Checklist)
A3.3.1.4. Have arrangements been made for continuous operations?
A3.3.1.5. Have procedures been established to follow-up on and ensure correction of discrepancies during processing through the CDF and PDF?
A3.3.1.6. Have DCC representatives ensured their workstations are operational with all appropriate functional programming, printer connections, etc?
A3.3.1.7. Has the backup DCC been operationally checked to ensure redundant capability is available for when/if the primary DCC is degraded.
A3.3.1.8. Has a LIMFAC, shortfall and reclama tracking and reporting process established?
A3.3.1.9. Has procedures been established to monitor DCAPES and the TPFDD?

A3.3.2. Execution:

A3.3.2.1. Has the DCC staff been notified immediately upon confirmation of a DEPORD and provided required reporting times for 24-hour coverage?
A3.3.2.2. Have the deployment work centers been activated?
A3.3.2.3. Has a comprehensive concept briefing been developed and presented on time?
A3.3.2.4. Is the LOGMOD Schedule (formerly DSOE) being developed based on UTC prioritization plan, DEPORD, TPFDD and airflow?
A3.3.2.5. Have all work centers reported to the DCC as being manned and ready?
A3.3.2.6. Is entry to DCC controlled?
A3.3.2.7. Have feeding arrangements been coord’d for deployment workcenters & augmentees?
A3.3.2.8. Have feeding arrangements been coordinated for deployment workcenters and augmentees?
A3.3.2.9. Has the CDF advised the DCC of ACL verification or limitations as soon as possible after receiving strategic lift airflow and/or support aircraft arrival?

A3.3.2.10. Have required cargo/classified couriers been id’d to DCC by tasked organizations?

A3.3.2.11. Have required cargo/classified couriers been identified to DCC by tasked organizations?

A3.3.2.12. Is information promptly forwarded to appropriate workcenters as received by DCC?

A3.3.2.13. Are Troop CC’s receiving required deployment documentation IAW AFI 10-403?

A3.3.2.14. Has unit deployment data been reported to HHQ and JOPES IAW AFI 10-403?

A3.3.2.15. Is ITV being accomplished for all UTCs deployed?

A3.3.2.16. Has deployment documentation been collected and reported IAW AFI 10-403?

A3.3.2.17. Are units submitting LIMFACs, shortfalls and reclamas in a timely manner per IDP?

A3.3.2.18. Are LIMFACs, shortfalls and reclama processing by appropriate DCC representative being accomplished efficiently for IDO coordination?

A3.3.2.19. Is the logbook being used appropriately?

A3.4. **DCC Logistics Plans Representative.** Recommended DCC Logistics Plans representative self-assessment checklist items: *(T-3)*

A3.4.1. Preparation:

A3.4.1.1. Have emergency procedures been established and roles identified for when evacuation is required?

A3.4.1.2. Are all required DCC Deployment Systems (DCAPES, GCCS, AF Portal, LOGMOD, and SMS) operational?

A3.4.1.3. Is workstation fully functional with connectivity, printer support, paper, pens, etc?

A3.4.2.1. Execution:

A3.4.2.2. Has shift schedules been accomplished and does counterpart know his/her reporting time for duty?

A3.4.2.3. Does IDO require assistance in preparation of concept briefing? Has the DEPORD, airflow message, and/or any other message traffic been reviewed for action?

A3.4.2.4. Have load planners and/or boom operators reported to the DCC’s LOGMOD Scheduling Cell?
A3.4.2.5. Is representative working directly with LOGMOD Scheduling Cell to ensure the Schedules are prepared based on UTC prioritization plan, DEPORD, TPFDD and airflow?

A3.4.2.6. Have deployment issues been identified to the IDO to ensure they are corrected by the appropriate agency, or commander, as quickly as possible?

A3.4.2.7. Has equipment replacement data been validated with units and LRS Materiel Management Flight before submitting equipment assistance requests?

A3.4.2.8. Is coordination being accomplished with admin, supply and personnel representatives on LIMFACs, shortfalls and reclamas to ensure accuracy before IDO review?

A3.4.2.9. Is tracking, communication and decisions of the LOGMOD Schedule processing being accomplished?

A3.4.2.10. Has an activity/events log been established?

A3.4.2.11. Did a representative attend the concept briefing?

A3.4.2.12. Did a representative distribute LOGMOD Schedules?

A3.5. DCC Transportation Representative. Recommended DCC Transportation representative self assessment checklist items:

A3.5.1. Preparation:

A3.5.1.1. Are emergency procedures known in case evacuation is required?

A3.5.1.2. Is the workstation fully functional with connectivity, printers, etc?

A3.5.1.3. Has contact been made with transportation workcenters in preparation for execution?

A3.5.1.4. Are all transportation work centers and applicable transportation systems (CMOS, IGC, and GATES) operational?

A3.5.1.5. Have all unit pick up points been established for transportation activities?

A3.5.2. Execution:

A3.5.2.1. Has shift schedules been accomplished and does counterpart know his/her reporting time for duty?

A3.5.2.2. Have the UTC taskings and airflow been validated?

A3.5.2.3. Are units calling for transportation requirements ahead of the LOGMOD Schedule timing?

A3.5.2.4. Is the CDF providing timely and accurate cargo processing times to the DCC?

A3.5.2.5. Have cargo processing and aircraft loading schedules been reviewed for accuracy and feasibility?

A3.5.2.6. Has the progress of transportation deployment activities been reported to the IDO?
A3.5.2.7. Have transportation messages been reviewed and forwarded to the IDO for release?
A3.5.2.8. Is logbook being used appropriately?
A3.5.2.9. Has the IDO been notified of any problems or delays anticipated or encountered?
A3.5.2.10. Is coordination accomplished with CDF before moving chalked cargo to workcenter to ensure bottlenecks are averted?

A3.6. **DCC Personnel Representative.** Recommended DCC Personnel representative self-assessment checklist items: (T-3)

A3.6.1. Preparation:

A3.6.1.1. Are emergency procedures known in case evacuation is required?
A3.6.1.2. Is the workstation fully functional with connectivity, printer support, paper, pens, etc?
A3.6.1.3. Has contact been made with personnel workcenters in preparation for execution?
A3.6.1.4. Are applicable personnel systems operational at the representative’s workstation and in the PDF, where required?
A3.6.1.5. Are the latest AOR reporting instructions available?

A3.6.2. Execution:

A3.6.2.1. Has shift schedules been accomplished and does counterpart know his/her reporting time for duty?
A3.6.2.2. Has the PDF been contacted and operational?
A3.6.2.3. For possible shortfalls, have vacancies been filled with on-base resources and the original and retasked unit notified?
A3.6.2.4. Have personnel shortfalls been verified/validated with unit and systems; are valid shortfalls provided to the IDO with assessment notes for clarification?
A3.6.2.5. Has an activity/events logbook been created and maintained for briefing at shift changes?
A3.6.2.6. Have problems or anticipated delays been reported to the IDO?
A3.6.2.7. Are units calling for transportation requirements ahead of the LOGMOD Schedule timing?
A3.6.2.8. Is coordination being accomplished with the PDF before moving chalked personnel to workcenter based on LOGMOD Schedule timing to ensure bottlenecks are averted?

A3.7. **DCC Administration Representative.** Recommended DCC administrative representative self-assessment checklist items. (T-3)

A3.7.1. Preparation:
A3.7.1.1. Are emergency procedures known in case evacuation is required?
A3.7.1.2. Are appropriate work center distribution lists established capturing phone numbers, email addresses, etc?
A3.7.1.3. Are workstations fully functional with connectivity, printer support, paper, pens, etc?
A3.7.1.4. Has a time hack been accomplished and all clocks set in DCC?
A3.7.1.5. Is the Concept Briefing room, computer and projector support operational?
A3.7.1.6. Has the IDO provided procedures for executing a Concept Brief, to include security clearance verification procedures, roll call, consolidation of outside agency briefing slides, security of briefing room, etc?
A3.7.1.7. Are the following are on hand in the DCC?
   A3.7.1.7.1. AFI 10-403 (and supplements)
   A3.7.1.7.2. AFMAN 24-204(IP) (and supplements)
   A3.7.1.7.3. Installation Deployment Plan (IDP)
   A3.7.1.7.4. DCC Representatives log books
   A3.7.1.7.5. Writing Pads
   A3.7.1.7.6. Office Supplies e.g. pencils, pens, highlighters, dry-erase markers, staplers, binders, folders, etc, as required

A3.7.2. Execution:
   A3.7.2.1. Has shift schedules been accomplished and does counterpart know his/her reporting time for duty?
   A3.7.2.2. Is Concept Briefing room open and prepared to receive attendees?
   A3.7.2.3. Are Concept Briefing procedures being followed?
   A3.7.2.4. Is DCC entry control being accomplished?
   A3.7.2.5. Are DCC representatives providing pertinent and accurate documentation for distribution to wing agencies (LOGMOD Schedule, shortfalls)?
   A3.7.2.6. Is information being provided to workcenters/wing agencies in a timely manner?

A3.8.1. Preparation:
   A3.8.1.1. Is CDF equipped with:
      A3.8.1.1.1. Active communication lines
      A3.8.1.1.2. IDS systems (online, current updates and operational)
      A3.8.1.1.3. Computers with e-mail and LOGMOD Schedule viewing capability
A3.8.1.1.4. Deployment Schedule retrieval and distribution plan
A3.8.1.1.5. Sample books with the unit's Shippers Declaration of Dangerous Goods Forms.
A3.8.1.1.6. DTRs, AFMAN 24-204(IP) and 49 CFR
A3.8.1.1.7. DD Form 2133s
A3.8.1.1.8. Fax Machine
A3.8.1.1.9. Handheld radios
A3.8.1.1.10. Calculator(s)
A3.8.1.1.11. Tape measures
A3.8.1.1.12. Tire gauges
A3.8.1.1.13. Air compressor
A3.8.1.1.14. Adequate MHE to meet cargo processing and working MOG requirements
A3.8.1.1.15. Safety equipment – reflective vests and light wands for night operations, hearing protection, gloves, safety-toed boots, etc.
A3.8.1.1.16. Truck loading ramps
A3.8.1.1.17. Blocking and bracing materials, as required
A3.8.1.1.19. Drive on/off scales, if available. (Ensure all scales are current on calibration and PMEL).
A3.8.1.1.20. Fire extinguishers (check requirements for authorized explosive holding area. At least (2) fire extinguishers rated at 2A:10BC or highest hazard).
A3.8.1.1.22. Hazardous material placards (e.g. explosives).
A3.8.1.1.23. Explosive holding area (limited quantities). Ensure area is placarded for the appropriate type of explosives and has the required fire and hazard symbols.
A3.8.1.1.24. Installation or Activity Commander appointment letters authorizing unit personnel to certify hazardous material IAW AFMAN 24-204(IP).
A3.8.1.1.25. Spare 463L pallets, nets, plastic pallet covers, dunnage, and tie-down equipment.
A3.8.1.1.26. Spare forms and labels (DD Forms 1385, DD Forms 1387, DD Forms 1387-2, Shipper’s Declaration for Dangerous Goods, hazard class/handling labels, etc.).
A3.8.1.1.27. Fuel level measuring devices made of non-spark-producing materials

A3.8.2. Execution:
A3.8.2.1. Has shift schedules been accomplished and does counterpart know his/her reporting time for duty?
A3.8.2.2. Are operations outlined/followed IAW Host Wing IDP?
A3.8.2.3. Are Entry Control Points established and secured at all times?
A3.8.2.4. Is an effective safety program/plan implemented and executed at all times?
A3.8.2.5. Is a communication plan in place that allows constant and effective communication between deployment work centers and DCC?
A3.8.2.6. Is an efficient traffic flow pattern/plan established and enforced?
A3.8.2.7. Is an efficient and illustrated cargo flow plan available and implemented?
A3.8.2.8. Are potential cargo processing chokepoints identified and processes in-place to minimize occurrences?
A3.8.2.9. Is an efficient paperwork flow plan developed and implemented between deployment work centers and DCC?
A3.8.2.10. Do Unit Staging, Marshalling, Call Forward and Ready Line areas have a sufficient amount of space to allow chalks to be arranged into mission loads?
A3.8.2.11. Is a Frustrated Cargo area established and segregated from other cargo processing areas?
A3.8.2.12. Are all affected personnel trained and knowledgeable on ammunition and explosive processing procedures?
A3.8.2.13. Are procedures in-place to accommodate the efficient processing and loading of sensitive cargo which requires constant surveillance?
A3.8.2.14. Are emergency fueling, defueling, and maintenance capabilities available for deploying unit equipment?
A3.8.2.15. Are load team personnel and rolling-stock drivers knowledgeable of all associated flight line hazards (i.e. aircraft hazards, driving procedures, smoking rules, etc.)?
A3.8.2.16. Is the Ready Line secured and treated as a sterile area?
A3.8.2.17. Is ITV provided and maintained for all deployment cargo/missions?
A3.8.2.18. Are statistical records prepared and maintained for all arrivals, departures, loading times, tonnage and other pertinent data?


A3.9.1. Are hazardous materials in authorized packaging and properly marked and labeled?
A3.9.2. Are all hazardous material certification forms available and accurate?
A3.9.3. Do dimensional data and weight on placards or shipping labels agree with final load plan?
A3.9.4. Are all secondary loaded items (e.g. items loaded on munitions trailers) properly restrained?

A3.9.5. Do all load team personnel have required equipment (MHE, approach shoring, protective equipment, etc.) and are they readily available at load start time?

A3.9.6. Does equipment have all required markings (axle weights, center of balance, etc.)?

A3.9.7. Is all required venting equipment available and qualified personnel available to connect to aircraft, as required?

A3.9.8. Are qualified drivers for MHE available at the marshalling area?

A3.9.9. Have users provided appropriate shoring and dunnage?

A3.9.10. Are qualified drivers available for specialized equipment/vehicles (e.g. fire trucks, ATVs, etc)?

A3.9.11. Do vehicle fuel levels match Shipper’s Declaration for Dangerous Goods forms or load plans?

A3.9.12. Is all documentation available for host nation Customs clearance requirements?

A3.9.13. Are all restraints installed correctly?


A3.10.1. Is a current Schedule of Events on hand?

A3.10.2. Are eligibility rosters current and on hand?

A3.10.3. Has unit provided listing of personnel moving according to LOGMOD Schedule timeline?

A3.10.4. Ensure personnel meet eligibility requirements IAW AFI 10-403, AFI 10-401, AFI 36-3802, and Supported Command’s reporting instructions/processing guidance:

A3.10.5. Do AFRC personnel have a certified AF Form 938 copy authorizing activation?

A3.10.6. AFRC personnel only: Upon certification of the AF Form 938, provide a copy to Military Personnel Flight Customer Service to enroll family members in Tricare benefits.

A3.10.7. For personnel selected with non-waiverable DAV codes, has action been taken to correct the DAV status?

A3.10.8. Have AFSC, grade, and skill-level substitutions been accomplished according to the above governing directives?

A3.10.9. If no to any of the above, has DCC and unit been contacted identifying the member’s deployment ineligibility?

A3.10.10. PDF personnel processing assembly:

A3.10.11. Has a PDF representative been provided a document listing all personnel processing?

A3.10.12. After performing roll call, is anyone missing or have extra personnel been identified?
A3.10.13. Has the PDF OIC or NCOIC been notified of any significant discrepancies?

**A3.11. Orders Station Checklist.** Recommended orders preparation and authorization self-assessment checklist items. *(T-3)*

**A3.11.1. Support Requirements** (Is the station equipped with):

- A3.11.1.1. Unclassified communications (LMRs, correct ADPE) including a T-1 LAN connectivity required to support applicable components of IDS?
- A3.11.1.2. Secure Communications (SIPRNET) for access to GCCS and Supported Command’s secure web sites?
- A3.11.1.3. Classified storage?
- A3.11.1.4. Classified operating environment for DCAPES system?
- A3.11.1.5. Uninterrupted power supply (UPS)?

**A3.11.2. Plan Requirements:**

- A3.11.2.1. Is LOGMOD Schedule on hand?
- A3.11.2.2. Has unit provided an IDS-generated product identifying personnel moving according to LOGMOD Schedule timeline?
- A3.11.2.3. Are unit filler actions for unit personnel shortages coordinated with the UDM and personnel representative to the DCC staff?
- A3.11.2.4. Are unit shortfall actions for unit personnel shortages coordinated with the UDM and personnel representative to the DCC staff?

**A3.11.3. Once orders are issued:**

- A3.11.3.1. Has CMOS interface been provided to LRS Traffic Management?
- A3.11.3.2. Has the Troop Leader PAK been assembled with appropriate documentation?
- A3.11.3.3. Have MilPDS transactions been generated and introduced into MilPDS?
- A3.11.3.4. Are NATO orders prepared IAW Foreign Clearance Guide and AOR reporting instructions?

**A3.12. Emergency Data Station Checklist.** Recommended emergency data station self-assessment checklist items. *(T-3)*

**A3.12.1.** Is station equipped with Computers with access to vMPF?

**A3.12.2. Personnel Processing:**

- A3.12.2.1. Does member have vRED updated in vMPF?
- A3.12.2.2. Has the PDF OIC or NCOIC been notified of any significant discrepancies?
- A3.12.2.3. Was the member provided a copy of the most current vRED?
- A3.12.2.4. Does the deploying person require American Red Cross services? (See notes below)
- A3.12.2.5. PDF OIC and/or NCOIC will contact the American Red Cross as needed.
A3.12.2.6. Re-accomplishment of vRED for base-level exercises/ORIs is at the discretion of the PDF OIC.

A3.13. Identification Station Checklist. Recommended emergency identification station self-assessment checklist items. *(T-3)*

A3.13.1. Is station equipped with:
A3.13.1.1. ID tag machine?
A3.13.1.2. ID tags and chains?
A3.13.1.3. DD Forms 2760, *Qualification to Possess Firearms or Ammunition*

A3.13.2. Identification Process: *(T-3)*

A3.13.2.1. Procedures in place to issue the appropriate Common Access Card (CAC) to all deploying personnel?
A3.13.2.2. Has the PDF OIC or NCOIC been notified of any significant discrepancies?
A3.13.2.3. Do personnel have passport and visa as required?
   A3.13.2.3.1. Is passport signed and will it not expire during the projected length of the deployment? NOTE: Passports for military personnel are not normally required for contingency deployments. DD Form 2AF, or CAC, and valid CED orders are normally sufficient for military operations. Passports are not contingency or wartime critical items, but a peacetime requirement. However, civilians may require a passport and visa. MAJCOMs will identify those personnel requiring passports for use during peacetime deployments and in support of United Nations’ missions.


A3.14.1. DELETED
A3.14.1.1. DELETED
A3.14.1.2. DELETED
A3.14.1.3. DELETED

A3.14.2. Is station equipped with network capable computers and/or laptops?

A3.14.3. The following blank forms? NOTE: If online access exists at PDF, hard copies of forms and references not required
   A3.14.3.1. DD Form 1351-2, *Travel Voucher or Sub-voucher*
   A3.14.3.2. DD Form 1351-6, *Multiple Payments List*
   A3.14.3.3. DD Form 2558, *Authorization to Start, Stop, or Change an Allotment*
   A3.14.3.4. Form W-4, *Employees Withholding Allowance Certificate*
   A3.14.3.5. AF Form 594, *Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination*
A3.14.3.7. AF Form 1745, Address Change Form
A3.14.3.8. DD Form 114, Military Pay Order
A3.14.3.9. SF Form 1199a, Direct Deposit Sign-Up Form NOTE: If CD ROM capability is available, forms and references will not be required.

A3.14.4. The following directives (optional at PDF but available on the base):


A3.14.4.3. DODFMR 7000.14R, Vol. 9, Travel Policy and Procedures and (2) AFI 65-114, Travel Policy and Procedures for Financial Services Offices and Finance Offices Reserve Component

A3.14.4.4. JFTR, Volume 1, Joint Federal Travel Regulation

A3.14.4.5. JTR, Volume 2, Joint Travel Regulation

A3.14.4.6. AFM 34-225, Directory of Government Quarters and Dining Facilities

A3.14.5. Individual Processing Checklist: (T-3)

A3.14.5.1. Has individual been counseled concerning their class X and D allotments?
A3.14.5.2. Does individual desire advanced per diem?

A3.14.5.3. If individual has not been issued government travel charge card (GTCC), or is not usable at deployed location, has individual been provided with advance pay or partial payment?

A3.14.5.4. Has deploying individual been briefed on proper use of the GTCC card?

A3.14.5.5. DELETED

A3.14.5.6. Does individual have sufficient number of blank checks for deployment?

A3.14.5.7. DELETED

A3.14.5.8. Has the PDF OIC/NCOIC been notified of any significant discrepancies?

A3.14.5.9. If money is present at PDF, have all measures been taken IAW Resource Protection guidance (AFI 31-101, Integrated Defense)?

A3.14.5.10. Have deploying personnel been briefed on the use and processing of Accrual Vouchers.

A3.14.6. DELETED

A3.14.6.1. DELETED

A3.14.6.2. DELETED

A3.14.6.3. If requested, are individuals counseled concerning power-of-attorney, and are they completed if time permits?

A3.14.6.4. DELETED
A3.15. Medical.

A3.15.1. Station or Processing Location Preparation. Deployment medical clearance 120 days prior to a deployment is mandatory for military members and DOD civilians assigned to AF installations and agencies. Please contact the MTF, Public Health/Force Health Management Office for guidance and location-specific medical requirements. Due to the complexity and sensitive nature of the medical clearance process, commanders, IDOs, and UDMs will ensure appropriate time is allocated during the duty day for deploying members to go to the MTF to accomplish their deployment medical requirements prior to the PDF. COCOM reporting instructions are subject to change and updated based on the assessment of current medical threats – additional medical requirements will be added to ensure protection of deploying personnel. (T-0)

A3.15.1.2. All DOD Civilians entering theater for 30 days or more must report to PH/FHM 120 days prior to their scheduled departure date to be medically cleared. DOD civilians must comply with DoDI 6490.07; Deployment-Limiting Medical Conditions for Service Members and DOD Civilian Employees, 5 Feb 2010, CCDR Reporting Instructions, and the medical requirements listed below. DOD Civilians must also bring an OF-178, Certificate of Medical Examination, to PH/FHM with Part B completed by the Appointing Officer prior to medical clearance. Note: DOD civilians who report to the MTF without an OF-178 or Part B completed will be returned to their unit. PH/FHM will schedule an appointment (same day if available) with an MTF physician to conduct the medical examination and document any deployment limiting medical conditions. Individuals who fail to report to PH/FHM or complete these medical requirements will not be cleared to deploy. DOD Civilians must in-process PH/FHM within 5 days of return from theater to complete required medical screening and post deployment health assessments. (T-0)

A3.15.2. A comprehensive list of mandatory pre- and post-deployment medical clearance requirements is outlined in Attachment 20.

A3.15.3. DELETED

A3.15.3.1. DELETED

A3.15.3.2. DELETED

A3.15.3.3. DELETED

A3.15.4. DELETED

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A3.15.13.1.8. DELETED
A3.15.13.1.9. DELETED
A3.15.14. DELETED
A3.15.14.1. DELETED


A3.16.1. Deployment Preparation

A3.16.1.1. DELETED
A3.16.1.2. DELETED
A3.16.1.3. Ch 5: Deployment Execution, Personnel Preparation

A3.16.2. Is an A&FRC representative available at the activated PDF or included on deployment processing checklists?

A3.16.2.1. Civilian

A3.16.2.2. Military (Active Duty) A3.16.2.3. Military (ARC). NOTE: For each block, please annotate if all support is the same or if unique support is needed based on Civ or Mil (Reserve, Guard, &/or Active Duty) status.

A3.16.2.3. Military (ARC) NOTE: For each block, please annotate if all support is the same or if unique support is needed based on Civ or Mil (Reserve, Guard, &/or Active Duty) status

A3.16.3. Do A&FRC personnel positioned at their designated station, or during the deployment preparation process, dispense brochures and answer last minute questions regarding deployment-related issues?

A3.16.4. Does an A&FRC 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?

A3.16.5. Do A&FRC personnel have resources available to disseminate to deploying members?

A3.16.6. Arrival at Deployed Location (Ch 6: Reception Process)

A3.16.6.1. Does installation A&FRC representative coordinate with deployed locations to minimize applicable briefing redundancy?

A3.16.6.2. Are A&FRC support personnel positioned at the A&FRC station to dispense brochures and answer last minute questions regarding the deployment cycle?

A3.16.6.3. DELETED

A3.16.6.4. Is the A&FRC station equipped with resources to disseminate to deploying members?

A3.16.7. Pre-Reintegration Actions (During Redeployment Phase) (Ch 7: Redeployment and Rotation)

A3.16.8. Does installation A&FRC representative coordinate with deployed locations to minimize applicable briefing redundancy with home station reintegration?
A3.16.9. Home Station Reintegration, Recovery, Reconstitution (Ch 8: Reintegration)
A3.16.10. Are A&FRC briefings scheduled in accordance with the reintegration timeline?
A3.16.11. Is a plan in place to track attendance at all AF-directed A&FRC briefings?
A3.16.12. Do A&FRC personnel coordinate with the CAIB/IDS-Delivery and applicable tenant/GSU leadership to identify best practices or improvement areas for reintegration?


A3.17.1. Deployment Preparation:
   A3.17.1.1. Ch 1: Functional Area Responsibilities and Authorities
   A3.17.1.2. Ch 2: Deployment Planning
   A3.17.1.3. Ch 5: Deployment Execution, Personnel Preparation

A3.17.2. Is a Chaplain Corps representative available at the activated PDF or included on deployment processing checklists?
A3.17.3. If PDF is activated:
   A3.17.3.1. Are Religious Support Teams (RST) available to serve on the PDF for the duration of the PDF?
   A3.17.3.1.1. Are Chaplain Corps personnel positioned at the chaplain station to dispense religious materials and act as a contact for persons wishing to see a chaplain?
   A3.17.3.2. Has a private room or area been designated for use by the chaplain for counseling?
   A3.17.3.3. Does the RST inform the unit commander, PDF OIC/NCOIC, or troop leader of personnel issues affecting the deployment eligibility of an individual?
   A3.17.3.4. Does the RST ensure religious materials are available and maintained?
   A3.17.3.5. Does the RST 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?
   A3.17.3.6. Does the RST maintain a PDF binder to include a log of significant events?
   A3.17.3.7. Do Chaplain Corps personnel provide religious support to deploying personnel, including a pre-brief or distribution of information about any sensitive cultural/religious issues in the employment areas during PDF processing or as requested?
   A3.17.3.8. Do Chaplain Corps personnel provide spiritual care in support of individuals, families, and units during pre-deployment activities?
   A3.17.3.9. Do Chaplain Corps personnel provide support to personnel, families, and base populations during contingencies IAW AFI 52-104?

A3.17.4. Deployed Location
   A3.17.4.1. Ch 1: Functional Area Responsibilities and Authorities
A3.17.5. Do Chaplain Corps personnel provide traumatic stress response to units, as requested by commanders, in conjunction with Mental Health Clinic (MHC) personnel? (All deployment/redeployment related Traumatic Stress Response services within AFRC wing must be coordinated with the reserve wing Deployment Support Program POC.)

A3.17.6. Pre-Reintegration Actions (During Redeployment Phase)

A3.17.6.1. Ch 7: Redeployment and Rotation

A3.17.6.2. Ch 8: Reintegration

A3.17.7. In the AOR within 30-days of redeployment, do Chaplain Corps and MHC personnel provide reintegration education to redeploying members?

A3.17.8. In the AOR within 30-days of redeployment, do Chaplain Corps and MHC 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/during deployment?

A3.17.9. In the AOR within 5-days of redeployment, do Chaplain Corps and MHC personnel follow up with higher-risk individuals who have been exposed to unusual danger, experienced loss, witnessed disturbing events, been injured, or had family problems before/during deployment?

A3.17.10. Do Chaplain Corps personnel work with unit leadership to plan and schedule reintegration briefings for redeployers and families and to provide individual counseling opportunities?

A3.17.11. Home Station Reintegration, Recovery, Reconstitution

A3.17.12. Ch 8: Reintegration

A3.17.13. At home station, within (7) days of the unit’s or individual’s redeployment, do Chaplain Corps members provide support and reintegration education to redeployed members, families, and units in collaboration with other IDS-Delivery agencies?

A3.17.14. Do Chaplain Corps personnel provide post-deployment follow-up support, reintegration and reunion ministries, and other programs to strengthen families and enhance the spiritual health of individuals? (Post-deployment services within AFRC wings will be coordinated with the reserve wing Deployment Support Program POC.)


A3.18.1. Deployment Preparation

A3.18.1.1. Ch 1: Functional Area Responsibilities and Authorities

A3.18.1.2. Ch 2: Deployment Planning

A3.18.1.3. Ch 5: Deployment Execution, Personnel Preparation

A3.18.2. Is the station equipped with:

A3.18.2.1. PCs and/or typewriters (optional)

A3.18.2.2. Blank Power-of-Attorney forms or other required legal documents
A3.18.3. If requested, are individuals counseled concerning power-of-attorney, and are they completed if time permits?

A3.18.4. Do deploying personnel have any legal problems that could affect or are aggravated by the deployment? If so, notify the PDF OIC or NCOIC who will inform the deployed individual’s unit of any problems that warrant follow-up action in the individual’s absence.

A3.18.5. Is the station manned by a paralegal with an attorney on call?

A3.18.6. Home Station Reintegration, Recovery, Reconstitution

A3.18.6.1. Ch 8: Reintegration

A3.18.6.2. Redeploying Airmen will be seen by legal personnel on an as needed basis after returning to the home station and address the following issues:

A3.18.6.2.1. Revoking powers of attorney, issues related to their rights under the Service members Civil Relief Act and family law matters (e.g. child custody).

A3.18.6.2.2. Claims information concerning the loss, damage, destruction, or theft of personal property while deployed.

A3.18.6.2.3. Assess individuals for any specific legal requirements.

A3.19. Standardized USAF Deployment Folder (AFDF) Table of Contents. AFDFs will be created, maintained and reviewed IAW AFI 10-403, MAJCOM supplements and IDPs.
**Figure A3.1. Air Force Deployment Folder Table of Contents**

<table>
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<td>(1) Deployment Folder Table of Contents</td>
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<td>(2) Squadron Commander Deployment Selection Letter (Note 8)</td>
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<th>Part II Readiness Requirements</th>
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<td>(1) AF Form 4005, <em>Individual Deployment Requirements Checklist</em>. (Note 7)</td>
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<td>(2) Individual Expeditionary Skills Training (EST) Documentation (Note 2)</td>
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<td>(3) Quantitative Fit Testing (QNFT) (Note 3)</td>
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<td>(4) Deployed Equipment Custodian Appointment Letter and Training Documentation, if applicable (Note 1)</td>
</tr>
<tr>
<td>(5) Weapons Courier Appointment Letter or Training Documentation, if applicable (Note 1)</td>
</tr>
<tr>
<td>(6) Ammunition Courier Appointment Letter or Training Documentation, if applicable (Note 1)</td>
</tr>
<tr>
<td>(7) Cargo Increment Monitor Appointment Letter or Training Documentation, if applicable. (Note 1)</td>
</tr>
<tr>
<td>(8) Classified Courier Appointment Letter or Training Documentation, if applicable (Note 1)</td>
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<td>(1) ID (Dog) Tags (Optional) (Notes 5 &amp; 6)</td>
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<td>(2) AF Form 245, <em>Employment Locator and Processing Checklist</em></td>
</tr>
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<td>(3) MICAS-generated AF Form 1297 (Upon receipt of deployment bags/weapons)</td>
</tr>
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<td>(4) DD Form 93 (vRed) – (Refer to guidance outlined in AFI 36-3802)</td>
</tr>
<tr>
<td>(5) A&amp;FRC Pre-deployment briefing (will be included as Part IV Checklist)</td>
</tr>
<tr>
<td>(6) Fitness Documentation</td>
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<td>(7) Civilian Personnel Requirements – (Refer to AFI 36-507, Attachment 3)</td>
</tr>
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<td>(8) AF Form 94, Air Baggage Claim Check (4 Tags)</td>
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<td>(9) AF Form 522, <em>USAF Ground Weapons Training Data</em></td>
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<td>(10) DD Form 2760, <em>Qualification to Possess Firearms or Ammunition</em></td>
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<th>Part IV Deployment Checklists</th>
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<td>(1) AOR Specific or Installation Deployment Out-Processing Checklist</td>
</tr>
<tr>
<td>(2) Medical Deployment Out-Processing Checklist (as applicable)</td>
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</tbody>
</table>
NOTE 1: Recommend UDMs use an individual’s Advanced Distributed Learning System (ADLS), Training Business Area (TBA), Integrated Maintenance Data System (IMDS), or other Air Force approved training system transcript to document completion of training requirements.

NOTE 2: Current Air Force Training Requirement/AF Form 4005. For comprehensive guidance for Expeditionary Skills Training (EST) see AFI 36-2201.

NOTE 3: Quantitative Fit Testing (QNFT) will be accomplished for each military member IAW AFOSH 48-137, AFI 10-2501, AFI 36-2201, and/or AFI 91-202. (T-0)

NOTE 4: Parts III, IV, and VI documentation will be generated and added to AFDF upon receipt of tasking order.

NOTE 5: AFI 36-3103 does not require ID (Dog Tags) to be stored by the UDM however; it is recommended that UDM store them in AFDF to avoid loss and/or damage prior to deployment. (T-2)

NOTE 6: Recommend Plastic Bag NSN: 7510-00-687-2664 or equivalent.

NOTE 7: Use of an electronic, digitally signed AF Form 4005 in lieu of hard copy AF Form 4005 is recommended.

NOTE 8: Blocks 1-7 will be completed when the AF Form 4005 is used in lieu of commander’s letter of selection.. (T-2)

A3.20. Key Unit Checklist. Recommended key unit self-assessment checklist items. (T-3)

A3.20.1. Has a UDM, and alternates, been appointed to accommodate 24-hour operations, if required?

A3.20.2. Have personnel been assigned and trained to fill required deployment positions as identified in the IDP?

A3.20.3. Has eligibility of deployment personnel been verified?

A3.20.4. Have all personnel been thoroughly briefed on all aspects of their personal responsibilities (e.g. wills, power of attorneys, insurance, vRED, etc.) for deployment?
A3.20.5. Have procedures been established to follow up with families of deployed unit members?
A3.20.6. Do all individuals have the items required per the AF Form 4005, FCG, CST, CAST, AOR and Location specific reporting instructions?
A3.20.7. Have classified couriers been appointed and trained?
A3.20.8. Have cargo couriers been appointed and trained, if required?
A3.20.9. Has the unit deployment personnel roster been updated as changes occur?
A3.20.10. Have unit self-aid and buddy care instructors provided preparatory training to all personnel to include use of new Individual First Aid Kits (IFAK)?
A3.20.11. Has a current alert notification plan been maintained and exercised appropriately?
A3.20.12. Are equipment and supplies safe, serviceable and ready for deployment (to include calibrated, if necessary) and accountability transferred when deployed (as applicable)?
A3.20.13. Have appropriate exercises and inspections been conducted and documented to determine the unit's capability to deploy personnel, equipment, and supplies as specified in the IDP?
A3.20.14. Have any reclamas been identified and reported to the IDO.
A3.20.15. Do personnel who are deploying for over 30-days have their training records updated in TBA?
A3.20.16. On notification of a deployment:
A3.20.16.1. Has the pyramid alerting and recall system been executed?
A3.20.16.2. Has the unit deployment control center been staffed?
A3.20.16.3. Has the UDM reviewed, and commander signed, the deployment data listing to ensure listed personnel are eligible for deployment and available for duty?
A3.20.16.4. Are personnel ready at the unit assembly area for movement to the PDF at the time established by the LOGMOD Schedule?
A3.20.16.5. Has a personnel eligibility verification and clothing/equipment check on each person scheduled for deployment been accomplished before reporting to the PDF for processing?
A3.20.16.6. Has equipment and supplies been prepared and delivered to the CDF at the time scheduled in the LOGMOD Schedule?
A3.20.16.7. Has the IDRC/DCC been advised immediately when deviations to equipment requirements are necessary?
A3.20.16.8. Has a unit representative been designated to attend the Deployment Concept Briefing to advise the IDRC/DCC of any anticipated personnel and equipment changes or shortages?
A3.20.16.9. Have transportation requirements in excess of unit capability been coordinated with the DCC’s Transportation Representative?
A3.20.16.10. Has the updated deployment data listing been delivered to the PDF according to the IDP and LOGMOD Schedule?

A3.20.16.11. Have baggage tags been provided to unit personnel and completed before departing the unit?

**A3.21. Individual Requirements Checklist.** Recommended individual requirements self-assessment checklist items. *(T-3)*

A3.21.1. Validation vs. AF Form 4005 and this instruction. Are the following items current and available:

A3.21.1.1. CAC?

A3.21.1.2. Passport and Visa, if required?

A3.21.1.3. ID (Dog) tag set (two tags, one long-length neck chain, and one short-length neck chain)?

A3.21.1.4. AF Form 623, *On-the-Job Training Record*, or Training Business Area (TBA), with attached AF Form 1098, *Special Task Certification and Recurring Training*, if required. NOTE: Required for military personnel only, E-6 and below.

A3.21.1.5. MyPay PIN?

A3.21.1.6. Valid Civilian/Government/International Drivers Licenses and Certificate of Competency card(s), if applicable?

A3.21.1.7. AF Form 1199, USAF Restricted Area Badge, if applicable?

A3.21.1.8. DD Form 2764, Geneva Convention ID Card for Civilians (N/A for ANG units)?

A3.21.1.9. Two pairs of prescription eyeglasses, if applicable? If necessary due to AOR reporting instructions - copy of AFPAM 10-100?

A3.21.1.10. One hearing aid and two sets of batteries, if applicable?

A3.21.1.11. Personal clothing and equipment. (NOTE: Personal clothing will be packed in duffel bags, barracks bags, B-4 type bags or commercial luggage with rounded corners, but not in wheeled containers, footlockers, or trunks unless they have rounded corners to preclude damage to other baggage and their contents. Personal baggage limitations are two pieces at 70 pounds each, excluding deployment bag and toolboxes. Carry-on baggage will be limited to one piece not to exceed 45 linear inches in dimension. (Excess baggage will be authorized in orders, if required.)

A3.21.1.12. Individual tool kits, professional kits, and any personal protective equipment required to perform duty? Hand-carry one complete operational CWDE ensemble onboard deployment aircraft when applicable.

A3.21.1.13. A 180-day supply of medications if under medical treatment? (Notify PDF immunization personnel if you are currently receiving medical treatment or have a chronic medical problem).

A3.21.1.14. Spectacle inserts for protective masks, when applicable?
A3.21.1.15. AF Form 1297, Temporary Issue Receipt, for cargo couriers if weapons are to be issued?

A3.21.1.16. Completed AF Form 522, *USAF Grounds Weapons Training Data*, detachable portion, (or automated equivalent) if weapons qualified?

A3.21.1.17. Personal Legal Affairs (e.g. life insurance, will, power of attorney, or other legal document)?


**A3.22. Unit Deployment Manager Responsibilities Checklist. Recommended UDM self-assessment checklist items. (T-3)**

A3.22.1. Are unit commanders and staff informed of the deployment status of unit personnel?

A3.22.2. Can the unit deployment control center be immediately activated?

A3.22.3. Is a copy of the IDP available in the unit deployment control center?

A3.22.4. Is there a continuous training program to familiarize unit personnel with the IDP and with specific responsibilities during deployment?

A3.22.5. Is a current pyramid unit recall notification plan in effect and can unit personnel be recalled in the event of telephone or communications failure?

A3.22.6. Are unit deployment rosters complete and current and updated in LOGMOD?

A3.22.7. Do qualified individuals fill each deployable UTC position assigned to the unit?

A3.22.8. Are individuals notified (person-to-person contact) when tasked to deploy?

A3.22.9. If cargo couriers are required, is the unit deployment roster annotated?

A3.22.10. Have designated classified couriers been identified?

A3.22.11. Have procedures been established to ensure individuals are briefed on responsibilities for deployment to include:

A3.22.11.1. Personal clothing and equipment?

A3.22.11.2. Professional equipment and supplies?

A3.22.11.3. Accuracy of documents and records necessary for deployments?

A3.22.11.4. Individuals having their personal affairs in order at all times and have informed family members there is a strong probability of very short-notice deployments?

A3.22.11.5. What Airman & Family Readiness Center programs are available?

A3.22.11.6. Advising family members to contact the local American Red Cross representative if any emergency arises that necessitates return of the individual?

A3.22.11.7. Responsibility to contact medical personnel when a physical condition is detected that might limit capability to perform deployment duties so that an AF Form 422, *Notification of Air Force Member’s Qualification Status*, and/or AF Form 469, *Duty
Limiting Condition Report, can be prepared? (NOTE: Emergency-Essential (E-E) federal civilians will inform their supervisor if they have a permanent or long-term medical problem that would prevent them from deploying).

A3.22.11.8. Have procedures been implemented to ensure compliance with the following requirements:

A3.22.11.9. Deployment training is documented in unit training records?
A3.22.11.10. All immunizations for individuals are current at all times?
A3.22.11.11. Individual's CAC is current at all times?
A3.22.11.11.1. Individual possesses a set of current ID (Dog) tags (two tags, one short chain and one long chain)?
A3.22.11.12. Individual maintains a current vRED or DD Form 93.
A3.22.11.13. Individual has all finance affairs (e.g. pay allotments, Direct Deposit, DD Form 1337, Pay and Allowances, Authorization/Designation for Emergency, etc.) in order?
A3.22.11.14. Medical and religious personnel have a DD Form 1934 and civilian employees other than medical and religious, have a DD Form 2764?
A3.22.11.15. Do individuals, who are appointed to manage a given set of cargo increments, have hazardous cargo training to include maintaining accurate packing and load lists, and preparing DD Forms 1387-2 for classified hazardous cargo and DD Form 2779, Shipper's Declaration for Dangerous Goods Form, for all other hazardous cargo?
A3.22.11.16. Are personnel ready at the unit assembly area for movement to the deployment processing line at the time established on the LOGMOD Schedule?
A3.22.11.17. Are equipment and supplies properly prepared (using applicable checklists and instructions) and delivered to the CDF in-check area according to the Deployment Schedule?
A3.22.11.18. Does the unit conduct personnel eligibility verification(s), clothing check(s), and equipment check(s) for each person scheduled for a deployment before the individual reports to the PDF?
A3.22.11.19. Are procedures established for a periodic inspection to verify individual's eligibility for deployment (recommend a quarterly inspection at minimum)?
A3.22.11.20. Has the unit established procedures, checklists, and charts to ensure control of deployment personnel, equipment, and supplies?
A3.22.11.21. Are authorized deployment equipment and supplies maintained in a constant state of readiness?

A3.23. LOGMOD Scheduling Cell Checklist. Recommended UDM self-assessment checklist items. (T-3)

A3.23.1. Preparation:

A3.23.1.1. Are workstations operational and contain LOGMOD and IGC programming, to include access to SMS and GDSS?
A3.23.1.2. Are mode event tables and timelines established for a variety of airlift types; has the event timelines been re-validated with affected work centers to ensure timing can be met? NOTE: Refer to Chapter 3 for applicable event tables.

A3.23.1.3. Has a LOGPLAN been created and populated with known UTCs from the CCDR’s Planning PID?

A3.23.1.4. If UTCs are known, has the IDO provided a UTC prioritization plan for personnel line numbers and cargo increment numbers?

A3.23.1.5. If UTCs are known, has the aircraft loadplanner created load plans using the C-17 for planning purposes?

A3.23.1.6. Has a current PIF (.PRT) file from IPR/Manpower been requested and received?

A3.23.1.7. Are procedures in place to monitor the CCDR’s TPFDD on a continual basis?

A3.23.1.8. If UTCs are known, have units verified cargo for accuracy using the LOGMOD database verification tool?

A3.23.1.9. If known, have aircrew, ADVON, ESTA-type chalks been created in a LOGMOD Schedule?

A3.23.2. Execution:

A3.23.2.1. Has the DEPORD been reviewed and TPFDD validated against the planned TPFDD, to include updating the LOGPLAN and LOGMOD Schedule with accurate UTCs and ULNs?

A3.23.2.2. Has LEVY (*.lvy) file been reviewed and imported into LOGMOD Schedule?

A3.23.2.3. Has a cargo export file been created for the load planner?

A3.23.2.4. Has an airflow message been received and is SMS being monitored for inbound strategic lift missions?

A3.23.2.5. Are LOGMOD Schedules being modified and/or created using the CCDR’s locked TPFDD/airflow message and provided to the IDO/DCC Logistics representative in a timely manner?

A3.23.2.6. Have all UTCs been assigned to a chalk and shortfalls accounted for?

A3.23.2.7. Have all classified/cargo/weapon couriers been identified in the Schedule’s remarks section?

A3.23.2.8. Have all changes and impacts to processing/airflow been captured and published as a “Change” in the Schedule?

A3.23.2.9. Have all required export files been provided to the CDF and PDF?

A3.23.2.10. Has a logbook been established and used appropriately?

A3.23.2.11. Is DCAPES monitored for changes/updates to the TPFDD?

A3.23.2.12. Has the IDO and/or DCC Logistics representative provided an updated UTC prioritization plan by personnel line numbers and cargo increments numbers?
Attachment 4

AIR FORCE DEPLOYMENT AND READINESS PROCESSES


A4.1.1. The following deployment process graphs/flowcharts depict an overview of the deployment process starting from initial validation of requirements by the CCDR to actual preparation for and deployment of Air Force personnel/cargo.

A4.1.2. Figure A4.1 provides additional references (see as follows) to the authoritative source for AEF sourcing and verification processes (1-2), Reclama/UIC change submission timelines (3) and Authorization Change Request Process (4). Disclaimer: Does not refer to MilPDS sourcing.

A4.1.3. AFI 10-401 authoritative sources:

A4.1.3.1. Figure 14.1 – AFPC Sourcing Process

A4.1.3.2. Figure 8.1 – DCAPES TNT (Formerly Air Force Verification Process (AFVC))

A4.1.3.3. Table 10.2 – Reclama / UIC Change Submission Timelines

A4.1.3.4. Figure 9.1 – Authorization Change Request (ACR) Process
Figure A4.1. Macro-Level Deployment Process, Part 1.
A4.2. MAJCOM/Unit Posturing Flowcharts. The following two flowcharts (Figure A4.3 and A4.4) denote how MAJCOMs and units posture and align personnel to UTCs identified in the UTC Availability (UTA).
Figure A4.3. Aligning Personnel to UTCs, Part 1

1-Year from AEF schedule start

HQ USAF FAM update UTC prioritization and sequencing guidance

AFCHQ/MAJCOM FAM completes posturing & coding

Postured UTCs visible in UTA

MO builds PID (in DCAPES) for all postured UTCs

MO ensures assigned units have required authorizations in Unit Manpower Document (UMD)

MO provides IDO automated version of plan for upload into LOGMOD

IDO/IDRC builds LOGMOD Schedule for all UTA postured UTCs and imports into LOGMOD for UDM visibility

UDMs access LOGMOD SOE to view all postured UTCs

Based on Unit CC input, UDMs align personnel to UTCs (i.e. Faces to Spaces) in LOGMOD

Go to 6 (Fig. A4.4)
A4.3. Expeditionary Skills (ES) Proficiency Training Flowchart. The following flowchart (Figure A4.5) illustrates how UDMs monitor and track the completion of required Expeditionary Skills (ES) Proficiency Training (Tier 2A, 2B, and 3) for assigned personnel once associated to an AEF Tempo Band/Block. NOTE: Tier 2A ES proficiency training requirements are outlined in AFI 36-2201.

A4.3.1. The following flowchart (Figure A4.5) illustrates how UDMs monitor and track the completion of required Expeditionary Skills (ES) Proficiency Training (Tier 2A, 2B, and 3) for assigned personnel once associated to an AEF Tempo Band/Block. NOTE: Tier 2A ES proficiency training requirements are outlined in AFI 36-2201.
A4.4. The following flowcharts (in Figures A4.6, A4.7, and A4.8) depict how wings/installations acknowledge deployment taskings. NOTE: Taskings flow thru MAJCOM AEF Cells; processes will vary slightly from MAJCOM to MAJCOM.
Figure A4.6. Installation/Wing Tasking Acknowledgement Process, Part 1

AFPC/DPW Forwards Taskings to/thru MAJCOMs/Wings/IPRs

IDO/IDRC acknowledges new tasking in TNT

More than 45 Days from first movement (RDD or training)?

Yes

Within 2-duty days of receipt the following IDO/IPR/MO actions must be performed

MO acknowledges tasking IAW AFI 38-205 (correct type unit, correct PAS, unit postured with tasked UTC or has resources required to fill tasking, etc.)

Tasking Valid? Yes

No

Return to MAJCOM for correction or resourcing

No

Within 24 hours of Receipt of tasking

Yes

IPR Verifies IAW 36-3802 (Line-level Details, Line Remarks, AOR Reporting Instructions, etc.), and Prepares Deployment Tasking Notification Letter

IDO/IDRC Builds LOGMOD SOEs w/Air Force (or MAJCOM) Approved Pseudo PID for Unit Visibility

IDO forwards Tasking Letter to Unit

Unit views Tasking in LOGMOD SOE

Unit/CC determines ability to fill Tasking

Disclaimer: Does not refer to MilPDS sourcing.
Figure A4.7. Installation/Wing Tasking Verification Process, Part 2

1. Airman posted & assigned to tasked AEF?
   - Yes: Forward shortfall in AEF Online Reclama Processing Tool to IDO & IPR (or DCC Personnel Representative).
   - No: Airman is home station required?
     - Yes: Airman has DAV code?
       - Yes: Can DAV be waived?
         - Yes: Forward waiver request through IPR & PERSCO to deployed CC
         - No: Non-qualified due to line remarks (AOR requirements)?
           - Yes: Deployed CC approves requested waiver?
             - Yes: Get IPE, weapon, Ammo from other units on base, a nearby base, MAJCOM, ILOC, en route, in AOR, etc.
             - No: Forward DRMD to IDRC/DCC Personnel Rep and confirm ability to fill w/IDO
           - No: Can be trained & meet DRI?
             - Yes: Get IPE, weapon, Ammo from other units on base, a nearby base, MAJCOM, ILOC, en route, in AOR, etc.
             - No: Airman has IPE, weapon, & Ammo?
               - Yes: Fill in names & SSNs on DMRD.
               - No: Forward DRMD to IDRC/DCC Personnel Rep and confirm ability to fill w/IDO
   - No: Sub on same base, in same MAJCOM, in same AEF if available?
     - Yes: IDO returns tasking to AFCHQ/MAJCOM with recommended fill on base
     - No: Shortfall Process

2. Go to 6 (Fig. A4.9)
Figure A4.8. Installation/Wing Tasking Verification Process, Part 3

1. Equipment
   - Equipment posted, on-hand and available?
     - No
     - Equipment required at home station?
       - Yes
         - Forward shortfall in AEF RPT w/required documentation to IDO & LRS IPE element (or DCC LRS representative)
       - No
         - Substitute on same base in same MAJCOM in same AEF is available?
           - Yes
             - Shortfall Process
             - Shortfall Process
           - No
             - Shortfall Process
   - No
     - Equipment meets theater special requirements, if any e.g. vehicle armor?
       - Yes
         - UTC pairing and tailoring required?
           - Yes
             - Identify source allowing/requiring UTC pairing and tailoring
             - Update LOGMOD planning sub-system (cargo) and notify IDO
             - IDO provides updated planning/execution data to MAJCOM LOGMOD Manager
             - Go to 7 (Fig. A4.12)
             - Confirm ability to fill requirement with IDO
           - No
             - IDO verifies tasking (in DCAPES TNT) and unit updates ART
             - Go to 7 (Fig. A4.12)
       - No
         - Shortfall Process
A4.5. The following flowcharts (in Figures A4.9 and A4.10) depict how personnel will be processed for deployments.

**Figure A4.9. Personnel Processing Process, Part 1**
A4.6. The following flowcharts (in Figures A4.11, A4.12, and A4.13) depict how cargo will be processed for deployments.
Figure A4.11. Cargo Processing Process, Part 1

Figure A4.11. Cargo Processing Process, Part 1.
Figure A4.12. Cargo Processing Process, Part 2

1. IDO copies tasked UTCs to LOGMCD SOE
   - Unit pairs & tailors UTCs as applicable (or allowed) and ensures TCMD is accurate
   - IDO creates SOE
   - Airlift departing from home station?
     - Yes: Go to 9 (Fig. A4.13)
     - No: IDO chucks cargo to SOE

2. Cargo conveyed/ trucked to nearby APOE for unit move?
   - Yes: DCC/ADACG or equivalent load planners create load plans
   - No: Unit turns equipment into LRGDD to load
     - LRGDD Rep(s) packages, marks, documents, labels shipment, etc
     - LRGDD Rep(s) clear shipment with ACA and/or CCCA
     - LRGDD routes shipment to APOE/POE

3. Go to 10 (Fig. A4.13)
   - LRS transports cargo to nearby APOE's ADACG/CDF
   - LRS sends vehicle; LRS Traffic Management inspects it and briefs driver (e.g. DD Form 626), and LRS loads vehicle
   - After equipment is properly palletized (if applicable), marked, documented, and placarded, unit calls in Assembly Complete Time
   - IDO chucks cargo to SOE

4. Transportation Rep pushes CMOS Manifest to IGC
   - Equipment departs
A4.7. The following flowcharts (in Figures A4.14 and A4.15) depict the installation/wing reclama process for deployments.

**Tasking Flows to Unit**

1. Are authorized, assigned, trained, qualified, or eligible personnel available?
   - Yes: FAM/IFR/LRS provides alternate capability to IDO within 1-duty period.
   - No: Go to 12 (Fig. A4.15)

2. Is replacement capability inherent in other unit?
   - Yes: FAM looks for suitable replacement within same base/MJCOM AEF or Enabler.
   - No: Is authorized, on-hand, or serviceable equipment available if applicable?

3. Is authorized, on-hand, or serviceable equipment available if applicable?
   - Yes: If IFR/LRS provides shortfall requests to appropriate base FAM.
   - No: Is appropriate capability available in Band/Block?

4. Is appropriate capability available in Band/Block?
   - Yes: Unit submits shortfall request to IDO/DRD/DCC through on-line RPT.
   - No: Unit CC and UDM prepare shortfall in on-line RPT.

5. Waiver granted?
   - Yes: Tasked unit requests waiver (line Remarks: SE/Grade/Skill Level) from deployed Group/CC or equivalent through IPR & PERSCO.
   - No: Submit tasked assets to IDO for verification.

6. Did unit fill UTC tasking by pulling from another UTC?
   - Yes: Update ART to ensure UTCs that are pulled from are accurate.
   - No: Go to 11 (Fig. A4.15)
Figure A4.15. Installation/Wing Reclama Process, Part 2.
DEPLOYMENT WORKCENTER TRAINING

A5.1. Deployment Work Center Training Requirements. The following table contains a list of training classes for deployment work center personnel, and augmentees, based on specific roles and responsibilities. The IDP will identify and document (by position title/description) mandatory and recommended training requirements for each workcenter. (T-0)

Table A5.1. Deployment Work Center Training Requirements

<table>
<thead>
<tr>
<th>TYPE</th>
<th>FREQUENCY</th>
<th>RECORD KEEPER</th>
<th>REFERENCE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workcenter Orientation</td>
<td>Initial Refresher: As required</td>
<td>Workcenter OIC/NCOIC</td>
<td>AFI 10-403</td>
</tr>
<tr>
<td>Logistics Module (LOGMOD)</td>
<td>Initial Refresher: As required</td>
<td>LRS ²</td>
<td>AFI 10-403</td>
</tr>
<tr>
<td>Cargo Preparation Pallet Build Up</td>
<td>Initial 6 Refresher: N/A²</td>
<td>LRS ³</td>
<td>AFI 24-114</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DTR 4500.9-R, Part III</td>
</tr>
<tr>
<td>Hazardous Material Preparers</td>
<td>Initial Refresher: 24 months</td>
<td>LRS ³</td>
<td>DTR 4500.9-R</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>AFMAN 24-204 (IP)</td>
</tr>
<tr>
<td>Hazardous Material Inspectors</td>
<td>Initial Refresher: 24 months</td>
<td>LRS ³</td>
<td>DTR 4500.9-R</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>AFMAN 24-204 (IP)</td>
</tr>
<tr>
<td>Hazardous Material Handlers</td>
<td>Initial Refresher: 24 months</td>
<td>LRS ³</td>
<td>DTR 4500.9-R</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>AFMAN 24-204 (IP)</td>
</tr>
<tr>
<td>Hazardous Material Packers (Technical Specialist)</td>
<td>Initial Refresher: 24 months</td>
<td>LRS ³</td>
<td>DTR 4500.9-R</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>AFMAN 24-204 (IP)</td>
</tr>
<tr>
<td>AMC Affiliation Training</td>
<td>Initial Refresher: 18-24 months</td>
<td>LRS ³</td>
<td>DTR 4500.9-R, Part III</td>
</tr>
<tr>
<td>Integrated Computerized Deployment System (ICODES)</td>
<td>Initial Refresher: 24 months</td>
<td>LRS ³</td>
<td>DTR 4500.9-R, Part III</td>
</tr>
<tr>
<td>(Aircraft Load Planning)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joint Airlift Inspector</td>
<td>Initial 6 Refresher: As required</td>
<td>LRS ³</td>
<td>AFI 24-114</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DTR 4500.9-R, Part III</td>
</tr>
<tr>
<td>Aircraft Load Team</td>
<td>Initial 6 Refresher: As required</td>
<td>LRS ³</td>
<td>AFI 24-114</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DTR 4500.9-R, Part III</td>
</tr>
<tr>
<td>Aircraft Marshaling</td>
<td>Initial 6 Refresher: As required</td>
<td>LRS ³</td>
<td>AFI 11-218</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>AFI 24-114</td>
</tr>
<tr>
<td>Position</td>
<td>Initial Refresher</td>
<td>LRS</td>
<td>AFI  Code</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-------------------</td>
<td>-------</td>
<td>----------------</td>
</tr>
<tr>
<td>Ramp Coordinator</td>
<td>As required</td>
<td>3</td>
<td>24-114</td>
</tr>
<tr>
<td>Quality Control</td>
<td>As required</td>
<td>3</td>
<td>24-114</td>
</tr>
<tr>
<td>Cargo In-Check</td>
<td>As required</td>
<td>3</td>
<td>24-114</td>
</tr>
<tr>
<td>Explosives/Weapons Safety</td>
<td>15 months</td>
<td>3</td>
<td>91-202, 24-114</td>
</tr>
<tr>
<td>Passenger Baggage Handlers</td>
<td>As required</td>
<td>3</td>
<td>24-114, 4500.9-R, Part II</td>
</tr>
<tr>
<td>Passenger In-Check/Manifesting</td>
<td>As required</td>
<td>3</td>
<td>24-114, 4500.9-R, Part I</td>
</tr>
<tr>
<td>Weapons Courier</td>
<td>As required</td>
<td>3</td>
<td>24-114, 4500.9-R, Part V</td>
</tr>
<tr>
<td>Ammunition Courier</td>
<td>As required</td>
<td>3</td>
<td>4500.9-R, Parts II, III, V</td>
</tr>
<tr>
<td>Classified Courier</td>
<td>As required</td>
<td></td>
<td>31-401, 5200.01, 4500.9-R, Parts II, III, V</td>
</tr>
<tr>
<td>Deployed Equipment Custodian</td>
<td>As required</td>
<td>4</td>
<td>23-110</td>
</tr>
</tbody>
</table>

*NOTE 1: Workcenter orientation training will be developed by workcenter OIC/NCOIC and documented in IDP*

*NOTE 2: LRS/Plans & Integration Section (LGRD)*

*NOTE 3: LRS/Deployments & Distribution Flight/Small Air Terminal & Passenger Movement Element (LGRDA)*

*NOTE 4: LRS/Materiel Management Flight (LGRM)*

*NOTE 5: Personnel whose duties involve contact with explosives will receive initial explosive safety training and must have recurring training every 15 months IAW AFI 91-202*

*NOTE 6: Refresher training will be “as required” unless frequency is prescribed in a MAJCOM supplement and/or IAW IDP*
Attachment 6

CARGO CATEGORY CODES (CCC)

A6.1. This code identifies the types of cargo for force or non unit-related cargo requirements. The cargo category code consist of three characters. Each character position has unique codes and meanings (Ref: CJCSM 3150.16C). The following tables list valid codes and meanings for each character position. NOTE: Second character position codes are different between force and non unit cargo categories.

Table A6.1. First Position CCCs – Identifies CargoType

<table>
<thead>
<tr>
<th>Character</th>
<th>Cargo Type Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Vehicles (wheeled and tracked, self-propelled or non-self-propelled) that are neither security nor hazardous cargo (see codes K and L for security and hazardous vehicles) and are not suitable for road marching on overland deployment legs. See code R for road capable vehicles.</td>
</tr>
<tr>
<td>B</td>
<td>Non-self-deploying aircraft (NSDA) that are uncrated (if self-deployable aircraft will not be deployed under their own power, they are identified as NSDA and their force movement characteristics reported).</td>
</tr>
<tr>
<td>C</td>
<td>Floating craft.</td>
</tr>
<tr>
<td>D</td>
<td>Hazardous non-vehicular cargo. (See code E).</td>
</tr>
<tr>
<td>E</td>
<td>Security non-vehicular cargo or non-vehicular cargo that is both security and hazardous.</td>
</tr>
<tr>
<td>F</td>
<td>Cargo requiring refrigeration by the mover.</td>
</tr>
<tr>
<td>G</td>
<td>Bulk POL (non-packaged)-fuel contained in unit tankers.</td>
</tr>
<tr>
<td>H</td>
<td>Bulk granular cargo; crushed rock, sand, etc.</td>
</tr>
<tr>
<td>J</td>
<td>Other non-vehicular cargo, including water, packaged POL, crated aircraft, etc.</td>
</tr>
<tr>
<td>K</td>
<td>Vehicles designated as security cargo or both security and hazardous cargo.</td>
</tr>
<tr>
<td>L</td>
<td>Vehicles designated as hazardous cargo but not security cargo.</td>
</tr>
<tr>
<td>M</td>
<td>Ammunition.</td>
</tr>
<tr>
<td>N</td>
<td>Nuclear weapons.</td>
</tr>
<tr>
<td>P</td>
<td>Chemical munitions.</td>
</tr>
<tr>
<td>R</td>
<td>Wheeled vehicles (self-propelled or non-self-propelled), neither security nor hazardous cargo, that are suitable for road march on overland deployment legs and capable of convoy speeds up to 40 MPH.</td>
</tr>
</tbody>
</table>

Table A6.2. Second Position CCCs – Specifies Cargo Extension

<table>
<thead>
<tr>
<th>Character</th>
<th>Cargo Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Non-Air-Transportable Cargo: Cargo that exceeds any of the dimensions 1,453 inches x 216 inches x 156 inches and the width exceeds 144 inches.</td>
</tr>
<tr>
<td>1</td>
<td>Outsized cargo: Cargo that exceeds the dimensions of oversized cargo and requires the use of aircraft such as a C-5 or C-17 or surface transportation. An item exceeds 1,000 inches long by 117 inches wide by 105 inches high in any one dimension.</td>
</tr>
<tr>
<td>2</td>
<td>Oversized cargo: Cargo that exceeds the usable dimension of a 463L pallet loaded to the design height of 96 inches, but equal to or less than 1,000 inches in length, 117 inches in width, and 105 inches in height. This cargo is air transportable on aircraft such as the C-5, C-17, C-130, KC-10 and most civilian contract cargo carriers.</td>
</tr>
<tr>
<td>3</td>
<td>Bulk cargo: Dimensions less than that of oversize cargo.</td>
</tr>
</tbody>
</table>
Organic cargo: Moved by unit resources.

**Table A6.3. Third Position CCCs – Cargo Containerization**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>This cargo is normally carried on a deploying vehicle and is not applicable to non unit-related cargo coded as a CIN. When non unit-related cargo is entered in a ULN, value “A” will be used.</td>
</tr>
<tr>
<td>B</td>
<td>This cargo can be containerized, meets the dimensional criteria for a 20-foot container (225&quot; X 84&quot; X 82&quot;), and does not exceed a weight of 20 short tons. See NOTE 2.</td>
</tr>
<tr>
<td>C</td>
<td>This cargo can be containerized, does not meet the dimensional criteria for a 20-foot container, but does meet the dimensional criteria for a 40-foot container (468 inches x 84 inches x 86 inches) and does not exceed a weight of 40 short tons.</td>
</tr>
<tr>
<td>D</td>
<td>This cargo cannot or will not be containerized.</td>
</tr>
<tr>
<td>E</td>
<td>Loaded 20-foot containers.</td>
</tr>
<tr>
<td>F</td>
<td>Loaded 40-foot containers.</td>
</tr>
<tr>
<td>G</td>
<td>Loaded flat rack.</td>
</tr>
<tr>
<td>H</td>
<td>Cargo already in containers and can be moved in this configuration. An example of this cargo would be a field hospital, which is stored in containerized configuration and moved as a container cargo.</td>
</tr>
</tbody>
</table>

**NOTE 1:** All dimensions are expressed in length X width X height. Width and height pertain to aircraft door limitations.

**NOTE 2:** Interior dimensions of a 20-foot container are 231" X 92" X 87". Containers are used for sealift.

**NOTE 3:** Interior dimensions of a 40-foot container are 473" X 92" X 92". Containers are used for sealift.
CONCEPT OF OPERATIONS AND/OR CONCEPT BRIEFING OUTLINE

A7.1. Concept of operations and/or concept briefing outline.

A7.1.1. Establish use of local or ZULU time.

A7.1.2. 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 DOD 5200.1-R and AFI 31-401.

A7.1.3. Conduct roll call.

A7.1.4. Brief notification time.

A7.1.5. Brief classification of destination (classified/unclassified)

A7.1.6. Brief transportation flow schedule, ground rules, and LOGMOD Schedule.

A7.1.7. Brief deployment authority and who it is directed by

A7.1.8. Brief Plan Identification Designator (PID) (CAUTION: OPLAN PIDs are normally classified). NOTE: Optional briefing item. Briefing the PID will classify the briefing and limit capability to conduct an unclassified briefing. An alternate approach is to brief the PID directly to the CAT as the IDRC is the primary user of the PID and it can be briefed separately.

A7.1.9. Brief LOGPLAN and LOGMOD Schedule IDs (CAUTION: these must be kept unclassified).

A7.1.10. Brief Tasked UTCs, Unit Line Numbers and Units.

A7.1.11. Brief first flying unit/ first unit to first 10-12 hours of processing.

A7.1.12. Brief personnel processing start time

A7.1.13. If available, brief en route stops: Number (if classified); Location(s) (if unclassified).

A7.1.14. Brief authorized flight meals per person, to include, meal cost associated to officers, enlisted and civilian personnel.

A7.1.15. Brief all modes of transportation.

A7.1.16. Brief first mode of transportation departure information.


A7.1.18. Mobility bags (type and method of issue).


A7.1.20. Brief weapons and ammunition (include specific guidance on issue, movement, safety, and storage procedures).

A7.1.21. Brief special clothing requirements.
A7.1.22. Brief antidote agent requirements.

A7.1.23. Brief health information for international travels, special immunizations etc.

A7.1.24. Brief destination country’s customs (import limits and required equipment documentation). NOTE: Do not compromise security if destination is classified.

A7.1.25. Ensure Office of Special Investigation (OSI) threat briefing is conducted (if required).

A7.1.26. Brief religious concerns, cultural concerns, and religious support in the AOR.

A7.1.27. Brief orders information:
  A7.1.27.1. Brief temporary Duty duration.
  A7.1.27.2. Brief duty on and off military installation.
  A7.1.27.3. Brief field condition (Yes or No).
  A7.1.27.4. Brief member will hand carry (Item list).
  A7.1.27.5. Brief if LRS Traffic Management will bulk ship (item list).
  A7.1.27.6. Brief wear of Airman Battle Uniform.
  A7.1.27.7. Brief group travel (Yes or No).
  A7.1.27.8. Brief special lodging and messing (yes or No).

A7.1.28. Additional remarks.
Attachment 8

REPORTING UNIT LEVEL UNIT TYPE CODE (UTC) DATA TO JOPES

A8.1. Reporting Unit Level UTC Data to JOPES.

A8.1.1. At the direction of the parent MAJCOM, wings will electronically pass their LOGMOD-generated “DCAPES Schedule Export” files to their MAJCOM. Parent MAJCOMs must make the determination when their units send these files. For example, when there are very limited or no changes to the standard UTC, a LOGMOD-generated “DCAPES Schedule Export” file would not be required. When there are major end-item/increment level changes/tailoring, the LOGMOD-generated “DCAPES Plan Export” would be required. When required, ANG units will send their files to NGB/A3X for subsequent forwarding to gaining MAJCOMs or direct import into DCAPES.

A8.1.2. Prior to importing the LOGMOD-generated “DCAPES Schedule Export” or “DCAPES Plan Export” files into DCAPES, MAJCOMs will ensure UTCs/ULNs match TPFDD UTC/ULNs. Deploying units (with cargo) will only send files for ULNs with tailored UTCs.

A8.1.3. Supporting MAJCOMs must ensure the LOGMOD-generated “DCAPES Schedule Export” or “DCAPES Plan Export” file (provided from the base) are imported into DCAPES prior to providing TPFDD verification to the supported commander. Once the supported commander provides TPFDD validation to USTRANSCOM, the UTC/ULN will be locked and cannot be updated.

A8.1.4. MAJCOMs are authorized to provide additional guidance for MAJCOM specific requirements.
Attachment 9

DEPLOYMENT SCHEDULE OF EVENTS—LOADING SCHEDULE

Figure A9.1. Deployment Schedule of Events—Loading Schedule Form (AF Form 2512)

<table>
<thead>
<tr>
<th>ANNEX</th>
<th>DEPLOYMENT SCHEDULE OF EVENTS - LOADING SCHEDULE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(All Times Local)</td>
<td></td>
</tr>
<tr>
<td>LOADS/RALLY</td>
<td>LOAD PLANNING COMPLETE</td>
<td>LOADING SCHEDULE</td>
</tr>
<tr>
<td>TDY ORDERS COMPLETE</td>
<td>PAX MANIFEST TO GC</td>
<td>AOT COMMANDER BRIEFED</td>
</tr>
<tr>
<td>TIME</td>
<td>START</td>
<td>COMPLETE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REMARKS

COURIER

SENSITIVE:
Attachment 10

DEPLOYMENT SCHEDULE OF EVENTS—CARGO

Figure A10.1. Deployment Schedule of Events—Cargo Form (AF Form 2511)

<table>
<thead>
<tr>
<th>UTC</th>
<th>UIN</th>
<th>UNIT</th>
<th>CARGO INCREMENT NUMBERS/ NONINTERCHANGEABLE</th>
<th>ASSEMBLY COMPLETE</th>
<th>CARGO MARKING</th>
<th>ETD</th>
<th>START</th>
<th>COMPLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

REMARKS:  
COURIERS:  
SENSITIVE:

AF IMT 2511, 20001231, VI  
PREVIOUS EDITION IS OBSOLETE
Attachment 11

DEPLOYMENT SCHEDULE OF EVENTS—PERSONNEL

Figure A11.1. Deployment Schedule of Events—Personnel (AF Form 2511A)

<table>
<thead>
<tr>
<th>UTC</th>
<th>ULN</th>
<th>UNIT</th>
<th>DEPLOYMENT POSITION NUMBERS</th>
<th>NUMBER OF FAX</th>
<th>FAX PROCESSING</th>
<th>ETD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remarks: Couriers:

Sensitive:
A12.1. Installation Deployment Plan Wing Commander Briefing Sample.

A12.1.1. Development stage of the plan (if being re-written).

A12.1.2. 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 DOD 5200.1-R and AFI 36-401.

A12.1.2.1. Total number of UTCs postured from the installation/wing (break out tenants).

A12.1.2.2. Number of personnel and short tons postured in the UTA.

A12.1.2.3. Number of personnel postured in DW* coded UTCs (break out Enablers separately).

A12.1.2.4. Short tons postured in DW* coded UTCs (break out Enablers separately).

A12.1.2.5. Number of personnel tasked against OPLANs (or CONPLANs w/TPFDDs).

A12.1.2.6. Short tons tasked against OPLANs (or CONPLANs w/TPFDDs).

A12.1.2.7. Total number of transiting personnel and short tons (from TPFDDs).

A12.1.2.8. Total number of inbound personnel (from TPFDDs).

A12.1.2.9. Largest number of personnel movement in a single day (in, out, transit).

A12.1.2.10. Largest cargo short ton movement in a single day (in, out, transit).

A12.1.2.11. Cargo marshalling/processing facilities/yard capacity and requirement.

A12.1.2.12. Personnel processing facilities capacity and requirement.

A12.1.2.13. MHE capacity/requirement.

A12.1.2.14. Processing facilities for other Services (if different), capacity and requirement.

A12.1.2.15. Command and control facilities available/required:

A12.1.2.15.1. Power requirements/capacity/shortfall (if any).

A12.1.2.15.2. Communications requirements/capacity/shortfall (if any).

A12.1.2.16. Parking plan for maximum number of parked aircraft (permanently based and/or transiting) from Wartime Aircraft Activity Report (Parking MOG).

A12.1.2.17. Working MOG.

A12.1.2.18. Hot cargo spots availability and estimated requirement.

A12.1.2.19. Support personnel requirements: personnel shortfalls, number of personnel, types of positions (e.g. load planners, QC, Personnel, Administrative, Controllers, Inspectors, Loaders, etc).
A12.1.2.20. Personnel process flow (both mass and individual process).
    A12.1.2.20.1. Equipment process flow via ground or air (AMC and/or organic) and LRS Traffic Management process.
    A12.1.2.20.2. Mobility bag process flow.
    A12.1.2.20.3. Weapons and ammunition process flow.
    A12.1.2.20.4. Number of mobility bags required and on-hand.
    A12.1.2.20.5. Number of weapons required and on-hand.
    A12.1.2.20.6. Ammunition required and on-hand.
    A12.1.2.20.7. Operational risk management and mitigation procedures.
    A12.1.2.20.8. Changes to the IDP since the last briefing.
Attachment 13

INSTALLATION DEPLOYMENT PLAN CONTENT

A13.1. Installation Deployment Plan (IDP) Content.

A13.1.1. The IDP will be unclassified or For Official Use Only (FOUO) stand-alone, wing level operating instruction approved by the Installation/Wing/ commander published IAW AFI 33-360.  **Note:** If used, classified chapters will be stored separately when necessary. **(T-2)**

A13.1.2. The IDP will include processes and procedures to deploy personnel and equipment in support of short-notice, crisis action operations and/or smaller numbers of personnel in support of AEF rotational operations. **(T-2)**

A13.1.3. The IDP will contain the following documents, procedures and processes; a letter of transmittal, security instructions and record changes, a plan summary, table of contents, chapters, deployment operating procedures (DOP) and attachments. **(T-2)**

- A13.1.3.1. Letter of Transmittal
- A13.1.3.2. Security Instructions and Record of Changes
- A13.1.3.3. Plan Summary
- A13.1.3.4. Table of Contents and List of Effective Pages
- A13.1.3.5. Chapter 1 – Overview
- A13.1.3.6. Chapter 2 – Deployment Control Center Responsibilities
- A13.1.3.7. Chapter 3 – Cargo Deployment Function
- A13.1.3.8. Chapter 4 – Personnel Deployment Function
- A13.1.3.9. Chapter 5 – Command, Control and Communications
- A13.1.3.10. Chapter 6 – Associate Organizations
- A13.1.3.11. Chapter 7 – Deployment Augmentation Duty Program
- A13.1.3.12. Chapter 8 – Deployment Training Requirements
- A13.1.3.13. Chapter 9 – Unit Responsibilities and Tasks
- A13.1.3.14. DOP 1 – Deployment Crisis Action Planning and Execution Checklist
- A13.1.3.15. DOP 2 – Deployment Center Manpower Requirements
- A13.1.3.16. DOP 3 – Deployment Process Flowcharts
- A13.1.3.17. DOP 4 – Deployment Center Telephone listings
- A13.1.3.18. DOP 5 – LMR Call Signs
- A13.1.3.19. DOP 6 – Deployment Clothing, Equipment and Baggage requirements
- A13.1.3.20. DOP 7 – Prohibited Items Briefing
- A13.1.3.21. DOP 8 – Deploying Small Arms Ammunition for Mobility Weapons
A13.1.3.22. DOP 9 – Cargo Preparation for Unit Deployment
A13.1.3.23. DOP 10 – Weapons Issue and Shipment Procedures
A13.1.3.24. DOP 11 – Unit Redeployment Procedures
A13.1.3.25. DOP 12 – Concurrent Aircraft Ground Servicing (During Deployment Operations)
A13.1.3.26. DOP 13 – Deployment Center Relocation Plan
A13.1.3.27. DOP 14 – Deployment Center Power Outage Procedures
A13.1.3.28. DOP 15 – LOGMOD Schedule Definitions
A13.1.3.29. DOP 16 – Shortfall/Reclama Process
A13.1.3.30. DOP 17 – Medical Services
A13.1.3.31. DOP 18 – Tenant Unit Deployments
A13.1.3.32. DOP 19 – Reception and Bed-down of Deployed Units
A13.1.3.33. Attachment 1 – Glossary of References and Supporting Information
A13.1.3.34. Attachment 2 – Distribution
A13.1.3.35. Attachment 3 – Deployment Control Center Interim Changes (IC) Summary
## Attachment 14

### DEPLOYMENT PACKING LIST

Figure A14.1. Deployment Packing List (AF Form 2518)

<table>
<thead>
<tr>
<th>STOCK NUMBER</th>
<th>NOMENCLATURE</th>
<th>QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>L</th>
<th>W</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TYPE OF CONTAINER (Check one)</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WOOD BOX</td>
<td>METAL BOX OR BIN</td>
</tr>
<tr>
<td>WOOD CRATE</td>
<td>METAL CRATE</td>
</tr>
<tr>
<td>METAL DRUM</td>
<td>METAL PALLET</td>
</tr>
<tr>
<td>CARTON</td>
<td>WOOD PALLET</td>
</tr>
<tr>
<td>NONE (Item is not packaged)</td>
<td>TRAILER</td>
</tr>
</tbody>
</table>

AF IMT 2518, 19880301, V2  PREVIOUS EDITION WILL BE USED.
A15.1. The aircraft commander of an outbound airlift mission will be provided an Aircraft Commander's package from the PDF's APT for passenger-only missions and the CDF for cargo-only and/or passenger/cargo missions. When the PDF and/or CDF is not activated, the LRS Small Terminal Operations section will provide package. (T-0)

Table A15.1. Aircraft Commander Package

<table>
<thead>
<tr>
<th>DOCUMENTATION</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aircraft Load Plan (signed and certified)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DD Form 2133 for deploying cargo</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shippers Declaration of Dangerous Goods Form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DD Form 1907, Signature and Tally Record</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger Manifest (from CMOS or GATES)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cargo Manifest (from CMOS or GATES)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOGMOD or other AF-approved Load and Packing Lists for deploying cargo, as described in Chapter 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DD Form 1387-2, Special Handling Data/Certification</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### TROOP LEADER'S PACKAGE

**A16.1.** The troop leader of an outbound airlift mission will be provided a Troop Leader's package from the PDF for passenger-only missions and the CDF for cargo-only and/or passenger/cargo missions. When the PDF and/or CDF are not activated, the LRS Small Terminal Operations section will provide package. *(T-0)*

<table>
<thead>
<tr>
<th><strong>Table A16.1. Deploying Troop Leader Package</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DOCUMENTATION</strong></td>
</tr>
<tr>
<td><strong>PREPARATION:</strong></td>
</tr>
<tr>
<td>Personnel Accountability Kit (PAK):</td>
</tr>
<tr>
<td>CED Orders (see Note 1)</td>
</tr>
<tr>
<td>AF Form 245 (see Note 2)</td>
</tr>
<tr>
<td>Passenger Manifest File (see Note 4)</td>
</tr>
<tr>
<td>Passenger Manifest (from CMOS or GATES)</td>
</tr>
<tr>
<td>Cargo Manifest (from CMOS or GATES)</td>
</tr>
<tr>
<td>Shippers Declaration of Dangerous Goods Forms</td>
</tr>
<tr>
<td>DD Form 1387-2, Special Handling Data/Certification</td>
</tr>
<tr>
<td>DD Form 1907, Signature and Tally Record</td>
</tr>
<tr>
<td>LOGMOD Load and Packing Lists for deploying cargo</td>
</tr>
<tr>
<td>DD Form 2133 for deploying cargo</td>
</tr>
<tr>
<td>Aircraft Load Plan (signed and certified)</td>
</tr>
<tr>
<td>DTR 4500.9-R, Part III, Appendix T</td>
</tr>
<tr>
<td>Deployed Medical Records (see Note 3)</td>
</tr>
<tr>
<td><strong>NOTE 1:</strong> PAK will contain a copy of each individual’s CED Order with their full SSN. If the CED Order is a group order (more than one person listed on the order), two copies of the CED Order are required; one copy will reflect a person’s full SSN and another copy will reflect a person’s last four of their SSN.</td>
</tr>
<tr>
<td><strong>NOTE 2:</strong> Two copies of the AF Form 245 for each person. Deploying units prepare AF Form 245 from LOGMOD. When utilizing LOGMOD to complete AF Form 245, UDMs must manually annotate full eight digit PAS code to facilitate personnel in-processing by the PERSCO Team.</td>
</tr>
<tr>
<td><strong>NOTE 3:</strong> Required for the Troop Leader if not hand-carried in sealed envelopes by deploying individuals or deploying medical personnel. Sealed envelopes contain individual’s DD Form 2766, DD Form 2766C, <em>Vaccine Administration Record</em>, and AF Form 1042, <em>Medical Recommendation for Flying or Special Operational Duty</em>).</td>
</tr>
<tr>
<td><strong>NOTE 4:</strong> Passenger Manifest File (<em>PAX or X-MAN</em>), from DCAPES, to be imported into CMOS (at home station) or GATES (at the APOE). Ref: Para 2.29.5.2.1 for additional details.</td>
</tr>
<tr>
<td><strong>NOTE 5:</strong> PDF (when activated) or the IDRC’s IPR will mark both sides of the PAK with this statement: “PERSONNEL ACCOUNTABILITY KIT.”</td>
</tr>
</tbody>
</table>
Attachment 17

STATION FILE PACKAGE

A17.1. The Installation Deployment Officer (IDO) will maintain a Station File Package for each deploying aircraft containing the following required documents. Station Files are categorized as Contingency Records and will be maintained in accordance with AFMAN 33-363 and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located [https://www.my.af.mil/afrims/afrims/afrims/rims.cfm](https://www.my.af.mil/afrims/afrims/afrims/rims.cfm).

Table A17.1. Station File Package

<table>
<thead>
<tr>
<th>DOCUMENTATION</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREPARATION:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOGMOD Schedule – 1 Copy</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Aircraft Load Plans (by Chalk) signed and certified – 1 Copy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger Manifest (from CMOS or GATES) – 1 Copy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cargo Manifest (from CMOS or GATES) – 1 Copy</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>LOGMOD Load and Packing Lists – 1 Copy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shippers Declaration of Dangerous Goods Forms – 1 Copy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DD FORM 1387-2 – 1 Copy</td>
<td></td>
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<td>DD Form 1907 – 1 Copy</td>
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<td>CED Orders – 1 Copy</td>
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Attachment 18

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Attachment 19

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Attachment 20

*DEPLOYMENT MEDICAL REQUIREMENTS

A20.1. Deployment medical requirements include all medical requirements prescribed for deployments in DODIs, AFIs, CCDR reporting instructions, and other applicable policies. (T-0)

A20.2. Deployment medical requirements span the pre- and post-deployment cycle and include various requirements, which may vary based on the deployer’s component (e.g., Active Duty, ARC, Air Force civilian, or contractor). NOTE: MTFs will not process contractors for deployment, unless the deploying individual’s contract specifically states that medical services must be provided. The installation/wing must provide reimbursement (e.g., funding and/or manpower) to the MTF for providing contractually required deployment-related medical clearance services to deploying contractors. A copy of the contract containing exact medical specifications must be provided to the PH/Force Health Management Office prior to initiation of any medical clearance activities or services.

A20.2.1. DOD civilians are subject to the medical, dental, and psychological requirements established by federal law, DODI and the CCDR responsible for the deployment AOR, both prior to and including the entire period of their deployment.

A20.2.2. Civilian Personnel Services (Human Resources) will coordinate with installation medical authorities and deployment processing representatives to establish local civilian-deployment procedures that comply with this directive. When possible, civilians will be integrated into existing pre- and post-deployment medical clearance programs.

A20.3. IAW DOD and Air Force policy, five Deployment Health Assessments (DHAs) must be completed at specific intervals throughout the deployment cycle. The five DHA requirements are outlined in figure A20.1.

A20.3.1. The DHA process includes two steps: 1). Electronic completion of the prescribed DHA form via ASIMS Web (paper forms will not be accepted), and 2). A face-to-face (person-to-person for ARC personnel) interview with a healthcare provider. NOTE: Personnel will remain on their unit’s due/overdue action list in ASIMS Web until they complete both steps of the DHA process.

A20.3.2. IAW DODI 6490.03, Deployment Health, all DOD civilian employees must complete pre- and post-deployment health assessments consistent with requirements for military personnel to effectively identify and evaluate deployment-related health concerns. AF MTFs will be used for administration of DHAs; however, the employee’s organization of record is responsible for DHA compliance, tracking, and monitoring. (T-0)

<table>
<thead>
<tr>
<th>Table A20.1. DHA Requirements</th>
</tr>
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<tbody>
<tr>
<td><strong>Within 120 Days Before Deployment</strong></td>
</tr>
<tr>
<td>DHA #1 (DD Form 2795)</td>
</tr>
</tbody>
</table>

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*(T-0)*
A20.4. Compliance with deployment medical requirements of assigned personnel is a commander’s responsibility. Installation/wing commanders will ensure subordinate-level commanders maintain IMR and deployment medical requirements on their assigned personnel.

A20.4.1. While MTFs are responsible for providing access to care, commanders must work closely with MTFs to ensure Airmen receive timely care and support for health care needs.

A20.5. Pre-Deployment Medical Clearance

A20.5.1. The UDM will (upon receipt of deployment tasking):

A20.5.1.1. Review Medical Profile (AF Form 469, Duty Limiting Condition Report) status of deploying members for mobility restrictions and remove members with mobility restriction(s) listed on the AF 469 (coded 81 - Pregnancy, 37 - Medical Evaluation Board, 31 – Illness or Injury) from deployment. UDMs will use ASIMS Web to access profile information. NOTE: Members with mobility restrictions annotated on the AF 469 should not be deployed. Commanders wishing to deploy a Service member on a mobility restricting profile can request a medical waiver through the appropriate COCOM. The commander should consult the medical senior profile officer for further guidance on medical waivers.

A20.5.1.2. Notify PH/FHM of deployment tasking via certified DRMD, certified tasking order, memo signed by commander, or official e-mail).

A20.5.1.3. Provide PH/FHM a by-name listing of members tasked to deploy. List must contain: last name, first name, middle initial, social security number, and estimated RDD. NOTE: Only members officially tasked to deploy will be medically cleared by PH/FHM.

A20.5.1.4. Ensure deploying unit member(s) initiate the pre-deployment medical clearance process with PH/FHM 120 days prior to deployment date or date of first movement (e.g., training attendance) to complete pre-deployment medical clearance requirements. NOTE: Short-notice taskings may require expedited medical clearance. Consult with PH/FHM for installation-specific guidance on the expedited medical clearance process.

A20.5.1.5. Advise personnel with any type of medical allergies to obtain the appropriate documentation from the MTF in order to acquire a Red Metal (Medical) Alert ID (if available).
A20.5.1.6. Ensure, when identified by PH/FHM through the DMC Module in ASIMS Web, deploying Service member promptly completes the DHA #1 (DD Form 2795). (T-0)

A20.5.1.7. The DMC Module of ASIMS Web (https://imr.afms.mil/imr/loginunit.aspx) will be used to monitor and track unit member’s medical clearance status until completion.

A20.5.2. The Individual Member will (upon notification by UDM):

A20.5.2.1. At any point during the clearance process and prior to deployment, notify commander of any medical condition(s) that may limit their ability to deploy. NOTE: Personnel on a mobility restricting medical profile must see a medical provider prior to reporting to PH/FHM for medical clearance.

A20.5.2.2. When notified by UDM, log on to My IMR in ASIMS Web (and complete DHA #1 (DD Form 2795) electronically. Paper copies of the DHA will not be accepted by PH/FHM. PRP and PSP must complete DHA forms at the MTF. NOTE: Personnel can also access My IMR via the AF Portal. Under “Featured Links,” select “Deployment & Readiness,” select “Medical Readiness-Deployment Health,” and then select the link for DHA #1 (Pre-Deployment Health Assessment, DD Form 2795). (T-0)

A20.5.2.2.1. An appointment with a credentialed, trained health care provider is required to complete the DHA process.

A20.5.2.3. Obtain Installation Deployment Out-Processing Checklist from UDM and/or IPR. Deployment out-processing must include completion of requirements outlined Table A20.2., Pre-Deployment Medical Requirements Checklist.

A20.5.2.4. Report to PH/FHM to complete deployment medical clearance processing IAW CCDR and other reporting instruction requirements. (T-0)

A20.5.2.5. Upon completion of medical clearance process, have PH/FHM sign and date the Installation Deployment Out-Processing Checklist.

A20.5.3. Pre-Deployment Medical Clearance for DOD Civilians: (T-0)

A20.5.3.1. All DOD civilians entering theater for more than 30 days will be medically cleared for deployment prior to departure from their home station (or designated deployment processing center). Medical clearances must comply with DODI 6490.07, Deployment-Limiting Medical Conditions for Service Members and DOD Civilian Employees, DODI, 6490.03, Deployment Health, and respective CCDR Reporting Instructions. Individuals who fail to comply with these requirements will not be cleared to deploy. (T-0)

A20.5.3.2. DOD civilians must bring an OF-178, Certificate of Medical Examination, to PH/FHM, with Part B completed by the Appointing Officer. DOD civilians who report to the MTF without an OF-178 and a completed Part B will be returned to their unit. PH/FHM will schedule an appointment (same day if available) with an MTF physician to conduct the medical examination and to document any deployment limiting medical conditions. Individuals who fail to report to PH/FHM or complete these medical requirements will not be cleared to deploy. (T-0)
A20.5.3.3. Civilians who wish to deploy, but have a deployment-limiting medical condition as defined in DODI 6490.07, must submit medical documentation required for waiver to the CCDR (or designee), to determine if the condition can be reasonably accommodated in theater. In certain instances, a waiver will not be possible due to limited scope of care at a deployed location. Civilians who fail to disclose a diagnosed deployment limiting medical condition during the pre-deployment medical clearance process, and arrive in theater without waiver, will be returned to home station at their own expense. NOTE: Civilians who develop a deployment-limiting medical condition while in theater that will not be resolved must also obtain a medical waiver in order to remain in theater. Designated medical authorities will direct the curtailment of a DOD civilian’s deployment, if the medical condition will not be resolved or reasonably accommodated. (T-0)

A20.5.4. PH/FHM will:

A20.5.4.1. Create deployment records in the DMC Module of ASIMS Web and update/monitor the medical clearance status of deploying members in DMC.

A20.5.4.1.1. Use the DMC Module of ASIMS Web to track and to monitor Service members, DOD civilians, and contractors.

A20.5.4.2. Provide IDO, IPR and UDM with location-specific medical requirements and guidance IAW DODI, CCDR, and reporting instructions.

A20.5.4.3. Initiate medical clearance process for deploying member (within 120 days prior to deployment or date first movement) IAW DODI, CCDR, and reporting instructions.

A20.5.4.4. Verify IMR and medical profile (AF Form 469) status of member.

A20.5.4.5. Ensure all deployment-specific medical requirements are visible on the ASIMS-generated DD Form 2766 print-out before sealing record.

A20.5.4.6. Provide medical threat briefing to deploying member(s).

A20.5.4.7. Communicate to member and UDM deployment deficiencies that could limit member’s ability to obtain medical clearance for deployment.

A20.5.4.8. Verify electronic completion of DHA #1 (DD Form 2795).

A20.5.4.9. Verify all pre-deployment medical clearance requirements are complete, and sign the deployer’s installation out-processing checklist (see Table A20.2).
### Table A20.2. Pre-Deployment Medical Requirements Checklist. (T-0)

<table>
<thead>
<tr>
<th>Item</th>
<th>Requirement</th>
<th>Reference(s)</th>
<th>OPR(s)</th>
</tr>
</thead>
</table>
| 1    | Review IMR status: Immunizations, Labs, PHA, Dental Exam, Medical Profiles, and Medical Equipment. | DODI 1400.32, para 6.1.11.  
AFI 41-210, para 2.33.11. | Deployer/MTF |
| 2    | Obtain OF-178 from Civilian Personnel Flight (CPF). Ensure deploying employee meets requirements on OF-178 | DODD 1404.10  
DODI 6490.07, Enclosure 2, para 1.  
AFI 48-123, para 7.7.1. | Deployer - Civilian personnel only /MTF |
| 3    | Obtain dental clearance.  
For civilian personnel, dental work will be completed at employee’s expense prior to deployment. | DODI 1400.32, para 6.1.11. | Deployer |
| 4    | Complete or confirm as current DHA #1 (DD Forms 2795) within 120 days of deployment date, as applicable.  
NOTE: For deployments OCONUS greater than 30 days with non-fixed U.S. MTFs, all pre-deployment health assessment activities apply. | DODI 6490.03, para 5.5.7 and Attachment 1 to Enclosure 4 and Table E4.T1.  
AFGM 48-04, para 2.1. | Deployer/MTF |
<p>| 5    | Conduct DHA #1 (DD Form 2795) provider interview. | AFGM 48-04, para 2.1. | MTF |
| 6    | Complete Human Immunodeficiency Virus (HIV) testing, as required for HIV threat or country requirements. | DODI 6490.03, para 5.5.7 and E4.A1.1.7. | MTF |
| 7    | Complete pre-deployment tuberculosis screening. | DODI 6490.03, para 5.5.7 and E4.A1.1.4. | MTF |
| 8    | Prescribe Force Health Protection Prescription Products (FHPPP) | DODI 6490.03, para 5.5.9 and Enclosure 4, subparagraph | |</p>
<table>
<thead>
<tr>
<th>Item</th>
<th>Requirement</th>
<th>Reference(s)</th>
<th>OPR(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Draw pre-deployment serum. Complete Panarex or DNA blood sample for ID purposes.</td>
<td>DODI 6490.03, para 5.5.7. and E4.A1.1.6. AFI 41-210, para 2.33.11.3.</td>
<td>MTF</td>
</tr>
<tr>
<td>10</td>
<td>Prescribe 180-day supply of prescription medications, as indicated.</td>
<td>AFI 10-403, A3.21.1.13.</td>
<td>MTF</td>
</tr>
<tr>
<td>11</td>
<td>Administer deployment-specific or occupational-related immunizations, prophylaxis, and any medical countermeasures or protective measures, as indicated.</td>
<td>DODI 6490.03, para 5.5.7. and 5.5.11. AFJI 48-110.</td>
<td>MTF</td>
</tr>
<tr>
<td>12</td>
<td>Administer Automated Neuropsychological Assessment Metric (ANAM), as indicated. &lt;br&gt; <em>Complete ANAM test within 12 months of deployment date.</em></td>
<td>ASD (HA) Memo, 28 May 2008</td>
<td>MTF</td>
</tr>
<tr>
<td>13</td>
<td>Complete mental health clearance.</td>
<td>ASD (HA) Memo, 7 Nov 2006</td>
<td>MTF</td>
</tr>
<tr>
<td>14</td>
<td>Conduct audiogram, as applicable.</td>
<td></td>
<td>MTF</td>
</tr>
<tr>
<td>15</td>
<td>Conduct medical threat briefing.</td>
<td>DODI 6490.03, para 5.5.8.</td>
<td>MTF</td>
</tr>
<tr>
<td>16</td>
<td>Establish biomonitoring baselines as required for potentially at-risk personnel.</td>
<td>DODI 6490.03, para E4.A1.1.8.</td>
<td>MTF</td>
</tr>
<tr>
<td>17</td>
<td>Provide optical gas mask inserts, as indicated.</td>
<td>AFI 10-403, para A3.21.1.14.</td>
<td>MTF</td>
</tr>
<tr>
<td>18</td>
<td>Obtain two pairs of prescription eyeglasses, if applicable per AOR reporting instructions.</td>
<td>AFI 10-403, para A3.21.1.9.</td>
<td>Deployer</td>
</tr>
</tbody>
</table>
19. Obtain one hearing aid with 2 batteries, if applicable.  
   AFI 10-403, para A3.21.1.10.  
   Deployer

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<thead>
<tr>
<th>Item</th>
<th>Requirement</th>
<th>Reference(s)</th>
<th>OPR(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Ensure medical clearance for wear/use of personal protective equipment and monitoring devices, as required by occupational specialty personnel.</td>
<td>DODI 6490.03, para E4.A1.1.5.</td>
<td>MTF</td>
</tr>
<tr>
<td>21</td>
<td>Update medical/ deployment health records (DD Form 2766)</td>
<td>DODI 6490.03, para 5.5.3 and 5.5.11.</td>
<td>MTF</td>
</tr>
<tr>
<td>22</td>
<td>Provide appropriate documentation of a medical allergic condition in order to obtain Red Medical Alert ID (Dog) Tags, as applicable.</td>
<td>DODI 1400.32, para 6.1.10 AFI 10-403, para 1.9.2.11.3.1.</td>
<td>MTF</td>
</tr>
</tbody>
</table>
| 23   | Complete other medical requirements as determined appropriate by PH/FHM.  
   NOTE: Members who fail to accomplish all IMR deficiencies and location-specific medical requirements will not be cleared for deployment. | | Deployer/MTF |
| 24   | Issue DEET, Permethrin, mosquito netting, lip balm, sun screen, and other force health protection equipment, as applicable. | AFI 10-403, para 1.8.4.6.1. | UDM |

**A20.6.** Post-Deployment Medical Requirements

**A20.6.1.** Pre-Reintegration (Prior to Redeployment)

**A20.6.1.1.** The Individual Member will:

A20.6.1.1.1. Within 30 days of departing theater, log on to My IMR in ASIMS Web and complete the DHA #2 (DD Form 2796) electronically. PRP and PSP must complete DHA forms at the MTF.  

NOTE: Personnel can also access My IMR via the AF Portal. Under “Featured Links,” select “Deployment & Readiness,” select “Medical Readiness-Deployment Health,” and then select the link for DHA #2 (Post-Deployment Health Assessment, DD Form 2796). (T-0)
A20.6.1.1.1. An appointment with a credentialed, trained health care provider is required to complete the DHA process.

A20.6.1.1.2. DHA #2 must be completed prior to taking leave en route. (T-0)

A20.6.1.1.2. Out-Process through the deployed MTF

A20.6.2. Home station Reintegration, Recovery, and Reconstitution (after Arrival at Home station)

A20.6.2.1. Commanders will ensure that redeploying personnel complete required medical processing immediately upon return from deployment, and prior to release for downtime, leave, or demobilization IAW ASD (HA) Policy Memo, 10 Mar 2005. (T-0)

A20.6.2.2. The UDM will:

A20.6.2.2.1. Ensure individual unit members (to include civilians) promptly complete all due/overdue post-deployment health requirements identified by PH/FHM (e.g. post-deployment health assessments, serum draws, PHAs, dental exams, IMR requirements, etc.).

A20.6.2.2.2. Notify personnel 90 days after return from deployment to complete DHA #3 (DD Form 2900). The UDM will ensure the DHA #3 process is completed within the required timeframe (90-180 days after return). (T-0)

A20.6.2.2.3. Notify personnel to complete DHA #4 (Deployment MHA). The UDM will ensure the DHA #4 process is completed within the required timeframe (181-545 days after return). NOTE: DHA #4 will not be completed within 90 days of DHA #3. (T-0)

A20.6.2.2.4. Notify personnel to complete DHA #5 (Deployment MHA). The UDM will ensure the DHA #5 process is completed within the required timeframe (546-910 days after return). NOTE: DHA #5 will not be completed within 90 days of DHA #4. (T-0)

A20.6.2.3. The Individual Member will:

A20.6.2.3.1. Report to PH/FHM for in-processing and completion of post-deployment medical requirements. Bring DD2766 (Deployment Medical Record), and any other deployment-related medical documents. NOTE: In-Processing at PH/FHM must be accomplished within five business days of return, and prior to taking leave or reconstitution/recuperation (or release of ARC personnel from Active Duty). (T-0)

A20.6.2.3.2. When notified by UDM, log on to My IMR in ASIMS Web and complete DHA #3 (DD Form 2900) electronically. PRP and PSP must complete DHA forms at the MTF. NOTE: Personnel can also access My IMR via the AF Portal. Under “Featured Links,” select “Deployment & Readiness,” select “Medical Readiness-Deployment Health,” and then select the link for DHA #3 (Post-Deployment Health Reassessment, DD Form 2900). (T-0)

A20.6.2.3.2.1. An appointment with a credentialed, trained health care provider is required to complete the DHA process.
A20.6.2.3.3. When notified by UDM, log on to My IMR in ASIMS Web and complete DHA #4 and DHA #5 (Deployment MHA) electronically. PRP and PSP must complete DHA forms at the MTF. (T-0)

A20.6.2.3.3.1. An appointment with a credentialed, trained health care provider is required to complete the DHA process. NOTE: DHA #4 and DHA #5 are required for RegAF and ARC personnel only. DHA #4 and DHA #5 are not included in deployment medical requirements for DOD civilian personnel. (T-0)

A20.6.2.4. PH/FHM will:

A20.6.2.4.1. Complete post-deployment in-processing and associated medical requirements.

A20.6.2.4.2. Review member’s deployment medical record and confirm electronic completion of DHA #2 (DD Form 2796). Review the completed DHA #2 for recommended referrals. If no referrals are indicated on the DHA #2, ask the member if there are any deployment-related health concerns they would like to discuss with a provider. PH/FHM will coordinate recommended and requested referrals via AHLTA t-con to the member’s PCM. NOTE: If DHA #2 was not completed in theater—or not completed electronically in theater—PH/FHM will instruct member to complete DHA #2 electronically within 30 days of return from deployment. An appointment with a credentialed, trained health care provider is required to complete the DHA process. (T-0)

A20.6.2.4.3. Verify that the deployment record is accurate and complete and close member’s deployment record in ASIMS Web, once all post-deployment health requirements have been completed.

A20.6.2.4.4. Sign member’s Installation Redeployment/In-Processing Checklist.

A20.6.2.4.5. Support Installation Reintegration Program, as required.

A20.6.2.4.6. Maintain updated deployment records and ensure that cancellations, modifications, and actual deployment dates are entered correctly and in a timely manner.

A20.7. Resources

A20.7.1. MyIMR (https://imr.afms.mil/imr/MyIMR.aspx) provides a listing of the individual member’s due/overdue medical requirements. MyIMR also links members to web-based health readiness and deployment-related health assessments, such as DHAs and the WebHA.


A20.7.3. Unit IMR compliance information (https://imr.afms.mil/imr/LoginUnit.aspx) provides commanders and UDMs with rosters of due/overdue medical requirements for unit personnel.


A20.7.6. USAF Suicide Prevention Program Website (http://afspp.afms.mil) provides information and tools to members of the Air Force community in their efforts to help reduce AF suicides.

A20.7.7. Air Force Warrior Wellness Facebook Page (www.facebook.com/usairforcewarriorwellness) provides readiness and deployment health information for Air Force member and their loved ones.