

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



**AIR FORCE INSTRUCTION 10-401
AIR FORCE RESERVE COMMAND
Supplement**

19 JUNE 2012

OPERATIONS

**AIR FORCE OPERATIONS PLANNING AND
EXECUTION**

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 10-401, Air Force Operations Planning and Execution. This instruction applies to Air Force Reserve Command (AFRC) procedures for use in conjunction with the basic AFI. This publication does not apply to the Air National Guard (ANG). It identifies and clarifies AFRC force presentation, generation and sustainment. The supplement captures policy, guidance and processes unique to how this command supports Global Force Management (GFM) and the Air Force Air and Space Expeditionary Force (AEF) concept. It identifies the standup and current roles and responsibilities of the Force Generation Center (FGC) and as the primary execution agent responsible to meet utilization of Reserve asset requirements. FGC roles, responsibilities and processes will be in on-going development through August 2012, Full Operational Capability (FOC) Initiative - in general, attained when all units and/or organizations in the force structure scheduled to receive a system 1) have received it and 2) have the ability to employ and maintain it. The FGC Forces Division acts as the MAJCOM AEF Cell. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

1.10.1.1.1. **(Added)** AFRC participates in Global Force Management (GFM) by identifying assets to meet Air Force requirements utilizing the Air Force Combat Air Forces (CAF),

Mobility Air Forces (MAF) and Expeditionary Combat Service (ECS) Consolidated Planning Schedules (CPS).

1.10.4. AFRC/A5XW is the Global Force Management policy and guidance OPR.

2.4.2.4.1. **(Added)** AFRC assets are not normally postured in an Enabler Library.

2.4.2.4.1.1. **(Added)** HQ FAMs can request Enabler Band posturing as opposed to placing assets in the AFRC Base Alignment Template when similar AC capability is postured in an Enabler Band.

2.4.2.4.1.2. **(Added)** Requests to posture in an Enabler Band will be included in the AFRC Base Alignment Template approval process.

2.4.2.4.1.3. **(Added)** HQ FAMs provide a talking paper discussing the pros/cons for utilizing an Enabler Band in lieu of posturing in the AFRC Base Alignment Template.

2.4.2.4.1.4. **(Added)** Requests to posture in an Enabler Band out of cycle with the Base Alignment Template approval process will follow the FAM Two-Year Plan process.

2.4.3.2. AFRC FAMs and the Force Generation Center comply with the AF/A5XW and AFPC/DPW AEF Sourcing and Tasking message's guidance and timelines. See Attachment 6 for FGC AEF Volunteer Sourcing process.

2.5.1.1. **(Added)** AFRC unit personnel can volunteer with Wing Commander approval anytime with coordination through their respective FAM. However, volunteering with approvals does not guarantee a tasking. IMAs may volunteer for deployment with assigned unit active duty commander approval and RMG Program Manager concurrence.

2.5.1.2. **(Added)** AFRC capability can participate in an on-call role only when in the correct legal status.

2.5.1.3. **(Added)** Lead MAJCOM will provide the required MPA or an approved mobilization authorization prior to a reservist entering on-call status.

2.5.3.1. **(Added)** AFRC personnel assigned to UTCs and postured in the UTA will not be assigned an AEFI. Forces assigned to a UTC are visible and made available to the AC via the UTA.

2.9.3.1. ADCON is defined by Air Force and Joint Doctrine. In accordance with established doctrine AFRC/CC retains ADCON over all AFRC forces in all states short of full-mobilization. However, specified ADCON will be exercised by the COMAFFOR over reserve component forces.

2.9.3.2. Combatant Command (COCOM) is established by 10 USC § 167 and exercised only by commanders of combatant commands. Operational Control (OPCON) and Tactical Control (TACON) are subordinate authorities defined by Air Force and Joint Doctrine. OPCON is inherent in COCOM. TACON is inherent in OPCON.

2.9.3.3. **(Added)** The authority to discipline forces is inherent in all command authorities (ADCON, COCOM, OPCON, TACON) and may be exercised concurrently by the ADCON and operational chains-of-command. The Uniform Code of Military Justice (UCMJ) grants jurisdiction to commanders to enforce good order and discipline and delineates offenses. Good order and discipline is enforced through both administrative and military justice means. Air

Force Instructions implement and provide further guidance for specific actions. As a general proposition, military justice actions are covered in 51 series AFIs and adverse administrative actions are covered in 36 series AFIs.

2.9.4. **(Added) TFI Associations.** TFI associations are governed by AFI 90-1001, Total Force Integration and the specific agreements establishing the association. Normally, members of the two associated units are not in the same ADCON chain of command. As a consequence, AFI 90-1001 creates the concept of Operational Direction (OPDIR) as a substitute for direct command authority. OPDIR will be the usual relationship across command lines within the association when it is in garrison. When members of an association “rainbow” to fill a UTC or otherwise become members of the same Air Expeditionary unit, they will still be subject to differing ADCON chains, but will be under the singular specified ADCON of the COMAFFOR and the same COCOM/OPCON/TACON chain of command. These latter authorities (not OPDIR) will define the relationship of these members during the course of the ongoing military operations.

2.14.6. AFRC/A5XW is the AFRC OPR for the USAF War and Mobilization Plan (WMP).

2.17.1. AFRC/A5XW is the AFRC OPR for the Contingency Wartime Planning Course (CWPC).

2.17.2. AFRC/A5XW is OPR for Deliberate Crisis Action Planning and Execution Segments (DCAPES) Training.

2.17.3. AFRC/A5XW is OPR for Joint Operations Planning and Execution System (JOPES) Training.

3.2.1. AFRC is designated a Supporting Command for planning purposes.

3.3.1. HQ AFRC/A5XW is OPR for all CCDR plans and provides consolidated comments to the AF Component Commander’s planner office OPRs.

3.4. AFRC/A5XW is the AFRC OPR for the UTC Availability Tool (UTA) located on the SIPRNET in DCAPES and contains all AFRC UTC capability presentation to the Air Force.

3.4.1. (Added) . AFRC DCAPES User Account Maintenance and Management Responsibilities (IDO, IPR, PERSCO, JOPESTER or FAM).

3.4.1.1. **(Added)** AFRC/A5XW is the command JOPES/DCAPES functional manager. A5XW is responsible for maintaining user accounts by reviewing account usage for systems every 6 months to help identify dormant or inactive accounts on the system.

3.4.1.2. **(Added)** AFRC/A5XW will disable and delete all user accounts from JPERMS and DCAPES when the account is identified to be dormant or inactive when exceeding 90 days for ARTs and 120 days for TR’s.

3.4.1.3. **(Added)** JOPES/DCAPES users must be aware that accounts showing inactivity exceeding 90 or 120 days, as appropriate, will be disabled or deleted. Consideration applies when the user is on an extended TDY and they are unable to remotely access their SIPRNET account during the TDY. Each Wing’s/Unit’s Senior ART is responsible for making sure A5XW and AFRC GCCS system administrator are notified whenever a DCAPES User from the their unit is on extended TDY.

3.4.1.4. **(Added)** If the user account has been disabled or deleted due to inactivity, the user must request account reinstatement by sending a SIPRNET email to their appropriate A1RR, A4RX or A5XW representative.

3.4.2. (Added) AFRC PERSCO DCAPEs systems operator responsibilities.

3.4.2.1. **(Added)** AFRC PERSCO DCAPEs systems operator will request a SIPRNET and DCAPEs account using the DD Form 2875. System operator will email the completed form to AFRC/AFRC/A1RR.

3.4.2.2. **(Added)** AFRC/A1RR will approve or disapprove the request. If approved, the DD form 2875 will be forwarded to AFRC/A5XW. A5XW will build the appropriate account in JPERMS and DCAPEs and request the appropriate permissions through a Newsgroup.

3.4.2.3. **(Added)** Each user has the responsibility to maintain their individual password as an approved user.

3.4.2.4. **(Added)** As an approved user, if deployed to another location, you have the responsibility to request access for using your local PERSCO access for that deployed location from AFPC/DPW. Use DD Form 2875 on the AEF online web page Education and Training/DCAPEs System Access Request link, or the AFPC website: <https://ask.afpc.randolph.af.mil> and search for DCAPEs account.

3.4.2.5. **(Added)** Once you have completely filled out DD Form 2875, fax or via email to afpc.dpwrstf@randolph.af.mil. Contact AFPC/DPWOPF, if you have any questions.

3.4.3 (Added) AFRC PID Series responsibilities.

3.4.3.1. **(Added)** 08R PID series have been designated for each Wing/Base to execute Operational Readiness Exercises (OREs), etc.

3.4.3.2. **(Added)** Users will only require write/update permission to the “assigned” base 08R PID and are not the PID series in its entirety.

3.4.3.3. **(Added)** All maintenance of the designated PID (UTC/TUCHA refresh, AETF FM utilization and clean up, etc.) is the responsibility of the owning Wing/Base and ultimately MAJCOM.

3.4.3.4. **(Added)** Each Wing/Base will be able to use this 08R PID to create the necessary ULNs and force modules to support local exercises in preparation for ORE/ORI. Users are encouraged to use Force Modules (FMs) to manage their ULNs for their various activities.

3.5.2.2.1. **(Added)** REQUIRES FGC DEVELOPMENT OF PROCEDURES.

3.5.2.3. FGC/FGX is OPR for field training exercises. AFRC/A3X is OPR for AFRC CAT exercises.

3.5.2.5.2.1. **(Added)** HQ AF and AFRC/FAMs will develop sourcing solutions to CCDR rotational and emergent RFF/RFCs. HQ FAMs are not required to seek AFRC FAM review or input to the proposed solution. To ensure AF FP FAMs have the most current data available, AFRC FAMs ensure capability information and readiness reporting is up-to-date and accurate.

3.5.3.3.5.5. AFRC/A5XW is OPR for the Air Force Planning and Execution Community (AFPEC).

3.5.3.3.10.1. **(Added)** HQ AFRC FAMs coordinate with their CCMD functional counterparts AF Component FAM to identify requirements that can accept shorter rotations. COCOM AF Component FAMS indicate shorter rotation approval for requirements utilizing the appropriate DCAPEs CRM code in the CCDR's TPFDD.

3.5.3.4.2. AFRC/A5XW is the command's OPR for attending OPlan planning conferences; receiving, sourcing, and verifying Support Commander's TPFDDs; and, participating in required OPlan development and refinement conferences.

3.6. AFRC forces are subject to Crisis Planning Orders only when they are subject to military authority. (See paragraph 3.8.) Accordingly, competent authority must place reserve personnel on orders as volunteers or direct them to report as part of an involuntary recall to Active Duty for Crisis Planning Orders to lawfully apply to them. Involuntary recall is defined under AFI 10-402, Vol I and AFH 10-416.

3.7.4.2.1. **(Added)** Requests to fill AMC "G"-series requirement commander billets who do not qualify IAW AFI 10-401.3.7.4.2 require AFRC/CV approval.

3.7.4.2.1.1. **(Added)** AFRC unit personnel will route a request package through their WG/CC and the AFRC/A3 for AFRC/CV approval.

3.7.4.3. (Added) Emergency Planning Logistics Officer (EPLO) IMA Crisis Action Sourcing.

3.7.4.3.1. **(Added)** Emergency Planning Logistics Officers (EPLOs) are managed through 1AF and AFNSEP.

3.7.4.3.2. **(Added)** During crisis situations, RMG will solicit for volunteers and/or coordinate on emergent mission mobilization packages to expedite support of request for forces. Upon notification from 1 AF and AFNSEP, member's orders will be initiated by the owning unit. Pre-planned agreements are in-place to allow immediate deployment of those EPLO's needed that have been previously cleared by their unit.

3.7.4.3.3. **(Added)** Once CMAS request is produced, the EPLO will complete their orders request through the Air Force Order Writing System (AROWS-R).

3.7.4.3.4. **(Added)** The list of 0-6 EPLOs is vetted through the AFRC/A1L process (defined in paragraph 9.9.1.2.5.1.) NOTE: The 0-6 EPLOs list of volunteers is validated on a quarterly basis through AFRC/A1L, JA, and IG and approved by AFRC/CV.

3.7.4.3.5. **(Added)** Once the Active Duty orders are published, RMG will "C" code the member's ULN in DCAPEs and produce Contingency Exercise Deployment (CED) orders.

3.7.5.2.1. Force Generation Center Forces Division acts as the MAJCOM AEF Cell.

3.7.7. AFRC FAMs work with CCDR AF Component FAMS to identify requirements that can be filled utilizing shorter rotations within the requirement's AEF standard tour length. CCDR AF Component FAMS indicate acceptance of a shorter rotation ETL by loading the appropriate CRM code in the TPFDD requirement.

3.7.9. AFRC/CV has delegated reclama approval to the Commander, Force Generation Center.

3.8.1. For reserve members to be subject to military authority they must be placed in a military status through activation. Orders or taskings (other than an order to report as part of an involuntary recall to Active Duty) are not enforceable under the UCMJ when a reservist is in civilian status. Involuntary recall is defined under AFI 10-402, Vol I and AFH 10-416.

3.8.1.1. **(Added)** Volunteerism is the primary means utilized by AFRC to fill Air Force requirements.

3.8.1.1.1 **(Added)** While volunteers should primarily come from those wings/units in the AEF vulnerability period, volunteers with their Wing CC's approval can be accepted from throughout the command.

3.8.1.2. **(Added) AGR Volunteerism.**

3.8.1.2.1. **(Added)** AGRs are ordered to duty under the authority of Title 10 U.S.C. § 12301(d) which authorizes the Secretary of Defense to call a member of the Reserve to active duty. AGRs are then categorized by the law as Headquarters officer AGR, Headquarters enlisted AGR, or unit AGR.

3.8.1.2.2. **(Added)** Title 10 U.S.C. § 10211 establishes Headquarters officer AGRs, placing them "at the seat of government, and at headquarters responsible for reserve affairs, to participate in preparing and administering the policies and regulations affecting those reserve components."

3.8.1.2.3. **(Added)** Title 10 U.S.C § 12310 establishes Headquarters enlisted AGRs and all unit AGRs "to perform Active Guard and Reserve duty organizing, administering, recruiting, instructing, or training the reserve components."

3.8.1.2.4. **(Added)** Title 10 law severely limits AGR deployments that are not in direct support of reserve missions. The congressional intent in this law is clear and specifically drives the following AGR deployment policy.

3.8.1.2.5. **(Added)** Under no circumstances will a Headquarters AGR be involuntarily tasked to fulfill an active duty deployment requirement.

3.8.1.2.6. **(Added)** Voluntary AGR deployments will be considered on a case-by-case basis when it is in the best interests of the Air Force Reserve, provides a significant career development opportunity for the AGR, and meets the requirements in the paragraph above.

3.8.1.2.7. **(Added)** Unit AGRs, as participating members of a UTC-tasked Air Force Reserve unit may be involuntarily tasked as part of an Air Force Reserve AEF deployment rotation.

3.8.1.2.8. **(Added)** All volunteer AGR deployment requests will be considered using the following criteria. Maximum tour lengths will coincide with current Air Force standard AEF deployment length. The current standard is 179 days, but maximum tour length per this instruction will adjust with AF policy. If the current standard increases to 365 days or more, this instruction will be reviewed to ensure compliance with applicable law and regulations. Required ancillary training and travel days to and from the AOR are not included in tour-length consideration.

3.8.1.2.9. **(Added)** Only AGRs who have been granted “career status” as set out in AFI 36-2132, *Full-Time Support Active Guard Reserve Program* will be eligible to volunteer for deployment and no AGR may deploy within 12 months of their DOS.

3.8.1.2.10. **(Added)** The ratio for any AGR volunteering to deploy will be set to the current career field dwell ratio, i.e., 1:5 or 1:4. (6-month deployment will require 30 (1:5) or 24 (1:4) at home station before eligible to deploy again)

3.8.1.2.11. **(Added)** AGR deployments exceeding 179 days require the following approval:

3.8.1.2.11.1. **(Added)** HQ AFRC AGR deployments require AFRC/CV approval.

3.8.1.2.11.2. **(Added)** All other HQ AGRs require AF/RE(D) approval.

3.8.1.2.11.3. **(Added)** All colonel AGR deployment requests must be coordinated through AFRC/A1L.

3.8.1.2.11.4. **(Added)** Approved AGR deployments will be routed through HQ AFRC/A1A (for O-5s and below) or HQ AFRC/A1L (for O-6s).

3.8.1.2.11.5. **(Added)** For AGR deployment questions, contact HQ AFRC/A1A at DSN 497-1461 for AGR O-5s and below and HQ AFRC/A1L at DSN 497-1743 for all O-6s.

3.8.1.3. **(Added) Aviation (MAF/CAF) Volunteerism.**

3.8.1.3.1. **(Added)** MAF IPT. AMC/AFRC/ANG holds MAF IPT meetings, scheduled by AMC/A3O every 4 months and approximately one year prior to the 4-month AEF being planned. Attended by AMC, ANG and AFRC to discuss changes to AEF schedule. AFRC/A3X, AFRC/A3T, AFRC/A4 POCs attend for AFRC. Dwell numbers and planned COCOM changes are discussed, and resultant AEF requirements changes are discussed.

3.8.1.3.2. **(Added)** CAF SIPT. The CAF Scheduling Integrated Product Team (SIPT) is hosted by ACC/A3O and members include ACC/ANG/AFRC/PACAF and USAFE. The AFRC attendees are the AFRC/DA3 and members of AFRC/A3X and A3T, if available; the AFRC/DA3 is the voting member and AFRC/A3XX is the executive secretary and does most of the coordination for flying deployment taskings. The CAF SIPT meets semiannually.

3.8.1.3.2.1. **(Added)** ACC/A3O is the manager of the CAF Aviation Schedule, the electronic scheduling system that CAF SIPT results are posted on. The AFRC/DA3 and AFRC/A3XX have access to the schedule and data entry/coordination privileges. AFRC/A3XX coordinates on these contingency and training/exercise documents in the CAF Aviation Schedule process for AFRC, after coordinating through 10AF. These steps are the only official coordination method for taskings; all other forums are preparatory or planning in nature.

3.8.1.3.2.2. **(Added)** The CAF Aviation Schedule is a 2-year process. Proposed aviation unit taskings are received in a number of methods; ACC FAM to AFRC FAM, mobilization packages, AEF PLANORD, or Aviation Change Request (ACR). However, official taskings is received only through the coordination of PLANORDs/DEPORDs via SIPRNET.

3.8.1.3.2.2.1. **(Added)** QUICKLOOK Contingency Schedule. The QUICKLOOK Contingency Schedule is a compilation of established or projected deployments by AC/ARC units based on AEF alignment, dwell factors and availability. It is loaded into the schedule for coordination by

all commands. This is the first consolidated event listing that commands see for comment. It is loaded and sent for coordination about 2 years in advance of the 4 month period in question.

3.8.1.3.2.2.2. **(Added)** PLANORD. The ACC PLANORD is published by ACC/A3O about 6 months prior to the AEF deployment window for that 4 month period. It is the result of the coordinated QUICKLOOK as well as changes received/coordinated after that.

3.8.1.3.2.2.3. **(Added)** DEPOD. The DEPOD is published about 2-3 months prior to the AEF deployment window for that 4 month period. Once a deployment is published on the DEPOD, it is considered an official tasking.

3.8.1.4. **(Added) Aviation-Only Training/Exercises/Inspection Scheduling.** The exercise and training schedule is built in 4 month increments with initial call for events 12-16 months in advance. ACC FAMs submit proposed ACC unit taskings based on AEF preparatory requirements; AFRC/A3X requests units (through 10AF) to submit known training events at this point. The proposed training/exercise schedule is posted at the end of the 2 week input period. Due to the advanced nature of the build, few AFRC events are finalized this far out.

3.8.1.4.1. **(Added)** Initial Executability Review. About 12 months in advance of the 4 month period (approximately the second week of February, second week of June, second week of October), as a result of compiling and deconflicting the initial call for events, ACC/A3O publishes the Initial Executability Review, which lists all known training/exercise events for coordination with affected commands. Units/commands have about 30 days to work any reclamation taskings.

3.8.1.4.2. **(Added)** Final Executability Review. About 11 months in advance of the 4 month period, (approximately last week of March, last week of July, last week of November), the Final Executability Review is published for comment (by exception). The units/commands have about one week to provide comments before the schedule is "frozen". Training/exercise events after the final executability review can be submitted by the command OPR (AFRC/A3X) via ACR after this. AFRC/A3X submits ACRs to place them in the Aviation Schedule for "credit".

3.8.2. AFRC/A5XW is the command's OPR for mobilization policy and guidance.

3.8.3.1.1. **(Added)** AFRC FAM Two-Year Utilization Plans will be developed when their functional AC capability changes to Tempo Band D. AFRC FAMs will utilize the FAM Two-Year Plan process to obtain CV approval to change Tempo Bands IAW Attachment 4.

3.8.3.1.2. **(Added)** HQ FAMs will not include IMA capability when developing their Two-Year Plan. The IMA should be identified with the appropriate UTC to augment active duty deployment requirements based on the HAF FAM two year utilization plan.

3.8.3.1.2.1. **(Added)** Aviation IMAs may not be utilized to fill active flying requirements. Aviation IMAs considered for mobilization are utilized to fill single person non-flying ULN requirements.

3.8.5.1. **(Added)** While mobilization authorization is authorized, AFR members can choose to deploy as MPA volunteers.

3.8.5.1.1. **(Added)** Mobilization authority is executed when a volunteer no longer desires to deploy in MPA status.

3.15.1. **(Added)** Units participating in operations as part of a continuous AEF cycle will submit AARs to their AEF HHQ NLT than 45 days following the end of their deployment. Individual Lessons Learned (L2) deserving urgent attention should not be delayed for inclusion in the next AAR but should be forwarded up the chain of command via AF-JLLIS as soon as sufficient information is gathered. The goal is to get the information to the next set of deployers and/or HHQ staff decision makers quickly for action/resolution.

4.4.5.2.1. **(Added)** AFRC personnel assigned to UTCs in combat, combat service, combat service support wings/units will not be assigned an AEFI codes in MilPDS.

4.4.5.2.2. **(Added)** AFRC personnel in units identified with an OT&E mission are assigned a MilPDS AEFI.

4.4.6.1. HQ AFRC/A3XR is the OPR for the AEF Reporting Tool.

4.5.2.1. AFRC/A5XW provides DCAPES Functional Manager (FM) access oversight, establishing accounts with appropriate roles and responsibilities. Functional responsibilities of Manpower and Personnel are performed by HQ AFRC/A1MW.

4.5.2.1.1. **(Added)** LOGMOD logistics function and interface resides in HQ AFRC/A4R.

4.5.3.2. AFRC/A5XW provides DCAPES/JOPEs designated MAJCOM super users access oversight, establishing accounts with appropriate roles and responsibilities.

4.5.3.3.2.5. **(Added)** AFRC/A5XW provides DCAPES/JOPEs Sub FM access oversight, establishing accounts with appropriate roles and responsibilities.

4.5.4.5. AFRC/A5XW provides DCAPES access oversight, establishing accounts with appropriate roles and responsibilities.

5.15.7.3.1. **(Added)** AFRC FAMs review the monthly MANFOR and quarterly LOGFOR data for accuracy and report any discrepancies to AFRC MEFFPAK Responsible Agency (MANFOR) and HQ AFRC/A4R (LOGFOR).

7.5.1. AFRC/A5XW is the OPR for UTC posturing and coding.

7.5.2. AFRC personnel assigned to UTCs will not have an AEFI in MilPDS.

7.5.2.1. **(Added)** AFRC personnel assigned to OT&E organizations/positions will have an assigned MilPDS AEFI.

7.7.5. AFRC/CV approves the minimum/maximum number of functional in-place UTCs.

7.9.1.1. AFRC/A5XW is the conduit to AFPC/DPW for locking, unlocking and updating Tempo Band Library requests.

7.9.1.2.1. **(Added)** Whether following HAF FAM Posturing and Sequence (P&S) guidance or internal AFRC guidance, the following AFRC UTC deployable coding percentages will be followed:

7.9.1.2.1.1. **(Added)** For tenant units, FAMs will posture not more than 5% of their deployable UTCs for home station support. Host-tenant agreements assume the host unit provides and/all necessary support to continue Reserve unit home station operations.

7.9.1.2.1.2. **(Added)** For unit equipped units, FAMs will posture not more than 20% of their deployable coded UTCs for home station support.

7.9.1.2.2. **(Added)** Where a FAM believes insufficient UTCs are coded for home station support, the FAM's director will provide a decision-making presentation to the MAJCOM/CV identifying the number of UTCs required for home station support. The presentation should include a pro/con risk analysis with the presentation.

7.9.1.2.3. **(Added)** When HAF FAM P&S guidance is not provided AFRC FAMS will develop internal guidance.

7.9.1.2.3.1. **(Added)** AFRC FAMs will coordinate their P&S guidance with AFRC/A5XW and their Air Staff FAM.

7.9.1.2.3.2. **(Added)** AFRC P&S guidance will be approved at no lower than the HQ AFRC A-Staff/Special Staff Directorate Director level.

7.9.1.4.1. **(Added)** AFRC FAMs will develop supplemental guidance identifying command unique aspects and provide alternative posturing and sequencing guidance.

7.9.1.4.2. **(Added)** AFRC FAMs will provide an electronic copy of approved supplements to AFRC/A5XW and their Air Staff FAM.

7.9.1.4.3. **(Added)** AFRC FAMs will provide their guidance to unit Wing Deployment Offices and field counterparts, identifying modifications to unit/organizational levels of service, performance standards, or reporting requirements which can be implemented to be used in mitigating unit/organizational deployment impacts during rotational deployment periods.

7.9.1.4.4. **(Added)** AFRC FAMs will coordinate their AFRC supplemental P&S guidance with AFRC/A5XW and their HAF FAM.

7.9.1.4.5. **(Added)** AFRC guidance will be approved at no lower than the HQ AFRC A-Staff/Special Staff Directorate Director level.

7.12.4.1. AFRC/CC is the approval authority for the AFRC ECS Target Base Alignment Template.

7.12.4.1.1.1. **(Added)** AFRC/A5XW is the OPR for development of the AFRC ECS Target Base Alignment force presentation template. For planning purposes this enables units to have stability and predictability while deconflicting other activities and events with their AEF vulnerability period.

7.12.4.1.1.2. **(Added)** The AFRC ECS Base Alignment Template is developed on a two-year basis; but reviewed annually for force presentation adds, changes and/or deletes.

7.12.4.1.1.3. **(Added)** The AFRC ECS Base Alignment Template is incorporated into the ECS Target Base Alignment Template.

7.12.4.1.1.4. **(Added)** The AFRC ECS Base Alignment Template assigns units to a Tempo Band vulnerability period.

7.12.4.1.1.5. **(Added)** When AFRC capability realigns Tempo Bands IAW para. 7.12.4.5. that portion of the unit not impacted by realignment remains in their assigned AFRC ECS Base Alignment Template.

7.12.4.1.2.1. **(Added)** AFRC units in TFE/TFI relationships are aligned in the same vulnerability period as their AC/ANG counterpart.

7.12.4.1.2.2. **(Added)** AFRC ECS Base Alignment Template TFE/TFI unit alignment is coordinated with the Lead MAJCOM force provider; e.g. ACC – CAF; AMC – MAF, and AFSOC – SOF. Coordination ensures the most appropriate utilization of the TFE/TFI relationship.

7.12.4.1.1.4.1. AFRC capability realigns to the tempo band vulnerability period where their unit is postured when the AC capability realigns to Tempo Band C/B.

7.12.4.1.4.1. **(Added)** AFRC/CV is waiver authority for AFRC FAMs requesting to align capability in a different Tempo Band than the one to which the unit is assigned. FAMs use the AFRC FAM Two-Year Plan process as a guide for their waiver request.

7.12.4.2. The two-hit policy is not applicable to AFRC.

7.12.4.5.1. **(Added)** AFRC FAMs will develop a Two-Year Plan (Tempo Band “M, N and Enabler”) when the AC capability is rebanded to Tempo Band C/D. The FAM Two-Year Plan data template is at Attachment 4.

7.12.8.2. AFRC/CV approves release of Enabler assets for AFPC/DPW sourcing.

7.14.2.3.1. **(Added)** Unit Commanders working with the AFRC FAMs, will review their identified home station requirements coding. Deployable military resources will be the last resources applied to the minimum home station mission; civilian and contractor resources will be applied first. This ensures the unit can provide the maximum deployable capability while still meeting the minimum critical home station requirements.

7.14.4.1. **(Added)** Unit commanders validate UTC P-coding during monthly review of both ART assessments and AEF Library extracts. If standard UTCs (those found in ART) are determined to be inappropriately coded, unit commanders will contact the UTC responsible AFRC FAM and provide proposed coding and rationale for change. The AFRC FAM will work with AFRC/A1MR and AFRC/A5XW to determine support for the requested change. If the change request is considered significant, the AFRC FAM may request that the proposed change be coordinated/approved by the wing commander or equivalent.

7.15.3.2. AFRC FAMs will follow paragraph 7.9.1.2.1.

7.17.1.3.1. AFRC will not posture overages. Overages are normally temporary fills waiting some personnel action. Units will identify overages in the AEF Reporting Tool (ART) Commander’s Remarks section.

7.17.1.7.4. **(Added)** If UMD authorizations can no longer support the postured UTCs the FAM will work with both the unit, AFRC/A1MW and AFRC/A5XW to rectify posturing disconnects.

7.17.4.6.1. **(Added)** The MAJCOM/CV makes the final determination on the number of UTCs that can be home station (DXX) coded. Significant changes to coding require wing commander or equivalent concurrence. Unit commanders are responsible for obtaining and documenting wing commander concurrence.

8.10.5. **(Added)** If sourcing is performed by a non-AFRC entity and the HQ FAM and FGC have not coordinated on the process and/or sourcing methodology used, the sourcing will be viewed as a nomination for sourcing. When this occurs, the nominated sourcing must be confirmed by a wing’s deployment office and HQ FAM, and verified by the FGC to be viewed as valid sourcing.

8.12.3.7. **(Added)** AFRC FAMs will ensure members are eligible to deploy and meet overall selection criteria.

8.12.3.7.1. **(Added)** Command Chiefs, First Sergeants and key enlisted positions are nominated through the AFRC Command Chief's office.

8.14.8.2.2.1. FGC/FGF acts as the MAJCOM AEF Cell for processing HQ FAM risk assessment responses.

8.14.8.2.2.2.1. **(Added)** AFRC Risk Assessment process follows.

8.14.8.2.2.2.1.1. **(Added)** If FGC receives a "Forced to Source" request and passes the request to the HQ FAM.

8.14.8.2.2.2.1.2. **(Added)** HQ FAM reviews available capability, develops a recommended response and processes the recommended response for MAJCOM CV approval.

8.14.8.2.2.2.1.3. **(Added)** Risk assessments response will be processed through the TMT tasker system.

8.14.8.2.2.2.1.4. **(Added)** Aviation risk analysis recommended response will be sourced through A4, A2, SG and IG for the views of others and be incorporated in the A3 TMT tasker to obtain CV approval.

8.14.8.2.2.2.1.5. **(Added)** ECS risk analysis recommended response will be staffed through the IG for the views of others and be incorporated in the functional Director's TMT tasker to obtain CV approval.

8.14.8.2.2.2.1.6. **(Added)** The FGC will provide the CV approved risk assessment if "Forced to Source" response to the original requester.

8.14.8.2.3. AFRC CV is approval authority to release Enabler assets for AFPC/DPW sourcing.)

8.14.9.2. FGC/FGF DCAPES managers are responsible for TPFDD add, change and delete processes.

8.14.9.2.2.1. **(Added)** IAW AFI 36-3802, wings must have names in the system NLT 30 days after IDO accepts tasking or when MAJCOM completes verification, whichever comes first, for tasking received 30 days prior to RDD.

8.14.9.2.4. FGC/FGF JOPSTERS are responsible for TPFDD add, change and delete processes in DCAPES.

8.14.9.2.4.1. **(Added)** AFRC receives taskings and sourcing nominations through DCAPES.

8.16.4.8. FGC is the command's POC for operational TPFDD LOI execution management.

9.7.7.1. **(Added)** Wings/Units/Organizations will perform an ART assessment monthly. Any discrepancies, concerns or suggestions should be vetted to the AFRC/FAM for further guidance. The AFRC FAM will coordinate with AFRC/A5XW and AFRC/A1MW for applicable changes. Units/organizations will be required to coordinate recommended changes with their wing commander or equivalent. The HQ FAM will coordinate requested changes with AFRC/A1MW and AFRC/A5XW. If all parties are in concurrence with changes, AFRC/A5XW will change the coding in the AEF Libraries. If the AFRC/FAM does not concur with the proposed changes,

then HQ AFRC/A5XW will arbitrate proposals. However, wing commander's position will normally take priority.

9.9.1. MAJCOM/CV is approval authority to release Enabler assets for AFPC/DPW sourcing.

9.9.1.2.2.7. (Added) For AFRC, the AEF works with AFRC/A1L for 0-6 deployment requirements: (NOTE: All colonel AEF or other deployments must be approved by the Vice Commander, Air Force Reserve Command, before the individual is authorized to depart on any type of deployment.)

9.9.1.2.2.7.1. (Added) The AEF tasking Matrix is prepared by AFPC/DPWSM several months prior to the start of the AEF cycle and coordinated with all MAJCOMs.

9.9.1.2.2.7.2. (Added) Taskings assigned to AFRC are advertised on HQ AFRC/A1L website, (<https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=RC-DP-00-27>), in order of their AEF Cycle. Each tasking is advertised for 30 days or more, depending upon the requested reporting date.

9.9.1.2.2.7.3. (Added) Applicants submit their last five OPRs, Bio and any letters of recommendation via e-mail link provided on each deployment opportunity, to HQ AFRC/A1L.

9.9.1.2.2.7.4. (Added) After close out date packages are assembled and a preliminary rack-n-stack is done in order of best qualified, based on their current and past duty history as it may relate to the subject deployment.

9.9.1.2.2.7.5. (Added) HQ AFRC/CV then makes final selection; primary and alternate.

9.9.1.2.2.7.6. (Added) HQ AFRC/A1L contacts selectee and confirms availability.

9.9.1.2.2.7.7. (Added) AFRC/A1L reaffirms CV selection and confirms concurrence via e-mail with member's supervisor, RMG Program Manager and RMG/DPX (IMAs only), and HQ AFRC IG (for clearance).

9.9.1.2.2.7.8. (Added) Approval e-mail is to AFPC/DPWSM who sources ULN/LNR (R10MFBPP/UNIT TR & 963IF1Z2/IMA), then emails the FGC/FGF to verify tasking in DCAPEs.

9.9.1.2.2.7.9. (Added) FGC/FGFA or FGC/FGFE will source and verify and send email confirming completion.

9.9.1.2.2.7.10. (Added) Unit member will work with wing LRS on out-processing and IMAs will work with RMG/DPX and assigned Det.

9.9.1.2.2.7.11. (Added) If there is a by-name request requesting the deployment of a 0-6 and it is determined appropriate, it is also vetted through AFRC senior leadership, etc., as per the preceding.

9.9.1.2.7.4. (Added) AMC offers opportunities for non-sitting or graduated commanders to fill AMC-unique requirements.

9.9.1.2.7.4.1. (Added) Wing Commanders recommend a prioritized list of nominee(s) to serve in an AMC requirement leadership position.

9.9.1.2.7.4.2. (Added) Unit staffs the nominee list to the AFRC/A3, info copy the NAF/CC, who submits a recommendation to the AFRC/CV for approval.

9.9.1.2.7.4.3. **(Added)** AFRC A3 staffs the nominee list through the FGC and AFRC/IG for inclusion of the views of others.

9.9.1.4.1. **(Added)** When AFPC/DPW wants to source an Associate UTC from the AEF TPFDD Libraries or UTC Availability Summary, they must coordinate the nomination with the AFRC FAM prior to the nomination. This additional requirement is present since Associate UTC readiness is not currently maintained in ART and; therefore, only the AFRC FAM can determine the true readiness of an Associate UTC.

9.9.1.6. AFRC CV approves release of Enabler assets for AFPC/DPW sourcing.

9.9.3.2. FGC/FGF acts as the MAJCOM AEF Cell in this role.

9.9.4.1. **(Added) Reservists Entitlements and benefits.** See Attachment 3, Summary of Entitlements for Reservists on Orders to Active Duty. Summary indicates entitlements/benefits by duration of orders and also includes an asterisk (*) for some items. Orders must state in support of contingency operations to be eligible for those Entitlements/Benefits.

9.9.4.2. **(Added) Early TRICARE Notification.** References: National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2008 and NDAA for FY 2010 codified at Title 10, United States Code, 1074 and DoDI 7730.54, RCCPDS, March 31, 2008; incorporating Change 2, July 28, 2010. RC members (on active duty orders for more than 30 days) and their family members are eligible for TRICARE benefits **for up to 180** days prior to activation. RC members and their DEERS enrolled members become eligible effective on the orders issuing (certification) date.

9.9.4.3. **(Added) Mobilization Orders.** Orders clerks should begin processing mobilization orders immediately upon receipt of the lead MAJCOM's Mobilization authority message.

9.9.4.3.1. **(Added)** Once an individual's information is loaded against the requirement in DCAPES, the orders clerk submits the MPA request via CMAS, which is validated by the FGC/FGS.

9.9.4.3.2. **(Added)** Once the mobilization or MPA order is certified in AROWS, the data on the order, i.e., "Notification Date", "Effective Date", "Expiration Date", and "Executive Order" will flow from AROWS to the MOB area of the Military Personnel Data System (MilPDS) via automatic interface. The data within MilPDS flows to DEERS to start the member's entitlements/benefits.

9.9.4.4. **(Added) 44-Day Military Leave.** ARTs are authorized 44 additional workdays of military leave in a calendar year. There are conditions placed on the use of this leave that are addressed below. Timekeepers should use the administrative leave code (LN) to record use of this category of military leave and supervisors must maintain a manual log to track the number of hours used during the calendar year and ensure the maximum number of hours are not exceeded.

9.9.4.4.1. **(Added)** Military leave under this section can only be used to perform "active duty without military pay" for participation in combat and non-combat operations outside the United States, its territories and possessions. It is appropriate to use this leave on the day of deployment from home station, any intervening stops within the United States, its territories and possessions, and the day of return to home station as long as the ultimate destination on the military orders is an overseas location and any intermediate destinations/stops are part of the continuing mission. In addition, UAS crews conducting operations OCONUS from locations physically located

CONUS are authorized to use this type of leave. ARTs receive their basic civilian pay, to include premium pay for regularly scheduled overtime work that would have been earned during the period covered by this leave, and points toward Reserve retirement while in this duty status. Regularly scheduled overtime work means overtime work that is part of the employee's regularly scheduled administrative workweek. Within AFRC this is usually only applicable to firefighters and law enforcement personnel. It does not apply to additional hours of work performed while TDY, callback overtime, or additional hours of work performed due to long distance flights. This is irregular or occasional work. Overtime pay, compensatory time or credit hours may not be earned for performing work beyond the regular civilian work schedule while on "AD without pay" since the employee is performing this work in military status. Military leave under this section can be intermingled with traditional military leave, annual leave, leave-without pay (Absent-US), earned compensatory time, and credit hours.

9.9.4.4.2. **(Added)** This military leave category is available on a calendar year basis and leftover balances cannot be carried over to the next calendar year. The 44 days are converted into hours and charged on the same basis that annual leave is charged. ARTs who work 80-hour pay periods (including flexible and compressed work schedules) are entitled to a maximum of 352 hours. This category of military leave is charged for civilian workdays only. This means that if an ART chooses to use only this category of leave for a military tour of duty that includes weekends/holidays/scheduled days off (SDO), there would be no civilian pay received for those days. In order for an ART to receive any pay for a civilian non workday, a change to "active duty with pay" status is required. This requires use of a separate AF Form 938 for each period of conversion. Changes to civilian duty status on workdays during the same military tour are also authorized, if appropriate, and require the use of a DD Form 1610. Use of this military leave is at the employee's discretion.

9.9.4.4.3. **(Added)** Use of this category of military leave is not appropriate in Hawaii, Alaska, Puerto Rico, or Guam unless the ultimate destination on the military orders is an overseas location and one of these locations is an intermediate stop that is part of the continuing mission. Use of this category of military leave is appropriate for Panama at all times, since it is no longer considered a US possession.

9.9.4.4.4. **(Added)** Since the employee is on "active duty without military pay," all jurisdictional issues are covered by the military system; i.e., the employee is covered under the UCMJ, injury compensation is covered under line-of-duty procedures, reimbursement for travel, per diem, and lodging are computed based on military entitlements, etc. Certain military entitlements such as Family Separation Pay and Hazardous Duty Pay will not apply due to the fact they are only applicable when member is on a "military pay status".

9.9.4.5. **(Added) 22-Day Military Leave.** There are two conditions when an ART is authorized 22 days of military leave; in support of civil authorities in the protection of life and property and those who perform full-time military service as a result of a call or order to active duty in support of a contingency operation.

9.9.4.5.1. **(Added)** Although the DCPS code "LL" (Law Enforcement) may be used it is recommended that "KG" (Absent-US) be used until the member returns to duty in order to avoid any DFAS complications. When using this type of military leave, the ART receives all military pay and allowances (excluding travel, transportation, and per diem allowances) and any civilian pay that exceeds that amount. A DFAS remedy ticket will apply leave to the days leave is

required and adjust civilian pay records for any funds due to the employee. This action must be processed through the local FM representative. Employees may use Absent-US intermittently with annual leave, military leave, compensatory time off, or credit time earned. An SF 50 should be used to document an employee's use of Absent-US for duty with the uniformed services of one day or longer. There is no AFRC requirement to process return-to-duty actions for each period of paid leave. Note: When Absent-US "KG" is entered into DCPS the balance of credit and compensatory time will be paid to the employee.

9.9.4.6. **(Added) Post Deployment/Mobilization Respite Absence (PDMRA).** The Secretary of Defense has directed establishment of a program to recognize members who are required to mobilize or deploy with a frequency beyond established rotational goals. PDMRA became that program and was established as a new category of administrative absence.

9.9.4.6.1. **(Added)** Personnel must be currently mobilized in order to be eligible for PDMRA. Personnel performing duty in a volunteer status to one of the creditable areas as outlined in the Mar 08 AFRC policy memo, will have that documented as creditable time pending the next time they are mobilized. PDMRA OPR is A1XX

9.9.4.6.2. **(Added)** The wing Installation Personnel Readiness (IPR office) using MilPDS and DCAPES data completes the PDMRA worksheet when unit Reserve members are identified for mobilization.

9.9.4.6.2.1. **(Added)** When an IMA is identified for mobilization, the RMG Detachment completes the PDMRA worksheet.

9.9.4.6.3. **(Added)** Once the creditable tours have been collected that data along with some pertinent data from the mobilization authority message must be entered on to the Air Force approved PDRMA calculator/spreadsheet. This is the **only authorized method of performing PDMRA calculations.**

9.9.4.6.4. **(Added)** Once the calculations are complete, the affected member(s) must be afforded an opportunity to review the PDRMA calculator/spreadsheet. If any data is determined to be missing /incorrect and not available in the previously mentioned systems of record, the burden of proof rests with the member to provide the information to their IDO.

9.9.4.6.5. **(Added)** Upon the member's return from deployment, the PDMRA spreadsheet must be submitted to AFRC/A1RR within 3 duty days of the member's return. Upon receipt of the spreadsheet AFRC/A1RR will validate the data. If it is determined the data is correct AFRC/A1RR will approve PDMRA if applicable and approve demobilization dates within the mobilization authority. If the award of PDMRA takes a member beyond the mobilization authority the spreadsheet is forwarded to AF/A5XW for their adjudication.

9.9.4.6.5.1. **(Added)** Upon receipt of the adjudicated spreadsheet AFRC/A1RR will return the spreadsheet to the applicable IPR(s) and/or RMG/DPX. Upon receipt the affected member's mobilization order must be amended as authorized in the spreadsheet.

9.9.4.7. **(Added) Reconstitution/Downtime.** Under current operations AF/A5XW has determined that the majority of the mobilized personnel aren't authorized Reconstitution. According to AF/A1M MPA Policy Update (21 May 11), personnel are entitled to 2 days of Post Deployment Administrative Action time for out-processing if not authorized downtime. Any personnel requiring anything beyond this will have to be approved by the lead MAJCOM and

AF/A5XW. All requests should be worked through the functional community with information copies to FGC/FGFM, Mobilization Branch, and AFRC/AIRR. IMA requests will be routed through the RMG Detachment to RMG/DPX

9.9.4.7.1. **(Added)** Reconstitution time is authorized IAW the member's assigned units lead command's policy not to exceed 14 days. Reconstitution involves all the activities, both official and unofficial, Airmen must complete before returning to work. The remaining time is characterized as limited duty time in the local area, during which Airmen must be available to report for duty if necessary.

9.9.4.8. **(Added) Civilian Expeditionary Workforce.** AFR assets can serve in an on-call status when the requester provides the funding codes to place members on orders.

9.9.4.9. **(Added) Discipline.** Reserve members are subject to the Uniform Code of Military Justice (UCMJ) as specified in Article 2. Jurisdiction over reservists includes anytime while on active duty, or in the case of a person involuntarily called to duty from the date when they are called to duty. For offenses committed or discovered while deployed a reserve member is subject to discipline from their deployed commander or their AFRC commander. See also, AFI 51-201, Administration of Military Justice, para 2.9.

9.9.4.9.1. **(Added)** Notwithstanding any other provision of this instruction, a reserve member may be involuntarily extended on active duty or recalled to active duty for offenses occurring while the member is on active duty or active duty for training. See RCM 202 and AFI 51-201, Administration of Military Justice, para 2.8.

9.9.4.9.2. **(Added)** When reserve members are TDY or deployed it is required for a commander considering offering Nonjudicial Punishment under Article 15, UCMJ, to consult with the member's parent organization commander AFI 51-202, Nonjudicial Punishment, para 3.7. While not required by instruction, this consultation is highly encouraged in more serious cases where court-martial is being considered. In addition to the purposes stated in AFI 51-202, such consultation may permit an avoidance of holding witnesses in theater, or facilitate the deployment of replacements by the commanders mutually agreeing on a course of action.

9.9.4.9.3. **(Added)** Any reserve supervisor receiving information that a member of their organization is pending proceedings under the UCMJ must notify their chain of command. Commanders should in-turn immediately notify their servicing Staff Judge Advocate.

9.9.4.10. **(Added) AFRC submits input to the Air Force's ECS CPS.** The ECS CPS proposes sourcing solutions for AF CCDR requirements identified in the GFMAP.

9.9.4.10.1. **(Added)** AFRC/CV is final approval authority for Initial and Modification ECS CPS plan. FGC/CC is the final approval authority for the Revalidation of the ECS CPS plan.

9.9.4.10.2. **(Added)** AFPC/DPW initiates Initial ECS CPS plan allowing AFRC to buy CY/rotational requirements. FGC/FGFE responds to the AF/A5XW and AFPC/DPW AEF Sourcing and Tasking Guidance/Timeline messages outlining the ECS CPS process.

9.9.4.10.3. **(Added)** HQ FAMs understand they are "buying" requirements for an entire FY or two baseline rotations of 179 day ETLs. Shorter rotations within the baseline ETL are negotiable with their COCOM FAM counterpart and must be identified utilizing the appropriate CRM code in the execution TPFDD.

- 9.9.4.10.4. **(Added)** HQ FAMs identify CCDR requirements and obtain their Director's approval for their ECS CPS input.
- 9.9.4.10.5. **(Added)** HQ FAMs identify CCDR requirements and obtain their Director's approval for their ECS CPS inputs, prior to FGC/FGFE coordination.
- 9.9.4.10.6. **(Added)** FGC/FGFE sends Initial ECS CPS plan to ANG to deconflict ARC requirements.
- 9.9.4.10.7. **(Added)** FGC/FGFE obtains AFRC/CV approval and sends finalized ECS CPS product to AFPC/DPW
- 9.9.4.10.8. **(Added)** AFPC/DPW offers AFRC one (1) opportunity to modify their ECS CPS requirements prior to the requirements being moved from the planning to the execution PIDs.
- 9.9.4.10.9. **(Added)** FGC/FGFE adheres to the AFPC/DPW modification process guidelines/timeline and produces internal AFRC process guidance/timelines.
- 9.9.4.10.10. **(Added)** FGC/FGFE solicits HQ FAMs adds, changes or deletions for their ECS CPS input.
- 9.9.4.10.11. **(Added)** HQ FAMs obtain Director approval for adds, changes and deletions to their ECS CPS requests and send the product to FGC/FGFE.
- 9.9.4.10.12 **(Added)** FGC/FGFE sends modification to ANG to deconflict ARC requirements.
- 9.9.4.10.13. **(Added)** AFPC/DPW affords AFRC one (1) opportunity to revalidate requirements in the CY execution PIDs.
- 9.9.4.10.14. **(Added)** FGC/FGFE responds to AFPC/DPW AEF sourcing and tasking guidance/timeline messages outlining the processes
- 9.9.4.10.15. **(Added)** FGC/FGFE solicits HQ FAMs adds, changes or deletions for their ECS CPS input.
- 9.9.4.10.16. **(Added)** HQ FAMs obtain Director approval for adds, changes and deletions to their ECS CPS requests and send the product to FGC/FGFE.
- 9.9.4.10.17. **(Added)** FGC/FGFE consolidates FAM responses and forwards to ANG for deconfliction of ARC requirements.
- 9.9.4.10.18. **(Added)** FGC/FGFE obtains FGC/CC approval and sends finalized ECS CPS product to AFPC/DPW
- 9.9.4.10.19. **(Added)** HQ FAMs understand they are buying requirements for an entire CY or two base line rotations of 179-day ETLs. Shorter rotations within the base line ETL are negotiable with their COCOM FAM counterpart and must be identified utilizing the appropriate CRM code in the Execution TPFDD.
- 9.9.4.10.20. **(Added)** FGC/FGFE consolidates FAM inputs, obtains ARPC/DV approval for the proposed ECS CPS modification and sends a finalized product to AFPC/DPW.
- 9.9.4.10.21. **(Added)** FGC/FGFE adheres to the AFPC/DPW revalidation process guidelines/timeline and publishes internal AFRC process guidance/timeline.

- 9.9.4.10.22. **(Added)** HQ FAMs identify requirement adds, changes and/or deletes, obtain Director approval and send input to the FGC/FGFE.
- 9.9.4.10.21. **(Added)** FGC/FGFE consolidates FAM responses, obtains the FGC/CC approval and forwards the finalized product to AFPC/DPW.
- 9.9.4.10.22. **(Added)** AFPC/DPW offers AFRC one (1) opportunity to modify their ECS CPS requirements prior to the requirements being moved from the planning to execution PIDS.
- 9.9.4.10.23. **(Added)** FGC/FGFE adheres to the AFPC/DPW modification process guidelines/timeline and publishes internal AFRC process guidance/timeline.
- 9.9.4.10.24. **(Added)** FGC/FGFE solicits HQ FAM adds, changes or deletes for their ECS CPS input.
- 9.9.4.10.25. **(Added)** HQ FAMs obtain Director approval for adds, changes and/or deletes to their ECS CPS request and sends the product to FGC/FGFE.
- 9.9.4.10.26. **(Added)** FGC/FGFE consolidates FAM inputs, obtains FGC/CC approval for the proposed ECS CPS modification and sends a finalized product to AFPC/DPW.
- 9.9.4.11.1. **(Added) Mobilization Requests, original or extensions.** Mobilization Requests, original or extensions are received via the FGC Operations Center and passed to FGC/FGFM, Forces Division mobilization section.
- 9.9.4.11.1.1. **(Added)** FGC/FGFM publishes internal AFRC mobilization request, original or extension, guidance/timeline to FAMs and wings/units.
- 9.9.4.11.1.2. **(Added)** Deviations/waivers to the process/timeline are approved by the FGC Forces Division Chief.
- 9.9.4.11.1.3. **(Added)** Deviation/waiver approval authority can only be elevated to the next FGC command level.
- 9.9.4.11.1.4. **(Added)** FGFM will pass the request to the HQ FAM for processing. (NOTE: Coordination between the mobilization requester and the AFRC FAM(s) may have been accomplished. The requestor to FAM prior coordination does not constitute the AFRC official response to a mobilization request).
- 9.9.4.11.1.5. **(Added)** FAM passes the mobilization request to the applicable wings/units for processing.
- 9.9.4.11.1.6. **(Added)** FAM consolidates the wing/unit responses, obtains Director concurrence and submits the package with recommended Director's response for the mobilization GO review.
- 9.9.4.11.1.7. **(Added)** FGC/FGFM submits the GO review response via the FGC Operations Center to the mobilization requester.
- 9.9.4.11.1.8. **(Added)** FGC Operations Center will info copy AF/RE on an AFRC mobilization request response. (NOTE: This ensures AF/RE has been made aware of the HQ response for when they are required to complete HAF-level coordination on a mobilization request.)
- 9.9.4.11.1.9. **(Added)** Requests for mobilization of AFRC assets will be reviewed by an AFRC General Officer.

9.9.4.11.1.10. **(Added)** The General Officer will approve, approve with comments or disapprove the mobilization request.

9.9.4.11.1.11. **(Added)** A mobilization request approval with comments will include a risk analysis in the response explaining the impact to the AF and AFRC.

9.9.4.11.1.12. **(Added)** A mobilization request disapproval will include a justification in the response. The justification will include an impact statement if force to source.

9.9.4.11.1.13. **(Added)** Commander, Force Generation Center is delegated responsibility to complete the AFRC mobilization request GO review.

9.9.4.11.1.14. **(Added)** Delegation of a mobilization request review below General Officer level is not authorized.

9.9.4.11.1.15. **(Added)** When the FGC Commander is not a general officer, then any HQ AFRC staff General Officer can be solicited by the FGC/CC to conduct a mobilization request review.

9.9.4.11.1.16. **(Added)** Where the FGC Commander is not on station, then any HQ AFRC staff General Officer can be solicited by the FGC's SRO to review a mobilization request.

9.9.4.12. **(Added) Home Station Base Operating Support.** Wing Commander can submit a request for home station base operating support due to mobilization to AFRC FGC Battlestaff.

9.9.4.12.1. **(Added)** AFRC A1RR is the action office by delegation to work home station base operating requests with the AFRC FAMs.

9.9.4.12.2. **(Added)** AFRC FGC Battlestaff forwards request to AFRC FAM and AFRC/AFRC/A1RR for compliance with AFRC template, info FGC FGF.

9.9.4.12.3. **(Added)** FAM(s) work the request with the wings to ensure all options have been reviewed and vetted; and Pre-coords the request with their Lead MAJCOM FAM counterpart. HQ FAM obtains his/her Director's concurrence/non-concurrence and returns the request to AFRC FGC Battlestaff, info copies FGC FGF.

9.9.4.12.4. **(Added)** AFRC FGC Battlestaff forwards spreadsheet to appropriate Lead MAJCOM CAT that will be funding the days, and simultaneously sends the spreadsheet to the requesting unit (w/ concurs, nonconcur and justification annotated), info copies NAF.

9.9.4.12.5. **(Added)** Reg AD AF FAM forwards to appropriate CMAS managers for Heads-up that the CMAS requests will be submitted. If RegAF AC FAM concurs, nonconcur, or if request is not in compliance with template, AFRC FAM notifies AFRC FGC Battlestaff. AFRC FGC Battlestaff notifies Wing and NAF (info) of decision and rationale.

9.9.4.13. **(Added) Military Personnel Appropriation (MPA) manday process.** The FGC/FGS is OPR for the command's Military Personnel Appropriation (MPA) manday process supporting AEF and contingency operations.

9.9.4.13.1. **(Added)** AFRC/A1 is OPR for Military Personnel Appropriation (MPA) manday policy and guidance.

9.9.4.13.1.1. **(Added)** AFI 36-2619 provides policy and guidance for use of Military Personnel Appropriation (MPA) mandays.

9.9.4.13.2. **(Added)** AFRC units will utilize the Command Man-day Allocation System (CMAS) to request MPA funds.

9.9.4.13.3. **(Added)** FGC/FGS validates CMAS requests and forwards the request for approval and funds allocation.

9.9.4.14. **(Added) Deputy (non-06) ARC Liaison process.** AFRC A7Z is the OPR for the deputy (non-06) ARC Liaison process.

9.9.4.14.1. **(Added)** AFRC/A7Z advertises and collects requests to fill the deputy ARC Liaison position.

9.9.4.14.2. **(Added)** AFRC/A7Z provides a nominee name/unit to the FGC/FGFE for fill action.

9.9.4.15. **(Added) Senior Enlisted requirements.** E-9/CMSgt positions will be vetted and approved by the unit CCM and AFRC/CCM.

9.9.4.15.1. **(Added)** Unit CCM will forward their concurrence for a requirement sourcing solution to the AFRC CCM for approval.

9.9.4.15.2. **(Added)** IMA Senior Enlisted, E-9/CMSgt sourcing requests will be coordinated through RMG/DPX.

9.9.4.15.2.1. **(Added)** FGC will coordinate with the RMG when obtaining AFRC/CCM sourcing solution approval.

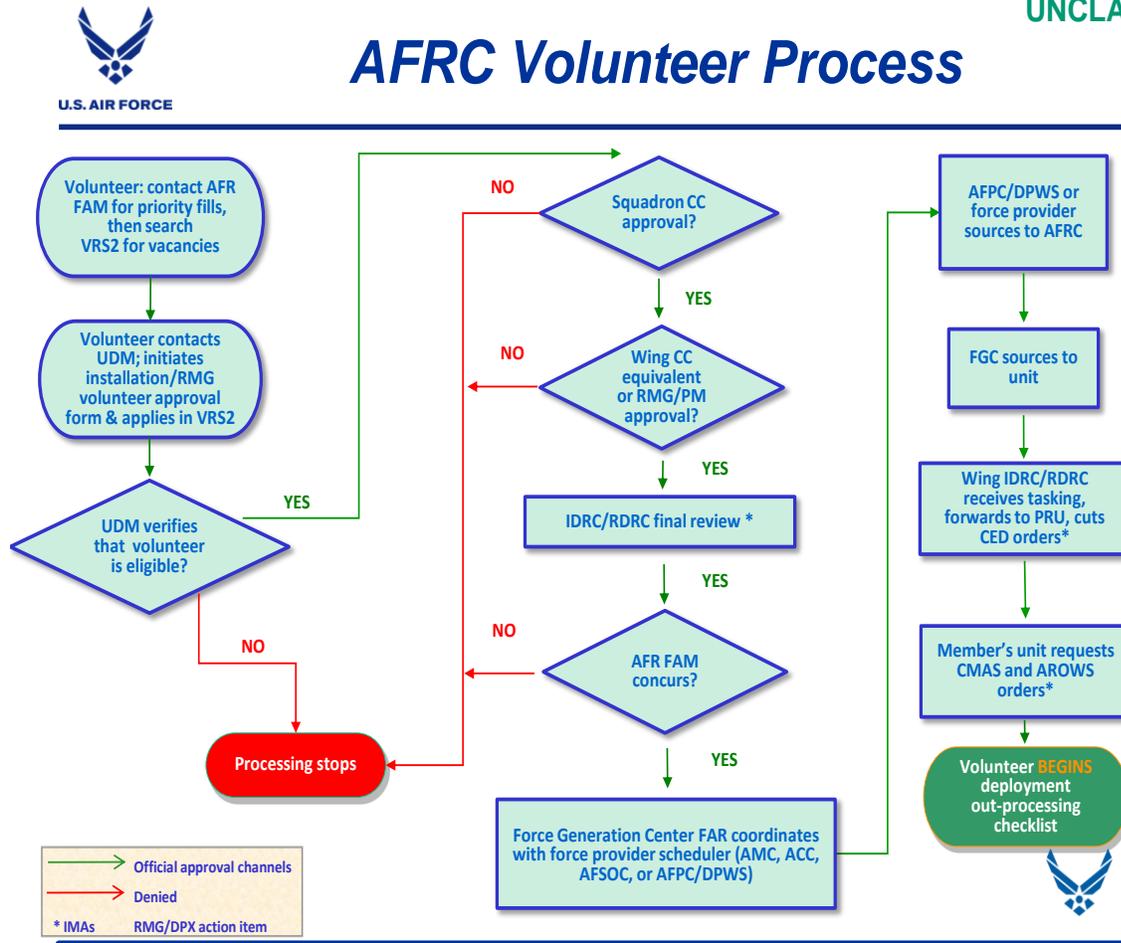
9.14.1.1. AFRC assets do not assume on-call status unless on an authorized, fully funded military order.

9.15.1. **(Added)** IMAs will travel on CED orders when filling GFM Component CCDR requirements; deviation approval authority is RMG/CC. Member must be on current AF 938 orders to ensure they are on AD status prior to cutting CED orders.

9.19.2.1. (Added) AFRC Process.

Volunteer

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9.19.3.1.1. (Added) Volunteers are accepted command-wide regardless of their alignment/assignment. However, this does not impact their vulnerability during assigned AEF.

9.19.3.1.2. (Added) Volunteers will fill requirements tasked to their functional area within their unit first; outside of their unit second, and outside their unit or functional area third.

9.19.4. FGC/FGF is the command's TCN OPR.

9.20.1.1.1. (Added) Incumbent extension requests where an AFRC member in MPA status is scheduled to fill will be denied.

9.22. FGC is OPR for the AFRC/CV AEF Debrief.

9.23.1. AFRC/A7Z is AFRC/CV appointed primary ECS SIPT representative; A4R as alternate representative.

9.23.2. AFRC/A5XA8X is OPR for AEF Steering Group representation.

9.23.3. AFRC/A5XA8X is OPR to the AFRC/CV for the VCSAF AEF Forum.

9.24. (Added) Command Newsgroup Discipline.

9.24.1. **(Added)** Newsgroups are the official means of communication. Command newsgroups for a specific operation will be established and specific newsgroup(s) identified. The Command newsgroup(s) will be used for supporting UTC management; AEF Reporting discrepancies; sourcing actions; verification and validation actions; force rotation management; and DCAPES functional, technical and planning support/management. Newsgroups are located on the SIPRNET and accessed through Mozilla.

9.24.1.1. **(Added)** Wing IDRC/RDRCs will use the following newsgroup for AEF matters when addressing TFPDD issues; this newsgroup is located on the j42news.nmce.smil.mil server.

10.3.4.1. **(Added)** AFRC assets are not normally postured in Enabler Libraries. However, when it is deemed essential to posture assets in an Enabler Library, the HQ FAM will utilize the FAM Two-Year Plan to request AFRC/CV approve to reposture forces.

10.4.1. **(Added)** AFRC assets are postured in an AEF base alignment plan. Geographically separated units are postured in the same AEF as its assigned unit. For planning purposes the base alignment plan enables units to have stability and predictability when scheduling other activities and events.

10.4.1.1. **(Added)** AFRC units in TFE/TFI relationships are aligned to support the same AEF deployment window.

10.4.1.2. **(Added)** AFRC Commander is the AEF base Alignment plan approval authority.

10.4.1.3. **(Added)** HQ FAMs can request deviation from their capability assignment to the AEF base alignment plan.

10.4.1.3.1. **(Added)** A deviation request will include justification that explains how AFRC and AF interests are best served. The justification will also include breaking the functional capability from their assigned unit alignment in the AEF plan.

10.4.1.3.2. **(Added)** HQ FAMs will present their capability posturing deviation request in a TMT E-SSS that includes a snowflake utilizing the following staffing process.

10.4.1.3.3. **(Added)** Deviation request will be staffed with any office that the deviation request collaterally impacts as well as AFRC/IG and AFRC/A5XW.

10.5.1. AFRC/DA3 (CAF Deputy) is the appointed command representative. A3XX fills the action office role.

10.6.1. AFRC/DA3 (MAF Deputy) is the appointed command representative. A3XX fills the action office role.

10.17.1. AFRC will not posture overages. Units will provide information associated with overages in the commander's remarks section of the ART assessment.

10.17.1.2. **(Added)** Overages are deployable.

10.21.1.3. **(Added)** A Functional Director submits reclaims for AFRC-owned taskings. An IMA's unit of assignment submits the reclama when their IMA is unable to fill a requirement (NOTE: When an IMA is filling an AFRC requirement the AFRC Functional Director submits the reclama).

10.21.1.4. **(Added)** A reclama request will include justification, risk analysis, and if force to source impact statements.

10.21.1.5. **(Added)** The Force Generation Center is designated OPR for the command's Reclama and UIC change processes.

10.21.1.6. **(Added)** Force Generation Center Commander and Deputy Commander are delegated responsibility to approve/disapprove a request to reclama. When the FGC/CC or DC are not on station, reclamas will be submitted to the AFRC/CV.

10.21.1.1.1. **(Added)** The following decision tree determines if either a reclama or UIC change is required:

10.21.1.1.2. **(Added)** Units will ascertain if other units have a sourcing solution prior to submitting a reclama request.

10.21.1.1.3. **(Added)** Unit submitting a reclama request, having a sourcing solution, will submit a UIC change request utilizing the AEF Reclama Tool.

10.21.1.1.3.1. **(Added)** Unit submitting the UIC change request will ensure the accepting unit's Wing Commander has approved the sourcing solution. Submitting unit will annotate this fact in their change request input.

10.21.1.1.4. **(Added)** FGC/FGF will pass the UIC change request for the HQ FAM to vet and concur with the proposed sourcing solution.

10.21.1.1.5. **(Added)** FGC will process the UIC change request upon receipt of the FAM's input.

10.21.3.3. The FGC/FGF acts as the AEF Cell.

10.21.4.1. Condition 5 reclama request approval is delegated to the FGC/CC.

10.21.4.2. FGC/FGF, acting as the AEF Cell, monitors the AEF Cell organizational e-mail box.

10.21.4.2.2.3. MAJCOM/CV delegates Condition 5 reclama request approval to the Commander FGC. ECS SIPT representative briefs the FGC/CC.

10.21.7. FGC/FGF acts as the AEF Cell and manages the UIC process.

11.8.3.1.3. AFRC/AFRC/A1RR is the OPR for the personnel functionality of DCAPES.

11.8.3.2.1. AFRC/A1MW is the OPR for manpower functionality of DCAPES.

11.9.1. HQ AFRC War and Mobilization Plans Branch (A5XW) is responsible for operational strategy and doctrine for the Air Force Reserve Command's war and mobilization planning activities. It coordinates wartime planning and joint matters with HQ USAF, unified, specified, and gaining major commands and other governmental agencies. It is responsible for the command's input to the AEF Presence Policy (AEFPP) or Air Force Policy Directive (AFPD) 10-4, and the AEF Task Force (AETF) Force Modules (FM).

11.9.2. **(Added)** AFRC Personnel Readiness (A1R/AFRC/A1RR) is to continually develop and facilitate effective strategic human resource (HR) management through proactive methods and continuous improvement in supporting Air Force Reserve (AFR) priorities while maintaining our recruiting, retention and Readiness (R3) competitive advantage.

11.9.2.1 (Added) AFRC/AFRC/A1RR provides policy and guidance as it relates to deployment, mobilization and accountability.

11.9.3. **(Added)** AFRC Readiness Management Group (RMG) is a MAJCOM Direct Reporting Unit (DRU) assigned to HQ AFRC, reporting directly to the AFRC/CC, that serves as the single agency responsible for IMA issues and concerns.

11.9.3.1. **(Added-Added)** RMG Personnel Division (RMG/DP) reports directly to RMG/CC. RMG/DP serves as principle advisor to RMG/CC, staff, and 19 Program Managers on all military personnel matters. RMG liaison with Air Staff, AFPC, reserve and active duty Numbered Air Forces, and regular and reserve Military Personnel Elements. Directs military personnel support for approximately 9000 Individual Reservists at 211 locations/1,842 orgs; ensures legal & regulation compliance. Provides ready wartime resources to MAJCOM/Combatant/Joint CCs, ensuring maximum Individual Reserve readiness.

11.9.4. **(Added)** AFRC Force Generation Center is a MAJCOM Primary Subordinate Unit (PSU) assigned to HQ AFRC, reporting directly to the AFRC/CC, that serves as the single agency responsible for generating (executing) Air Force Reserve forces by leveraging AFR strategic capability to meet operational needs in support of Global Force Management/Secretary of Air Force directed internal and external requirements.

11.9.4.1. **(Added)** The FGC performs all aspects of force generation (execution) to include oversight, visibility, and accountability of all AFR forces. Its span of control extends from the Individual Reservist to entire Combat Capable Units, supporting a broad array of organizations from Air Force units to Combatant Commands, through all stages of activation from volunteerism up to and including full mobilization.

11.9.4.1.1. **(Added)** Established command channels apply for relationships to other units.

11.9.4.2. **(Added)** The FGC has four divisions: 1) Forces Division, 2) Security Cooperation and Exercises Division, 3) Operations Division and 4) Support Division. The FGC also has a supporting Operations Center.

11.9.4.2.1. **(Added)** Forces Division (FGF) roles and responsibilities include processing personnel (volunteerism and mobilization) and equipment requests supporting GFMAP, SECAF requirements, and manning assistance and backfill requests. This division accomplishes MAJCOM-level DCAPES execution responsibilities. FGF is the MAJCOM AEF Cell.

11.9.4.2.2. **(Added)** FGF PROCESSES WILL BE PUBLISHED WHEN THE FGC IS FOC.

11.9.4.2.2.1. **(Added)** The FGF has three branches: 1) Aviation, 2) Expeditionary Combat Support, and 3) Mobilization.

11.9.4.2.2. . **(Added)** The FGF has aviation and ECS Functional Area Representatives (FARs) who work with designated HQ FAMs to process AFRC asset request sourcing solutions and issues.

11.9.4.2.2.2. **(Added)** Forces Division mobilization branch works requests and issues involving asset mobilization.

11.9.4.3. **(Added)** Security Cooperation and Exercises Division (FGX) manages AFRC asset scheduling supporting security cooperation, exercises, building partnership and deployment for training requests.

11.9.4.3.1. **(Added)** FGX PROCESSES WILL BE PUBLISHED WHEN THE FGC IS FOC.

11.9.4.4. **(Added)** Operations Division (FGO) manages IFM/Dips clearances, full distributed Ops oversight, flight following, DRB process, ECS oversight, mission planning, MX Rec. team, AFRC airlift scheduling, and the Threat Working Group.

11.9.4.4.1. **(Added)** FGO PROCESSES WILL BE PUBLISHED WHEN THE FGC IS FOC.

11.9.4.5. **(Added)** Support Division (FGS) monitors CMAS tracking, MPA management, execution funds, data analysis/integration, personnel accountability, briefing support, data systems support, oversight of the Command Schedule, and input to the IG schedule.

11.9.4.5.1. **(Added)** FGS PROCESSES WILL BE PUBLISHED WHEN THE FGC IS FOC.

11.12.3.1. **(Added)** AFR best aligns for mission purposes with bases indentified for AMC responsibilities in the AOR FOL template.

11.12.13.1. AFRC/A5A8X is the appointed command representative to the AEF Steering Group. AFRC/A5XW is the appointed alternate command representative.

11.12.13.1.1. . **(Added)** AEFSG charter designates the MAJCOM Commander as the appointment authority.

11.12.13.2. FGC/FGF Division Chief is the appointed command representative to the ECS SIPT. AFRC/A5A8X is the appointed alternate command representative.

11.12.13.2.1. **(Added)** ECS SIPT charter designates the MAJCOM Vice Commander as the appointment authority.

11.13. AFRC/A5XW is the OPR for AEF policy and guidance matters. A5XW reviews and understands AEF documents and procedures, and recommended changes to functional counterparts, supporting and supported MAJCOMS, AFPC/DPW and HQ Air Force-level functions. FGC/FGF acts as the MAJCOM AEF Cell for execution issues.

11.13.2.1. **(Added)** AFRC FAMs are responsible for developing, registering, coordinating, canceling, posturing, aligning, coding, assessing and verifying UTCs for systemic planning and execution of force packages. However, the AFRC MEFFPAK Responsible Agency provides expertise and is the OPR for actions associated with ensuring accurate and correct development and maintenance of UTC's.

11.13.3. AFRC/A5XW Force and Systems Branch is the OPR for maintenance of the UTC Availability data within DCAPEs. AFRC FAMs coordinate on posturing actions. Unit commanders, through coordination with wing commanders, have final authority of P-coding associated with UTCs postured against their units/organizations.

11.13.3.1. **(Added)** AFRC/A1MR ensures AFRC FAMs posture UTCs based on funded authorizations (capability based planning), not OPLAN requirements (requirements based planning).

11.13.6.1. **(Added)** AFRC/AFRC/A1RR is the office of primary responsibility for monitoring, tracking and establishing procedures to ensure AFRC assigned individuals not assigned to a UTC, are accurately associated with an AEF within MilPDS.

11.13.7.1. **(Added)** FGC, HQ FAMs and AFRC/A5XW are responsible for monitoring AEF newsgroups and notifying applicable units, agencies or organizations of actions or decisions impacting their operations.

11.13.8. HQ AFRC/A5A8X is the appointed primary and AFRC/A5XW the alternate MAJCOM representative to the AEF Steering Group.

11.13.8.1. **(Added)** AFRC/A3 is the office of primary responsibility to assign representatives to the CAF and MAF SIPTs.

11.13.14.1. **(Added)** AFRC/A5XW is responsible for accurate and current UTC posturing in the UTC Availability database tool.

11.18.1.1.1. **(Added)** The Wing Commander is the approval authority for unit proposed sourcing solutions. The designated SRO acts on the WG/CC's behalf in his absence. Approval authority may not be otherwise delegated.

11.18.1.1.1.1. **(Added)** The Wing Deployment Office (IDRC/RDRC) is the OPR for executing AFRC unit taskings. The Wing deployment office speaks with the authority of the Wing Commander. RMG/DPX is the OPR for executing IMA taskings and speaks with the authority of the RMG/CC.

11.18.1.1.1.2. **(Added)** HQ FAMs and the Force Generation Center will process official tasking(s) to/from a unit's Wing Deployment Office.

11.18.1.1.1.3. **(Added)** Contact with unit Air Reserve Technicians in developing sourcing solution is informal in nature and does not constitute an official tasking to the unit.

11.18.1.1.1.4. **(Added)** Unit ARTs will ensure any informal discussions/information on possible unit tasking(s) and proposed sourcing solutions are briefed to the Wing Deployment Office.

12.4.2.1. **(Added)** HQ AFRC FAMs are the liaisons in force presentation and force generation between Force Providers, HAF FAMs, Lead MAJCOMs, Force Generation Center, AFRC units and IMAs (when an IMA is filling an AFRC requirement).

12.5.1.1. **(Added)** AFRC functional areas will have a primary and at least one alternate FAM identified via an appointment letter to AFRC/A5XW.

12.5.1.2. **(Added)** Each Functional area will identify their primary and alternate HQ AFRC FAMs in writing to HQ AFRC/A5XW, including name, rank, phone number, NIPRNET and SIPRNET email, and UTC series. Reference Attachment 5 for sample AFRC FAM Appointment Letter format.

12.5.3.1. **(Added)** FAMs will not deploy during their tenure unless a fully-trained primary or alternate is available prior to the deployment period and appointed NLT 60 days prior to deployment.

12.6.5.1. **(Added)** AFRC/A5XW is the OPR for Office of FAM Oversight (OFAMO) role, responsibilities and process.

12.7.1. HQ FAMS work with AFRC/A5XW for GFM/AEF policy and guidance force presentation issues and with the FGC for force generation (execution) issues.

12.7.5.1.1. **(Added)** FAMs will ensure the UTCs within their functional control are postured and aligned properly in the AF UTC Availability Summary (UTA). FAMs will coordinate UTA changes with HQ AFRC/A5XW.

12.7.6.1.1. **(Added)** At a minimum, FAMs are required to review their UTC ratings in the ART database monthly. FAMs will ensure all UTCs are reviewed and updated in ART by the unit commander according to the instructions and timelines established in AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces*. Any assumptions affecting the deployment status of the UTC must include get-well dates.

12.7.6.1.2. **(Added)** Prior to coordinating with FGC FARs on a tasking, FAMs will check and verify status of UTC(s) in ART.

12.7.6.1.3. **(Added)** Problems identified in the ART database must be immediately reported to the AFRC ART Manager (A3XR).

12.7.6.1.4. **(Added)** Unit Commanders identify incorrectly postured UTCs to AFRC FAMs.

12.7.9. **(Added)** HQ AFRC FAMs will establish and maintain a continuity binder for their functional area. The continuity binder can be hardcopy or electronic. If electronic it will be maintained on a shared drive allowing access by other functional area personnel. The following documents will be included or referenced in the continuity binder:

12.7.9.1. **(Added)** Copy of FAM appointment letter, Attachment 5.

12.7.9.2. **(Added)** Functional area Prioritization and Sequencing Guidance. (Note: This guidance is available through HAF or via AEF Online.)

12.7.9.3. **(Added)** Personnel and Equipment detail for all UTCs.

12.7.9.4. **(Added)** Unclassified DOC statements.

12.7.9.6. **(Added)** FAM Self-Inspection Checklist, see Attachment 7.

12.9.1.2.1. **(Added)** FAMs are responsible for issuing command planning guidance to members of their functional areas concerning doctrine, employment, deployment and unit configurations. All deployable personnel and their associated equipment fall under the oversight of the AFRC FAM. The FAM operates as an integral part of the AFRC force planning and execution processes. During contingency operations and exercises, the AFRC FAMs will work with AFRC Force Generation Center (FGC) Functional Area Representatives (FARs) to coordinate all UTC taskings and all phases of the deployment process involving the use of functional resources.

12.9.4.1. **(Added)** Provide HQ AFRC/A5XW with UTA changes as they are identified.

12.9.4.4.1. **(Added)** Notify AFRC/A5XW when significant changes in AFRC's UTC availability occur due to reorganizations, deactivations, or other force structure changes.

12.9.4.4.2. **(Added)** Any changes in Designed Operational Capability (DOC) Statement must be coordinated with the appropriate FAM(s) to determine the status of the positions being changed.

12.9.4.3.1. **(Added)** AFRC FAMs review and update functional UTC posturing, availability coding and AEF alignment guidance and provide changes to AFRC/A5XW and field counterparts not less than 12 months prior to the start of each GFM cycle.

12.9.4.6. **(Added)** Ensure AFRC functional UTC posturing, availability coding, and AEF alignment guidance is approved by the applicable HQ AFRC A-Staff/Functional Director.

12.9.6.4.1. **(Added)** Review, coordinate, and process official requests for mobilization. Coordinate with HAF FAM and units as necessary to complete mobilization worksheets. Process mobilization actions through FGC Forces Division.

12.9.6.4.1.1. **(Added)** Validate requesting agency (Force Provider) request for mobilization based on supporting data provided by the HAF FAM. Identify errors or disagreement to the requesting agency for resolution.

12.9.6.4.1.2. **(Added)** Provide briefing for General Officer Review of mobilization packages. AFRC FAM briefing will include, as a minimum, the following:

12.9.6.4.1.2.1. **(Added)** AFRC Mobilization Stoplight chart, to include FAM concurrence or non-concurrence for mobilization.

12.9.6.5.1.3. **(Added)** Review partial mobilization messages to ensure mobilization requirements match the data provided to the requesting agency.

12.9.6.5.1.4. **(Added)** Monitor mobilization periods and coordinate with units as necessary to ensure mobilized personnel do not remain on orders past the dates specified in the partial mobilization message.

12.9.8. **(Added) AEF Planning.**

12.9.8.1. **(Added)** The HQ FAM is the MAJCOM approval authority for sourcing of personnel and equipment to support requirements.

12.9.8.2. **(Added)** FAMs will be the focal point for GFMAP and/or SECAF-directed (AEF rotational, emergent, crisis, joint and Individual Augmentee) personnel and/or equipment requirement sourcing solutions.

12.11.2.4. **(Added)** Completion of the FAM WBT should be completed prior to attending the AFRC-Specific FAM training course.

13.3.8.1. **(Added)** HQ FAMs work with CCMD FAMs to identify exercise participation. Individual Reservists (IMA and PIRR) will complete volunteer application through their Program Manager's office using the approved Statement of Understanding and AF Form 49 process.

14.3.4.1.1. **(Added)** IMA band placement will be a coordinated effort between the RMG or Centrally Managed AFRC/FAM and the unit of assignment.

14.6.3.1. **(Added) Air Reserve Technician (ART) Deployments.**

14.6.3.1.1. **(Added)** ART Deployments:

14.6.3.1.1.1. ARTs are encouraged to actively seek and take part in voluntary short term active duty tours outside their unit to foster relations and the missions of other commands and tenant organizations.

14.6.3.2. **(Added)** In accordance with the Air Expeditionary Force (AEF) the standard tour length is 179 days.

14.6.3.3. **(Added)** To balance the desires of ARTs and reduce mission impact on their unit, the following guidance will be utilized to manage the deployment of ARTs.

14.6.3.4. **(Added)** Tour extensions beyond the AF standard tour length (179 days) requires AFRC/CV approval.

14.6.3.5. **(Added)** Positions vacated by ARTs will not be permanently backfilled.

14.6.3.6. **(Added)** Deployment and/or extension requests will be processed through the chain of command process to the approval authority level.

14.6.3.7. **(Added)** The requesting unit will notify the FGC/FGF and the appropriate Functional Area Manager (FAM) when a request is approved.

14.6.4. **(Added) Individual Reservists Management (IMAs and PIRR).** The primary responsibility of these members is to be prepared for mobilization, but not necessarily deployment. IRs interested in volunteering for deployment should contact their supporting RMG Detachment to ensure access to the most current forms and receive guidance on most current practices.

14.6.4.1. **(Added)** Individual Mobilization Augmentee (Category "B") is assigned to a funded position against an active duty billet. They are typically assigned and attached to an active duty unit, wing, C-NAF/MAJCOM or Air Force Element within an OSD Staff Agency, COCOM or at HAF.

14.6.4.1.1. **(Added)** Participating Individual Ready Reservists (PIRR – Category "E") participate for points only and may be attached to active duty units or an (O-6 only) an Air Force Reserve Wing.

14.6.4.1.2. **(Added)** P-IRR reservists must contact their attached unit for permission to serve.

14.6.4.2. **(Added)** IMAs primarily fill active duty requirements but can fill AFR requirements with their active duty unit of assignment's approval.

14.6.4.2.1. **(Added)** When an IMA fills an AFR requirement, the HQ FAM working with the RMG ensures the IMA is trained, equipped and supplied.

14.6.4.3. **(Added)** IMAs will not be involuntarily tasked for deployment unless directed by an approved mobilization authority. IMAs will not be mobilized unless AC Institutional Forces are postured at a 1:2 or less.

RICHARD S. HADDAD, Major General, AFRC/A5/A8
DIRECTOR, PLANS, and PROGRAMS

Attachment 9 (Added)**AFRC FAM Two Year Plan (Tempo Band “M, N and Enabler”) Process**

The following AFRC FAM Two-Year Plan (Tempo Band “M, N and Enabler”) guidance supplements AFI 10-401, IC3.

- a. AFRC capability will not mobilize out of Tempo Band “B”.
 1. However, where AC capability moves to Tempo Band “D” or “E” if deemed in the best interests of AFRC and AF, the FAM can request AF A3/5 deviation approval to remain in Tempo Band “B”.
 2. FAM will provide the required data to substantiate their request, ref. para 6.
 - b. Where an AC’s capability is postured in an Enabler tempo band, the AFR FAM will develop a Tempo Band “M” plan.
 - c. When a mobilization request is received by HQ AFRC, the FAM will recommend if it is in the best interests of the command and Air Force to reposture into Tempo Band “M” or move to the Enabler band.
 1. FAM will provide the required data, ref. para 6.
 2. FAM will provide a talking paper for AFRC/CV review justifying the utilization of the Enabler band in lieu of Tempo Band “M”.
 3. FAM will utilize the TMT SLAP with snowflake, ref para 7.a. or 7.b.
 - d. When an AC capability is realigned into Tempo Band “C”, the AFR FAM will develop a 2-Year Tempo Band “M” plan; when an AC capability is aligned to Tempo Band “D”, the AFR FAM will implement the approved 2-Year Tempo Band “M” plan and will modify their Tempo Band “M” plan to a Tempo Band “N” plan.
 - e. When an AC capability is aligned into Tempo Band “E”, the AFR FAM will implement their approved Tempo Band “N” plan and revalidate the 2-Year Tempo Band “M” plan.
 - f. When an AC capability returns to Tempo Band “D”, the AFR FAM will implement the 2-Year Tempo Band “M” plan.
 - g. When an AC capability is realigned into Tempo Band “C or B”, the AFR FAMs will return to the AFRC Base Alignment Template (Tempo Band “B”).
2. The FAM’s Two-Year Plan identifies how it will present forces when mobilization is required.
 3. While mobilization is the intended outcome of a Two-Year Plan (Tempo Band “M or N”), FAMs will continue to offer volunteerism as a first choice to Reserve members.
 4. The FAM’s Two-Year Plan will include their capability’s realignment to Tempo Band “B” (AFRC Base Alignment Template Plan).

5. The FAM will submit their Two-Year Plan (Tempo Band “M and N”) for AFRC/CV approval (ref. AFI10-401.7.12.4.5.) utilizing the TMT SLAP with a snowflake ref. para. 7.a or 7.b.

3. To ensure presentation uniformity, FAMs will utilize the FAM Two-Year Plan presentation, ref para 6.

b. AFRC/A5XA8X is the deviation approval authority for this process.

6. The FAM Two-Year Plan (Tempo Band “M and N”) presentation will include but not be limited to the following data:

- a. AC Tempo Band Capability
- b. AC Tempo Band Placement
- c. AFRC Tempo Band “X” Dwell Rate
- d. AFRC Tempo Band Placement
- e. AFRC FAM 2-Year (Tempo Band) Utilization Plan
- f. AFRC Functional Scheduled Events

7. TMT SLAP process with snowflake will be utilized to obtain AFRC/CV approval for a FAM’s Two-Year Plan.

a. The following staffing process will be utilized for aviation UTCs:

1. A3T FAM Initiate
2. A3T Coord
3. A4M Coord (For TMT, send to A4O address)
4. A4 Coord
5. A2F Coord
6. A2 Coord
7. SGX Coord
8. SG Coord
9. IGI Coord
10. IG Coord
11. A5XW Coord
12. A5A8 Coord
13. A3 Coord
14. DSK Log
15. DS Coord
16. CV APR
17. DSK Distro (Return to FAM with Cc to A5XW & FGC)

b. The following staffing process will be utilized for non- aviation UTCs:

1. AFRC FAM Initiate
2. Division Chief Coord
3. IGI Coord
4. IG Coord
5. A5XW Coord
6. A5A8 Coord
7. Functional Director Coord
8. DSK Log
9. DS Coord
10. CV APR

11. DSK Distro (Return to FAM with Cc to A5XW & FGC)

c. Each coordinating office will have three working days to review and complete the staffing process.

8. The FAM will modify their Two-Year Plan each time the AC capability re-aligns tempo bands.

a. Plan modification requires updated data, ref. para.6.

b. Plan modification requires AFRC/CV approval,

c. TMT SLAP process in para. 7. A or 7.b will be utilized.

9. FAMs will revalidate their Two-Year Plan annually IAW the GFMAP timeline. (AF requirement

call in June; AF GFMAP sourcing conference in August).

10. AFRC/A5XW will re-align a functional area's capability (UTC) in the UTA upon receipt of a FAM's AFRC/CV approved Two-Year Plan.

Attachment 10 (Added)

AFRC FUNCTIONAL AREA MANAGER APPOINTMENT LETTER

DD-MMM-YY

MEMORANDUM FOR HQ AFRC/A5XW

FROM:

SUBJECT: Appointment of Unit Type Code (UTC) Functional Area Managers (FAMs)

- 3. The individuals listed below are appointed as the primary or alternate FAM for the UTC group(s) listed:

Off Sym	UTCs	FAM Grade / Name	Phone Cell	Unclass Email SIPRNET Email
ABC	DDD*	(P) Maj Any Airman	497-0000 478-123-4567	xxxx.xxxx@us.af.mil xxx.xxxx@afrc.af.smil.mil
ABC	DDD*	(A) CMSgt Any Airman	497-0000 478-123-4567	xxx.xxx@us.af.mil xxx.xxxx@afrc.af.smil.mil

2. Individuals appointed as FAMs will have a minimum of 18 months retainability and must complete the USAF FAM web-based training course within 90 days of appointment. The FAM is the individual accountable for the management and oversight of all personnel and equipment within a specified functional area to support operational planning and execution. FAM responsibilities include but are not limited to the following per AFI 10-401, chapter 12:

- a. Interpret, develop and apply Joint, Air Force, MAJCOM or Air Force Component operational/exercise planning and execution polices.
- b. Perform Unit Type Code (UTC) management, development and maintenance activities.
- c. OPLAN development.
- d. Perform force posturing activities.
- e. Perform readiness reporting and monitoring.
- f. Perform execution and analysis activities.
- g. Attend OFAMO scheduled meetings and conferences.

3. My POC is XXXXXXXXXXXX.

(Director or Deputy Director)

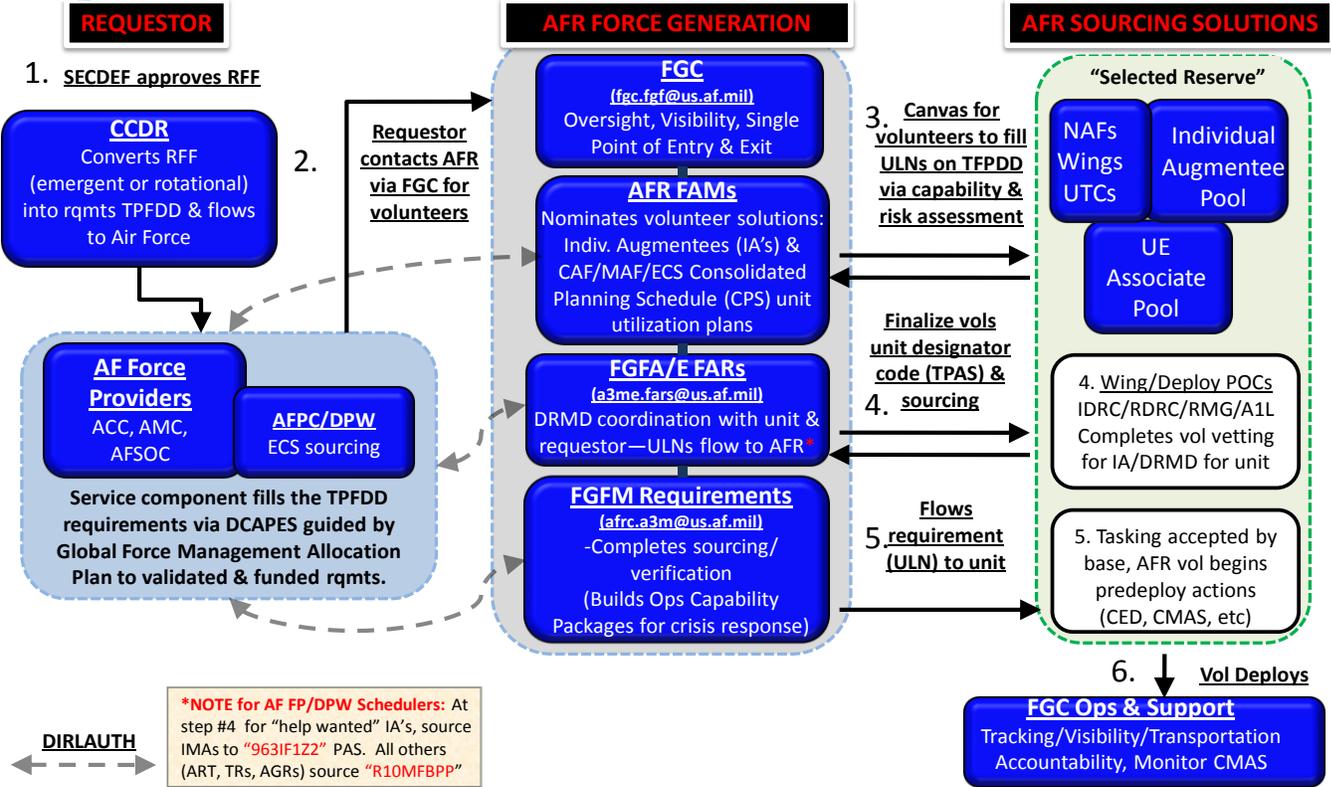
cc:
Each individual

Attachment 11 (Added)

FORCE GENERATION CENTER AEF VOLUNTEER SOURCING



AFR Force Generation Center AEF Volunteer Sourcing



FGC: 1-800-223-1784 ext 497-0897

Fly, Fight and Win...

Battle Staff: 1-800-223-1784 ext 497-1910

Attachment 12 (Added)

HQ AFRC FUNCTIONAL AREA MANAGER CHECKLIST

January 2012

		Y	N	N/A
	FAM APPOINTMENT			
1.	Have you been officially appointed as a FAM to a specific UTC group by your director and has the HQ AFRC OFAMO received the official appointment letter?			
2.	Is your Pay Grade E-7 or higher? 10-401, 12.5.1.			
3.	Are you appointed as a FAM for at least 18 months? 10-401, 12.5.3.			
4.	Are you and your supervisor aware that per AFI 10-401, 12.5.4, your FAM duties take precedence over all other assigned duties?			
	FAM TRAINING			
5.	Have you “ become a member ” of the USAF/Functional Area Manager CoP? (https://afkm.wpafb.af.mil/SiteConsentBanner.aspx?ReturnUrl=%2fcommunity%2fvIEWS%2fhome.aspx%3fFilter%3dAF-LG-00-05&Filter=AF-LG-00-05)			
6.	Have you completed the FAM Web Based Training (WBT) located on the FAM CoP (https://afkm.wpafb.af.mil/SiteConsentBanner.aspx?ReturnUrl=%2fcommunity%2fvIEWS%2fhome.aspx%3fFilter%3dAF-LG-00-05&Filter=AF-LG-00-05) within three months of appointment and provided a certificate of completion to the HQ AFRC OFAMO? 10-401, 12.11.1.			
7.	Have you completed the AFRC Specific FAM Training course conducted by HQ AFRC/A5XW (POC-Mr. Gerald Mekosh, DSN 497-1727)? 10-401, 12.11.2.3.			
8.	Do you have a DCAPES account, username and password? (Mr. Jesus Ramirez DSN 497-1971)			
9.	Have you completed the DCAPES MAJCOM FAM Course (Mandatory) and provided a certificate of completion to the HQ AFRC OFAMO? 10-401, 12.11.2.2.			
10.	Have you completed the Contingency Wartime Planning Course (CWPC) (Optional)? Attendance at CWPC is highly recommended for all new FAMs. CWPC is in extremely high demand and may not be available to all personnel who wish to attend. FAMs will coordinate with their OFAMO to obtain a slot. 10-401, 12.11.2.1.			
	FORCE PLANNING			
	FAM Guidance			
11.	Have you read and have an understanding of your roles and responsibilities outlined in the following AFIs: 10-201, 10-244, 10-401, 10-402 v1, 10-403, 10-404, AFD			

	10-4, and 90-201?			
12	Do you have an understanding of Air Force doctrine and policies regarding Air Force force presentation and the planning policies, processes and systems used to support the joint planning process? 10-401, 12.7.2.1.			
13	Have you provided guidance to your subordinate organizations in reference to personnel and equipment recovery, leave policy, prioritization of equipment purchase or replacement and unit readiness reporting? 10- 244, 2.4			
14	Have you provided expert guidance to your subordinate organizations for UTC taskings within your functional area, including management of UTC Availability (UTA) and UTC alignment within AEF libraries? 10-403, 1.4.11.2.3.			
15	Have you provided expert guidance and management to your subordinate organizations for UTC tasking of Air Force Specialty Codes (AFSC) within your 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 a UTC. 10-403, 1.4.11.			
	OPLAN/OPORD development			
16	Have you stayed fully engaged and involved with end to end TPFDD management processes to establish proper integration and harmonization at all functional levels, to include actual responsibilities to perform tasks and ensure proper actions? 10-401, 12.7.3.1.			
17	Do you routinely check applicable newsgroups to stay engaged in actions relative to your functional community? 10-401, 12.7.3.2.			
18	Have you verified the war planner's sourcing of OPLAN TPFDD during supporting command reviews for contingency and crisis action planning? 10-401, 12.9.2.1.			
	Unit Type Code (UTC) development, management, and maintenance activities			
19	Are you familiar with and understand your roles and responsibilities in the UTC development, management, and maintenance process outlined in AFI 10-401 Ch 5? 10-401, 12.7.4.1.			
20	Have you completed MEFPK responsibilities listed in AFI 10-401 Ch 5? 10-401, 12.9.3.1.			
21	Have you reviewed, validated, and corrected as necessary, standard UTC data at least annually to ensure accurate and complete standard deployment data (See Ch 5.) 10-401, 12.9.3.3.			
22	Have you conducted UTC management actions to include development of new UTCs, deletions of old UTCs, and maintenance of current UTCs? 10-403, 1.4.11.2.2.			
23	Have you resolved mismatches between unit UTC availability (UTA) and the UTCs listed on the Designed Operational Capability (DOC) Statement 10-201, 1.11.5			
24	Have you developed new DOC Statements, and do you keep approved DOC Statements current? 10-201, 1.11.5			

25	Have you ensured all units sourced in plans have DOC Statements and provided inputs addressing the disconnects? 10-201, 1.11.5			
26	Have you developed DOC statements for all units in your functional area of responsibility, ensuring units' personnel and equipment authorizations are sufficient to meet planned taskings? 10-403, 1.4.11.2.1.			
27	Have you planned and managed all personnel and equipment within your specific functional discipline to support assigned contingencies? 10-403, 1.4.11.2.			
28	Have you managed your assets and tracked your unit taskings to include resolving tasking problems, assisting AEFC in the tasking sourcing validation process? 10-403, 1.4.11.2.5.			
29	Do you submit a revised DOC statement immediately when a unit tasking is changed to either add or delete UTC(s) required to support the DOC. Any changes to DOC content, such as unit data, UTC information require a new/revised DOC Statement. 10-401, 12.9.5.2.1.1.			
	FORCE POSTURING			
30	Are you familiar with and understand the guidance and procedures for the posturing of Air Force capabilities in UTCs as outlined in 10-401, Chapter 7? 10-401 12.7.5.1.			
31	Have you ensured your units are manned, trained, and equipped to maintain the postured capability and have coordinate all changes to UTC posturing and coding with units? 10-401, 12.9.4.2.			
32	Are you aware of wartime requirement changes (mobility and/or in-place) and changes driven by announced force structure changes; UTC/UMD mismatches, unit reorganizations, and functional reorganizations. 10-401, 12.9.4.3.			
33	Have you notified the Air Staff FAMs of changes to availability due to reorganizations, conversions, deactivations, etc., and the MAJCOM/FOA war planners who, in turn, will notify AF/A5XW? 10-401, 12.9.4.3.			
34	Have you verified UMD support for changes to manpower requirements/authorizations? If there is a UTC/UMD mismatch, have you worked with command manpower representatives to further investigate possible causes/deficiencies or alternatives for correction? 10-401, 12.9.4.4.			
35	Have you coordinated with units when manpower conflicts/shortfalls occur? If unable to resolve discrepancies, have you contacted your MAJCOM manpower representative to request additional information and assistance to determine projected get-well date for UMD support when shortfalls occur? 10-401, 12.9.4.5.			
36	Do you advise the Air Staff FAM and MAJCOM/FOA war plans OPR when significant changes in availability occur? 10-401, 12.9.6.10.			
	FORCE MANAGEMENT			
37	Are you capable of reviewing detailed planning data; analyzing the information for trends; and directing appropriate corrective actions if necessary? 10-401, 12.7.8.1.			
38	Do you review the UTC Availability (UTA) and compare the UTA against current ART and unit SORTS report? 10-401, 12.9.6.1.			

39	Do you analyze the ECS target base alignment and ensure units and the capabilities represented by their UTCs are correctly aligned? 10-401, 12.9.7.1.1.			
40	Do you ensure the DRMD accurately reflects the UTC requirements for sourcing and tasking? 10-403, 1.4.11.1.			
	FORCE READINESS			
	Develop criteria for readiness reporting and monitoring			
41	Are you familiar with and understand the established guidance and procedures for force readiness reporting and monitoring, to include Status Of Resources and Training System (SORTS) criteria and reporting in accordance with AFI 10-201 and AEF Reporting Tool (ART) criteria and reporting, in accordance with AFI 10-244? 10-401, 12.7.6.1.			
42	Do you monitor the readiness status of your functional units on a continual basis, to include Status Of Resources and Training System (SORTS) reporting and ART reporting? 10-401, 12.9.5.1.			
43	Do you initiate, coordinate, and review SORTS DOC statements and ensure units report status in SORTS in accordance with AFI 10-201? 10-401, 12.9.5.2.			
44	Do you assist in resolving reporting issues and problems and respond to questions regarding content of unit reports. 10-401, 12.9.5.2.			
45	Do you analyze SORTS data for information on trends and deficiencies such as shortfalls in manpower, equipment, and training? For example, does the unit manpower document (UMD) fully support the UTCs reflected on the DOC statement, does the unit have all necessary equipment, and are the personnel adequately trained? 10-401, 12.9.5.3.			
46	Do you review detailed SORTS data, analyze information for trends, and direct appropriate actions in response to lowered C-levels? 10-201, 1.11.5			
47	Do you review units SORTS reports each month regardless of C-level and be prepared to discuss problems, issues and solutions at the AFRC/CC/CV monthly SORTS briefing? 10-201, 1.11.5			
48	Do you develop solutions to identified functional area deficiencies and direct appropriate actions, by elevating limiting factors that require action or support from Air Staff FAMs as necessary? 10-401, 12.9.5.3			
49	Do you monitor and review UTC readiness in the ART database to ensure all UTCs are reviewed and updated in ART by the unit commander according to the instructions and timelines established in AFI 10-244? 10-401, 12.9.5.4.			
50	Do you ensure the timeliness, accuracy, and validity of subordinate units' ART and SORTS data, to include sampling, reviewing, and assessing adequacy of the remarks and challenging inadequate remarks? 10-401 12.9.5.4.2. 10-403, 1.4.11.2.4.			
51	Do you assist in correcting deficiencies and discrepancies and elevate limiting factors that require action or support from Air Staff FAMs, as necessary. 10-401, 12.9.5.4.3.			
52	Do you coordinate changes affecting a unit's SORTS report (i.e. change unit UTC tasking, termination, initiating unit SORTS reporting) with A3XR, A5XW and A8P			

	prior to implementation or official unit notification? 10-201, 1.11.5			
53	Do you work to resolve issues if discrepancies are noted between other deployment tasking databases and the AEF TPFDD loaded in ART? 10- 244, 2.7.4.7.			
54	Do you assist units in resolving tasking conflicts between the UTA and Air Force Component Command requirements as required? 10- 244, 2.7.1.5.			
	FORCE SOURCING			
55	Do you determine what resource actions would be required to fill the UTC tasking when tasked UTCs are sourced from units with C-levels other than C-1? 10-401, 12.9.6.9.			
56	Do you ensure the TPFDD accurately reflects and is consistent with resources that actual units will deploy? 10-401, 12.7.7.1. 10-401, 12.9.6.2.			
57	Do you use DCAPEs and the Air Force Verification Capability (AFVC) tool to support sourcing and verification process for their responsible forces? 10-401, 12.7.7.2 & 12.9.6.5			
58	Do you ensure timelines established to support the sourcing, verification, and validation processes are met? 10-401, 12.7.7.3.			
59	Do you routinely check applicable newsgroups to stay engaged in execution actions relative to your functional community, specifically, the sourcing, verification, and validation of functional requirements? 10-401, 12.7.7.4.			
60	Deleted			
	FORCE EXECUTION			
61	Do you maintain dialogue with the AEFC functional schedulers to ensure taskings are correct and sourced to the appropriate units, based on postured UTCs, availability coding, and ART assessments? 10-401, 12.9.6.3.			
62	Do you ensure installation deployment officers (IDOs) are informed of wing AEFC sourcing. 10-401, 12.9.6.6.			
63	Do you resolve tasking problems that are identified by units during TPFDD execution, i.e., a unit's inability to fill a tasking? Actions may include changing the tasked unit or substituting a UTC in the same AEF eligibility period that can meet the mission capability and transportation requirements. 10-401, 12.9.6.7.			
64	Do you notify the AEFC and coordinate MAJCOM reclama actions when the MAJCOM is unable to source requirements from available UTCs? 10-401, 12.9.6.8.			
65	Do you make recommendations regarding approval or disapproval of shortfalls and reclama actions IAW command processes and coordinate with AEFC IAW AEFC and AF implementing guidance? 10-403, 1.4.11.2.6.			
66	Do you analyze final sourced OPLAN TPFDDs of all plans sourced during the planning cycle to identify MAJCOM taskings and UTC shortfalls and overages and initiate corrective actions? 10-401, 12.9.7.1.4			
67	Do you provide final approval authority for all taskings, and through established			

.	mechanisms, task their respective units to support AEF requirements? 10- 244, 2.4			
68	Do you (1) verify the sourced forces are available, (2) identify substitute forces, or (3) return the unfilled requirement back to the MAJCOM/AEFC for alternate sourcing and/or Service short fall? 10-402, 8.1.6.			
69	Are you familiar with USAF force sourcing (and deployment) procedures are prescribed in AFI 10-401 and AFI 10-403, and mobilization policies and procedures outlined in AFPD 10-4, 10-402v1? 10-402 8.1.10. 10-402 8.1.7			
70	Do you review, prepare, and forwarding Condition 5 reclama recommendation packages to the appropriate agencies, for approval or disapproval IAW AFI 10-401? 10-403, 1.4.11.3.			
	FORCE RECONSTITUTION			
71	Do you review the AEF Discrepancy reports for your functional area to ensure that solutions and guidance are issued to minimize future discrepancies?			
72	Deleted			
73	Do you periodically review AF Lessons Learned for your functional area and disseminate to your subordinate organizations?			
	STRATEGY QDR, GEF/GDF, APPG/POM, JSCP, & WMP			
74	Where significant shortfalls exist, do you initiate actions with Air Staff FAM to correct the situation in future planning cycles? 10-401, 12.9.7.1.4.			
75	Do you ensure appropriate programming actions are initiated when evolving requirements exceed the functional capabilities of the command, to correct the situation or changes in the functional area's concept of operations to compensate for functional shortfalls? 10-401, 12.9.7.1.3.			
76	Do you participate in activities to address wartime size and composition of support forces and thus that function's ability to complete its mission requirements? 10-401, 12.9.7.1.2.			
	MISCELLANEOUS			
77	Have you reviewed and/or recommend changes to AFRC supplement to AFI 10-201? 10-201, 1.11.5			
78	Are you the initial responder when the Crisis Action Team (CAT) is activated? 10-401, 12.7.7.5.			