

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



**AIR FORCE INSTRUCTION 10-401
AIR FORCE MATERIEL COMMAND
Supplement
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Operations

**AIR FORCE OPERATIONS
PLANNING AND EXECUTION**

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AFI 10-401, 7 Dec 06, is supplemented as follows: This document implements and extends the guidance of AFI 10-401, *Air Force Operations Planning and Execution*, by defining the roles, responsibilities and processes for Air Force Materiel Command in the management and performance of AEF operations planning, readiness and execution. This supplement is applicable to all AFMC personnel and will remain in effect until modified or superseded, whichever comes first. This supplement does not apply to the Air National Guard (ANG) or Air Force Reserve Command (AFRC) and their units. Users must read this supplement in conjunction with AFI 10-401. Send comments and suggested improvements on AF Form 847, Recommendation for Change of Publication, to HQ AFMC/A3XO, Building 266, Room A023, 4225 Logistics Avenue, Wright-Patterson AFB OH 45433-5750. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This supplement was revised to complement the Interim Changes issued in AFI10-401 and includes new MAJCOM-focused end-to-end sourcing methodology via the Expeditionary Combat Support Consolidated Planning Schedule (ECS CPS) and a revised reclama methodology, and delineates roles and responsibilities between functional area managers and commanders/functional directors. This change also includes new collaborative resourcing methodology to expedite the sourcing process of taskings reclama'd under 75 days to first movement.

1.2.1. **(Added)** AFMC installations, direct reporting units (DRUs) and geographically separated units (GSUs) must maintain the capability to execute Joint Chiefs of Staff (JCS) directed operations using the Global Command and Control System (GCCS) or other secure Command and Control (C2) system.

1.10.4.1.10. HQ AFMC/A3X will forward DEPORDs to the Installation Command Posts and Installation Deployment Readiness Cells (IDRCs).

1.10.5. **(Added)** HQ AFMC/A3X is the Command's focal point for Global Force Management planning matters.

2.4.2.2. AFMC personnel may be tasked to support installation exercises during their deployment preparation period as long as the exercise participation does not interfere with the member's required deployment preparations. Volunteering to support an exercise regardless of ETL will not relieve any individual from an AEF deployment during their assigned vulnerability period.

2.4.2.4. AFMC FAMs with personnel UTCs postured in the Enabler will ensure units establish a deployment schedule to provide Airmen a measure of predictability.

2.4.2.4.1. **(Added)** If FAM/Directorate required, AFMC unit commanders will review/update the deployment schedule annually and provide a copy of the schedule to the applicable AFMC FAM(s). If required, Commanders will also establish procedures to ensure they do not violate CSAF or SecDef redlines.

2.4.3.2. **AEF Schedule Preparation Timeline.** HQ AFMC/A3X will monitor and perform the applicable tasks associated with planning for the upcoming AEF Schedule. AFMC FAMs will complete all required actions in accordance with the schedule and inform HQ AFMC/A3X of significant issues affecting the ability to support AEF planning, scheduling and/or execution.

2.6.2. AFMC/A3X will send the appropriate FAM the AF FP's Collaborative Re-Sourcing request with identified ALN's and IF personnel in the correct band to complete the assessment. The FAM will assess all ALNs/IF personnel if applicable in the spreadsheets and provide AFMC/A3X their assessment and recommended sourcing solution within the suspense date provided. AFMC/A3X will forward assessment and recommendation to AF FP within suspense timeline. Assessments will be categorized as either "Low" – No or minimal impact to mission; "Moderate" – Likely to accomplish all missions with some difficulty; "Significant" – Substantial impact to mission but may be able to fill with significant work around; or "High" – Unable to accomplish all missions; will require extraordinary measures to accomplish some missions.

2.11.1. All CJCS and USAF orders (Planning, Warning, Alert, Deployment Preparation, Deployment and Execution) will be transmitted through Command Post channels in accordance

with directives. HQ AFMC/A3X will also transmit all applicable CJCS and USAF orders to AFMC Installation Command Posts, Installation Deployment Readiness Cells (IDRCs) and Crisis Action Teams (CAT) if activated.

Table 2.2. (Added) WMP Volume Responsibilities

VOLUME	GENERAL CONTENTS	OPR
1	Basic Plan and Supporting Supplements	HQ AFMC/A3X
2	Plans Listing and Summary	HQ AFMC/A3X
3	Combat and Support Forces	HQ AFMC/A3X
4	Wartime Aircraft Activity	HQ AFMC/A4R
5	Basic Planning Factors and Data	HQ AFMC/A4R

2.14.2.2. HQ AFMC/A4R will analyze LSA and provide sustainability assessments as required.

2.14.2.3.1. AFMC FAMs will coordinate inputs to the functional annexes of the USAF WMP-1 with HQ AFMC/A3X prior to submission to their Headquarters Air Force counterparts. AFMC FAMs will ensure the contents of the functional annexes to the USAF WMP-1 are understood by their installation counterparts.

2.14.4.1.2. HQ AFMC/A3X submits AFMC recommendations upon request with input from the applicable HQ AFMC functional areas.

2.14.4.2.1. HQ AFMC/A3X maintains UTC Availability for AFMC. AFMC FAMs will ensure the accuracy and currency of their functional area's UTCs by reviewing UTC Availability at least quarterly and providing changes to HQ AFMC/A3X to update UTC Availability.

2.14.5. **Volume 4 (WMP-4), Wartime Aircraft Activity (WAA).** AFMC FAMs provide the applicable portions of the WMP-4 to their subordinate units.

2.14.5.4. Updated WMP-4 portions will be distributed by HQ AFMC/A4R to applicable Wings through the IDRC's as necessary.

2.15.6. **(Added)** HQ AFMC/A3X is the Command OPR for AFMC DCAPES functional management. HQ AFMC/A6OI will provide AFMC's functional requirements to the USAF GCCS Program Office at Electronic Systems Center (ESC) and will develop, establish and maintain AFMC DCAPES configuration management.

2.17. Training for Air Force Planners. AFMC installations will establish and maintain a crisis action planning training monitor (usually assigned to the IDO located in the IDRC) to manage AFMC installation nominees and class attendees to CWPC, JAOPC, DCAPES and JOPES training courses. The IDO will be the user manager for these courses at installation-level, provide course requirement forecasts to HQ AFMC/A3X, and select installation attendees for training quotas.

2.17.1. **Contingency Wartime Planning Course (CWPC).** HQ AFMC/A3X is the Command's course manager for CWPC. Responsibilities include student scheduling and MAJCOM quota management. The IDO will be the user manager for these courses at installation-level, provide course requirement forecasts to HQ AFMC/A3X, and select installation attendees for training quotas.

2.17.2. **DCAPES Functional Training.** HQ AFMC/A3X is the OPR for MAJCOM DCAPES training. Functional specific DCAPES training is managed by HQ AFMC/A1R (Manpower and Personnel at Base Level) and HQ AFMC/A3X (FAM and Planner). Functional area responsibilities include course and student scheduling and quota management. All personnel not in a FAM role, IDRC, IPR or Manpower office requesting a DCAPES course may be required to utilize unit funds for their training. Unit commanders must forecast and budget for DCAPES courses to ensure personnel are trained to meet mission and UTC requirements. Working Capital Funds cannot be used to fund this training.

2.17.2.1. **(Added)** AFMC functional area planners from Logistics (HQ AFMC/A4R), Manpower, Personnel and Services Readiness Branch (HQ AFMC/A1R), Operations (HQ AFMC/A3X) and AFMC FAMs will complete CWPC and DCAPES user training at a minimum.

3.5.2.2. HQ AFMC Directors and Commanders at AFMC installations, DRUs and GSUs will ensure they have primary and alternate POCs trained and proficient in contingency and crisis action planning for each function involved with contingency planning and execution. POCs will be organizational CAT members and support operations during contingency or crisis action planning activities.

3.5.2.3. AFMC participation in any exercise involving crisis action planning will employ real world processes. Exercise simulations/deviations will be kept to an absolute minimum.

3.5.2.4. For crisis action planning events, HQ AFMC/A3X will ensure the appropriate execution plan and applicable newsgroups are reviewed at least daily or more frequent as the situation dictates. AFMC FAMs must be readily available for time-sensitive tasking verifications.

3.5.3.1. HQ AFMC/A3X is the Command OPR for AFPEC with HQ AFMC/A1R and HQ AFMC/A4R as OCRs.

3.5.3.4.1. HQ AFMC/A3X will extract OPLAN TPFDDs for AFMC FAMs and units upon request to aid in contingency planning. Units in conjunction with the base manpower office will review TPFDDs as required to identify discrepancies and forward all mismatches to their AFMC FAM for resolution. AFMC FAMs will forward required changes to HQ AFMC/A3X for submission to the applicable Air Force Component Headquarters.

3.5.3.4.3. **(Added)** HQ AFMC/A3X is the Command OPR for Unified and Specified Command plans and reviews all plans for impacts to AFMC. HQ AFMC/A3X tasks AFMC FAMs to review their portions of the plan and provide comments. HQ AFMC/A3X consolidates the AFMC position on the plan being reviewed and provides comments/recommended changes to the Air Staff OPR or the Air Force Component Headquarters. HQ AFMC Directorates may address issues that surface during plan review to other AF agencies responsible for those areas.

3.5.3.4.4. **(Added)** AFMC Installations. AFMC Installation and Center Commanders are responsible for planning and executing installation-wide support to USAF/AFMC contingency and crisis action operations.

3.5.3.4.5. **(Added)** AFMC Centers and Installations. AFMC Center and Installation Commanders must plan for and be prepared to support Air Force and AFMC contingency and crisis action operations.

3.5.3.4.5.1. **(Added)** AFMC Installation Commanders must ensure their plans contain adequate provisions for implementing the following areas:

- 3.5.3.4.5.1.1. **(Added)** US Air Force Reporting Instructions (AFI 10-206, *Operational Reporting*).
- 3.5.3.4.5.1.2. **(Added)** AFMC Emergency Actions and Alert Procedures.
- 3.5.3.4.5.1.3. **(Added)** Post D-day support requirements of tenant organizations with a wartime mission.
- 3.5.3.4.5.1.4. **(Added)** Expansion or augmentation of command post operations.
- 3.5.3.4.5.1.5. **(Added)** Alerting and operating the Installation Commander's CAT 24/7.
- 3.5.3.4.5.1.6. **(Added)** Deployment plans in support of Chairman, Joint Chiefs of Staff (CJCS) directed contingency operations.
- 3.5.3.4.5.1.7. **(Added)** Support to civil authorities responding to man-made or natural disasters and acts of terrorism up to and including weapons of mass destruction.
- 3.5.3.4.5.1.8. **(Added)** Emergency Management plans and continuity of operations plans.
- 3.5.3.4.5.1.9. **(Added)** Changes in Force Protection Conditions (FPCONs).
- 3.5.3.4.5.2. **(Added)** AFMC Center Commanders must ensure their plans contain adequate provisions for implementing the following areas:
- 3.5.3.4.5.2.1. **(Added)** Emergency Management and Continuity of Operations.
- 3.5.3.4.5.2.2. **(Added)** Critical asset protection.
- 3.5.3.4.5.2.3. **(Added)** Increased operations tempo (depot surge/acceleration/compression, activities involving acquisition surge, Rapid Response etc) resulting from a contingency.
- 3.5.3.4.5.2.4. **(Added)** Personnel loss due to Reserve/Guard call up and/or mobilization.
- 3.5.3.4.6. **(Added)** Contingency Plan Review Process. The Installation Commander's designated lead plans function is responsible for ensuring their plans are reviewed on a regular basis. All plans and implementing procedures will be reviewed every 12 months. The Installation Commander's designated lead planning function will contact all tasked and interested agencies, request the plans review and certify that the review was conducted. For special purpose contingency plans written by agencies within the installation, the plan OPR must validate the inputs from the tasked agencies and notify the designated lead planning function when complete. The Installation Commander's designated lead plans function consolidates replies, makes recommended updates and keeps the certification on file. The review process for installation deployment plans must be accomplished IAW the procedures established in AFI 10-403, *Deployment Planning and Execution*.
- 3.5.3.4.7. **(Added)** Each AFMC installation-level document will be assigned the same plan identity number as the AFMC plan or directive it supports or implements. The supported AFMC plan will always be shown as a reference in the installation-level plan.
- 3.5.3.4.8. **(Added)** All installation plans will be coordinated with the Installation Safety Office to ensure safety procedures are incorporated into each plan.
- 3.5.3.4.9. **(Added)** Each AFMC Commander must delineate, in detail, the actions to be performed by each of their organizations involved in support of emergency tasks.

3.6. Crisis Action Planning Orders. The HQ AFMC Command Center (HQ AFMC/A3XC) is the Command OPR for receipt and validation of higher headquarters planning and execution orders. HQ AFMC/A3X (HQ AFMC CAT/A3-Deployment Cell) is the Command OPR for receipt and action on JCS directed execution of OPLANs, CONPLANs, DEPORDs and Operations Orders. HQ AFMC/A3X will prepare and maintain procedures for operation of the HQ AFMC CAT/A3-Deployment Cell.

3.7.4.2. AFMC FAMs may obtain AFMC/CV approval to select a qualified officer from the MAJCOM Squadron Commander Selection List if no other commanders are available to fill an AEF expeditionary squadron commander position. Coordinate all such requests with HQ AFMC/A1.

3.7.8. Sourcing Crisis Action Capability Requirements. AFMC FAMs will coordinate with unit commanders or their designated representatives prior to identifying resources to be sourced against TPFDD requirements. Once taskings are verified by the IDO, the records are then ready for the IDO to export levy file into LOGMOD.

3.9. Base-Level Planning. Installations will also address planning for man-made and natural disasters and all types of local terror related attacks (including chemical, biological and nuclear) occurring on and off the installation.

3.9.1. **(Added)** HQ AFMC/A4R is the Command OPR for Base Support Planning in accordance with AFI 10-404, *Base Support and Expeditionary Site Planning*. In addition, HQ AFMC/A4R will develop base deployment planning and execution policy to include tenant units according to AFI 10-403.

3.13.1. **Reconstitution.** HQ AFMC/A4R is the Command OPR for reconstitution planning and risk mitigation analysis during the reconstitution period. HQ AFMC/A4R will develop and implement Command reconstitution guidance to include collecting and reporting reconstitution costs. Collection and reporting of reconstitution cost may require assistance from HQ AFMC/FM.

4.2.2. **Architecture.** Each AFMC installation will establish and maintain systems that provide access to JOPES and DCAPEs at a minimum in the IDRC, IPR, and Base Manpower (MO) offices to respond to CCDR plans and operations supported by DCAPEs.

4.2.2.1. **(Added)** Installation Commanders will designate an office to serve as the installation lead for classified systems with expertise in the systems that provide access for logging into JOPES/DCAPEs.

4.2.2.2. **(Added)** The HQ AFMC classified technical and functional program manager is HQ AFMC/A6O. HQ AFMC/A6O will ensure 24/7 classified operations and provide AFMC-wide configuration management for JOPES and DCAPEs.

4.4.1.2.1. **Manpower and Equipment Force Packaging (MEFPAK).** HQ AFMC/A1R is the Command OPR for the MEFPAK system and MANFOR packaging system. HQ AFMC/A1R provides the AFMC UTC inputs to the Air Staff MEFPAK manager (AF/A5XW). HQ AFMC/A4R is the Command OPR for Logistics Force Packaging (LOGFOR).

4.4.1.2.1.2. HQ AFMC/A4R builds the LOGDET shell for the new UTC in the LOGFOR module of LOGMOD. After the new UTC LOGDET data is completed in LOGMOD, the AFMC FAM for the new UTC and HQ AFMC/A4R validates the data to ensure it is free of any errors.

If error free, HQ AFMC/A4R transmits the new UTC LOGDET data via LOGMOD to AF/A4LX for approval. Upon approval, AF/A4LX uploads the UTC LOGDET data file into the LOGFOR segment of DCAPEs. HQ AFMC/A1R loads all data except LOGDET information for a new UTC in the MANFOR segment of DCAPEs.

4.4.1.2.1.3. The command OPR for MANFOR is HQ AFMC/A1R.

4.4.1.2.1.7. HQ AFMC/A1R will build the MANFOR component and HQ AFMC/A4R will ensure the appropriate logistics detail is added for UTCs with equipment.

4.4.1.2.2. **Manpower Force Packaging System (MANFOR).** HQ AFMC/A1R and HQ AFMC/A4R will manage their respective portion of MEFPAK. HQ AFMC/A1R manages the UTC related information which feeds MEFPAK.

4.4.1.2.3. **Logistics Forces (LOGFOR).** HQ AFMC/A4R is the Command OPR for the logistical functionality elements of DCAPEs (LOGFOR, Logistics Module [LOGMOD], Logistics Detail [LOGDET], etc).

4.4.1.2.7. **Unit Type Management (UTM) Module.** AFMC pilot units will use the Unit Type Management Module (UTM) to register and manage all assigned UTCs.

4.4.2.2.3.1.2. HQ AFMC/A3X will staff updated WMP-3 Part 1 data to applicable Centers/Complexes/Installations/Wings. All comments will be compiled by A3X and forwarded to AF/A5XW for updating.

4.4.2.2.5.3. As the WMP-5 database is updated, HQ AFMC/A4R will task appropriate agencies to verify units can support as proposed in the WMP-5.

4.4.3.1. **Overview.** The Command OPR for LOGMOD is HQ AFMC/A4R.

4.4.6. **AEF UTC Reporting Tool (ART).** The Command OPR for ART is HQ AFMC/A3X.

4.4.9. **Logistics Feasibility Analysis Capability (LOGFAC).** HQ AFMC/A4R is the Command OPR for LOGFAC. HQ AFMC/A4R will distribute the Wartime Aircraft Activity Report (WAAR) and Wartime Consumable Distribution Objective (WCDO) for AFMC installations annually IAW AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures*.

4.5.2.1. **Oversight.** HQ AFMC/A1R, HQ AFMC/A3X and HQ AFMC/A4R are the Command's responsible functional areas for War Planning and Execution Systems, as applicable.

4.5.2.2. **Access.** All DCAPEs and GCCS user access requests will process through HQ AFMC/A3X for review and processing to the GCCS system administration office and input to the system. Process Installation Logistics Personnel requests through HQ AFMC/A4R. Process Installation Personnel Readiness and Manpower warplanners requests through HQ AFMC/A1R. Personnel with a requirement and not in the IDRC, IPR, or Manpower Office and requesting a DCAPEs account must process approval request through the IDO to HQ AFMC/A3X.

4.5.2.2.1. The AFMC FAM initial DCAPEs access prerequisite is the AFMC DCAPEs Indoctrination and Familiarization class completion (See Attachment 13) (Wartime Planning Course must be completed prior to attending class)

4.5.2.2.1.1. **(Added)** Submit requests for DCAPEs Planners or DCAPEs FAM training to HQ AFMC/A3X.

4.5.2.2.2. Levels of access for AFMC personnel are determined by job responsibilities/duties assigned and evaluated on a case-by-case basis.

4.5.2.2.5. SIPR webpage for GCCS account forms, instructions and POC is: <http://www/gccs.asp>.

4.5.2.2.5.1. **(Added)** "New Users" link contains the POCs and forms required to establish an account.

4.5.2.2.5.2. **(Added)** Units will complete the necessary forms and submit to the AFMC functional POC for review. After the functional POC has verified the paperwork is completed and the user requesting support needs access, they will forward the request to HQ AFMC/A3X for processing.

4.5.2.2.5.3. **(Added)** AFMC FAMs will fill out the forms, obtain proper signatures and submit to HQ AFMC/A3X.

4.5.2.2.5.4. **(Added)** HQ AFMC/A3X will review request, ensure signatures, and create account for users. Once HQ AFMC/A3X creates the accounts, documentation will then be forwarded to the GCCS office to finalize the user account. Once the GCCS and DCAPEs accounts are created, member will be notified via GCCS e-mail of user name and password.

4.5.2.2.7. HQ AFMC/A3X oversees the establishment of DCAPEs/JOPEs accounts. If HAF level permissions are required; HQ AFMC/A3X will forward to them for approval.

4.5.3.1.1. HQ AFMC/A3X serves as the Command Functional Manager (FM) for DCAPEs and manages "08M" series Plan IDs (PIDs) and User Identifiers (USERIDs) for AFMC.

4.5.3.1.2. Installation Commanders will designate an OPR for 08M series Plan IDs (PIDs) at installation-level. HQ AFMC/A3X will maintain user account operations plans supporting inspection processes.

4.5.3.2. **DCAPEs Super User.** HQ AFMC/A3X will designate, in writing, a primary and alternate DCAPEs Super User for AFMC.

4.5.3.2.1. The primary and alternate DCAPEs Super User will be located in HQ AFMC/A3X.

4.5.3.2.1.5. In addition to HQ AFMC/A3X personnel, HQ AFMC/A1R and A4R personnel and other functional areas, as determined by the Command FM, will participate in DCAPEs User Advisory Groups (UAGs).

4.5.3.2.1.6. In addition to HQ AFMC/A3X personnel, HQ AFMC/A1R and A4R personnel and other functional areas, as determined by the Command FM, will participate in DCAPEs system testing.

4.5.3.3. The HQ AFMC FM and Sub-FM will be designated by HQ AFMC/A3X.

4.5.3.3.2. HQ AFMC/A3X will perform this function.

4.5.3.3.3. These functions will be performed by the 88 Communications Squadron at the direction of the AFMC GCCS Program Manager (HQ AFMC/A6O).

4.5.3.3.4. HQ AFMC/A3X performs this function for AFMC.

4.5.3.3.5. HQ AFMC/A3X and 88 Communications Squadron will collectively complete these functions.

4.5.3.3.8. HQ AFMC/A3X will perform these reporting activities.

4.5.3.4. **User Account Manager (UAM) Roles and Responsibilities.** HQ AFMC/A3X DCAPES Functional Manager and Sub-Functional Manager will manage and monitor all DCAPES/JOPEs accounts within AFMC.

4.5.4. **DCAPES/JPERMS Account Set-Up Process.** 88 Communications Group, under the direction of the HQ AFMC GCCS FM in HQ AFMC/A6O, will build the local GCCS account. HQ AFMC/A3X will manage the JOPEs Permissions Tool System (JPERMS) to generate and maintain DCAPES user accounts.

4.5.4.1.1. **(Added)** The AFMC GCCS Program Management Office (PMO) will establish command GCCS security/training policy.

4.5.4.2. AFMC ISSO/GTASO will verify user's security clearance with the security manager and sign GCCS access request paperwork.

4.5.4.5.1.1. HQ AFMC/A3X will provide all DCAPES users access to applicable "08" permissions by base. Requests for other than AFMC "08" permission must be submitted by the IDO, approved by owning MAJCOM, then submitted by owning MAJCOM to HQ AFMC/A3X to grant access.

4.5.4.5.10.1. All AFMC DCAPES users will log in to their DCAPES account at a minimum of every 30 days. All accounts are automatically disabled/locked at 45 days, if password is not changed. To request a DCAPES account to be unlocked submit an AFMC newsgroup message requesting USERID be unlocked. If a user's account requires an unlock more than three times in a one year period the unit commander (or equivalent) will need to provide the unlock request via e-mail. DCAPES accounts inactive longer than 180 days will be deleted unless identified in advance with proper justification. To reestablish deleted accounts users must submit new account paperwork.

5.12.1. UTC Development. AFMC AEF Cell is the Command OPR for new UTC development. The AFMC AEF Cell works with the AFMC FAM in the development of new UTCs. AFMC AEF Cell submits new UTCs to HQ USAF for approval.

5.12.3.1.12. HQ AFMC/A3X maintains a current listing of all AFMC UTC FAMs.

5.12.3.1.13. HQ AFMC/A3X maintains a current listing of all AFMC UTC FAMs.

5.12.5.4. AFMC FAMs with cross functional UTCs must work together to decide which functional area will be the primary POC for posturing and validation.

5.13.3. **(Added)** UTC cancellation requests will be submitted to HQ AFMC/A1R to cancel a UTC from the MEFPK system.

5.15.3.1. HQ AFMC/A4R is the Command OPR for LOGFOR.

5.15.6.2. The AFMC MEFPK Manager office is HQ AFMC/A1R.

5.15.6.6. AFMC FAMs will ensure command UTCs are valid and accurate. AFMC FAMs will review MISCAP, manpower detail and pilot unit information for accuracy and send any corrections to the HQ AFMC/A1R MEFPK Manager for updates. UTCs will be reviewed on a

biennial basis as directed by HQ AFMC/A1R. FAMs will complete validation in a timely manner as directed by MEFFPAK manager.

5.15.7.5. The AFMC MEFFPAK FAM prepares the Mission Capability Statement (MISCAP) and identifies the skills and quantities of people required for the UTC to perform its intended mission. AFMC FAMs will review all UTC MISCAPs and manpower composition biennially using the MANFOR and will provide any resulting UTC changes to HQ AFMC/A3X for update of the UTA. AFMC FAM will notify HQ AFMC/A1R of any required MANFOR UTCs changes for which AFMC is the MEFFPAK MRA.

5.15.7.8. AFMC AEF Cell will conduct this training during the quarterly AFMC FAM meeting.

5.15.9.2. HQ AFMC/A1R will ensure a current UMD file is available for HQ AFMC FAM UTC/UMD analysis at least monthly. Monthly UMD will be posted on AFMC A1R SharePoint: <https://cs.eis.afmc.af.mil/sites/AFMCPersonnelReadiness/manpower/Unit%20Manpower%20Document%20Military%20only/Forms/AllItems.aspx>

5.15.10.1. AFMC FAMs will identify a pilot unit to HQ AFMC/A4R for LOGDET purposes for each UTC where AFMC is the MEFFPAK Responsible Agency. AFMC FAMs will advise HQ AFMC/A4R of all required changes to LOGFOR for AFMC MEFFPAK UTCs.

5.15.12.2. AFMC MRA/pilot units will coordinate with base manpower office to ensure UTC MANFOR detail (AFSC, Grade, FAC and PAX Quantity) accurately reflect UTC manpower force requirement for any new or changes to pilot unit UTCs.

5.16.2. **LOGFOR Reporting.** HQ AFMC/A4R is Command OPR for LOGDET. IDOs must submit LOGDET updates for MEFFPAK pilot units to HQ AFMC/A4R as required.

7.5. UTC Posturing Concept Overview. AFMC FAMs will submit their deviation package to the HQ AFMC/A3X for coordination prior to their 2 Letter Director's approval and submission to AF/A3/5.

7.7. Overview of UTC Posturing. AFMC FAMs provide the necessary information to posture UTCs in UTA to HQ AFMC/A3X. For Standard UTCs, provide the UTC designator, AEF assignment, Posturing Availability Code and UIC. For Associate UTCs, provide UTC designator, AEF assignment, Posturing Availability Code, UIC, AFSC and Grade.

7.9.1.1. AFMC FAMs submit requests for UTC additions/deletions in UTA to HQ AFMC/A3X and provide justification, as required, for unlock requests.

7.9.1.2. AFMC FAMs will posture UTCs based on FAM prioritization and sequencing (P&S) guidance for those organizations identified as a Combat, Combat Support (CS), or Combat Service Support (CSS) in the JCS Unit Descriptor Code (UDC) field of the PAS file (see Attachment 8). Institutional Force organizations are identified with a UDC of —Otherl and will not posture UTCs.

7.9.1.4. AFMC FAMs will develop MAJCOM supplemental guidance to address AFMC unique situations, as applicable, or when there is no Air Staff guidance. AFMC FAMs will coordinate MAJCOM supplemental guidance with the AFMC AEF Cell and obtain approval of their 2-Letter Director.

7.9.2.1.3. AFMC will not modify the UTA manpower detail. Notes on substitution rules may be included in the commander's comment block of ART. Substitution rules and tailoring requirements occur at execution sourcing/verification.

7.12.8.1.15. AFMC functional areas may request an additional Enabler category as required. Each request must include the functional area, number and types of UTCs including equipment and manpower detail, Unit Identification Codes (UICs), proposed Enabler category and justification. All requests will be coordinated with HQ AFMC/A3X and approved by the applicable HQ AFMC 2-Letter Director before submission to their HAF FAM and AF/A5XW for coordination.

7.12.8.1.16. **(Added)** UTCs with personnel authorizations postured in the Enabler will be prioritized for deployment by the tasked unit before the beginning of each AEF Schedule. The deployment priority of each UTC will be rotated each AEF vulnerability period throughout the AEF Schedule to provide a level of predictability and dwell to Airmen.

7.14. Procedures for P-Coding Standard Deployable UTCs. UTC posturing will comply with Air Staff FAM prioritization and sequencing guidance. AFMC FAMs will posture the maximum number of Standard Deployable UTCs (D* coded) as possible. Residual authorizations that cannot be postured into Standard Deployable UTCs will be placed into Associate (A* coded) UTCs.

7.14.1. AFMC FAMs will review P&S guidance and assist unit commanders (or equivalent) with applying correct P-coding for Standard and Associate UTCs, prior to the beginning of each AEF schedule. Once unit P-coding is agreed upon, FAMs will verify all data before and after P-coding changes are accomplished in UTA. AFMC FAMs provide UTC posturing changes to HQ AFMC/A3X to update UTA.

8.2.2. AFMC FAMs will review Supported Command TPFDDs upon request for tasking supportability. AFMC FAMs will submit required changes to HQ AFMC/A3X and courtesy copy their Air Force FAM. HQ AFMC/A3X will consolidate FAM inputs and provide recommended changes to the OPR at the Supported Command's Air Force component headquarters.

8.6.4. HQ AFMC/A3X is the Command OPR for PID allocation and administering "08M" PID Series.

8.10. TPFDD Sourcing Overview. HQ AFMC/A3X is the Command OPR for TPFDD UTC requirements sourced to AFMC via DCAPES. HQ AFMC/A3X verifies requirements based upon inputs provided by the AFMC FAMs and Installation Deployment Officers (IDOs). TPFDDs will be made available to Command subordinate activities for planning immediately following each operation plan's (OPlan's) initial refinement conference. Each OPlan's JOPES/DCAPES data base will be made available to AFMC installation planners via GCCS. HQ AFMC/A3X is the HQ AFMC OPR for CCDR and AF Component Commander TPFDD sourcing. HQ AFMC/A3X will pass the sourcing requirements to the HQ AFMC FAMs. HQ AFMC/A3X also provides access to the TPFDDs and tasking information to HQ AFMC/A1R. HQ AFMC/A3X and HQ AFMC/A1R work together with the HQ AFMC FAMs to ensure each TPFDD is properly sourced. Each AFMC Installation Commander's designated OPR is responsible for ensuring the installation's data contained in the TPFDD is furnished to the

appropriate planning OPRs on the installation and required deployment planning and preparation are completed.

8.14.3. HQ AFMC/A3X will monitor newsgroups daily and up channel significant events/issues to AFMC senior leadership, as appropriate. AFMC installations and their GSUs will maintain a capability to review designated newsgroups regularly to access tasking and TPFDD management information. HQ AFMC/A3X will provide AFMC IDRCs a list of the applicable GCCS newsgroups to be monitored upon request.

8.14.6.1.3.2. For short-notice taskings requiring immediate action (i.e., 5 days or less to first movement), HQ AFMC/A3X will promptly notify the IDRC by e-mail and/or telephone to complete name in system immediately.

8.14.6.3.1. HQ AFMC/A3X accomplishes MAJCOM verification of deployment tasking requirements to the Supported Command's Air Force component headquarters.

8.14.6.3.2. IDOs are the installation's focal point for all deployment related matters covered by AFI 10-403, *Air Force Deployment Planning and Execution*.

8.14.6.3.3. **(Added)** Geographically Separated Units (GSUs) will verify the readiness of UTCs tasked to deploy to their host installation.

8.14.7.1.2. AFMC/A3X will contact the AFMC FAM to review and verify the sourced requirement can be filled by the tasked unit. Once the FAM reviews requirement they will notify A3X in person or by SIPR message to complete verification and initiate base-level names in system process when applicable. A3X will verify tasking in AFVC relieving the IDRC of having to "BX" or "NXX" requirement.

8.14.7.1.3. Total time to complete verification ("S" project code in ULN record) of tasking requirements is 3 duty days during normal AEF rotational operations, or within 24 hours during crisis action operations. Requirement timeline for verification begins upon receipt of a sourcing nomination from AFPC/DPW and ends when MAJCOM verification is provided to the Supported Command's Air Force component headquarters.

8.14.7.1.3.1. **(Added)** Short notice tasking requirements (i.e., within 45 calendar days of the scheduled first movement) will be verified to the Supported Command's Air Force component headquarters within 24 hours.

8.14.8. AFMC/A3X will monitor force modules to ensure all requirements are being processed in required timelines.

8.14.8.2.2.2. AFMC FAMs will provide risk assessment to HQ AFMC/A3X within 24 hours of notification of need to surge. HQ AFMC/A3X will review and coordinate on risk assessment. After HQ AFMC/A3X coordination, AFMC FAMs will provide risk assessment to their respective HAF FAM NLT 48 hours after notification of surge. Risk assessments will be signed by the FAM's 2-Ltr Director before submitting to HAF FAM.

8.14.9. **Verification.** AFMC FAMs verify the tasked unit can provide the capability being requested prior to HQ AFMC/A3X completing verification in AFVC. This includes reviewing the DCAPEs ULN record data elements (level 2 and line level detail), checking the UTC ready status in ART (as applicable), pre-deployment training and/or verifying UTC readiness/personnel availability with the tasked unit. AFMC FAMs shall ensure the tasking requirement is

supportable and resolve issues with their respective AFPC Scheduler, AF FAM and/or AF component FAM, prior to verification whenever possible.

Table 8.5. Verification Timeline (Calendar Days 1)

Action	>45 days from First Movement	<=45 days from First Movement
Sourced requirement added to Verification Force Module by AFPC/DPW	Day 0	Day 0
MAJCOM Verification (“S” code)	Day 3	All verification actions must be completed within 24 hours

8.14.9.2.1. AFMC AEF Cell has obtained a waiver to bypass this requirement and streamline the process.

8.14.9.2.2. AFMC AEF Cell has obtained a waiver to bypass this requirement and streamline the process.

8.14.9.2.3. AFMC AEF Cell has obtained a waiver to bypass this requirement and streamline the process.

8.15. Force Reporting. The AFMC Commander, HQ AFMC CAT Director or higher authority may direct the commencement of AFMC situation reporting by installation (Center SITREP) and a consolidated Command SITREP at any time during a contingency operation.

8.19.1. When contacted by TPFDD owner to review and provide updated capabilities data, AFMC/A3X will coordinate with applicable FAMs for review, update, and approval of their plan contribution. Once A3X compiles all comments they will provide one consolidated AFMC response for updates to the TPFDD.

9.6. AEF Sourcing Plans and Tasks Timeline. AFMC/A3X will distribute the AEF Sourcing Plans and Tasks Timeline for each rotation to AFMC FAMs and IDRCs for situational awareness. Upon direction the AFMC AEF Cell will analyze the ECS CPS and obtain HQ AFMC 2-Ltr review and coordination. Once all reviews are completed AFMC/A3X (ECS SIPT Member) will provide a consolidated ECS CPS response to AFPC/DPW IAW timelines established.

9.7.6. **AEF Association Review.** Unit commanders (or equivalent) will review AEFIs of all assigned personnel on a monthly basis to ensure the individuals AEF association to assigned UTCs or the X Band, as applicable, is correct. Missing or incorrect AEFIs will be corrected/submitted by the unit to the IPR office for update in MilPDS. After 15 days upon signing into the base if the AEFI is still missing the member is considered eligible for any AEF deployment tasking until their AEFI is loaded into MILPDS. If a member receives an AEF tasking due to a missing AEFI the tasking is considered valid due to information available at the time of sourcing.

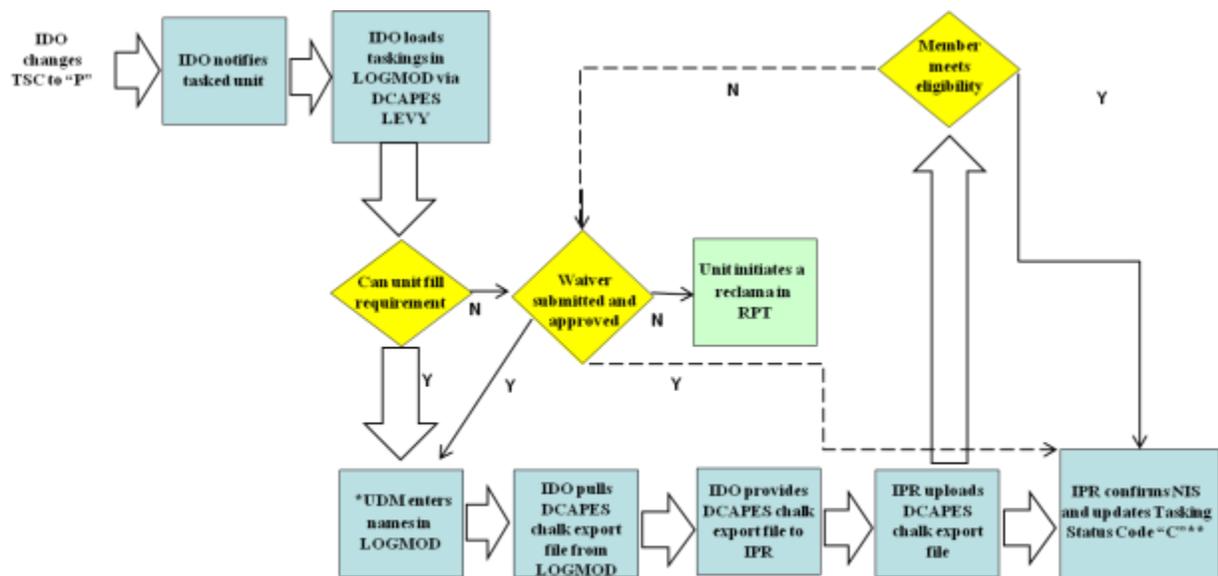
9.7.7. Posturing Code (P-Code) Review. AFMC FAMs review UTC posturing codes for their functional area prior to the start of the AEF Schedule and coordinates with the affected units. AFMC FAMs provide UTC changes to HQ AFMC/A3X to update UTA NLT 9 months prior to the start of each AEF Vulnerability Period.

9.9.3. MAJCOM TPFDD Verification. MAJCOM verification (“S” project code in ULN record) will be completed within 3 duty days for routine sourcing in support of an upcoming AEF rotation. HQ AFMC/A3X will notify the FAM via e-mail and/or telephone upon receipt of a tasking requirement that requires pre-verification. FAMs may request an extension to the verification requirement on a case-by-case basis. Verification will be completed within 24 hours during short notice and crisis action sourcing. “Short notice” is defined as any tasking requirement 45 calendar days or less from the scheduled first movement.

9.13.1. Upon receiving a tasking with a status code of “S” the ULN record will be changed to “P” (ready for IPR to assign names) by the base IDO. The IDO will pull tasking records from DCAPEs at least twice each duty day and ensure tasked units are notified. If requested by the IDO, the IPR, wing manpower office, or logistics plans function will prepare a levy export file of taskings from DCAPEs for import into LOGMOD. IDRCs will conduct TPFDD line-by-line reviews daily to ensure all ULN transactions that alter any JOPES characteristics from a previous day’s TPFDD are reconciled. Additionally, IDRCs will compare the daily TPFDD pull with data in Deployed Personnel Taskings (DPT) to verify all taskings reflected on the TPFDD are also present in DPT. If taskings on the daily TPFDD pull are not present in DPT after 3 duty days (1 duty day for short notice), the IDRCs must contact the AFMC AEF Cell for resolution. The IPR office will enter the SSAN of individuals identified by the unit commander to fill the tasking requirement in DCAPEs NLT 5 duty days of verification and flip record from “P” to “C”. For short notice taskings, the SSAN must be entered in DCAPEs and record flipped from “P” to “C” within 24 hours of completing MAJCOM verification. **Note: Tasking is not completed until the record is flipped from “P” to “C” by the IPR office.

9.13.2. **(Added)** Base Manpower has been removed from day to day tasking (non-ORE/ORI) verification process. IDO will change tasking status from “D” to “P”.

Figure 9.7. (Added) AFMC Names in System Process



* Note: N/A for ITDY and IF taskings with name

**Name In System clock DOES NOT stop until the record is flipped from "P" to "C"

9.14.1.1. On-Call Status (AD only). AFMC On-Call guidance:

9.14.1.1.1. **(Added)** Individuals assigned to an AEF but not tasked to deploy or in an on-call status are considered residual resources during their AEF Vulnerability Period. These individuals serve as the residual capability throughout the assigned AEF period or until tasked to deploy in support of an AEF tasking.

9.14.1.1.2. **(Added)** On-call or residual personnel may take leave and perform temporary duty during their AEF Vulnerability Period at the discretion of the unit commander. Approval of leave and/or TDY is contingent upon the individual's ability to be present for duty, complete all pre-deployment requirements and deploy within 72 hours (or sooner as required by the UTC MISCAP) using normal recall procedures. Commanders should not approve leave to remote areas (e.g., beyond normal communications) and long duration TDYs where the individual cannot be contacted for extended periods of time or far from home station making timely return unlikely.

9.14.1.1.3. **(Added)** AEF on-call or residual status does not preclude an individual's availability for on-base activities including participation in local exercises and short-duration training.

9.15. Response Timing. Installation Personnel Readiness (IPR) prepares CED orders for deploying forces following verification and name entered in the system.

9.19.2. **Volunteer Guidance.** If an Airman volunteers to fill a requirement inside their assigned AEF period, he/she must complete the volunteer statement (due to the fact they were not obligated to a tasking). They must first obtain approval of their Unit Commander and coordination from their MAJCOM FAM before obtaining approval from their

installation/center/complex/wing commander (Volunteers from HQ AFMC staff will need their 2-Ltr approval and volunteers from Center level will follow Center CC guidance not to be lower than Wing CC equivalent). Upon approval, he/she must provide the volunteer availability notice to the AFMC FAM. Commanders must consider this important point: if the volunteer becomes unable to deploy for any reason after being selected for the deployment, the unit will be required to replace the individual or submit a reclama if no replacement can be found.

9.19.3. Volunteer Implementation Guidance. If an AFMC Airman volunteers to fill a requirement outside his or her assigned AEF window, he/she must first obtain approval through their chain of command to include the wing commander (HQ AFMC staff will need their 2-Ltr approval and Centers will need Center CC approval). Once approved, the unit informs AFMC FAM of the volunteer and the individual completes the required volunteer statement. Provide the volunteer availability notice to the AFMC FAM. Commanders must consider two important points: (1) the volunteer is still subject to deployment in his/her assigned AEF vulnerability period and (2) if the volunteer is unable to deploy for any reason after being selected for the deployment, the unit must replace the individual. If no replacement can be found, the unit must initiate a reclama action.

9.19.3.1. Volunteer Implementation Guidance. If an AFMC Airman volunteers to fill a requirement outside their assigned AEF period, they must complete the volunteer statement and first obtain approval of their Unit Command followed by their MAJCOM FAM before obtaining approval of their installation/complex/wing commander (Volunteers from HQ AFMC staff will need their 2-Ltr approval and volunteers from Center level will follow Center CC guidance not to be lower than Wing CC equivalent). Provide the volunteer availability notice to the AFMC FAM. Commanders must consider two important points: (1) the volunteer is still subject to deployment in his/her assigned AEF vulnerability period and (2) if the volunteer is unable to deploy for any reason after being selected for the deployment, the unit must replace the individual. If no replacement can be found, the unit must initiate a reclama action. Members who receive a DAV 81 as a result of a volunteer deployment cannot use this as justification for a reclama during their normal AEF window.

9.22. AEF Debrief Concept. The AFMC AEF Debrief is conducted every 6 months following each AEF deployment rotation period, usually in May and Nov, and is chaired by AFMC/CV with HQ AFMC/A1/A3/A4 and Installation Commanders as participants. HQ AFMC/A3X is the Command OPR and has overall responsibility for scheduling, preparing and conducting the AEF Debrief. HQ AFMC/A1R/A4R as Command OCRs are responsible for their assigned AEF areas and assisting HQ AFMC/A3X in preparing for the debrief.

9.23.1. HQ AFMC/A3X is AFMC's charter member of the Expeditionary Combat Support Integrated Process Team (ECS SIPT) and Command OPR for AEF planning/scheduling in support of SecDef GFM and APEX.

9.23.2. HQ AFMC/A3X is AFMC's charter member of the AEF Steering Group.

9.24.2. **ECS CPS Coordination.** HQ AFMC/A3X will analyze ECS CPS and provide FAMs with their equity to review for supportability. HQ AFMC/A3X will compile all FAM/2-Ltr Directorate inputs to ECS CPS and respond within timelines established.

9.24.6. HQ AFMC/A3X will provide AFMC FAMs with the ECS CPS. FAMs have the responsibility to notify units and acknowledge taskings they are scheduled to fulfill at execution.

10.11.1. IPRs will send a copy of all waiver requests via SIPR to their IDO, HQ AFMC/A1R, HQ AFMC/A3X and AFMC FAM.

10.11.4. AFMC tasked units will initiate a reclama after 3 duty days (24 hours for requirements within 75 days of first movement) of submitting a waiver request if unanswered. Units will enter information on the unanswered waiver in the unit justification section of the reclama in RPT. Justification will include information on the original waiver request and follow-up attempts made during the 3 days (i.e., telephone calls/e-mails to PERSCO).

10.15.1.2. AFMC will posture Associate UTCs in lieu of tailored (Standard) UTCs in UTA.

10.16.2. AFMC FAMs prepare the waiver request and coordinate with HQ AFMC/A3X prior to submission to AF/A5XW and Air Staff FAM.

10.21. Shortfall/Reclama/UIC. In the event AFMC/CV is unavailable, AFMC/CA may approve or disapprove a "Severe Mission Impact" reclama.

10.21.2.5. **"Severe Mission Impact":** The following procedures apply for all "Severe Mission Impact" reclaims submitted by AFMC units. See Attachments 9 and 10 for guidance on reclama information processing at the Installation and HQ AFMC respectively. Each request will include justification to support the recommendation to approve or disapprove the reclama and explain why the individual and/or unit cannot support the tasking. Clearly state the impact (i.e. loss of funding, project over-runs, personnel/unit impacts, etc.) to the unit/home station mission if the member deployed. Include the following information as applicable to the tasked unit: 1) Number and types of UTCs assigned if applicable; 2) Unit and base military manning (# authorized / # assigned for the tasked AFSC, civilian manning and any unique circumstances (e.g., individual tasked is assigned to a one-deep position as a GSU); 3) Number of personnel (military and civilian) currently deployed and tasked to deploy; and 4) the projected return date of those currently deployed.

10.21.2.5.1. **(Added)** The owning Center Commander will approve/disapprove all "Severe Mission Impact" reclaims except for HQ AFMC initiated reclaims. The decision will be entered in the "Wing CC/Equivalent Recommendation/Remarks" field in the Reclama Processing Tool (RPT). The RPT entry will include the name, rank, organization/office symbol, and date of the decision.

10.21.2.5.1.1. **(Added)** If the "Severe Mission Impact" is a IF tasking then the following additional information must be added to the Wing CC remarks section in RPT. Taskee's Rank Full Name, Taskee's SSN, Taskee's PAS Code, IF Taskee's UDC-X Code [X1-X5] in MilPDS, IF requirement's Tasking Type (from DCAPES), Deferment Stop Date (NGT RDD+6 months, as applicable for operational reasons), Taskee's Unit CC or MAJCOM unit CC lvl POC contact info and POC Rank/Name/Org/DSN/Email address.

10.21.2.5.2. **(Added)** Owing Center Commander decisions will be supported by amplifying comments that clearly state the reason for the approval or disapproval of a reclama. The reclama justification must demonstrate "mission failure" to the tasked unit if the individual deployed. Supporting documentation (See Attachment 9) will accompany all "Severe Mission Impact" reclama packages.

10.21.2.5.3. **(Added)** "Severe Mission Impact" reclamationas that are "approved" by the Center Commander are forward to the HQ AFMC Functional Directorate to obtain AFMC/CV final decision.

10.21.2.5.3.1. **(Added)** AFMC FAM-initiated or MAJCOM reclamationas do not need to be staffed through the IDO, wing commander or center commander. The AFMC FAM and UDM will fill in the unit commander and IDO fields in RPT. The FAM will enter their Director's approval/disapproval in the Wing Commander Remarks section. For "Severe Mission Impact" reclamationas, the FAM will prepare a staff package IAW with the guidance in paragraphs

10.21.2.5.4. **(Added)** The MAJCOM Functional Area Manager (FAM) is the responsible Action Officer for staffing a "Severe Mission Impact" Reclama at HQ AFMC. The FAM prepares the reclama staff package (see Attachment 10) with a staff summary sheet (SSS), RPT printout with the FAM recommendation, supporting documentation and any additional information required to ascertain a complete and accurate picture of the situation and mission impact. The FAM must obtain HQ AFMC/A3X coordination prior to the HQ AFMC 2-Letter Director signing the staff summary. HQ AFMC/A3X coordination ensures compliance with reclama procedures in this instruction. The HQ AFMC 2-Letter Director evaluates the reclama's merits and provides a recommendation to HQ AFMC/CV.

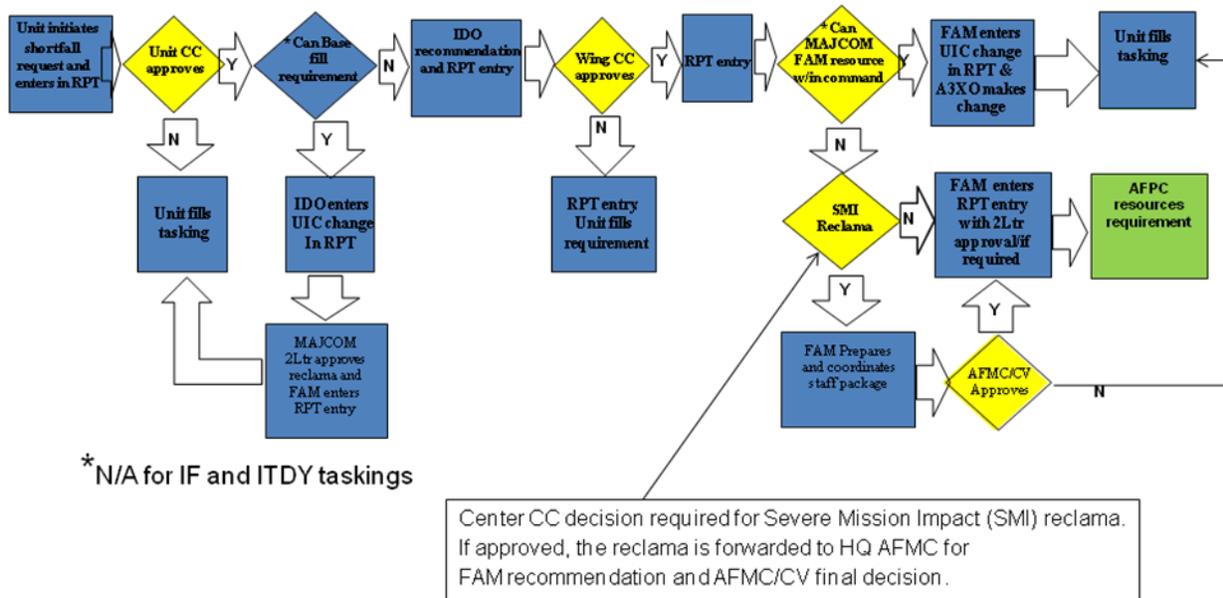
10.21.2.5.5. **(Added)** After the HQ AFMC 2-Letter Director signs the SSS, the FAM obtains HQ AFMC/CS and HQ AFMC/CA coordination on the reclama package prior to HQ AFMC/CV final decision. Immediately after the final decision is made by HQ AFMC/CV, the FAM returns the reclama package to HQ AFMC/A3X to make the final entry in RPT. HQ AFMC/A3X will file/maintain the final reclama packages.

10.21.2.6. **(Added)** HQ AFMC/A3X is the Command OPR for procedures and guidance on reclamationas, UIC changes, and RPT.

10.21.3. Wing/Unit Level Reclama & UIC Change Process "Capability Not Available". For AFMC, "Wing Commander" as used in this section refers to the AFMC Installation/Complex Commander (e.g., ABW/CC) or equivalent. The Vice Commander or Executive Director (ABW/CV/CD) may also approve/disapprove reclamationas if the commander is unavailable. Figure 10.1 (Added) outlines the reclama process.

10.21.3.1.3. **(Added)** Center Level Reclama & UIC Change Process (Optional process for Center and Complex/Installation (GSU's included)). Center level reclama starts when the Center UDM with concurrence from tasked Directorate leadership (0-4/equivalent) and CSH commander initiates the reclama in RPT in the "Unit Commander" block. Minimum data required for unit entry is justification, POC, DSN, and office symbol. AFMC FAM will act as the IDO approver. AFMC/3-Ltr will approve the Wing CC block and AFMC/2Ltr will be the MAJCOM approver. The IDO, Wing CC, and MAJCOM blocks in RPT must have POC, DSN, and Approve/Disapprove decision.

Figure 10.1. (Added) AFMC Reclama Process



10.21.3.2. Units will submit a reclama, when required, in the Reclama Processing Tool (RPT) located at the AEF On-Line Secure website and include information on any waiver requests submitted by the Installation Personnel Readiness (IPR) office. The format at Attachment 9 (Added) should be used to manually document the reclama and obtain required signatures for approval/disapproval prior to initiating in RPT. Minimum information required in each block is the POC who approved the reclama, DSN of POC, and justification of reclama. Units must send an information copy of the reclama via RPT e-mail to the applicable AFMC FAM. Tenants and GSUs must notify the host IDO via RPT e-mail to complete required DCAPES actions and follow-up with a phone call to ensure receipt.

Table 10.2. Reclama/UIC Change Submission Timelines (Duty Days)

Action	Standard >75 days from First Movement	Short Notice <=75 days from First Movement
Tasked unit initiates reclama (approved by unit commander or equivalent)	Day 0	Day 0
Installation submits UIC change or reclama to MAJCOM	3 Days	1 Day
MAJCOM completes UIC change or reclama action	2 Days	1 Day

10.21.3.3. Individuals assigned to Institutional Force units will not be considered to fill an operational UTC tasking requirement unless approved in accordance with applicable instructions (see AFI 10-401, Table 2.1).

10.21.3.3.4. IDO forwards reclama IAW Table 10.2.

10.21.3.4.2. The IDO will ensure a minimum of POC of Approver, DSN number and Justification is identified in Unit Commander, IDO and Wing Commander block in RPT.

10.21.4.1. **(Added)** MAJCOM-level “Capability Not Available” reclama process starts when the tasked organization leadership (minimum O-4/GS-13) approves a reclama action. The UDM or FAM servicing the tasked organization will initiate the reclama in RPT by entering the justification, POC, DSN, and office symbol of the approving official in the “Unit Commander” block. AFMC FAM will act as the IDO approver. The AFMC 3-Ltr Division Chief or Deputy approves the Wing CC block and the AFMC 2-Ltr Director or Deputy is the MAJCOM approver. AFMC FAMs are responsible for coordinating “Severe Mission Impact” reclama staff packages (para 10.21.2.5.) and entering the FAM recommendation in RPT in accordance with this supplement. All MILPDS sourced reclaims will be staffed by the “named AFSC” FAM when the MAJCOM portion of RPT is required.

10.21.4.2. HQ AFMC/A3X will monitor RPT daily and immediately notify the applicable AFMC FAM upon receipt of an “approved” reclama from the Installation Commander/Center Commander.

10.21.4.2.2. “Capability Not Available” reclaims will be approved at the AFSC FAM Directorate level and all “Severe Mission Impact” reclaims will be approved by AFMC/CV.

10.21.4.2.2.3. A summary of “Severe Mission Impact” reclaims are briefed to AFMC/CV during the AEF Debrief.

10.21.4.5. HQ AFMC/A3X will notify AFPC and IDO of AFMC/CV decision by making the final entry in RPT within the established timeline (Table 10.2).

10.21.5.5.1. HQ AFMC/A3X will monitor the status of “approved reclaims” in RPT regularly and notify AFPC/DPW Reclama Manager of those requirements that are not re-sourced (or un-sourced) after 3 duty days.

10.21.5.6.2. HQ AFMC/A3X will send the appropriate FAM the AF FP’s Collaborative Re-sourcing request with identified ALN’s for assessing. The FAM will assess all ALNs in the spreadsheets and provide AFMC/A3X their assessment and recommended sourcing solution within the suspense date provided. AFMC/A3X will forward assessment and recommendation to AF FP within the suspense timeline. Risk assessments will be categorized as either “Low” – No or minimal impact to mission; “Moderate” – Likely to accomplish all missions with some difficulty; “Significant” – Substantial impact to mission but may be able to fill with significant work around; or “High” – Unable to accomplish all missions; will require extraordinary measures to accomplish some missions. AFMC FAM must obtain AFMC/CV approval on any “significant” or “high” risk assessments. ECS SIPT member (AFMC/A3X) submits the risk assessment and potential sourcing solutions to the applicable AF FP.

10.21.7. **UIC Change Process.** AFMC FAMs may submit a UIC change in RPT prior to verification of a tasking requirement ULN. AFMC FAMs may also recommend a UIC change following a wing “approved” reclama by entering the necessary information in the “MAJCOM FAM Recommendation” field in RPT.

10.21.7.1. Installations may use UIC change capability in DCAPES for requirements in “08M” series base exercise PIDs only.

10.21.8. **UIC Change for Individuals Sourced via MilPDS Method.** This paragraph applies to Institutional Force units only. If the individual initially selected by AFPC/DPW is unavailable to deploy, the tasked unit will initiate a reclama. Exception: the installation may replace the individual tasked with a volunteer (see paragraph 9.19) and complete a UIC/name change. This does not relieve the original individual from another tasking unless UIC change was due to a DAV/AAC/ALC.

11.8.4.4. HQ AFMC/A4R is the Command OPR for the Integrated Deployment System (IDS).

11.8.4.5. HQ AFMC/A4R is the Command OPR for LOGFOR supporting UTC force development and maintenance. HQ AFMC/A4R receives, updates, and reviews LOGDET data prepared by AFMC pilot units.

11.8.5. **Secretary of the Air Force Office of Warfighting Integration and Chief Information Officer (SAF/XC).** HQ AFMC/A8/9 is the Command OPR for managing Command participation in War Gaming and Joint Expeditionary Force Experiments.

11.12.13.1. Air and Space Expeditionary Force Steering Group (AEFSG). HQ AFMC/A3X provides the AFMC representative to the AEF Steering Group. Alternate AFMC representatives to the AEFSG are HQ AFMC/A1R and A4R. The AFMC AEF Cell provides administrative support to the AFMC representative to the AEFSG.

11.12.13.2. **Expeditionary Combat Support Scheduling Integrated Product Team (ECS SIPT).** HQ AFMC/A3X provides the AFMC ECS SIPT member for coordination and approval of ECS planning, sourcing, scheduling and collaborative re-sourcing decisions on behalf of AFMC. AFMC FAMs have direct liaison authorized (DIRLAUTH) with AEF functional schedulers at AFPC for scheduling and sourcing actions. AFMC FAMs will forward unresolved ECS force planning/scheduling issues to the AFMC ECS SIPT member for input to the ECS SIPT executive review process. AFMC organizations tasked to support the development of logistics supportability and weapon system assessments have DIRLAUTH with Air Staff FAMs and AEF functional schedulers to research and analyze requirements.

11.13. Air Force Major Commands (MAJCOMs), Field Operating Agencies (FOAs), Direct Reporting Units (DRUs) and Air National Guard (ANG). The AFMC AEF Cell (HQ AFMC/A1R/A3X/A4R) is the overall Command OPR for the central management and oversight of the AEF. Responsibilities of the AFMC AEF Cell include the planning, readiness and execution of AEF operations, personnel readiness and deployments. MAJCOM FAMs perform specific procedures and tasks for their assigned functional area(s) and may work directly with their HAF FAM, AF component FAM and/or AEF functional scheduler, but must coordinate with or inform the AFMC AEF Cell as required. The AFMC JCS Exercise Coordinator (HQ AFMC/A3X) will coordinate planned activities for AFMC participation in National, Joint, and AFMC-wide exercises with the AFMC AEF Cell, AFMC FAMs, and AFMC subordinate units in accordance with AFMCI 10-204, *Participation in Joint and National Exercises*, when published.

11.13.2. AFMC FAMs provide input to the AFMC AEF Cell to complete these actions in accordance with this instruction and the AFMC supplement. The AFMC AEF Cell tracks the status of taskings, shortfalls, reclamas, verification and name in system timeliness, ART assessments and AEF association and presents Command metrics during the monthly readiness/deployment briefing and the AEF Debrief, as applicable.

11.13.3. HQ AFMC/A3X is the Command OPR for overseeing the accuracy of AFMC UTC posturing and maintains UTC Availability data based upon inputs from the AFMC FAMs.

11.13.4. HQ AFMC/A3X ensures verification of AFMC tasking requirements is accurate and timely.

11.13.8. HQ AFMC/A3X provides the lead AFMC representative to the AEF Steering Group and the ECS SIPT. HQ AFMC/A1R and A4R provide alternate AFMC representatives for the AEFSG.

11.13.9. AFMC/CV approves/disapproves "Severe Mission Impact" reclaims, and the MAJCOM/2-Ltr approves/disapproves "Capability Not Available" reclaims in accordance with Chapter 10.

11.13.11. AFMC Installation Commanders will review the installation's deployment processing discrepancies monthly. Installation Commanders and the AFMC AEF Cell briefs AFMC/CV on deployment processing discrepancies during the AEF debrief.

11.13.15. HQ AFMC/A3X is the Command lead for review of TPFDD sourcing for contingency planning and consolidates FAM inputs for submission to AF/A5XW.

11.13.16. **(Added)** The AFMC AEF Cell will accomplish the following AEF planning, readiness and execution areas.

11.13.16.1. **(Added)** Activate the HQ AFMC AEF Deployment Cell upon declaration of contingency operations or crisis action response and perform duties and tasks in accordance with this supplement and the AFI.

11.13.16.2. **(Added)** Keep HQ AFMC senior leaders, HQ AFMC Directors, AFMC FAMs and AFMC installations informed of AEF issues and changes.

11.13.16.3. **(Added)** Establish and maintain official contingency E-Mail addresses and organization box for all message traffic related to planned or ongoing contingency operations. Unclassified and classified E-Mail correspondence will be sent to the HQ AFMC CAT Director when required.

11.13.16.4. **(Added)** Monitor transportation issues arising through the normal base-level deployment processes. The Installation Deployment Officer will make every attempt to resolve transportation issues through the local Transportation Management Office (TMO) before elevating issues to HQ AFMC/A4R for resolution.

11.13.16.5. **(Added)** Represent the Command at Joint, USAF, Component Commander, Combatant Commander and TRANSCOM contingency and crisis action planning conferences, meetings and workshops as required.

11.13.16.6. **(Added)** Source AFMC installation and unit resources during OPLAN sourcing conferences based on HQ AFMC FAM provided availability. HQ AFMC CAT/A3-Deployment Cell will manage execution sourcing and verification of Command resources located at HQ AFMC and its AFMC installations and units.

11.13.16.7. **(Added)** Ensure AFMC FAMs posture UTCs in UTA based on funded manpower authorizations and JCS UDC (Capabilities-driven TPFDDs). This does not apply to OPLAN requirements (Requirements-driven TPFDDs).

11.13.16.8. **(Added)** Assist AFMC FAMS in deconflicting A-76/reengineering efforts with UTC availability. AF stressed AFSCs or Functional Areas at a 1:2 or less deploy-to-dwell will not be nominated for A-76/reengineering/MEO studies by AFMC installations without prior approval of the HQ AFMC A-Staff/Functional Directorate in advance.

11.13.16.9. **(Added)** Monitor actions of the AFMC FAMS to ensure DOC statements are coordinated and revised as required to ensure the readiness of DW-coded (Wartime) resources supporting the AEF schedule is maintained.

11.13.16.10. **(Added)** Develop and review instructions and guidance for AEF operations, personnel readiness and deployment areas. Provide MAJCOM implementing guidance and clarification to AFMC installations and units as required.

11.13.16.11. **(Added)** Reviews, analyzes and interprets AEF planning/scheduling guidance and provides applicable guidance and direction to AFMC installations and units in preparation for day-to-day rotational and crisis action operations and deployments.

11.13.16.12. **(Added)** HQ AFMC/A1 is the Command OPR for the deployment of AFMC civilians.

11.13.17. **(Added)** If a functional area is tasked to prepare a supporting annex they may obtain a copy of the basic plan and annexes relative to their functional area from HQ AFMC/A3X. The annex will be developed in accordance with the prescribed format of the basic plan and a copy provided to HQ AFMC/A3X. Functional areas will coordinate their supporting annexes with affected installation-level functional counterparts/Unit Commanders or their designated representatives prior to submitting final versions to HQ AFMC/A3X.

11.14. Combat Air Forces Scheduling Integrated Product Team (CAF SIPT). HQ AFMC/A3F/A3O must coordinate on all deployment tasking requirements for Command aviation test aircraft, test articles and supporting personnel and equipment.

11.16. Air Force Material Command (OC-ALC/GBMUUB). OC-ALC/ENGLA will provide copies to HQ AFMC/A3X on all matters involving Command participation in war games or exercises within its purview.

11.18.1. **Wing Commander.** AFMC Installation Commanders will establish procedures to ensure AEF association data is entered in MilPDS, ART, SORTs, DRRS, etc. for all individuals assigned including tenants, DRUs and GSUs.

11.18.2.1. Commanders or designated personnel will review all individual AEFIs on a monthly basis and submit corrections to the IPR office for MilPDS update.

11.18.2.6. Units will submit requests through their chain of command to the Center Commander for a decision. If approved, the request is forwarded to the applicable HQ AFMC/2-Letter Directorate for staffing to obtain HQ AFMC/CV final decision. HQ AFMC/A1/A3 coordination is required for all such requests.

11.18.2.7. Commanders will take the necessary steps to avoid selecting an individual for a deployment during their scheduled PME when possible. Initiate a reclama when a deployment tasking conflicts with scheduled PME and there are no other class dates available that can fulfill the requirement, or when the individual is assigned to the career broadening program or positions approved by AFMC/CV for operational deferment.

12.5.1. The primary FAM must be E-7 (or Civilian equivalent) or above. E-6 may serve as a primary or alternate FAM with waiver approval from the AFMC OFAMO. E-5 may only serve as an alternate FAM with waiver approval. All Enlisted FAMs must be awarded at least a Primary 7-Skill Level in the career field they are representing. AF Reserve/Guard members may only be appointed as an alternate FAM.

12.5.2. HQ AFMC directorates will appoint at least one civilian as a primary or alternate FAM to provide continuity for the functional area(s) whenever possible.

12.6. FAM Management. The AFMC OFAMO is HQ AFMC/A3X. HQ AFMC/A1R and A4R assist the OFAMO with FAM management by fulfilling responsibilities for their respective areas.

12.6.2. HQ AFMC/A3X is the AFMC OFAMO. The Command OPR for MEFPK Responsible Agency is HQ AFMC/A1R.

12.6.2.1. The AFMC AEF Cell will conduct MAJCOM FAM initial training and include refresher training topics of importance in the mandatory AFMC Quarterly FAM meetings.

12.6.2.2. The HQ AFMC 2-Letter Director or Deputy Director shall appoint AFMC (MAJCOM) FAMs, in writing, for the functional areas assigned to their directorate as required to manage and perform all planning and execution requirements to support contingencies. See Attachment 11 (Added) for the FAM Appointment Letter template. AFMC FAMs must possess at least a SECRET clearance, meet the minimum requirements in paragraph 12.5.1., complete mandatory training requirements identified in this instruction and obtain user accounts for war planning, readiness and personnel systems, as applicable, to manage their assigned functional area(s).

12.6.2.2.1. **(Added)** AFMC FAMs will be assigned to HQ AFMC organizations at Wright-Patterson AFB whenever possible. The HQ AFMC 2-Letter Director or Deputy Director may approve FAM appointment of individuals not physically located at HQ AFMC only if FAM duties/responsibilities for the functional area cannot be performed at the headquarters.

12.6.2.4.1. AFMC FAMs have access to PC terminals with GCCS and SIPRNET at the AFMC Command Center and AFMC AEF Cell areas.

12.6.2.6.1. The AFMC FAM in-processing checklist at Attachment 13 (Added) is developed and maintained by the AFMC OFAMO. AFMC FAMs must complete all items on the checklist within 60 days of appointment.

12.6.3. HQ AFMC 2-Letter Directorates assigns the R-prefix (AFSC) to UMD positions of the primary FAMs. The R-prefix for alternate FAM positions is not required.

12.6.4.4. **(Added)** Manages and maintains UTCs in UTC Availability.

12.6.4.5. **(Added)** Executes the sourcing verification of AFMC deployment tasking requirements.

12.6.4.6. **(Added)** Manages the Command reclama process and oversees reclama actions performed by AFMC units.

12.6.4.7. **(Added)** Serves as the Command focal point for AEF policies and procedures.

12.6.4.8. **(Added)** Provides FAM training and conducts FAM meetings.

12.6.4.9. **(Added)** Administers the Command AEF UTC Reporting Tool (ART) program IAW AFI 10-244 and AFMC Supplement when published.

12.7. General FAM Responsibilities. The AFMC AEF Cell will assist AFMC FAMs in accomplishing their duties/responsibilities. Specific areas of emphasis include Joint and AF contingency and crisis action planning and execution processes and procedures, and actions involving the use of Joint and AF Command and Control Systems (JOPES and DCAPEs).

12.9. MAJCOM FAM Responsibilities. The AEF Cell is available to AFMC FAMs for assistance as needed in accomplishing their duties and responsibilities.

12.9.4.1. AFMC FAMs will review UTCs postured in UTC Availability (UTA) quarterly and provide HQ AFMC/A3X with the required changes. AFMC FAMs must ensure all funded authorizations at Combat, Combat Support, and Combat Service Support units are postured to UTCs.

12.9.4.1.1. **(Added)** Ensure UTCs are distributed per HAF guidance.

12.9.4.1.2. **(Added)** Ensure UTCs are postured to provide the maximum number of standard deployable UTCs. Refer to the HAF FAM Prioritization and Sequencing Guidance at AEF OnLine <<https://aef.afpc.randolph.af.mil/team.aspx>> for functional specific instructions on UTC posturing and coding.

12.9.4.3. Review AEF/functional guidance and update UTC posturing and availability coding at least 12 months prior to the start of the AEF Schedule. Provide UTC changes to HQ AFMC/A3X and notify affected units.

12.9.5.1. AFMC FAMs will monitor readiness status in ART/SORTS/DRRS at least monthly and ensure unit reporting is current, accurate and completed in accordance with Command procedures and timelines.

12.9.6.1. AFMC FAMs must be available to act immediately in response to surge operations.

12.9.8. **(Added)** Copy of FAM appointment letter and AFMC FAM roster.

12.9.8.1. **(Added)** AF and MAJCOM Functional Area Prioritization and Sequencing Guidance, as applicable.

12.9.8.2. **(Added)** Personnel (MANFOR) and Equipment detail (LOGDET) for all assigned UTCs.

12.9.8.3. **(Added)** Location/web address of AFPD 10-2, *Readiness*, and AFPD 10-4, *Operations Planning: Air & Space Expeditionary Force (AEF)*.

12.9.8.4. **(Added)** Location/web address of AFI 10-401, *Air Force Operations Planning and Execution*; AFI 10-403, *Air Force Deployment Planning and Execution*; AFI 10-201, *Status of Resources and Training Systems*; AFI 10-244, *AEF UTC Reporting Tool*; and AFMC Supplements thereto.

12.9.8.5. **(Added)** Copy of the current AEF Schedule and AEF Planning, Preparation and Posturing Guidance memorandum.

12.9.8.6. **(Added)** SORTS (classified database) and DOC Statements.

12.9.8.7. **(Added)** List of functional POCs at the Air Staff, other MAJCOMs, AFPC Directorate of AEF Operations, Air Force component headquarters and AFMC units (UDMs).

12.9.8.8. **(Added)** Location of UTC Detail, MISCAP statements, and Standard Line Remarks.

12.9.8.9. **(Added)** Applicable Global Force Management planning and guidance documents.

12.9.8.10. **(Added)** Documentation of actions taken outside the normal AEF process to include information explaining the issue and how it was resolved.

12.11. FAM Training. HQ AFMC/A3X is the Command manager for FAM training. HQ AFMC 2-Letter Directorates provide travel funds to schedule newly appointed FAMs for in-resident training, if required.

12.11.1. AFMC FAMs will receive On-The-Job Training to manage and perform critical FAM tasks (i.e., UTC posturing, AEF association, readiness reporting requirements, sourcing verification, reclama/UIC change procedures, etc.) from the AFMC AEF Cell and their Directorate within 30 days of appointment. AFMC FAMs are mandated to attend FAM quarterly training provided by the AFMC AEF Cell. FAMs are also required to complete the AF FAM WBT within 60 days of appointment.

12.11.2.1. **Contingency Wartime Planning Course (CWPC).** AFMC FAMs are required to attend CWPC within 1 year of appointment (dependent upon the availability of training quotas). HQ AFMC 2-Letter Directorates can provide TDY funding for their FAMs to attend CWPC if no AETC funded slots are available.

12.11.2.2. AFMC FAMs are required to attend DCAPEs training within 6 months of appointment (dependent upon the availability of training quotas).

12.11.2.2.1. **(Added)** AFMC DCAPEs indoctrination and familiarization training is provided to the AFMC FAM on an as needed basis by AFMC AEF Cell, ideally one-on-one with the newly appointed FAM. Requests for indoctrination and familiarization training will be submitted to HQ AFMC/A3X.

12.11.2.2.2. **(Added)** HQ AFMC/A3X will schedule DCAPEs FAM and Planner mobile training courses at Wright-Patterson AFB to provide newly appointed AFMC FAMs the opportunity to attend training at home station.

13.3.12.3.3. Once taskings are verified by the IDO and "P" coded for the IPR office, the records are then ready for the IDO to export the levy file (DRMD) into LOGMOD per DCAPEs Wing Level User Guide.

14.3.1. **AEFIs for Individuals Assigned to Combat, Combat Support, or Combat Service Support Organizations.** Unit Commanders (or equivalent) assign AEFIs to individuals based on the AEF alignment of the unit's UTCs in UTA. The individual's AEFI in MilPDS must match the AEFI of their assigned UTC in UTA. Commanders must verify AEFIs are correct and provide individuals' AEFIs to the Force Support Squadron's Installation Personnel Readiness (IPR) office for entry in MilPDS. AEFIs will be reviewed monthly to ensure accuracy.

14.3.2. Commanders will provide the new AEF alignments to the FSS's IPR office. Commander must ensure the member's AEFI is updated in MilPDS. Commanders can verify the status of their unit by utilizing the AEF Report in the Base Level Service Delivery Model (BLSDM).

14.3.2.1. Unit Commanders (or equivalent) may request personnel (Institutional Force only) to be designated as “key and critical” through their chain of command to the first General Officer for approval. This means identifying those few individuals’ that are absolutely necessary for the effective operation of the organization and if deployed, would result in mission failure. Each request will include compelling justification explaining why each individual requires a Deployment Availability (DAV) Code 64 (Operational Deferment) to support critical mission requirements at home station and an expiration date. Commanders may submit requests up to a year prior to the start of the individual’s AEF Vulnerability Period to ensure the DAV 64 is entered in MilPDS prior to the sourcing verification period (usually 7-8 months prior to the start of the rotation). The expiration date of the DAV code will be the day following the conclusion of the individual’s AEF Vulnerability Period. All requests will be coordinated with the applicable HQ AFMC 2-Ltr Directorate prior to approval to de-conflict with functional area prioritization and sequencing guidance as required. Units may use the eSSS template at Attachment 12 of this supplement to request a DAV 64 from the Unit Commander up to the MAJCOM. Personnel that are in Key Leadership Positions (approved by AFMC/CV) or assigned to the Career Broadening Program should have a DAV 64 assigned in MilPDS for the duration of their assignment.

14.3.2.1.1. (**Added**) Units will submit a list of approved operational deferments to the FSS’s IPR office to enter DAV Code 64 on individuals in MilPDS. Commanders will review DAV Code 64 assignments for validity at least annually and submit required changes to the FSS/IPR office. In addition, DAV Code 64 assignments will be reviewed monthly during the Command ART/SORTS/DRRS readiness briefing and semiannually during the AEF Debrief for significant issues and trends. Note: individuals with an approved operational deferment may be tasked to deploy, as required, in support of contingencies to include but not limited to surge operations or crisis response actions.

14.3.6. Prior to newly assigned individuals departing on house-hunting or any kind of leave, gaining commanders need to assign an AEFI to ensure the 15 day suspense is met and to preclude the individual from being tasked to deploy inadvertently.

14.3.7. Unit Commanders (or equivalent) will provide new or changed AEF alignments to the FSS’s IPR office. Commanders must ensure the member’s AEFI is updated in MilPDS. Commanders will verify the status of their unit and individual assigned AEFI’s by utilizing the AEF Report in the Base Level Service Delivery Model (BLSDM) monthly.

14.4. Force Management of Individuals (Pre-deployment). Unit Commanders (or equivalent) will ensure Airmen’s AEFI is properly coded in MilPDS and notify Airmen in writing of their AEF association and vulnerability period.

14.4.1. AFMC/CV waiver is not required if the individual’s AEF must be changed as a result of higher headquarters direction (e.g., re-banding UTCs or moving Airmen at Institutional Force units to equally distribute AFSCs across the X Band). If Wing Commanders or equivalent approve a second deployment with less than dwell then they must report this action to HQ AFMC/A1R prior to the AEF debrief.

14.4.1.4. Installation Commanders will provide HQ AFMC/A3X a listing of Airmen that filled out-of-cycle requirements or short notice individual augmentation requests prior to the AFMC AEF Debrief.

14.4.1.5. All AEFI moves for professional development will be reported to HQ AFMC/A1R prior to each AEF debrief.

14.4.1.6. All AEFI moves for voluntary re-association will be reported to HQ AFMC/A1R prior to each AEF debrief.

14.4.1.7. All AEFI moves for UTC to AEFI misalignment will be reported to HQ AFMC/A1R prior to each AEF debrief.

14.4.1.8. All AEFI moves will be reported to HQ AFMC/A1R prior to each AEF debrief.

14.4.3. Airmen may deploy at any time during their AEF vulnerability period and may be required to attend predeployment training prior to the start of their AEF vulnerability period.

WILLIAM J. THORNTON,
Brigadier General, USAF
Director of Air, Space and Information Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

(Added) AFPD 10-2, *Readiness*, 30 Oct 06

(Added) AFI 10-206, *Operation Reporting*, 15 Oct 08

Abbreviations and Acronyms

(Added) **IPR**—Installation Personnel Readiness

Attachment 8**JCS UNIT DESCRIPTOR CODES (UDCS)**

A8.1. 2 (Added) AFMC Center Commanders will review every assigned PAS code on the Unit Manpower Document (UMD) to ensure the JCS UDC properly reflects the unit mission. UDC changes must be approved by center commander and forward to HQ AFMC/A1R for update.

A8.1. 3 (Added) Base/Center Manpower Offices (MO) must ensure the correct UDC code is identified when a new PAS code is requested to AFMC/A1. New PAS code requests will be coordinated with A1DD, A1MO, A1RI and A1R offices.

Attachment 9 (Added)
UNIT RECLAMA TEMPLATE

Figure A9.1. Unit RECLAMA Template

<p>UNCLASSIFIED <i>(SECRET WHEN FILLED IN)</i></p>
SHORTFALL IDENTIFICATION DATE:
SHORTFALL CATEGORY: (SEE AFI 10-401, PARAGRAPH 10.21.2.)
INSTALLATION NAME/TASKED UNIT/TPAS:
REQUIRED DELIVERY DATE (RDD) / DATE REQUIRED IN-PLACE (DRI):
PLAN ID (PID): <i>SECRET WHEN FILLED IN</i>
UNIT TYPE CODE (UTC): UNIT LINE NUMBER (REQ ID):
LINE NUMBER / INCREMENT NUMBER:
AFSC/NSN:
DATE INSTALLATION PERSONNEL READINESS (IPR) RECEIVED TASKING:
DATE UNIT RECEIVED TASKING FROM IPR/MO/IDO:
ART DATA (STATUS THE DAY TASKING WAS RECEIVED / CURRENT STATUS): <i>NOTE: CLASSIFIED WHEN FILLED IN. SEE AFI 10-244 FOR CLASSIFICATION</i>
<i>GUIDANCE.</i>
DATE WAIVER REQUEST WAS SUBMITTED:
DATE WAIVER REQUEST WAS APPROVED/DISAPPROVED:
UNIT AUTHORIZED/ASSIGNED:
UNIT TRAINED:
UNIT QUALIFIED:
NON-AVAILABILITY/DISQUALIFICATION REASONS:

****IF "SEVERE MISSION IMPACT" RECLAMA THE FOLLOWING ADDITIONAL INFORMATION IS REQUIRED:**

Provide justification to support the the recommendation. Explain why the individual and/or unit cannot support the tasking. Clearly state the impact (i.e. loss of funding, project over-runs, personnel/unit impacts, etc.) to the unit/home station mission if the member deployed. Include the following information as applicable to the tasked unit:

- Number and types of UTCs assigned if applicable
- Unit and base military manning (# authorized / # assigned for the tasked AFSC, civilian manning and any unique circumstances (e.g., individual tasked is assigned to a one-deep position as a GSU)
- Number of personnel (military and civilian) currently deployed and tasked to deploy. Provide the projected return date of those currently deployed.

UNIT COMMANDER'S REMARKS:

APPROVED / DISAPPROVED

UNIT COMMANDER SIGNATURE BLOCK

INSTALLATION DEPLOYMENT OFFICER (IDO) COMMENTS:

RECOMMEND APPROVAL / DISAPPROVAL

IDO SIGNATURE BLOCK

WING COMMANDER'S REMARKS:

APPROVED / DISAPPROVED

WING COMMANDER SIGNATURE BLOCK

CENTER COMMANDER'S REMARKS ("Severe Mission Impact" RECLAMA ONLY):

APPROVED / DISAPPROVED

CENTER COMMANDER SIGNATURE BLOCK

Attachment 10 (Added)

HQ AFMC SEVERE MISSION IMPACT” RECLAMA TEMPLATE

Figure A10.1. HQ AFMC Severe Mission Impact RECLAMA Template

STAFF SUMMARY SHEET							
	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	AFMC/A3X	Coord		6			
2	AFMC/CS	Coord		7			
3	AFMC/CA	Coord		8			
4	AFMC/CV	Approve / Disapprove		9			
5				10			
SURNAME OF ACTION OFFICER AND GRADE			SYMBOL	PHONE		TYPYST'S INITIALS	SUSPENSE DATE
SUBJECT							DATE
IMMEDIATE ACTION - Severe Mission Impact Reclama							
SUMMARY							
<p>TYPE OF TASKING (use one of the following): Operational (UTC) – AEF deployment – DAV 64(Operational Deferment) is N/A Operational (UTC) – ITDY – DAV 64 is N/A Institutional (individual) Force (IF) – AEF deployment – DAV 64 Yes or No -YES – Date of Expiration - No – Reason DAV 64was not established (provide reason in para 3. Justification or attachment) Institutional (individual) Force (IF) – ITDY – DAV 64 is N/A</p> <p>1. PURPOSE: To obtain AFMC/CV decision to reclama a deployment tasking requirement IAW AFI 10-401, Air Force Operations Planning and Execution, Section 10.21 and the AFMC Supplement.</p> <p>2. BACKGROUND: Include the following information: Date unit/individual was notified of tasking, Unit Line Number (ULN), unit/location tasked, UTC, ETL, rank/grade, name, AFSC, individual’s AEF assignment(if applicable), first movement date, deviations/waivers for the functional areas as applicable and whether or not grade or AFSC substitution is authorized. Tasking particulars with unit / wing / center decision and justification for the reclama are at Tab 1.</p> <p>3. DISCUSSION: Provide justification to support the the recommendation. Explain why the individual and/or unit cannot support the tasking. Clearly state the impact (i.e. loss of funding, project over-runs, personnel/unit impacts, etc.) to the unit/home station mission if the member deployed. Include the following information as applicable to the tasked unit: - Number and types of UTCs assigned if applicable - Unit and base military Manning (# authorized / # assigned for the tasked AFSC, civilian Manning and any unique circumstances (e.g., individual tasked is assigned to a one-deep position as a GSU) - Number of personnel (military and civilian) currently deployed and tasked to deploy. Provide the projected return date of those currently deployed. - Provide other sourcing options if there are resources available within AFMC to fill the deployment tasking.</p> <p>4. VIEW OF OTHERS: Enter information as applicable.</p> <p>5. RECOMMENDATION: Directorates recommendation to AFMC/CV approve (or disapprove) the reclama request by endorsing this SSS.</p> <p>2-Letter Director Signature Block</p> <p>2 Tabs 1. (S) Reclama Processing Tool printout – ULN XXXXX 2. Background Material (if applicable)</p> <p style="text-align: center;">This SSS is UNCLASSIFIED when Tab 1 is removed</p>							

Attachment 11 (Added)

AFMC FAM APPOINTMENT LETTER TEMPLATE

Figure A11.1. AFMC FAM Appointment Letter Template

MEMORANDUM FOR AFMC OFFICE OF FAM OVERSIGHT (HQ AFMC/A3X)

FROM: HQ AFMC/(2-Letter Office Symbol)

SUBJECT: Appointment of AFMC Primary and Alternate Functional Area Managers (FAMs)

1. The following personnel are appointed AFMC FAM(s) in accordance with AFI 10-401, paragraph 12.5:

NAME, RANK/GRADE AND CLASSIFIED EMAIL	OFF SYM	PRI/ALT	DUTY PHONE	HOME/CELL PHONE	SEC CLR	UTCs	AFSCs
(name) classifiedemail@afmc	XXX	Primary	71111	home: xxx-xxxx cell: xxx-xxxx	At least Secret	ABCXX	011
(name) classifiedemail@afmc	XXX	Alternate	72222	home: xxx-xxxx cell: xxx-xxxx	At least Secret	ABCXX	011

2. Individuals assigned as a FAM will have a minimum of 18 months retainability. Primary FAMs must be active duty military or civilian. Reservist and contractors may be alternates. Military FAMs must be E-7 or above and possess a 7-skill level in their AF specialty. Any variations require a waiver with justification submitted to the OFAMO (A3X). All FAMs must complete the AF FAM Web-Based Training Course within 60 days of appointment. The FAM is the individual accountable for the management and oversight of all personnel and equipment within a specific functional area to support operational planning and execution. FAM responsibilities include the following per AF 10-series instructions and AFMC supplements:

- a. Interpret, develop, and apply Joint, Air Force, MAJCOM, or Air Force Component operational/exercise planning and execution policies
- b. Develop OPLANs as necessary
- c. Perform Unit Type Code (UTC) management, development and maintenance activities
- d. Perform force posturing activities
- e. Monitor readiness reporting
- f. Perform execution and analysis activities
- g. Attend all quarterly FAM meeting/training sessions (primary and alternate)

SIGNATURE BLOCK

(Director or Deputy Director)

Attachment 12 (Added)
DAV 64 ESSS “EXAMPLE ONLY”

Figure A12.1. DAV64_eSSS Example

Please route eSSS below with attached DAV 64 request for functional coordination. Thank you.

XXX OG	COORD
XXX TW	COORD
AFMC/A3	COORD
AFTC/CC	APPROVE

-----**STAFF SUMMARY**

AO: Rank & Name, XXX FLTS, DSN # XXX-XXXX

SUSPENSE: XX May XX, SOCCER # XXXXXXXX

SUBJECT: Deployment Availability Coding (DAV) 64 (Operational Deferment) Package for XXXth FLTS personnel.

- 1. PURPOSE:** Obtain AFTC/CC approval on Operational Deferment package for XXXth FLTS personnel.
- 2. BACKGROUND:** Request DAV Code 64 designation for the following individual due to the severe adverse impact his deployment would have on the operational mission of the XXXth Flight Test Squadron during the AEFI X5 vulnerability period. Specifically, it would delay the scheduled completion of the following XXX flight test programs: .
- 3. DISCUSSION:** Major XXX XXX is a primary B-1 pilot in the squadron and functions as XXX Pilot. Maj XXX is currently one of only 3 qualified XXX instructor pilots assigned to the squadron, to include the XXX FLTS/CC. Additional XXX pilot manning includes one DT qualified pilot who is the Operations Officer at the XX TES with limited availability and one additional 31 TES operational pilot with zero test experience. Over the next year the XXX will be executing developmental flight test XXX out of two locations, Edwards and Dyess, in addition to planning and reporting on several other programs. The XXth is already below a manning level that is considered sufficient to properly plan and execute the flight test requirements we have for the XXX. The XXXth will lose one of the three DT pilots in late spring as the commander will be moving on to a new assignment following his two year point, leaving only Maj XXX and one other pilot to accomplish all of the DT responsibilities. One new test pilot will be joining the squadron following his graduation from USAF Test Pilot School in late summer, but he is not expected to be qualified in the XXX until late Fall/early winter. Maximizing the two remaining XXX pilots during the summer and fall of 2012 is the current plan to continue test. During a typical week, one of them is at Dyess and one of them remains at Edwards. Deployment of Maj XXX would negate that plan. Specifically, in order to ensure uninterrupted flight test operations, Maj XXX must be on station to complete flight test as the DT responsible XXX aircrew member at either Edwards or Dyess through the summer and fall of 2012. Additionally, the XXXth would lose one of the only two XXX pilot solely

dedicated to planning, executing and reporting on a multitude XXX DT programs. Should Maj XXXX deploy for 179 days, our new DT test pilot will be greatly delayed in completing XXX, Maj XXX will lose his XXX qualification, and the XXXth will be unable to support continuous flight test execution starting summer of 2012. Specifically, this would result in (1) mission failure for the XXX and XXX program due to the requirement for an all-DT crew for multiple missions and (2) significant delays (weeks or months) to the XXX DT programs being executed off station due to the program requirements of having at least one DT pilot in the missions. Recommend that Maj XXX be given a DAV Code 64, effective through the duration of the AEFI X5 vulnerability period: 1 Apr – 30 Sep 2012.

4. RECOMMENDATION: AFTC/CC approve this DAV 64 request.

XXXXXX

Unit Commander Signature Block

Attachment 13 (Added)

AFMC FUNCTIONAL AREA MANAGER (FAM) IN-PROCESSING CHECKLIST

Table A13.1. AFMC Functional Area Manager (FAM) In-Processing Checklist

Item Number	Item	Weblink (if applicable)
I. MAJCOM FUNCTIONAL AREA MANAGER TRAINING		
1	AF FAM WBT (w/in 60 days of FAM appointment)	https://afkm.wpafb.af.mil/ASPs/CoP/EntryCoP.asp?Filter=AF-LG-00-05
2	Contingency Wartime Planning Course (CWPC)	https://www.my.af.mil/afknprod/community/views/home.aspx?Filter=AE-ED-01-87
3	DCAPES Training (FAM)	
4	DCAPES Training (Planner)	
II. MAJCOM FUNCTIONAL AREA MANAGER ACCOUNTS		
5	A3XO EIM, SIPR, GCCS Account (w/ email) and DCAPES	http://www/gccs.asp (UNCLASS) https://org.eis.afmc.af.mil/sites/HQAFMCA3/A3X/aeftsupport/default.aspx (CLASS) https://passport.csp.sgov.gov/passport/Login?returnURL=http%3a%2f%2fwww.intelink.sgov.gov%2fsotes%2fafmcccbrief%2fShared+Documents%2fForms%2fAllItems.aspx
6	AEF Online (Unclassified/Classified) -AEF Reporting Tool (ART) -Reclama Processing Tool (RPT) -Reporting Instructions -Line Remarks	https://aef.afpc.randolph.af.mil/ https://aef.afpc.randolph.af.smil.mil
7	A1RR - MANPOWER	https://cs.eis.afmc.af.mil/sites/AFMCPersonnelReadiness/manpower/Unit%20Manpower%20Document%20Military%20only/Forms/AllItems.aspx
8	SORTS/DRRS EIM	http://www/art.asp
9	CHRIS	https://chris.wpafb.af.mil/infoviewapp/loginform.asp
III. MAJCOM FUNCTIONAL AREA MANAGER – OTHER APPLICATIONS/OPERATIONS		
10	UTA w/ Template	
11	ECS CPS	
12	Collaborative Resourcing	
13	Daily Taskings	
14	AFMC AEF Cell/AEF Schedule	
15	Initial FAM Training Verification	