

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



AIR FORCE INSTRUCTION 10-403

**AIR FORCE SPACE COMMAND
Supplement**

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Operations

**DEPLOYMENT PLANNING
AND EXECUTION**

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This publication supplements AFI 10-403, *Deployment Planning and Execution*. This supplement provides the basic AFSPC command-unique guidance to support contingency operations at all levels of command. This is an AFSPC stand-alone supplement. The supplement applies to all AFSPC Headquarters, Numbered Air Force (NAF), and active duty assigned wing/unit personnel. AFSPC-gained Air Force Reserve Command (AFRC) units and members will follow AFRC guidance unless otherwise annotated as applicable within this supplement. AFSPC-gained Air National Guard (ANG) units and members will follow guidance as outlined in ANG published supplemental guidance to AFI 10-403. This publication may not be supplemented or further implemented/extended. 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*. The authority to waive wing and/or unit requirements in this publication are identified with a tier ("T-0, T-1, T-2, or T-3") number at the end of the paragraph; see AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of authorities associated with tier numbers. This supplement requires the collection and/or maintenance of information protected by the Privacy Act of 1974. The authority to collect and/or maintain the records prescribed in this supplement is Title 10 U.S.C. Forms affected by the Privacy Act have an appropriate Privacy Act Statement. Consult AFI 33-332, *Air Force Program*, for further guidance on Privacy Act Statements. Ensure that all records created as a result of the process prescribed in this publication are maintained in accordance with AFMAN

33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This supplement has revised and should be reviewed in its entirety. Paragraph **1.9.1.29.3** has revised the Tier Waiver Authority Approver to be. **(T-2)**. Additionally, other changes include replacing email distribution list with organizational mailbox.

1.7.8.1.1. The OPR for command deployment guidance is HQ AFSPC Logistics Readiness Division (A4R). HQ AFSPC staff functional managers will coordinate all deployment guidance through HQ AFSPC/A4RXX and AEF Policy and Operations, HQ AFSPC/A3XD prior to issue. Deployment guidance for AFRC units gained by AFSPC will be coordinated through appropriate HQ AFRC functional managers and HQ AFSPC/A4R. **(T-1)**.

1.7.8.4.10. HQ AFSPC/A4RXX will conduct Staff Assistance Visits (SAV) when requested by an Installation Commander. Requests must reach HQ AFSPC/A4R at a minimum of 90 calendar days prior to the assistance visit and follow gatekeeper guidance in AFI 90-201, *The Air Force Inspection System*, para 1.5.9.10. The Installation Commander and Installation Deployment Officer (IDO) will be provided a written report and briefed on the results of the visit prior to the team's departure. AFRC Numbered Air Force will conduct assistance visits for AFRC units. **(T-2)**.

1.8.1.1.1. The Installation Commander will establish an Installation Deployment Readiness Center (IDRC) at all AFSPC bases. **(T-2)**.

1.8.1.4.2.1. The IDO must be appointed in writing by the Installation Commander within 30 days of being designated or assigned to the position. **(T-2)**.

1.8.1.4.4. Provide an electronic copy of the IDO Appointment Letter to HQ AFSPC/A4RXX NLT 60 days after appointment. **(T-3)**.

1.8.1.5.2.1. The Installation Commander is responsible for forecasting the frequency and scope of deployment exercises to be conducted during the upcoming AEF cycle. **(T-3)**.

1.8.5.4.1. Requests to deviate from IDRC direct support staff must be signed by the Wing/Installation Commander and approved by Directorate of Logistics, Installations, and Mission Support (HQ AFSPC/A4/7) and Directorate of Manpower, Personnel, and Services (HQ AFSPC/A1). A coordinated reply to approve/disapprove the deviation request will be sent to and maintained by the IDO. **(T-3)**.

1.8.5.9. Establish and maintain an IDRC organizational mailbox on both Non-secure Internet Protocol Router Network (NIPRNET) and Secure Internet Protocol Router Network (SIPRNET). The title of the organizational mailbox will be "X IDRC" where X is the wing designation (e.g. 99 SW IDRC) or a similar title in accordance with local communications policy. The "X IDRC" organizational mailbox will include the entire IDRC permanent staff (IDO, Alternate IDO, Logistics Plans, Installation Personnel Readiness, etc.) and be kept current as personnel rotate through the IDRC. **(T-2)**.

1.8.6.12.4. All conducted SAVs will be documented, to include any commander training conducted in conjunction with the visit. The IDRC will maintain SAV documentation on file for a minimum of two years. **(T-2)**.

1.9.1.12.1. Appoint enough cargo increment monitors across the unit's AEF Teaming to ensure proper support during the processing of assigned increments. The intent is to have increment monitors available during the entire deployment process. **(T-3)**.

1.9.1.15.5. UDMs will not be assigned additional duties that interfere or conflict with their primary responsibility as UDMs. **(T-3)**.

1.9.1.15.6. Unit Commanders must ensure applicable deployment workcenter augmentees are properly equipped for duty (i.e., steel toed boots, gloves, cold weather, rain gear, etc.). Recommend duration of 12 months for personnel assigned in augmentation position. **(T-3)**.

1.9.1.29.3. MAJCOM/A4 may waive the requirement to maintain Air Force Deployment Folders (AFDF), electronic or hardcopy, for AFSPC Combatant Command assigned units without a mobility mission (as determined by AEF Policy and Operations, HQ AFSPC/A3XD). **(T-2)**.

1.9.1.29.4. MAJCOM/A4 may waive the requirement to maintain AFDFs for AFSPC Service Retained units (determined by PAS Code) with less than 20% of their postured positions available for AEF rotational requirements (sum of DW and AW). Example: A SFS unit with 300 authorizations and only 10 "DW" counters would not require AFDFs for any of the 300 members. **(T-2)**.

2.8.9. AFSPC units will maintain planning (LOGPLAN) and scheduling/execution data (formerly DSOE) within the LOGMOD database for the current year, plus one inactive fiscal year, and update when superseded or obsolete.

2.29.1.5. The IDO will identify total bag requirements in a Weapons, Ammunition and Bags (WAB) report. The report must be routed to the host Logistics Readiness Squadron Commander or equivalent, Materiel Management Flight or equivalent, and to HQ AFSPC/A4RXX annually, NLT 1 January (**Note:** Date is subject to change based on COCOM requirement). The WAB report calculations will be based on all UTCs posture coded A/DW and UTCs posture coded A/DP with an inherently mobile mission (e.g. 4 SOPS/DOM, 5 CCG, etc.) in the current fiscal year AEF cycle (beginning annually on 1 October), and 25% of all Institutional Force authorizations for the installation. Out-of-cycle updates are only required when authorization changes exceed 10% of the wing's current number of UTCs listed in UTC Availability. **(T-2)**.

2.32.1.3. The Installation Commander will ensure a signed copy of the Installation Deployment Plan (IDP) is provided to HQ AFSPC/A4RXX. **(T-2)**.

2.32.8.12. Applicable reporting instructions and/or line remarks can supersede bag requirements for deploying personnel.

2.32.15.1. The IDO will conduct a review of the IDP every two years, certifying its content, currency, and accuracy with a memorandum of review signed by the Installation Commander. Any needed changes will be noted on the memorandum and will be incorporated into the IDP either via a wing-level Interim Change or Guidance Memorandum. A copy of the review memorandum will be provided to HQ AFSPC/A4RXX no later than 60 days following the review. **(T-2)**.

2.33.11.8.1.1. Logistics Module (LOGMOD) Administrators will provide HQ AFSPC/A4RXX (A4RDX.WF@us.af.mil) with a review memorandum (LOGPLAN/LOGFOR UTC weights comparison) on a semi-annual basis. **(T-2)**.

2.39.1.1. Ensure applicable training as identified in Attachment 5 and local IDP is tracked and documented. **(T-2)**.

2.39.5.1. The IDO, through work center supervisors, will ensure training programs are established and approved to ensure augmentees are fully trained. **(T-3)**.

5.6.2.1.1. Personal bags may be optional during local or HHQ exercises/inspections due to location variations, exercise ground rules, and/or reporting instruction requirements.

SCOTT M. ANDERSON, SES, DAF
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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

This supplement does not include any references.

Prescribed Forms

This supplement does not include any prescribed forms.

Adopted Forms

This supplement does not include any adopted forms.

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