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DEPLOYMENT PLANNING AND EXECUTION

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This instruction implements AFPD 10-4, Operations Planning: *Air & Space Expeditionary Force (AEF)* and AFI 10-401, *Air Force Operations Planning and Execution*. It provides the basic requirements for Air Force deployment planning and execution at all levels of command to support contingency and exercise deployment operations. This instruction applies to all Major Commands (MAJCOMs), Air National Guard (ANG), field operating agencies (FOA), direct reporting units (DRU), and Air Force civilian personnel. This guidance directly supports the Installation Commander to effectively and efficiently deploy forces in support of Operational Plans, AEF taskings, lesser contingency operations, exercises, and other operational/training events. Information on Global Force Management (GFM) and AEF implementation, processes, and procedures contained within this instruction are for informational purposes only; the source documents for Air Force support to GFM and AEF guidance are AFPD 10-4 and AFI 10-401. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier

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(USAFE) AFI 10-403, *Deployment Planning and* Execution, 30 September 2012 is supplemented as follows: The purpose of this supplement is to establish policy and procedures unique for the United States Air Forces in Europe and Air Forces Africa (USAFE-AFAFRICA) theater. This supplement applies to all United States Air Forces Europe and Air Forces Africa (USAFE-AFAFRICA) units. It does not apply to Air Force Reserve Command (AFRC) or Air National Guard (ANG) units. The use of the name of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force (AF). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

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

(USAFE) This change revises AFI 10-403 USAFE Supplement by (1) establishing deployment discrepancy reporting instructions, (2) provide guidance on IDP development for NATO, GSUs, and minor installations, (3) UDM training clarification.

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Chapter 1

ROLES AND RESPONSIBILITIES

Section 1A—Department of Defense

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

1.2. Secretary of Defense (SecDef).

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

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

1.3. Combatant Commander (CCDR).

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

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

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

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

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

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

1.4.4. Designates USSOCOM as the JFP for special operations forces. **(T-0)**

1.4.5. Military departments provide global sourcing recommendations to the JFC in support of GFM processes for all conventional force requirements. **(T-0)**

Section 1B—Headquarters Air Force

1.5. Headquarters Air Force.

1.5.1. Secretary of the Air Force (SECAF).

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

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

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

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

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

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

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

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

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

1.5.3.2. Chairs semiannual VCSAF AEF Forum.

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

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

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

1.5.4.2. Develops guidance regarding activation/mobilization, sustainment, and deactivation/demobilization of ARC forces.

1.5.4.3. Codifies expeditionary skills (ES) training construct/guidance in AFI 36-2201, *Air Force Training Program*, in addition to aligning ES within the Continuum of Learning (CoL).

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

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

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

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

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

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

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

1.5.4.11. Responsible for Total Force personnel accountability guidance.

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

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

1.5.6.1. Oversees all Air Force war planning and readiness.

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

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

1.5.6.2.2. Conveys instructions to all Air Staff, MAJCOMs, ANG, and

subordinate units to be ready to deploy at any time during their AEF deployment period, per the approved AEF schedule.

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

1.5.7. Director of Operations (AF/A3O).

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

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

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

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

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

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

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

1.5.8.3. Serves as Executive Secretariat for VCSAF AEF Forum.

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

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

1.5.8.6. Serves as co-chair of the AEFSG.

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

1.5.10. Director of Logistics (AF/A4L).

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

1.5.10.2. Develops guidance to support Air Force deployment objectives.

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

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

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

States (OCONUS) Air Mobility Squadrons; Integrated Computerized Deployment System (ICODES); and DCAPES.

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

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

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

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

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

1.5.10.11. Serves as core member of the AEFSG.

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

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

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

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

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

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

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

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

1.5.11.2. Provides commanders and civil engineer personnel with the guidance, processes, procedures, authorities, advocates for resources, and technical support it

requires in the areas of warfighting readiness, base development and operations, built infrastructure capital investment, sustainment, restoration, modernization, and demolition, base operations and sustainability, environmental protection, housing, fire protection, explosives ordnance disposal, and Readiness & Emergency Management.

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

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

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

1.5.11.6. Ensures that deployment programs meet environmental protection requirements.

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

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

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

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

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

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

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

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

1.5.12.3. Serves as the enterprise leader for multi-disciplined force protection (FP) needs.

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

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

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

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

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

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

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

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

1.5.16. Judge Advocate General AF/JA).

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

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

1.5.17. Chief of Safety (AF/SE).

1.5.18. Headquarters Air Force Directorates/Directorate Equivalents.

Section 1C—Air Reserve Components (ARC)

1.6. Air Reserve Components (ARC)

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

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

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

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

1.6.2. Director, Air National Guard (NGB/CF).

1.6.2.1. Ensures ANG forces meet the readiness requirements of the gaining Active force for deployment and employment operations.

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

Section 1D—MAJCOM

1.7. MAJCOM/MAJCOM Level Agencies.

1.7.1. General MAJCOM Roles and Responsibilities.

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

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

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

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

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

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

1.7.2. Commander, Air Combat Command (COMACC).

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

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

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

1.7.2.4. Task organizes an AETF from scheduled forces and will pass the sourcing requirement to the affected MAJCOM(s) on receipt of a HAF tasking order. Task

organization and transfer of AETF forces is coordinated through COMACC and AFPC/DPW.

1.7.3. Air Force Personnel Center Commander (AFPC).

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

1.7.3.2. Manages the ART reporting system.

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

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

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

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

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

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

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

1.7.3.7.3. Ensures the accuracy of DPDRT reports.

1.7.3.7.4. Maintains a DPDRT training site.

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

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

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

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

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

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

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

1.7.3.7.12. MAJCOM A1/AEF Cell personnel may contact AFPC/DPW DPDRT Program Manager(s) for assistance when necessary.

1.7.3.7.13. Maintains a minimum of a three year history of discrepancies previously submitted via DPDRT.

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

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

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

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

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

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

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

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

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

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

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

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

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

1.7.4.7. Determines wartime requirements of emergency-essential (E-E) civilian personnel whether located OCONUS or CONUS.

1.7.4.8. Reviews and approves/disapproves all deployed Wing/Group Commander requests to return personnel to home station outside of scheduled redeployment.

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

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

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

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

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

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

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

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

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

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

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

1.7.5.11. Follows higher headquarters reporting requirements.

1.7.5.12. Ensures PERSCO team and EFSSs within theater follow accountability and reporting procedures in the reporting guidance/processing instructions and AFI 36-3802.

1.7.5.13. Ensures AF/CAT-A1, HQ AFPC/Personnel Readiness Cell (PRC), supporting component headquarters, and applicable EFSSs and PERSCO team in the AOR receive correspondence on all command personnel programs.

1.7.5.14. Follows guidance in AFI 36-3802 and AFI 36-2629, *Individual Mobilization Augmentee Management*, on the utilization and accountability of Individual Mobilization Augmentees (IMAs).

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

1.7.5.15.1. Force accountability.

1.7.5.15.2. Communication factors.

1.7.5.15.3. Supported command-unique reports.

1.7.5.15.4. Command structure.

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

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

1.7.6. Supporting Agencies.

1.7.6.1. Responsible for ensuring units are notified of planned taskings and ensures forces are organized, trained, and equipped to meet their required capabilities.

1.7.6.2. Monitors their wing's/organization's UTC assessments in ART IAW AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces*.

1.7.6.3. Identifies and coordinates substitute UTCs, if a UTC is not available to meet AFPC/DPW-sourcing, use a UTC from within the same AEF eligibility period that can meet the mission capability and transportation requirements. Follow alternate sourcing guidance IAW AFI 10-401.

1.7.6.4. Verifies, coordinates, and flows requirements from AFPC/DPW to designated units IAW timeliness established in AFI 10-401, Table 8.5. NOTE: MAJCOM/FOA/DRUs will follow reclama procedures as directed in AFI 10-401, Chapter 9.

1.7.6.5. MAJCOM/A3, or designated representative, serves as core member of the AEFSG.

1.7.7. Institutional Forces.

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

1.7.7.1.1. DELETED

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

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

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

1.7.7.4.1. DELETED

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

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

1.7.8. Directorate of Logistics (MAJCOM/A4).

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

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

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

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

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

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

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

Force and Other Allied and Friendly Forces.

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

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

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

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

1.7.8.4.8. DELETED

1.7.8.4.8. **(USAFE)** The Deployment and Readiness Policy Branch (HQ USAFE-AFAFRICA/A4RR) is the Office of Primary Responsibility (OPR) for command deployment guidance and implementing deployment concepts. Deployment matters that can be identified to a specific USAFE directorate or staff function will be worked by that agency. HQ USAFE-AFAFRICA staff Functional Area Managers (FAM) will coordinate deployment guidance through HQ USAFE-AFAFRICA/A4RRT prior to issuance.

1.7.8.4.9. DELETED

1.7.8.4.9. **(USAFE)** HQ USAFE-AFAFRICA/A4RRT is the Command Point of Contact (POC) for Integrated Deployment Systems (IDS). Units requiring Logistics Module (LOGMOD) procedural or technical assistance will contact HQ USAFE-AFAFRICA/A4RRT, at Digital Switched Network (DSN) (314) 478-1288 during normal duty hours, prior to requesting assistance from the Field Assistance Branch (FAB). Outside of normal duty hours and for urgent concerns contact the FAB directly and back brief HQ USAFE-AFAFRICA/A4RRT. (The FAB's contact information is DSN (312) 596-5771, extension 1, 3, 4.)

1.7.8.4.10. **(Added-USAFE)** HQ USAFE-AFAFRICA/A4RRT will conduct training assistance visits when requested. Requests should reach HQ USAFE-AFAFRICA/A4RRT at least 60 calendar days prior to the assistance visit. The purpose of a training assistance visits is to assist the Wing Installation Deployment Readiness Cells (IDRC) with deployment procedures and adherence to command policy. The visits will be funded under HQ USAFE-AFAFRICA/A4RR.

1.7.9. Directorate of Operations (MAJCOM/A3).

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

1.7.9.2. Distributes subordinate unit deployment taskings. This will include applicable portions of each supported commander's OPLAN-related TPFDD. Any

actions regarding the UTA are coordinated with appropriate UTC Functional Managers.

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

1.7.10. Directorate of Personnel (MAJCOM/A1).

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

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

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

1.7.10.3.1. **(Added-USAFE)** Force Support UTCs identified as critical, or having SEIs, require personnel to begin training upon being assigned to the UTC in ART.

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

1.7.10.4.1. **(Added-USAFE)** Ensures all subordinate Installation Personnel Readiness (IPR) cells create an email distribution list titled "XX IPR" or similar ("XX" being the numbered Wing…for example 48 IPR). The distribution list should include the entire IPR staff. The NCOIC of the IPR will be responsible for keeping the distribution list current. This email distribution system applies to both the NIPRNET and SIPRNET.

1.7.11. DELETED

1.7.11.1. DELETED

1.7.11.2. DELETED

1.7.11.3. DELETED

1.7.11.4. DELETED

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

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

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

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

1.7.12.4. Documents subordinate unit backfill requirements in DRMDs.

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

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

1.7.12.7. Validates manpower requirements for the deployment Augmentation Duty program IAW AFPAM 10-243, *Augmentation Duty*.

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

1.7.13. MAJCOM FAMs.

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

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

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

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

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

1.7.13.3.3. Provide expert guidance for UTC taskings within their functional area, including management of UTA and UTC alignment within AEF Libraries i.e. AEF banding assignments.

1.7.13.3.4. Monitor readiness (through SORTS, DRRS, and ART) of all units that includes initiating measures to correct deficiencies within affected units.

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

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

1.7.14. Joint Basing.

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

deployment planning and execution operations IAW Joint Basing Implementation Guidance (JBIG) and DODI 4000.19**. (T-0)**

1.7.14.1.1. DELETED

1.7.14.1.2. DELETED

1.7.14.1.3. DELETED

1.7.14.1.4. DELETED

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

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

1.7.14.3.1. DELETED

1.7.14.3.2. DELETED

1.7.14.4. DELETED

1.7.14.4.1. DELETED

1.7.14.4.2. DELETED

1.7.14.4.3. DELETED

1.7.14.4.4. DELETED

1.7.14.4.5. DELETED

1.7.14.4.6. DELETED

Figure 1.1. DELETED

1.7.15. Air Force Reserve Tenant/Associate Wing.

1.7.15.1. DELETED

1.7.15.2. DELETED

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

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

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

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

Section 1E—Installation/Wing Level

1.8. Installation/Wing Level.

1.8.1. Installation/Wing Commander.

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

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

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

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

1.8.1.4.1. DELETED

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

1.8.1.4.3. DELETED

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

1.8.1.5.1. Designates the Wing IG as the CCIP Director.

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

1.8.1.5.2.1. **(Added-USAFE)** Wing Commanders may request waivers for UTCs not to be exercised through the Wing Commanders Inspection Program (CCIP) director or Wing inspection team. The waiver will be validated by the HQ USAFE-AFAFRICA FAM, and will provide the installation a memorandum stating the UTC, personnel line numbers, and or cargo increments waived from exercise requirements. The memorandum will also give the Wing CCIP director or Wing inspection team specific FAM instructions for any simulations of the waived personnel positions and or cargo increments.

1.8.1.5.3. Establishes and chairs the Commander's Inspection Management Board (CIMB).

1.8.1.5.4. Ensures subordinate organizations establish and maintain self-assessment checklists (SACs) in support of the Wing CCIP IAW AFI 90-201. NOTE: AFI 90-201 does not mandate staff assistance visits (SAVs). **(T-3)**

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

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

1.8.1.5.7. DELETED

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

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

1.8.1.7.1. IAW AFDD 1, *Air Force Basic Doctrine, Organization, and Command,* DIRLAUTH is that authority granted by a commander (any level) to a subordinate to directly consult or coordinate an action with a command or agency within, or outside of, the granting command.

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

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

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

1.8.1.8.1. DELETED

1.8.1.8.2. DELETED

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

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

1.8.1.11. Incorporates AEF, deployment, and exercise topics into the installation/wing staff meetings to keep appraised of the unit's readiness along different stages of the AEF battle rhythm.

1.8.1.12. At home station, ensures all units and tenants comply with requirements for Home Station Reintegration Support IAW Chapter 8 of this instruction and other MAJCOM guidance.

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

1.8.1.13.1. DELETED

1.8.1.13.2. DELETED

1.8.1.14. Ensures units apply ORM guidelines during all phases of deployment planning, training, and execution (see AFPAM 90-902, *Operational Risk*

Management (ORM) Guidelines and Tools; AFPD 90-8, *Environment, Safety & Occupational Health Management and Risk Management*, and AFI 90-901, *Operational Risk Management*).

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

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

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

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

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

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

1.8.1.15.6. AF Suicide Prevention Program website (**http://afspp.afms.mil**) and Airman's Guide for Assisting Personnel in Distress (**http://afspp.afms.mil/leadersguide/default.htm**).

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

1.8.1.16. Ensures subordinate-level commanders maintain individual medical readiness on their assigned personnel IAW AFI 10-250, *Individual Medical Readiness*, AFI 41-106, *Medical Readiness Program Management*, DODI 6025.19, *Individual Medical*

Readiness, and DODI 6490.03, *Deployment Health.* Medical deployment requirements are outlined in Attachment 20. **(T-0)**

1.8.2. Wing Staff Structure.

1.8.2.1. Inspector General (IG)/CCIP Director.

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

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

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

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

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

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

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

1.8.2.3. DELETED

1.8.2.4. DELETED

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

1.8.3.1. Responsible to the Installation/Wing Commander for ensuring the installation/wing and all assigned units are prepared to execute deployment operations IAW this instruction, AFPD 10-4, AFI 36-3802, AFI 10-401, and applicable reporting instructions.

1.8.3.2. Ensures Installation/Wing Commander (or vice), and senior leadership, is briefed on AEF specific topics in a forum identified by the Installation/Wing commander. At a minimum, topics will include number of deployed personnel (by unit/group), forecast of identified deploying personnel (by unit/group) and a breakdown of deployed locations and how many installation personnel are deployed to those locations. Additional topics should include significant Air Force and AEF deployment policy changes/updates presented during recent AEF Execution Conferences, GFM Conferences, ART, and DPDRT discrepancies, as it affects their installation/wing.

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

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

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

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

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

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

1.8.3.8.1. DELETED

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

1.8.3.8.2.1. DELETED

1.8.3.8.2.2. DELETED

1.8.3.8.2.3. DELETED

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

1.8.3.9.1. The Force Support Family Child Care Flight provides childcare during contingencies to support mission readiness, e.g. Extended Duty Care, Mildly Ill Care, Returning Home Care, and Respite Care.

1.8.3.9.2. Childcare providers receive training on caring for children who are experiencing family separations and reintegration, or whose parents are working extended hours.

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

1.8.3.11. DELETED

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

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

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

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

1.8.4.4. Provides overall management including, but not limited to, secure storage, issue/receipt, and shelf life control for those mobility bags under their control IAW AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations,* and AFMAN 23-110, *USAF Supply Manual*.

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

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

1.8.4.6.1. DELETED

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

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

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

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

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

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

1.8.4.9. Ensures comprehensive deployment training and IDS classes are conducted for deployment work center personnel and UDMs to ensure they have the necessary

skill sets to accomplish the full range of their deployment responsibilities to include accurate LOGMOD updates of execution and movement data to support the ITV process through CMOS/GATES. NOTE: For AMC bases, LRS Small Air Terminal personnel, in collaboration with the IDO, will coordinate all requirements for CMOS/GATES training with the APS, as necessary.

1.8.4.10. Ensures squadron provides training for deploying property custodians.

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

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

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

1.8.5. Installation Deployment Readiness Cell (IDRC).

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

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

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

1.8.5.1.3. **(Added-USAFE)** Installations will create an email box titled “XX IDO” or similar title (XX being the numbered wing…for example, 48 IDO). Installations will also create an email distribution list titled “XX IDRC” or similar title. Include in the distribution list, at a minimum the “XX IDO” email, the IDO’s personal email and the IDNCO’s personal email. Installations are encouraged to include the entire IDRC staff in the “XX IDRC” distribution list. Also, installations will be responsible for keeping the “XX IDRC” distribution list current. This email distribution system applies to both the NIPRNET and SIPRNET.

1.8.5.1.4. **(Added-USAFE)** Wings will update the HQ USAFE-AFAFRICA/A4RRT SharePoint ICE page with the following required paperwork: IDO appointment letter, IDRC POC listing, Installa

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

1.8.5.3. The direct support staff can be expanded, at the direction of the IDO with Wing/CC approval, to include the LRS/Small Air Terminal, Manpower Office, tenant

unit, and ARC representatives. Operational and administrative control will be retained by their respective units and no transfers of personnel authorizations are authorized. **(T-3)**

1.8.5.3.1. DELETED

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

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

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

1.8.5.5.1. DELETED

1.8.5.5.2. DELETED

1.8.5.5.3. DELETED

1.8.5.5.4. DELETED

1.8.5.5.4.1. DELETED

1.8.5.5.4.2. DELETED

1.8.5.5.5. DELETED

1.8.5.5.6. DELETED

1.8.5.5.7. DELETED

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

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

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

1.8.6. Installation Deployment Officer (IDO).

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

1.8.6.1.1. DELETED

1.8.6.1.2. DELETED

1.8.6.1.3. DELETED

1.8.6.2. DELETED

1.8.6.3. DELETED

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

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

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

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

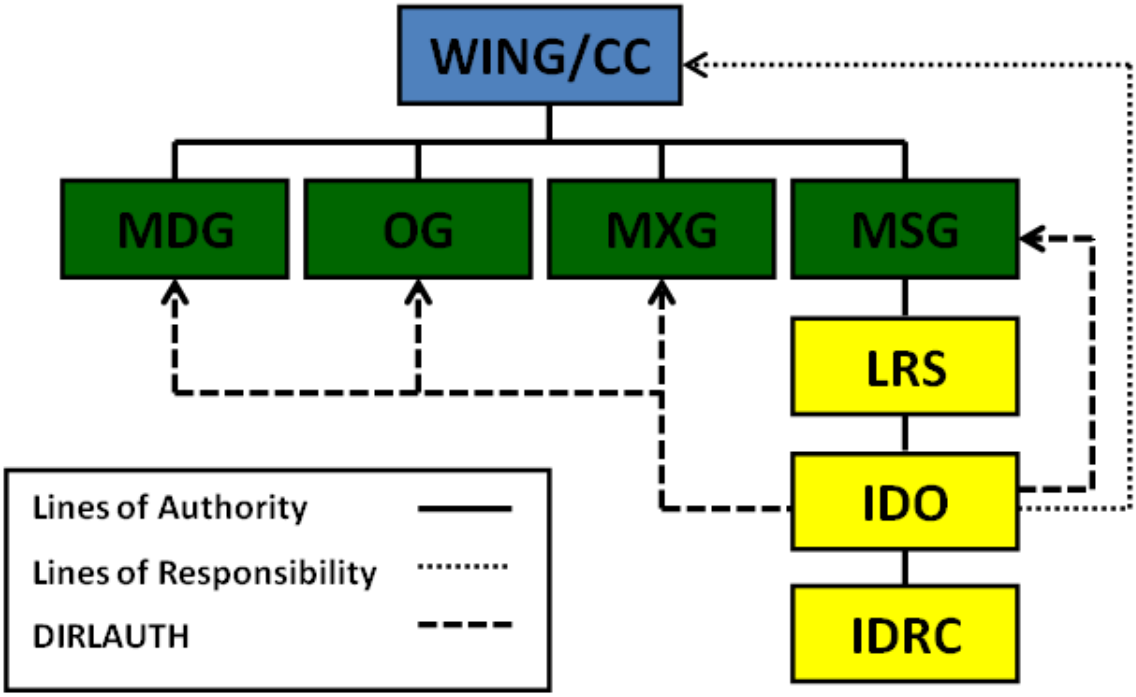
1.8.6.8. Develops and publishes Host Installation/Wing Commander-approved local guidance on deployment procedures in the form of the IDP.

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

1.8.6.9.1. **(Added-USAFE)** The IDO, through work center supervisors, will ensure a training program is established and augmentees are fully trained. Unit Commanders must ensure augmentees are properly equipped for their duties (i.e. steel toed boots, gloves, cold weather/rain gear, etc.). Personnel designated as an augmentee should work as an augmentee for a minimum for 12 months.

1.8.6.10. Receives all deployment taskings, including individual augmentee requirements, in support of all deployment commitments and immediately keeps the host Installation/Wing Commander, tasked commanders and senior commanders of tenant units, informed of such taskings.

Figure 1.2. IDO Lines of Authority, Responsibility and DIRLAUTH



1.8.6.11. Facilitates the installation's shortfall, reclama and UIC Change processes IAW AFI 10-401.

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

1.8.6.12.1. DELETED

1.8.6.12.2. DELETED

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

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

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

1.8.6.15. In coordination with IPR personnel, sends tasked Airman's Social Security Number (SSN), Name, Service, Rank, Account Code (CIC), Unit Line Number (ULN)

and Position Number, Mode and Source (M/S), APOE/APOD, Final Destination, Available to Load Date (ALD), and RDD to the Passenger Movement Element of the Deployment & Distribution Flight for reservations on airlift, as appropriate, for taskings to meet TPFDD criteria. This movement data is "Unclassified//For Official Use Only" upon execution IAW CJCSM 3122.02D. Review CCDR OPLAN security classification guidance for more stringent guidance. NOTE: SECRET TPFDD data must NOT be passed to the Passenger Movement Element.

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

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

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

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

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

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

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

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

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

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

1.8.6.26. Reviews all deployment-related documents such as OPLAN/CONPLAN TPFDD taskings, UTA, the all-forces TPFDD for equipment and related UTC taskings, Global Command and Control System (GCCS) Classified Newsgroups to identify the installation's total deployment/reception requirements.

1.8.6.26.1. At least annually and as required, briefs the Installation/Wing Commander, key installation staff, tenant/CCs, and key personnel to efficiently manage the installation deployment process for mission success.

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

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

1.8.6.26.3.1. **(Added-USAFE)** The preferred method of notification is the DRMD. Ensure any waiverable DAV limiting factors are addressed via MFR, which will be signed at the appropriate level and submitted to IPR.

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

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

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

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

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

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

1.8.6.30.1. DELETED

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

1.8.6.30.3. URC and/or RMG Detachments are highly encouraged to attend

UDM meetings to Total Force communication.

1.8.6.30.4. Publishes UDM meeting minutes documenting attendees, significant discussions, actions taken or directed by the IDO.

1.8.6.30.4.1. Serve as a summary of the status of the installation/wing UDM program and represent one of the key indicators used by MAJCOM A4L/A4Rs and the MAJCOM IG to assess the adequacy of the installation/wing deployment program.

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

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

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

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

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

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

1.8.7. Deployment and Distribution Flight (LGRD).

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

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

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

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

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

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

1.8.7.4.3. Training will also be annotated in the individual's training record.

NOTE: ICODES is the primary method for completing all load plans (i.e. preliminary and final).

1.8.7.5. Ensures CMOS/GATES can receive wing/unit level deployment data from LOGMOD, process this data, and pass this data to Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence (IGC) for ITV.

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

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

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

1.8.7.9. Briefs passengers regarding excess baggage limitations.

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

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

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

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

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

1.8.8. Force Support Squadron Commander (FSS/CC).

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

1.8.8.2. Assists the IDO in developing the IDP.

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

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

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

1.8.8.6. DELETED

1.8.8.6.1. DELETED

1.8.8.6.2. DELETED

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

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

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

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

1.8.8.9.2. Maintains accountability of deployed forces utilizing DCAPES.

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

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

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

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

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

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

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

1.8.8.11.4.1. An ID tag set (Dog Tags) is defined as two tags, one long-length neck chain, and one short-length neck chain.

1.8.8.11.4.2. Ensures CACs for deploying Airmen and DOD Civilians will be current and valid for the duration of the deployment plus an additional 30 days. Cards must be current and meet the requirements outlined in AFI 36-3026, *Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel*.

1.8.8.12. DELETED

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

1.8.8.13.1. This allows medical deficiencies and limitations to be addressed prior to PDF processing.

1.8.8.13.2. Individuals who are found to have discrepancies at the PDF will be deferred and/or delayed for processing if the conditions cannot be resolved in a timely manner.

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

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

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

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

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

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

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

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

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

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

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

1.8.9. Chief, Manpower and Organization (MO).

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

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

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

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

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

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

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

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

1.8.10.1. A&FRC has overall responsibility for providing personnel and their families with personal family readiness briefings and assists with family difficulties that occur during deployments.

1.8.10.2. IPR will add the A&FRC to processing checklists for all deployments or extended TDYs of 179+ days IAW AFI 36-3009, *Airman & Family Readiness Centers***.**

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

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

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

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

1.8.11. Civilian Personnel Officer (CPO).

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

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

1.8.11.3. Deployed position physical requirements.

1.8.11.4. Pay and allowance eligibility and system updates.

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

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

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

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

1.8.12.4. Provides DPWG representative, if required.

1.8.13. Communications Squadron Commander (CS/CC).

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

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

1.8.13.3. Fulfills requirements for GCCS and SIPRNET assets that support classified deployment planning and execution activities.

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

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

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

1.8.14. Contracting Squadron Commander (CONS/CC).

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

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

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

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

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

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

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

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

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

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

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

1.8.15.4. Provides combat arms personnel to conduct pre-embarkation inspections with Materiel Management Flight (LRS/LGRM) small arms managers, when required.

1.8.15.5. Provides security response to deployment centers when requested by the IDO for duress alarm activations, unruly passengers, illegal possession of prohibited items and disposal of nonhazardous contraband found in amnesty boxes.

1.8.16. Operations Group Commander (OG/CC).

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

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

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

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

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

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

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

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

1.8.17. Maintenance Group Commander (MXG/CC).

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

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

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

1.8.18. Medical Group Commander (MDG/CC).

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

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

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

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

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

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

1.8.19. Comptroller (FM).

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

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

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

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

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

1.8.20. Staff Judge Advocate (SJA).

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

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

1.8.20.3. Briefs deploying personnel on pertinent host nation legal issues and Status of Forces Agreement (SOFA) status, if necessary, during PDF processing or when

requested. Briefs on Rules of Engagement (ROE)/Rules for Use of Force (RUF) when operational circumstances require briefings prior to deployment.

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

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

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

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

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

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

1.8.21. Wing Chaplain (HC).

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

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

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

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

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

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

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

1.8.21.8. Provides trained individuals (including back-ups) to the PDF as needed, if required by local procedures.

1.8.22. Public Affairs Officer (PA).

1.8.22.1. Responsible to the Wing Commander for delivering candid and timely communication counsel and guidance on decisions and factors that affect the unit's

ability to accomplish its mission. Plans, organizes, conducts, and evaluates PA operations to communicate relevant, timely, accurate information to internal and external military and civilian publics.

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

1.8.22.3. Provides for visual documentation and imagery management.

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

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

1.8.23. Wing Safety (SE).

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

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

1.8.24. ARC Unit Readiness Cell (URC).

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

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

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

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

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

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

1.8.25.4. Provides further guidance for how OSI Agents deploy and will act as the IDO for all of their regional sites, thereby ensuring their personnel maintain a high

state of readiness in order to meet cargo and personnel deployment preparation requirements.

Section 1F—Individual Roles and Responsibilities

1.9. Unit/Squadron Commander

1.9.1. Commanders will:

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

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

1.9.1.2.1. DELETED

1.9.1.2.2. DELETED

1.9.1.2.3. DELETED

1.9.1.2.3.1. DELETED

1.9.1.2.3.2. DELETED

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

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

1.9.1.3.2. DELETED

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

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

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

1.9.1.6. Report unit readiness using:

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

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

1.9.1.6.3. Defense Readiness Reporting System (DRRS) report IAW AFI 10-252, *Defense Readiness Reporting System (DRRS).*

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

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

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

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

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

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

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

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

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

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

1.9.1.11.1. DELETED

1.9.1.11.2. DELETED

1.9.1.12. Appoint unit cargo increment monitors in writing to the host LRS Plans and Integration Element.

1.9.1.13. Ensure UDM(s) and deploying personnel review and comply with CCDR, APOE, PDT, AOR and country/location specific reporting instructions.

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

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

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

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

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

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

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

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

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

1.9.1.15.4. DELETED

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

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

1.9.1.18. Ensure UDMs attend LOGMOD training.

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

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

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

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

1.9.1.23. Ensure all UTC deployable cargo is properly prepared for deployment IAW AFI 24-203 **(T-0)**

1.9.1.24. Ensure UDMs or designated representatives collect and submit emergency contact information for each deploying member to complete advanced manifesting IAW DTR 4500.9-R, Part III. **(T-0)**

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

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

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

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

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

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

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

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

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

1.9.1.29. Ensure Airmen postured against UTCs P-coded as A/DW, A/DX, and IF personnel have an AFDF (or electronic equivalent) containing the items listed in Table A3.1, *Deployment Folder Table of Contents*, of this instruction. Personnel filling DW

and DX positions will maintain the highest state of readiness. **Note:** Recommend UDMs use NSN 7530-00-990-8884 or suitable substitute when building hard copy AFDFs. **(T-2)**

1.9.1.29.1. DELETED

1.9.1.29.2. DELETED

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

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

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

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

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

1.9.1.32. Upon redeployment, request tailored support from various CAIB/IDS-Delivery helping agencies for personnel and their families. **(T-3)**

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

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

1.9.1.32.3. Proactive command responses include: early recognition of readjustment difficulty, eliminating derogatory feelings towards the use of readjustment support, and facilitation of help-seeking behavior.

1.9.1.32.4. Actions during reintegration education and the AEF schedule will include: observation, screening, identification, referral, and follow-up support for personnel recovery.

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

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

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

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

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

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

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

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

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

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

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

1.9.1.36.1. PDPT affords deployable Airmen access to key deployment information such as Duty and Security Clearance status, AEFI assignment, Medical Readiness

status and status of requisite Total Force Awareness (TFA), and Tier 2A pre-deployment training requirements.

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

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

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

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

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

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

1.9.2. Training Requirements/Unit Personnel Readiness.

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

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

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

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

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

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

1.9.2.6.1. IAW AFI 10-401, the AEFSG resolves management of constrained resources, scheduling conflicts, and policy discrepancies. Combat Arms (CA),

CBRN Defense Training, and Expeditionary Combat Skills materials, facilities and/or personnel and are usually accomplished through just-in-time training. All other training will be accomplished by all personnel IAW AFI 36-2201 to ensure the training is completed and remains current throughout the member's deployment.

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

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

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

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

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

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

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

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

1.9.2.11.3. ID tags and ID cards.

1.9.2.11.3.1. Red Metal (Medical) Alert ID Tag. Home station MTFs will provide deploying personnel, with a documented medical allergic condition, the appropriate documentation to obtain a Red Medical Alert ID tag and chain. Deploying personnel will wear the Red Metal (Medical) Alert ID Tag with the conventional ID tag system. The 1996 Health Insurance Portability and Accountability Act (HIPAA) protects the privacy of individually identifiable health information, and the confidentially provisions of the Patient Safety Act by

preventing the disclosure of personal medical information to anyone without consent of the patient. NOTE: Upon receipt of deployment tasking notification, and again prior to deployment out-processing, UDMs will advise military personnel with any type of medical allergies to obtain the appropriate documentation from the MTF in order to acquire a Red Metal (Medical) Alert ID (if available).

1.9.2.11.3.2. DELETED

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

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

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

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

1.9.2.11.6. DELETED

1.9.2.11.7. Personal and family readiness briefings.

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

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

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

1.9.2.11.11. Ample supply of personal and hygiene items to cover projected duration of deployment.

1.9.2.11.12. Additional supplies of certain items (extra glasses, protective mask inserts, contact lens solutions, etc.) that have limited availability at the deployment location.

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

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

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

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

1.9.2.13.1. DELETED

1.9.2.13.2. DELETED

1.9.2.13.3. DELETED

1.9.2.13.4. DELETED

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

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

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

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

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

1.9.2.14.5. AF Form 357, *Family Care Certification*. If required by the supported CCDR reporting instructions, an MFR from the member's First Sergeant indicating the member has a current AF Form 357 on file that will remain current for the duration of the deployment meets CCDR criteria.

1.9.2.14.6. Leave and Earnings Statement (LES). If required by supported CCDR reporting instructions, members will hand-carry a copy of their LES vice placing a copy in their AFDF.

1.9.3. Training Requirements Tracking.

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

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

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

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

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

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

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

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

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

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

1.9.3.3.3.1. "C" - Complete, onhand, serviceable, properly prepared.

1.9.3.3.3.2. “I” - Incomplete, short, or improperly prepared item.

1.9.3.3.3.3. “R”- Member re-validating/re-accomplishing checklist item.

1.9.3.3.3.4. “N” - Not required/not applicable.

1.9.4. Unit Deployment Manager (UDM).

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

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

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

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

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

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

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

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

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

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

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

1.9.4.7. Performs execution activities:

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

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

1.9.4.8. Performs analysis activities and assist MAJCOM FAMs in conducting analysis to determine the wartime readiness of their functional area.

1.9.4.9. Contacts deploying/redeploying personnel to inform them of DHA completion requirements.

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

1.9.4.10.1. Copies of appointment letters (e.g. UDM and Unit Cargo Increment Monitor).

1.9.4.10.2. UDM training certificates.

1.9.4.10.3. UDM and DPWG meeting minutes.

1.9.4.10.4. UTC MISCAPs, MANFORs and LOGDETs for UTA postured UTCs.

1.9.4.10.5. Unit Manpower Document (UMD)/Unit Manpower Personnel Roster (UMPR).

1.9.4.10.6. Installation Deployment Plan (IDP).

1.9.4.10.7. UDM checklists.

1.9.4.10.8. Installation/wing specific deployment operating instructions

1.9.4.10.9. Applicable inspection and self-assessment checklist (SAC) findings.

1.9.4.10.10. Lessons learned.

1.9.4.10.11. Training slides.

1.9.4.10.12. Recall rosters.

1.9.4.10.13. Signed/approved shortfalls and waivers.

1.9.5. Unit Training Manager (UTM).

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

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

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

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

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

1.9.5.4. DELETED

1.9.6. First Sergeant.

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

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

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

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

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

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

1.9.7.1.1. Mandatory DPWG members:

1.9.7.1.1.1. Logistics Readiness Squadron (LRS):

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

1.9.7.1.1.1.2. Plans and Integration Section (LGRDX)

1.9.7.1.1.1.3. Small Air Terminal Section (LGRDT).

1.9.7.1.1.2. Force Support Squadron (FSS):

1.9.7.1.1.2.1. Readiness and Plans Section (FSOX).

1.9.7.1.1.2.2. Manpower and Personnel Flight (FSM).

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

1.9.7.1.1.4. Unit Deployment Managers (UDM).

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

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

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

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

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

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

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

1.9.7.6.1. **(Added-USAFE)** The IDO will maintain the Deployment Process Working Group (DPWG) meeting minutes for a minimum of two years. DPWG meeting minutes will be posted to HQ USAFE-AFAFRICA/A4RRT's organization share point (ref. para. 1.8.5.1.4).

1.9.8. Installation Reception Officer (IRO).

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

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

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

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

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

1.9.9. Deployed Commander.

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

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

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

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

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

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

1.9.9.1.5. Establishes procedures to account for deployed unit personnel, including DOD civilian and contract employees using available personnel until arrival of PERSCO team.

1.9.9.1.5.1. In the absence of a PERSCO team or supporting M&PF, oversees all of the personnel accountability and reporting requirements IAW AFI 36-3802 and Supported Command's reporting guidance/processing instructions. This includes daily duty status reports and casualty information to ensure a smooth transition of personnel strength information and reporting upon arrival of PERSCO teams.

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

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

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

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

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

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

Chapter 2

DEPLOYMENT PLANNING

Section 2A—Planning Overview

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

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

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

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

2.2. Deployment Planning Challenges.

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

2.2.2. Transportation/Mobility Assets. Airlift and tanker aircraft, aircrews, aerial port personnel, and MHE are limited assets and must be used wisely or risk being wasted. Wings/units must ensure their deployment processes and systems are kept up to date through aggressive training and exercise programs.

2.2.3. In-transit Visibility. Commanders at all levels rely heavily upon information systems to provide visibility of the movement of forces. Tracking force closure is critical to the CCDR ability to begin operations. Those systems require the highest levels of communications security (COMSEC) and operations security (OPSEC). Thus, it is imperative that deployment systems and processes down to the unit level be used effectively and efficiently.

2.2.4. **(Added-USAFE)** In USAFE-AFAFRICA, Main Operating Bases (MOB) have unique deployment planning challenges due to the number of different locations they must support outside of their installation. USAFE-AFAFRICA holds MOBs responsible for including annexes, Geographically Separated Units (GSU), and minor installations in their deployment planning efforts and IDPs. This also includes USAF members located on non-USAFE-AFAFRICA installations and those operated by the U.S. Army, Navy, or host nation. For deployment planning purposes, refer to **Attachment** 2, identifying USAFE-unique MOB, Annexes, GSU, and minor installation relationships.

Section 2B—War Planning and Execution Systems

2.3. Unit Type Codes (UTC).

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

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

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

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

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

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

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

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

2.4. Global Command and Control System (GCCS).

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

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

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

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

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

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

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

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

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

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

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

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

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

2.6.2. The objective of DCAPES is to provide improved and streamlined operations planning and execution processes.

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

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

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

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

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

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

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

2.6.10. DELETED

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

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

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

permissions only apply to wing level users who create and manage local exercise plan TPFDDs.

2.7. USAF War and Mobilization Plan (WMP).

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

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

2.7.2.1. Part 1 contains combat forces.

2.7.2.2. Part 2 is the AF UTA which contains all postured AF UTC capability.

2.7.2.3. Part 3 contains the AF Readiness Spares Package (RSP) authorization document.

2.7.2.4. Part 4 is the Capability Annexes to the Air & Space Expeditionary Force Presence Policy.

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

2.7.3.1. It contains all postured UTC capability in the AF listed by UTC/UIC/Record Number.

2.7.3.2. This UTA represents the AF's commitment to support CJCS, CCDR, and Service-unique requirements.

2.7.3.3. It documents all conventional and OPLAN capabilities for all Active, Guard, and Reserve units.

2.7.3.4. MAJCOM MEFPAK managers will ensure assigned units, to include Reserve Component units, have access to WMP-3, Part 2 (UTA) data for their unit.

2.8. Logistics Module (LOGMOD).

2.8.1. LOGMOD is a CAC-enabled web based logistics-planning program that resides on the AF Portal and receives and maintains the cargo and personnel details for UTCs and taskings.

2.8.2. It maintains detailed cargo records as well as personnel records (levy file positions and the personnel to fill them) and provides a C2 capability through the LOGMOD Schedule. LOGMOD operates in unclassified mode.

2.8.3. Currently, there is no direct interface between LOGMOD and DCAPES. LOGMOD is part of the WPES.

2.8.4. There are four main LOGMOD dropdowns:

2.8.4.1. Logistics Force Packaging Module (LOGFOR).

2.8.4.2. Planning/Maintain Planning (LOGPLAN).

2.8.4.3. Execution/Schedule.

2.8.4.4. Personnel Readiness.

2.8.5. LOGFOR provides the capability to create and maintain the standard logistics details consisting of supplies and equipment for all AF UTCs that have associated supplies and equipment. This data is called the LOGDET. AFI 10-401 provides detailed instructions on adding, deleting, updating, and maintaining UTCs.

2.8.6. LOGPLAN provides the capability to tailor or customize the plan-unique UTC database of equipment and supplies. It allows units to uniquely customize UTCs for each tasking (OPLAN/CONPLAN/AEF) that unit supports. Tailored UTC information developed in LOGPLAN must be manually transferred to DCAPES (air-gap process) to ensure the TPFDD includes correct movement requirements data. This data is called the Logistics Plan File (LPF).

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

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

2.9. LOGMOD (Web based).

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

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

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

2.9.4. DELETED

2.9.5. DELETED

2.10. Defense Readiness Reporting System (DRRS).

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

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

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

2.11.1. DELETED

2.11.2. DELETED

2.11.3. DELETED

2.12. Cargo Movement Operations System (CMOS).

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

2.12.2. Used for preparing and managing all movement documentation.

2.12.3. Enables bar coding and scanning for cargo processing.

2.12.4. Provides ITV.

2.13. Integrated Computerized Deployment Systems (ICODES).

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

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

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

2.14. Global Air Transportation Execution System (GATES).

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

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

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

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

2.15. Global Combat Support System (GCSS).

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

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

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

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

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

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

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

2.16.3. DELETED

2.16.4. DELETED

2.16.5. DELETED

2.16.5.1. DELETED

2.16.5.2. DELETED

2.17. Single Mobility System (SMS).

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

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

2.18. Military Personnel Data System (MilPDS).

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

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

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

2.18.4. AEF association does not apply to the ARC.

Section 2C—Pre-Deployment Activities

2.19. Supported Commander.

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

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

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

2.20. Deploying Commander.

2.20.1. With the pre-defined training and standards outlined by the supported commander, the responsibility for movement preparation rests with the deploying units.

2.20.2. Preparation responsibility for Institutional Forces and assigned IMAs lies with the host installation to which that unit or member is assigned and/or attached IAW AFI 10-401, Chapter 14.

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

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

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

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

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

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

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

2.20.10. Ensure UDMs perform a physical inspection of any/all required equipment prior to the departure of the deployers from home station. Further, commanders and supervisors alike will emphasize the importance of deploying member's bringing and maintaining all required equipment to training sites (e.g. PDT - Combat Skills Training (CST), Combat Airman Skills Training (CAST), Evasion and Conduct After Capture (ECAC) training, etc.)

NOTE: Regardless of whether an Airman is travelling on 1610 orders or CED orders, UDMs will brief Airmen that they will hand-carry AFDFs to PDT for in-processing purposes.

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

2.20.12. Basic Marksmanship (Small Arms) Training.

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

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

2.21. Wing Commander (Host Installation).

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

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

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

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

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

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

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

2.21.7.1. **(Added-USAFE)** MOBs also have unique deployment planning challenges due to the number of USAF NATO members requiring deployment support. USAFE-AFAFRICA holds MOBs responsible for including USAF NATO personnel in their deployment planning efforts and IDPs. MOB IDOs must determine the best method to use when planning and executing deployment operations in regards to Annexes, GSUs, and minor installations. The method chosen must be documented in applicable IDPs and coordinated with all parties involved to ensure full understanding.

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

2.21.9. Ensures assigned Airmen, to include tenant assigned personnel, are qualified and trained to fulfill their UTC MISCAP and deployment taskings.

2.21.10. Designates trained personnel to deployment processing functions.

2.21.11. Provides ready forces as tasked by CSAF.

2.21.12. Assumes and mitigates risks incurred with the deployment of a sizeable force from their installations.

2.21.13. Identifies limiting factors and shortfalls that preclude the deployment of assigned forces and report these to the MAJCOM for resolution.

2.21.14. Budgets for the cost of training and exercises as well as for IPE and medical support requirements (e.g. first-aid kits, DEET, permethrin uniform treatment, bednets/poles, etc.).

2.22. Squadron Commander.

2.22.1. Ensures the readiness of their assigned personnel and cargo and must ensure the squadron can meet the MISCAP of all assigned UTCs.

2.22.2. Procures, maintains and prepares equipment/supplies in a safe and serviceable condition (including calibrated, if required) for postured UTCs. NOTE: Ensure all assigned combat, combat support and combat service support personnel are postured in appropriate AEF Band or Enabler.

2.22.3. Trains and equips assigned personnel to meet MISCAP of postured UTCs. This includes ensuring Airmen tasked to deploy are educated on specific tasking information such as: tasking types, line remark requirements, estimated tour length, final destination, military/commercial travel itinerary and/or routing for assigned mission numbers.

2.22.4. Establish recall rosters and ensure unit representatives can be notified immediately upon IDRC/DCC receipt of deployment tasking.

2.23. AEF UTC Reporting Tool (ART) Unit Level Roles and Responsibilities.

2.23.1. All Air Force units including Air National Guard and Reserve components owning standard UTCs postured in UTA are required to report the readiness of their UTCs IAW AFI 10-244.

2.23.2. The unit commander appoints, in writing, and trains ART OPR/monitor IAW AFI 10-244. The appointment letter includes name(s), rank(s), unit and DSN telephone number.

For continuity purposes, the ART OPR/monitor should remain in this position a minimum of 18 months.

2.23.3. Report on all standard postured UTCs as reflected in ART within established time lines.

2.23.3.1. DELETED

2.23.3.2. DELETED

2.23.3.3. DELETED

2.23.3.4. DELETED

2.23.4. Ensure data and remarks adequately and accurately reflect the UTC's capability to perform its MISCAP.

2.23.4.1. DELETED

2.23.4.2. DELETED

2.23.4.3. DELETED

2.23.5. Review discrepancies noted in previous reports and actions being taken to correct them. If discrepancies are noted between other deployment tasking databases and the UTA information loaded in ART, it is incumbent on the unit to research the disconnect and work to resolve the issue with MAJCOM FAMs.

2.24. Personnel Taskings.

2.24.1. For all personnel deployment taskings, immediately use the LOGMOD shortfall function to notify the IDO and/or IDRC that the unit cannot fill a personnel requirement.

2.24.2. Submit personnel shortfalls IAW AFI 10-401, table 10.2.

2.24.3. DELETED

2.24.4. DELETED

2.24.4.1. DELETED

2.24.4.2. DELETED

2.25. Cargo Taskings.

2.25.1. For non-AEF executed taskings or when unit does not have access to RPT, use AFPC/DPW Manual RPT Form or AF Form 4006. **NOTE:** RPT is not authorized for weapons, ammo, and IPE/PPE shortfalls.

2.25.2. Submit the completed AFPC/DPW hard-copy reclama template or AF Form 4006 within times established in AFI 10-401 and/or the IDP.

2.25.3. When a cargo shortfall is processed (AF Form 4006), the IDRC staff will look for substitute cargo and equipment from another installation unit prior to submitting shortfall to MAJCOM for alternative sourcing. **(T-2)**

2.25.3.1. DELETED

2.25.3.2. DELETED

2.25.4. Reclama Template Classification Guidance.

2.25.4.1. AFPC/DPW's hard-copy reclama template is considered unclassified for planning and execution purposes as long as the tasked OPLAN/CONPLAN PID is not included. AFPC/DPW's hard-copy reclama template is the same as the LOGMOD automated shortfall process, with the exception of required unit commander/UDM signatures, and the proper justification.

2.25.4.2. DELETED

2.25.4.3. DELETED

2.25.4.4. DELETED

2.25.5. Train and equip assigned personnel to process deploying personnel and equipment.

2.25.6. Develop wing/unit level self-assessment checklists, instructional checklists, and operating instructions IAW AFI 90-201 and AFI 33-360 in support of the IDP and deployment operations, as required.

2.25.7. Works with the IDO/IDRC to identify all planned taskings (e.g. contingency plans, UTA, base support planning responsibilities, etc.). Validates unit's maximum simultaneous deployment capability. NOTE: These are accomplished during the commander's training/update.

2.25.8. DELETED

2.25.9. Designate unit representatives (i.e. cargo couriers) to accompany equipment and supplies on assigned lift. If, while in-transit, equipment and supplies are bumped en route to the deployed location, courier(s) will be available to coordinate movement of assets on the next available lift.

2.26. Installation Deployment Officer (IDO).

2.26.1. DELETED

2.26.2. Provides oversight and executes installation/Wing deployment C2 processes to ensure assigned units plan, prepare and execute deployments.

2.26.3. The IDO will:

2.26.3.1. In conjunction with assigned units, determine the installation's maximum simultaneous deployment capability and obtain Installation/Wing Commander approval annually. Maximum simultaneous deployment capability validation by squadron and Installation/Wing Commanders must be documented in writing, maintained in the IDRC /Logistics Plans and Integration Section office, and are sent to applicable MAJCOM A4/A4Rs for transparency.

2.26.3.2. Develop the Installation Deployment Plan (IDP). When developing the IDP, the IDO will confer with the Integrated Defense Plan to de-conflict weapons e.g. arms, ammunition and explosives (AA&E) issuing and/or transportation procedures for deploying personnel.

2.26.3.3. Brief Installation/Wing Commander and senior staff at least annually on UTCs assigned, the IDP, OPLANs the installation is tasked to support, projected installation

throughput requirements by day, installation bed-down forces by day, and installation LIMFACs and/or shortfalls. Briefing attendance and content will be documented in writing and maintained by the IDRC.

2.26.3.4. Train senior staff and squadron commanders on their responsibilities in deployment planning and execution. Training attendance and content will be documented in writing and maintained by the IDRC.

2.26.3.5. Determines appropriate and applicable reporting instructions, deployment guidance, AOR and training required.

2.26.3.6. Provide training links to UDMs and ensuring UDMs receive the necessary training to manage unit deployment programs.

2.26.3.7. Ensure all assigned UDMs complete IDO provided UDM training NLT 30-days after written appointment by the unit commander. NOTE: NLT 90 days for AFRC UDMs.

2.26.3.8. Ensure provided training is designed to enhance UDM basic knowledge and skills to improve wing deployment capabilities.

2.26.3.9. Use command level UDM training curriculum and materials provided by their respective MAJCOM A4L/A4Rs in order to conduct UDM classroom training.

2.26.3.9. **(USAFE)** 1 (**Added**) The IDO will appoint an experienced 7-level Logistics planner to oversee and conduct the UDM training program for the wing. UDM training will consist of a minimum of 40 hours of training, to include 3 duty days of academics and 2 duty days of hands on training concluding with a written practical exam. Additionally, the IDO will coordinate with applicable offices to ensure UDMs have the proper skill sets to accomplish the full range of their deployment responsibilities. Additionally UDM training will be conducted IAW the 8U000 UDM Air Force Qualification Standard (AFJQS) located at .

2.26.3.10. Include wing-level deployment planning processes (unique to the host installation/wing) that will not detract from command-level training curriculum and materials.

2.26.3.11. Ensure training venues are available to train unit personnel to prepare unit equipment and assigned personnel for deployment processing requirements. The IDO will also ensure training venues are available to train installation/wing personnel to process installation equipment and personnel.

2.26.3.12. Brief Installation/Wing Commander and senior staff monthly on discrepancies recorded during the previous deployment cycle. NOTE: Briefings should include information identified in DPDRT.

2.26.3.13. Establish processes and procedures for the DCC and collaborates with the process owners of the PDF and CDF to provide efficient and effective deployment C2 for processing the installation/wing's personnel and equipment.

2.26.3.14. Monitor appropriate command and control systems (e.g. DCAPES, JOPES, etc.) for TPFDD taskings and to identify requirements sourced to the installation and/or identified to embark from the installation.

2.26.3.15. Coordinate TPFDD requirements with IPR, LRS Traffic Management, and affected units.

2.26.3.16. Ensure TPFDD routing and time phasing information is followed. The IDO should ensure that designated IDRC personnel (both permanent and direct support staff) obtain and maintain access to the Air and Space Expeditionary Force Information Service (AEFIS). IDRC personnel should utilize the ITV Data Change Report and TPFDD Reconciliation Report, within AEFIS, on a daily basis to monitor potential TPFDD changes (i.e. Mode/Source code, C-day, Line Remark, Tasking Status, Tasked Personnel Accounting System (PAS) that may impact the TPFDD routing and time phasing of tasked personnel and cargo from home station.

2.26.3.17. For AEF schedule rotations, IDRC personnel will immediately identify TPFDD Mode/Source code and C-Day changes to the IDO to ensure LRS Passenger Movement Element personnel book/re-book deploying personnel, according to the Mode/Source code specified in the TPFDD. NOTE: AEFIS is an optional SIPRNET role-based application available from the secure AEF Online Portal at the following website: **https://aef.afpc.randolph.af.smil.mil**.

2.26.3.18. For AEF rotations, monitor the designated or dedicated newsgroups.

2.26.3.19. Determine requirements for RFID tags.

2.26.3.20. Process installation personnel and equipment shortfalls.

2.26.3.21. Identify LIMFAC/shortfalls in the deployment process.

2.26.3.22. Establish installation procedures to ensure Airmen accomplish all pre-deployment requirements to meet the specific FCG, AOR passenger routing and reporting instructions as well as all applicable location specific, PDT and APOE reporting instructions provided by the IPR.

Section 2D—Worst Case Scenario (WCS)

2.27. Worst-Case Scenario (WCS) Planning Factors.

2.27.1. In military terms, WCS is a set of conditions, situations or circumstances that directly impact or exceed an installation/wings ability to accomplish its operational readiness and/or MCO requirements.

2.27.2. In determining the WCS, the IDO, to include the IRO, must consider several factors. Typically, these factors identify and account for the installation/wings single most stringent deployment, reception/throughput, and bed-down support requirements e.g. pre-identified TPFDD personnel and cargo movement requirements, available installation infrastructure, facilities, and MHE authorizations. These items are assessed against the installation/wing's resources, capabilities and processes to help determine the installation/wing's LIMFACs.

2.27.2.1. The process begins with the IDO along with the IRO reviewing all applicable operations/contingency plans that their installation is tasked to support (UTA Posturing Codes (P-Coding), DOC statements, all force's TPFDDs, home station mission requirements, possible installation through-put, etc.), or as identified by each MAJCOM A4/A4R.

2.27.2.2. Once determined, the IDO and IRO will conduct a combined DPWG and RPWG meeting with all deployment and reception work center personnel from the DCC/RCC, CDF/CRF, and PDF/RPU, in order to revise the IDP by denoting the installations process and procedures for orchestrating an installation/wing's WCS. **(T-3)**

2.27.2.3. The IDO and IRO will formally document the installation's WCS and provide a briefing to key senior leadership annually. **(T-3)**

2.27.2.4. Table 2.1 identifies the primary factors to be reviewed, in determining the installation/wing's WCS (i.e. single most stringent contingency plan).

Table 2.1. Worst-Case Scenario (WCS) Planning Factors

Total number of deployable personnel.
Total number of deployable short tons.
Total number of transiting personnel.
Total number of transiting short tons.
Total number of inbound personnel.
Total number of inbound short tons.
Maximum on Ground (MOG): Using the transient or inbound aircraft types identified in the USAF War and Mobilization (WMP), Volume 4 (WMP – Wartime Aircraft Activity Report (WAAR)), it is necessary to review the airfield throughput capability associated to a contingency plan, to determine if existing airfield capacities will limit a planned operation. For initial planning purposes, enroute locations will be assumed to have a higher airfield throughput capability than the on/off-load locations. Parking and working MOG can be two different numbers with two significantly different meanings. Example: an installation will be able to park (10) wide-body aircraft at one-time, but will only have sufficient personnel and MHE to on/off-load (2) wide-body aircraft. The more restrictive MOG equates to the WCS.
C-Day with the largest personnel movement (Deployment, Transitory, or Inbound).
C-Day with the largest short ton movement (Deployment, Transitory, or Inbound).
Type and quantity of on-hand MHE.
Type and quantity of serviceable on-hand MHE.
Type and quantity of serviceable on-hand aerospace ground equipment (AGE).
Type and quantity of serviceable mission-critical vehicles.
Capacity of cargo processing facilities and holding areas.
Capacity of personnel processing facilities and holding areas.
Type and quantity of serviceable pre-positioned WRM.

2.27.2.5. Much of the source data required to determine WCSs come from the following systems and/or applications:

2.27.3. The War Mobilization Plan, Volume 3 (WMP-3) identifies apportioned forces and contains the UTA listing all postured UTCs.

2.27.4. The WMP, Volume 4, Wartime Aircraft Activity (WMP-4), contains the Wartime Aircraft Activity Report (WAAR) depicting aircraft activity aligned against OPLANs and some CONPLANs with TPFDDs. The WMP-4 also includes the Wartime Consumables Distribution Objective (WCDO), which planners can use to approximate maximum support

of aircraft activity (e.g. working MOG). Planners can get to the WAAR and the WCDO from the Logistics Feasibility Analysis Capability (LOGFAC) System.

2.27.5. Force flow data for deploying, transiting, and inbound forces can be accessed via the TPFDD. Planners will use JOPES or DCAPES to query the TPFDDs their wing units are tasked under.

2.27.6. The local BSP or ESP will identify wartime facility and infrastructure capacity, capability, ownership, and use. This data can be accessed through BaS&E Planning Tool. The Civil Engineer Squadron (CES) also hosts the Facility Management Board that allocates facility use. Airfield Managers work with CES and Wing Safety to develop aircraft parking plans.

2.27.7. The AF Equipment Management System (AFEMS) and Standard Base Supply System (SBSS) will provide WRM equipment listing (based on WRM UTCs from the UTA) and Custodian Authorization/Custody Receipt Listing (CA/CRL) for equipment and vehicle authorizations and on-hand numbers.

2.27.8. The Inventory Management Plan (IMP) will detail fuels storage capacity and requirements.

2.27.9. At the start of each global AEF schedule, unit commanders will ensure sufficient numbers and types of Airmen are associated to support the unit's postured and aligned UTCs. In the case of the Institutional Forces, host installations will add these forces and assigned IMA numbers to their WCS (at the Installation/Wing Commander discretion) through historical deployment data analysis. This will ensure an appropriate number of personnel are identified for each AEF vulnerability period in order to accurately determine sourcing solutions.

2.27.10. Taking these and other factors into account, the IDO and functional planners can start to estimate maximum requirements for facilities, equipment, vehicles, and personnel to support contingency/deployment operations.

2.27.10.1. Knowledge of the high volume days bounds the upper support limit (i.e. largest processing center required, most number of support vehicles needed, greatest amount of support personnel to train, etc.).

2.27.10.2. Total quantities assist in determining number of mobility bags and training capacity (instructors, facilities, equipment/supplies).

2.27.10.3. Other factors include weather/climate and home station location with associated risk.

2.28. Deployment Taskings.

2.28.1. The IDO will establish procedures to identify, accept, validate and verify all assigned taskings for host, assigned tenants, and GSUs to which the installation/wing is assigned as the servicing MPF.

2.28.2. IDOs at host installations having servicing MPF responsibilities for RegAF components of Total Force Integrated (TFI) units will identify, accept, validate and verify taskings on their behalf.

2.28.3. The IDO and base units tasked to support an OPLAN or CONPLAN will be familiar with the plan's concept of operations, basic plan, and the tasking. EXCEPTION: AFPC will initiate verification for all organizations considered "outside" the Air Force (see AFI 10-401, Table A8.3) and will provide documentation of approval from OSD/A&M to the servicing IDRC.

2.28.4. In addition to contingency planning taskings (OPLANs/CONPLANs), the IDO will identify UTCs postured in the UTA for all units.

2.28.5. The IDO will review installation taskings with planners, unit commanders and UDMs to validate posturing, AEF alignment/banding, UTC P-Coding, MISCAP statements, shortfalls/mitigation strategies, and ART reports.

2.28.6. Deficiencies are identified and reported to appropriate MAJCOM FAMs.

2.28.7. MAJCOM/NGB FAMs, working with unit commanders and following Air Staff FAM guidance, posture units by entering a UTC for that specific UIC into the UTA.

2.28.7.1. Multiple occurrences of a UTC for a unit will have a separate Availability Line Number (ALN).

2.28.7.2. MAJCOM FAMs, unit commanders, and UDMs must ensure the maximum numbers of funded authorizations assigned to the UMD are postured in standard UTCs.

2.28.7.3. Any residual deployable authorizations not in standard UTCs are postured into associate UTCs (A-UTCs).

2.28.7.4. Commanders and UDMs must ensure that Air Force manning positions are not assigned to more than one UTC record.

2.28.8. After validating all postured positions, unit commanders, UDMs, IDOs and planners will check the P-Coding of postured UTC records and subsequent AEF alignment.

2.28.8.1. P-Codes, when taken in concert with ART and manning, indicates the availability of UTCs. UTCs are aligned IAW HAF FAM (as supplemented by MAJCOM FAM) guidance and AFI 10-401, Chapter 7.

2.28.8.2. Installation/Wing Commanders are expected to place this guidance in their respective base support plans to expressly articulate mitigating factors and risks while appropriately coding capabilities required for home station and aligning the maximum amount of capability available to CCDRs.

2.28.9. After assessing UTC posturing, AEF alignment, and planned AEF Taskings, the IDO and planning community can determine an installation's maximum simultaneous deployment capability (maximum number of personnel and equipment that can be deployed simultaneously during maximum surge operations) by comparing current manning to the units assigned/committed and AF requirements.

2.28.9.1. All UTA records that are "Home station Requirements" are coded DX and Home Station missions that directly supports a Combatant Commander's mission or are deployed within the assigned theater are coded DP. All others are DW coded.

2.28.9.2. The maximum simultaneous deployment capability will be the total number of DW coded UTCs across all AEF banding assignments the installation is aligned against.

2.28.9.3. DELETED

2.28.10. Location/Risk Assessment.

2.28.10.1. An installation in Korea will probably have a robust "fight in-place" requirement and will receive/beddown forces versus a large deployment commitment. This type of forward operating site would have to consider:

2.28.10.1.1. Storage and distribution of CBRN IPE assets, NEO, pre-positioned material, contingency contracts, and HNS.

2.28.10.1.2. Purchase, storage, and maintenance of a large quantity of IPE due to the high-risk location.

2.28.10.1.3. Capacity to off-load, process, transport, and/or beddown incoming forces/additional personnel.

2.28.10.1.4. Evacuate of non-combatants.

2.28.10.1.5. Some of the risk will be mitigated with pre-positioned materiel, contingency contracts, and host-nation support.

2.28.10.2. On the opposite end of the location and risk spectrum, an AF Space Command (AFSPC) unit in Colorado may also "fight in-place." An "inplace unit" would have to consider:

2.28.10.2.1. The fact that as a low-risk locale the unit wouldn't expect to receive additional personnel. So while the units in Korea and Colorado may have similar numbers of DW, AW, DP, and/or AP counters, their planning requirements could be completely dissimilar.

2.28.10.3. As such, even though functional planners, unit personnel, and the IDO estimate the WCS, final estimated requirements must be agreed to by Group Commanders and signed by the Installation/Wing Commander. These requirements are reviewed annually.

2.29. Individual Protective Equipment (IPE).

2.29.1. The LRS/Plans and Integration Section will provide the installation's maximum simultaneously deployable capability to the LRS/Installation Protective Equipment (IPE) section and Civil Engineer/Squadron/Readiness and Emergency Management section NLT 1 January for determining deployment bag, individual body armor (IBA), advanced combat helmet (ACH), and individual first aid kit (IFAK) authorizations. **Note:** AFI 10-401, Chapter 7 defines maximum simultaneously deployable capability as sum of "DW" posture coded UTCs.

2.29.1.1. DELETED

2.29.1.2. DELETED

2.29.1.3. DELETED

2.29.1.4. DELETED

2.29.2. DELETED

2.29.3. Deployment "C" bag and protective mask authorizations will be determined by the Civil Engineer Squadron/Readiness and Emergency Management Flight IAW AFI 10-2501, Tables 5.3, 5.4, and 5.5.

2.29.4. Refer to AFI 10-2501, AFI 23-101, AFMAN 23-122, and AFH 23-123, Materiel Management Handbook, Vols. 1-3, for additional guidance related to the deployment bag and IPE procurement, storage, maintenance, and shelf-life issues.

2.29.5. DELETED

2.29.5.1. DELETED

2.29.5.2. DELETED

2.29.5.3. DELETED

2.29.5.4. DELETED

2.29.5.5. DELETED

2.29.5.6. DELETED

Table 2.2. DELETED

Table 2.3. DELETED

2.30. Weapons and Ammunition.

2.30.1. The IDO will determine the number of small arms/light weapons required to support an installation's maximum simultaneous deployment capability on an annual basis.

2.30.2. The IDO, in coordination with the Munitions Accountable Systems Officer (MASO), will use AFI 21-201 to determine the authorized quantities of ammunition to be stocked and stored on the installation to support deployment capability on an annual basis.

2.30.3. MAJCOMs will provide guidance for requirements computation and coordination such as in the case of Institutional Forces.

2.30.4. As noted in AFI 31-207, commanders may arm deployable forces to support contingency, wartime, or training operations.

2.30.4.1. IDOs and units will consult OPLANs and CONPLANs that the installation is tasked to support for specifics describing the type of small arms/light weapons required, the arming mission, the anticipated tasks armed members will perform, and the command and control elements.

2.30.4.2. Tasking messages (or reporting instructions) will also describe arming requirements for current operations.

2.30.5. As a minimum, the number of weapons required will be determined by summing all the DW and AW counters within a unit.

2.30.5.1. J-suffix coded UTCs may not be required to have small arms/light weapons unless directed by the owning command.

2.30.5.2. IDOs and units will consult AFCAT 21-209 Volume 1, Chapter 3, and AFI 21-201 to determine ammunition quantities authorized to be stocked and stored at the base to support deployment requirements.

2.30.5.3. Unit commanders are responsible for the procurement, establishment of accounts, documentation, transportation and maintenance of weapons and ammunition IAW AFI 21-201.

2.30.5.4. **(Added-USAFE)** In USAFE-AFAFRICA, designated aggregation bases (Aviano, Mildenhall, Spangdahlem, and Ramstein) will include a 5% overage to their minimum number of weapons required. This will accommodate short notice taskings from origins with difficulties moving weapons without proper lead time. Aggregation bases must document issue, receipt, and turn-in procedures in their IDPs or installation reporting instructions.

2.31. Medical Requirements.

2.31.1. The Medical Group, with the IDO's assistance, will develop a process to ensure deploying personnel receive pre-deployment medical threat/countermeasure briefing and complete all pre-deployment medical requirements. Medical deployment requirements are outlined in Attachment 20. **(T-3)**

2.31.1.1. DELETED

2.31.1.2. DELETED

2.31.2. Force Health Protection Prescription Products (FHPPPs) will be managed IAW AFI 44-102, *Medical Care Management.*

2.31.2.1. FHPPPs are comprised of such products as atropine and/or 2-Pam chloride auto-injectors, certain antimicrobials, anti-malarias, and pyridostigmine bromide (PB Tabs).

2.31.2.2. FHPPP requirements must be on CED orders before FHPPP can be dispensed to a deploying member.

2.31.3. The LRS/Plans and Integration Section will provide an updated UDM listing to the MTF (PH/FHM) quarterly or as changes occur. **(T-3)**

2.31.4. DELETED

Section 2E—Installation Deployment Plan (IDP)

2.32. Installation Deployment Plan (IDP) development.

2.32.1. The host Installation/Wing Commander will publish an IDP to define wing/installation deployment processes, procedures, infrastructure, and resources used to deploy forces. **(T-2)**

2.32.1.1. The IDO develops the IDP for the host Installation/Wing Commander.

2.32.1.2. The IDO must analyze inputs from all assigned or attached units (including collocated, GSU, tenant, Institutional, and transient units) and develop local operations guidance on how units will deploy from the installation. Include processes for executing all contingencies, exercises, and other deployments.

2.32.1.3. **(Added-USAFE)** The creation of an IDP is mandatory at all USAFE-AFAFRICA MOBs (Aviano, Incirlik, Lakenheath, Mildenhall, Spangdahlem, and Ramstein). IDPs must include deployment planning and execution procedures and processes for assigned GSUs, remote sites or other isolated areas, and NATO supported personnel within the USAFE-AFAFRICA AOR.

2.32.2. The IDP must describe who, what, when, where, and how the installation meets each basic deployment requirement.

2.32.3. As the deployment process owner, the host Installation/Wing Commander must ensure the IDO and the deployment planning and execution community are in step with his or her direction.

2.32.4. The IDO/IRO will conduct an annual IDP briefing to the host Installation/Wing Commander and senior staff in order to review the status of the IDP and all requirements as listed in Attachment 12. Briefing attendance and content will be documented in writing and maintained by the IDO.

2.32.5. The IDO will analyze all applicable planning documents to ensure the IDP addresses the full range of military operations the installation is identified to support.

2.32.5.1. DELETED

2.32.5.2. DELETED

2.32.5.3. IDPs for forward presence forces will include HN resources required to successfully execute deployment and redeployment operations. **(T-2)**

2.32.5.3.1. HN agreements, such as status-of-forces agreements and multinational and/or bilateral agreements negotiated before crisis situations arise facilitate needed access to HN resources.

2.32.5.3.2. HNs will provide a variety of services through their national agencies in support of deployment and redeployment execution. **(T-2)**

2.32.6. To mitigate risk, the IDP will continually consider ORM throughout the deployment planning and execution process, taking advantage of the expertise at their local safety offices and the tools and techniques contained in publications.

2.32.6.1. The IDO, in coordination with the Wing Anti-Terrorism Officer (ATO) and Threat Working Group (TWG), will determine if there is an increased threat to, and the criticality of, mass forces staging for deployment(s). This is to ensure the IDP identifies any/all necessary AT capabilities and resources IAW AFI 10-245, *Antiterrorism*, and AFI 31-101, *Integrated Defense*, as appropriate in terms of air, space and information operations, plans and requirements.

2.32.6.2. Proper FP flexibility is necessary to ensure the ability to meet minimum DOD and AF AT Program requirements in order to properly manage higher AT program risks.

2.32.7. Once the maximum simultaneous deployment capability is documented, preparation or modification of facilities can occur, personnel training will be required, acquiring appropriate equipment will begin, and creation or adjustments to processes will be practiced and codified.

2.32.8. As a minimum, the IDP must address the following areas:

2.32.8.1. Deployment roles and responsibilities

2.32.8.2. Pre-execution procedures

2.32.8.3. Deployment work-center organization and facilities

2.32.8.4. Unit personnel and equipment assembly areas

2.32.8.5. Cargo marshaling yards

2.32.8.6. Installation-level passenger and cargo processing facilities/locations

2.32.8.7. Execution procedures

2.32.8.8. Weapons and ground safety concerns (including ORM mitigation procedures)

2.32.8.9. Deployment training requirements

2.32.8.10. Deployment process flowcharts

2.32.8.11. Pre-processing procedures.

2.32.9. The IDP must clearly define:

2.32.9.1. Processes for individual issue and mass issue of mobility bags

2.32.9.2. IPE

2.32.9.3. Weapons and ammunition

2.32.9.4. Storage, inventory, and maintenance responsibilities for IPE, deployment bags, SA/LW, ammunition, IBA, and individual first aid kit (IFAK) requirements.

2.32.9.5. **(Added-USAFE)** The IDP will outline the process for ensuring proper weapons handling and storage requirements for USAFE-AFAFRICA originating passengers when authorized leave in conjunction with CONUS based training prior to deployment.

2.32.9.5.1. **(Added-USAFE)** The IDP will outline the process for ensuring proper weapons handling and storage requirement for transient passengers.

2.32.10. The IDP will identify how the wing will:

2.32.10.1. Use IDS components to include alternative processes for use when IDS components are unavailable.

2.32.10.2. Include and identify procedures associated with file transfer activities when the location serves as an "AGGREGATION BASE/HUB" in the AEF rotation.

2.32.10.3. Use Tanker Airlift Control Center (TACC) designated aggregation locations X-MAN file procedures in lieu of requesting or expecting CMOS (*.PAX) files from multiple locations. Correct X-MAN file format can be found at the AMC/A4T portal page (**https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4ti/itvinfo/hello.html**). X-MAN provides IDOs the greatest flexibility to collect, manage and account for inbound personnel arriving at their designated aggregation base.

2.32.10.4. Use normal IDS file transfer procedures when units are deploying directly from home station to the AOR FOL.

2.32.11. The IDP must:

2.32.12. Identify how the installation, to include tenants, Institutional Forces, and associate units, will work within the AEF construct. It must also answer force projection related questions such as:

2.32.12.1. How taskings are received.

2.32.12.2. Who receives the tasking.

2.32.12.3. Who is notified.

2.32.12.4. How taskings are validated.

2.32.12.5. Validation timelines.

2.32.12.6. Sourcing and shortfalls

2.32.12.7. How shortfalls are processed (Refer to Attachment 4 for typical process flowcharts).

2.32.13. The IDP will reflect mass and individual processing procedures. It will include interface procedures to receive, process, and deploy individuals and independent units departing by airlift or surface to an APOE or from the installation when designated an aggregate APOE.

2.32.14. IDP minimum contents are specified in Attachment 13.

2.32.15. The IDO will review and revise the IDP IAW AFI 33-360.

2.32.16. Installations will revise the IDP after any of the following events **(T-2)**:

2.32.16.1. Activation of a new unit with a deployment commitment.

2.32.16.2. A major change in manpower or equipment authorizations that result in changes to installation deployment policy or processes.

2.32.16.3. A unit move or Mission Design System (MDS) change by a tenant or subordinate unit.

2.32.16.4. Receipt of newly published deployment guidance or changes from AF/A4LX.

2.32.16.5. A significant change to the installation's deployment processes and/or procedures.

2.32.17. The IDP must identify process and physical choke points and provide guidance on how to eliminate them or reduce the impact of them on deployment operations.

2.32.18. Tenant units will deploy IAW host IDP. The host IDO determines specific support requirements based on tenant unit requirements, taskings and available resources.

2.32.19. **(Added-USAFE)** See reference USAFEI 10-505 for IDP development for: NATO, GSUs, and minor installations.

Section 2F—Logistics Plans Development and Management

2.33. Integrated Deployment System (IDS).

2.33.1. Preparation for deployment includes tailoring, task organizing, and echeloning forces and materiel for deployment as well as documenting the sequence of deployment and movement requirements on the appropriate TPFDD.

2.33.2. IDS is the AF system for task organizing, tailoring/echeloning forces and materiel, and sequencing movement requirements.

2.33.2.1. The use of IDS is mandatory for all deployments.

2.33.2.2. IDS is the automated family of systems used for wing-level deployments and contingency operations.

2.33.2.3. IDS includes the following: LOGMOD, DCAPES, CMOS, GATES and ICODES.

2.33.3. Deploying unit cargo information is consolidated in LOGMOD and passed via file transfer to CMOS/GATES by the Plans and Integration Section within the IDRC/DCC to provide ITV to IGC.

2.33.4. Deploying passenger information is consolidated in LOGMOD and passed via file transfer to DCAPES and subsequently to CMOS/GATES to provide ITV.

2.33.4.1. EXCEPTION: Institutional Forces, Outside the AF, and extended deployments – formerly known as Intermediate TDY (ITDY) taskings, are received from AFPC with the name already in system; consolidating passenger data in LOGMOD of attached or supported Institutional Forces outside of the Host's organizational structure is not required.

2.33.4.2. IDS passenger manifests are not required for commercially ticketed passengers.

2.33.5. Failure to use the full capabilities of IDS hinders an installation/wing's ability to achieve timely ITV and will reduce CCDR's visibility to track force closure.

2.33.6. The IDO will direct Logistics Plans and Manpower offices to develop LOGMOD and DCAPES planning files for use in the IDS as required.

2.33.7. The installation/wing IPR uses DCAPES to maintain the Personnel Information File (PIF), personnel assignments, and execution deployment requirements. IPR will provide a personnel refresh file (*PRF.) to the Plans and Integration Section on a weekly basis, for import into LOGMOD, to ensure accurate visibility of unit assigned personnel.

2.33.8. At a minimum, the LOGMOD Administrator will develop and maintain the following LOGPLAN files (in LOGMOD) to support contingency and crisis action planning movement of UTC cargo.

2.33.8.1. A master LOGPLAN file containing all UTCs listed as available for tasking as reflected in UTA.

2.33.8.1.1. Multiple copies of the same UTC is not required.

2.33.8.1.2. The master LOGPLAN file will consist of the standard LOGDET for every cargo UTC postured against the installation.

2.33.8.1.3. UTCs will not be tailored to deviate from the standard UTC LOGDET established by the Pilot Unit. However, these UTCs must be modified by the appropriate UDMs and/or Unit Cargo Increment Monitors to identify LRS validated suitable substitute National Stock Numbers (NSN), actual weights and dimensional data (LxWxH), accurate Load Planning Data (LPD) and DD Form 1384, *Transportation Control and Movement Document*, (TCMD) are completed and unit commander have coordinated/approved increment movement priorities.

2.33.8.2. A separate LOGPLAN file for each AEF rotation, OPLAN, or CONPLAN upon receipt of an execution tasking received and validated by the IDO/IDRC via DCAPES.

2.33.8.2.1. LOGPLAN execution files will be created by copying existing cargo UTC information contained within the master LOGPLAN file.

2.33.8.2.2. UTCs will be tailored by UDMs and/or Unit Cargo Increment Monitors based on CCDR documentation denoting pre-positioned UTC cargo for use by the unit upon arrival and MAJCOM FAM approval.

2.33.8.2.3. Each AEF File must be developed using an AF approved Pseudo Plan ID (PID). MAJCOM A4s will provide their installations with command unique Pseudo PIDs where there is no AF approved Pseudo PID.

2.33.8.3. DELETED

2.33.9. OPLAN and Pseudo PIDs.

2.33.9.1. Units will maintain deployment planning data unique to their unit UTC tasking in the LOGPLAN module of LOGMOD.

2.33.9.2. Individual LOGPLAN PIDs will be created for each tasked OPLAN with a maintained TPFDD, CONPLAN with TPFDD, UTC Availability, and/or notional tasking such as an AEF.

2.33.9.3. Units will use only HAF approved Pseudo PIDs in LOGPLAN in lieu of actual OPLAN PIDs for contingency planning to minimize the risk of classifying LOGMOD.

2.33.9.4. Units tasked under specific OPLANs will build each LOGPLAN PID using an approved corresponding AF-approved Pseudo PID (EXAMPLE: WOT**).

2.33.9.5. In the Schedule module of LOGMOD, units will maintain the same corresponding information.

2.33.9.6. A list of AF-approved Pseudo PIDs will be obtained from the MAJCOM LOGMOD Manager or downloaded from AF/A5XW SIPR Webpage.

2.33.9.7. Specific instructions regarding the passing of data from the LOGMOD Schedules are identified in Attachment 8. NOTE: Use proper OPSEC procedures and exercise caution when associating Pseudo PIDs to real-world PIDs as it could cause a real-world security violation resulting in cascading affects.

2.33.9.8. Under no circumstances will units classify their LOGMOD database by loading actual classified PIDs or Plan Titles in LOGMOD (LOGPLAN or LOGMOD Schedule).

2.33.9.9. Avoid identifying the AOR or exact location, geographical location (GEOLOC) code, and/or International Civil Aviation Organization (ICAO) code for deployments in the LOGMOD Schedule ID Title or Destination Data Field of the LOGMOD Schedule ID Header Record. Guidance on JOPES data element classifications are found in CJCSM 3122.01, *Joint Operation Planning and Execution System* Volume I (Planning Policies and Procedures) and CJCSM 3150.16b, Volume 2, *Joint Planning and Execution System Reporting Structure* (JOPESREP). **(T-0)**

2.33.10. The LRS Plans and Integration Section will copy UTCs from LOGFOR into LOGPLAN to build LOGPLAN PIDs.

2.33.10.1. Non-pilot unit LOGMOD administrators will download and review all UTA tasked UTCs IAW AFI 10-401, paragraph 5.15.13.3.

2.33.10.1.1. Conduct a review of all contingency and crisis action planning UTCs (in LOGMOD) to ensure their UDMs have updated their respective UTCs to accurately reflect:

2.33.10.1.1.1. DELETED

2.33.10.1.1.2. DELETED

2.33.10.1.1.3. DELETED

2.33.10.1.1.4. DELETED

2.33.10.1.1.5. DELETED

2.33.10.1.1.6. DELETED

2.33.10.1.1.7. DELETED

2.33.10.1.1.8. DELETED

2.33.10.1.1.9. DELETED

2.33.10.1.2. Will ensure all UTC increments of cargo depict a movement priority code IAW contingency load plans. **(T-3)**

2.33.10.1.3. DELETED

2.33.11. Tailoring UTC Logistics Detail in LOGPLAN.

2.33.11.1. Tailoring is the process by which base-level units make a generic capability fit a specific purpose, region, supported or supporting command instruction.

2.33.11.2. MAJCOM FAMs are the approval authority for any significant tailoring action such as addition or deletion of UTC personnel and/or mobility equipment that will otherwise impact the overall mission or movement of a UTC. **(T-2)**

2.33.11.3. Tailoring must either be directed by the MAJCOM FAM in writing or based on an approved planning document (OPLAN/CONPLAN TPFDD, AEF planning/execution conference, Expeditionary Site Plans (ESP), Exercise Support Plans, Site Surveys, etc.). **(T-2)**

2.33.11.3.1. Tailoring out cargo is permitted if authoritative documents reflect deploying/ required assets are in-place and available at the deployed location for the deploying units use such as pre-positioned WRM UTCs or assets identified in other WRM authorization documents (WCDO, ESP, and/or OPLAN TPFDDs).

2.33.11.3.2. Tailored weights will be based on the gross incremental weight of each item and adjusted in the appropriate TPFDD. Units will tailor their LOGPLAN UTCs by adding, deleting, and modifying applicable increments, items, and suffix items.

2.33.11.3.3. AEF lead wings in collaboration with supporting wings/units will use LOGMOD's LOGPLAN Module to tailor equipment for AEF deployments. LOGPLAN files can be easily passed to the lead wing, the wing/units currently deployed, and to the various supporting wings to assist in the collaborative process to ensure the right capability is provided at the right time in the right way to meet the mission and to refine/reduce the deployment footprint.

2.33.11.3.4. Tailoring must not change the mission capability of a UTC as described in the UTC MISCAP.

2.33.11.4. Adding equipment items to LOGPLAN is prohibited unless the item has been added to the standard UTC by its Pilot Unit and approved by the HAF FAM and LOGDET Manager for that UTC or is contained in an approved Allowance Standard (AS) for that UTC.

2.33.11.4.1. For CE, no equipment item can be added to a standard UTC unless it is identified on the Equipment and Supply List (ESL) as well as contained in applicable AS.

2.33.11.4.2. Deployable equipment items added to a UTC are considered Use Code "A" as reflected in an AS by an Allowance Source Code (ASC).

2.33.11.4.3. Non-equipment items may be added to LOGPLAN if they are required to directly support the mission specified in the MISCAP for the UTC.

2.33.11.5. Tailoring must not cause the gross movement weight of the LOGPLAN UTC to exceed the standard LOGFOR UTC. USTRANSCOM and AMC currently plan airlift requirements based on the standard LOGFOR UTC weight and cube reported to JOPES.

2.33.11.6. If units bulk-ship small arms weapons, small arms ammunition, deployment/mobility bags and expendables, then they may add these weights to the LOGPLAN file.

2.33.11.6.1. Do not count the weight of these items against the UTC when comparing the gross transportation weight to the LOGFOR UTC.

2.33.11.6.2. Report these differences in the respective TPFDD during crisis action planning when importing unit LOGPLAN/LOGMOD Schedule files into DCAPES.

2.33.11.7. Make every effort to bulk ship mobility bags and weapons.

2.33.11.7.1. Units will also determine if pre-deployed weapons, ammunition, and mobility bags that are centrally managed and distributed within certain AORs at Expeditionary Theater Distribution Centers (ETDC) during their tailoring efforts.

2.33.11.7.2. Units may only tailor out these assets when the planning documents and/or theater directives make it clear that these assets are available for a specific unit or UTC's use.

2.33.11.8. On a semi-annual basis, LOGMOD Administrators will compare all LOGPLAN UTC weights (in all LOGMOD planning and execution PIDs) against the approved LOGFOR UTC weight to ensure unit paring and tailoring has not exceeded the gross movement weight of the approved LOGFOR UTC.

2.33.11.8.1. This review will be documented, signed by the IDO, maintained in the LRS Plans and Integration Section, and a copy of the results provided to the applicable MAJCOM LOGDET Manager(s).

2.33.11.8.2. See Attachment 8 for unit-level UTC reporting process.

2.33.11.9. If there is a requirement to exceed standard UTC equipment weights, the MAJCOM A4Rs must contact the supported commander to ensure the additional weight is accounted for before validation occurs between supported commander and USTRANSCOM. This should only occur in unique circumstances such as environmental requirements (i.e. additional AGE requirements) or other such factors.

2.33.11.10. Units will maintain documentation (memo for record) on equipment that has been tailored (added or deleted) from their LOGPLAN UTCs for historical and compliance inspection purposes until UTCs have been officially changed IAW AFI 10-401, Chapter 5.

2.33.11.10.1. Units will provide Logistics Planners in the LRS Plans and Integration Section copies of all documentation.

2.33.11.10.2. If non-pilot units have to add items to their LOGPLAN UTC(s) in order to meet mission requirements, the pilot unit and MAJCOM FAM will be notified in case a change to the LOGDET is required for all like units.

2.34. Pre-Planned Load Plans.

2.34.1. Preparation of pre-planned load plans is highly recommended to expedite initial deployment operations.

2.34.2. Pre-planned load plans should be accomplished in ICODES using C-17s as the standard planning aircraft.

2.34.2.1. **(Added-USAFE)** The deploying unit's anticipated initial deployment package must be segmented and built to be air transportable on any potential air force transport aircraft. This includes C-5, C-17, C-130, KC-135 and KC-10 aircraft. (Reference paragraph 2.33.9.2 for anticipated package.)

2.34.3. Pre-planned load plans should be based on a prioritized flow of personnel and equipment needed to generate and provide immediate AF combat and/or support capability upon arrival at the deployed location.

2.34.3.1. **(Added-USAFE)** Pre-load plans are required for USAFE-AFAFRICA units and will be maintained in the IDRC. All pre-load plans will include: Hazardous Diplomatic Clearance (HAZDIP), and short tons. This requirement will be included in Wings' IDPs.

2.34.4. DELETED

2.34.4.1. DELETED

2.34.4.2. DELETED

2.35. Cargo Prioritization.

2.35.1. Echeloning is organizing units for movement.

2.35.1.1. It is a pre-deployment activity that establishes a priority for movement within a capability (UTC), unit, or wing.

2.35.1.2. Proper sequencing of forces into the AOR and/or JOA promotes the rapid buildup of capabilities that permit the supported CCDR to seize the initiative and conduct successful decisive operations as early as possible.

2.35.2. Units will maintain LOGPLAN files for their tasked OPLANs/CONPLANs. The OPLAN/CONPLAN TPFDD priority flow must be reflected in each LOGPLAN PID.

2.35.2.1. Units will prioritize the out-movement of equipment using both Deployment Echelon codes (See JCS Pub 6, Volume V, Part 4; AFI 10-401; MEFPAK; LOGMOD System Help files; and LOGMOD Users Guide) and the Movement Priority fields in LOGPLAN. **(T-3)**

2.35.2.2. Use Deployment Echelon codes in contingency planning and use movement priority fields during crisis action to reflect changing requirements at execution. These are mandatory entries in LOGPLAN that improve connectivity between LOGMOD and other IDS components.

2.35.2.3. TCMD/ICODES data is required for LOGPLAN files.

2.35.3. Deployment echelon codes and increment numbers identified in the LOGPLAN standard UTCs will not be modified without written authorization from the MAJCOM FAM or HHQ approval.

2.35.3.1. Standard UTCs are developed based on the UTC MISCAP, weapon/non-weapon system AS, 30-day sustainment, re-supply at 31+ days and a bare-base (austere) environment.

2.35.3.2. Cargo movement prioritization will reflect the minimum equipment needed to regenerate/weapons load aircraft (for aviation UTCs) and/or establish base operations (i.e. FP, rapid runway repair, communications, lodging/food preparations, etc.) to be deployed on the first available support airlift to Forward Operating Locations (FOL).

2.35.3.3. Pilot units prioritize the out-movement of equipment using deployment echelons and increment numbers. Refer to AFI 10-401 for additional information on UTC development.

2.35.3.4. If non-pilot units have differing opinions as to what equipment will be deployed first, second, and third, they are required to identify their prioritization requirements using the movement priority field for each increment of cargo within the LOGPLAN Module of LOGMOD. **(T-3)**

2.35.4. For contingency and crisis action planning, units will use the LOGPLAN movement priority field to identify when UTCs and/or increments within a UTC will deploy. Movement priority is based on TPFDD C-day requirements, DOC statement response times, or HHQ guidance. In LOGMOD, the movement priority field defaults to a zero. Zero is not an acceptable value to use when prioritizing movement priorities for UTCs or increments within a UTC.

2.35.5. Two of the most efficient ways of utilizing the movement priority field in LOGMOD are "by UTC" or "within a UTC."

2.35.5.1. Prioritizing "by UTC" means organizing flow of capabilities by ULN based on TPFDD movement dates such as available to load date (ALD), ready to load date (RLD), or required delivery date (RDD). This is done by using the movement priority field to indicate the date an action is scheduled to occur within the TPFDD.

2.35.5.2. Prioritizing "within a UTC" means units prioritize each increment within a UTC using the movement priority field to identify the sequence increments will be deployed in. **(T-3)**

2.35.5.2.1. DELETED

2.35.5.2.2. DELETED

2.36. AF 463L Pallets/Containers.

2.36.1. AF 463L pallets are the mandatory cargo-packing platform for the AF standard LOGDET because they are the most versatile for aircraft load planning.

2.36.1.1. Internal Airlift/Helicopter Slingable-Container Unit (ISUs) will not be used in any portion of a Pilot Unit report or AF standard UTC IAW AFI 10-401, Chapter 5. However, pallets with container attached/palletized container or ISU can be used as a suitable substitute for 463L pallets in unit LOGPLAN development, providing the UTC will not exceed the weight of the approved standard UTC.

2.36.1.2. Pallets with container attached or palletized containers (i.e. ISUs) must be purchased at unit expense.

2.36.2. Not all types of ISUs will fit on all types of military or commercial aircraft. Units will ensure that purchased ISUs will fit on all AMC/commercial type aircraft, including MD-11s, DC-8s, KC-10s, KC-46s and KC-135s.

2.36.3. Units designed to move on their own organic airlift may plan their types of ISU purchase/use on that, but it does not relieve them of the requirement to maintain 463L pallets and nets in sufficient numbers to meet the determined requirement.

2.36.4. DELETED

2.36.4.1. DELETED

2.36.4.2. Units must maintain and account for pallets and nets used for standard UTC requirements.

2.36.4.3. The IDO must consolidate installation deployment pallet and net requirements and forward to the WPNM.

2.36.4.4. IDOs and units must consider their maximum simultaneous deployment capability when determining their operational pallets and nets requirement and will identify any shortages or excesses to the WPNM so that assets can be redistributed, as required.

2.36.4.5. **(Added-USAFE)** The Wing Installation Pallet and Net Manager (WPNM) will work in conjunction with the IDRC to develop Wing pallet and net requirements. It is the responsibility of the UDM to compute unit requirements. The IDO may compute and compile the pallet and net numbers for each unit and present the requirements to the WPNM in a format agreed upon locally. The WPNM will be responsible for submitting compiled numbers to the MAJCOM pallet and net manager.

2.36.5. Organization/unit Pallet and Net Managers will monitor, inspect, and report operational pallet and net assets IAW DTR 4500.9-R, Part VI, *Management and Control of Intermodal Containers and System 463L Equipment*. **(T-0)**

2.36.5.1. DELETED

2.36.5.2. DELETED

2.36.5.3. If containers or palletized containers are used, units must be able to meet airlift constraints and must not exceed the weight and cube of the standard UTC LOGDET. Units with a minimum amount of equipment will continue to use 463L pallets. **(T-0)**

2.36.6. LOGMOD automatically assigns standard planning information (weights, dimensional data, and quantities) to items 01, 02, and 03 when pilot/non-pilot units develop pallet increment types.

2.36.6.1. The overall dimensions of a 463L pallet are 88 inches by 108 inches, by 2 1/4 inches thick. However, the usable dimensions of the upper surface are 84 inches by 104 inches. This allows for two inches around the periphery to attach straps, nets, or other restraint devices. An empty 463L pallet weighs 290 pounds (355 pounds with nets) and has a maximum, netted load capacity of 10,000 pounds.

2.36.6.2. The desired load capacity is 7,500 pounds (to help prolong pallet life).

2.36.6.3. ISUs, Cadillac Bins, Brooks & Perkins containers, and married pallets/pallet trains are not considered LOGMOD Pallet Type Increments and will not be loaded as such in the LOGFOR module of LOGMOD.

2.36.7. Pilot/non-pilot units will load pallet dunnage as Item 04 for all pallet increments using the following movement characteristics: Length 88, Width 4, Height 4, Weight 30 pounds, with a quantity of three. Pilot/non-pilot units will use the appropriate NSNs for dunnage obtained through the LRS Materiel Management Flight Customer Service.

2.36.7.1. Dunnage (e.g. lumber or timber) is placed under 463L pallets to prevent damage to the lower pallet surface and to aid in transportation with a forklift.

2.36.7.2. The minimum dimensions of a piece of dunnage are 3x3x88 inches long. Use three pieces to support each loaded 463L pallet while on the ground. Many different materials can be used as dunnage.

2.36.7.3. All 463L pallets will be shipped with dunnage. This is both required for deployment and redeployment and must be provided by the user (see T.O. 35D33-2-2-2 and T.O. 35D33-2-3-1).

2.36.7.4. Wood Packaging Material (WPM) to include dunnage departing or returning to the United States must be stamped or marked with an approved International Standards for Phytosanitary Measures 15 or DOD Pest Free Certification Stamp by trained and certified DOD personnel IAW AFI 24-203. **(T-0)**

2.36.8. Pilot units will ensure ISUs, Cadillac Bins, or Brooks & Perkins containers are not loaded in lieu of, or as a substitute for 463L pallets and nets within standard AF LOGDETs.

2.36.8.1. Possession of ISUs does not relieve a unit of their responsibility/requirement to maintain 463L pallets and nets in sufficient numbers to meet the determined requirement.

2.36.8.2. EXCEPTION: IAW AFI 25-101, BEAR Order of Battle (BOB) UTCs are exempt from this guidance because BEAR must be shipped in Internal Slingable Unit (ISU) containers (air shipping configuration) and intermodal containers (surface shipping configuration).

2.36.8.3. MEFPAK Responsible Agency LOGDET Managers will identify all LOGDETs that contain ISUs to the pilot unit for immediate corrective action.

2.36.9. Pilot units will ensure the palletized increments within the standard UTC LOGDET do not exceed 10,000 pounds. Non-pilot units will ensure palletized increments within the LOGPLAN Module of LOGMOD do not exceed 10,000 pounds. **(T-0)**

2.36.10. Pilot units will physically build, weigh, and measure each increment of cargo when developing and maintaining standard UTC LOGDETs IAW AFI 10-401, Chapter 5.

2.37. Manpower and Personnel Data.

2.37.1. The MO (IPR for ARC units) will use DCAPES base-unique PIDs as identified by MAJCOM DCAPES Sub-FMs to build all UTC requirements available for taskings found in the MAJCOM provided UTA listing. This information will be provided to the IDO, UDM, and MPF at least on a quarterly basis or when a specific plan is updated (information will be available in DCAPES for IDOs and UDMs).

2.37.2. OPLAN manpower (personnel) taskings are provided by the MAJCOM, disseminated by the IDO, and maintained separately by the installation MO (IPR for ARC).

2.37.2.1. Recommended changes to these requirements will be coordinated through the IDO, UDM and MPS.

2.37.2.2. Tailoring of personnel requirements must follow AFI 10-401, Chapter 10 guidance.

2.37.3. MO uses DCAPES to link MANFOR details and the UTA in order to pass the tasked UTC to the wings/units.

2.37.4. The MO, in coordination with the LRS/Plans and Integration Section, will conduct, a UMD to UTC tasking validation to determine if MAJCOM FAM taskings exceed wing/unit UMD annually. **(T-2)**

2.37.5. The MO, in coordination with the LRS/Plans and Integration Section, will validate UTC(s), AFSC(s), Functional Account Code(s) (FAC), and Personnel Accounting Symbol (PAS) codes with tasked unit(s) annually. **(T-3)**

2.37.6. MO will receive the deployment echelon and movement priority sequence (deployment sequence) from the Plans and Integration Section/IDO to build the contingency DCAPES plans data if TPFDDs are available.

2.37.6.1. If TPFDDs are not available, the Plans and Integration Section will provide PID(s), UTC(s), ULN(s), RDD(s), deployment echelon(s) and deployment sequence number(s).

2.37.6.2. At the discretion of the IDO, MO will coordinate with tasked units' UDMs to validate remaining DCAPES data elements and will coordinate any/all required changes as needed through designated UTC Pilot Units.

2.37.7. The UDMs will:

2.37.7.1. Validate DCAPES UTC data to ensure tasked AFSCs are assigned against the correct PAS and FAC codes, and will coordinate movement priority requirements through the LRS Plans and Integration Section/IDO as needed.

2.37.7.2. Ensure their unit taskings do not exceed their UMD and will coordinate corrective action through the MO for resolution.

2.37.8. ANG and AFRC units are not authorized a MO; therefore, the IPR performs these responsibilities. NOTE: These procedures are documented in AFI 36-3802 and AFI 38-205.

Section 2G—Deployment Organizational Structure.

2.38. Deployment Organizational Structure.

2.38.1. The IDO will:

2.38.1.1. Define an effective and efficient organizational structure to meet all command and control, cargo, and personnel processing requirements for the installation's maximum simultaneous deployment capability. **(T-3)**

2.38.1.2. Establish a DCC to serve as the installation's focal point for deployment C2 requirements beyond the normal IDRC capabilities. **(T-3)**

2.38.1.3. Ensure the IDRC is subsumed into the DCC, PDF, and CDF as appropriate. **(T-2)**

2.38.1.4. Identify requirements for the DCC, PDF, and CDFs to appropriate base agencies for staffing and infrastructure support. **(T-3)**

2.38.1.5. Be responsible for standing up the DCC, CDF, PDF, and UDCCs (in coordination with owning unit commanders) to meet the requirements of a given deployment scenario. **(T-3)**

2.38.1.6. The LRS/Traffic Management section will establish procedures for booking passengers commercially. The IDO will accomplish these actions IAW the IDP. **(T-3)**

2.38.2. Deployment Control Center (DCC).

2.38.2.1. The DCC is the installation/wing focal point for all deployment C2 operations, including identifying, verifying and distributing tasking information before, during and after execution.

2.38.2.2. The IDO, through the LRS/Plans and integration Section, will review and monitor applicable classified newsgroups, DCAPES PIDs and the AF Tasking Notification Tool (TNT) - formerly AF Verification Process within DCAPES to verify receipt, acceptance, and shortfalling of taskings.

2.38.2.3. MAJCOMs will identify which PIDs their wings are responsible for monitoring. **(T-2)**

2.38.2.4. The DCC will initiate unit cargo and personnel shortfall procedures IAW AFI 10-401, this instruction, the AFPC/DPW RPT User manual, supported MAJCOM, and the installation/Wing IDP.

2.38.2.4.1. For AFRC units located on bases where the host is different than their gaining MAJCOM, personnel and/or equipment LIMFAC/shortfalls must be submitted through appropriate personnel channels that will identify these requirements to that unit's gaining MAJCOM.

2.38.2.4.2. For associate units, tenants and/or Institutional Forces, shortfalls and/or shortfall mitigation utilizing associate units must be coordinated through applicable components or MAJCOM A4L/A4Rs.

2.38.2.5. RPT automates the reclama process with a web-based application that allows multi-user inputs, automated validation and immediate visibility of shortfall conditions.

2.38.2.5.1. Shortfalls for requirements sourced by AFPC/DPW are transmitted into RPT.

2.38.2.5.2. It serves to communicate to senior leadership a unit's inability to meet a CCDR operational requirement.

2.38.2.5.3. New users will contact AFPC/DPW to obtain a RPT account.

2.38.2.6. The IDO will stand-up the DCC when deployment requirements will not be executed by the IDRC. **(T-3)**

2.38.2.7. The DCC is responsible for coordinating all transportation actions required to deploy the force, coordinating/staffing equipment and personnel shortfalls, controlling the overall integration of the PDF, CDF and UDCCs, informing the wing's CAT of process bottlenecks and effectiveness, and coordinating with HHQ, USTRANSCOM, and C-NAFs for support when required.

2.38.2.8. The DCC is responsible for providing required information for all contingency movements involving the movement of hazardous UTC cargo, via military or military contracted aircraft, for an approved and validated TPFDD requirement to the TACC. Installations tasked to deploy hazardous UTC cargo (by strategic airlift) will complete the following: **(T-0)**

2.38.2.8.1. Develop preliminary load plans, denoting the type of airlift being requested, and identify how the hazardous cargo will be positioned on the aircraft. **(T-0)**

2.38.2.8.2. Tasked units will complete a Hazardous Cargo Aircraft Clearance Request Worksheet that denotes all hazardous material information being deployed for DCC coordination with TACC. **(T-0)**

2.38.2.8.3. Submit primary load plan(s) and applicable Hazardous Cargo Aircraft Request worksheet(s) to TACC (Diplomatic Clearance Branch) within 48-hours of notification to deploy in order to ensure the adequacy of proposed aircraft and mission plans prior to the movement of hazardous cargo from home station. **(T-0)**

2.38.2.8.3.1. Installation/wings will follow the same requirements for real-world contingency movements during DEPLOYEX at home stations.

2.38.2.8.3.2. DELETED

2.38.2.9. DCC Manning.

2.38.2.9.1. DCC functions include the IDO, Logistics Plans, Personnel, Distribution Representative, LOGMOD Schedule monitors, Materiel Management, Admin, and selected unit representatives. **(T-3)**

2.38.2.9.2. Training for each of the work centers will include a thorough knowledge of this instruction, the local IDP, and functional expertise in their respective AFSC/function.

2.38.2.9.3. All DCC personnel require a SECRET clearance.

2.38.2.10. DCC Requirements. **(T-3)**

2.38.2.10.1. Robust communications in the DCC are essential for positive control. Minimum IDS communications requirements include:

2.38.2.10.1.1. Access to SIPRNET.

2.38.2.10.1.2. Non-secure Internet Protocol Router Network (NIPRNET).

2.38.2.10.1.3. Secure and unsecured telephones.

2.38.2.10.1.4. Access to unsecured facsimile (fax) machines.

2.38.2.10.2. DCC personnel require an adequate number of SIPRNET terminals to access JOPES, DCAPES, BaS&E, LOGFAC, LOGMOD, classified newsgroups, secure web sites, collaborative decision support tools, and other planning aids.

2.38.2.10.3. DCC key staff should be provided with land mobile radios (LMR) and cell telephones, when available.

2.38.2.10.4. Additional requirements include uninterrupted power and classified storage.

2.38.2.10.5. Video surveillance of marshaling yards and aircraft loading operation areas is optional, but desired if direct line of sight of these areas is not available from the DCC.

2.38.2.10.6. LOGMOD requires, as a minimum, T-1 LAN connectivity to all UDM facilities and a wide area network.

2.38.3. Cargo Deployment Function (CDF).

2.38.3.1. The CDF is responsible for all actions necessary to receive, in-check, inspect, marshal, load plan, manifest, and supervising loading cargo aboard deploying aircraft or vehicles (see Attachment 4 for cargo processing flowcharts) - the LRS Deployment & Distribution Flight Commander is integral to the effectiveness of the CDF process.

2.38.3.2. The host LRS, or APS/AMS is responsible for providing CDF training, which will include this instruction, local deployment management documents and, more importantly, functional expertise in their CDF duties.

2.38.3.3. Final Load Planner. **(T-0)**

2.38.3.3.1. Complete final load plans to ensure maximum utilization of aircraft Allowable Cabin Load (ACL), ease of cargo on/offload, and safety of flight standards.

2.38.3.3.2. Load planner augmentees will be trained IAW with AFI 10-403, Attachment 5.

2.38.3.3.3. Final load plans are required to be certified and validated by a certified/qualified load planner or loadmaster/boom operator.

2.38.3.4. Quality Control (QC). **(T-0)**

2.38.3.4.1. Ensures all documentation is correct, adequate, posted, protected, and processed properly and that equipment/materiel is properly configured for transport.

2.38.3.4.2. Documentation includes cargo and passenger manifests, load plans, hazardous material inspection, and special handling documentation.

2.38.3.5. Controllers. **(T-0)**

2.38.3.5.1. Manage status of cargo. Update completion times in the LOGMOD Schedule.

2.38.3.5.2. Identify potential bottlenecks and work with CDF personnel, units, and DCC to ensure cargo is processed on time.

2.38.3.6. Cargo In-Check. Responsible for verifying that equipment has been received for processing, ensure it is properly marked and packaged, and meets safety and in-transit visibility requirements for transport.

2.38.3.7. Cargo Joint Inspection (JI). **(T-0)**

2.38.3.7.1. Inspect equipment/cargo with the owning unit representative(s) and/or cargo terminal representative(s) (or loadmaster, if necessary) before the load is accepted.

2.38.3.7.2. JI duties should be limited to 1A2 (Aircraft Loadmaster), 2T0 (Traffic Management) and 2T2 (Air Transportation) career fields.

2.38.3.7.3. Joint Inspectors must complete AMC approved JI training IAW AMCI 24-101, V22 Attachment 4.

2.38.3.8. Cargo Marshaling. Responsible for the placement of cargo in load plan sequence by chalk, normally according to chalk departure times, in preparation for JI.

2.38.3.9. Cargo Manifesting and Documentation. **(T-0)**

2.38.3.9.1. Responsible for verifying cargo documentation is correct and for passing information to load planners.

2.38.3.9.2. Accurate data in CMOS/GATES, along with correct documentation IAW the DTR and AFI 24-203, are critical to ensure proper ITV.

2.38.3.9.3. Produces updated and accurate DD Form 1387s, Military Shipping Label (MSL), or CMOS/GATES-generated shipping placards to attach to cargo prior to aircraft loading.

2.38.3.9.4. Equipment that is required in support of flight line operations and have permanently installed metal deployment placards will still require a CMOS/GATES deployment placard.

2.38.3.9.5. Permanently installed metal deployment placards are not acceptable, as they do not comply with DTR guidance.

2.38.3.9.6. Ensures in-transit visibility through the creation, updating, and affixing to cargo of RFID tags IAW AFI 24-203 and the IDP.

2.38.3.10. Wing personnel will be designated and trained to transport, load, and secure cargo on aircraft or other vehicles for deployment.

2.38.3.10.1. DELETED

2.38.3.10.2. DELETED

2.38.3.11. Ramp Coordinator (RAMPCO).

2.38.3.11.1. Ensures effective coordination of all aircraft and vehicle loading operations for the CDF OIC/NCOIC and IDO.

2.38.3.11.2. Passes aircraft commander package to aircraft commander/loadmaster and briefs them on special cargo handling requirements.

2.38.3.12. If the IDO determines full CDF augmentation/stand-up is not required, the LRS Deployment & Distribution Flight will ensure all required CDF responsibilities are fulfilled as applicable (dependent on mode/source of transportation). NOTE: For AMC bases with an APS, the CDF is the responsibility of the APS.

2.38.3.13. Recommended CDF Requirements. **(T-3)**

2.38.3.13.1. Suitable MHE (K-loaders, forklifts, tow vehicles, etc.)

2.38.3.13.2. Minimum T-1 LAN connectivity is required to support applicable components of IDS.

2.38.3.13.3. Fixed or portable scales.

2.38.3.13.4. RFID tags and required support equipment.

2.38.3.13.5. Portable lighting.

2.38.3.13.6. Marking equipment for classified and hazardous equipment holding areas.

2.38.3.13.7. Uninterrupted power supply (generator).

2.38.3.13.8. Robust communications (including telephones and LMRs, as required).

2.38.3.13.9. Automated Data Processing Equipment (ADPE) to include access to SIPRNET terminals for classified e-mail capability.

2.38.4. Personnel Deployment Function (PDF).

2.38.4.1. DELETED

2.38.4.2. Is a multi-functional entity consisting of representatives from distribution, force support, chaplain, medical, legal, finance, etc. organized as a processing activity designed to ensure deploying personnel are properly accounted for and prepared for deployment?

2.38.4.3. Serves as the installation's focal point for monitoring all personnel processing activities to include eligibility screening, pre-deployment briefings, orders preparation and production, passenger manifesting, passenger baggage handling, and passenger loading.

2.38.4.4. PDF Responsibilities.

2.38.4.4.1. Advises commanders when personnel selected for deployment are ineligible to deploy according to this instruction; AFI 10-401; AFI 36-2110, *Assignments*; AFI 36-3802 and the reporting instructions/processing guidance issued by the Supported Command. Although the ultimate responsibility for deployment eligibility rests with the unit commander, the PDF serves as the wing's last set of eyes ensuring all personnel are eligible for deployment, waivered for deployment according to the governing guidance, or replaced when found ineligible. The PDF:

2.38.4.4.2. Ensures personnel (military and civilian) have appropriate CAC, passport, and visas, if required.

2.38.4.4.3. Ensures personnel selected for deployment have enough retainability to complete the established TDY tour length according to AFI 10-401, AFI 36-2110 and AFI 36-3802.

2.38.4.4.4. Maintains accountability of deploying personnel from the time they arrive at the PDF processing line until they leave home station.

2.38.4.4.5. When directed by the IDO, provides services (by exception only) for emergency data documentation (vRED/DD Form 93), ID card, Geneva Convention card, immunizations and ID (Dog) Tag updates. NOTE: PDF line will be used only as a last resort in providing these items prior to the member deploying from home station.

2.38.4.4.6. In coordination with Anti-Terrorism/Force Protection (AT/FP), Counter Intelligence Awareness Reporting (CIAR), and Foreign Clearance Guidance (FCG) program OPRs:

2.38.4.4.6.1. Ensure deploying members are briefed on FCG requirements, DoD Travel Security Advisories, and country threats IAW AFI 16-606, Foreign

Clearance Program.

2.38.4.4.6.2. Ensure completion of the Anti-Terrorism/Force Protection (AT/FP) awareness training identified in the Supported Command reporting instructions or DRMD line remarks IAW DODI 2000.16, *DoD Antiterrorism (AT) Standards*, DoDD 5240.06, *Counter Intelligence Awareness and Reporting (CIAR)*, AFI 10-245, *Anti-Terrorism (AT)*, AFI 71-101V4, Counterintelligence, and other applicable guidance. **(T-0)**

2.38.4.4.7. At execution, coordinates unit personnel replacement actions with the DCC and UDMs, to include, monitoring personnel shortfalls with the DCC to ensure 100% accountability of UTC personnel taskings.

2.38.4.4.8. Uses DCAPES to produce CED orders according to this instruction, AFI 36-3802, Supported Command reporting instructions/processing guidance, and any applicable DRMD line remarks. Produces CED orders for all deployments in support of real-world contingencies, exercises, deployments, and unit moves involving deployment of personnel.

2.38.4.4.9. Provides updates for LOGMOD or changes to requirement information as they occur. Processes LOGMOD personnel assignment data into DCAPES for issuing orders. Provides the Transportation representative a CMOS file for electronic manifesting once all processing of the chalk is complete.

2.38.4.4.10. Selects and appoints a Troop Leader for each deploying chalk. Briefs Troop Leader on his/her responsibilities for accounting for the troops until they are received by the Personnel Processing facility in the AOR.

2.38.4.4.11. Prepares a Personnel Accountability Kit (PAK) for the deploying troop leader according to AFI 36-3802 and supported component command reporting instruction/processing guidance.

2.38.4.4.12. Instructs all deploying personnel to report to the deployed Personnel Processing facility (normally led by a PERSCO team) for in-processing and deployed accountability.

2.38.4.4.13. Works with the IPR ensuring all deployed personnel's duty status is updated reflecting their deployment and departure from home station.

2.38.4.4.14. The IDO, in coordination with the FSS OPSO:

2.38.4.4.14.1. Establishes a PDF IAW this AFI and AFI 36-3802.

2.38.4.4.14.2. Establishes a formal PDF processing line provides the most effective means to check personnel eligibility and readiness.

2.38.4.4.14.3. However, special circumstances (such as resource availability, etc.) might not warrant standing up a full processing line. If the IDO deems a full stand-alone PDF processing line is not required, every effort will be made to incorporate some functions of the line in the processing.

2.38.4.4.15. When the full services of a PDF line are not available, deploying personnel must be provided a deployment checklist that ensures they receive the same processing and services afforded in a formal PDF line.

2.38.4.4.15.1. Once established, the PDF will fully staff the Identification and Medical Stations to determine deployment eligibility.

2.38.4.4.15.2. Have the manpower and resources necessary to conduct continuous personnel processing 24-hours a day.

2.38.4.4.16. Furthermore, depending on the timeliness and scope of the deployment, the PDF will establish the following processing stations (see Attachment 3, Deployment Checklists, for detailed processing station information):

2.38.4.4.16.1. Emergency Data Station. For changes to emergency data, vRED (information is updated via vMPF; however, PDF reps can pull an updated copy from MPS), and to Servicemen's Group Life Insurance (SGLI).

2.38.4.4.16.2. Identification station: ID tags & military/civilian ID/CAC cards, Geneva Convention cards, DD Form 1833, *Isolated Personnel Report (ISOPREP) Card* , (if necessary), passports & visas, etc. **(T-0)**

2.38.4.4.16.3. Finance Station.

2.38.4.4.16.4. Legal Station.

2.38.4.4.16.5. Chaplain Corps Station.

2.38.4.4.16.6. Airman and Family Readiness Station.

2.38.4.4.16.7. Force Support (ground support meals) Station.

2.38.4.5. PDF Requirements. The PDF will have uninterrupted power (generator), robust communications (telephones and LMRs, as required), ADPE, unclassified and classified LAN connectivity, DCAPES, GCCS, classified storage, passenger briefing/holding facilities and baggage handling facilities. **(T-3)**

2.38.5. Air Passenger Terminal.

2.38.5.1. When processing passengers for airlift from home station or when designated as an aggregation APOE, the PDF will also establish the Air Passenger Terminal (APT) to:

2.38.5.1.1. Manifest passengers.

2.38.5.1.2. Build baggage pallets and coordinate belly loads

2.38.5.1.3. Brief, hold, secure, transport, and load personnel.

2.38.5.1.4. For commercial airlift, the APT will process passengers IAW the Federal Aviation Administration (FAA), Transportation Security Administration (TSA), and DTR requirements. **(T-0)**

2.38.5.2. The FSS is in charge of the processing line within PDF operations and, as applicable, will coordinate with LRS Transportation Functions for training and personnel expertise to manage, integrate, and/or execute APT operations.

2.38.5.3. The following materials must be available at the APT during operations:

2.38.5.3.1. AFI 10-403, with all supplements and IDP.

2.38.5.3.2. DTR 4500.9-R, Part III, Appendices T and BB.

2.38.5.3.3. CMOS/GATES systems.

2.38.5.3.4. Portable pallet scales (1 set).2.40.5.6.5. 10K forklift(s), 463L pallets, plastic covers, nets and straps to conduct baggage build-up.

2.38.5.3.5. Baggage Handling Station. A baggage handling station is manned with an adequate amount of personnel in order to take possession, palletize and/or loosely handle personnel deployment bags.

2.38.5.3.6. American Red Cross Station.

2.38.5.3.7. Amnesty Box Station.

2.38.6. Unit Deployment Control Center (UDCC) Responsibilities.

2.38.6.1. The UDCC is responsible for coordinating all unit level deployment activities to include receipt of taskings and preparation of cargo and personnel for deployment.

2.38.6.2. Once activated on direction of the IDO, the UDCC will not deactivate without prior coordination with the IDO and the DCC.

2.38.6.3. UDCC staff will include at least two trained and qualified UDMs, and must be able to successfully perform 24-hour operations when required.

2.38.6.4. Recommended UDCC Infrastructure Requirements.

2.38.6.4.1. Uninterrupted power (generator).

2.38.6.4.2. Robust communications (telephones and LMRs, as required).

2.38.6.4.3. Correct ADPE and Local Area Network (LAN) connectivity to support applicable components of IDS.

2.38.6.4.4. Access to facsimile machine.

2.38.6.4.5. Access to Secure Telephone Unit-Third Generation (STU III) and/or equivalent

2.38.6.4.6. Classified storage capability. SIPRNET is desirable for channeling secure information between HHQs, FAMs, and installation/wing-level agencies.

Section 2H—Deployment Training and Education.

2.39. Deployment Training and Education.

2.39.1. The IDO has overall responsibility to establish local deployment training and education program to ensure all deployment workcenter personnel fully understand the process, are properly trained to function as work center augmentees, and are aware of proper procedures for preparing unit personnel and equipment for deployment.

2.39.1.1. **(Added-USAFE)** The IDO will document the required training as identified in paragraphs 2.38.2.9.2, 2.38.3.2., 2.39., Attachment 5, and local IDPs.

2.39.2. Deployment Education and Training Requirements. The deployment training and education program must address the following areas (see Attachment 5 for training classes and timeline requirements):

2.39.3. IDO will provide initial training to the Installation/Wing Commander and all newly assigned host and tenant commanders, within 90 days of their assignment. At a minimum, training will include:

2.39.3.1. IDO roles and responsibilities.

2.39.3.2. IDO lines of authority and chain of command.

2.39.3.3. IDRC roles and responsibilities/impact on commander's unit.

2.39.3.4. Unit status information.

2.39.3.5. Unit UTC posturing review (via UTA).

2.39.3.6. Unit commander and UDM expectations.

2.39.3.7. Baseline training on ART

2.39.3.8. UTA/UTC posturing.

2.39.3.9. Tempo banding.

2.39.3.10. AEF.

2.39.3.11. Institutional Forces.

2.39.3.12. AEF debriefs.

2.39.3.13. Deployment discrepancies.

2.39.3.14. Shortfall/reclama procedures.

2.39.3.15. Name in System (NIS) timelines.

2.39.3.16. Waiver requirements and procedures.

2.39.3.17. LOGMOD requirements and procedures.

2.39.3.18. Deployment exercise requirements.

2.39.4. Training attendance and content will be documented in writing and maintained by the IDO.

2.39.5. Establish formal training for UDMs, work center augmentees, and unit personnel responsible for preparing and deploying cargo and personnel. **(T-3)**

2.39.6. Establish a formal training program for use of IDS.

2.39.6.1. Use IDS, CBT, and other applicable materials to support the wing/unit initial and recurring training programs.

2.39.6.2. Accomplish and document IDS training by using scenario-based, hands-on desktop exercises led by the IDO and Plans and Integration Section for UDMs, Logistic Readiness (Traffic Management, Air Transportation) representatives, Manpower representatives, and Personnel representatives once each AEF schedule at a minimum.

2.39.6.3. DELETED

2.39.6.4. IDS training classes are conducted as a shared responsibility of the IDO, Wing LOGMOD Administrator, and CMOS/GATES operators (Refer to AFI 24-203).

2.39.6.5. Classes will be provided to all tenant units and host-wing supported GSUs.

2.39.7. Establish formal training for deployment work center supervisors and augmentees to ensure personnel understand the deployment process and their work center responsibilities.

2.39.8. A 2-month pre-deployment preparation period to focus unit activities on AOR-specific events required (if known) and/or training exercises such as Red Flag and Silver Flag. ECS units will be prepared to validate readiness via deployment to Eagle Flag during that 2-month pre-deployment preparation period. Do not wait until this period to accomplish warrior skills or other normal deployment training requirements, as listed in Chapter 1.

2.39.9. Ensure specialized training normally associated with the deployment process are identified, documented, and addressed in training.

2.39.10. The IDO, in conjunction with other essential agencies, will provide quarterly deployment training statistics to the host Installation/Wing Commander. **(T-3)** At a minimum, the update will include:

2.39.10.1. Total number of deployment work center training classes that were conducted (see Attachment 5) during the past quarter.

2.39.10.2. Number of work center personnel (and augmentees) trained.

2.39.10.3. Number of no-shows (by organization), thereby denoting the overall readiness of the installation's deployment Augmentation Duty program.

2.39.10.4. Training attendance and content, for classes taught, will be documented in writing and maintained by the IDO.

2.39.10.5. **(Added-USAFE)** The quarterly deployment training status will also report all training events identified in Attachment 5 and paragraph 1.9.2. For all personnel, training information may be reported to the Wing Commander through functional channels (i.e. Security Forces reporting small arms training) as required by functional Air Force Instructions. The IDO, in conjunction with other agencies, will attempt to consolidate as many training events into the deployment training report as feasible.

Chapter 3

DEPLOYMENT EXECUTION

Section 3A—Deployment Planning Overview

3.1. General.

3.1.1. This chapter will provide general background information related to deployment planning processes, TPFDD sourcing (crisis action/rotational AEF), receipt/verification of deployment taskings, execution of IDP processes/procedures, deployment reporting, and post deployment documentation.

3.1.2. AFI 10-401 is the primary AF source document and provides detailed guidance for AF operations planning and execution to include deployment planning and execution processes and procedures. NOTE: AFI 10-401 guidance references will be annotated in parenthesis at the end of each paragraph when applicable.

3.2. Deployment Planning Processes.

3.2.1. Deployment planning is a continuous, iterative, and highly structured process that allows for an orderly transition from peace to war and post-hostilities operations.

3.2.2. Deployment planning ensures the systematic deployment, employment, sustainment, and redeployment of U.S. Forces to meet commander requirements across the Range of Military Options (ROMO).

3.2.3. The Joint Planning and Execution Community (JPEC) uses two general planning processes: crisis action and deliberate planning. (AFI 10-401, Chapter 3.)

3.2.3.1. Crisis action planning is driven by current events in real time and normally occurs in emergencies and in the context of time-sensitive situations.

3.2.3.2. Deliberate planning is accomplished in the absence of an active crisis in response to scenarios and threats identified by combatant commanders and in national guidance such as the JSCP.

3.2.4. Currently, crisis action and deliberate planning use different pre-deployment planning cycles however the execution processes and ADP used to support deployment operations are generally the same.

3.2.5. The major difference during crisis action and rotational (AEF) deployment execution is timing. Deployment operations/execution in support of:

3.2.5.1. Crisis action operations are initiated by SecDef/CJCS Warning, Planning, Alert, Deployment, Prepare to Deploy, and/or Execution Orders.

3.2.5.2. Rotational (AEF) operations timing is based on a pre-determined AEF rotation schedule which supports the Joint Global Force Management (GFM) schedule.

3.3. Crisis Action Planning.

3.3.1. Deliberate/Crisis Action Planning.

3.3.1.1. Combatant commanders, their components, and supporting commands accomplish deliberate planning during peacetime conditions. Planners use scenarios and threats identified in national guidance, such as the JSCP, along with the combatant commander's evaluation of their AOR, to develop a series of plans that span a wide range of operations. See AFI 10-401, Chap. 3 for additional information related to deliberate and crisis action planning.

3.3.1.2. This formal process develops responses to potential crises, determines forces required to achieve objectives, prepares deployment plans, and continually evaluates selected courses of action (COAs). This process results in a series of formal plans within each theater that contain lists of apportioned forces and their time-phased deployment schedules.

3.3.1.3. The process for deliberate planning is cyclic and continual and is almost identical whether the resulting operation plan is a fully developed OPLAN, CONPLAN, or FUNCPLAN. Operations plans remain in effect until canceled or superceded by another approved plan. While in effect, they are continuously maintained and updated.

3.3.2. Crisis Action Planning.

3.3.2.1. Crisis action planning is driven by current events in real time and normally occurs in emergencies and in the context of time-sensitive situations. Planners base their efforts on the actual circumstances that exist when crisis action planning occurs. Detailed guidance and instructions are located in the APEX Family of Documents (see CJCS Guide 3130, Enclosure C).

3.3.2.2. Each MAJCOM must establish complementary procedures and must ensure adequate procedures exist for subordinate command and agency use.

3.3.2.3. These procedures must be periodically exercised during joint, Service component (C-MAJCOM/C-NAF) and installation/wing level exercises to ensure the required capability is available. **(T-2)**

3.3.2.4. The JPEC‘s Global Force Management (GFM) process developed policy and procedures in support of designated Joint Force Provider/Coordinator (JFP/JFC) allocation actions.

3.3.2.4.1. Commander, Air Combat Command (COMACC), is delegated as the AF force provider (AF FP) and supports JS J31 in its role as Global Conventional JFC .

3.3.2.4.2. Commander, Air Mobility Command (COMACC), is the AF component command for USTRANSCOM and acts as the AF FP for mobility forces.

3.3.2.4.3. Commander, Air Force Special Operations Command, is the AF air component for USSOCOM and acts as the AF FP for special operations forces.

3.3.2.4.4. MAJCOM and AFPC/DPW roles in sourcing crisis requirements will be accomplished IAW AFI 10-401 to determine sourcing recommendations and issues related to risk to sourcing other requirements, sustainability assessment and issues identified by other combatant commanders.

3.3.2.4.5. AFPC/DPW and each MAJCOM must establish complementary procedures for sourcing crisis requirements and ensure adequate procedures exist for subordinate units.

3.3.2.5. The AF FP, in coordination with the designated JFP:

3.3.2.5.1. Determines AF sourcing solutions that satisfy validated combatant command requests for capability/forces (RFC/RFF) of conventional forces.

3.3.2.5.2. Coordinates and recommends actions to sustain the level of capabilities or globally available forces to respond to validated combatant commander requirements.

3.4. Force Rotation (AEF) Planning.

3.4.1. Force rotational plans support the GFM requirement of an immediate executable schedule. The AEF construct is the Air Force methodology of meeting existing and emerging worldwide CCDR requirements as depicted in the SecDef-approved GFMAP.

3.4.2. CJCS orders to the supported commander, supporting commanders, and Services initiate such operations. These orders define plan details and requirements to accomplish the mission and authority to deploy forces. In accordance with CJCSM 3122.02C, such orders will specify weapons systems and a description of the ECS capability needed to sustain the operation.

3.4.2.1. Additional orders will need to be issued when an operation becomes a rotational mission and the Air Force, as a Service, or all force providing combatant commanders are not identified to support.

3.4.3. The supported component headquarters, in coordination with AFPC/DPW, is responsible for preparing the force rotation plan and ensuring the plan is time-phased to meet the AEF battle rhythm.

3.4.3.1. The component headquarters will coordinate with AFPC/DPW to identify UTC capabilities from the AETF force modules and UTC Availability necessary to sustain the crisis operation and transition from crisis to rotational operations.

3.4.3.2. A CJCS DEPORD and ensuing AF EXORD will be used to task and deploy AF forces for each AEF rotation. **(T-0)**

3.4.3.3. The supported component headquarters will not source a requirement identified in the force rotation TPFDD IAW AFI 10-401, Chapter 9.

3.4.4. ARC Participation.

3.4.4.1. During each AEF vulnerability period, the deploying AEFs will have force elements provided by AFRC and ANG units. These units fill the applicable rotation by teaming (when feasible) units and personnel and rainbowing equipment.

3.4.4.2. Specific methodology for meeting this objective is managed by the AFRC and ANG. ARC force volunteerism is maximized by providing rotation and tour duration flexibility. Component headquarters will consider the appropriate rotation policy and tour length with the goal of maximizing ARC volunteerism.

Section 3B—Sourcing Overview

3.5. TPFDD Sourcing.

3.5.1. To assist with the identification of TPFDD requirements for AEF sourcing, AFPC/DPW establishes force modules (FMs) for new and rotational requirements which are disseminated via the AFPC/DPW AEF Operation's AEF Rotation Sourcing Plans and Tasks message. See AFI 10-401, Chapter 9 for additional information related to TPFDD sourcing processes and procedures.

3.5.2. FMs allow the supported component headquarters to quickly identify and communicate valid requirements for Air Force sourcing. The component headquarters will place requirements reviewed and accepted in a designated FM during planning for each AEF 's rotation. Force providing organizations delegated authority to write to the supported commanders TPFDD must adhere to these guidelines.

Section 3C—Verification Overview

3.6. TPFDD Verification.

3.6.1. Verification is the process whereby MAJCOMs/DRUs/FOAs/Service Components accomplish JOPES requirements to finalize the sourcing process. See AFI 10-401, Chapter 8 for additional information related to TPFDD verification.

3.6.1.1. During the verification process, every responsible agency ensures the sourced UTC/UIC has the required complements to meet the requirement; the applicable forces are available and ready; forces have been alerted for deployment; and the cargo is tailored to level-4 detail, if applicable. Verification completes the sourcing process.

3.6.1.2. Air Force planners and FAMs at all levels must ensure that the TPFDD accurately reflects and is consistent with actual resources that units will deploy.

3.6.1.3. Failure to accomplish this verification could result in misstating planned airlift requirements and possibly delaying the execution of a combatant commander's plan.

3.6.1.4. Component headquarters will source requirements from their in-theater assets to the maximum extent possible before initiating an RFF/RFC to their CCDR.

3.6.1.5. AFPC/DPW will work closely with the component headquarters and force providers to efficiently source and ensure timely verification by the Force Provider of UTC that will be available as postured in the UTC Availability in DCAPES and reported as ready in the AEF UTC Reporting Tool (ART).

3.6.2. Crisis Action Sourcing.

3.6.2.1. Component headquarters planners will determine and input requirements into the applicable CCDR TPFDD. **(T-0)**

3.6.2.2. Force providers will first source requirements from Air Force forces assigned to the CCDR/CCMD TPFDD. **(T-0)**

3.6.2.2.1. Component headquarters should not source assigned forces tasked in the current FY GFMAP if the tasking will interfere with the subsequent SECDEF-ordered tasking.

3.6.2.2.2. All emergent CCDR requirements that cannot be met with assigned forces should generate an RFF/RFC in accordance with CJCSM 3122.01A.

3.6.2.3. Once an RFF/RFC has been submitted and validated by the Joint Staff, the RFF/RFC will be vetted through the JFP to the AF FP IAW AFI 10-401, Chapter. 1.

3.6.2.4. AF FPs will collect inputs from their respective HAF and/or MAJCOM FAMs and AFPC/DPW to develop a recommended sourcing solution.

3.6.2.4.1. If a standard Air Force capability within existing resources can meet the requirement, then AF FPs recommend a standard sourcing solution.

3.6.2.4.2. If a standard Air Force capability cannot meet the requirement, AF FPs, in conjunction with applicable HAF FAMs, evaluate the RFF/RFC for possible non-standard sourcing solutions in accordance with paragraph AFI 10-401, Chapter 2 and Table 2.1.

3.6.2.4.3. The AF internally refers to non-standard force sourcing solutions as Joint Expeditionary Taskings (JET).

3.6.2.4.4. AEFC/DPW sources forces IAW AFI 10-401, Chapter 8.

3.6.2.4.5. Force providers verify to the component headquarters the readiness of sourced forces IAW AFI 10-401, Chapter 8 to include the ability to meet the TPFDD timelines.

3.6.3. For rotational (AEF) TPFDDs, AFPW/DPW will:

3.6.3.1. Place AEF sourcing that requires verification in a designated FM, in accordance with the AEF rotation sourcing plans and tasks message.

3.6.3.2. Post FM requiring verification in an accompanying newsgroup to establish the verification suspense.

3.6.3.3. Ensure verification is completed in accordance with timelines depicted in AFI 10-401, Table 8.5.

3.6.3.4. After the AFPC/DPW sourcing and verification FM has been suspensed, verifying agencies do not have to wait for release of the subsequent verification FMs to apply verification.

3.6.3.5. MAJCOMs FAMs and/or war planners will ensure IDRCs are informed of wing AEF sourcing by use of DCAPES and Tasking Notification Tool (TNT).

3.7. MAJCOM Verification.

3.7.1. Reclama procedures will be processed in accordance with AFI 10-401, Chapter 10.

3.7.2. Newly sourced requirements will be placed in a verification FM and force providers must verify within timelines depicted in AFI 10-401, Table 8.5.

3.7.3. Equipment Requirements and Sourcing

3.7.3.1. The force provider will identify sourcing solutions to AFPC/DPW for equipment-only UTCs not directly tied to a unit (e.g., vehicles) postured in the AEF Tempo Bands or Enabler force. UTCs that contain both MANFOR and LOGFOR detail will be sourced by AFPC/DPW using the same procedures and priorities as personnel-only UTCs IAW AFI 10-401, Chapter 9.

3.7.3.2. Due to the sensitivity of AFSOC's SOF mission and AMC's global MAF support, these mission requirements will continue to be sourced by the respective MAJCOMs. HQ AMC will source unique theater requirements for mobility support.

3.7.3.3. The ECS SIPT is the focal point for coordinating all issues and concerns relative to equipment sourcing.

3.8. Tasking Notification Process.

3.8.1. AFPC/DPW provides oversight of the tasking notification process for all TPFDDs sourced using AEF scheduled assets IAW AFI 10-401, Chapter 9.

3.8.1.1. It is responsible for controlling visibility for these TPFDDs and will provide automated support using DCAPES to base-level IDRC, manpower and personnel readiness offices, PERSCO teams, and central sites.

3.8.1.2. AFPC/DPW provides visibility after coordination with and receiving the approval of the supported component headquarters.

3.8.2. Assigning names to requirements in DCAPES is critical to the entire deployment process.

3.8.2.1. Deploying members must be identified and updated in system IAW AFI 36-3802 to ensure name visibility of members projected to deploy, to facilitate any advance training requirements, and schedule an appropriate airlift mission to meet the supported commander‘s DRI/RDD.

3.8.2.2. AEFC/DPW will provide a bi-weekly nameless ULN report to the MAJCOMs for further processing with the MAJCOM FAMs and appropriate wing staffs. Additionally, at least 45 – 60 days following an AEF rotation, AEFC/DPW will publish metrics data depicting the percentage of names received in a specific window for the MAJCOM AEF Debriefs. Applicable window range covers 45+ days prior to the RDD, 31-44 days prior to the RDD, 0-30 days prior to the RDD or names received after the RDD has passed as of the report date.

Section 3D—Employment Overview

3.9. Employment.

3.9.1. The AEF employment objective is to meet a supported combatant commander‘s needs through the COMAFFOR with relevant UTC capabilities-based AETF packages (AEWs and AEGs) in accordance with validated theater mission requirements, as identified by the TPFDD. Planning must focus on sustained execution in the area of operations for the AEF execution period by integrating AEW, AEG, and AES command, operations, and support elements into an integrated, cohesive force. (AFI 10-401, Chapter 9)

3.9.2. AEF on-call forces will maintain the capability to rapidly transition from normal day-to-day operations to crisis response operations. Unit posture will increase consistent with the issuance and receipt of CJCS Warning/Planning/Alert/Deployment Order, Prepare to Deploy Order, and/or Execution Order

3.9.3. Theater combatant commander mission requirements dictate response-timing constraints.

3.9.3.1. In general, CONOPS should allow for a stair-step of response timing to reduce alert requirements. Service components must prepare to deploy forces, particularly ECS forces, during the initial phases of contingencies.

3.9.3.2. Personnel will deploy only after receipt of valid contingency, exercise, and deployment (CED) orders and validation by the installation deployment officer (IDO) that the unit line number (ULN) has been validated in the TPFDD by the supported commander.

Section 3E—Shortfall/Reclama Overview

3.10. Shortfall and Reclama Procedures.

3.10.1. Air Force active duty, AFRC, ANG, MAJCOMs, wings, groups, and units will make every effort to meet all taskings.

3.10.1.1. Generally, relief will only be sought when a wing or tasked unit does not possess sufficient or qualified personnel to support a tasking or the tasking is impossible to meet or will shut down critical elements of the home station mission, as determined by the wing commander or equivalent.

3.10.1.2. Filling shortfalls in one UTC could mean moving a person from another UTC as long as the individual(s) are within the same AEF vulnerability period.

3.10.1.3. Units will immediately update ART to reflect the status of the UTC(s).

3.10.1.4. IDOs will submit reclamas to their MAJCOM if no other installation/Wing resources are available to fill shortfalls. (See AFI 10-401 for details on processing reclamas and UIC Changes via RPT)

3.11. AEF Construct.

3.11.1. The AEF is the USAF‘s construct for meeting global CCDR requirements.

3.11.1.1. Employing forces via the AEF construct to meet non-CCDR requirements (e.g. Service-unique requirements, MAJCOM manning assist, etc.) reduces the ability to meet the global CCDR contingency requirement.

3.11.1.2. Using the AEF construct to meet non-CCDR requirements will be approved by AF/A3/5 on a case-by-case basis.

3.11.2. The supported organization requesting use of AEF forces will submit deviation request through their owning MAJCOM. MAJCOMs will coordinate with AF/A1 and sponsoring HAF DCS (if applicable) prior to seeking A3/5 approval.

3.11.3. AFPC/DPW will build ULNs in a 08-series PID and source requirements IAW AFI 10-401, Chapter 9 using only SECAF-retained and/or supported MAJCOM-owned forces. Note: The use of 08-series PIDs is for accounting purposes only; USTRANSCOM will not assign lift against Service PIDs.

Section 3F—Installation/Wing/Unit Level Deployment Operations(Rotational AEF)

3.12. Installation/Wing/Unit Deployment Operations (Rotational AEF Operations).

3.12.1. Tasking information will flow from JOPES through DCAPES to tasked installations/units.

3.12.2. The IDO and IPR/IDRC will monitor DCAPES (at least twice a day) for new, modified, and/or deleted taskings.

3.12.3. Unit commanders will review taskings and identify LIMFAC/shortfalls and update as required. The Plans and Integration Section will review the LIMFAC/shortfalls of the affected units so any problems expected are known ahead of time.

3.12.4. To avoid compromising classified tasking information, the IDO and/or IDRC will NOT generate levy exports for ULNs that have NOT been executed by the CCMD. **NOTE:** See CJCSM 3122.02D, Joint Operation Planning and Execution System (JOPES), Volume III, *Time Phase Force and Deployment Data*, for additional joint classification guidance. **(T-0)**

3.13. Tasking Receipt.

3.13.1. The installation will initiate deployment operations as directed by the IDO. **(T-3)**

3.13.1.1. The IDO will establish a system of notification to the Installation/Wing Commander and key senior leadership of each tasking.

3.13.1.2. As a minimum, the IDO will notify key personnel within the IDRC (in the absence of the IDRC, notify IPR and LRS Plans & Integration personnel) and respective units of each tasking within 24-hours of receipt of tasking.

3.13.1.3. DELETED

3.13.2. Upon direction from the IDO:

3.13.2.1. LOGMOD administrators will create a DCAPES Chalk Export file (*.CHK) from the execution Schedule of Events which contains all deploying personnel. The (*.CHK) will be transferred to the IPR for import into DCAPES. Note: Export files will not be created until the CCDR validates the ULN. See CJCSM 3122.02D for additional classification guidance.

3.13.2.2. The IPR will:

3.13.2.2.1. Import the DCAPES Chalk Export File (*.CHK) from DCAPES, in order to create/finalize Contingency, Exercise, Deployment (CED) Orders. See CJCSM 3122.02D for additional joint classification guidance. **(T-0)**

3.13.2.2.2. Create a Pax Export file (*.PAX) from LOGMOD, for all deploying passenger information, and passed via transfer to the CMOS/GATES operators (for import into CMOS/GATES). See CJCSM 3122.02D for additional joint classification guidance.

3.13.2.3. CMOS/GATES operators will:

3.13.2.3.1. Create the required deployment parameters, import the Pax Export File (*.PAX) from LOGMOD, process all deploying personnel and finalize the passenger manifest prior to chalk departure. **(T-0)**

3.13.2.3.2. Release the finalized passenger manifest to IGC/GTN NLT 1-hour after departure from the installation in order to achieve In-Transit Visibility (ITV). **(T-0)**

3.13.2.4. For classified personnel taskings (unexecuted ULNs); the IPR will manually load names directly into DCAPES. **NOTE:** A TPFDD ULN is "executed" when the CCMD's ULN validation block is date stamped. ULNs will be classified IAW CCDR security classification guidance and CJCSM 3122.02D. **(T-0)**

3.14. Tasking Verification.

3.14.1. Verification confirms the sourced data reflects actual data provided by the base or unit.

3.14.1.1. During the verification process (see Attachment 4 for wing verification process), every responsible agency after the MAJCOM validation, starts with the IDRC confirming the sourced UTC/UIC has the required element(s) to meet the requirement; applicable forces are available and ready; forces have been alerted for deployment; and the cargo is tailored to level-4 detail, and passenger line-level detail is tailored to match level-2 detail, if applicable.

3.14.1.2. ANG units will verify taskings IAW with ANG MAJCOM supplement. **(T-2)**

3.14.2. MAJCOM AEF cells and FAMs will verify a unit's capability to fill UTC taskings IAW AEFSG-approved metrics timelines.

3.14.3. MAJCOMs must notify units directly to meet short notice alerts/taskings received during non-duty days that require immediate attention. In support of AEF rotations, Log Plans, IPR, or Manpower Office personnel in the IDRC will check DCAPES at least twice daily during normal duty hours for new, changed or deleted taskings.

3.14.4. The IDRC will process new taskings and/or changes IAW AEFSG-approved metrics. **NOTE:** ANG units will follow their higher headquarters guidance on verification procedures. Verification includes:

3.14.4.1. IDRC Manpower (IPR in the ARC) personnel ensure the UIC for the tasking is appropriate. If not, the IDO will contact the sourcing agency (e.g. MAJCOM FAM) for re-sourcing to the appropriate UIC. NOTE: UIC change requests are accomplished in RPT, if UIC is known.

3.14.4.2. The tasked unit, in coordination with the IDRC, ensures the required AFSC exists in the tasked unit and it is postured in the appropriate AEF block, unless surge operations are approved.

3.14.4.3. Research MISCAP substitution rules and consult with the applicable UDMs for possible tasking resolution. If not properly postured, communication between the IDRC, tasked unit, MAJCOM FAM and AFPC/DPW is required for clarification.

3.14.4.4. If no capability exists at the installation/base, reclama the tasking to the tasking source IAW this instruction and AFI 10-401.

3.14.4.5. Individual (by name) deployment taskings sourced via MilPDS for institutional forces or 365-day extended deployments are processed IAW AFI 10-401, AFI 36-3802, and this publication.

3.14.4.6. Ensures the LAD/RDD specified for the GEOLOC is feasible and attainable. Taskings should allow lead time at base level to allow for completion of Just-in-Time (JIT) training, equipment preparation, en route training, flight arrangements, etc.

3.14.4.6.1. If the RDD is not feasible, the IDRC's IPR will contact the deployed PERSCO or deployed commander IAW this AFI and AFI 36-3802 with a delayed reporting request/notification.

3.14.4.6.2. Request for RDD adjustments through the supported command will only be made to comply with the timeline standard for verification in AFI 10-401, unless a more stringent timeline is stated in the DEPORD. If the RDD cannot be met due to completion of JIT training, equipment preparation, or flight arrangements, contact the deployed PERSCO or deployed commander IAW this AFI and AFI 36-3802 with a delayed reporting request/notification.

3.14.4.7. Identify any incomplete or missing data (i.e. incomplete or unlisted line/command remarks). The sourcing agency will be contacted to clarify any inconsistencies.

3.14.4.8. If the tasking does not require any corrections, the IDO will accept the tasking in DCAPES. If required, corrections will be submitted via a reclama and/or UIC Change via RPT IAW AFI 10-401 using the instructions in the RPT User Manual.

3.14.5. The IDRC will:

3.14.5.1. Notify units of taskings within (1) duty day after tasking's receipt.

3.14.5.2. When directed by the IDO, upload taskings into LOGMOD, if the OPLAN ULN(s) have been executed. **NOTE:** A TPFDD ULN is "executed" when the CCMD's ULN validation block is date stamped. ULNs will be classified IAW CCMD security classification guidance and CJCSM 3122.02D. **(T-0)**

3.14.5.3. Ensure any coordination with the tasked unit and/or UDM prior to execution is accomplished via secure means.

3.14.6. Units will provide equipment and personnel info back to the IDRC to fulfill taskings IAW Chapters 4 and 5, respectively, or provide shortfall documentation

3.14.7. The IPR updates DCAPES with tasked personnel information IAW the timelines established in AFI 36-3802. NOTE: Automatic rule sets in DCAPES will be used to verify personnel deployment eligibility. If the system flags a condition preventing assignment to the UTC, and an approved waiver is not already on file, SSN(s) will be returned to the UDM for waiver and/or reclama processing actions.

3.14.8. DELETED

3.14.9. On behalf of the IDO, the IDRC will verify requirements are supportable to the MAJCOM AEF Cell, MAJCOM planners and/or FAMs will complete tasking notification and initiate TPFDD verification actions IAW AFI 10-401 and JOPES processes contained in CJCSM 3122.02. **(T-0)**

3.15. Requirements Validation.

3.15.1. The validation process begins once the FP has verified the sourcing. "Validate" in this context is defined in JP1-02, Department of Defense Dictionary of Military and Associated Terms, as: "Execution procedure used by combatant command components, supporting CCDRs, and providing organizations to confirm to the supported commander that all the information records in a TPFDD are not only error-free, but also accurately reflect the current status, attributes (lower level personnel and cargo data), and availability of units and requirements."

3.15.2. AF planners and FAMs must ensure timelines established to support the sourcing, verification, and validation process are followed. The standard timeline for completing sourcing will be IAW respective TPFDD Letters of Instruction (LOIs). Wings/installations will follow this instruction, AFI 10-401, and AFI 36-3802 timelines for filling or shortfalling requirements.

3.15.3. The 6-month (Bands B-E) on-call/deployment period is based on a rotational environment where all requirements are known and can be met with the forces allocated within AEF Bands in the AEF vulnerability period or Enablers.

3.15.3.1. Individuals and equipment allocated to UTCs within the current AEF rotation must not participate in any activity that directly impacts their availability to deploy during this period.

3.15.3.2. Scheduled leaves during the deployment/on-call period will be scrutinized to ensure member's ability to respond quickly, if required.

3.15.3.3. Transportation arrangements into the AOR are influenced by availability of airlift, which is influenced by world events and subject to change prior to actual lift date.

3.16. Travel Requirements Verification.

3.16.1. The IDO and IDRC personnel must work closely together to ensure individuals and equipment meet deployment timing and mode of travel as specified in the PID/TPFDD tasking for personnel/equipment leaving their installation. In order to best help IDRC, PDF, and/or CDF personnel plan movement, the IDO first needs to make some decisions based on an analysis of the TPFDD ALDs/RDDs against the strategic lift airflow will provide the priority for UTC movement and will ask the following questions:

3.16.1.1. What is the APOE for the personnel/equipment leaving the base?

3.16.1.2. Is the origin the APOE or will movement to an APOE be required?

3.16.1.3. If moving to an APOE, is the appropriate transportation being used? Is ground transportation, commercial airline, Group Operational Passenger System (GOPAX), aggregated passengers using CONUS to CONUS Contingency movement (CCPAX) used where appropriate?

3.16.1.4. Is the APOE a military installation or international airport?

3.16.1.5. If it is a military installation, does deploying members have their reporting instructions/equipment preparation requirements from their respective IDO and/or base Transportation Officer?

3.16.1.6. What is the Mode/Source for the personnel departing the base? If the Mode/Source is "AC - Air via supporting commander channel (AMC or Service) aircraft, does the IDO ensure the IDRC makes appropriate arrangements to ensure passengers meet their RDD at the end destination?

3.16.1.7. If the Mode/Source is "AK - Air via strategic (AMC, AMC-contract) aircraft, does the IDO ensure the TACC has made travel arrangements to ensure passengers meet their RDD at the end destination?

3.16.2. DELETED

3.16.3. If the APOE is not home station, the IDO will ensure the IDRC makes appropriate arrangements to meet the APOE ALD e.g. commercial airlines, buses, organic or commercial trucks, or GOPAX through the Tanker/Airlift Control Center (TACC).

3.17. Movement Flow Schedule.

3.17.1. The IDRC will coordinate with its MAJCOM, or component headquarters, who will then coordinate with 618 AOC, TACC, for airflow and/or surface movement information during normal rotations in support of Combat Air Forces/Mobility Air Forces (CAF/MAF) strategic airlift support. Airlift support for ECS will be coordinated with TACC by the component headquarters and verified for validation to USTRANSCOM.

3.17.2. For visibility of airflow, the IDRC will access DCAPES, Global Decision Support System (GDSS), SMS and/or IGC. If airlift is not visible after the USTRANSCOM (USTC) Status Codes in the TPFDD shows lift is allocated ("A"), then the IDRC should contact their MAJCOM AEF Cell who will then contact the TACC for status.

3.17.3. Monitor Status. A designated POC in each work center should provide status of deployment issues to the IDO/IDRC, who is responsible for status reporting to the CAT. Also, POCs will report LIMFAC/shortfalls status. LOGMOD Schedule screens, status boards, and other electronic media are helpful management tools for tracking deployment status.

3.17.4. Monitor Tasking Changes. Due to dynamic situations, taskings and priorities may change. Beddown sites, number and type of aircraft required, aircraft configurations, and so on, can cause extensive changes to unit deployment efforts. In addition, DPW or FAMs at the MAJCOMs could determine a particular unit tasking has higher priorities than others. Units will monitor the situation closely and tailor their actions to reflect any changes in priorities.

3.17.5. Units will prioritize the movement of cargo and passengers as directed in DCAPES (or, at a minimum, LOGPLAN) to meet the RDD specified by the Supported Command. The primary method of scheduling personnel and cargo is the LOGMOD Schedule.

3.18. Waivers.

3.18.1. DELETED

3.18.2. DELETED

3.18.3. Tasking Waivers. Prior to submitting a reclama, the tasked commander, through IPR and deployed PERSCO, will request the deployed Group Commander waive any restriction (e.g. line remarks, SEI, grade, skill level, etc.) or permit substitutions through the waiver process contained in AFI 10-401 and AFI 36-3802.

3.18.4. Unit commanders will:

3.18.4.1. Submit reclamas for personnel and equipment shortfalls via RPT IAW AFI 10-401.

3.18.4.2. Ensure they have thoroughly reviewed all reclamas to ensure that every option regarding AFSC or equipment substitution (IAW UTC MISCAP, functional guidance, etc.), risk mitigation, etc. have been considered for their respective unit prior to submitting a reclama.

3.18.4.3. DELETED

3.18.5. The IDO will:

3.18.5.1. Provide personnel shortfalls to the IDRC (IPR and MO representatives will consider substitutions IAW UTC MISCAPs, line remarks, or as approved by the deployed commander.)

3.18.5.2. Provide equipment shortfalls to the LRS Equipment Accountability Office (EAO).

3.18.5.3. The IDRC and LRS EAO will use functional resources to confirm the unit shortfall and scrub available wing resources for fill actions.

3.18.5.4. DELETED

3.18.5.5. Use equipment with the same national stock number (NSN) and/or a suitable substitute as approved by MEFPAK Responsible Agency FAMs for applicable LOGDET. Suitable replacements and/or further reclamas must be IAW AFI 10-401, Chapter 10.

3.18.5.6. The IDO will monitor reclama status via secure RPT available through the AEF Online Portal at the following website: **https://aef.afpc.randolph.af.smil.mil/default.aspx**.

3.18.6. The IDRC IPR will:

3.18.6.1. Review chain-of-command resources to see if individuals with the required AFSCs are located elsewhere within the wing or wing equivalent on the base in the same MAJCOM in the same AEF (not required for Institution Forces or extended deployments).

3.18.6.2. Check for individuals matching the allowable substitutions identified in the UTC MISCAP, line remarks, or approved AFSC waiver from the deployed commander. NOTE: IDRC is responsible for coordinating replacement actions.

3.18.6.3. Fill that role if the DCC is not activated.

3.18.6.4. Identify substitutions to their MAJCOM for resourcing to correct unit.

3.18.6.5. Submit a shortfall, if the installation/wing cannot support the tasking or the AFSC is not on base.

3.18.7. See AFI 10-401, Chapter 2 for use of Institutional Forces.

Section 3G—Installation/Wing/Unit Level Deployment Operations (Crisis Action)

3.19. Installation/Wing/Unit Deployment Operations (Crisis Operations).

3.19.1. During a crisis or in the build up to a response to a crisis, units should expect to see a warning order (WARNORD), planning order (PLANORD), alert order (ALERTORD), and/or PTDO prior to receipt of the EXORD and/or DEPORD.

3.19.1.1. While these orders are normally sent only to MAJCOM headquarters and not directly to the wings, applicable MAJCOMs, NAFs or equivalent CAT(s) are responsible for retransmitting the order(s) to affected wings. This requires prompt action since timely receipt of these orders may not occur.

3.19.1.2. MAJCOMs/NAFs receive information via secure telephone, message traffic, or GCCS newsgroups and pass related information to subordinate units using similar methods.

3.19.1.3. Tasking information will flow from JOPES through DCAPES to the tasked installations/units. Further, there will often be information flow before an official order.

3.19.1.4. Upon receipt of applicable orders, the host installation/wing command post will immediately notify, at a minimum, the IDO and host installation commander. See JP 5-0, *Joint Operation Planning*, Figure II-10, for a description of types of orders. **(T-3)**

3.19.2. The order may not contain any specific taskings for a specific weapon system. Compare available plans and details of the WARNORD, PLANORD, and/or ALERTORD for clues as to what may be coming.

3.19.2.1. If the message contains actual UTCs or weapon systems identification, actual preparatory movement actions may begin.

3.19.2.2. Unless the pending action is in an area with no plan on the shelf, it may be necessary to read over the current plan for the AOR in question. Read the plan's summary, LOI, basic plan, annexes C & D, and other applicable functional annexes.

3.19.3. Once the IDO receives the applicable orders (or other indications of an imminent deployment), the IDO will host a meeting to: **(T-3)**

3.19.3.1. Review the tasking(s).

3.19.3.1.1. Prioritize tasked UTCs.

3.19.3.1.2. Identify LIMFACs/shortfalls.

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

3.19.3.3. DELETED

3.19.3.4. Members at this meeting will include, at a minimum:

3.19.3.4.1. IDO.

3.19.3.4.2. Logistics Plans representative.

3.19.3.4.3. IPR representative.

3.19.3.4.4. MO representative.

3.19.3.4.5. LRS (Supply) representative.

3.19.3.4.6. LRS (Transportation) representative.

3.19.3.4.7. UDMs with possible tasked UTCs.

3.19.4. To preclude delaying tasking notifications to appropriate Airmen, the DCC will:

3.19.4.1. Check DCAPES twice a day for new, modified, deleted or validated taskings.

3.19.4.2. Monitor other sources of tasking information such as SIPRNET web pages, Web-Hoc Query, and Newsgroups.

3.19.4.3. Establish dialogue with MAJCOM, NAFs, or component CAT Cells and/or operations centers.

3.20. Standby Personnel.

3.20.1. Place personnel on standby IAW MAJCOM and/or installation guidance. **(T-2)**

3.20.2. Follow the MAJCOM and Installation/Wing Commander's direction for placing personnel on stand-by.

3.20.3. At a minimum, the DCC staff will be recalled or notified when the Installation/Wing Commander is notified. **(T-3)**

3.20.4. The IDO will alert the FSS Commander of the potential need to activate the PDF and the LRS/LGRD (or APS at CONUS AMC strategic aerial port) of the potential to activate the CDF.

3.21. Crisis Action Taskings.

3.21.1. The command post will provide tasking messages to the Installation/Wing Commanders and the IDO immediately upon receipt.

3.21.1.1. The IDO will notify the DCC staff immediately if CAT validation results in changes.

3.21.1.2. The IDO will notify deployment workcenters and tasked units of message receipt and actions required. **(T-3)**

3.21.1.3. A DEPORD or EXORD message date/time group establishes the Reference Start Time (RST). NOTE: RST is the date and time from which all execution efforts begin.

3.21.2. If directed by the wing/installation commander, the IDO will provide a concept brief to senior leadership, unit commanders, deployment workcenter supervision and UDMs. **(T-3)**

3.21.3. The concept briefing sets the tone for the deployment and ensures all deploying and support units understand the tasking, the deployment schedule, and critical employment site information that could affect the mission, health, and safety of deploying personnel.

3.21.4. IDOs will ensure applicable data is briefed to ensure successful deployment execution. Refer to Attachment 7 for a recommended Deployment Concept Brief outline.

Section 3H—Installation Deployment Plan (IDP) Execution

3.22. IDP Execution.

3.22.1. Once the base receives a DEPORD or EXORD, the installation implements its deployment process IAW the IDP.

3.22.2. Implementing the IDP will help to ensure all augmentees are available and will assist in activating the required work centers with needed equipment and supplies to conduct 24-hour operations, as needed.

3.23. Deployment Workcenters Activation.

3.23.1. Deployment management requires all agencies responsible for deployment actions to work together to ensure they meet all taskings. Usually the installation/wing's deployment organization is not fully activated until an installation receives a tasking to deploy.

3.23.2. Time requirements for activating work centers are not dictated, so each installation must determine when to activate their work centers according to the situation at hand. The following paragraphs explain the purpose and suggested activation priority supporting the wing deployment process.

3.23.2.1. CAT Activation.

3.23.2.1.1. Early in a crisis, the focus is on gathering and disseminating accurate information. Command and control is critical to important agencies such as the base command post, CAT, and the DCC.

3.23.2.1.2. MAJCOMs and installations will develop CAT activation procedures IAW AFI 10-207, *Command Posts*. **(T-3)**

3.23.2.1.3. DELETED

3.23.2.2. DCC Activation. **(T-3)**

3.23.2.2.1. Activate the DCC in time to allow representatives the necessary time needed to translate the DEPORD/EXORD, establish communications with HHQ, and prepare the LOGMOD Schedule.

3.23.2.2.2. The IDO will activate other work centers in enough time to begin accepting cargo and personnel for processing based on the LOGMOD Schedule.

3.23.2.2.3. When activated, the DCC serves as the focal point for all deployment C2 actions on an installation and reports to the CAT.

3.23.2.2.4. The IDO must establish lines of communication between higher headquarters, the CAT, deployment work centers, and the DCC, and between the

DCC and tasked units. All information essential to deployment operations will pass through the DCC.

3.23.2.2.5. The IDO will use approved command and control systems such as DCAPES and LOGMOD to ensure everyone is informed of installation/wing TPFDD taskings.

3.23.2.3. Cargo Deployment Function (CDF) Activation. **(T-3)**

3.23.2.3.1. Activate the CDF when directed by the IDO.

3.23.2.3.2. The CDF OIC/NCOIC will ensure all required resources are readily available to properly transport, receive, inspect, marshal, and load cargo to meet support transportation requirements.

3.23.2.3.3. The CDF will develop clear procedures if both air and surface operations are required.

3.23.2.4. Personnel Deployment Function (PDF) Activation. **(T-3)**

3.23.2.4.1. The IDO, in coordination with the FSS OPSO, activates the PDF.

3.23.2.4.2. The PDF OIC/NCOIC will ensure all required resources are readily available to properly account for, process, manifest and load deploying personnel for transportation requirements.

3.23.2.5. Unit Deployment Control Centers (UDCC) Activation. **(T-3)**

3.23.2.5.1. Unit commanders will activate UDCCs upon direction of the CAT or IDO (24-hour operations, if needed).

3.23.2.5.2. UDMs will gather work center members and brief them on all the deployment information and advise them when to set up the cargo/unit assembly areas.

3.23.2.5.3. UDCCs will deactivate after approval by the IDO. Personnel deployment eligibility will be constantly monitored by UDMs to ensure required deployment positions can be filled by qualified individuals at all times.

3.23.2.5.4. Units will attempt, as early as possible, to identify potential personnel eligibility problems in order to allow the PDF maximum time to try to find qualified personnel from installation/wing resources.

3.23.2.5.4.1. If qualified personnel are not available on the installation, notify the DCC so they can elevate the requirement to higher headquarters and/or AFPC/DPW.

3.23.2.5.4.2. In many cases, commanders can waive eligibility factor problems.

3.23.2.5.4.3. When they cannot waive them, commanders will elevate those personnel issues or shortfall IAW applicable reclama and shortfall implementing guidance.

3.24. Tasking, Requirement, and Movement Validation/Verification.

3.24.1. The tasking verification process for crisis response surge operations will follow the same procedures as identified in AFI 10-401, Chapter 8 with the following exceptions:

3.24.2. IDRC becomes the DCC, and any additional deployment workcenter personnel required by the IDO are notified that the DCC has been activated.

3.24.3. Accelerate all timelines for ASAP completion.

3.24.4. . Requirement Validation. The requirement validation process for crisis response operations will follow the same procedures as identified in AFI 10-401, Chapter 9 with the exception that timelines will likely be accelerated based on real-world events that is driving the deployment.

3.24.5. Movement Flow Schedule.

3.24.5.1. The DCC will coordinate with its MAJCOM, supported component headquarters and TACC concerning airlift.

3.24.5.2. The supported CCDR will coordinate movement with USTRANSCOM during crisis action.

3.24.5.3. For visibility of airflow, the DCC will access DCAPES, IGC, Global Decision Support System (GDSS), and/or Single Mobility System (SMS).

3.24.5.4. Each work center will provide deployment status to the IDO IAW the IDP. **(T-3)**

3.24.5.5. Due to dynamic situations, taskings and priorities will probably change daily, or even hourly.

3.24.5.5.1. Beddown sites, number and type of aircraft required, aircraft configurations, and so on, can cause extensive changes to unit deployment efforts.

3.24.5.5.2. In addition, DPW or MAJCOM FAMs could determine that a particular unit tasking has higher priorities than others.

3.24.5.5.3. Units will monitor the situation closely and tailor their actions to reflect any changes in priorities.

3.25. LOGMOD Schedule.

3.25.1. The LOGMOD Schedule is the authoritative document within the wing that orchestrates the movement of cargo and personnel (see Chapters 4 and 5 for specific cargo and personnel processing procedures, respectively). Accuracy must be carefully ensured.

3.25.2. Reference AFPAM 10-1403, Air Mobility Planning Factors, the LOGMOD Users Guide, system help files, and sample schedules with recommended event times for more detailed information.

3.25.3. Prioritizing and monitoring movement outflow. **(T-3)**

3.25.3.1. The IDO is responsible for managing the outflow of cargo and personnel based on these guidelines:

3.25.3.2. The IDO will create the schedule to flow through the installation deployment process based on the Supported Command TPFDD RDD movement priority of equipment and/or personnel, strategic airlift arrival/departure times and aggregate transportation requirements. The schedule and initial aircraft load plans will be developed concurrently to ensure efficiency.

3.25.3.3. Units will prioritize equipment and personnel to the UTC increment and personnel line number detail based on the Supported Command TPFDD RDDs. Reference AFI 10-401 for prioritizing UTCs.

3.25.3.4. IDOs will ensure an alternative LOGMOD Schedule process is developed for use when LOGMOD Schedule is not available.

3.25.3.4.1. When LOGMOD is unavailable, alternative process and/or other automated systems will be used. **(T-3)**

3.25.3.4.2. If LOGMOD is not available, use AF Form 2511, *Deployments Schedule of Events – Cargo*; AF Form 2511A, *Deployment Schedule of Events - Personnel*; and AF Form 2512, *Deployment Schedule of Events - Loading Schedule* (see Attachments 9, 10, and 11).

3.25.3.4.3. All work centers must complete scheduled events by times depicted on these forms. When creating LOGMOD Schedules, IDOs will use the following table of events nomenclature for applicable events utilized:

Figure 3.1. Applicable Events LOGMOD Schedule Nomenclature

Cargo Events	Personnel Events
Cargo Unit Assembly Complete	Pax Unit Assembly Complete
Cargo Incheck Start	Pax Mobility Bags Start
Cargo Incheck Complete	Pax Mobility Bags Complete
Cargo JI Start	Pax Process Start
Cargo JI Complete	Pax Process Complete
Cargo Manifest Complete	Pax Orders Complete
Cargo QC Complete	Pax Manifest Complete
Cargo A/C Pkg Complete	Baggage Load Start (Pax MSNs Only)
Cargo Load Start	Baggage Load Complete (Pax MSNs Only)
Cargo Load Complete	Pax Load Start
Transmit manifest to IGC	Pax Load Complete

3.25.4. LOGMOD Schedule Distribution.

3.25.4.1. Provide completed or published schedules to the CAT, key deployment workcenters and affected units expeditiously.

3.25.4.2. Use either the LOGMOD remote LOGMOD Schedule viewer capability or a distribution method that works best for an installation and include this in the IDP.

3.25.5. Tracking Schedule Actions. Use the LOGMOD system or hard-copy LOGMOD Schedules to track the actions required (as described in Chapters 4 and 5).

3.25.6. Updating the Schedule. Any change to timing, events, aircraft information, personnel and equipment requires a published change to the LOGMOD Schedule. Capture reasons for changes in the remarks section. The DCC will publish LOGMOD Schedules and provide to all affected deployment workcenters immediately.

Section 3I—Deployment Reporting/Data Collection

3.26. Deployment Reporting.

3.26.1. The DCC must keep the installation's senior leadership up to date during deployment operations as specified by local requirements.

3.26.2. Use LOGMOD remote LOGMOD Schedule viewer, if available, to support this requirement.

3.26.3. Specific base reporting requirements will be identified in the IDP. **(T-3)**

3.26.4. UDMs will prepare reclamas IAW AFI 10-401, AFPC/DPW RPT User Manual procedures, IDP rule-sets, and other applicable instructions.

3.26.4.1. Updates to senior leadership that requests the IDOs physical presence must not impede mission accomplishment.

3.27. JOPES Deployment UTC Data.

3.27.1. Units will electronically transfer tailored LOGPLAN/Schedule files to the gaining MAJCOM for review and for processing into JOPES through DCAPES in support of the CJCS requirement to develop a sourced TPFDD for the first (7) days within 72-hours..

3.27.2. The tasking source specifies how and when to send the information (reference Attachment 8).

3.28. Post Deployment Data Documentation.

3.28.1. MAJCOM/A4s are responsible for implementing policy for deployment data retention/collection. **(T-2)**

3.28.1.1. At a minimum, CJCS directed exercises and national level exercises will be recorded IAW this instruction, and maintained and disposed of IAW AFMAN 33-363, *Management of Records*, and AFI 33-364, *Records Disposition - Procedures and Responsibilities*.

3.28.1.2. The LRS/Logistics Plans and Integration section will:

3.28.1.2.1. Ensure deployment processes include collection and maintenance of the following as minimum documentation for deploying aircraft:

3.28.1.2.2. . Passenger manifest.

3.28.1.2.3. Cargo manifest.

3.28.1.2.4. Equipment listings.

3.28.1.2.5. Hazardous cargo waivers.

3.28.1.2.6. Load plans,

3.28.1.2.7. Other documents identifying equipment and personnel aboard deploying aircraft,

3.28.1.2.8. Shippers Declarations for Dangerous Goods.

3.28.1.2.9. LOGMOD load and packing lists.

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

3.28.2. Include documentation for both host and tenant units.

3.28.3. If LOGMOD is not available or functional for the purpose of generating these products, AF Form 2518, *Deployment Packing List*, will be manually generated (see Attachment 14).

3.28.4. DELETED

3.28.5. In LOGMOD, archive a copy of the Logistics Plan file and the Schedule file.

3.28.6. In CMOS/GATES, archive the cargo and passenger manifest data. This data is of historical significance, required for trend analysis and process improvement, and maintained IAW AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force RDS located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**.

3.28.7. Deployment, contingency, and lesser contingency operations records, will be identified and retained if MAJCOM/A4s deem the results beneficial for collection under Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**.

3.28.8. As the installation OPR for deployment data, the IDO will compile and analyze data for trends to identify ways of improving the deployment process.

3.28.9. Deploying unit commanders will also document deployment data to ensure comprehensive deployment analysis to improve unit deployment procedures.

3.28.10. During deployments, the DCC is responsible for collecting and documenting deployment activity data. This is essentially handled by each deployed system and by unit logs.

3.28.11. Installations will accomplish documentation of lessons learned using the AF lessons learned program IAW AFI 90-1601, *Air Force Lessons Learned Program*, , MAJCOM after-action reporting requirements, and AEF after-action reporting IAW AFI 10-401, Chapter 3.

3.28.11.1. **(Added-USAFE)** Due to the nature of the documents required to be collected and maintained, IDRCs will build a continuity binder at the completion of each operation, exercise, and AEF rotation. Documents included in the continuity binder may either be printed on paper, or scanned and stored electronically in a location referenced in the binder.

Chapter 4

DEPLOYMENT EXECUTION (CARGO)

Section 4A—-General

4.1. General.

4.1.1. The unit commander, or designated representative, oversees all unit equipment and cargo preparation in support of deployments.

4.1.2. Commanders must ensure units prepare and handle their cargo IAW DTR 4500.9-R, Part II - *Cargo Movement* and Part III - *Mobility*; AFI 24-203; AFMAN 24-204(I); AFMAN 24-306(IP), *Manual for the Wheeled Operator*; Title 49, *Code of Federal Regulations*, and is responsible for such documentation to be accurate. **(T-0)**

4.1.2.1. Convoy Deployments. Units deploying by convoy will prepare cargo IAW AFI 24-301 and DTR 4500.9-R, Part III, Appendix F. **(T-0)**

Section 4B—Equipment Management

4.2. Authorized Equipment.

4.2.1. UTCs will only be filled with equipment assigned to the tasked unit.

4.2.1.1. Exceptions to this policy require a waiver IAW AFI 10-401.

4.2.1.2. Fragmentation could occur where one unit provides the manpower requirement and another provides the equipment, or if one unit provides manning augmentation to another unit.

4.2.1.3. Typically, fragmenting UTC records will only be allowed in cases where the two units are formally linked in DOC statements or other functional area documents.

4.2.2. No authorization will be counted against more than one UTC record unless a waiver is granted by USAF/A5XW (e.g. USSTRATCOM supported UTCs). Additionally, each UTC record will be placed into only one AEF Capability Library per cycle.

4.2.3. If a unit can no longer support a postured UTC, the unit must coordinate with the respective MAJCOM war planner and FAM.

4.2.4. Personnel in deployable UTCs must be equipped or have access to equipment to maintain the UTC capability.

4.2.5. ART must be updated to reflect status of equipment for each standard deployable UTC IAW AFI 10-244.

4.3. Standardized UTC Equipment.

4.3.1. Pilot/non-pilot units will identify cargo increments, within LOGMOD, using the proper increment types, deployment echelon codes, and functional account codes.

4.3.2. Units will assign Unit Cargo Increment Monitors to manage a given set of cargo increments from each deploying unit.

4.3.2.1. The monitors will ensure they provide inputs/updates to their UDMs, who will ensure the LOGMOD database is updated.

4.3.2.2. When preparing for deployment, UDMs and/or Unit Cargo Increment Monitors will refer to the squadron or shop LOGPLAN material list (in LOGMOD) to ensure they have the minimum authorized and required UTC cargo. NOTE: LOGPLAN material lists will be kept accurate and deploying equipment marked in advance (if possible) for all deploying UTC cargo e.g. palletized, rolling-stock, hand-carried, or floor-loaded.

4.3.3. Refer to the installation/wing LOGMOD administrators and help file for proper use of deployment echelon codes, increment numbers, increment types, FACs and titles, CCCs, TCMD, LPD, movement priority codes and NSNs.

4.4. Equipment Sourcing.

4.4.1. The force provider will identify sourcing solutions to AFPC/DPW for equipment-only UTCs not directly tied to a unit (e.g. vehicles) postured in the AEF tempo bands or Enabler force.

4.4.1.1. UTCs that contain both MANFOR and LOGFOR detail will be sourced by AFPC/DPW using the same procedures and priorities as personnel-only UTCs.

4.4.1.2. Due to the sensitivity of AFSOC's SOF mission and AMC's global MAF support, these mission requirements will continue to be sourced by the respective MAJCOMs.

4.4.1.2.1. HQAMC will source unique theater requirements for mobility support.

4.4.1.2.2. The ECS SIPT is the focal point for coordinating all issues and concerns relative to equipment sourcing.

4.4.2. Generic equipment-only UTCs will be placed in the enabler library IAW AFI 10-401, Chapter 7.

4.4.3. For sourcing purposes, all equipment-only UTCs placed in the UTC Availability are available for deployment.

4.4.4. AFPC/DPW will nominate equipment-only UTCs from the installations in the on-call AEF deployment window as identified by the ECS SIPT-approved Target Base Alignment Template.

4.4.5. Aeromedical Evacuation (AE) UTCs will be sourced irrespective of on-call AEF deployment window.

4.4.6. Once sourced, and at the direction of the parent MAJCOM, units/wings will electronically pass their equipment (DCAPES Plan export) information to their MAJCOM FAM via SIPR. Units/Wings must indicate ULN data and whether the equipment detail is from a UTC that contains both equipment and personnel or an equipment-only UTC. NOTE: Refer to AFI 10-401, Chapter 10 for tailoring guidance.

4.4.7. Use of WRM is restricted to ensure sufficient capability is available to support theater starter or swing stock requirements.

4.4.7.1. WRM assets should not be used solely to support ongoing rotational operations.

4.4.7.2. Prior to using WRM, requesting organizations will make every effort to satisfy the requirement using alternative means of support.

4.4.7.3. If still required, the requesting organization must follow procedures for indirect mission support IAW AFI 25-101 and applicable MAJCOM supplement.

Section 4C—Cargo Preparation

4.5. Cargo Preparation/Identification.

4.5.1. General.

4.5.1.1. This process ensures all equipment/cargo is properly identified, prepared, and documented (including appropriate customs documentation and diplomatic clearance) before marshaling (see Attachment 4 for equipment processing process flowcharts).

4.5.1.2. This is a unit responsibility that is usually completed in the unit area.

4.5.1.3. As early as possible, units will identify equipment/cargo tasked for deployment and start all documentation (particularly hazardous materials (HAZMAT)) required.

4.5.1.4. All deployment cargo movement records (air or surface) will be prepared by the CDF and maintained by the LRS/Deployment and Distribution Flight IAW with DTR 4500.9, Parts II & III, AFMAN 24-204 (IP), AFI 24-203, and AFI 33-360. **(T-0)**

4.5.2. Deployed Accountability.

4.5.2.1. Before execution, UDMs, through the LRS Materiel Management Flight Customer Service and/or Vehicle Management Flight, will identify deployment equipment and ensure the assignment of the correct use codes (reference AFMAN 23-110, Vol. 2, Part 2, Chapter 3, Attachment 3A-1, *Data Elements and Definitions*) and UTCs.

4.5.2.2. Upon receipt of tasking, the UDM or Vehicle Control Officer/NCO (VCO/VCNCO) will identify deploying equipment or vehicles, and appropriate support kits, and report them to the LRS Materiel Management Flight Customer Service and/or Vehicle Management Flight.

4.5.2.3. LRS will prepare a deployed CA/CRL and will then update their systems.

4.5.3. When preparing for deployments, units will refer to the squadron or shop LOGPLAN materiel list to ensure they have the required equipment.

4.5.3.1. LOGPLAN materiel lists will be kept accurate and deploying equipment marked in advance (if possible).

4.5.3.2. For cargo preparation, use LOGMOD to produce load and packing lists.

4.5.4. Vehicles. Units will:

4.5.4.1. Prepare OPLAN or AEF-tasked vehicles IAW AFI 24-302, *Vehicle Management.*Units will:

4.5.4.2. End users are responsible for vehicle processing tasks for deployment.

4.5.4.3. Ensure vehicles that require Limited Technical Inspections (LTI) for acceptance, shipping, disposition actions and repairs meet processing times and are placed in the proper condition prior to shipment. UDMs or VCOs/VCNCOs will schedule an LTI appointment with the LRS Vehicle Management Flight as soon as possible to ensure the LTI is completed in sufficient time to meet the LOGMOD Schedule cargo marshalling start time.

4.5.4.4. Coordinate with LRS Vehicle Management Flight for deployability assessment and Temporary Mission Support Kits (when required) before processing assets through the CDF.

4.6. Hazardous Materials Identification/Documentation.

4.6.1. Units will:

4.6.1.1. Maintain and provide a current sample Shipper's Declaration for Dangerous Goods form for each hazardous item

4.6.1.2. Include a HAZMAT certification authorization letter signed by the unit commander or a designated representative, to the LRS/APS/AMS.

4.6.2. Transportation HAZMAT specialists will physically inspect cargo to ensure Shipper's Declaration of Dangerous Goods forms are prepared accurately.

4.6.3. The LRS/APS/AMS will review the forms for accuracy.

4.6.4. Sample Shippers Declarations will be kept by the unit to provide to the CDF as required.

4.6.5. Ensure hazardous materials are prepared and ready for shipment:

4.6.5.1. Prepare and move hazardous material shipments IAW AFMAN 24-204(IP) (49 CFR for surface shipments) and MIL-STD-129P, DOD Standard Practice, Military Marking for Shipment and Storage. **(T-0)**

4.6.5.2. Ensure applicable Competent Authority Approvals (CAA), Department of Transportation (DOT) Special Permits, Certifications of Equivalency (COE), Air Transportation Test Loading Agency (ATTLA) certification, and packaging or compatibility waivers accompany shipments. **(T-0)**

4.6.5.3. Ensure classified or signature service hazardous materials are identified by using a DD Form 1387-2, *Special Handling Data/Certification*, in addition to a Shipper's Declaration of Dangerous Goods. **(T-0)**

4.6.5.4. Ensure packaging, marking, and documentation capability exists for redeployment to home station.

4.6.5.5. Ensure hazardous cargo information is located in the TCMD located in LOGMOD LOGPLAN files. **(T-0)**

4.7. Sensitive Cargo.

4.7.1. To ensure classified cargo is prepared and ready for shipment, units will:

4.7.1.1. Handle and ship classified material IAW DOD 5200.1-R, *Information Security Program Regulation*, and AFI 31-401. **(T-0)**

4.7.1.2. All deploying units with classified material must appoint classified cargo couriers to accompany/receipt for classified materials. **(T-0)**

4.7.1.3. AFI 31-401 gives specific guidance on how to account for deployed classified material.

4.7.2. To ensure arms, ammunition, and explosives are prepared and ready for shipment, units will:

4.7.2.1. Ensure escort and bulk shipment criteria of arms, ammunition, and explosives (AA&E) for carrier load/off-load and base surface movements is accomplished IAW AFI 24-203, Chapter 5. **(T-0)**

4.7.2.2. When using military ground transportation for movement off base to field locations, deployments, etc. refer to AFI 31-101 or contact the local Security Forces for procedures.

4.7.2.3. Ensure accountability is accomplished IAW AFI 21-201.

4.8. Equipment/Cargo Documentation.

4.8.1. Each increment of equipment/cargo must carry specific documentation IAW cargo preparation directives identified in the following paragraphs. Units must include these minimum forms of documentation/identification with each increment. **(T-0)**

4.8.2. Military Shipment Label (MSL). **(T-0)**

4.8.2.1. Each palletized load or non-palletized piece of cargo must have an authorized MSL and will be attached for air shipment IAW DTR 4500.9-R, Part III, and MIL-STD-129P.

4.8.2.2. Use CMOS/GATES to produce MSLs to ensure the full use of ITV-capabilities throughout the transportation network.

4.8.2.3. At a minimum, the following elements of information will be provided on the MSL:

4.8.2.3.1. TCN (Transportation Control Number) with embedded ULN (up to the full seven digits).

4.8.2.3.2. Origin (to include Stock Record Account Number/DOD Account Activity Code (SRAN/DODAAC)).

4.8.2.3.3. APOE.

4.8.2.3.4. APOD, Destination (to include SRAN/DODAAC).

4.8.2.3.5. Cube.

4.8.2.3.6. Dimensions.

4.8.2.3.7. Weight.

4.8.2.3.8. Unit POC.

4.8.3. Whenever possible MSLs should be produced from an automatic system so that linear or 2D barcodes are shown for the TCN, destination/consignee, and piece number blocks so

automatic identification technology can be used to process unit move shipments through the terminals expeditiously.

4.8.4. UDMs will use temporary LOGMOD deployment shipping placards for cargo processing through the CDF during in-check for deployments, exercises, and unit moves. Temporary placards will be replaced with CMOS/GATES placards IAW DTR 4500.9-R, Part III prior to shipment. **(T-0)**

4.8.4.1. UDMs may produce manual DD Form 1387s in place of LOGMOD placards during periods of LOGMOD inoperability.

4.8.4.2. Currently LOGMOD deployment shipping placards do not meet DTR requirements (bar coding) and therefore cannot be used for actual deployments, exercises, or unit moves.

4.8.5. The CDF will produce a CMOS/GATES MSL after the joint inspection (JI) to ensure accurate weight and dimensional data. **(T-0)**

4.8.5.1. If CMOS/GATES is not available to produce authorized MSLs, then the CDF/units will manually complete a DD Form 1387 IAW DTR 4500.9-R, Part III, MIL-STD-129P and/or AFI 24-203, utilizing the Logistics Web Forms Processor (LWFP): **https://lsotools.wpafb.af.mil**.

4.8.5.2. Units are responsible for producing an automated or manual load and packing lists for all deploying UTC cargo (e.g. palletized, rolling-stock, hand-carried and/or floor-loaded) IAW the LOGMOD Schedule.

4.8.5.3. If a DD Form 1387 is utilized, ensure blocks 1, 9, and 16 are legible for down line stations to update the advance movement data file and produce updated automated MSLs with bar codes, if capable.

4.8.5.4. CDF/units will place labels in a waterproof envelope and securely attach the envelope to the deploying increment.

4.8.5.5. If LWFP is used, users will generate TCMDs and MSLs for shippers. This web-based system includes electronic versions of DD Form 1384s and DD Form 1387s. The system also includes data validation for all shipment types and sends advanced warning to POEs.

4.8.6. Load and Packing Lists.

4.8.6.1. LOGMOD is the source system for generating Deployment Cargo Load and Packing lists.

4.8.6.2. If LOGMOD is not available or functional for the purpose of generating these products, an AF Form 2518, *Deployment Packing List*, will be manually generated (see Attachment 14).

4.8.6.3. Items loaded onto increments (containers onto pallets or rolling-stock) will be marked/stenciled in a waterproof manner. Minimum markings will consist of:

4.8.6.3.1. Line One: UTC/Unit of assignment (e.g. 890 FS).

4.8.6.3.2. Line Two: Deployment echelon/Increment number/Item number (e.g. C1-1004-01).

4.8.6.3.3. Apply packing/shipping markings and labels IAW equipment technical orders. Additional unit markings are authorized.

4.8.6.4. Load and Packing lists must be accurate and be attached in weatherproof pouch with the pallet/container.

4.8.6.5. Accurate load and packing lists are critical to ensure unit equipment is not delayed by customs at entry into other countries.

4.8.6.6. Failure by units to create accurate documentation can delay equipment arrival to the beddown location and seriously affect the mission.

4.8.6.7. Pen and ink changes are authorized.

4.8.6.8. All containers (except as otherwise identified herein) will have a LOGMOD packing list affixed with detailed list of all suffixed items within the container.

4.8.6.9. When a suffixed item in the container is a container itself with more than one item, the inside container will additionally have an AF Form 2518 attached.

4.8.6.10. Locally developed electronic forms are authorized if they include, as a minimum, the same data fields as the AF Form 2518.

4.8.6.11. Medical units will use Defense Medical Logistics Standard Support (DMLSS) packing lists and logistics readiness units may use SBSS listings (R-43, etc.) for Mobility Readiness Spares Package (MRSP) packing lists.

4.8.6.12. Civil Engineer units will use Equipment and Supply Listing (ESL).

4.8.6.12.1. Standard configuration for equipment is identified in the ESL. The contents of individual kits are further defined in the ESL.

4.8.6.12.2. Printed copies of pertinent ESL information will be placed on or within individual kits.

4.8.6.13. Units will not use manual Deployment Load and Packing lists except under the most unusual of circumstances (i.e. LOGMOD system failure).

4.8.6.14. The packing list, (ESL for CE only), will contain the contents (suffix items) for items identified as containers and include NSN, nomenclature, tasked quantities, hazard/special handling indicator codes, sensitive/controlled items, and ASCs of suffix items. The following exceptions apply:

4.8.6.14.1. Do not list contents for MRSP except those that are hazardous or Use Code “A” (Allowance Standard asset).

4.8.6.14.2. Do not list the contents for Consolidated Tool Kits (CTKs) except those that are hazardous or Use Code “A.”

4.8.6.14.3. Do not list miscellaneous administrative supplies (pens, pencils, paper, etc.) except those that are hazardous or Use Code “A”.

4.8.6.14.4. Do not list medical supplies except those that are hazardous or Use Code “A” (EXCEPTION: Medical UTCs will list medical supplies).

4.8.6.14.5. Do not list individual CE kits except those that are hazardous or Use Code “A”.

4.8.6.15. LOGMOD is not designed for making frequent changes to fluctuating quantities of such expendables as pencils, forms, hand tools, or narcotics.

4.8.6.16. Inventory and Deployment Packing lists for CTKs and miscellaneous administrative supplies are the responsibilities of the owning unit.

4.8.6.17. Units will maintain shoring material for the unit's equipment and identify this material within their load and packing lists to account for the additional weight of this material.

4.8.7. Pallet Identifiers (DD Form 2775/automated equivalents). Deploying force and/or owning unit is only required to produce and place the pallet identifiers on two adjacent sides of a pallet IAW DTR4500.9-R, Part III when multiple TCNs are consolidated on a pallet, ISU, etc. for shipment. A pallet identifier is optional for shipments containing a single TCN as the MSL has all data related to the shipment. **(T-0)**

4.8.8. Deployment Transportation Control Number (TCN).

4.8.8.1. If LOGMOD is not operational, the deployment TCN can be manually constructed by following instructions in DTR 4500.9-R, Part III, Appendix H.

4.8.8.2. The TCN will include the ULN (use full seven-digit ULN when fragmented), Deployment echelon, and increment number (automatically generated in LOGMOD Schedule module).

4.8.9. For contingency exercises and deployments, include: **(T-0)**

4.8.9.1. DD Form 1387-2, *Special Handling Data/Certification* (for cargo requiring any special handling instructions e.g. classified, sensitive, keep away from magnetized material, etc)

4.8.9.2. Commercial bills of lading; and a truck manifest (TCMD data.

4.8.9.3. DD Form 1385, *Cargo Manifest*, or equivalent), prepared by the transportation function or deploying unit, as appropriate.

4.8.9.4. Cargo that is both sensitive and hazardous (such as small arms ammunition) requires a Shipper's Declaration for Dangerous Goods and a completed DD Form 1387-2.

4.8.9.5. During an actual deployment or contingency, the deploying unit must complete an original Shipper's Declaration for Dangerous Goods to certify all hazardous cargo (see AFMAN 24-204[I] for more details).

4.8.9.6. DELETED

4.9. Pallet Build-up. (T-0)

4.9.1. Pallet profile for all aircraft (e.g. C-130, KC-10, and Civil Reserve Airlift Fleet (CRAF)) will be considered when preparing cargo pallets. This may significantly reduce the possibility of further modifications at the time of actual loading. Use the checklist in DTR 4500.9-R, Part III, Appendix O: **http://www.transcom.mil/j5/pt/dtrpart3/dtr_part_iii_app_o.pdf**.

4.9.2. Palletize Baggage.

4.9.2.1. For planning purposes, baggage will be palletized for all C-5 aircraft, 10 or more passengers on a KC-10 aircraft, and 20 or more passengers on all other airframes.

4.9.2.2. C-17 baggage pallets will be loaded in the rear of the aircraft while KC-10 and KC-135 baggage pallets will be loaded towards the nose in order to expedite the download at the final destination.

4.9.2.3. Baggage pallets will follow the same height and contour restrictions as other pallets.

4.9.2.4. When 20 or more passengers are on a chalk, load planners must account for baggage pallets on the pre-load plan by using canned weights/heights (2500lbs/45) and the LOGMOD Scheduler will account for pallets in the LOGMOD schedule remarks section.

4.9.3. Units deploying or redeploying are responsible for all cargo preparation to include providing special equipment operators, venting liquid oxygen (LOX) carts, providing de-icer drivers, etc. NOTE: Deploying units are required to install appropriate vent kit to the equipment. Aircraft maintenance will then connect to aircraft venting system.

4.9.4. Cargo shoring/dunnage will be provided by the unit and deployed with its associated equipment/pallet. **(T-0)**

4.9.4.1. Pallet dunnage will always accompany 463L pallets during movement.

4.9.4.2. The following are general movement characteristics for pallet dunnage:

4.9.4.2.1. Length: 88 inches.

4.9.4.2.2. Width/height: 3 inches.

4.9.4.2.3. Quantity: 3 each.

4.9.4.3. Dunnage NSN information can be obtained from the IDO, Transportation Management personnel, AFI 10-401, or by using the Federal Logistics (FEDLOG) system.

4.10. Pre-deployment Cargo Movement.

4.10.1. Cargo movement requirements/responsibilities will be documented in the local IDP.

4.10.2. Deploying units will deliver all UTC cargo (e.g. palletized, rolling-stock, hand-carried, and/or floor-loaded) to the CDF in-check area as required by the LOGMOD Schedule.

4.10.3. Units must arrange movement of cargo well in advance of required LOGMOD Schedule processing times to ensure on-time processing and availability of transportation assets.

4.10.3.1. If required, units should first contact the DCC Transportation Representative.

4.10.3.2. If required, and the DCC has not been activated, the unit should contact LRS Vehicle Management Flight to request support moving non-rolling stock cargo.

4.10.4. Deploying non-local AF and non-AF units will:

4.10.4.1. Provide a CD-ROM in electronic format (CMOS/GATES/Transportation Coordinators-Automated Information for Movements System II (TC-AIMS II), or new generation system) containing outbound air cargo information to the CDF, Aircraft Services, or Cargo Processing Section IAW published times contained in local LOGMOD Schedule to expedite processing of cargo into the airlift system.

4.10.4.2. Provide approved electronic media with deploying passenger data to the PDF for input into IDS systems (CMOS/GATES) for manifest preparation, (Reference AFI 24-203 for further guidance).

4.10.4.3. DELETED

4.10.4.3.1. DELETED

4.10.4.3.1.1. DELETED

4.10.4.3.1.2. DELETED

4.11. Cargo Processing.

4.11.1. The CDF will:

4.11.1.1. Be a controlled area and have the capability to weigh and measure equipment. EXCEPTION: For locations that have contracted Air Terminal Ground Handling Services (ATGHS), the IDP will capture these unique service contract relationships for Air Terminal Operations, JI and aircraft loading. Further, a copy will be sent the MAJCOM/A4s for transparency and consolidation.

4.11.1.2. Determine and comply with any special requirements or procedures that will be required to inspect explosives (e.g. Explosive Ordnance Disposal (EOD)/SF loads usually require a separate holding area or “hot cargo pad” for meeting all safety requirements).

4.11.1.3. Identify personnel to perform any “mobile” in-check requirements and ensure enough materials are available.

4.11.1.4. Coordinate commercial surface movement through the LRS/Deployment and Distribution Flight and LRS Deployment & Distribution Flight Commander. NOTE: For AMC bases with an APS, the CDF is the responsibility of the APS.

4.11.1.5. Make augmentees aware of hazards such as LOX carts and explosives.

4.11.1.6. In-check, weigh and measure hand-carried and/or floor-loaded UTC cargo in the same manner as palletized or rolling-stock cargo. Upon completion of cargo processing and deemed safe, hand-carried cargo will be released to the deploying unit representative (e.g. cargo courier) for transportation loading IAW the LOGMOD Schedule.

4.11.2. Cargo Marshaling.

4.11.2.1. Marshaling is the orderly assembly of cargo (in load plan sequence by chalk, in preparation for JI) to a location called the staging or call forward area.

4.11.2.2. Identify these locations as sterile areas to ensure the equipment is not “tampered” with (adding or deleting pieces).

4.11.2.3. The CDF controls entry into the marshaling yard.

4.11.2.4. Identify these areas in the IDP.

4.11.3. Joint Inspection (JI) of Cargo.

4.11.3.1. JI is the final inspection with the owning unit and the joint inspector (or loadmaster, if necessary) before the load is accepted.

4.11.3.2. The JI is accomplished IAW DTR 4500.9-R, Part III. **(T-0)**

4.11.3.3. If an item is not properly prepared or documentation is incorrect, it will be placed in the frustrated cargo area and the CDF OIC/NCOICs are notified immediately so that corrective actions will be taken.

4.11.3.4. Ensure keys and combinations accompany cargo to in-check. Lack of keys or combinations will cause cargo to be frustrated.

4.11.3.5. After the JI process is complete, equipment is ready for loading. In the event of discrepancies discovered after the JI is complete, ensure the CDF OIC/NCOIC is immediately notified to ensure an experienced unit representative is dispatched to remedy the discrepancy.

4.11.3.6. Each unit will also have a representative (increment monitor) accompany the equipment to the in-check area that is familiar with the increment cargo to resolve discrepancies or at least communicate requirements to appropriate unit personnel until their cargo clears the JI. The tasked unit must have a team ready (quick-fix team) to immediately respond to resolve any discrepancies frustrating the cargo.

4.11.4. Frustrated Cargo. **(T-3)**

4.11.4.1. Frustrated cargo is cargo that failed the CDF inspection at the in-check area, joint inspection, or any place after arriving the CDF and prior to loading the aircraft.

4.11.4.2. Frustrated cargo will be set aside in a frustrated cargo area (within the CDF) until the owning unit replaces and/or fixes the assets.

4.11.4.3. CDF will notify the DCC immediately of all frustrated cargo, so proper action(s) can be taken to resolve problems.

4.11.4.4. Cargo frustration times are tracked to ensure issues are corrected as quickly as possible.

4.11.4.5. Reliable communications between the DCC, CDF, and UDMs (to include quick-fix teams) is critical because failure to fix a frustrated piece of cargo in a timely manner can delay an entire deployment schedule and affect a unit's overall capability.

4.11.4.6. The IDP will identify a frustrated cargo holding area in the CDF for increments having discrepancies (documentation or improper preparation).

4.11.5. Cargo Manifesting.

4.11.5.1. Cargo manifests will be prepared for each chalk to ensure ITV from point of origin to final destination. **(T-0)**

4.11.5.1.1. Individuals assigned to this function will be extremely knowledgeable of the requirements of DTR 4500.9-R, Part II and AFI 24-203.

4.11.5.1.2. Cargo load plans will not be used as cargo manifests. Hand-carried and/or floor-loaded UTC cargo will be manifested in the same manner as palletized or rolling-stock cargo. **(T-0)**

4.11.5.2. CMOS or GATES will be used to generate the cargo manifest. **(T-0)**

4.11.5.2.1. If CMOS/GATES is not available to produce the cargo manifest, a DD Form 1385, *Cargo Manifest*, is used. **(T-0)**

4.11.5.2.2. Fax or email DD Form 1385 to AMC Data Processing Center for ITV purposes. **(T-0)**

4.11.5.2.3. UDMs are required to ensure TCMD data (e.g. transportation trailer data for HAZMAT, sensitive, classified, etc.) is accurate and meets DTR 4500.9-R, Part III requirements, and loaded in LOGMOD. For assistance with TCMD data, LRS/APS/AMS transportation specialists are the primary points of contact at the installation/wing level. **(T-0)**

4.11.5.2.4. Cargo information will transfer from LOGMOD to CMOS/GATES to IGC for ITV. **(T-0)**

4.11.5.2.5. CMOS OR GATES manifest printout will accompany manifested cargo. **(T-0)**

Section 4D—Load Plan Preparation

4.12. Load Plan Preparation.

4.12.1. Load planners will use load planning IDS systems to prepare load plans. However, proficiency in using manual load planning methods must be maintained in the event the load planning system is not available. **(T-0)**

4.12.2. Pre- or initial load plans will be developed simultaneously with the LOGMOD Schedule to ensure proper sequencing of equipment and passengers based on TPFDD timing, UTC priority flow, en route support, and force/equipment mix needed in order to achieve initial operating capability at the beddown location as soon as possible.

4.12.3. Coordinate with the DCC before moving a piece of equipment/cargo from one load to another to ensure the move will not affect either en route support or operations at the beddown location.

4.12.4. Ensure that cargo, personnel, aircraft, and load plan destinations are the same. Units will coordinate with logistics planners to ensure prioritization of cargo to meet the mission requirements at the deployed location.

4.12.5. Avoid placing all critical initial operating support equipment and personnel on the same aircraft/mode of transportation to prevent loss of capability if the mode is delayed or destroyed.

4.12.6. Increments within a single UTC that is too small to be palletized individually will be combined with other increments into the same UTC to reduce airlift requirements.

4.12.6.1. When combined, the unit will notify and coordinate with the DCC to designate a lead POC for processing the equipment.

4.12.6.2. The DCC Scheduler will annotate the combined increments in the LOGMOD Schedule Remarks Field and any coordinating modifications with the load planners.

4.12.6.3. Increments from different UTCs should not be combined unless ITV is achievable. If UTCs must be combined into single increments in LOGMOD, ITV will not be lost if the following steps are followed:

4.12.6.3.1. Use the Chalk Remarks block on the LOGMOD Schedule, for the specified chalk, to reflect combined UTC Increments.

4.12.6.3.2. Use the Chalk Remarks block to identify the lead increment (i.e. TCN) for all of the increments that have been combined and what deploying unit is overall responsible for packaging and generating deployment products for that lead increment.

4.12.6.3.3. CMOS/GATES operators will use the LOGMOD Schedule Chalk Remarks field, for the specified chalk, to consolidate the combined UTC increments under a tab pallet header (capped pallet).

4.12.6.3.4. Even though CMOS/GATES will reflect a lead TCN, all of the combined increments (i.e. subsidiary TCNs) will be associated to the lead TCN and will be visible in IGC.

4.12.6.3.5. When physically combining increments of cargo, copies of the load lists, for each of the increments that are being combined, must be placed on the outside of the lead Increment. This allows CDF personnel to have access to all load list information at the time of JI/In-check.

4.12.6.3.6. The lead increment load list will be placed on the outside of the increment packing envelope as to be the first document pulled by the CDF in-checker. This lead increment load list must be annotated to reflect the overall combined increment weights and dimensions. Pen and ink changes are authorized.

4.12.6.3.7. The same procedures apply for Deployment Shipping Placards for combined increments.

4.12.7. Load Plan Distribution.

4.12.7.1. Once the final load plans are accomplished, load planners will distribute load plans to the following organizations: **(T-3)**

4.12.7.1.1. Aircraft commander (1-original).

4.12.7.1.2. Load team chief (1).

4.12.7.1.3. DCC (1).

4.12.7.1.4. Station file copy (1).

4.12.7.1.5. RAMPCO (1), if applicable.

4.12.7.2. The load plan is NOT the same as the cargo manifest. The Cargo Manifest (DD Form 1385) or its automated equivalent is the official manifest IAW DTR 4500.9-R, Part II.

Section 4E—Aircraft/Cargo Loading

4.13. Aircraft/Cargo Loading.

4.13.1. The cargo deployment function loads unit equipment and baggage IAW DTR 4500.9-R, Part III, and the applicable aircraft -9 Technical Order (TO). **(T-0)**

4.13.1.1. Load team chiefs will ensure all team members are familiar with the load plan and everyone on the team understands their specific responsibilities. Load team chiefs will check with the RAMPCO or OIC/NCOIC of the CDF if a load plan is not available at least 45 minutes before LOGMOD Schedule load start time. NOTE: Report load start and completion times to the DCC immediately.

4.13.1.2. All cargo will be ready to load NLT 30 minutes before scheduled load start time or as spelled out in the IDP.

4.13.1.3. Each load team will consist of a team chief and at least three handlers or operators. At the beginning of the shift, the team chief will conduct a safety briefing covering at least the following:

4.13.1.3.1. Safe operation of MHE (e.g. speed limits, use of chocks, and need for spotters).

4.13.1.3.2. Safe cargo handling (pallets pushed – not pulled, etc.).

4.13.1.3.3. Safety equipment for all load team members, e.g. safety-toed work boots, gloves, reflective gear, light wands for hours of darkness, etc.

4.13.1.3.4. Safety procedures during Engine-Running On/Offloads (EROs) and concurrent refueling (if applicable). NOTE: See T.O. 00-25-172, *Ground Servicing of Aircraft & Static Grounding/Bonding*, for more details on concurrent servicing operations. **(T-0)**

4.13.1.4. The deploying unit will furnish drivers for special purpose vehicles. Drivers will be trained to load their special purpose vehicles under loadmaster supervision. **(T-0)**

4.13.1.5. The load team chief will follow safe loading procedures at all times, as well as ensure:

4.13.1.5.1. Cargo is identified and segregated into loads according to the LOGMOD Schedule.

4.13.1.5.2. The team has sufficient serviceable MHE to perform loading operations.

4.13.1.5.3. The team loads the aircraft or vehicle according to the final load plan or at the direction of the aircraft commander or designated representative.

4.13.1.5.4. Cargo is visually checked for obvious leaks and discrepancies before loading. Notify the RAMPCO of any problems so corrective action can be taken.

4.13.1.5.5. The loadmaster is briefed on the load configuration and special loading requirements. Have the team load the aircraft under the loadmaster's supervision.

4.13.1.5.6. Cargo is properly loaded onto trucks with adequate tie-down, as directed by the vehicle operator. All items planned for the truck are loaded.

4.13.2. Aircraft Loadmaster Briefing. The RAMPCO or load team chief will deliver deployment manifests and brief the Aircraft Loadmaster on the specifics of the load to include all hazardous material before loading. **(T-3)**

4.13.3. Ramp Coordinator (RAMPCO).

4.13.3.1. Oversees and coordinates all aircraft and vehicle loading operations as outlined in the LOGMOD Schedule and works closely with the CDF and PDF to ensure all facets of airlift support are met. The RAMPCO acts as the eyes and ears of the CDF and, therefore, must closely monitor all aircraft ground handling operations while maintaining constant communication with the CDF and/or Air Terminal Operations Center (ATOC).

4.13.3.2. Will carefully monitor their assigned loads from marshaling complete time until the aircraft or truck departs.

4.13.3.3. At a minimum, visually check their load for any obvious discrepancies (leaks, missing placards, weights, etc.) prior to aircraft loading. In addition, they will be familiar with all the characteristics of the load (HAZMAT, documentation requirements, required waivers, etc.).

Section 4F—Intransit Visibility

4.14. In-Transit Visibility (ITV).

4.14.1. Use of Integrated Deployment Systems (IDS) to deploy AF forces is mandatory. **(T-0)**

4.14.2. The IDO ensures cargo and passenger data is accurately entered into IDS components to maintain ITV within established time frames. Without exception, valid and full 7-character (if fragmented) ULNs from the applicable CCDR's TPFDD are required for deployment cargo and personnel in order to relate these resources back to the force requirements in the TPFDD. Fictitiously entered ULNs will prevent cross-referencing this data back to the TPFDD (AFI 24-203, Chapter 18). Ensure CMOS and GATES operators transmit passenger and cargo manifest information to IGC NLT one hour after chalk departure for contingency and unit move deployments. **(T-0)**

4.14.3. ITV provides visibility of deploying cargo and personnel from home station, or origin, to destination.

4.14.3.1. Supported/Supporting commanders use ITV to track the flow of capabilities and critical assets (e.g. munitions) from origin into an area of operations (AO).

4.14.3.2. Transportation closure, as indicated by ITV, is critical as a gauge to predict when capabilities are in place to commence operations.

4.14.3.3. Force closure cannot be ascertained through ITV alone. Only the deployed commander can declare force closure and operational capability (i.e. the force is ready to commence operations).

4.14.4. IDS must be used to support the deployment process and enable/achieve ITV. CMOS/GATES houses aircraft manifest information; therefore, CD-ROMs will no longer be required to accompany missions to facilitate re-manifesting or continuation of ITV at en route and trans-load locations.

4.14.4.1. CMOS/GATES users must pass the movement data, with valid ULNs, to IGC.

4.14.4.2. CMOS training material is available via: **https://www.gunter.af.mil/il/ilr/ilrc** and GATES training material is available via: **https://afkm.wpafb.af.mil/gates**.

4.14.5. Radio Frequency Identification (RFID) Tags. **(T-0)**

4.14.5.1. RFID tags are required for deploying cargo.

4.14.5.2. The LRS designated transportation function will burn unit tags using shipment data imported to CMOS (GATES for CONUS AMC strategic aerial ports) from LOGMOD and ensure tags are attached to all end items before aircraft loading commences.

4.14.5.3. IAW AFI 24-203, Deployment and Distribution Flights will order and maintain sufficient tags to support local exercise requirements as determined by the IDO.

4.14.5.3.1. Tags will be ordered through base supply.

4.14.5.3.2. The current tag is stock listed as Model 654 with 128KB RAM (NSN 6350-01-532-1998); however, units will validate the current tag model/NSN with their respective MAJCOMs prior to ordering.

4.14.5.3.3. Installations will order tags to support unit deployments from the central repository maintained by the AF automatic information technology (AIT) program management office (PMO) using the following procedures:

4.14.5.3.4. Determine total tag requirement for deployments.

4.14.5.3.5. Order tags no earlier than 45 calendar days prior to the projected deployment date. Request tags from 403 SCMS/GUEA, DSN: 787-7297, and/or Commercial: (937) 257-7297.

4.14.5.4. Account for RFID tags during deployment planning and execution.

4.14.5.5. Ensure adequate time is built into the LOGMOD Schedule to allow tags to be properly affixed to deploying cargo at the CDF.

4.14.5.6. Installations/wings will establish local procedures to receive, store and maintain tags received at origin.

Chapter 5

DEPLOYMENT EXECUTION (PERSONNEL)

Section 5A—General.

5.1. General.

5.1.1. This chapter provides information concerning the processing of personnel, for pre-planning and execution, and the processing activities supporting the personnel deployment process.

5.1.2. The DRMD; generated by DCAPES, dictates the personnel taskings the unit must be prepared to fill for a deployment and is an essential element of the Personnel and Manpower communities supporting total force accountability.

Section 5B—Personnel Deployment Planning/Execution

5.2. Personnel Authorizations.

5.2.1. Postured UTCs will only be filled with authorizations from one unit (i.e. not fragmented). See AFI 10-401, Chapter 4, for exceptions and waiver procedures.

5.2.2. Personnel in deployable UTCs must be trained and equipped, or have access to equipment, to maintain UTC capability. NOTE: ART must be updated to reflect status of personnel and equipment for each standard deployable UTC IAW AFI 10-244. This includes UTCs identified for home station or in-place UTCs.

5.2.3. Personnel will be assigned to postured UTCs IAW AFI 10-401, Chapter 7.

5.2.3.1. DELETED

5.2.3.2. DELETED

5.3. AF Personnel Deployment Planning/Execution Concept.

5.3.1. AF unit deployments normally occur after a Movement Day (C-Day) is established.

5.3.1.1. AMC's Global Mobility Task Force as well as some other forces may move well before C-Day.

5.3.1.2. Since planning assumptions, response options, and mobilization timing vary depending on the execution scenario, units may not move as a single UTC entity.

5.3.1.3. Transportation constraints, reception capabilities and operational concepts dictate the final closure rate of the deploying force to the destination.

5.3.2. Deployment Tasking Requirements.

5.3.2.1. The DRMD provides the MAJCOM, supported component headquarters and wings the consolidated UTC personnel taskings for a particular deployment supporting ROMO and exercises requirements.

5.3.2.2. AFI 36-3802 gives specific details on the data elements of the DRMD.

5.3.3. Deployment Manning Requirements (DMR) will be transmitted to the base from the supported component command through the owning MAJCOM.

5.3.3.1. MAJCOM FAMs will ensure IDRCs are informed of wing AEF sourcing using DCAPES TNT. **(T-2)**

5.3.3.2. For ANG Wings, the IPR is responsible for the wing AEF sourcing and verification process.

5.3.3.3. The DMR is the (space) to the personnel (face) that is generated to complete a DRMD.

5.3.4. The DRMD has nine key and essential pieces of personnel deployment tasking information:

5.3.4.1. PID.

5.3.4.2. ULN, ULN position number.

5.3.4.3. Position number suffix.

5.3.4.4. AFSC.

5.3.4.5. Unique qualifications (e.g. line remarks).

5.3.4.6. Tasked PAS.

5.3.4.7. RDD.

5.3.4.8. Duty Location (DLOC).

5.3.4.9. Attached PAS.

5.3.5. DRMDs will be transmitted to the base from the MAJCOM AEF Cell using DCAPES TNT to the sourced installation/wing's IDRC/DCC. **(T-2)**

5.3.5.1. The baseline process is that the OPLAN requirements are loaded in DCAPES. Before exporting plan data from DCAPES for input into other parts of the IDS system, the DCAPES operator uses published declassification procedures and software to ensure only unclassified data is passed from the classified system.

5.3.5.2. The IDRC and tasked units review the key and essential pieces of the personnel deployment tasking and determine the proper course of actions (e.g. activating the wing deployment process).

5.3.5.3. Tailoring and modifying the DRMD is managed IAW AFI 10-401, Chapter 10 and AFI 38-205. Once this is complete, the unit must assign personnel to support the requirement. The UTC identifies the specific requirements including the AFSC, SEIs, security clearances, and grade needed by personnel selected to fulfill the tasking.

5.4. Matching (Assigning) Personnel to Requirements.

5.4.1. Commanders will:

5.4.1.1. Ensure personnel have their affairs in order.

5.4.1.2. Have an AFDF which contains required deployment documentation.

5.4.1.3. Ensure AFDFs are on file and maintained by the UDM.

5.4.2. IDRC Personnel and Manpower representative(s) will identify requirements by unit in order to facilitate distribution to the appropriate UDMs for fill actions. After all the requirements are received and reviewed, they will be made available to the tasked units.

5.4.3. The unit is responsible for assigning a name for each requirement on the DRMD NLT the time required by AF guidance or as dictated by the IDO in order to meet the LOGMOD Schedule. (See Attachment 4 for flowchart of personnel processing process)

5.4.4. Before an individual can be deployed, he or she must meet the training and deployment eligibility requirements according to this instruction, AFI 36-2110, and the UTC MISCAP statement.

5.4.5. The MilPDS has a series of business rules identifying to unit commanders questionable deployment eligibility called DAV codes.

5.4.5.1. Some DAV codes place a person into a questionable deployment availability status.

5.4.5.2. Attachment 2 of this instruction explains all DAV codes affecting the deployment process.

5.4.6. The IDRC and PDF will:

5.4.6.1. Advise commanders when personnel are ineligible for deployment according to the governing directives.

5.4.6.2. Ensure documentation is correct on personnel with waiverable DAV and duty status codes.

5.4.6.3. Ensure DAV Code waiver requests are submitted to the appropriate policy owner or authority; i.e. legal, medical, personnel, etc.

5.4.6.4. The use of IDS helps commanders in the unit deployment selection process by automating eligibility and waiver status of personnel.

5.4.7. LOGMOD works with a Personnel file that is a snapshot in time of MilPDS, so some DAV/duty status codes might not apply. In these instances, close coordination between the unit and IPR/PDF must occur to ensure data systems reflect the proper status.

5.4.8. Immediately upon receipt of the tasking, the UDM will notify the unit commander and accomplish the following:

5.4.8.1. When a tasking is received by a unit, if the SSN is not filled in, then the commander identifies, tasks, and notifies the UDM with the name/SSN of deploying personnel.

5.4.8.2. If the tasking is a non-unit postured UTC, the UDM will solicit names from the section/flight chief(s) and submit the name(s) for commander approval.

5.4.8.2.1. Line and command remarks still must be met.

5.4.8.2.2. UDMs will review AFDFs and other data sources to ensure selected personnel meet all requirements.

5.4.8.2.3. UDMs will recommend selected personnel to fill taskings who have not completed all necessary requirements, if these requirements can be accomplished prior to the deployment.

5.4.9. If the unit has to shortfall any positions, submit shortfall IAW AFI 10-401, Chapter 10.

5.4.9.1. Even though units assess a UTC as "Green" in ART, line remarks may require capability beyond the unit's capacity to fill either due to non-availability of assets with specific line remarks or due to other competing requirements.

5.4.9.2. Prior to submitting a reclama, the tasked commander may be required to submit a waiver request IAW specific instructions in AFI's 10-401 and 36-3802.

5.4.9.3. DELETED

5.4.9.4. The tasked commander must keep the MAJCOM FAMs informed of all waiver requests, to include the final decision of the deployed commander. Listing of all personnel readiness POCs can be obtained at **https://aef.afpc.randolph.af.mil/persco.aspx**.

5.4.10. The UDM will post the selected deploying individual(s) info (name and SSN) into LOGMOD or the official tasking memorandum and provide to the IDRC/DCC for tasking fill.

5.4.10.1. UDMs must provide names to fill taskings, or shortfall the tasking(s) to the IDRC/DCC IAW AFI 10-401, AFI 36-3802, and this publication.

5.4.10.2. IDRC/IPR representatives will update DCAPES within timelines prescribed in AFI 36-3802 to show name fill and projected departure data.

5.4.10.3. These updates support transparency in providing all echelons advance notification of projected arrivals and the expected delivery date.

5.4.11. The unit commander will ensure the UDM accomplishes a formal notification of all tasked personnel within (4) duty days of tasking receipt. See CJCSM 3122.02D for additional classification guidance. **(T-0) NOTE:** Does not apply to ARC.

5.4.11.1. Within (5) duty days of notification of tasking (rotational operations), the member will:

5.4.11.2. Report to the UDM with their CAC for a comprehensive review of the entire AFDF. NOTE: This timing will probably be compressed during crisis action or short notice taskings.

5.4.11.3. The UDM will notify the member of any scheduled training/appointments required for the tasking, review all applicable reporting instructions (CST, CAST, ECAC, APOE, AOR and Location specific) with the member, ensure FCG requirements are met or initiated and identify any adverse medical conditions that will prevent the member from deploying. **(T-0)**

5.4.11.4. Not earlier than (NET) 30-days prior to PDF processing, or as directed by the Commander, the UDM will:

5.4.11.4.1. Initiate a final review of readiness status with the member prior to scheduling the member's final out-processing appointment with the IPR.

5.4.11.4.2. At the final out-processing appointment, the UDM will again review all applicable reporting instructions (CST, CAST, ECAC, APOE, AOR and location specific), FCG and medical readiness requirements (such as additional vaccinations) with the member.

5.4.11.4.3. UDMs will brief deploying Airmen on the requirement to deploy with all mandatory items as outlined in the applicable Reporting/Routing Instructions and that failure to do so is a violation of Article 92 of the Uniform Code of Military Justice (UCMJ).

5.4.11.4.4. Upon completion of the briefing, the UDM(s) and deploying individual(s) will complete, sign and date an AF Form 4005.

5.4.11.4.5. A Prohibitive Items briefing will be conducted and documented in a signed and dated memorandum. **(T-0)**

5.4.12. If known, the UDM will inform the Airman of reporting times as reflected in the LOGMOD Schedule or TPFDD. NOTE: UDMs will schedule individuals for individual equipment and weapons requirements pickup through the LRS IPE or provide times they may do so on their own.

5.4.13. The UDM will ensure deploying unit member(s) initiate the pre-deployment medical clearance process with PH/FHM 120-days prior to deployment date or date of first movement to complete pre-deployment medical clearance requirements. **(T-0)**

5.4.14. The Airman will complete all deployment and unit requirements per the guidelines given by the UDM, except those scheduled to be accomplished at the PDF, if a processing line is scheduled.

5.4.15. Ten duty days prior to processing at the PDF for steady-state operations, the squadron commander will ensure all required actions are complete, with the exception of those being accomplished at the PDF. For crisis response, actions will be accomplished as soon as possible to meet departure timing.

5.4.16. AFSC Substitution.

5.4.16.1. The UTC MISCAP statement outlines the capability of the tasked UTC and identifies authorized AFSC substitutions unit commanders will use. The UTC MISCAP, functional AFIs, USAF WMP-1 Functional Annexes, or the Supported Command processing guidance/line remarks/reporting instructions regulate and control authorized substitutions.

5.4.16.2. AFI 10-401 outlines "Any AFSC" substitutions.

5.4.16.3. When substituting AFSCs that fall outside the scope of the above guidance, unit commanders must coordinate the substitution with the deployed commander. This will ensure the substitution continues to satisfy the original tasking requirement without mission degradation and the designated person can meet the functional requirements of the originally tasked AFSC.

5.4.16.4. For additional AFSC substitution guidance, see AFI 10-401, Chapter 7.

5.4.17. Grade/Skill Level Substitution. Like AFSC substitutions, the UTC MISCAP, functional AFIs, USAF WMP-1 Functional Annexes, or the Supported Command processing guidance/reporting instructions regulate and control authorized grade and skill level substitutions. Unless prohibited by these directives, the following grade and skill level apply:

5.4.17.1. When units identify people to fill deployment requirements, enlisted are tasked based upon their Control AFSC (CAFSC) and officers are tasked based upon their Duty AFSC (DAFSC).

5.4.17.2. When selecting personnel, the unit maximizes the matching of the required AFSC and grade to the person's DAFSC (for officers) or CAFSC (for enlisted) and grade as much as possible. Line remarks further define and/or refine acceptable fills for the requirement. NOTE: Deviations could be directed by a tasking's line remarks.

5.4.17.3. Enlisted Skill Level Substitutions.

5.4.17.3.1. Unless prohibited by line remarks or UTC MISCAP, Airmen with two skill levels higher or one skill level lower can satisfy enlisted requirements.

5.4.17.3.2. EXCEPTION: Chief Enlisted Manager (CEM) requirements must be filled by a CEM/E-9.

5.4.17.3.3. EXAMPLES: An Airman having a 3-, 5-, 7-, or 9-skill level can satisfy 5-skill level or an Airman having a 5-, 7-, or 9-skill level can satisfy 7-skill level tasking requirements.

5.4.17.4. Enlisted Grade Substitutions.

5.4.17.4.1. Unless prohibited by line remarks or UTC MISCAP, if the UTC or tasking identifies a required grade, the Airman must have that grade or higher grade to fill the requirement.

5.4.17.4.2. EXAMPLE: An Airman with or in a higher grade than E-7 can satisfy an E-7 tasking requirement.

5.4.17.4.3. A CEM/E-9 will only be used to fill a CEM grade requirement.

5.4.17.5. Officer Grade Substitutions.

5.4.17.5.1. Unless prohibited by the supported component headquarters through line remarks or UTC MISCAP, officer grade requirements will be filled by an officer having one grade higher or lower than the required grade.

5.4.17.5.2. Second and first lieutenants are considered a single grade and can substitute in a captain grade requirement, provided they meet the intent of paragraph 5.4.5.2.

5.4.17.5.3. EXCEPTIONS:

5.4.17.5.3.1. Unless prohibited by the supported component headquarters through line remarks or UTC MISCAP, a tasked medical commander can be filled by a substitute two grades up and two grades down for officers.

5.4.17.5.3.2. Clinical personnel who are colonels can be tasked to fill non-colonel

requirements. However, for all other AF specialties, a colonel must fill a colonel grade requirement unless waived by the supported command.

5.4.17.5.3.3. EXAMPLES: A captain, major, or lieutenant colonel can satisfy a major grade tasking. A lieutenant (1st or 2nd), captain, or major can satisfy a captain tasking.

5.4.18. Volunteer Guidance.

5.4.18.1. AEF Online and the DOD Civilian Expeditionary Workforce website describe how active military and civilian personnel volunteer for AEF contingency taskings. **(T-0)**

5.4.18.2. All volunteers must coordinate their intent to volunteer with their unit commander or equivalent to ensure their volunteer status will not adversely impact the owning unit's ability to meet its assigned/committed and AF mission requirements IAW AFI 10-401, Chapter 9.

5.5. Personnel Processing.

5.5.1. Travel Arrangements.

5.5.1.1. The IDO will review the TPFDD for mode/source of transportation for deploying Airmen/units.

5.5.1.2. If the mode/source (i.e. "AC") directs AMC contract airlift from AMC Gateways, the IDO in conjunction with the IPR will forward the assigned names with ULNs and requested dates of travel to the LRS Traffic Management for movement.

5.5.1.3. The Distribution representative will book the port calls based on the ALD provided by the IDO or Plans and Integration Section.

5.5.1.4. ULNs with mode/source for strategic lift (i.e. "AK") either out of home station or at an aggregate APOE are not given port calls, but will be manifested during passenger processing activities.

5.5.1.5. For large groups, the IDO should consider the GOPAX and/or CCPAX method to move individuals. For large groups within driving distances, the IDRC/DCC should consider busing to the APOE either by commercial bus or military bus.

5.5.1.6. If none of these options seem feasible, the IDO will direct LRS Traffic Management to arrange commercial airline travel to the APOE only. There are no bookings in GATES for sending passengers to the aggregation point.

5.5.1.7. All movement is projected in the TPFDD. If it becomes necessary that a deploying member is not able to deploy on the projected airlift, according to the TPFDD, it is imperative that the IDO notifies the respective MAJCOM AEF Cell as soon as possible in order to coordinate changes to the TPFDD so that appropriate transportation changes can be made.

5.5.1.8. IAW CJSCM 3122.02D, Appendix F to Enclosure C, LAD = RDD minus port handling time (at POD) and transit time (from POD to RDD). This applies to all ULNs. The difference between LAD and RDD is the time allotted for JRSOI, in-theater training,

Replacement In-place Transfer of Authority (RIPTOA), and Intra-Theater travel from POD to destination.

5.5.1.9. RDDs may cause deploying Airmen to miss in-theater training/processing.

5.5.1.10. Some ULNs in support of JET/IA requirements require personnel to be in theater earlier than the RDD for JRSOI/RIPTOA.

5.5.1.11. Port calls must be based on meeting LAD at the POD.

5.5.1.11.1. Port call planning for these JET/IA requirements will be based off LADs in order to be able to meet the CCDRs required JRSOI/RIPTOA.

5.5.1.11.2. The IPRC/DCC will identify all en route reporting requirements to the LRS Traffic Management representative who will book appropriate port calls.

5.5.2. Unit Personnel Assembly.

5.5.2.1. Personnel will be processed in mass or individually. Every effort will be made to mass process personnel in order to provide a final requirements review that ensures members are fully prepared. Even if personnel are processed individually, some level of mass processing should be incorporated, if possible. That may include eligibility check; pre-deployment briefings (e.g. medical, cultural, anti-terrorism, trafficking in persons, anti-hijacking, etc.); last chance medical/immunizations check; and issuing orders, airline tickets (if applicable), mobility bags, and weapons/ammo (if applicable).

5.5.2.2. If airlift will pick Airmen up at home station, they will always assemble at least 3-hours prior to aircraft departure for manifesting and anti-hijack processing.

5.5.2.3. Installations will document processing methods and timelines in the IDP. **(T-3)**

5.5.2.4. When mass processing, deploying Airmen will be assembled in a pre-identified area at the unit NLT the time indicated on the LOGMOD Schedule for unit processing.

5.5.2.4.1. If processing individually, the UDM will determine the assembly time. Regardless if mass or individually processing, the unit will always pre-assemble personnel prior to departure.

5.5.2.4.2. ARC personnel must report to home station prior to deployment and should depart from the nearest airport to home station.

5.5.2.4.3. During unit assembly all deploying personnel will be checked to ensure the following:

5.5.2.4.3.1. All personnel deploying meet requirements outlined in the tasking order and line remarks.

5.5.2.4.3.2. They are eligible (DAV codes, duty status, valid security clearance, AFSC skill level and any additional requirements per deployment position line remarks).

5.5.2.4.3.3. They have all personal items in order.

5.5.2.4.4. Units will identify potential eligibility problems allowing the IDRC/DCC maximum time to find qualified personnel from existing base resources.

5.5.3. PDF Personnel Transportation.

5.5.3.1. Dependent upon the type, size and timing of the deployment, the IDO will direct units to contact the DCC Transportation Representative to schedule/request transportation to get personnel to the processing area.

5.5.3.2. Ensure PDF transportation is IAW AFI 24-301, paragraph 3.1.1. **(T-0)**

5.5.3.3. Responsibilities will be documented in the IDP. **(T-3)**

5.5.3.3.1. If deploying Airmen are departing a local airport, the unit will provide transportation to the airport. **(T-3)**

5.5.4. PDF Processing (Unit Move). The key responsibilities of the PDF are:

5.5.4.1. Advising commanders when personnel are ineligible for deployment.

5.5.4.2. DELETED

5.5.4.3. Providing last-minute services (e.g. legal, chaplain, medical, personnel actions, etc.) to Airmen (as requested or required).

5.5.4.4. Responsibility for full control and accountability from the time unit personnel arrive at the PDF until personnel are physically loaded on the aircraft (or other embarkation movement source).

5.5.4.5. Establishing a controlled area to hold all deploying personnel. **(T-0)**

5.5.4.6. Ensuring personnel representatives conduct a roll call to see if all of the correct individuals are present for processing.

5.5.4.7. Performing the final eligibility check.

5.5.5. Pre-Deployment Briefing Waiver.

5.5.5.1. Enabler forces deploying multiple times within a 12-month period (60/90/120 day rotations) to the same locations may waiver certain pre-deployment briefings for a period of 12 months.

5.5.5.2. The waiverable briefings are as follows: A&FRC, Legal, Chaplain and Finance. PH/FHM briefings are waiverable only when it is determined that the FOL medical situation is un-changed.

5.5.5.3. Local procedures will be established and codified in IDPs to verify how units document briefing dates, track currency and how members that have been granted a waiver have not exceeded the one-year expiration.

5.5.6. CED Orders.

5.5.6.1. AFI 36-3802 directs all AF unit personnel deploying on contingencies, exercises, or deployments to receive CED orders.

5.5.6.2. CED orders are the only type of TDY orders used to deploy AF personnel assigned to AF units when use of JOPES is directed.

5.5.6.3. DCAPES is used to produce CED orders.

5.5.6.3.1. The IPR or PDF uses the DCAPES orders program to prepare CED

orders, or DD Form 1610 when DCAPES is not operational. Include the following data elements: ULN (including FRAG and insert codes), ULN position, deployed AFSC, deployed unit PAS code, and line remarks (if necessary).

5.5.6.3.1. **(USAFE)** The IPR or PDF uses the DCAPES orders program to prepare CED orders, or DD Form 1610 when DCAPES is not operational. Include the following data elements: ULN (including FRAG and insert codes), ULN position, deployed AFSC, deployed unit PAS code, and line remarks (if necessary).

5.5.6.4. An individual from the IPR will be assigned to the orders section during deployment processing.

5.5.6.5. AFI 36-3802 provides specific guidance on producing CED orders.

5.5.6.5.1. CED orders will be produced according to the timelines specified in the LOGMOD Schedule and in sufficient time to be included in the Troop Leader package for each chalk or at least (1) duty day prior to personnel departing from commercial airports.

5.5.6.5.2. Ensure the tasked ULN (to include any frag and insert) and ULN position are included on the orders.

5.5.6.5.3. Unclassified orders will be used unless driven by specific plan, message, or directive. Changes, amendments, or new orders, as required, are published and issued before, during, and after the deployment.

5.5.6.5.4. No CED orders will be issued until the IDO or designated representative ensures the unit(s)/person(s) is/are deploying by mode and source IAW the OPLAN/CONPLAN TPFDD or equivalent supporting and supported command guidance.

5.5.6.6. Distribution of orders will be IAW AFI 36-3802 and local procedures.

5.5.6.7. DELETED

5.5.6.7.1. DELETED

5.5.6.7.2. DELETED

5.5.6.7.3. DELETED

5.5.6.8. If the orders cannot be completed, a manual passenger manifest will be completed prior to the departure of the aircraft.

5.5.6.8.1. Ample notification of any late orders will be given to the manifesting agency.

5.5.6.8.2. Manual manifests will be followed up with electronic manifests to maintain ITV.

5.5.6.9. DCAPES is essential to inform deployed commanders, MAJCOM, and the Air Staff of the deploying force composition. Appropriate accountability actions in DCAPES will be accomplished by the IPR for systemized personnel strength accountability.

5.5.6.10. DELETED

5.5.6.10.1. DELETED

5.5.6.10.2. DELETED

5.5.6.10.3. DELETED

5.5.7. Individual Personnel Processing.

5.5.7.1. The IDO will determine how personnel processing will be accomplished. Personnel processing may be accomplished using a full/partial processing line or by checklist only.

5.5.7.2. Personnel processing procedures via checklist will be outlined in the installation/wing IDP.

5.5.7.3. The IPR will develop both inprocessing and outprocessing checklists for deploying personnel IAW AFI 36-3802, Chapter 4.

5.5.7.3.1. Once complete, unit/CCs or their designated representative will verify mandatory checklist items are completed and direct their deploying members back to their appointed UDM(s) for unit assembly prior to the IDRC for final out-processing.

5.5.7.3.2. Provided tasking is received, ARC personnel will complete all out-processing actions during the unit training assembly prior to their scheduled departure. **(T-2)**

5.5.7.3.3. DELETED

5.5.7.3.4. DELETED

5.5.7.4. Unit/CC's have a responsibility to send qualified and eligible personnel to process for deployment taskings. A unit/CC's final acknowledgement on the deployment checklist for their deploying member(s) is vitally important as a deployed commander does not want anyone unqualified or incapable of performing in a deployed capacity that may jeopardize mission integrity.

5.5.7.4.1. Deploying Airmen will ensure they receive CED orders from their IPR prior to deploying from home station. NOTE: Distribution of orders will be IAW AFI 36-3802, paragraph 7.4.18, the IPR is responsible for out-processing the individual; individuals will not deploy from home station prior to receiving CED orders and IDO confirmation of transportation allocation.

5.5.7.4.2. After Airmen have completed all checklist items required for deployment, they will be scheduled by the UDM to meet at a pre-identified area at the unit for unit processing. The UDM will determine the assembly time.

5.5.7.4.3. During unit assembly all deploying personnel will be checked to ensure the following are in compliance:

5.5.7.4.3.1. Personnel meet deployment requirements outlined in the tasking order.

5.5.7.4.3.2. DAV codes, valid security clearance, AFSC skill level and any additional requirement(s) per deployment position line remarks(s).

5.5.7.4.3.3. Personal items are in order.

5.5.7.4.3.4. Completion of all required training and deployment preparation requirements.

5.5.7.5. Personnel Movement.

5.5.7.5.1. DELETED

5.5.7.5.2. AFRC units will meet this requirement when practical. Ensure the Airman has a contact number to reach the unit in case of emergency and/or a deviation from the planned deployment (e.g. personnel, equipment, or bags do not get on arranged transportation). **(T-2)**

5.5.7.5.3. If the Airman is scheduled to meet a commercial rotator chartered by AMC at an APOE different from their home station, the unit will work with the IDRC and Distribution Management Section to ensure appropriate transportation is scheduled/provided for the Airman to meet the required show-time of the mission.

5.5.7.5.4. Ensure terminal transportation is in IAW AFI 24-301, paragraph 3.1.1. **(T-0)**

5.5.7.5.5. **(Added-USAFE)** For personnel traveling via milair, IPRs must update flight information in DCAPES in order to track movement accordingly. Information must include from point of origin to final destination.

5.5.7.6. Once Airmen have departed their home installation, UDMs will ensure that the local IDRC has updated status on the departure of the Airmen. They will contact the IDRC to inform them of departure time and means of departure.

5.5.7.7. IDRC/IPR representatives will monitor/update DCAPES to show departure and arrival status of deployed members. The IPR will provide departure and arrival information to the supporting Civilian Personnel Section (CPS) for update to DCPDS. This is essential to establish/maintain personnel strength accounting. If DCAPES does not reflect arrival of personnel within (7) duty days of departure, IPRs will contact servicing PERSCO Teams to request status of deployed personnel.

5.5.8. Passenger Manifesting.

5.5.8.1. Passenger manifests will be prepared for each chalk to ensure in-transit visibility from point of origin to final destination. **(T-0)**

5.5.8.2. The individuals assigned to this function will be extremely knowledgeable of the requirements of DTR 4500.9-R, Parts I and III. **(T-0)**

5.5.8.3. CMOS or GATES (for CONUS AMC strategic aerial ports and overseas AMS units) will generate the passenger manifest based on the orders and files received from DCAPES for departure on airlift from home station. LRS Traffic Management or Passenger Processing personnel will: **(T-0)**

5.5.8.3.1. Manifest and collect emergency contact information directly from deploying personnel. **(T-0)**

5.5.8.3.2. Ensure emergency contact information is not sourced from the Service Casualty Affairs Officer, Commander's Support Staff (CSS)/Unit Orderly Room, or a similar single POC IAW DTR 4500.9-R, Part III. **(T-0)**

5.5.8.3.3. Facilitate compliance with 49 U.S.C. § 41113, *Plans to Address Needs of Families of Passengers Involved in Aircraft Accidents*, by requiring the collection of identifying and emergency contact information called for in 14 CFR, Part 243, Passenger Manifest Information. **(T-0)**

5.5.8.4. If CMOS or GATES are not available to produce the passenger manifest, a DD Form 2131, Passenger Manifest, is used. Fax or email DD Form 2131 to the AMC/ITV cell (for ITV purposes. **(T-0)**

5.5.8.5. Required information will be exported to CMOS or GATES from DCAPES. **(T-0)**

5.5.8.6. CMOS or GATES will feed personnel manifests to IGC to provide ITV. **(T-0)**

5.5.8.7. Manifesting passengers during AEF rotations will require chalking of passengers to meet the scheduled aircraft mission versus final destination. Airmen could be deploying to multiple destinations, but are required to arrive in theater on the same LAD through the same POD.

5.5.8.7.1. In order to meet the CCDRs RDD and maximize aircraft utilization, TACC may schedule or aggregate Airmen from multiple origins on a single mission.

5.5.8.7.2. The IDO or IDRC must ensure Airmen are chalked and exported via the DCAPES export file titled "CMOSxxx.file" that can be imported into CMOS and GATES.

5.5.8.7.3. The DCAPES export file is provided to the APOE 72-hours prior to mission departure.

5.5.8.7.4. Updates will be transmitted via e-mail as required with a summary of changes and a new/updated "CMOSxxx.file" attached.

5.5.8.7.5. IDO/IDRC personnel will review the applicable APOE reporting instructions, via the AEF On-line website, to determine if and when an XMAN (Excel Manifest) file is required to be submitted to the appropriate APOE to facilitate the passenger manifesting process at the APOE.

Section 5C—Personnel Equipment/Baggage

5.6. Deploying Personnel Equipment Requirements.

5.6.1. Minimum Requirements List.

5.6.1.1. Develop a minimum personnel requirements list for unit personnel. **NOTE:** ARC units will follow the guidance of their higher headquarters.

5.6.1.2. Professional and/or safety gear.

5.6.1.3. Supported CCDR deployment bag/IPE requirements:

5.6.1.3.1. Deployment bag (Type A and/or B). (AFI 23-101)

5.6.1.3.2. Deployment bag (Type C). (AFI 10-2501)

5.6.1.3.3. Small Arms/Light Weapons (SA/LW). (AFI 31-101, *Integrated Defense*, AFI 31-117, *Arming and Use of Force by AF Personnel, and* AFI 23-101)

5.6.1.3.4. SA/LW Ammunition. (AF CAT 21-209, *Grounds Munitions*, AFI 21-201, *Conventional Munitions*)

5.6.1.3.5. Personal clothing requirements/limitations.

5.6.1.4. DELETED

5.6.1.5. DELETED

5.6.2. Deploying Personal Baggage (Acceptability/Limitations).

5.6.2.1. For purposes of this instruction, the term "bag" or "baggage" refers to any soft- or hard-sided container with carrying handle(s) containing items necessary for personal/duty use for the duration of the deployment.

5.6.2.2. Personal clothing will be deployed as baggage on the same aircraft transporting personnel.

5.6.2.2.1. Personal clothing will be packed in the type of "checked bags" specified in the reporting instructions for the corresponding military or commercial Port of Embarkation (POE).

5.6.2.2.2. Personal luggage/baggage, IPE, and PROGEAR must meet the linear and weight requirements described in paragraph 5.6.3.2.

5.6.2.2.3. Any excess baggage must be authorized on orders.

5.6.2.3. AOR reporting instructions published by the Supported Commander may limit the total number of bags authorized, particularly excess baggage, based upon lift availability to, and beddown capabilities at, the ultimate deployed location.

5.6.2.4. Depending upon the mode of transport (e.g. commercial air segments between commercial airports or AMC contract airlift from AMC gateways) selected from origin to destination, IDOs, LRS Traffic Management, and deploying units must be aware that commercial airlines could further restrict weight, size, and type specifications applicable to checked baggage.

5.6.2.5. IDOs must thoroughly review AOR reporting instructions and consult with the installation LRS/Small Air Terminal Section to verify whether such limitations or additional instructions (i.e. special baggage tag requirements), will impact deployment plans or execution. **(T-0)**

5.6.2.6. CCDRs are authorized to provide pre-deployed weapons, ammunition, and mobility bags at centrally managed and distributed locations within their AOR at ETDCs. This could eliminate the need for Airmen to deploy with these assets. **(T-0)**

5.6.2.7. DELETED

5.6.2.8. It is ultimately the unit commander's responsibility to ensure unit personnel deploy with all required personal items, IPE, and Professional GEAR (PROGEAR), and to ensure that all other non-individual issue equipment required for the major operation or campaign is properly identified in equipment UTCs.

5.6.2.9. At no time, will equipment items normally shipped as freight, or deployed as cargo be allowed to accompany a deploying individual as part of his or her excess baggage authorization, unless specifically stated in CED orders.

5.6.2.10. Unit commanders must pay particular attention to this point to preclude baggage being "bumped" en route due to transport mode weight or space limitations.

5.6.2.11. Aircraft ACL limitations could exist on AMC contract carrier contingency and rotator missions; therefore, excess baggage scrutiny at home station is prudent if deploying personnel will travel via this means.

5.6.2.12. Deploying members must not add any personal or unauthorized items to their A, B, C, or D-bags.

5.6.2.13. In some cases, deploying units require tools or equipment that are too large/heavy for movement on commercial passenger aircraft, and not currently listed in a UTC's MISCAP. In each case, the deploying unit is required to arrange shipment of the required equipment separate from the deploying unit, and at unit expense. Either a complete MISCAP review needs to be accomplished, or procedures for the referenced scenario need to be identified to ensure the cargo movement is accomplished as part of the supported operation, tracked in an ITV system, and billed to the supported operation's funds.

5.6.3. Over Weight/Excess Baggage.

5.6.3.1. Deploying personnel are authorized one (1) hand carried and two (2) personal bags. Deployment bags, pro-gear, and weapons are authorized on an as required basis. Excess baggage (weight and/or number of bags) must be annotated in the traveler's orders. **(T-0)**

5.6.3.2. Any single bag exceeding the 70 lb. weight limit or 62 linear inches will count as two pieces and count as the member's second authorized piece of personal baggage. EXCEPTION: A3, B-4, duffle, and sea bags shall be allowed as one piece up to 80 linear inches as long as they do not exceed 100 lbs. **(T-0)**

5.6.3.3. The second bag must still comply with size restrictions and is limited to 70 lbs. NOTE: Commercial tickets that contain only CONUS segments might limit checked baggage to 50 lbs. each before excess baggage charges are assessed. **(T-0)**

5.6.3.4. Baggage exceeding 80 linear inches/100 lbs. will not be accepted (Ref: DTR 4500.9, Part III for additional guidance and future updates. IPE (A, B, C, and D type mobility bags)/IPE and PROGEAR are common, acceptable examples of excess baggage. **(T-0)**

5.6.3.5. There is no standard policy between DOD, FAA and TSA for military shipments of weapons in checked baggage or as excess baggage.

5.6.3.5.1. Ammunition and weapons are not permitted in carry-on baggage but, depending on the policy of the airline, can be included with checked baggage.

5.6.3.5.2. Weapons must be unloaded, packed in a locked, hard-sided case and declared at check-in. All airline and TSA requirements must be strictly adhered to.

5.6.3.5.3. All transportation offices should distinguish excess baggage contents as weapons when making airline reservations and ensure coordination with the airlines and TSA for handling and packaging instructions. It is suggested that advanced copies of the weapon declaration forms be completed in advance to streamline check-in.

5.6.3.5.4. Commercial travel offices should provide proper passenger counseling, to include familiarization with rules and requirements of the scheduled service airlines and TSA.

Section 5D—Troop Leader

5.7. Troop Leader.

5.7.1. After processing of personnel is complete, the IDRC/PDF will designate the senior ranking individual assigned to a group of two or more personnel that are deploying on the same means of transportation to the same deployed location as the troop leader and provide this individual with a Troop Leader's Personnel Accountability Kit (PAK).

5.7.2. The troop leader must account for and control the deploying force from the time after processing through the PDF (or IDRC) until arrival at the final deployed location.

5.7.2.1. If deployers are traveling via commercial transportation and do not process through the PDF, a troop leader will still be appointed to maintain accountability of personnel throughout the trip.

5.7.2.2. In that case, the troop leader will be briefed on responsibilities by the PDF (or IDRC) (see also DTR 4500.9-R, Part III, Appendix T). **(T-0)**

5.7.3. The troop leader will confirm transportation allocation and mode/source of transportation before departing.

5.7.4. DELETED

5.7.5. Troop leaders, of groups traveling commercially, will be provided all identified documentation except for documentation related to travel by military airlift.

5.7.6. The PDF will brief the troop leader to turn this information over to the reception team, Logistics Readiness Center (LRC), or the PERSCO team upon arrival at the deployed location to track personnel accountability and to support redeployment planning.

5.8. Ineligible Personnel Deployment. Personnel found to be unqualified or who do not meet the specifications identified in the tasking by the deployed commander will be returned to home station.

Section 5E—Personnel Record/Data Documentation

5.9. Record Keeping.

5.9.1. IDRC personnel will keep station file records for all documentation used to deploy both personnel and cargo. These records will be kept for the previous year plus the current year.

5.9.2. All station file records will be maintained and disposed of IAW AFMAN 33-363, *Management of Records*.

Chapter 6

RECEPTION PROCESS

Section 6A—General

6.1. General.

6.1.1. Reception is the first part of the overall joint concept of Reception, Staging, Onward Movement, and Integration (RSO&I). The reception process is designed to integrate incoming units into a mission/combat capable force as soon as possible with the flexibility to stage and move units forward. It involves off-loading, documenting, accounting for, and bedding down inbound equipment and personnel.

6.1.2. Reference AFI 10-404 and MAJCOM guidance for specific planning processes, timing, decision support tools, beddown reception processes, and team composition.

6.1.3. See Joint Publication 3-35, *Deployment and Redeployment Operations*, Chapter VI.

6.1.4. This chapter will cover reception operations from AF main operating bases and FOLs where the AF has reception responsibility.

Section 6B—AETF Planning Concept

6.2. AETF Force Modules.

6.2.1. Within the AETF Force Modules, the "Open the Base," "C2," and "Establish the Base" modules are primarily responsible for the efficient and effective reception of personnel and equipment and completing the ITV to provide the supported CCDR verification of force closure.

6.2.2. For the purposes of this guidance, the reception process, if accomplished correctly, enables an efficient and effective redeployment process.

6.2.3. The redeployment process supports both the forward deployment of personnel and the return of personnel to home station.

6.3. Employment and Reception Planning.

6.3.1. The key to reception planning starts with the Supported Command. The Supported Command must develop a program to accomplish ESPs for those installations in its AOR that are intended to be beddown locations with or without a major AF presence.

6.3.2. The Supported and Supporting MAJCOMs OPRs for Base Support and Expeditionary Site Planning establish criteria defining the degree to which bases will develop their BSPs and ESPs IAW AFI 10-404.

6.4. Command & Control (C2).

6.4.1. If opening a base, the senior ranking officer will assume command of the deployed Contingency Response Group (CRG), and be responsible for the initial C2 of incoming forces until the arrival of the EMSG/CC IAW AFI 51-604.

6.4.1.1. The aim is to properly manage the reception process and provide an orderly transition from base opening to the establishment of the end state organization.

6.4.1.2. When receiving forces at established AF locations, the CRG may still deploy to support the initial arrival of resources.

6.4.1.3. The established C2 function will retain responsibility for command and control of incoming and employed forces.

6.4.1.4. The installation commander has overall responsibility for reception of forces at established AF installations.

Section 6C—Reception Roles and Responsibilities

6.5. Commander, Expeditionary Mission Support Group (EMSG/CC).

6.5.1. The EMSG/CC is responsible for establishing the base and overall reception of forces.

6.5.2. After establishment of the base, the EMSG/CC will control the LRC, contingency response center, Installation Control Center, Prime Base Engineer Emergency Force (Prime BEEF), and Force Support units.

6.5.3. These duties require oversight and control over fuels, supply, transportation, communications, civil engineer, personnel, services, security/base defense functions, and others.

6.5.4. The EMSG/CC directs the actions of the Reception Control Center (RCC). The installation commander directly controls the employment mission and the Expeditionary Operations Center (EOC).

6.6. Log C2 Team.

6.6.1. The Log C2 team's role is to provide overall control and coordination of reception, beddown, staging, onward movement, and redeployment.

6.6.2. The LOG C2 team:

6.6.2.1. Manages WRM and coordinates inter-Service, international, and wartime HNS.

6.6.2.2. Is the focal point for redeployment actions.

6.6.2.3. The Log C2 Team reports to the EMSG/CC (may be through the LRC or other established center).

6.6.2.4. The Log C2 Team is made up of Logistics Planners and LROs and any associated required equipment per applicable UTCs.

6.6.3. For reception of forces at established AF installations, the DCC, PDF and CDF can operate in a dual role as the RCC, Reception Processing Unit (RPU), and Cargo Reception Function (CRF) respectively, as bases often deploy and receive forces simultaneously.

Section 6D—Reception Workcenters

6.7. Reception Control Center (RCC).

6.7.1. Provides overall direction and coordination of reception and beddown procedures and resolves any problems affecting reception of resources.

6.7.2. Oversees two functions, the RPU and the CRF. (NOTE: For reception of forces at established AF installations, the DCC, PDF and CDF operate in a dual role as the RCC, RPU and CRF respectively, as bases often deploy and receive forces simultaneously.)

6.7.3. Installation/Wing Commanders, or equivalents, will appoint an Installation Reception Officer (IRO) in writing IAW AFI 38-101.

6.7.4. The RCC, if not at an established AF operating location, is created with the arrival of the C2 force module. At established AF locations, the RCC is established IAW AFI 10-404. Until their arrival, the CRG is responsible for accountability and onward movement of arriving forces.

6.7.4.1. The CRG PERSCO Representative will assume accountability from any in-place AFSOC PERSCO Representative or will establish initial accountability for all AF personnel and will transfer that accountability to the C2 PERSCO Team upon its arrival.

6.7.4.1.1. **(Added-USAFE)** The CRG PERSCO Representative will report accountability to AFFOR/A1 (USAFE-AFAFRICA/A1RO) until the C2 PERSCO Team arrives.

6.7.4.2. When a CRG or aerial port is operating at the employment site, the RCC representative contacts the appropriate agent to ensure all incoming resources are accounted for and customs cleared before moving them to the reception area (Refer to AFI 10-404 for more details).

6.7.4.3. The RCC will report to the LRC or like function, but will not be subsumed by that function.

6.7.4.4. The variety of tasks required to secure the base, build and maintain living and operating facilities, provide aircraft fire and rescue support, respond to emergencies, care for and feed the population, refuel and resupply aircraft, and beddown transient forces would not allow for the focus and concentration required to ensure forces are identified, met, accounted for, and integrated.

6.7.4.5. RCC will monitor the inbound force airlift and the actual arrival times of personnel and cargo. See AFI 10-404, Attachment 7, for more on reception processes.

6.7.4.6. RCC will ensure all personnel are put in contact with their unit of assignment or duty sections. At a minimum, the RCC will ensure:

6.7.4.6.1. They can track incoming units and airlift.

6.7.4.6.2. Aerial port or CRG, if operating at the deployed locations, receives incoming equipment data in GATES.

6.7.4.6.2.1. If it is the final destination, the manifest will show equipment was trucked to the CRF.

6.7.4.6.2.2. If it is not the final destination, the CRF will manifest equipment within CMOS to the next or final destination.

6.7.4.6.3. Equipment received is placed in a secure holding area until the owning units arrive for pickup.

6.7.4.6.4. Deployed equipment custodians are required to account for their unit equipment through the designated LRS function IAW AFMAN 23-110, Volume 2, Part 2, Chapter 22.

6.7.4.6.5. Arriving personnel are accounted for by PERSCO personnel and briefed regarding their mission, work area, local conditions, and command structure.

6.7.4.6.6. Arriving personnel are assigned lodging.

6.7.4.6.7. Assigned personnel are met by their work center (if work center is already established).

6.7.4.7. Deployment discrepancies are noted and loaded in AEF Online DPDRT. NOTE: Deployment discrepancies for OSI Detachments fall under the purview of AF/OSI/WFR (Joint Base Andrews AFB, MD). Formal responses and corrective actions will not be counted against the host installation/wing. NOTE: PERSCO's responsibility for entering discrepancies in DPDRT is IAW AFI 36-3802.

6.7.4.8. The senior AF LRO (e.g. LRS/CC) at the deployed location and the RCC will work together to ensure all problems are resolved at the lowest level.

6.7.4.9. The Air Mobility Control Center at the deployed location will report the number of incoming passengers and cargo information to the RCC and coordinate support airlift servicing requirements with appropriate agencies.

6.7.4.10. If reception and deployment occur at a location simultaneously, the senior LRO (e.g. LRS/CC) will ensure the proper coordination with all agencies is performed to ensure effective utilization of available resources.

6.7.4.11. Units at the employment location will provide a representative to brief duty schedules, chain of command, supervisors, duty locations, and important phone numbers. Employed location units will further provide the following briefings or information:

6.7.4.11.1. Terrorist FPCON and DOD threat level.

6.7.4.11.2. Applicable SOFA, MOPP, and FPCON cards.

6.7.4.11.3. Legal (or command) representative will brief ROEs as published by the combatant commander.

6.7.4.11.4. Public Affairs will provide literature on base facilities, mission of the base, and the local area, if available.

6.7.4.11.5. Safety will provide briefings on flightline driving and other local conditions.

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

6.7.4.11.7. Security Forces (in coordination with airfield management) will arrange for custom clearances.

6.7.4.11.8. Civil Engineer will provide literature on CBRN passive defense conditions and necessary Mission-Oriented Protective Posture (MOPP) levels.

6.7.4.11.9. Communications and Information Postal Services will provide literature on procedures for receiving and sending mail and hours of operation.

6.7.4.11.10. Force Support Squadron Sustainment Flight will provide lodging assignments and arrange for extended hours of operation or ground support meals for incoming forces as appropriate. Priority will be given to unit integrity and the homogeneous lodging of commissioned and enlisted personnel. Additionally, they will work closely with PERSCO to document lodging assignments.

6.7.4.11.11. Finance will provide assistance in cash advances and pay inquiries.

6.7.4.11.12. Sister Service Representative(s). If incoming personnel include personnel from the Army, Navy, or Marines, these Services will be contacted to provide a representative to assist in receiving and processing their personnel and cargo.

6.7.4.11.13. Security Forces representatives will monitor weapons arrival and storage.

6.7.4.11.14. Force Support PERSCO representative is responsible for providing guidelines for accounting of all forces according to AFI 36-3802, Supported Command processing instructions/reporting guidance, and the deployed commander.

6.7.4.11.15. AFOSI will provide the local threat update.

6.7.4.11.16. Security Forces Commander or Defense Force Commander, if not the AEF/SF, will ensure the integrated defense posture and any unique procedures or awareness information is provided.

6.7.4.11.17. Chaplain Corps will provide literature or a briefing on privileged communication and religious rites and services available to them at the deployed location.

6.7.4.12. When a CRG or element of a CRG is operating at the employment site, the RCC contacts the passenger service agent to ensure all passengers are accounted for and customs cleared before moving them to the reception area.

6.8. Reception Processing Unit (RPU).

6.8.1. The RPU is similar to the PDF, but in a reception role. It provides overall control for arriving personnel forces and coordinates requirements for processing and onward movement.

6.8.2. In most cases, the RPU should remain separate from the PDF due to sterilization and customs issues.

6.8.3. The RPU accounts for all arriving and departing personnel. All arriving personnel will inprocess with this unit.

6.8.4. The RPU manages the transportation needs of arriving personnel and delivers baggage to and from designated locations. The RPU will be augmented by transportation and unit personnel to ensure passengers and baggage are delivered to designated locations.

6.8.5. The RPU provides shuttle bus maps/routes and arrival and departure times.

6.9. PERSCO Team.

6.9.1. The PERSCO Team is a part of the RPU and will account for all arriving and departing personnel.

6.9.2. See AFI 36-3802 for a complete description of PERSCO responsibilities. PERSCO personnel and their established procedures will be used for documenting arriving personnel.

6.9.3. If a PERSCO team is not available, a person will be appointed by the troop leader to maintain accountability until a PERSCO team arrives (reference AFI 36-3802).

6.10. Cargo Reception Function (CRF).

6.10.1. The CRF is similar to the CDF, but in a reception role. It provides overall control for arriving cargo/equipment and coordinates requirements for processing and onward movement.

6.10.2. In most cases, there is not enough marshaling capacity for a separate CRF and CDF, but the collocated operations must physically keep incoming and outgoing cargo separate.

6.10.3. Provides for movement of cargo from holding areas based on prioritization given by the unit representative or troop leader.

6.10.4. Collects all documentation and dates (e.g. placards, load/packing lists, LOGMOD files, etc.) for incoming cargo. Notifies RCC team of inbound surface deliveries, passenger movement status, and cargo hold and movement status.

6.10.5. Establishes a holding area for collecting pallets, nets, dunnage, and RFID tags to be put back into the transportation system. NOTE: For employment sites with CRG support, the provisional wing/group provides the CRF process.

6.10.6. Processes cargo for onward movement and provides continued in-transit visibility.

6.11. Reception Team Information Management.

6.11.1. In-place teams, to include home station personnel, ―Open the Base‖ forces (e.g. CRGs), or "C2" and "Establish the Base" forces, can accomplish the reception of resources.

6.11.2. Reception teams will capture all data and documentation necessary to account for arriving resources using the IDS.

6.11.2.1. Cargo received will be receipted for in GATES or CMOS, cleared through customs, and placed in the appropriate holding area pending distribution to the owners or onward movement. **(T-0)**

6.11.3. All personnel arriving at the deployed location will centrally process through the RPU, ensuring that full accountability is accomplished via standard AF accountability systems used by PERSCO Teams.

6.11.4. The primary tool suite that supports and enables the reception process is the IDS. IDS components at a deployed site might not fully duplicate the tool suite used at home

station. Minimum tools required are LOGMOD, ICODES, GATES and/or CMOS. The full suite of tools (LOGMOD, ICODES, and CMOS/GATES) will be the primary systems utilized, if available.

6.11.5. In addition, deployed LRS personnel/LROs will use systems required by AFMAN 23-110 to account for arriving equipment, spares, and, if centrally stored, munitions, weapons, IPE and mobility bags. The web-enabled Combat Ammunition System (CAS) will be used to account for and manage all munitions and ammunition under all situations and conditions IAW AFI 21-201.

6.11.6. Finally, for visibility of incoming forces, the RCC requires access to the TPFDD and airlift schedules. They will require SIPRNET connectivity for access to DCAPES/JOPES, BaS&E, and LOGFAC. If these systems are not available, RCC personnel should be able to access classified web sites or e-mail as a backup. For incoming airlift schedules, use IGC, GDSS, SMS, or similar airlift tracking system.

6.12. Advance Echelon (ADVON) Team Responsibilities.

6.12.1. The primary responsibilities of the ADVON team are preparation, execution of unit employment, and developing employment reception.

6.12.2. At established locations, these duties are performed by assigned functions within LRS, FSS, Operations planning, Airfield Management, Comptroller, CES, SFS, JAG, Medical Group, etc.

6.12.3. Air Component personnel, in-theater CRGs, or units that may be scheduled to deploy to austere bases, limited bases, or collocated bases, may perform these duties. These activities are performed by Open the Base forces (e.g. CRG), “C2,” and “Establish the Base” force modules at newly opened bases.

6.12.4. An ADVON team is not required for every deployed unit or location. When used, the ADVON team or host unit will assist all other units in the beddown process.

6.12.5. Deployed Commanders ensure arriving/deployed personnel meet tasking requirements to include line remarks.

Section 6E—Reception Record/Data Documentation

6.13. Reception Record Keeping/Data Documentation . The CRG or RCC will collect the following documentation and data for all incoming resources:

6.13.1. Incoming Aircraft Commanders package.

6.13.2. IDS personnel and levy data disk produced from DCAPES.

6.13.3. Orders with SSNs.

6.13.4. ICODES data file.

6.13.5. Passenger manifests.

6.13.6. Shippers Declarations.

6.13.7. Cargo Load and Packing lists.

6.13.8. AF Form 245, *Employment Locator and Processing Checklist*.

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

6.13.10. Aircraft Load Plans.

6.13.11. Deployed Medical Records (AF 2766), if brought, for turn-in to deployed Medical Treatment Facility (MTF)/Expeditionary Medical Support (EMEDS).

Chapter 7

REDEPLOYMENT OPERATIONS

Section 7A—General

7.1. General.

7.1.1. Redeployment is defined as the transfer of forces and materiel to support another joint force commander's operational requirements, or to return personnel, equipment, and materiel to the home and/or demobilization stations for reintegration and/or out-processing.

7.1.1.1. Redeployment is NOT “deployment in reverse.”

7.1.1.2. The redeployment TPFDD could reflect fragmented UTCs or ULNs to be incrementally redeployed or forward deployed to retain residual capability at original deployed locations requiring the supportability of the remaining forces.

7.1.1.3. Planners (LRS representatives, etc.) need to plan for movement of parts of units, UTCs, or ULNs.

7.1.1.4. Additionally, redeployment can be far more rapid than the deployment phase, which makes redeployment planning all the more critical.

7.1.2. Early planning is essential to an effective and efficient return of deployed resources or forward deployment of combat capability.

7.1.2.1. Redeployment activities need to begin long before receipt of a redeployment order.

7.1.2.2. Normally, the planning process begins upon arrival at the deployed location, and if possible, prior to departing home station. This ensures accountability of all deployed resources and that redeployment movement activities comply with CCDR and host nation’s customs requirements.

7.1.2.3. If the overall operation becomes a prolonged engagement, a Rotation of Airmen (ROA) plan will require consideration. For ROA execution, redeployment planning will begin once the rotation plan has been completed to ensure timely replacement of resources, overlap, and training en-route requirements**. (T-3)**

Section 7B—Redeployment Process

7.2. Redeployment Process.

7.2.1. Redeployment Planning.

7.2.1.1. At the CCDR level, redeployment planning will normally begin when the Joint Task Force (JTF) staff gathers to plan an operation.

7.2.1.2. At the installation level, the IDO and logistics planners assist and advise deploying commanders, and their redeployment team members on movement responsibilities.

7.2.1.3. Redeployment team members will assist the employment location's logistics teams and/or Redeployment Assistance Team (RAT) in executing the movement plan at the employment site. A RAT team will consist of logistics planners, air transportation, traffic management, PERSCO, and unit representatives. **(T-3)**

7.2.1.3.1. A critical link for success is for the employment location's reception team to collect and store all aircraft commander's packages from arriving airlift missions during force closure.

7.2.1.3.2. The reception team will retain documentation for redeployment. At employment locations, the lead unit is responsible for redeployment actions for all units at the site.

7.2.2. Redeployment Documentation, Data, and Automated Systems.

7.2.2.1. The employment location reception and/or logistics readiness team (when/where available) will take charge of, consolidate and store all airlift aircraft commander's packages. Otherwise, the deployed logistics planners, or a designated alternates will need to obtain the documents.

7.2.2.2. Deployed units will coordinate, review and update personnel and cargo deployment paperwork when required.

7.2.2.3. Documentation includes: aircraft load plans, personnel and cargo manifests, HAZDECs, load and packing lists, etc.

7.2.2.4. It is imperative both the location's redeployment team and units keep good records of current assigned and redeployed resources.

7.2.3. Redeployment Electronic Data.

7.2.3.1. The reception team's logistics planners are responsible for the collection of resource information.

7.2.3.2. LOGPLAN, CMOS export files, deployed personnel files and tasked plan files will be generated at the deployed location or acquired from the unit's home station.

7.2.3.3. Pre-planned aircraft load plans and a prioritization plan will be developed and re-evaluated throughout the deployment lifecycle.

7.2.4. Redeployment Support Systems.

7.2.4.1. IDS is the primary automated suite supporting and enabling the redeployment process. All IDS components usage is dependent upon system access and/or CCDR processes.

7.2.4.2. LOGMOD, DCAPES, CMOS (or GATES) and IGC will be used to the maximum extent possible to ensure processing efficiency and ITV. **(T-0)**

7.2.4.3. Wherever possible, deploying/deployed logistics planners will utilize LOGMOD to develop a Redeployment LOGMOD Schedule for the purpose of preparing, scheduling and processing deployed personnel and cargo for redeployment.

7.2.4.4. In instances where LOGMOD is not available for redeployment operations, a locally developed system to schedule and prepare pax and cargo for redeployment will be required.

Section 7C—Redeployment (Rotational Operations)

7.3. Rotational Operations.

7.3.1. From an employment location, force rotation is a sustainment activity for personnel and equipment using the AEF schedule. It provides a force presence without permanently assigned forces or to support normal operations beyond the capability of the theater assigned forces.

7.3.2. Considerations directly impacting rotation operations are similar to deployment planning with the following additional concerns: overlap for continuity, commanders release of personnel, ARC volunteers on mandays, and en-route training requirements. These factors are critical to rotation planning and are the basis for developing rotational airlift plans.

Section 7D—Redeployment Workcenters

7.4. Redeployment Organizations/Work Centers/Roles and Responsibilities.

7.4.1. Deployed Command Organization.

7.4.1.1. The command organization at a deployed location varies depending upon theater and the designated lead, single Service command or JTF.

7.4.1.2. The deployed commander usually tasks a J4/A4 as lead agent for execution of redeployment activities; however, determination of units and timing is primarily a commander and J3/A3 decision.

7.4.1.3. During AEF rotations, the deployed commander must ensure TPFDD verification timelines/suspenses are met, personnel are released to meet the RLD and ALD and coordinate extensions that exceed tour length.

7.4.1.4. Deployed commander must authenticate redeployment orders before taking action.

7.4.2. Redeployment Assistance Team (RAT).

7.4.2.1. A RAT is a contingent of logistics specialties the employment location does not have and/or have insufficient quantities/skill sets, to include equipment, to handle the actions required to assist and/or lead the processing/loading of personnel and equipment for transport.

7.4.2.2. Suggested RAT composition, although not all inclusive, includes logistics plans, air transportation, traffic management and PERSCO. **(T-3)**

7.4.2.3. The lead deployed commander will request RAT support through the supported air component. In the case of aircraft units, the RAT is usually from their home station. **(T-3)**

7.4.3. Deployed Unit Redeployment Team.

7.4.3.1. Redeployment team will be composed of deployed logistics planners, PERSCO, air transportation, traffic management, unit personnel and cargo increment monitors. **(T-3)**

7.4.3.2. The lead unit; in coordination with host base IDO, will manage the redeployment team at locations with personnel and/or equipment from different home stations. **(T-3)**

7.4.3.3. Support equipment required to load personnel and equipment aboard air, land and sea transport. **(T-3)**

7.4.3.4. The redeployment team workcenters are: Log C2 Cell, Unit Redeployment Workcenter (URW), Cargo Redeployment Function (CRF) and Personnel Redeployment Function (PRF). **(T-3)**

7.4.4. Contingency C2 Planning Team/Cell.

7.4.4.1. Logistics planners, acting on behalf of deployed commanders, receive tasking and redeployment orders verbally or through levy flow, messages, or other official notification. **(T-3)**

7.4.4.2. The team will manage processing, loading, and rotating personnel and equipment. **(T-3)**

7.4.4.3. Logistics Plans representatives, in concert with RAT members, will plan for and execute movement of deployed resources. **(T-3)**

7.4.4.4. The cell will also monitor TPFDD and coordinate "AK" or strategic aircraft moves with forward A4, direct/schedule members to move on "AK" missions and provide electronic manifests for each mission from the APOE. **(T-3)**

7.4.4.5. Air transportation or traffic managers book channel moves in GATES and coordinate onward movement for all members from the APOD to home station. Responsibilities are: **(T-0)**

7.4.4.6. The contingency C2 planning scheduler, a member of the contingency C2 planning team or cell, builds, coordinates with redeploying units, and publishes the Schedule based on the redeployment tasking and scheduled transportation. **(T-3)**

7.4.4.6.1. The C2 planning cell distributes final schedule to all unit redeployment work centers and accomplishes preliminary load plans based on the redeployment airflow message, if applicable. **(T-3)**

7.4.4.6.2. The redeployment LOGMOD schedule will be in the same or similar format as the LOGMOD schedule. **(T-3)**

7.4.4.6.3. The load plans used to redeploy are usually very similar to the ones needed to deploy, but will require revisions due to changes in cargo weight, aircraft type, priority shift/changes of personnel or cargo, MHE availability, and/or special handling situations.

7.4.4.6.4. Each load will be planned according to the number of seats available, ACL, and the cargo load level of difficulty. Logistics planners will work closely with

the transportation load planner to make sure all cargo is correctly identified on the load plans. **(T-3)**

7.4.4.6.5. Add time into the LOGMOD schedule for customs, security measures, local geography, meal processing, aircrew rest, and aircraft configuration and preparation. **(T-3)**

7.4.4.6.6. Coordinate with the unit representatives, transportation, personnel, food service, and customs for a review of the schedule timing criteria. After finalization, ensure all affected agencies receive copies of the LOGMOD schedule and any changes. **(T-3)**

7.4.4.7. Equipment and Personnel Preparation.

7.4.4.8. Recall various kinds of equipment: WRM, mobility equipment, host nation, and contracted equipment.

7.4.4.9. Units prepare equipment for shipment. **(T-0)**

7.4.4.10. It is the unit's responsibility to ensure that all redeploying cargo is cleaned IAW applicable U.S. (or host nation) customs and agricultural requirements. **(T-0)**

7.4.4.11. Recall and assemble personnel, to ensure they are ready to redeploy. **(T-3)**

7.4.4.12. Coordinate home base nation's customs and agriculture inspections. **(T-0)**

7.4.4.13. The redeploying unit is responsible to ensure all equipment documentation is correct and their equipment is properly cleaned to meet customs and agriculture requirements to eliminate introduction of exotic agricultural pests and animal disease agents. **(T-0)**

7.4.5. Redeployment Documentation.

7.4.5.1. Collect and document redeployment activity data using IDS components, or hard-copy means. This data is of historical significance and is used in trend analysis and process improvement. **(T-3)**

7.4.5.2. Documents and files to collect are: Logistics Plans files, LOGMOD schedule, PERSCO files, and cargo/passenger manifests. **(T-3)**

7.4.5.3. Accomplish documentation of lessons learned using the AF's web-based lessons learned reporting tool Joint Lessons Learned Information System (JLLIS). **(T-0)**

7.4.6. Redeployment Meals. Arrange to secure and provide in-flight meals to redeploying forces. **(T-3)**

7.4.7. Coordinate and assist contracting officers with the closing of a deployed location when required. Ensure all negotiated agreements are considered, complied with, and terminated, if appropriate. **(T-3)**

7.5. Unit Redeployment Workcenters (URW).

7.5.1. Deployed units are required by this AFI to deploy cargo increment monitors. The units will use these members plus additional unit members to manage the URW. **(T-3)**

7.5.2. The URW will process personnel/equipment and up channel LIMFAC/shortfalls relating to personnel, facilities, vehicles, MHE, and any other equipment necessary for the redeployment to the Contingency C2 Planning team/cell. **(T-3)**

7.5.3. Unit Redeployment Work Center Responsibilities:

7.5.3.1. Deployed unit commanders must prepare and handle equipment and cargo IAW DTR 4500.9-R, Parts II and III; AFMAN 24-204(I); and Code of Federal Regulations Title 49 Transportation. **(T-0)**

7.5.3.2. Prepare documentation for each increment of cargo IAW cargo preparation guidance in Chapter 4. **(T-0)**

7.5.3.3. Units must prepare new documentation for re-deployment. **NOTE:** Original deployment documentation cannot be used as redeployment documentation. **(T-0)**

7.5.3.3.1. Ensure all customs documentation is complete.

7.5.3.3.2. Cargo and/or passengers might not redeploy in the same mode as deployment.

7.5.3.3.3. Units must ensure representatives prepare assets based on movement type.

7.5.3.4. Unit identification, destination, and cargo movement markings must be clearly visible to assist transportation personnel to efficiently retrograde equipment. Proper identification and markings are especially important when moving by sea or when aircraft have integrated loads for multiple destinations. **(T-0)**

7.5.3.5. To aid in identifying unit cargo, use distinctive, waterproof markings, or placards made of squares of canvas that will be visible from a distance. **(T-0)**

7.5.3.5.1. Handle and ship classified material IAW DTR 4500.9-R, Parts II and III, DoD 5200.1-R, AFI 31-401, and AFI 24-203. AFI 31-401 also gives specific guidance on how to account for deployed classified material. **(T-0)**

7.5.3.6. Provide qualified drivers for specialized equipment and vehicles.

7.5.3.7. Required shoring/dunnage will be provided by the redeploying unit and must remain with its associated equipment. NOTE: Units redeploying from certain locations will be required to leave wooden dunnage behind due to pest infestations. **(T-0)**

7.5.3.8. Deployed equipment custodians are required to account for their unit equipment through the designated LRS function IAW AFMAN 23-110, Volume 2, Part 2, Chapter 22.

7.5.3.9. Ensure return of WRM, borrowed, host nation, or leased equipment to owning organizations before unit departure.

7.5.3.10. Be prepared to provide personnel resources to aid and assist in the redeployment process when requested by the Contingency C2 Planning Team/Cell.

7.5.3.11. Units redeploying by convoy must follow cargo preparation requirements in AFI 24-203.

7.5.3.12. Deployed commanders must ensure hazardous waste is properly handled and prepared for retrograde or disposal IAW current guidance and host nation requirements.

7.5.3.13. Units will be tasked to provide augmentees to support loading operations.

7.5.3.14. Handle and ship classified material IAW DTR 4500.9-R, Parts II and III, DOD 5200.1-R, AFI 31-401, and AFI 24-203. **(T-0)**

7.5.4. Cargo Redeployment Function (CRF).

7.5.4.1. As with the CDF, the local deployed LRS, or equivalent, establishes the capability to in-check, marshal, JI, and load equipment for redeployment.

7.5.4.2. Responsibilities established in paragraph 2.36.3.1 also apply to redeployment operations.

7.5.4.3. Contingency C2 Planning Team/Cell, CRG, or designated cargo function must use CMOS or AMC systems (GATES) to maintain cargo ITV. CMOS/GATES will pass the movement data to IGC. **(T-0)**

7.5.4.4. When present, a CRG, or their equivalent, validates redeployment load plans and passenger/cargo manifests, supervises and controls cargo load teams, provides RAMPCOs, performs JIs, and provides/operates MHE beyond the capability of the redeploying unit. When present, a CRG works closely with the Contingency C2 Planning Team/Cell and RAT to ensure meeting of redeployment closure times.

7.5.5. Passenger Redeployment Function.

7.5.5.1. A deployed Passenger Redeployment Function must complete all redeployment actions required for personnel movement as developed by the Contingency C2 Planning Team/Cell and the deployed commander. The deployed PERSCO are normally embedded with this function performing necessary out-processing and personnel accountability actions IAW AFI 36-3802. Items considered during the planning effort are: **(T-0)**

7.5.5.2. SOFAs and customs of the host country.

7.5.5.3. Type of personnel structure needed to retain residual capability of the deployed site, if required.

7.5.5.4. Ensuring projected mode of transportation and itinerary are reported in available deployed IDS components or message traffic to facilitate ITV. At a minimum, redeployment departure dates (projected and/or actual) and mission or flight numbers must be updated in DCAPES.

7.5.5.5. Ensuring redeployment priorities and sequence of all resources is determined based on the modes of scheduled transportation (airlift/sealift/ground) in the TPFDD.

7.5.5.6. The redeploying unit commander will select couriers (cargo/classified) familiar with the cargo for each load, as necessary. These couriers will be first on the aircraft; the rest of the seats will be filled according to the operational demands.

7.5.5.7. Ensure the out-processing plan includes checkout with lodging, Security Forces, Force Support, deployed First Sergeant, and others as needed. Ensure redeployment documents clearly reflect all personnel redeploying. It is important to stress the deployed unit commander or their designated representatives are the only personnel that can authorize personnel departures from a unit.

7.5.6. Passenger Embarkation (Loading).

7.5.6.1. The Personnel redeployment function plays an essential role in the development of processes for passenger check-in, identification of "sterile" waiting areas, and the eventual loading of aircraft. Ensure procedures are in place to alert appropriate agencies of personnel not departing on scheduled aircraft. This affects both future passenger flow and end-strength of a location. **(T-0)**

7.5.6.2. Ensures that a personal amnesty room or box is available for all personnel to pass through before customs inspection. Brief all personnel on contraband regulations before they pass through the amnesty room or by the amnesty box.

7.5.6.3. Ensures passenger manifests are prepared for each deploying chalk. IDS use will provide the automation needed to support this requirement.

7.5.6.4. PERSCO confirms the redeployment data and actual departure date/time to update DCAPES. PERSCO must update departure data within DCAPES on the day of the member's departure.

7.5.7. Deployment Transition Center (DTC).

7.5.7.1. Ensure appropriate actions are completed, and tracking mechanisms in place for personnel designated to visit the DTC. **(T-0)**

7.5.7.2. For additional DTC information, see paragraph 8.9.

7.5.8. Leave En route.

7.5.8.1. Ensure appropriate actions are completed, and tracking mechanisms in place (deployed location and home station), for personnel authorized to take leave en route to home station.

7.5.8.2. Civilian personnel are not authorized leave en route. **(T-0)**

Chapter 8

HOME STATION REINTEGRATION

Section 8A—General

8.1. General.

8.1.1. DELETED

8.1.2. While overall deployment cycle activity falls to the IDO, FSS/CC is the OPR for reintegration. As such, the FSS OPSO will directly coordinate with the RPWG and helping agencies identified in this chapter (e.g. Airmen & Family Readiness, Chaplain Corps, Legal, Medical, etc.) and/or with the CAIB/IDS forum led by the Installation/Wing Commander or designee to maximize support processes and results for returning Airmen.

8.1.3. DELETED

8.2. Home Station Reintegration.

8.2.1. Home Station Reintegration to include pre-reintegration, is designed to provide positive and sustained care, control, and discipline of each Total Force Airman (civilian and military—active duty, Guard, & Reserve) and their families.

8.2.2. Home station reintegration support is an ongoing process, NOT a homecoming event. The intent is to provide continuous, integrated support from the AOR to home station and facilitate positive transition from the deployed environment to home station family and work life.

8.2.3. Pre-reintegration events occur during the redeployment cycle; however, completion of applicable action items is designed to support, or be completed during, reintegration. For example, leave en route [pre-reintegration] and inprocessing at home station [reintegration].

8.3. Recovery.

8.3.1. After periods of arduous duty and protracted periods of deployment, a lengthy respite from the deployment environment has a beneficial effect on an individual's overall fitness i.e. mental, physical, social and spiritual health. An immediate recovery period also provides time for returning Airmen to tend to personal needs that have been neglected during lengthy periods away from home.

8.3.2. Each MAJCOM is responsible for establishing and publishing personnel recovery (e.g. leave, passes, attribution and retention) policies for returning deployers. **(T-2)**

8.3.3. MAJCOMs must ensure all personnel including AFRC/ANG receive their entitled post deployment down time. References: AFI 36-3003, *Military Leave Program*, and AFI 36-815, *Absence and Leave*, (civilian) for further guidance on leave and passes. **(T-2)**

8.3.4. The Home Station Reintegration also implements DOD and AF guidance, and the DOD/Department of Veterans Affairs (DOD/VA) Post Deployment Health Clinical Practice Guidelines (PDH-CPG). **(T-0)**

8.4. Scope.

8.4.1. Home station reintegration support applies to deployed AORs (OCONUS and CONUS), contingency support, remote assignments, and home stations.

8.4.2. Key determinants for participation are lengthy family separation and significant family-related stressors prior to reintegration.

8.4.3. CAIB/IDS-Delivery help agencies complete specified activities to support Total Force Airmen, their family members, and units during the AEF Schedule. Readjustment from duty in the AOR requires structured recovery time and activities for members and families, prior to leave or TDY.

8.5. Training.

8.5.1. Critical components for training all personnel involved in the Home Station Support Processes include:

8.5.1.1. Recognizing readjustment difficulties.

8.5.1.2. Normalization for members following deployments

8.5.1.3. De-stigmatizing help-seeking behavior.

8.5.1.4. Connecting members with CAIB/IDS-Delivery agencies for support.

8.5.2. At home station, the CAIB/IDS-Delivery members provide training and education for commanders, their designees, First Sergeants, supervisors, UDMs, Wingmen, and new CAIB/IDS-Delivery members.

8.5.3. CAIB/IDS-Delivery members support the IDO by acting as the commander's consultants and using MAJCOM-specific redeployment support processes and reintegration education material posted on Military OneSource, Armed Forces Crossroads, MilitaryHOMEFRONT, USAF Services and AEF Online websites.

8.5.3.1. A&FRC Deployment Support material can also be found on the A&FRC website. The CAIB/IDS-Delivery agencies provide integrated, interoperable programs to strengthen force readiness.

8.5.3.2. Reintegration education, medical care, spiritual support, and childcare will be available for Total Force personnel and their family members.

8.5.4. A&FRCs collaborate with other IDS-Delivery agencies to develop reintegration training and education material. A&FRCs provide material to the Chaplain Corps and MHC personnel in the AOR via e-mail, websites, or hard copy.

8.5.5. Annual deployment preparedness training is required for all AFRC military personnel and will be coordinated by the AFRC Wing Deployment Support Program POC. The dates of annual training will be included in the wing or unit training tracking system.

8.6. Funding.

8.6.1. Post-Deployment funding will be requested and is provided through AF funding channels per AFI 65-601, Volume 1, *Budget Guidance and Procedures*, and Volume 2, *Budget Management for Operations*. Funding will be used to purchase training guides for leadership and military in an AOR and for leadership, members, and families for successful

reintegration and reunion. Contact the local finance/budget office for base and MAJCOM specific guidance.

8.6.2. Incremental costs caused by a higher than normal deployment rates (e.g. Overseas Contingency Operations (OCO)) would allow incremental expenses associated with those contingencies to be coded against them. Work with the servicing Finance Managers to make the determination if the cost was truly incremental, and if so, code it as such. Reimbursement might not be dollar for dollar, so wings, MAJCOMs, and HAF will have to determine if this program has a higher priority relative to their other requirements.

8.6.3. Promotional items for the express intent of awareness, training and education, and implementation of post-deployment services to eligible family members will be procured IAW AFI 65-601, Volume 1. Promotional items may target age-specific audiences for both adults and youth participants and be used by various CAIB/IDS-Delivery agencies as they deliver services in the AOR and at the home station.

8.7. Pre-Reintegration/Reintegration Guidance.

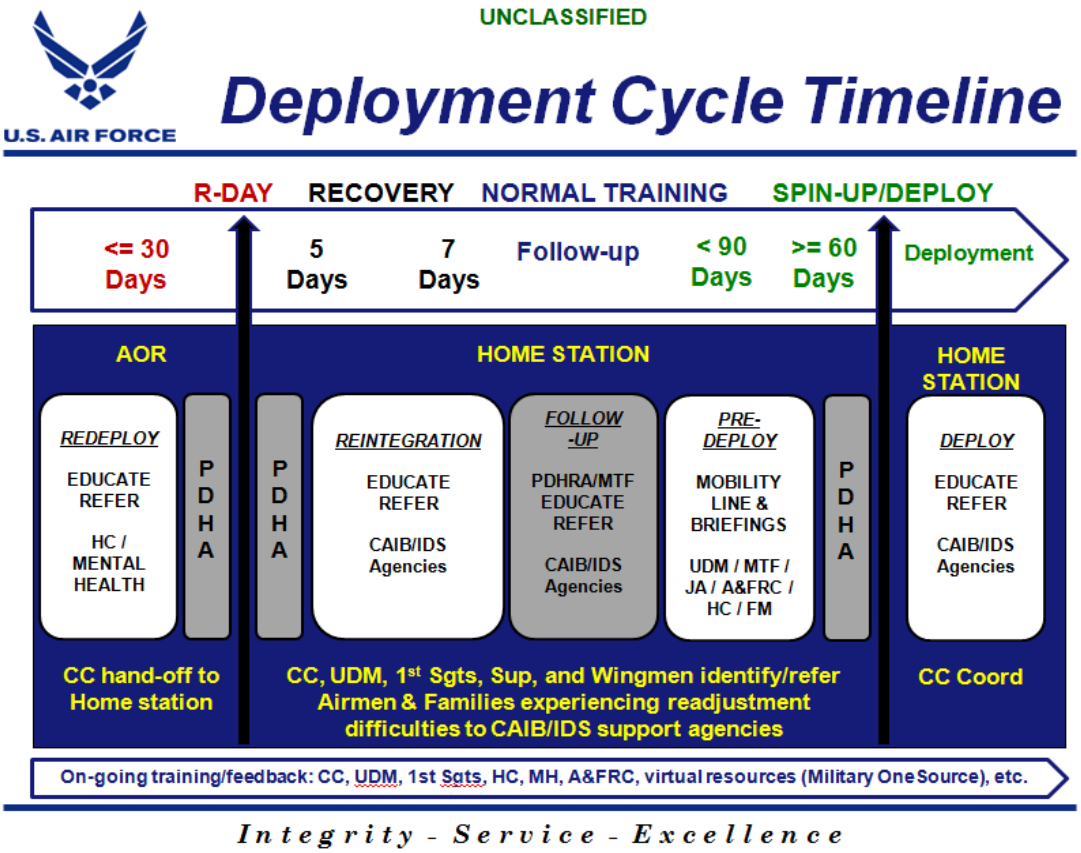
8.7.1. Minimum mandatory guidance is specified for functions and activities to be coordinated within AF/MAJCOM/Installation Community Action Information Boards (CAIB) to support the scope of operations at the base level (e.g. Force Support, Logistics, Chaplain Corps, Finance, Legal, etc.).

8.7.2. Maximum flexibility is advised for each MAJCOM to develop pre-reintegration and reintegration support processes tailored for its unique mission and personnel utilization during deployments.

8.7.3. Command authority and responsibilities are delineated for support to Total Force Airmen, families, and units. Consultative and training responsibilities are outlined for the helping agencies included as members of the CAIB/IDS-Delivery.

8.7.4. The Deployment Cycle Timeline (Figure 8.1.) shows the overlap with the redeployment process, actions to complete upon return to home station, and provides a template for commanders' responses and actions and CAIB/IDS-Delivery members' activities at the critical junctures of redeployment, recovery, reintegration, and reconstitution. Subsequent sections provide detailed information.

Figure 8.1. Deployment Cycle Timeline



8.8. Pre-Reintegration Support.

8.8.1. Support topics include:

8.8.1.1. Deployment Transition Center.

8.8.1.2. Leave en route.

8.8.1.3. Deployed and home station commander responsibilities

8.8.1.4. Helping agency responsibilities.

8.8.2. When applicable and authorized, deployers can be authorized to visit the Deployment Transition Center and/or take leave en route prior to home station return.

8.8.3. MAJCOMs are authorized to add applicable restrictions to the guidance included in this instruction.

Section 8B—Deployment Transition Center

8.9. Deployment Transition Center (DTC).

8.9.1. Some deployers may be identified to visit the Deployment Transition Center. For more in-depth information, please refer to the DTC CONOPS. The following paragraphs provide general information related to the DTC.

8.9.2. The DTC will be at an en route location between the Area of Responsibility (AOR) and home station. The DTC will use a resiliency-building, strength-based approach to assist Airmen regularly exposed to significant risk of death in direct combat to decompress and reintegrate to their home station, workplace, and families. **(T-0)**

8.9.3. Airmen identified for attendance at the DTC will attend a 2-day decompression program. **(T-0)**

8.9.4. Airmen will travel to the DTC location (1) day prior to scheduled start date. **(T-0)**

8.9.5. The day after completion of the program, Airmen will depart for their home station or en route leave. **(T-0)**

8.9.6. Redeployers will be pre-identified for participation in the DTC based on their mission set. **(T-0)**

8.9.6.1. If their mission set is expected to be associated with regular exposure to significant risk of death in direct combat, they should be nominated before deployment. Current pre-identified mission sets include SF, EOD, Combat Convoy, Rapid Engineer Deployable Heavy Operational Repair Squadron Engineers (RED HORSE) [Projected: Medical OTW, K9 Teams, Intel, Combat Weather]. See CONOPS for most up to date pre-identified mission sets.

8.9.6.2. Deployed commanders will also have the option of requesting units, not identified prior to deployment, to participate in the DTC based on unanticipated, regular exposure to combat.

8.9.6.3. If Airmen meet the criteria of "regular exposure to significant risk of death in direct combat" they will be nominated by their deployed CC using a nomination spreadsheet located in the DTC CONOPS.

8.9.7. DTC Funding and Tracking. Following a deployment in the USCENTCOM AOR, certain designated personnel attend DTC which is funded by Air Force Central Command (AFCENT) and tracked by the DTC/CC in ADLS. **(T-0)**

8.9.8. DTC and Leave En route.

8.9.8.1. When applicable and authorized, deployers will be authorized to visit the Deployment Transition Center and take leave en route prior to home station return.

8.9.8.2. All leave en route will take place <u>AFTER</u> member attends DTC.

8.9.8.3. MAJCOMs are authorized to add applicable restrictions to the guidance included in this instruction. **(T-2)**

8.9.8.4. Military members of the Air Force Reserve and Air National Guard are not authorized leave en route prior to home station return. **(T-2)**

8.9.8.5. AF civilian personnel are not authorized leave en route prior to home station return. **(T-0)**

8.9.8.6. The DTC/CC will maintain G series orders and will discipline members consistent with requirements outlined in AFI 51-202, *Nonjudicial Punishment*.

8.9.8.7. Active duty military members are authorized leave en route from an AEF or OCO deployment to a location within the CONUS. The following criteria apply--MAJCOMs are authorized to add restrictions.

8.9.8.7.1. Both home station and deployed commanders approve. ADCON will remain with the deployed commander until the member in-processes at home station.

8.9.8.7.2. Airmen provide appropriate leave location and contact information (commensurate with what is documented in a Leave Web request) to both deployed and home station POCs.

8.9.8.7.3. Airmen complete a deployed medical health care provider assessment prior to taking leave en route.

8.9.8.7.4. Leave en route will only be taken within the CONUS and must be accurately documented upon return to home station.

8.9.8.7.5. Leave will be limited to 14-days from the date of arrival in CONUS.

8.9.8.7.6. Home station commander notifies the Installation Personnel Readiness (IPR) office of leave dates to ensure proper personnel accountability and reporting. Deployed commander staffs will follow-up to ensure member is appropriately gained by the home station upon projected leave completion.

8.9.9. DTC Weapons.

8.9.9.1. DTC attendees who were issued weapons will check the DTC prior to departing the AOR to verify the latest weapons shipment policy and guidance.

8.9.9.2. Weapons will be returned IAW DOD 4500.54-E, *Foreign Clearance Guide*, DTR 4500.9R, Part II, and AFI 24-203, prior to departing deployed location for the DTC. **(T-0)**

8.9.9.3. IAW DoD 4500.54-G (Foreign Clearance Guide), DTR 4500.9R (Part II), and AFI 24-203, members authorized leave en route to home station will coordinate with appropriate LRS personnel for authorized transportation of weapons. MAJCOMs are authorized to implement additional restrictions. **(T-0)**

Section 8C—Deployed Commander Roles and Responsibilities

8.10. Deployed Commander Roles and Responsibilities.

8.10.1. AOR/Deployed Commanders will:

8.10.1.1. Identify Total Force individuals who could benefit from additional support due to personal loss, family loss, family difficulties, or exposure to life-threatening situations. AOR commanders will ensure support is provided while in the AOR.

8.10.1.2. Notify home station commanders of Total Force members who experienced personal loss, family difficulties, or exposure to life-threatening situations while in the AOR.

8.10.1.3. Consult with Chaplain Corps members and/or MHC personnel regarding Total Force pre-reintegration/reintegration support processes and requirements.

8.10.1.4. Require their Total Force members to complete all applicable pre-reintegration requirements within 15-days of redeployment.

Section 8D—Home Station Commander Roles and Responsibilities

8.11. Home Station Roles and Responsibilities.

8.11.1. Home station installation commanders will ensure all units and tenants comply with AF home station pre-reintegration/reintegration requirements IAW current DOD, AF, and MAJCOM guidance.

8.11.2. Unit Commanders will:

8.11.2.1. Ensure complete reintegration processing of Total Force personnel and support each individual to make a smooth post deployment transition.

8.11.2.2. Ensure that all redeploying Airmen complete required medical processing immediately upon return from deployment and prior to release for downtime, leave, or demobilization IAW ASD (HA) Policy Memo, 10 Mar 2005. **(T-0)**

8.11.3. Chaplain.

8.11.3.1. The Chaplain Corps members provide support to personnel, families, and base populations during contingencies IAW AFI 52-104. At home station during post-deployment, Chaplain Corps members provide follow-up support, reintegration and reunion ministries, and other programs to strengthen families and enhance the spiritual health of individuals. Post-deployment services within AFRC wings will be coordinated with the reserve wing Deployment Support Program POC. **(T-2)**

8.11.3.2. Chaplains and/or MHC personnel meet with higher-risk individuals who have been exposed to unusual danger, experienced loss, witnessed disturbing events, been injured, or had family problems before/during deployment.

8.11.3.3. In the AOR within 30-days of redeployment, Chaplain Corps members and/or MHC personnel will provide reintegration education to redeploying members.

8.11.3.4. Briefings and handouts.

8.11.3.5. Material is provided by the A&FRC via e-mail, websites, or hard copy.

8.11.3.6. Suggested material includes Return and Reunion video and brochures.

8.11.3.7. Five days prior to return from AOR, Chaplains and/or MHC personnel follow up with higher-risk individuals who have been exposed to unusual danger, experienced loss, witnessed disturbing events, been injured, or had family problems before/during deployment.

8.12. Resources for Redeploying Personnel.

8.12.1. General. The following guidance provides some tips and resources to help Airmen reintegrate into the unit, day-to-day routines and their family life. It also affords commanders, supervisors, and fellow Wingmen the opportunity to identify some of the changes that have occurred to both the returning Airman and his/her family while deployed, and how they can provide ideas on how to work to resolve any conflicts that have surfaced since their return.

8.12.2. Return Date. Return Date from AOR (R-Day).

8.12.3. Installation Personnel Readiness (IPR).

8.12.3.1. The IPR will ensure procedures are established to account for members returning from deployments. These procedures will be incorporated into installation reconstitution planning and the IDP. Returning units and individuals will inprocess the IPR within (1) duty day of R-Day. NOTE: IPR will update the date of return to home station for all individuals in DCAPES on the date of notification of return IAW AFI 36-3802.

8.12.3.2. Returning ARC units/individuals will in process the IPR within (2) duty days of R-Day or the first duty day after return in the event there is a weekend and/or holiday involved and personnel are unable to in process immediately upon return to home station. The IPR will update the actual date of return to home station for all individuals in DCAPES IAW AFI 36-3802. NOTE: Timeline will probably be accelerated/adjusted for ARC personnel based upon component requirements.

8.12.3.3. IDRC/IPR personnel will monitor DCAPES to ensure departure from deployed location is updated on deployed personnel. If DCAPES does not reflect departure of personnel within (7) duty days of TDY expiration date, IPRs will contact servicing PERSCO Teams and request status of deployed personnel.

Section 8E—Unit Roles and Responsibilities

8.13. Unit Reintegration Roles and Responsibilities.

8.13.1. Units are responsible for ensuring families are notified of returning members and for ensuring all members have transportation from the aerial port of debarkation (APOD) to home station. When groups return together, units will coordinate transportation from the APOD.

8.13.2. Units will coordinate with LRS and/or SFS for the collection and turn in of issued weapons on R-Day for returning groups and individuals. Having an on-call system for returning members to contact LRS or SFS to turn in weapons will be considered a last resort.

8.13.3. Units will coordinate with returning groups and individuals for the turn in of classified information, as applicable.

8.14. Home Station CAIB/IDS-Delivery Agency.

8.14.1. The Deployment Cycle Timeline, Figure 8.1, outlines the AEF schedule and specifies activities for commanders and CAIB/IDS-Delivery agencies at critical junctures.

8.14.2. Supporting the Installation Deployment Officer (IDO), CAIB/IDS-Delivery members act as the commander's consultants and use MAJCOM-specific redeployment support processes and reintegration education material posted on and the AEF websites.

8.14.3. A&FRC Deployment Support material can also be found on the A&FRC website. The CAIB/IDS-Delivery agencies provide integrated, interoperable programs to strengthen force readiness.

8.14.4. Reintegration support/information, medical care, spiritual support, and childcare are available for redeploying personnel, their family members, and units.

8.15. Medical Reintegration (AOR/Home Station).

8.15.1. The demands of operational deployments can cause serious physical and mental health concerns for AF personnel. Medical Treatment Facilities (MTF) provide healthcare to meet the physical, emotional and behavioral needs of our deploying and redeploying Airmen their families.

8.15.2. DELETED

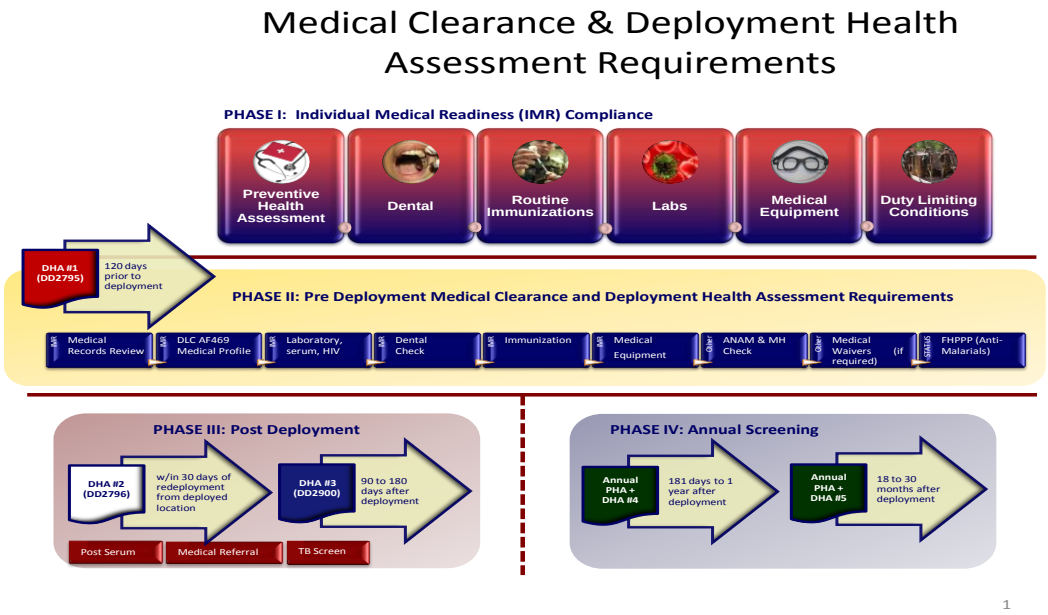
8.15.2.1. DELETED

8.15.2.2. DELETED

8.15.2.3. DELETED

8.15.2.4. Post Deployment Health Assessment. Thirty days prior to return from AOR or within 30-days of redeployment, all redeployers will complete a DD Form 2796, *Post Deployment Health Assessment Form*, and meet with a health care provider face-to-face. Further, a medical threat debrief must be completed and a health benefits briefing must be provided IAW DODI 6490.03. **(T-0)**

Figure 8.2. Medical Clearance & DHA Requirements.



8.15.2.5. MTFs are responsible for providing access to care; however, unit commander support is vital to the success of the DHA process. The MTF and unit commanders must collaborate to ensure Airmen receive timely care and support for unmet healthcare needs. Compliance with deployment health requirements of assigned personnel is a Commander's responsibility.

8.15.2.6. At home station during all phases of the AEF schedule, MHC personnel provide traumatic stress response support to units and redeployers as requested by commanders, in conjunction with the Chaplain Corps.

8.15.2.6.1. Traumatic stress response team members meet with individuals for up to four visits with no medical/mental health documentation required for the purpose of education and consultation IAW AFI 44-153, *Traumatic Stress Response*. All deployment and redeployment related Traumatic Stress Response services for AFRC personnel must be coordinated with the reserve wing Deployment Support Program POC. **(T-2)**

8.15.2.6.2. DELETED

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

8.16.1. IAW AFI 36-3009, A&FRC provides deployment assistance to help single and married DOD personnel and families meet pre-deployment, sustainment, and post-deployment challenges.

8.16.2. Deployment services mitigate stress associated with separation and reintegration, and support operational readiness through increased individual and unit cohesion.

8.16.3. During deployments, A&FRC staffs employ the AF Readiness EDGE for Commanders and Supervisors and other resources for tailored support to commanders, units, and families; work with local school authorities and teachers to assist their understanding the unique stressors of children of deployed military; provide a myriad of deployment support programs; and distribute commercial, printed materials addressing deployment. Upon request, one-on-one counseling is provided.

8.16.3.1. A&FRC staffs further provide support to parents and siblings of single Airmen.

8.16.3.2. AOR supporting A&FRCs can provide reintegration materials via e-mail, websites, and/or hard copy.

8.16.4. Post-deployment assistance is linked to pre-deployment activities, particularly early intervention that is designed to educate families, single members, and units on reintegration and reunion concerns. A&FRC staffs play an integral role in reintegration monitoring, family coping skills, assisting with potential at-risk families and collaborating with the CAIB/IDS-Delivery agencies in order to ensure smooth family reunions.

8.17. Comptroller (Wing/FM). FM personnel provide redeploying Airmen with guidance on financial matters.

8.18. Legal Office. Base legal office redeployment activities will focus on assisting the individual with personal and legal affairs that have arisen as a result of deployment and regaining a sense of normalcy.

8.19. Squadron/Unit.

8.19.1. Units will:

8.19.1.1. Coordinate with IDO to establish a reception station to provide streamlined inprocessing to redeploying groups, ensuring that redeployers are returned to their families as quickly as possible. **(T-3)**

8.19.1.2. Inprocess redeployers within 2-duty days of R-Day so that redeployers can begin personnel recovery (post deployment downtime and leave) as soon as possible. Inprocessing briefings and stations should include Finance, PH/FHM, Legal, and Civilian Personnel Section (if applicable).

8.19.1.3. Coordinate with the UDM and IPE Element for mass turn-in of mobility bags and other issued items at inprocessing.

8.19.1.4. At home station, within 4-duty days of redeployment, reintegration processing serves as a time for observing, screening, identifying, and referring returning members, families, and units who could benefit from readjustment support during the AEF schedule recovery period.

8.19.2. Unit first sergeants will:

8.19.2.1. Coordinate with the A&FRC, Chaplain Corps, MHC, and Family Advocacy Outreach Managers to plan and schedule reintegration briefings and individual counseling opportunities.

8.19.2.2. Invite families to attend reintegration briefings.

8.20. Home Station Inprocessing Requirements.

8.20.1. The IDO is responsible for the installation/wing's redeployment process. In order to maximize inprocessing processes for returning Airmen, IDOs will work with the IRO and FSS/CC to establish efficient reception and reintegration processing procedures. **(T-3)**

8.20.2. The IPR will develop procedures to account for members returning from deployments and update their return in DCAPES IAW AFI 36-3802.

8.20.3. All military and civilian personnel must process through PH/FHM prior to starting post deployment downtime. PH/FHM personnel will validate the member has completed DHA #2 and that they have received a post-deployment medical debriefing. These DOD mandated requirements are necessary to protect the member and their family from significant health threats and contagious diseases the member might have been exposed to at the deployment location. **(T-0)**

8.20.4. If PDHA was not completed in theater, the appointment for it will be made immediately upon return from deployment, and they will be seen within 30-days of returning. **(T-0)**

8.20.5. Within 5-duty days of return to home station, submission of redeployment travel vouchers aids the local finance office in their efforts to stop continued accrual of area of operation specific pay entitlements that will be unauthorized after a member redeploys. NOTE: Timeline will probably be accelerated or adjusted for Guard and Reserve personnel based on component requirements. **(T-2)**

8.20.6. Redeploying Airmen will be encouraged to see legal personnel on an as needed basis after returning to the home station and address the following issues: Revoking powers of attorney, issues related to their rights under the Service members Civil Relief Act and family law matters, claims information for loss, damage, destruction, or theft of personal property while deployed, and any other specific legal matters required by the member. **(T-0)**

8.21. Agency Resources/Responsibilities.

8.21.1. At home station within (7) days of unit or individual redeployment and prior to release for downtime, leave, or demobilization, MHC personnel, Family Advocacy Outreach Managers, A&FRC personnel, and Chaplain Corps members provide support and reintegration education to redeployed members, families, and units in collaboration with other CAIB/IDS-Delivery agencies.

8.21.2. IAW AFI 36-3009, A&FRC provides follow-up to Return and Reunion activities. NOTE: Air Reserve Component units without an MHC, Family Advocacy, or Chaplain Corps support will need to request this support through their host active duty unit IAW AFI 44-153, *Traumatic Stress Response*.

8.21.3. If referral(s) are recommended on the PDHA, requested by the patient, or positive MHC responses are made on the PDHA, follow-up IAW PDHA guidance, AFI 44-170, *Preventative Health Assessment*, and clinical judgment. **(T-0)**

8.21.4. R-Day (within 30 days). At home station, PDHAs must be filed in the permanent medical record within 30 days of return. Serum sample must be deposited within the serum repository within 30 days. For any recommended referrals on the PDHA, or any referrals requested by the patient, PH/FHM will initiate a t-con to the patient's PCM for follow-up. This checklist applies to all RegAF and DOD civilian deployers. **(T-0)**

8.21.5. R-Day Follow Up (3-6 months).

8.21.5.1. At home station, all redeployers (military and civilian) complete an online DD Form 2900 IAW ASD (HA) Policy Memorandum, 10 Mar 05. **(T-0)**

8.21.5.2. Commanders, first sergeants, fellow coworkers and redeployers will remain cognizant for concerning post-deployment mental health signals from returning redeployers.

Section 8F—Reconstitution

8.22. Reconstitution.

8.22.1. Although a key consideration is to provide support to returning forces to transition back to their normal environment, it must also be remembered that forces must be reconstituted for further deployment possibilities including surge requirements.

8.22.2. The reconstitution process entails planning that will return units back to their full combat capability in a short time. While there is no one correct rule set for reconstitution planning, consideration must be given to prioritizing and restoring levels of consumables expended during the crisis, and recovering lost training. Every base/unit will have to assess their own situation based on such variables as the magnitude, duration and intensity of a crisis, consumption rates, and the type of deployment location (fixed vs. austere base).

8.22.3. Reference AFI 10-401, Chapter 3, for further guidance on reconstitution.

Chapter 9

LESSONS LEARNED AND AEF DEBRIEF PROCESS

Section 9A—Lessons Learned

9.1. Lesson Learned.

9.1.1. A Lesson Learned (L2) is an observation that, when validated and resolved, results in an improvement in military operations or activities at the strategic, operational, or tactical level and results in long-term, internalized change to an individual or an organization.

9.1.2. AF/A9L provides specific guidance on the AF L2 Program and lesson observations of an urgent nature can be disseminated via a Quick Lesson Report and are sent out immediately after the event. NOTE: AF/A9L provides specific guidance on the AF L2 Program in AFI 90-1601.

Section 9B—Afer Action Reports

9.2. After Action Reports (AAR).

9.2.1. AARs are the means by which the AF records issues, best practices, and lessons learned from major exercises, operations, and experiments.

9.2.2. AARs are applicable to the CJCS exercise program, other joint exercises, AF exercises (above wing level), and real world operations.

9.2.3. AARs are consolidated reports that include an executive summary covering the event information (i.e. dates, locations, participant units/organizations, etc.), issues/problems encountered, and lessons observed.

9.2.4. AAR executive summaries document and provide a description of operations and exercises, including dates, locations, objectives, major participants, and limitations. It also provides the commander submitting the AAR the opportunity to address any of the issues identified in the AAR, or add any command-level issues he/she determines must be identified in this forum.

9.3. Submission Process.

9.3.1. The senior deployed location commander will consolidate AAR inputs from subordinate unit commanders, validate observations and submit the report to the NAF (C-NAF) NLT end-event +15 days (or as directed).

9.3.2. AEW/CCs will consolidate AAR inputs from subordinate unit commanders, validate observations and submit the consolidated AAR to the C-NAF/A9L office NLT 30-days prior to AEF rotation date, or as directed by the C-NAF.

9.3.2.1. Observations in the AAR will clearly identify the issues/problems encountered and successful practices, as well as provide sufficient discussion for follow-on forces to understand the context.

9.3.2.2. A properly documented observation will be actionable by follow-on forces or HHQ staffs. This documentation is essential for planning subsequent exercises and operations, tasking corrective actions and sharing with follow-on forces.

9.3.2.3. AAR observations will describe how the mission could be/was improved, potential risks to mission degradation and how to mitigate those risks.

9.3.3. Joint Lessons Learned Information System (JLLIS) is a web-based system that implements the requirements for the Joint Lessons Learned Program (JLLP). **(T-0)**

9.3.3.1. JLLP provides transfers knowledge within the DOD through the rapid distribution of observations and recommendations, AARs, TTPs topic papers, briefings and interviews. **(T-0)**

9.3.3.2. JLLIS allows AF observations, lessons, AARs, L2 and other information up to SECRET. **(T-0)**

9.3.3.3. JLLIS is used to manage lessons identified throughout the AF and DOD. **T-0)**

9.3.4. Individuals submit observations at any time during the pre-deployment, deployment, and redeployment phases via the DOD L2 reporting tool. These reports will encompass training, preparation, deployment and on-call phases on the AEF schedule. Individuals or organizations without access to the JLLIS website will use AF Forms 4329 and 4330 to record their observations and e-mail them directly to the appropriate NAF, MAJCOM, or HAF-level L2 office. **(T-0)**

9.4. Review Process.

9.4.1. Tier-1 (MAJCOM) and Tier-2 (NAF, DRU, FOA, Wing, etc.) Lesson Managers and SMEs will review all “Pending” lessons within their Tier.

9.4.2. Once an Observation is deemed valid, the Tier-1 or Tier-2 Lesson Manager will activate the Observation as a Lesson Identified and transfer it to the appropriate OPR/OCR for review.

9.4.3. Observations that require work within the Tier will be coordinated through the Tier-1/Tier-2 Lesson Manager or the appropriate OPR/OCR.

9.4.4. Periodic reviews will be produced based on deployed commander (AEW/CC or equivalent) submissions, during ongoing operations that involve unit and/or commander rotations (e.g. AEF rotations),

9.4.4.1. Commanders will accomplish these submissions prior to the rotation in order to provide oncoming units and commanders timely lessons learned information to help prepare them for mission execution.

9.4.4.2. C-NAF, or equivalents, will determine timelines, but typically submissions will be submitted 30-days prior to rotation.

9.5. AEF Debrief Concept. MAJCOMs will conduct an AEF debrief after each rotation IAW AFI 10-401, Chapter 9.

JOHN B. COOPER, Maj Gen, USAF
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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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

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

AF Form 2518, *Deployment Packing List*

AF Form 4005, *Individual Deployment Requirements Checklist*

AF Form 4006, *Unit Deployment Shortfalls/Reclama*

Adopted Forms

AF Form 55, *Employee Safety and Health Record*

AF Form 94, *Air Baggage Claim Check*

AF Form 245, *Employment Locator and Processing Checklist*

AF Form 265, *AFO Payment Authorization, Joint Uniform Military Pay System (JUMPS)*

AF Form357, *Family Care Certification*

AF Form 422, *Notification of Air Force Member's Qualification Status*

AF Form 469, *Duty Limiting Condition Report*

AF Form 483, *Certificate of Competency*

AF Form 522, *USAF Grounds Weapons Training Data*

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AF Form 2767, *Occupational Health Training and Protective Equipment Fit Testing Record*

AF Form 3227, *Privacy Act Cover Sheet*

AF Form 4005, *Individual Deployment Requirements*

AF Form 4329, *Observation, Issue or Lesson Learned*

AF Form 4330, *After Action Summary Report*

Form W-4, *Employees Withholding Allowance Certificate*

DD Form 2AF, *Armed Forces Identification Card*

DD Form 93, *Record of Emergency Data*

DD Form 114, *Military Pay Order*

DD Form 115, *Military Payroll Money List*

DD Form 1351, *Travel Voucher*

DD Form 1351-1 DELETED

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

DD Form 1351-6, *Multiple Payments List*

DD Form 1384, *Transportation Control and Movement Document*

DD Form 1385, *Cargo Manifest*

DD Form 1387, *Military Shipment Label*

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

DD Form 2766C, *Vaccine Administration Record*

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DD Form 2775, *Pallet Identifier*

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Abbreviations and Acronyms

AA&E—Arms, Ammunition and Explosives

A&FRC—Airman and Family Readiness Center

A/DACG—Arrival/Departure Airfield Control Group

(Added-USAFE) AFJQS—Air Force Qualification Standard

(Added-USAFE) AFPAAS—Air Force Personnel Accountability and Assessment System

AFPC/MA—AFPC Manpower Directorate

AMCI—Air Mobility Command Instruction

ARCNET—Air Reserve Component Network (formerly Reserve Net)

A-UTC—Associate UTC

AAR—After Action Report

ACC—Air Combat Command

ACES—Automated Civil Engineer System

ACL—Allowable Cabin Load

ACR—Authorization Change Request

ACS—Agile Combat Support

ACSA—Acquisition and Cross-Servicing Agreements

AD—Active Duty

AFDD—Air Force Doctrine Document

ADAPT—Alcohol and Drug Abuse Prevention and Treatment

ADCON—Administrative Control

ADLS—Advanced Distributed Learning System

ADP—Automated Data Processing

ADPE—Automated Data Processing Equipment

ADVON—Advance Echelon

AE—Aeromedical Evacuation

AEF—Air & Space Expeditionary Force

AEFI—AEF Indicator

AEFIS—Air and Space Expeditionary Force Information Service

AEFSG—Air & Space Expeditionary Force Steering Group

AEG—Air Expeditionary Group

AES—Air Expeditionary Squadron

AETF—Air & Space Expeditionary Task Force

AEW—Air Expeditionary Wing

AF—Air Force

AFCAT—Air Force Crisis Action Team or Air Force Catalog

AFCC—Air Force Component Command - Superseded See AFCHQ

AFCHQ—Air Force Component Headquarter - Superseded

AFCENT—Air Force Central Command

AFCITA—Air Force Complete Immunization Tracking Application

AFDF—Air Force Deployment Folder

AFEMS—Air Force Equipment Management System

AFFOR C2—Air Force Forces Command and Control

AFI—Air Force Instruction

AFKN—Air Force Knowledge Now

AFLC—Air Force Learning Committee

AFMA—DELETED

AFMAN—Air Force Manual

AFPAA—Air Force Public Affairs Agency

AFPC—Air Force Personnel Center

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

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFRIT—Air Force Reporting Instructions Tool

AFSC—Air Force Specialty Code

AFSOC—Air Force Special Operations Command

AFSPC—Air Force Space Command

AFTR—Air Force Training Record

AGE—Aerospace Ground Equipment

AHLTA—Armed Forces Health Longitudinal Technology Application

AIT—Automatic Identification Technology

ALD—Available to Load Date

ALERTORD—Alert Order

ALN—Availability Line Number

AMC—Air Mobility Command

AMS—Air Mobility Squadron

ANAM—Automated Neuropsychological Assessment Metric

ANG—Air National Guard

ANGRC—Air National Guard Readiness Center

AO—Area of Operations

AOC—Air and Space Operations Center

AOR—Area of Responsibility

APOD—Aerial Port of Debarkation

APOE—Aerial Port of Embarkation

APS—Aerial Port Squadron

APT—Air Passenger Terminal

ARC—Air Reserve Component

ARMS—Aviation Resource Management System

ART—AEF UTC Reporting Tool or Air Reserve Technician

AS—Allowance Standard

ASC—Allowance Source Code

ASD (HA—Assistant Secretary of Defense Health Affairs

ASIMS—Aeromedical Services Information Management System

AT—Antiterrorism

ATGHS—Air Terminal Ground Handling Services

ATO—Anti-Terrorism Officer

ATOC—Air Terminal Operations Center

ATTLA—Air Transportation Test Loading Agency

ATV—All-Terrain Vehicle

BAQ—Basic Allowance for Quarters

BaS&E—Base Support & Expeditionary

BEAR—Base Expeditionary Airfield Resources

BLSDM—IT – Base Level Service Delivery Module Information Technology

BOB—BEAR Order of Battle

BOG—Boots-On-the-Ground

BRAC—Base Realignment and Closure

BSP—Base Support Plan

BW/CW—Biological Warfare/Chemical Warfare

C2—Command and Control

CA—Civil Affairs or Combat Arms

CA/CRL—Custody Authorization/Custody Receipt Listing

CAA—Competent Authority Approvals

CAC—Common Access Card

CAF—Combat Air Forces

CAFSC—Control AFSC

CAIB—Community Action Information Board

CAST—Combat Airman Skills Training

CAT—Crisis Action Team

CBRN—Chemical, Biological, Radiological, and Nuclear

CBT—Computer Based Training

CC—Commander

CCC—Cargo Category Code

CCDR—Combatant Commander

CCIP—Commander's Inspection Program

CCPAX—CONUS to CONUS Contingency Movement Passengers

CDF—Cargo Deployment Function

CE—Civil Engineer

CED—Contingency, Exercise, and Deployment

CEM—Chief Enlisted Manager

CES—Civil Engineer Squadron

CI—Compliance Inspection

CJCS—Chairman of the Joint Chiefs of Staff

CMOS—Cargo Movement Operations System

C-NAF—Component Numbered Air Force

COE—Certification of Equivalency

CoL—Continuum of Learning

COMACC—Commander, Air Combat Command

COMSEC—Computer Security

CONOPS—Concept of Operations

CONPLAN—Concept Plan

CONUS—Continental United States

CONS—Contracting Squadron

COP—Community of Practice

CP—Command Post

CPO—Civilian Personnel Office or Consolidated Planning Order

CPS—Consolidated Planning Schedule

CRE—Contingency Response Element

CRF—Cargo Reception Function or Cargo Redeployment Function

CRG—Contingency Response Group

CRT—Contingency Response Team

CS—Communications Squadron

CSA—Controlled Spending Account

CSAF—Chief of Staff, United States Air Force

CSS—Combat Service Support

CST—Combat Skills Training

CTK—Consolidated Tool Kit

CTO—Commercial Travel Office

CUI—Consolidated Unit Inspection

CWDE—Chemical Warfare Defense Equipment

DAFSC—Duty AFSC

DAS—Date Arrived Station

DAV—Deployment Availability

DCAPES—Deliberate and Crisis Action Planning and Execution Segment

DCC—Deployment Control Center

DCPDS—Defense Civilian Personnel Data System

DCS—Deputy Chief of Staff

DEET—N, N-Diethyl-meta-Toluamide (Insect Repellent)

DEPLOYEX—Deployment Exercise

DEPORD—Deployment Order/Redeployment Order

DEROS—Date Eligible for Return from Overseas

DFC/CC—Defense Force Commander

DHA—-Deployment Health Assessment

DIRLAUTH—Direct Liaison Authority

DJMS—Defense Joint Military Pay Systems

DLA—Defense Logistics Agency

DLOC—Duty Location

DMC—Deployment Medical Clearance

DMLSS—Defense Medical Logistics Standard Support

DMR—Deployment Manning Requirements

DOA—Date of Availability

DOC—Designed Operational Capability

DoD—Department of Defense

DODAAC—DoD Account Activity Code

DOD/VA—DoD/Veterans Administration

DODD—DoD Directive

DODFMR—DoD Financial Management Regulation

DODI—DoD Instruction

DOP—Deployment Operating Procedures

DOS—Date of Separation

DOT—Department of Transportation

DPDRT—Deployment Processing Discrepancy Reporting Tool

DPM—Detachment Program Manager

DPWG—Deployment Process Working Group

DRA—DELETED

DRMD—Deployment Requirements Manning Document

DRRS—Defense Readiness Reporting System

DRU—Direct Reporting Unit

DSC—Duty Status Change

(Added-USAFE) DSN—Defense Switched Network

DTC—Deployment Transition Center

DTR—Defense Transportation Regulation

DTS—Defense Transportation System

EAD—Earliest Arrival Date

E-E—Emergency Essential

E2WC—Expeditionary Combat Support (ECS) Executive Warrior Course

EAD—Estimated Availability Date or Extended Active Duty

EAO—Equipment Accountability Office

ECAC—Evasion and Conduct After Capture

ECD—Estimated Completion Date

ECS—Expeditionary Combat Support

EET—DELETED

EETL—Extended Estimated Tour Lengths

EFMP—Exceptional Family Member Program

EFSS—Expeditionary Force Support Squadron

EHR—Electronic Health Record

EIS—Enterprise Information System

EMEDS—Expeditionary Medical Support

EMSG—Expeditionary Mission Support Group

EO—Equal Opportunity

EOC—Emergency Operations Center

EOR—Explosive Ordnance Reconnaissance

EOD—Explosive Ordnance Disposal

ERO—Engine-running On/Offload

ES—Expeditionary Skills

ESL—Equipment and Supply List

ESP—Expeditionary Site Plan

ESSP—Expeditionary Site Survey Process

EST—Expeditionary Skills Training

ETDC—Expeditionary Theater Distribution Center

EXORD—Execute Order

FAA—Federal Aviation Administration

(Added-USAFE) FAB—Field Assistance Branch

FAC—Functional Account Code

FAM—Functional Area Manager

FAP—Family Advocacy Program

FCG—Foreign Clearance Guide

FEDLOG—Federal Logistics System

FHA—Foreign Humanitarian Assistance

FHM—Force Health Management

FHP—Force Health Protection

FHPPP—Force Health Protection Prescription Products

FLIS—Federal Logistics Information System Web Search aka WebFLIS

FM—Financial Management and/or Comptroller

FOA—Field Operating Agency

FOL—Forward Operating Locations

FOUO—For Official Use Only

FP—Force Protection or Force Provider

FPCON—Force Protection Condition

FRAGORD—Fragmentary Order

FRB—Functional Requirements Board

FSS—Force Support Squadron

FSS OPSO—Force Support Squadron Operations Officer

G081—Heavy Airlift Maintenance System

GATES—Global Air Transportation Execution System

GCCS—Global Command and Control System

GCSS—Global Combat Support System

GDSS—Global Decision Support System

GEF—Guidance for Employment of the Force

GEOLOC—Geographical Location

GFM—Global Force Management

GFMB—Global Force Management Board

GFMAP—Global Force Management Allocation Plan

GFMIG—Global Force Management Implementation Guidance

GFMS—GFM Schedule

GMV—Government Motor Vehicle

GOPAX—Group Operational Passenger System

GSD—Global Strategy Document

GSU—Geographically Separated Unit

GTN—Global Transportation Network

HAF—Headquarters Air Force

(Added-USAFE) HAZDIP—Hazardous Diplomatic Clearance

HAZMAT—Hazardous Materials

HC—Chaplain Corps

HIV—Human Immunodeficiency Virus

HQ—Headquarter

HHQ—Higher Headquarter

HIPAA—Health Insurance Portability and Accountability Act

HLD/S—Homeland Defense/Security

HN—Host Nation

HNS—Host-Nation Support

HRE—Human Relations Education

HTA—High Threat Area

IA—Individual Augmentee

IAW—In Accordance With

ICAO—International Civil Aviation Organization

ICC—Installation Control Center

ICE—Individual Combat Equipment

ICODES—Integrated Computerized Deployment System

ID—Identification Document or Integrated Defense

IDO—Installation Deployment Officer

IDP—Installation Deployment Plan

IDRC—Installation Deployment Readiness Cell

IDS—Integrated Deployment System

IDS-Delivery-Integrated Delivery System

IDT—Individual Dwell Time

IFAK—Individual First Aid Kit

IG—Inspector General

IGC—Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence

ILCM—Integrated Life-Cyce Management

ILOC—Intermediate Location

IMP—Inventory Management Plan

IMA—Individual Mobilization Augmentee

IPE—Individual Protective Equipment

IPR—Installation Personnel Readiness

IRO—Installation Reception Officer

ISOPREP—Isolated Personnel Report

ISR—Intelligence, Surveillance and Reconnaissance

ISU—Internal Airlift/Helicopter Slingable-Container Unit

ISPM—International Standards for Phytosanitary Measures

ITDY—Intermediate Temporary Duty

ITV—In-Transit Visibility

JAG—Judge Advocate General

JCS—Joint Chiefs of Staff

JDDE—Joint Deployment and Distribution Enterprise

JET—Joint Expeditionary Tasking

JFC—Joint Force Commander or Joint Force Coordinator

JFP—Joint Force Provider

JI—Joint Inspection

JIT—Just-In-Time

JLLIS—Joint Lessons Learned Information System

JOA—Joint Operations Area

JOPES—Joint Operation Planning and Execution System

JOPESREP—JOPES Reporting Structure

JP—Joint Pub

JRSOI—Joint Reception, Staging, Onward Movement and Integration

JS—Joint Staff

JTF—Joint Task Force

JUMPS—Joint Uniform Military Pay System

LAD—Latest Arrival Date

LAN—Local Area Network

LIMFAC—Limiting Factor

LMR—Land Mobile Radio

LOAC—Law of Armed Conflict

LOGDET—Logistics Detail

LOGFAC—Logistics Feasibility Analysis Capability

LOGFOR—Logistics Force Packaging Subsystem

LOGMOD—Logistics Module

LOGPLAN—Logistics Planning Subsystem

LOI—Letter of Instruction

LOX—Liquid Oxygen

LPF—Logistics Plan File

LPD—Load Planning Data

LRC—Logistics Readiness Center

LRO—Logistics Readiness Officer

LRS—Logistics Readiness Squadron

LRS/LGRD—Deployment & Distribution Flight

LRS/LGRM—Materiel Management Flight

LRS OPSO—LRS Operations Officer

LS/HD—Limted Supply/High Demand

LTA—Low Threat Area

LTI—Limited Technical Inspections

LWFP—Logistics Web Forms Processor

M/S—Mode and Source

MAF—Mobility Air Forces

MAJCOM—Major Command

MAJCOM/CV—Vice Commander, Major Command

MANFOR—Manpower Force Packaging System

M&PF—Manpower and Personnel Flight

MASO—Munitions Accountable Systems Officer

MCC—Motor Carrier Compliance

MCO—Major Combat Operations

MDS—Mission Design System

MEB/PEB—Medical/Physical Evaluation Board

MEFPAK—Manpower and Equipment Force Packaging

MET—Mission Essential Task

METL—Mission Essential Task Listing

MFR—Memorandum For Record

MHC—Mental Health Clinic

MHE—Material Handling Equipment

MICAS—Mobility Inventory Control and Accountability System

MICT—Management Internal Control Toolset

MILCON—Military Construction

MILPDS—Military Personnel Data System

MISCAP—Mission Capability Statement

MO—Manpower & Organization

(Added-USAFE) MOB—Main Operating Base

MOG—Maximum on Ground

MOPP—Mission-Oriented Protective Posture

MPA—Military Personnel Appropriation

MPE—Military Personnel Element

MPS—Military Personnel Section

MRA—MEFPAK Responsible Agency

MRDSS ULTRA—Medical Readiness Decision Support System Unit Level Tracking and Reporting Application

MRSP—Mobility Readiness Spares Package

MSG—Mission Support Group

MSL—Military Shipment Label

MTA—Medium Threat Area

MTF—Medical Treatment Facility

MWF—Morale, Welfare and Recreation

MXG—Maintenance Group

NAF—Numbered Air Force

NATO—North Atlantic Treaty Organization

NEO—Noncombatant Evacuation Operation

NET—Not Earlier Than

NIPRNET—Non-secure Internet Protocol Router Network

NGB—National Guard Bureau

NGB/CF—Director, Air National Guard

NLT—Not Later Than

NMS—National Military Strategy

NSN—National Stock Number

O&M—Operations and Maintenance

OCO—Overseas Contingency Operations

OCONUS—Outside of the Continental US

OCR—Office of Collateral Responsibility

OFAMO—Office of FAM Oversight

OG—Operations Group

OI—Operating Instruction

OPLAN—Operation Plan

OPORD—Operational Order

OPR—Office of Primary Responsibility

OPSEC—Operations Security

ORE—Operational Readiness Exercise

ORM—Operational Risk Management

OSI—Office of Special Investigation

PA—Public Affairs

PAK—Personnel Accountability Kit

P&R—Probation & Rehabilitation

PAS—Personnel Accounting System of Personnel Accounting Symbol

PCM—Primary Care Manager

PCS—Permanent Change of Station

PDF—Personnel Deployment Function

PDHA—Post Deployment Health Assessment

PDHRA—Post Deployment Health Reassessment

PDH—CPG – Post Deployment Health-Clinical Practice Guidelines

PDPT—Personnel Deployment Preparedness Tool

PDT—Pre-Deployment Training

PEO—Program Executive Office

PERSCO—Personnel Support for Contingency Operations

PH—Public Health

PHS—Public Health Service

PID—Plan Identification

PIF—Personnel Information File

PIMR—DELETED

PLANORD—Planning Order

POC—Point of Contact

POL—Petroleum, Oils and Lubricants

POM—Program Objective Memorandum

PRC—Personnel Readiness Cell

PRE—Personnel Readiness Element

PRF—Personnel Redeployment Function

PRP—Personnel Reliability Program

Prime BEEF—Prime Base Engineer Emergency Force

PMRS—Personnel Recovery Mission Software

PROGEAR—Professional Gear

PSDM—Personnel Services Delivery Memorandum

PTDO—Prepare To Deploy Order

QC—Quality Control

QNFT—Quantitative Fit Testing

RAMPCO—Ramp Coordinator

RAPDS—Reserve Aerial Port Data System

RAT—Redeployment Assistance Team

RATT—Rescue All-Terrain Transport

RCC—Reception Control Center

RCO—Reception Control Officer

RDD—Required Delivery Date

RDO—DELETED.

RDRC—DELETED.

RDS—Records Disposition Schedule

RED HORSE—Rapid Engineer Deployable Heavy Operational Repair Squadron Engineers

RegAF—Regular Air Force

RFC—Request for Capabilities

RFF—Request For Forces

RI—Readiness Inspection

RIPTOA—Replacement In-place Transfer of Authority

RFID—Radio Frequency Identification

RLD—Ready-to-Load Date

RMG—Readiness Management Group

ROA—Rotation of Airmen

ROE—Rules of Engagement

ROMO—Range of Military Operations

RPT—Reclama Processing Tool

RPU—Reception Processing Unit

RPWG—Reception Process Working Group

RSOI—Reception, Staging, Onward Movement and Integration

RSP—Readiness Spares Packages

RST—Reference Start Time or Religious Support Team

SAC—Self Assessment Checklist

SAF—Secretary of the Air Force

SASO—Stability and Support Operations

SAV—Staff Assistance Visit

SBSS—Standard Base Supply System

SCRA—Servicemembers Civil Relief Act

SECAF—Secretary of the Air Force

SECDEF—Secretary of Defense

SEI—Special Experience Identifier

SERE—Survival, Evasion, Resistance, and Escape

SFMIS—Security Forces Management Information System

SF—Security Forces

SFS—Security Forces Squadron

SGLI—Servicemen's Group Life Insurance

SIP—Self Inspection Program

SIPRNET—Secure Internet Protocol Router Network

SIPT—Scheduling Integrated Process Team

SITREP—Situation Report

SJA—Staff Judge Advocate

SMS—Single Mobility System

SOFA—Status of Forces Agreement

SORTS—Status of Resources and Training System

SOW—Statement of Work

SRAN—Stock Record Account Number

SSN—Social Security Number

SSC—Small-Scale Contingencies

STU III—Secure Telephone Unit – Third Generation

TACC—Tanker Airlift Control Center

TACON—Tactical Control

TACP—Tactical Air Control Parties

TAFMS—Total Active Federal Military Service

TBA—Training Business Area

TCMD—Transportation Control and Movement Document

TCN—Transportation Control Number or Third Country National

TDY—Temporary Duty

TEMS—Training Education Management System

TFA—Total Force Awareness

TFI—Total Force Integrated

TJAG—The Judge Advocate General

TNC—Tasking Notification Code

TNT—Tasking Notification Tool

TO—Technical Order

TOA—Terms of Agreement

TOF—Transfer of Forces

TOS—Time on Station

TPFDD—Time-Phased Force Deployment Data

TSA—Transportation Security Administration

TWG—Threat Working Group

TUCHA—Type Unit Characteristics

UDC—Unit Descriptor Code

UDCC—Unit Deployment Control Center

UDM—Unit Deployment Manager

UHM—Unit Health Monitor

UIC—Unit Identification Code

ULN—Unit Line Number

UMD—Unit Manpower Document

UN—United Nations

URC—Unit Reserve Coordinator or Unit Readiness Cell

URW—Unit Redeployment Workcenter

USAF—United States Air Force

USAF EC—USAF Expeditionary Center

USAFRICOM—U.S. Africa Command

USCENTCOM—U.S. Central Command

USEUCOM—U.S. European Command

USNORTHCOM—U.S. Northern Command

USPACOM—U.S. Pacific Command

USSOCOM—U.S. Special Operations Command

USSOUTHCOM—U.S. Southern Command

USSTRATCOM—U.S. Strategic Command

USTRANSCOM—U.S. Transportation Command

USTC—USTRANSCOM

UTA—UTC Availability

UTC—Unit Type Code

UTM—Unit Training Manager

VAL—Vehicle Authorization Listing

VCNCO—Vehicle Control Non-commissioned Officer

VCSAF—Vice Chief of Staff, U.S. Air Force

VCO—Vehicle Control Officer

VOCC—Vehicle Operations Control Center

vRED—Virtual Record of Emergency Data

WAAR—Wartime Aircraft Activity Report

WARNORD—Warning Order

WBITS—DELETED

WCDO—Wartime Consumables Distribution Objective

WCS—Worst-Case Scenario

WDO—Wing Deployment Officer

WIT—Wing Inspection Team

WMP—War and Mobilization Plan

WPES—War Planning and Execution System

WPNM—Installation Pallet and Net Manager

(USAFE)WPNM – Installation Pallet and Net Monitor

WPM—Wood Packaging Material

WRM—War Reserve Materiel

XP—Wing Plans

Terms

Acquisition and Cross Service Agreements (ACSA)— Agreements negotiated on a bilateral basis with U.S. allies or coalition partners that allow U.S. forces to exchange most common types of support, including food, fuel, transportation, ammunition, and equipment. Authority to negotiate these agreements is usually delegated to the combatant commander by the Secretary of Defense. Authority to execute these agreements lies with the Secretary of Defense, and may or may not be delegated. Governed by legal guidelines, these agreements are used for

contingencies, peacekeeping operations, unforeseen emergencies, or exercises to correct logistic deficiencies that cannot be adequately corrected by national means. The support received or given is reimbursed under the conditions of the acquisition and cross-servicing agreement. (JP 4-08, *Joint Doctrine for Logistic Support of Multinational Operations*)

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

Agile Combat Support (ACS)— The ability to create, protect, and sustain air and space forces across the full range of military operations. It is the foundational and crosscutting United States Air Force system of support that enables Air Force operational concepts and the capabilities that distinguish air and space power-speed, flexibility, and global perspective. Agile combat support is an Air Force Distinctive Capability. (AFDD 4-0, *Combat Support*)

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

Air & Space Expeditionary Task Force (AETF)— A deployed numbered air force or command echelon immediately subordinate to a numbered air force provided as the United States Air Force component command committed to a joint operation. (JP 3-30, *Command and Control for Joint Air Operations*)

Associate Wing/Unit—-An associate Wing/unit is an ARC Wing or unit that flies and maintains aircraft owned by a RegAF Wing/unit. For example, the 446 AW is the associate wing of the 62 AW at Joint Base Lewis-McChord, WA.

Automatic Identification Technology (AIT)— Used in the Defense Transportation System (DTS) are bar code labels (both linear and 2-dimensional) and active Radio Frequency Identification (RFID) (Active and Passive). Passive RFID is an emerging capability in the AF. AIT is used to capture and report data to CMOS to support additional processing. (AFI-24-203, *Preparation and Movement of Air Force Cargo*)

Air Force Learning Committee (AFLC)— The AFLC provides senior leader guidance regarding the focus and subject matter of Air Force programs designed to develop institutional competencies through AF education and ancillary training. The AFLC is the "gatekeeper" process to vet new ancillary training requirements, establish priorities, and determine efficient delivery options for the Total Force. The strategic goal of the AFLC is to provide broad guidance for institutional competency development to improve the focus, currency and relevancy of Air Force curricula and training through a corporate view of AF priorities. (AFI 36-2201, *Air Force Training Program*)

Associate UTC (A—UTC) – Unit manpower that provides a capability that is not captured in a standard UTC will be postured into an "Associate" UTC (A-UTC). A-UTCs do not have a mission capability statement and do not have a defined manpower detail. They are placeholders for all deployable positions that cannot be described or do not fit into an existing standard deployable UTC. (AFI 10-401, *Air Force Operations Planning and Execution*)

Area of Operations (AO)— An operational area defined by the joint force commander for land and maritime forces. Areas of operation do not typically encompass the entire operational area of the joint force commander, but should be large enough for component commanders to accomplish their missions and protect their forces. (JP 3-0, *Joint Operations*)

Area of Responsibility (AOR)— The geographical area associated with a combatant command within which a geographic combatant commander has authority to plan and conduct operations. (JP 1-02, *DOD Dictionary of Military Terms and Associated Terms*)

Augmentation Program— AFPAM 10-243 replaced the former Resource Augmentation Duty (READY) program, AFI 10-217, with a more flexible, commander directed augmentation program. This pamphlet contains a compilation of processes and procedures to help implement an effective program that can assist commanders in validating, approving and documenting the need for additional personnel resources to support installation-level requirements. Further, it can facilitate commanders in identifying, training and tracking personnel to meet short-term augmentee needs for installation-level exercises, contingencies, wartime, or emergency situations/scenarios. NOTE: Use of an augmentation program is optional and each installation will review its plans and requirements appropriately. (AFPAM 10-243, *Augmentation Duty*)

Air Reserve Component (ARC)— ARCs for USAF are the Air Force Reserve Command (AFRC) and the Air National Guard (ANG). AFRC stood up as a Major Command February 17th, 1997. The change in status, authorized by Congress in the Fiscal 1997 National Defense Authorization Act, was based on the experience gained from the Air Force Reserve component mobilization for Operations Desert Shield and Desert Storm.

Base Expeditionary Airfield Resources (BEAR)— BEAR is a critical Agile Combat Support (ACS) capability. It provides vital equipment and supplies necessary to beddown and support combat forces at expeditionary sites with limited infrastructure and support facilities. As a minimum, each location must have a runway and parking ramp suitable for aircraft operations and a source of water that can be made potable. (AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures)*

Basing— Actions taken to position Air Force units (on AF or non-AF property) or non-USAF entities on USAF real property. Basing is the process used to determine the location of a unit, manpower, mission, or activity. NOTE: The terms basing and beddown are not interchangeable. Beddown is considered the execution of a basing action. (AFI 10-503, *Strategic Basing*)

Beddown— Establishing a unit, mission, activity, or personnel on real property for longer than one year. This applies to activities of all military branches, other DOD, non-DOD federal, state and local governmental, and/or private agencies requesting the use of Air Force real property. Beddown is considered the execution of a basing action. (AFI 10-503)

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

Cargo Movement Operations System (CMOS)— CMOS is a combat support system that provides automated base level processing of cargo for movement during peacetime and deployment cargo and passenger movement during contingencies for the Air Expeditionary Forces. CMOS is the Air Force's designated deployment system for use at non-AMC locations as well as those AMC locations that do not have GATES. (AMCI 24-101 V4, *Military Airlift/Air Transportation Systems Management*)

Combat— Forces expected to fire weapons, conduct reconnaissance, or engage in other activities directly related to combat operations. (AFI 10-401)

Combat Service Support (CSS)— Forces whose primary mission is to provide essential capabilities, functions, activities, and tasks necessary to sustain all elements of combat and combat support forces at all levels of war. (AFI 10-401)

Combat Skills Training (CST)— Standardized pre-deployment training (PDT) designed to make all deploying Airmen proficient and comfortable with handling a weapon and working within a team to defend themselves and their team, and to accomplish their mission.

Combat Support— Forces whose primary mission is to provide combat support to combat forces and is a part or prepared to become a part, of a theater, command, or task force formed for combat operations (e.g. munitions, maintenance, intelligence, weather, medical, communications, etc.). (AFI 10-401)

Command and Control (C2)— The exercise of authority and direction by a properly designated commander over assigned and attached forces in the accomplishment of the mission. Command and control functions are performed through an arrangement of personnel, equipment, communications, facilities, and procedures employed by a commander in planning, directing, coordinating, and controlling forces and operations in the accomplishment of the mission. Also called C2. (JP 1-02)

Command, Control, Communications and Computer Systems (C4)— Integrated systems of doctrine, procedures, organizational structures, personnel, equipment, facilities, and communications designed to support a commander's exercise of command and control across the range of military operations. (JP 1-02)

Community Action Information Board (CAIB)— Serves as a cross-functional forum to address installation/wing community issues and elevate issues that cannot be resolved at an installation/wing level. The focus of the CAIB is to identify and resolve issues that impact the readiness of members and their families, promote the perception of the Air Force as a positive way of life, and enhance members' ability to function as productive members of the Air Force community. The emphasis is on positive actions and programs that strengthen force readiness and reintegration for deploying members through a sense of community to assist members and civilians, their families and communities to thrive and successfully manage the demands of military life (See AFI 90-501 for more details).

Compliance Inspection (CI)— Inspections conducted to assess areas mandated by law as well as mission areas that are critical or important to the health and performance of organizations; failure to comply with the established directives in these areas could result in legal liabilities, penalties, or mission impact. (AFI 90-201)

Component MAJCOM (C—MAJCOM). A type of MAJCOM that is the USAF component to a Unified Combatant Command. For example, Pacific Air Forces (PACAF) is a C-MAJCOM that is the USAF component to United States Pacific Command (USPACOM). A C-MAJCOM is commanded by the Commander of Air Force Forces (COMAFFOR) and includes supporting staff, one or more CNAFs (through which it presents its forces to the Combatant Commander (CCDR)), and all assigned and attached forces. The C-MAJCOM integrates, at the strategic level, component activities across all phases of conflict. The C-MAJCOM staff should not duplicate the functions of the C-NAF AFFOR staff or AOC (see Figure 3.2). The C-MAJCOM

commander is the CCDR's theater COMAFFOR and may function as a theater Joint Force Air and Space Component Commander (JFACC) when required. Refer to AFDD2, Operations and Organization, for additional information on component relationships and roles. NOTE: A MAJCOM can be both a C-MAJCOM and a Lead MAJCOM. (AFI 38-101, 2.2.2.2.)

Concept Plan (CONPLAN)— In the context of joint operation planning level 3 planning detail, an operation plan in an abbreviated format that will require considerable expansion or alteration to convert it into a complete operation plan or operation order. Also called CONPLAN. See also operation plan. (JP 5-0)

Contingency— A situation requiring military operations in response to natural disasters, terrorists, subversives, or as otherwise directed by appropriate authority to protect U.S. interests. See also contingency contracting. (JP 5-0)

Contingency Response Group (CRG)— CRGs are designed to be first responders for opening airbases. These units will bridge the gap between the seizure forces and the follow-on combat/expeditionary combat support forces. CRGs are critical to the AF's ability to rapidly deploy U.S. military forces and initiate air operations of any type in minimal time at any base or location around the globe. CRGs will also provide C2, aerial port services, quick turn maintenance, force protection and various airbase support capabilities for AMC's Global Mobility mission. (AMCI 24-101, Vol. 18, *Military Airlift – AMC Mobilized Aerial Port Forces and Aerial Delivery Flights*)

Contingency Response Element (CRE)— A provisional, deployed AMC organization established at fixed, en route, and deployed locations where AMC operational support is non-existent or insufficient. A CRE provides continuing on-site management of AMC airfield operations including C2, communications, aerial port, maintenance, security, force support, weather, finance, contracting and intelligence—the critical elements needed to ensure a safe and highly efficient air base for all tanker and airlift operations. The CRE deploys in support of Special Assignment Airlift Mission (SAAM), Joint Airborne/Air Transportability Training (JA/ATT), tanker support, and contingency and emergency relief missions on both planned and "no notice" basis. A basic CRE is normally expected to support a Working Maximum Operating on the Ground (MOG) of two aircraft with 24-hour coverage; however, with additional personnel they can expand to handle many more aircraft as required. (AMCI 24-101, Vol. 18)

Contingency Response Team (CRT)— Performs the same functions as a CRE, but on a smaller scale. CRTs are normally led by an enlisted 7-level member certified as a CRT chief within the Air Mobility Control Unit (AMCU). CRTs are normally used for short duration or when there is a Maximum Operating on the Ground (MOG) of one aircraft with 12 hour coverage. (AMCI 24-101, Vol. 18)

Continuum of Learning (CoL)— Designed to deliberately integrate developmental opportunities through a common taxonomy to produce adaptable, knowledge-enabled Airmen for today and tomorrow. (AFI 36-2201)

Contingency Operations— A military operation that is either designated by the Secretary of Defense as a contingency operation or becomes a contingency operation as a matter of law (Title 10, United States Code, Section 101[a][13]). It is a military operation that: a. is designated by the Secretary of Defense as an operation in which members of the Armed Forces are or might become involved in military actions, operations, or hostilities against an enemy of the United

States or against an opposing force; or b. is created by definition of law. Under Title 10, United States Code, Section 101 (a)(13)(B), a contingency operation exists if a military operation results in the (1) call-up to (or retention on) active duty of members of the uniformed Services under certain enumerated statutes (Title 10, United States Code, Sections 688, 12301[a], 12302, 12304, 12305, 12406, or 331-335); and (2) the call-up to (or retention on) active duty of members of the uniformed Services under other (non-enumerated) statutes during war or national emergency declared by the President or Congress. See also contingency operation. (JP 1)

Convoy— 1.) A number of merchant ships and/or naval auxiliaries usually escorted by warships and/or aircraft--or a single merchant ship or naval auxiliary under surface escort--assembled and organized for the purpose of passage together. (JP 3-02.1). 2.) A group of vehicles organized for the purpose of control and orderly movement with or without escort protection that moves over the same route at the same time and under one commander. (JP 3-02.1)

Defense Readiness Reporting System (DRRS)— DRRS is a capabilities-based, adaptive, near real-time readiness reporting system. DRRS represents a shift of emphasis from readiness to capabilities in assessing the fitness of individual units and combined forces according to mission-essential tasks. This is in order to provide the required visibility of Air Force resources that possess the necessary skills and capabilities to support the AEF construct as specified in defense and contingency planning guidance, Theater Security Cooperation Guidance, the Unified Command Plan, and National Military Strategy. (AFPD 10-2, *Readiness* and DOD Directive 7730.65, *DOD Readiness Reporting System*)

Deliberate and Crisis Action Planning and Execution Segments (DCAPES)— AF's Single System to present, plan, source, mobilize, deploy, account for, sustain, redeploy, and reconstitute Combatant Commanders' Requirements. Provides integrated planning and execution support system for operations, logistics, manpower and personnel functional communities. Integrates Air Force planning and execution automated processes into JOPES.

Deployment— 1. In naval usage, the change from a cruising approach or contact disposition to a disposition for battle. (JP 4-0). (DOD) 2. The movement of forces within operational areas. (JP 4-0). (DOD) 3. The positioning of forces into a formation for battle. (JP 4-0). 4. The relocation of forces and materiel to desired operational areas. Deployment encompasses all activities from origin or home station through destination, specifically including intra-continental United States, inter-theater, and intra-theater movement legs, staging, and holding areas. See also deployment order; deployment planning; PTDO. (JP 4-0)

Deployment and Distribution Flight (LGRD)— Responsible for the centralized C2, planning, and execution of all wing deployment operations and the distribution of cargo, passengers, and personal property. The IDO is appointed from within LGRD. The flight is responsible for the execution of squadron AEF Management, squadron UTC management, Expeditionary Site Survey Process (ESSP), and Installation Deployment Planning. LGRD also operates the DCC, RCC, and IDRC, as necessary. This flight is also responsible for the management of the installation/wing's WRM, and Support Agreements. Additionally, the flight is the single installation transportation authority responsible for planning, managing and executing the movement of personnel; the shipment and receipt for DOD cargo during day-to-day and contingency operations; acquisition and arrangement of Personal Property movement services and operate Small Air Terminals for Cargo and Passenger Movement functions at locations with no Aerial Port Squadron or other host support. (AFI 38-101)

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

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

Deployment Echelon— A capability within a UTC that commanders must deploy as a single entity. Deployment echelons facilitate deployment planning by identifying a unit's capabilities, materiel and personnel requirements and designating the sequence of movement (JCS Pub 6, Volume V, Part 4; MEFPAK or LOGMOD System Help).

Deployment Work Centers— Activities activated during deployments or exercises that process deploying personnel and equipment. These work centers include the deployment control center, cargo processing function, and the Personnel Deployment Function.

Designed Operational Capabilities (DOC) Statement— Document prepared by a parent MAJCOM that outlines each measured unit's capabilities and contains the unit's identification, mission tasking narrative, mission specifics, and measurable resources. The DOC statement is used for the purposes of organizing, training and equipping the unit. It is not a tasking document for crisis operations (See MISCAP).

Emergency Essential (E-E)— Civilian Employee – A direct-hire U.S. citizen civilian employee who is appointed, either temporarily or permanently, to an E-E DOD position. Such employees must sign DD Form 2365, *DOD Civilian Employee Overseas Emergency-Essential Position Agreement*.

Emergency-Essential (E-E) Civilian Employee— A direct-hire U.S. citizen civilian employee who is appointed, either temporarily or permanently, to an E-E DoD position. Such employees must sign DD Form 2365, *DoD Civilian Employee Overseas Emergency-Essential Position Agreement*.

Expeditionary Combat Support (ECS)— A subset of ACS that responds quickly, is highly mobile, technologically superior, robust, flexible, and fully integrated with operations. ECS is the deployed ACS capability to provide persistent and effective support for the applications of Air and Space power on a global basis. (AFDD 4-0, *Combat Support*)

Expeditionary Site Survey Process (ESSP)— a subset of the overall expeditionary site planning process and serves as the foundation for Air Force expeditionary operations. ESSP provides detailed information for use by planners at the strategic, operational, and tactical levels while assisting site survey teams in prioritizing their site selection and bed-down actions. The objectives of BSPs and ESPs are therefore to determine installation capabilities and ensure a well documented, de-conflicted and standardized approach towards bed-down and reception support for tasked OPLANs. (AFI 10-404)

Expeditionary Skills (ES)— Defined as the knowledge, skills and abilities (KSA) required of a deployment-ready Airman essential to prepare Airmen to survive, operate, and succeed in a deployed environment, while reinforcing a strong warrior ethos. These skills are obtained through a tiered training approach and target KSAs not routinely acquired during occupational and/or other Ancillary Training venues. ES must be relevant, synchronized, standardized and integrated across the AF to provide CCDR with Airmen trained to support that theater's requirements, while maximizing resources. ES training is optimized when incorporated as a

continuum across an Airman's career and aligned with mission tasking and deployments. (AFI 36-2201)

Explosive Ordnance Reconnaissance (EOR) Training— Training to provide familiarization with the identification and marking of common threat unexploded ordinance (UXOs).

Force Health Protection (FHP)— Force Health Protection, a proactive doctrine, is a "total life-cycle" health support system that addresses all health-related threats affecting the combat force and the supporting community before, during, and after deployment. (AFDD 4-02, *Health Services*)

Force Protection— The process of detecting threats and hazards to the Air Force and its mission, and applying measures to deter, pre-empt, negate or mitigate them based on an acceptable level of risk. (AFDD 3-10, *Force Protection*)

Geographically Separated Units (GSUs)— Any unit separated from its servicing military personnel flight beyond a reasonable commuting distance. For ANG units, the term GSU is used synonymous with Independent Unit (IU).

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

Global Command and Control System— A deployable command and control system supporting forces for joint and multinational operations across the range of military operations with compatible, interoperable, and integrated communications systems. Also called GCCS. See also command and control; command and control system. (JP 6-0)

Global Decision Support System (GDSS)— AMC's force level C2 system supporting 618 TACC execution authorities for effective airlift mission management. It provides AMC accurate, near real-time data required for making decisions concerning the deployment and employment of AMC resources. GDSS interfaces with several C2 and transportation systems, including C2IPS, Consolidated Air Mobility Planning (CAMPS), GATES, and USTRANSCOM's GTN or IGC. (AFI 24-203)

Hazardous Materials— A substance or material that is capable of posing an unreasonable risk to health safety, and property when transported and has been so designated by AFMAN 24-204(IP). Can also be referred to as hazardous cargo or dangerous goods.

Host Unit— The organization designated by the host MAJCOM or HQ USAF to furnish support to a tenant unit. The host unit develops, publishes, and maintains the base deployment guidance to support the deployment of all Air Force units from a particular base. NGB/A4RX or AFRC/A4RF makes these designations for Air Force-gained ANG and AFRC units, respectively.

Host-Nation Support (HNS)— Civil and/or military assistance rendered by a nation to foreign forces within its territory during peacetime, crises or emergencies, or war based on agreements mutually concluded between nations. (JP 4-0)

Increment of Materiel— Equipment, supplies, and spare parts that units use to plan and assemble loads for deploying cargo aircraft. The increment serves as the primary method of organizing material for deployment.

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

Installation Personnel Readiness (IPR)— The office in the FSS responsible for providing installation wide personnel deployment planning and execution and personnel support in matters pertaining to (1) deployment availability (DAV) information, (2) personnel accountability, and (3) duty status reporting for contingency, exercise, and deployments. IDRC/IPR responsibilities are covered in the following five categories: (1) planning, (2) GCCS-AF systems, (3) accountability, (4) deployment processing, and (5) general.

Integrated Computerized Deployment System (ICODES)— ICODES provides for a single, cross-service, planning and execution system for ship loading and stowage. It is engineered to provide users with intelligent decision-support during administrative, preposition, and humanitarian assistance operations. ICODES integrates multiple expert programs, knowledge bases and graphical user interfaces within a computer-based distributed cooperative operational environment. ICODES was selected as the preferred migration system for shipload planning and incorporates air load planning capabilities. (AMCI 24-101 V4)

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

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

Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence (IGC)— IGC is a partnership between USTRANSCOM and DLA. USTRANSCOM's GTN and DLA's Enterprise Business System were “converged” to provide DOD with an integrated set of networked, end-to-end visibility, deployment, and distribution capabilities. The end goal of IGC is to effectively support the JFC's ability to make decisions based on actionable logistics information while providing supply chain, distribution, and logistics information fusion through common, integrated data and application services enabling the development of cohesive C2 and business-decision solutions both by and for CCDRs, Services, Joint Staff, agencies, and other Federal organizations. IGC further provides the necessary visibility into Joint Deployment Distribution Environment (JDDE) operations to enable DLA, USTRANSCOM, and other JDDE partners to standardize logistics operations and data and increase JDDE effectiveness.

Integrated Delivery System (IDS-Delivery)— Functions as the working arm of the Community Action Information Board (CAIB), a collaboration of an installation/wing's helping agencies. Develops a comprehensive, coordinated plan for integrating and implementing community

outreach and prevention programs. IDS-Delivery is comprised of many helping agencies on the installation. IDS-Delivery ensures the biennial community needs assessment is completed and a summary of results are forwarded to the CAIB. Based on the results of this assessment and other assessments to surveys that can be conducted at an installation/wing level, IDS-Delivery prepares an AF Community Action Plan (See AFI 90-501 for more details).

Integrated Deployment System (IDS)— System that integrates the following: LOGMOD, DCAPES, CMOS, and ICODES.

Installation Reception Officer (IRO)— The designated military or federal civilian personnel that act on behalf of the host Installation/Wing Commander in directing, controlling, coordinating, and executing the reception and beddown of contingency forces, as well as deployed personnel and unit in-processing actions at home station.

Intertheater— Between theaters or between the continental United States and theaters. See also intertheater traffic. (JP 3-17, *Air Mobility Operations*)

Inter-theater Airlift— The common-user airlift linking theaters to the continental United States and to other theaters as well as the airlift within the continental United States. The majority of these air mobility assets are assigned to the Commander, United States Transportation Command. Because of the inter-theater ranges usually involved, inter-theater airlift is normally conducted by the heavy, longer range, intercontinental airlift assets but may be augmented with shorter range aircraft when required. Commonly referred to as "strategic airlift." (JP 3-17)

In-Transit Visibility (ITV)— (DOD) The ability to track the identity, status, and location of DOD units, and non-unit cargo (excluding bulk petroleum, oils, and lubricants) and passengers; medical patients; and personal property from origin to consignee or destination across the range of military operations. (See also global transportation network in JP 1-02). Successful ITV is drillable cargo and passenger manifest data received by the Global Transportation Network (GTN OR IGC). GTN or IGC represent the designated DOD system for ITV. Effective and reliable ITV is based on timely and accurate availability of source data information. Movements are not considered complete until ITV has been achieved. (AFI 24-203)

Intratheater— Within a theater. (JP 3-17)

Intra-theater Airlift— Airlift conducted within a theater. Assets assigned to a geographic combatant commander or attached to a subordinate joint force commander normally conduct intra-theater airlift operations. Intra-theater airlift provides air movement and delivery of personnel and equipment directly into objective areas through air landing, airdrop, extraction, or other delivery techniques as well as the air logistic support of all theater forces, including those engaged in combat operations, to meet specific theater objectives and requirements. During large-scale operations, U.S. Transportation Command assets can be tasked to augment intra-theater airlift operations, and can be temporarily attached to a joint force commander. Formerly referred to as theater airlift. (JP 3-17)

Isolated Personnel Report— DD Form 1833, *Isolated Personnel Report Instructions*, (ISOPREP), **http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1833t.pdf**, contains information designed to facilitate the identification and authentication of an isolated person by a recovery force. See also authentication; evader; recovery force. NOTE: This is now accomplished electronically through the Personnel Recovery Mission Software (PRMS) system on SIPRNET. The system can be accessed at **http://prmsnatl.osc.acc.af.smil.mil/PRMS**.

ISOPREPs are only stored digitally in the PRMS database and will be managed IAW AFI 16-1301 and JP 3-50, *Personnel Recovery*.

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

Law of Armed Conflict (LOAC)— That part of international law that regulates the conduct of armed hostilities; often referred to as the Law of War.

Lead MAJCOM— A type of MAJCOM that consolidates responsibilities for a particular function in a single MAJCOM, supporting the entire Air Force as applicable. For example, Air Education and Training Command is the Lead MAJCOM for education and training. (AFI 38-101, 2.2.2.1.)

Limiting Factor (LIMFAC)— A factor or condition that, either temporarily or permanently, impedes mission accomplishment. Illustrative examples are transportation network deficiencies, lack of in-place facilities, malpositioned forces or materiel, extreme climatic conditions, distance, transit or overflight rights, political conditions, etc.

Load Plan— All of the individually prepared documents which, taken together, present in detail all instructions for the arrangement of personnel, and the loading of equipment for one or more units or other special grouping of personnel or material moving by highway, water, rail, or air transportation. (JP 3-02.1)

Logistics Force Packaging Systems (LOGFOR)— A MEFPAK subsystem that provides equipment and materiel requirements and summarized transportation characteristics through its Logistics Detail component.

Logistics— Planning and executing the movement and support of forces. It includes those

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

Logistics Module (LOGMOD)— Automates the development and distribution of UTC packages. At the Installation/Wing level, it provides the capability to schedule, monitor, and control movement of cargo and personnel via air or surface modes of transportation. Used at all levels of command. At HQ USAF, it is used to analyze and approve UTC equipment detail, build the MEFPAK report, and update standard UTCs in JOPES. Used at MAJCOM level to analyze and approve UTC equipment detail and to report tailored UTCs to JOPES. LOGMOD is used at squadron/unit level UDMs to track unit personnel readiness and for selection of cargo and personnel to fulfill UTC requirements. Provides standard reports for management of authorized data and real-time data to commanders for planned or contingency operations.

LOGMOD Schedule (Execution Schedule of LOGMOD)— Software application used to schedule, monitor and control deployment operations at an installation.

Management Internal Control Toolset (MICT)— AF program of record used to facilitate the UEI. MICT is the primary source of unit performance data and a tool the IG will use to sample units and programs in order to validate and verify the CCIP and execute the UEI.

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

Manpower Force Packaging System (MANFOR)— A MEFPAK subsystem that provides: 1) the title of the unit or force element and its unique Joint Chiefs of Staff Unit Type Code, 2) the mission capability statement (MISCAP) containing the definition of a UTC's capability, and 3) the manpower detail by function, grade (officers only), and Air Force specialty code required to meet the defined capability.

Maximum on Ground (MOG)— There are two primary types of MOG – parking MOG and working MOG. Although the term MOG literally refers to the maximum number of aircraft which can be accommodated on the airfield (i.e. parking MOG), it is often referred to the working MOG (i.e. maximum number of aircraft which can be simultaneously "worked" by maintenance, aerial port, etc.), fuel MOG (i.e. maximum number of aircraft which can be simultaneously refueled) and/or other constraining factors. To clarify, parking MOG is the total number of wide-body (i.e. C-5, C-17, KC-10, KC-46, DC-10, MD-11, B747, B767, L-1011, A310, etc.) aircraft that can be parked at an air facility. Working MOG refers to how many parked aircraft can be on/off-loaded, serviced and prepared for departure. MHE, such as trucks, buses, and other surface transport vehicles, road networks, aircraft support equipment, fuel tankers, sufficient number of trained load team personnel, and other factors affect working MOG. Ideally, working MOG equals parking MOG. When it does not, backlogs can occur whereby creating LIMFACs. NOTE: Narrow body aircraft consists of the B757, DC-8, C-130 and the KC-135.

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

Mission Essential Task (MET)— Tasks deemed essential to mission accomplishment and defined using the common language of the Universal Joint Task List (UJTL) in terms of tasks, conditions, and standards. Service and interagency task lists augment the UJTL to provide a comprehensive integrated menu of tasks, conditions, and standards which include measures of effectiveness and their associated criteria of performance that support all levels of DoD in executing the NMS across the full ROMO. (AFPD 10-2)

Numbered/Named Air Force (NAF)— A level of command directly under a MAJCOM. NAFs provide operational leadership and supervision. A NAF is assigned subordinate units, such as wings, groups and squadrons. They do not have complete functional staffs. They are not management headquarters (unless specifically directed by a DOD authority). (AFI 38-101)

Operation Plan (OPLAN)— 1. Any plan for the conduct of military operations prepared in response to actual and potential contingencies. 2. In the context of joint operation planning level 4 planning detail, a complete and detailed joint plan containing a full description of the concept of operations, all annexes applicable to the plan, and a time-phased force and deployment data. It identifies the specific forces, functional support, and resources required to execute the plan and provide closure estimates for their flow into the theater. See also operation order. (JP 5-0)

Operational Risk Management (ORM)— The systematic process of identifying hazards, assessing risks, analyzing risk control measures, making control decisions, implementing risk controls, and supervising and reviewing the process. Commanders accept residual risks. (AFDD 1-2, *Air Force Glossary*)

Personnel Support for Contingency Operations (PERSCO)— The collection of manual and automated procedures, systems, hardware, personnel agencies, and deployable teams to accomplish total force accountability, casualty reporting, strength reporting, and personnel program support. Total force accountability is primary mission of PERSCO—providing personnel support to the warfighter. (AFDD 1-2)

Planning Subsystem (LOGPLAN)— The Planning Subsystem (LOGPLAN) is an unclassified module (within the Logistics Module) that assists with base-level deployment planning.

Plan Identification (PID) Number— 1. A command unique four-digit number followed by a suffix indicating the JSCP year for which the plan is written. 2. A five-digit number representing a command -unique four-digit identifier, followed by a one-character, alphabetic suffix indicating the operation plan option, or a one-digit number numeric value indicating the JSCP year for which the plan is written. (JP 1-02)

Post Deployment Health Assessment (PDHA)— Each redeploying Airman must complete a Post-Deployment Health Assessment using the revised Post-Deployment Health Assessment Form (DD Form 2796, DHA#2). Completion of the DD Form 2796 is a key component of the PDHA process and must include a face-to-face interview with a trained health care provider. Directed at the individual's health status and concerns at redeployment, the screening is also used to document health events and enhance future force health.

Post Deployment Health Reassessment (PDHRA)— The PDHRA process and screener (DD Form 2900, DHA#3)) are conducted 90-180 days after redeployment. The PDHRA is not a psychological screening, but a health risk appraisal modeled after the existing pre- and post-health assessment.

Pre-Deployment Health Assessment— The Pre-Deployment Health Assessment Form (DD Form 2795, DHA#1) is a mandatory form that allows military personnel to record information about their general health and share any concerns they have prior to redeployment. It also helps health care providers identify issues and provide medical before deployment. The DD Form 2795 is mandatory for deploying military personnel from every Service, including Reserve component personnel and DOD civilian personnel. DD Form 2795 is to be completed and validated within 120-days prior to deployment.

Primary Care Manager (PCM) Team— Provides appropriate clinical and preventive healthcare to enrolled populations and will be supported by the establishment of regional centers of excellence and/or specialized treatment services.

Prime Base Engineer Emergency Forces (PRIME BEEF)— A Headquarters U.S. Air Force, MAJCOM, and base-level program that develops and maintains a highly skilled, agile military combat support civil engineer force capable of rapid responses in support of for worldwide contingency operations.

Prime Readiness in Base Services (PRIME RIBS)— A Headquarters U.S. Air Force, MAJCOM, and base-level mobility program that organizes and trains Services military forces for wartime and peacetime contingency support roles worldwide.

Readiness Inspection (RI)— An evaluation of operational readiness or ability to conduct combat operations in wartime for any unit with a wartime mission. (AFI 90-201)

Reclama— The process by which a unit submits a shortfall requesting reconsideration to AFPC/DPW via RPT; this serves as a medium to communicate a valid shortfall exists and/or in the event the tasked unit has the capability but fulfilling the CCDR requirement would cause a severe adverse impact on the installation/wing mission. (AFI 10-401 and JP 1-02)

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

Reserve Deployment Officer (RDO)— DELETED

Reserve Deployment Readiness Cell (RDRC)— DELETED

Retrograde— Returning assets -particularly repairable parts- from the area of operations to their source of repair. (AFDD 4-0)

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

Small-scale contingencies (SSCs)— "...swift intervention by military forces might be the best way to contain, resolve, or mitigate the consequences of a conflict that could otherwise become far more costly and deadly. These operations encompass the full range of joint military operations beyond peacetime engagement activities but short of major theater warfare and include: show-of-force operations, interventions, limited strikes, noncombatant evacuation operations, no-fly zone enforcement, peace enforcement, maritime sanctions enforcement, counterterrorism operations, peacekeeping, humanitarian assistance, and disaster relief." (1997, Quadrennial Defense Review)

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

Supporting Commander— A commander who provides augmentation forces or other support to a supported commander or who develops a supporting plan. Includes the designated

combatant commands and Defense agencies as appropriate. See also supported commander; supporting plan. (JP 1-02)

Sustainment— The provision of logistics and personnel services required to maintain and prolong operations until successful mission accomplishment. (JP 3-0)

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

Tenant Unit— An Air Force, Air Force Reserve Command (AFRC), or Air National Guard (ANG) organization or element that occupies the facilities of, or receives support from, another MAJCOM, AFRC, or ANG component.

Total Force— All Air Force military and civilian personnel, including regular, Air Force Reserve, and Air National Guard units and members. (AFDD 1-2 and AFDD 2)

Transportation Control Number (TCN)— A 17-character alphanumeric control number that includes Service code, unit line number (ULN), and increment number. (Ref: DOD 4500-9R Part III, Appendix H, Paragraph G)

Training Business Area (TBA)— TBA is a Net-Centric, GCCS-AF IF Web-Based application providing Air Force Warfighters with global, real-time visibility into the technical qualifications, certifications and training status of logistics, communications and information professionals Air Force wide. TBA supports base, wing and work center level training management activities by automating training management business processes. The primary users of TBA will be any personnel directly involved in base level training management and certification activities. To gain access to TBA, members should contact their respective Unit Training Managers or their MAJCOM/Agency POCs listed on the TBA CoP.

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

Unit Line Number (ULN)—1. A seven-character alphanumeric code that describes a unique increment of a unit deployment, i.e. advance party, main body, equipment by sea and air, reception team, or trail party, in a Joint Operation Planning and Execution System time-phased force and deployment data. Also called ULN. (JP 1-02) 2. A ULN is a maximum seven character alphanumeric code that uniquely describes a unit entry (line) in a JOPES TPFDD. It is made up of three elements: a force requirement number (FRN equals 2-5 characters), a fragmentation code (FRAG equals1 character), and an insert code (INSERT equals 1 character). (AFI 10-401)

Unit Type Code (UTC)— A Joint Chiefs of Staff developed and assigned code, consisting of five characters that uniquely identify a "type unit." (CJCSM 3122.01 Series). (AF) A five-character alphanumeric designator uniquely identifying each type unit in the Armed Forces. LOGMOD uses a sixth digit at the end of a UTC to denote the status of a Logistics Detail (LOGDET).

War Reserve Materiel (WRM)— Enterprise managed, pre-positioned materiel required in addition to primary operating stocks and deployment equipment necessary to obtain objectives in the scenarios approved for sustainability planning in the Defense Planning Guidance.

Attachment 2

DEPLOYMENT AVAILABILITY (DAV) CODES

A2.1. DAV codes indicate personnel deployment availability. In some instances, DAV codes will be waived. For waiverable DAV codes, commanders will coordinate waiver requests with the approving authority for the publication(s) listed in the "governing guidance" column.

A2.2. DAV Reports. UDMs will obtain Base Level Service Delivery Module Information Technology (BLSDM-IT) in order to periodically review DAV code changes for personnel assigned to the unit. Before assigning personnel to deployment taskings, the tasking authority must screen individual DAV codes (if applicable) to verify that the individual has no discriminating legal, time, physical, or administrative factors that could render them ineligible to deploy or that current DAV code will expire prior to first movement. NOTE: MilPDS is the authoritative system for all DAV codes. See Personnel Services Delivery Guide at the following for more information: .

A2.3. Deployment availability code tiering is not reflected in table A2.1. Refer to the AF instruction governing the DAV code for waiver authority.

Table A2.1. Deployment Availability (DAV) Codes

CODE	DESCRIPTION	APPLIES TO	MilPDS AAC / ALC	AVAILABILITY	GUIDANCE
28 [6]	Unable to hand-carry or possess firearms or ammunition	TF	AAC = None ALC = T	Available if DAV expires/removed prior to movement date	AFI 31-207
29 [7]	Conditional Release	ARC	AAC = None ALC - None	Available if DAV expires/removed prior to movement date	AFI 36-3209
30 [6]	Probation & Rehabilitation (P&R) Program	RegAF [9]	AAC = None ALC = T	Available if DAV expires/removed prior to movement date	AFI 36-3208
31 [6]	Control Roster	TF	AAC = 16 ALC = None	Not available for deployment unless RE code expires prior to deployment movement date	AFI 36-3208

32 [6]	Pending SFS/AFOSI Investigation	TF	AAC = 17 ALC = None	Available if DAV expires/removed prior to movement date	AFI 31-501
33 [6]	International Hold	TF	AAC = 13 ALC = None	Available if DAV expires/removed prior to movement date	AFI 51-703
34 [6]	Material Witness	TF	AAC = 14 ALC = None	Available if DAV expires/removed prior to movement date	AFI 51-201
35 [6]	Action under Article15 - UCMJ	RegAF	AAC = 12 ALC = None	Available if DAV expires/removed prior to movement date	AFI 36-2110
CODE	**DESCRIPTION**	**APPLIES TO**	**MilPDS AAC / ALC**	**AVAILABILITY**	**GUIDANCE**
36 [6]	Prisoner	TF	AAC = None ALC = None	Not available for deployment.	AFI 51-201
37 [6]	Pending Court Martial or Civil Trial	RegAF	AAC = 15 ALC = None	Available if DAV expires/removed prior to movement date	AFI 36-2110
38 [6]	Commander-Directed Hold	RegAF	AAC = 21 ALC = None	Available if DAV expires/removed prior to movement date	AFI 36-3206 AFI 36-2911
39 [6]	Adoptive Parent	TF	AAC = None ALC = S	Available if DAV expires/removed prior to movement date	AFI 36-2110

40 [6]	Deployment Limited to Installations w/ MTF	TF	AAC = None ALC = 5	Available for deployment to installations w/MTF	AFI 41-210
41 [6]	Temporary Medical Deferment	TF	AAC = 31 ALC = None	Available if DAV expires/removed prior to movement date	AFI 10-203
42 [6]	Medical or Physical Evaluation Board (MEB/PEB)	TF	AAC = 37 ALC = None	Available if DAV expires/removed prior to movement date	AFI 36-3212 AFPD 41-1
CODE	**DESCRIPTION**	**APPLIES TO**	**MilPDS AAC / ALC**	**AVAILABILITY**	**GUIDANCE**
43 [6]	Deployment limited to CONUS installations w/MTF	TF	AAC = None ALC = Y	Available for OCONUS installations w/ MTF. Waiver required.	AFI 41-210
44 [7]	Exceptional Family Member Program Deferment [1]	RegAF	ACC = 34 ALC = Q	Available if DAV expires/removed prior to movement date	AFI 36-2110
45 [6]	Humanitarian/ Permissive Deferment	RegAF	AAC = 3None ALC = None	Available if DAV expires/removed prior to movement date	AFI 36-2110
46 [7]	Physical Fitness Test Component Exemption	TF	ACC = None ALC = None	Available unless restricted by line remarks/reporting instructions	AFI 36-2905
47	Reserved				
48 [6]	Medically Disqualified	TF	AAC = None ALC = C	Not available for deployment	AFI 41-210

49 [6]	Pregnancy Deferment	TF	AAC = 81 ALC = A	Available if DAV expires/removed prior to movement date	AFI 36-2110 AFI 44-102
50 [6]	Approved Separation or Retirement within 180- Days	TF	AAC = None ALC = None	Available if DAV expires/removed prior to movement date	AFI 10-401
CODE	**DESCRIPTION**	**APPLIES TO**	**MilPDS AAC / ALC**	**AVAILABILITY**	**GUIDANCE**
51	Member being considered for special program or assignment	RegAF	AAC = None ALC = None	Member is unavailable until AFPC/DPA removes assignment block code DD	AFI 36-2110
52	Reserved				
53 [6]	PCS Inter-command (within 180-days)	TF	AAC = None ALC = None	Available if ETL return date is 30 or more calendar days before projected departure date	AFI 36-2110
54 [6]	PCS Intra-command (within 180-days)	TF	AAC = None ALC = None	Available if ETL return date is 30 or more calendar days before projected departure date	AFI 36-2110
55 [6]	DEROS within 180- days)	RegAF	AAC = None ALC = None	Available if ETL return date is 30 or more calendar days before projected departure date	AFI 36-2110
56 [6]	Airman w/less than 12 weeks TAFMS	RegAF	AAC = None ALC = None	Available if ETL return date is 30 or more calendar days	AFI 36-2110

				before projected departure date	
57 [6]	TOS [5] < 15/45 days 6 months	RegAF	AAC = 39 ALC = None	Available with waiver	AFI 36-2110
CODE	**DESCRIPTION**	**APPLIES TO**	**MilPDS AAC / ALC**	**AVAILABILITY**	**GUIDANCE**
58 [6]	Airman declines to extend	TF [9]	AAC = None ALC = L	Available if ETL return date is 30 or more calendar days prior to member's DOS	AFI 36-2606
59	Reserved				
60 [6]	Deferred from Hostile Fire Zone	TF	AAC = None ALC = 6	Unavailable for Hostile Fire Zone	DoD 7000.14R AFI 36-2110
61 [6]	Sole Surviving Son or Daughter	TF	AAC = None ALC = J	Unavailable for Hostile Fire Zone	DoD 7000.14R AFI 36-2110
62 [6]	Pipeline Category	RegAF	AAC = None ALC = None	Available if functional category changes prior to first movement of deployments	AFI 36-2110
63 [6]	Member w/less than-Secret clearance	TF	AAC = None ALC = None	Available unless restricted by line remarks or reporting instructions	AFI 31-501
64 [7]	Operational Deferment [2]	RegAF	AAC = None ALC = None	Available if DAV expires/removed prior to movement date	AFI 10-401

CODE	DESCRIPTION	APPLIES TO	MilPDS AAC / ALC	AVAILABILITY	GUIDANCE
65 [7]	Commander's Option [3, 10]	TF	AAC = None ALC = None	Available if DAV expires/removed prior to movement date	Commander's Authority
66 [6]	Conscientious Objector	TF	AAC = None ALC = K	Not available for deployment	AFI 36-3204/7 [8] AFI 36-3208 [9]
67 [6]	15 Month Oversea s Tour	RegAF	AAC = None ALC = None	Available for deployment taskings of 120-days or less with CC approval	AFI 36-2110
68 [7]	Voluntary Expiration Term of Service (TOS)	ANG [9]	AAC = None ALC = None	Available if ETL return date is 30 or more calendar days prior to member's Expiration TOS	AFI 36-3209
69 [7]	Involuntary Expiration Term of Service (TOS)	ANG [9]	AAC = None ALC = None	Available if DAV expires/removed prior to movement date	AFI 36-3209
70 [7]	Conditional Release	ANG	AAC = None ALC = None	Available if ETL return date is 30 or more calendar days prior to conditional release	AFI 36-3209
71 [7]	Promotion Deferral	ANG [8]	AAC = None ALC = None	Available if DAV expires/removed prior to movement date	ANGI 36-2504
72 [7]	Mandatory Separation Date	ANG [8]	AAC = None ALC = None	Available if ETL return date is 30 or more calendar days prior to member's DOS	ANGI 36-2504

CODE	DESCRIPTION	APPLIES TO	MilPDS AAC / ALC	AVAILABILITY	GUIDANCE
73 [7]	Age 60	ARC	AAC = None ALC = None	Not available for deployment	10 USC 14702
74 [7]	Involuntary Discharge Pending	ARC	AAC = None ALC = None	Not available for deployment	AFI 36-3209
75 [7]	Selective Retention	ANG	AAC = None ALC = None	Not available for deployment	ANGI 36-2606
76 [7]	Voluntary Discharge Request	REDAF [8]	AAC = None ALC = None	Not available for deployment	AFI 36-3206 AFI 36-3208
77 [7]	Other	ANG	AAC = None ALC = None	Available if DAV expires/removed prior to movement date	Local CC's policy
78	Reserved				
79 [6]	Ex-prisoner of War (POW)	TF	AAC = None ALC = 5 or 7	Unavailable for Hostile Fire Zone	AFI 36- 2110
80 [6]	Members under the age of 18- years old	RegAF [9]	AAC = None ALC = U	Unavailable for OCONUS unless DAV expires prior to movement date	AFI 36-2110
81 [6]	Individual Dwell Time (Note 4)	TF	AAC = None ALC = None	Eligibility determined by OSD policy	AFI 10-401
CODE	**DESCRIPTION**	**APPLIES TO**	**MilPDS AAC / ALC**	**AVAILABILITY**	**GUIDANCE**

96 [7]	Special Tour Military Personnel Appropriation (MPA) man-days	ANG	AAC = None ALC = None	Available if ETL return date is 30 or more calendar days prior to expiration of MPA days	10 USC 12301d AFI 36-2619
97 [7]	USAFR on Special Tour MPA man- days	ARC	AAC = None ALC = U	Available if ETL return date is 30 or more calendar days prior to expiration of MPA days	10 USC 12301d AFI 36-2619
98 [7]	Extended Active Duty Presidential Call-up	ANG	AAC = None ALC = None	Available if ETL return date is 30 or more calendar days prior to Extended Active Duty (EAD) expiration date	10 USC 12301d AFI 36-2619

Legend:

1. Corresponding AAC/ALC: Assignment Availability Code (AAC), Assignment Limitation Code (ALC).

2. Applies To: Total Force (TF), Regular Air Force (RegAF), Air National Guard only (ANG), and Air Force Reserve only (AFRC), ANG and AFRC (ARC).

NOTE 1: Deployment deferments for individuals with AAC 34 and ALC Q are not automatic. Individuals that have an AAC 34 and ALC Q will apply for deployment deferment IAW AFI 36-2110, not to exceed 12 months. Base level IPRs will update DAV upon receiving approval email from AFPC/DPAPPH.

NOTE 2: Code defers key and critical personnel. Deferment will be approved at the HAF/MAJCOM/DRU directorate-level in accordance with current HAF DCS/MAJCOM CV (or equivalent) policy.

NOTE 3: Code is intended for use when no other DAV code applies and the deferment is personal in nature rather than mission-driven. Examples will include but are not limited to extreme family or financial issues.

NOTE 4: Indicates member has accrued individual dwell time (IDT). Review OSD and supporting AF policies to determine eligibility. See AIG 8106 Field Message, IDT and DAV Code 81 Release, 8 Apr 11: Completion of any contingency deployment (TDY type 1 and DS 20) automatically establishes a DAV Code 81 in MilPDS. Decision makers will use IDT/DAV Code 81 as planning tools to determine if an Airman has minimum dwell based on most recent operational deployment. IDT/DAV Code 81 expiration dates must be prior to the ALD of the next proposed operational deployment.

NOTE 5: These TOS minimums allow military members and their families who have made a recent PCS move or returned from an extended TDY to satisfy essential post-PCS/TDY military processing, to arrange their personal affairs, and to otherwise stabilize family needs. Personnel with less than the minimum TOS are not available for deployment. However, unit commanders will waive the 15-day and 45-day TOS minimums based upon mission needs. Waiver authority for the 6-month TOS minimum is the MAJCOM/CV. DAV Code 57 is an automatic update based

on DAS or AAC 39 update. AFI 36-2110 allows for AAC 39 to be updated for a period greater than 6 months for assignment deferment purposes only which change the expiration date of DAV Code 57 to a date greater than the 6 months authorized for deployment deferment. IPRs might have to do manual calculations to determine if it has been greater than 6 months since a member‘s last deployment TDY return date. If it has been greater than 6 months, no formal waiver is required.

Time on Station (TOS) minimums:

Assigned OS on a short tour……. 15-days

Assigned in the CONUS or OS on a long tour……. 45-days

Assigned in the CONUS or OS, and was assigned from an unaccompanied short tour,

365-day TDY, or CONUS isolated station…..……..……. 6 months

NOTE 6: Automatically updated by MilPDS AAC/ALC inputs/updates.

NOTE 7: Manual update must be initiated by requestor.

NOTE 8: Officer.

NOTE 9: Enlisted.

Note 10. DAV code 65 will be used for unit deployment managers (UDMs) in UMD “8U000” positions.

Attachment 3

RECOMMENDED IDP SELF ASSESSMENT CHECKLIST ITEMS

A3.1. The following deployment self-assessment checklist items are recommended for use in developing wing/unit/workcenter level IDP self-assessment and/or MICT checklists. **(T-3)**

A3.2. The IDO will review and validate IDP self-assessment checklists with the appropriate functional representatives and/or CCIP Director, as required. **(T-3)**

A3.3. Recommended DCC/IDO self-assessment checklist items: **(T-3)**

A3.3.1. Preparation:

A3.3.1.1. Have DCC representatives been identified and contacted?

A3.3.1.2. Has a functional check of land telephone lines, radios, projectors, etc. been conducted?

A3.3.1.3. Are all required publications/supplies on hand? (Reference Administration Checklist)

A3.3.1.4. Have arrangements been made for continuous operations?

A3.3.1.5. Have procedures been established to follow-up on and ensure correction of discrepancies during processing through the CDF and PDF?

A3.3.1.6. Have DCC representatives ensured their workstations are operational with all appropriate functional programming, printer connections, etc?

A3.3.1.7. Has the backup DCC been operationally checked to ensure redundant capability is available for when/if the primary DCC is degraded.

A3.3.1.8. Has a LIMFAC, shortfall and reclama tracking and reporting process established?

A3.3.1.9. Has procedures been established to monitor DCAPES and the TPFDD?

A3.3.2. Execution:

A3.3.2.1. Has the DCC staff been notified immediately upon confirmation of a DEPORD and provided required reporting times for 24-hour coverage?

A3.3.2.2. Have the deployment work centers been activated?

A3.3.2.3. Has a comprehensive concept briefing been developed and presented on time?

A3.3.2.4. Is the LOGMOD Schedule (formerly DSOE) being developed based on UTC prioritization plan, DEPORD, TPFDD and airflow?

A3.3.2.5. Have all work centers reported to the DCC as being manned and ready?

A3.3.2.6. Is entry to DCC controlled?

A3.3.2.7. Have feeding arrangements been coord'd for deployment workcenters & augmentees?

A3.3.2.8. Have feeding arrangements been coordinated for deployment workcenters and augmentees?

A3.3.2.9. Has the CDF advised the DCC of ACL verification or limitations as soon as possible after receiving strategic lift airflow and/or support aircraft arrival?

A3.3.2.10. Have required cargo/classified couriers been id'd to DCC by tasked organizations?

A3.3.2.11. Have required cargo/classified couriers been identified to DCC by tasked organizations?

A3.3.2.12. Is information promptly forwarded to appropriate workcenters as received by DCC?

A3.3.2.13. Are Troop CC's receiving required deployment documentation IAW AFI 10-403?

A3.3.2.14. Has unit deployment data been reported to HHQ and JOPES IAW AFI 10-403?

A3.3.2.15. Is ITV being accomplished for all UTCs deployed?

A3.3.2.16. Has deployment documentation been collected and reported IAW AFI 10-403?

A3.3.2.17. Are units submitting LIMFACs, shortfalls and reclamas in a timely manner per IDP?

A3.3.2.18. Are LIMFACs, shortfalls and reclama processing by appropriate DCC representative being accomplished efficiently for IDO coordination?

A3.3.2.19. Is the logbook being used appropriately?

A3.4. DCC Logistics Plans Representative. Recommended DCC Logistics Plans representative self-assessment checklist items: **(T-3)**

A3.4.1. Preparation:

A3.4.1.1. Have emergency procedures been established and roles identified for when evacuation is required?

A3.4.1.2. Are all required DCC Deployment Systems (DCAPES, GCCS, AF Portal, LOGMOD, and SMS) operational?

A3.4.1.3. Is workstation fully functional with connectivity, printer support, paper, pens, etc?

A3.4.2.1. Execution:

A3.4.2.2. Has shift schedules been accomplished and does counterpart know his/her reporting time for duty?

A3.4.2.3. Does IDO require assistance in preparation of concept briefing? Has the DEPORD, airflow message, and/or any other message traffic been reviewed for action?

A3.4.2.4. Have load planners and/or boom operators reported to the DCC's LOGMOD Scheduling Cell?

A3.4.2.5. Is representative working directly with LOGMOD Scheduling Cell to ensure the Schedules are prepared based on UTC prioritization plan, DEPORD, TPFDD and airflow?

A3.4.2.6. Have deployment issues been identified to the IDO to ensure they are corrected by the appropriate agency, or commander, as quickly as possible?

A3.4.2.7. Has equipment replacement data been validated with units and LRS Materiel Management Flight before submitting equipment assistance requests?

A3.4.2.8. Is coordination being accomplished with admin, supply and personnel representatives on LIMFACs, shortfalls and reclamas to ensure accuracy before IDO review?

A3.4.2.9. Is tracking, communication and decisions of the LOGMOD Schedule processing being accomplished?

A3.4.2.10. Has an activity/events log been established?

A3.4.2.11. Did a representative attend the concept briefing?

A3.4.2.12. Did a representative distribute LOGMOD Schedules?

A3.5. DCC Transportation Representative. Recommended DCC Transportation representative self assessment checklist items:

A3.5.1. Preparation:

A3.5.1.1. Are emergency procedures known in case evacuation is required?

A3.5.1.2. Is the workstation fully functional with connectivity, printers, etc?

A3.5.1.3. Has contact been made with transportation workcenters in preparation for execution?

A3.5.1.4. Are all transportation work centers and applicable transportation systems (CMOS, IGC, and GATES) operational?

A3.5.1.5. Have all unit pick up points been established for transportation activities?

A3.5.2. Execution:

A3.5.2.1. Has shift schedules been accomplished and does counterpart know his/her reporting time for duty?

A3.5.2.2. Have the UTC taskings and airflow been validated?

A3.5.2.3. Are units calling for transportation requirements ahead of the LOGMOD Schedule timing?

A3.5.2.4. Is the CDF providing timely and accurate cargo processing times to the DCC?

A3.5.2.5. Have cargo processing and aircraft loading schedules been reviewed for accuracy and feasibility?

A3.5.2.6. Has the progress of transportation deployment activities been reported to the IDO?

A3.5.2.7. Have transportation messages been reviewed and forwarded to the IDO for release?

A3.5.2.8. Is logbook being used appropriately?

A3.5.2.9. Has the IDO been notified of any problems or delays anticipated or encountered?

A3.5.2.10. Is coordination accomplished with CDF before moving chalked cargo to workcenter to ensure bottlenecks are averted?

A3.6. DCC Personnel Representative. Recommended DCC Personnel representative self-assessment checklist items: **(T-3)**

A3.6.1. Preparation:

A3.6.1.1. Are emergency procedures known in case evacuation is required?

A3.6.1.2. Is the workstation fully functional with connectivity, printer support, paper, pens, etc?

A3.6.1.3. Has contact been made with personnel workcenters in preparation for execution?

A3.6.1.4. Are applicable personnel systems operational at the representative's workstation and in the PDF, where required?

A3.6.1.5. Are the latest AOR reporting instructions available?

A3.6.2. Execution:

A3.6.2.1. Has shift schedules been accomplished and does counterpart know his/her reporting time for duty?

A3.6.2.2. Has the PDF been contacted and operational?

A3.6.2.3. For possible shortfalls, have vacancies been filled with on-base resources and the original and retasked unit notified?

A3.6.2.4. Have personnel shortfalls been verified/validated with unit and systems; are valid shortfalls provided to the IDO with assessment notes for clarification?

A3.6.2.5. Has an activity/events logbook been created and maintained for briefing at shift changes?

A3.6.2.6. Have problems or anticipated delays been reported to the IDO?

A3.6.2.7. Are units calling for transportation requirements ahead of the LOGMOD Schedule timing?

A3.6.2.8. Is coordination being accomplished with the PDF before moving chalked personnel to workcenter based on LOGMOD Schedule timing to ensure bottlenecks are averted?

A3.7. DCC Administration Representative. Recommended DCC administrative representative self-assessment checklist items. **(T-3)**

A3.7.1. Preparation:

A3.7.1.1. Are emergency procedures known in case evacuation is required?

A3.7.1.2. Are appropriate work center distribution lists established capturing phone numbers, email addresses, etc?

A3.7.1.3. Are workstations fully functional with connectivity, printer support, paper, pens, etc?

A3.7.1.4. Has a time hack been accomplished and all clocks set in DCC?

A3.7.1.5. Is the Concept Briefing room, computer and projector support operational?

A3.7.1.6. Has the IDO provided procedures for executing a Concept Brief, to include security clearance verification procedures, roll call, consolidation of outside agency briefing slides, security of briefing room, etc?

A3.7.1.7. Are the following are on hand in the DCC?

A3.7.1.7.1. AFI 10-403 (and supplements)

A3.7.1.7.2. AFMAN 24-204(IP) (and supplements)

A3.7.1.7.3. Installation Deployment Plan (IDP)

A3.7.1.7.4. DCC Representatives log books

A3.7.1.7.5. Writing Pads

A3.7.1.7.6. Office Supplies e.g. pencils, pens, highlighters, dry-erase markers, staplers, binders, folders, etc, as required

A3.7.2. Execution:

A3.7.2.1. Has shift schedules been accomplished and does counterpart know his/her reporting time for duty?

A3.7.2.2. Is Concept Briefing room open and prepared to receive attendees?

A3.7.2.3. Are Concept Briefing procedures being followed?

A3.7.2.4. Is DCC entry control being accomplished?

A3.7.2.5. Are DCC representatives providing pertinent and accurate documentation for distribution to wing agencies (LOGMOD Schedule, shortfalls)?

A3.7.2.6. Is information being provided to workcenters/wing agencies in a timely manner?

A3.8. Cargo Deployment Function (CDF). Recommended CDF self- assessment checklist items. **(T-3)**

A3.8.1. Preparation:

A3.8.1.1. Is CDF equipped with:

A3.8.1.1.1. Active communication lines

A3.8.1.1.2. IDS systems (online, current updates and operational)

A3.8.1.1.3. Computers with e-mail and LOGMOD Schedule viewing capability

A3.8.1.1.4. Deployment Schedule retrieval and distribution plan

A3.8.1.1.5. Sample books with the unit's Shippers Declaration of Dangerous Goods Forms.

A3.8.1.1.6. DTRs, AFMAN 24-204(IP) and 49 CFR

A3.8.1.1.7. DD Form 2133s

A3.8.1.1.8. Fax Machine

A3.8.1.1.9. Handheld radios

A3.8.1.1.10. Calculator(s)

A3.8.1.1.11. Tape measures

A3.8.1.1.12. Tire gauges

A3.8.1.1.13. Air compressor

A3.8.1.1.14. Adequate MHE to meet cargo processing and working MOG requirements

A3.8.1.1.15. Safety equipment – reflective vests and light wands for night operations, hearing protection, gloves, safety-toed boots, etc.

A3.8.1.1.16. Truck loading ramps

A3.8.1.1.17. Blocking and bracing materials, as required

A3.8.1.1.18. Scales – suggest six portable scales for rolling-stock, and one 463L pallet scale.

A3.8.1.1.19. Drive on/off scales, if available. (Ensure all scales are current on calibration and PMEL).

A3.8.1.1.20. Fire extinguishers (check requirements for authorized explosive holding area. At least (2) fire extinguishers rated at 2A:10BC or highest hazard).

A3.8.1.1.21. Hazardous materials spill control kits.

A3.8.1.1.22. Hazardous material placards (e.g. explosives).

A3.8.1.1.23. Explosive holding area (limited quantities). Ensure area is placarded for the appropriate type of explosives and has the required fire and hazard symbols.

A3.8.1.1.24. Installation or Activity Commander appointment letters authorizing unit personnel to certify hazardous material IAW AFMAN 24-204(IP).

A3.8.1.1.25. Spare 463L pallets, nets, plastic pallet covers, dunnage, and tie-down equipment.

A3.8.1.1.26. Spare forms and labels (DD Forms 1385, DD Forms 1387, DD Forms 1387-2, Shipper’s Declaration for Dangerous Goods, hazard class/handling labels, etc.).

A3.8.1.1.27. Fuel level measuring devices made of non-spark-producing materials

A3.8.2. Execution:

A3.8.2.1. Has shift schedules been accomplished and does counterpart know his/her reporting time for duty?

A3.8.2.2. Are operations outlined/followed IAW Host Wing IDP?

A3.8.2.3. Are Entry Control Points established and secured at all times?

A3.8.2.4. Is an effective safety program/plan implemented and executed at all times?

A3.8.2.5. Is a communication plan in place that allows constant and effective communication between deployment work centers and DCC?

A3.8.2.6. Is an efficient traffic flow pattern/plan established and enforced?

A3.8.2.7. Is an efficient and illustrated cargo flow plan available and implemented?

A3.8.2.8. Are potential cargo processing chokepoints identified and processes in-place to minimize occurrences?

A3.8.2.9. Is an efficient paperwork flow plan developed and implemented between deployment work centers and DCC?

A3.8.2.10. Do Unit Staging, Marshalling, Call Forward and Ready Line areas have a sufficient amount of space to allow chalks to be arranged into mission loads?

A3.8.2.11. Is a Frustrated Cargo area established and segregated from other cargo processing areas?

A3.8.2.12. Are all affected personnel trained and knowledgeable on a ammunition and explosive processing procedures?

A3.8.2.13. Are procedures in-place to accommodate the efficient processing and loading of sensitive cargo which requires constant surveillance?

A3.8.2.14. Are emergency fueling, defueling, and maintenance capabilities available for deploying unit equipment?

A3.8.2.15. Are load team personnel and rolling-stock drivers knowledgeable of all associated flight line hazards (i.e. aircraft hazards, driving procedures, smoking rules, etc.)?

A3.8.2.16. Is the Ready Line secured and treated as a sterile area?

A3.8.2.17. Is ITV provided and maintained for all deployment cargo/missions?

A3.8.2.18. Are statistical records prepared and maintained for all arrivals, departures, loading times, tonnage and other pertinent data?

A3.9. Common Cargo Processing Choke-Points Checklist. Recommended CDF common cargo choke-point self-assessment checklist items. **(T-3)**

A3.9.1. Are hazardous materials in authorized packaging and properly marked and labeled?

A3.9.2. Are all hazardous material certification forms available and accurate?

A3.9.3. Do dimensional data and weight on placards or shipping labels agree with final load plan?

A3.9.4. Are all secondary loaded items (e.g. items loaded on munitions trailers) properly restrained?

A3.9.5. Do all load team personnel have required equipment (MHE, approach shoring, protective equipment, etc.) and are they readily available at load start time?

A3.9.6. Does equipment have all required markings (axle weights, center of balance, etc.)?

A3.9.7. Is all required venting equipment available and qualified personnel available to connect to aircraft, as required?

A3.9.8. Are qualified drivers for MHE available at the marshalling area?

A3.9.9. Have users provided appropriate shoring and dunnage?

A3.9.10. Are qualified drivers available for specialized equipment/vehicles (e.g. fire trucks, ATVs, etc)?

A3.9.11. Do vehicle fuel levels match Shipper's Declaration for Dangerous Goods forms or load plans?

A3.9.12. Is all documentation available for host nation Customs clearance requirements?

A3.9.13. Are all restraints installed correctly?

A3.10. Eligibility Station Checklist. Recommended eligibility station self assessment checklist items.

A3.10.1. Is a current Schedule of Events on hand?

A3.10.2. Are eligibility rosters current and on hand?

A3.10.3. Has unit provided listing of personnel moving according to LOGMOD Schedule timeline?

A3.10.4. Ensure personnel meet eligibility requirements IAW AFI 10-403, AFI 10-401, AFI 36-3802, and Supported Command's reporting instructions/processing guidance:

A3.10.5. Do AFRC personnel have a certified AF Form 938 copy authorizing activation?

A3.10.6. AFRC personnel only: Upon certification of the AF Form 938, provide a copy to Military Personnel Flight Customer Service to enroll family members in Tricare benefits.

A3.10.7. For personnel selected with non-waiverable DAV codes, has action been taken to correct the DAV status?

A3.10.8. Have AFSC, grade, and skill-level substitutions been accomplished according to the above governing directives?

A3.10.9. If no to any of the above, has DCC and unit been contacted identifying the member's deployment ineligibility?

A3.10.10. PDF personnel processing assembly:

A3.10.11. Has a PDF representative been provided a document listing all personnel processing?

A3.10.12. After performing roll call, is anyone missing or have extra personnel been identified?

A3.10.13. Has the PDF OIC or NCOIC been notified of any significant discrepancies?

A3.11. Orders Station Checklist. Recommended orders preparation and authorization self-assessment checklist items. **(T-3)**

A3.11.1. Support Requirements (Is the station equipped with):

A3.11.1.1. Unclassified communications (LMRs, correct ADPE) including a T-1 LAN connectivity required to support applicable components of IDS?

A3.11.1.2. Secure Communications (SIPRNET) for access to GCCS and Supported Command's secure web sites?

A3.11.1.3. Classified storage?

A3.11.1.4. Classified operating environment for DCAPES system?

A3.11.1.5. Uninterrupted power supply (UPS)?

A3.11.2. Plan Requirements:

A3.11.2.1. Is LOGMOD Schedule on hand?

A3.11.2.2. Has unit provided an IDS-generated product identifying personnel moving according to LOGMOD Schedule timeline?

A3.11.2.3. Are unit filler actions for unit personnel shortages coordinated with the UDM and personnel representative to the DCC staff?

A3.11.2.4. Are unit shortfall actions for unit personnel shortages coordinated with the UDM and personnel representative to the DCC staff?

A3.11.3. Once orders are issued:

A3.11.3.1. Has CMOS interface been provided to LRS Traffic Management?

A3.11.3.2. Has the Troop Leader PAK been assembled with appropriate documentation?

A3.11.3.3. Have MilPDS transactions been generated and introduced into MilPDS?

A3.11.3.4. Are NATO orders prepared IAW Foreign Clearance Guide and AOR reporting instructions?

A3.12. Emergency Data Station Checklist. Recommended emergency data station self-assessment checklist items. **(T-3)**

A3.12.1. Is station equipped with Computers with access to vMPF?

A3.12.2. Personnel Processing:

A3.12.2.1. Does member have vRED updated in vMPF?

A3.12.2.2. Has the PDF OIC or NCOIC been notified of any significant discrepancies?

A3.12.2.3. Was the member provided a copy of the most current vRED?

A3.12.2.4. Does the deploying person require American Red Cross services? (See notes below)

A3.12.2.5. PDF OIC and/or NCOIC will contact the American Red Cross as needed.

A3.12.2.6. Re-accomplishment of vRED for base-level exercises/ORIs is at the discretion of the PDF OIC.

A3.13. Identification Station Checklist. Recommended emergency identification station self-assessment checklist items. **(T-3)**

A3.13.1. Is station equipped with:

A3.13.1.1. ID tag machine?

A3.13.1.2. ID tags and chains?

A3.13.1.3. DD Forms 2760, *Qualification to Possess Firearms or Ammunition*

A3.13.2. Identification Process: **(T-3)**

A3.13.2.1. Procedures in place to issue the appropriate Common Access Card (CAC) to all deploying personnel?

A3.13.2.2. Has the PDF OIC or NCOIC been notified of any significant discrepancies?

A3.13.2.3. Do personnel have passport and visa as required?

A3.13.2.3.1. Is passport signed and will it not expire during the projected length of the deployment? NOTE: Passports for military personnel are not normally required for contingency deployments. DD Form 2AF, or CAC, and valid CED orders are normally sufficient for military operations. Passports are not contingency or wartime critical items, but a peacetime requirement. However, civilians may require a passport and visa. MAJCOMs will identify those personnel requiring passports for use during peacetime deployments and in support of United Nations' missions.

A3.14. Finance Checklist. Recommended finance station self-assessment checklist items. **(T-3)**

A3.14.1. DELETED

A3.14.1.1. DELETED

A3.14.1.2. DELETED

A3.14.1.3. DELETED

A3.14.2. Is station equipped with network capable computers and/or laptops?

A3.14.3. The following blank forms? NOTE: If online access exists at PDF, hard copies of forms and references not required

A3.14.3.1. DD Form 1351-2, *Travel Voucher or Sub-voucher*

A3.14.3.2. DD Form 1351-6, *Multiple Payments List*

A3.14.3.3. DD Form 2558, *Authorization to Start, Stop, or Change an Allotment*

A3.14.3.4. Form W-4, *Employees Withholding Allowance Certificate*

A3.14.3.5. AF Form 594, *Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination*

A3.14.3.6. DD Form 115, *Military Payroll Money List*, or AF Form 265, *AFO Payment Authorization, Joint Uniform Military Pay System (JUMPS)*

A3.14.3.7. AF Form 1745, *Address Change Form*

A3.14.3.8. DD Form 114, *Military Pay Order*

A3.14.3.9. SF Form 1199a, *Direct Deposit Sign-Up Form NOTE: If CD ROM capability is available, forms and references will not be required.*

A3.14.4. The following directives (optional at PDF but available on the base):

A3.14.4.1. DODFMR 7000.14-R, Volume 7A, *Military Pay Policy and Procedures – Active Duty and Reserve*, 1 February 2012.

A3.14.4.2. DFAS-DEM 7071-1, *Defense Joint Military Pay Systems (DJMS)* – 2 Copies

A3.14.4.3. DODFMR 7000.14R, Vol. 9, *Travel Policy and Procedures* and (2) AFI 65-114, *Travel Policy and Procedures for Financial Services Offices and Finance Offices Reserve Component*

A3.14.4.4. JFTR, Volume 1, *Joint Federal Travel Regulation*

A3.14.4.5. JTR, Volume 2, *Joint Travel Regulation*

A3.14.4.6. AFM 34-225, *Directory of Government Quarters and Dining Facilities*

A3.14.5. Individual Processing Checklist: **(T-3)**

A3.14.5.1. Has individual been counseled concerning their class X and D allotments?

A3.14.5.2. Does individual desire advanced per diem?

A3.14.5.3. If individual has not been issued government travel charge card (GTCC), or is not usable at deployed location, has individual been provided with advance pay or partial payment?

A3.14.5.4. Has deploying individual been briefed on proper use of the GTCC card?

A3.14.5.5. DELETED

A3.14.5.6. Does individual have sufficient number of blank checks for deployment?

A3.14.5.7. DELETED

A3.14.5.8. Has the PDF OIC/NCOIC been notified of any significant discrepancies?

A3.14.5.9. If money is present at PDF, have all measures been taken IAW Resource Protection guidance (AFI 31-101, *Integrated Defense)?*

A3.14.5.10. Have deploying personnel been briefed on the use and processing of Accrual Vouchers.

A3.14.6. DELETED

A3.14.6.1. DELETED

A3.14.6.2. DELETED

A3.14.6.3. If requested, are individuals counseled concerning power-of-attorney, and are they completed if time permits?

A3.14.6.4. DELETED

A3.14.6.5. DELETED

A3.15. Medical.

A3.15.1.1. Station or Processing Location Preparation. Deployment medical clearance 120 days prior to a deployment is mandatory for military members and DOD civilians assigned to AF installations and agencies. Please contact the MTF, Public Health/Force Health Management Office for guidance and location-specific medical requirements. Due to the complexity and sensitive nature of the medical clearance process, commanders, IDOs, and UDMs will ensure appropriate time is allocated during the duty day for deploying members to go to the MTF to accomplish their deployment medical requirements prior to the PDF. COCOM reporting instructions are subject to change and updated based on the assessment of current medical threats – additional medical requirements will be added to ensure protection of deploying personnel. **(T-0)**

A3.15.1.2. All DOD Civilians entering theater for 30 days or more must report to PH/FHM 120 days prior to their scheduled departure date to be medically cleared. DOD civilians must comply with DoDI 6490.07; Deployment-Limiting Medical Conditions for Service Members and DOD Civilian Employees, 5 Feb 2010, CCDR Reporting Instructions, and the medical requirements listed below. DOD Civilians must also bring an OF-178, Certificate of Medical Examination, to PH/FHM with Part B completed by the Appointing Officer prior to medical clearance. Note: DOD civilians who report to the MTF without an OF-178 or Part B completed will be returned to their unit. PH/FHM will schedule an appointment (same day if available) with an MTF physician to conduct the medical examination and document any deployment limiting medical conditions. Individuals who fail to report to PH/FHM or complete these medical requirements will not be cleared to deploy. DOD Civilians must in-process PH/FHM within 5 days of return from theater to complete required medical screening and post deployment health assessments. **(T-0)**

A3.15.2. A comprehensive list of mandatory pre- and post-deployment medical clearance requirements is outlined in Attachment 20.

A3.15.3. DELETED

A3.15.3.1. DELETED

A3.15.3.2. DELETED

A3.15.3.3. DELETED

A3.15.4. DELETED

A3.15.4.1. DELETED

A3.15.4.2. DELETED

A3.15.4.3. DELETED

A3.15.4.4. DELETED

A3.15.4.5. DELETED

A3.15.4.6. DELETED

A3.15.4.7. DELETED

A3.15.5. DELETED

A3.15.5.1. DELETED

A3.15.5.2. DELETED

A3.15.5.3. DELETED

A3.15.5.4. DELETED

A3.15.5.4.1. DELETED

A3.15.5.4.2. DELETED

A3.15.5.4.3. DELETED

A3.15.5.4.4. DELETED

A3.15.5.4.5. DELETED

A3.15.5.4.6. DELETED

A3.15.5.4.7. DELETED

A3.15.5.4.8. DELETED

A3.15.5.4.9. DELETED

A3.15.5.4.10. DELETED

A3.15.5.4.11. DELETED

A3.15.5.4.12. DELETED

A3.15.5.4.13. DELETED

A3.15.5.4.14. DELETED

A3.15.5.4.15. DELETED

A3.15.5.5. DELETED

A3.15.5.6. DELETED

A3.15.6. DELETED

A3.15.6.1. DELETED

A3.15.6.2. DELETED

A3.15.6.3. DELETED

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A3.15.6.8. DELETED

A3.15.6.9. DELETED

A3.15.6.10. DELETED

A3.15.6.11. DELETED

A3.15.7. DELETED

A3.15.7.1. DELETED

A3.15.7.2. DELETED

A3.15.7.3. DELETED

A3.15.7.4. DELETED

A3.15.8. DELETED

A3.15.9. DELETED

A3.15.9.1. DELETED

A3.15.9.2. DELETED

A3.15.9.3. DELETED

A3.15.9.4. DELETED

A3.15.10. DELETED

A3.15.11. DELETED

A3.15.11.1. DELETED

A3.15.11.2. DELETED

A3.15.12. DELETED

A3.15.12.1. DELETED

A3.15.12.2. DELETED

A3.15.12.3. DELETED

A3.15.13.1. DELETED

A3.15.13.1.1. DELETED

A3.15.13.1.2. DELETED

A3.15.13.1.3. DELETED

A3.15.13.1.4. DELETED

A3.15.13.1.5. DELETED

A3.15.13.1.6. DELETED

A3.15.13.1.7. DELETED

A3.15.13.1.8. DELETED

A3.15.13.1.9. DELETED

A3.15.14. DELETED

A3.15.14.1. DELETED

A3.16. A&FRC Checklist. Recommended A&FRC self-assessment checklist items. **(T-3)**

A3.16.1. Deployment Preparation

A3.16.1.1. DELETED

A3.16.1.2. DELETED

A3.16.1.3. Ch 5: Deployment Execution, Personnel Preparation

A3.16.2. Is an A&FRC representative available at the activated PDF or included on deployment processing checklists?

A3.16.2.1. Civilian

A3.16.2.2. Military (Active Duty) A3.16.2.3. Military (ARC). NOTE: For each block, please annotate if all support is the same or if unique support is needed based on Civ or Mil (Reserve, Guard, &/or Active Duty) status.

A3.16.2.3. Military (ARC) NOTE: For each block, please annotate if all support is the same or if unique support is needed based on Civ or Mil (Reserve, Guard, &/or Active Duty) status

A3.16.3. Do A&FRC personnel positioned at their designated station, or during the deployment preparation process, dispense brochures and answer last minute questions regarding deployment-related issues?

A3.16.4. Does an A&FRC representative provide a refresher briefing to deploying personnel regarding services and programs available at home station for family members, for deployed members at their destination, and review procedures to be followed in cases of family emergencies?

A3.16.5. Do A&FRC personnel have resources available to disseminate to deploying members?

A3.16.6. Arrival at Deployed Location (Ch 6: Reception Process)

A3.16.6.1. Does installation A&FRC representative coordinate with deployed locations to minimize applicable briefing redundancy?

A3.16.6.2. Are A&FRC support personnel positioned at the A&FRC station to dispense brochures and answer last minute questions regarding the deployment cycle?

A3.16.6.3. DELETED

A3.16.6.4. Is the A&FRC station equipped with resources to disseminate to deploying members?

A3.16.7. Pre-Reintegration Actions (During Redeployment Phase) (Ch 7: Redeployment and Rotation)

A3.16.8. Does installation A&FR representative coordinate with deployed locations to minimize applicable briefing redundancy with home station reintegration?

A3.16.9. Home Station Reintegration, Recovery, Reconstitution (Ch 8: Reintegration)

A3.16.10. Are A&FRC briefings scheduled in accordance with the reintegration timeline?

A3.16.11. Is a plan in place to track attendance at all AF-directed A&FRC briefings?

A3.16.12. Do A&FRC personnel coordinate with the CAIB/IDS-Delivery and applicable tenant/GSU leadership it identify best practices or improvement areas for reintegration?

A3.17. Chaplain Corps Checklist. Recommended Chaplain self-assessment checklist items. **(T-3)**

A3.17.1. Deployment Preparation:

A3.17.1.1. Ch 1: Functional Area Responsibilities and Authorities

A3.17.1.2. Ch 2: Deployment Planning

A3.17.1.3. Ch 5: Deployment Execution, Personnel Preparation

A3.17.2. Is a Chaplain Corps representative available at the activated PDF or included on deployment processing checklists?

A3.17.3. If PDF is activated:

A3.17.3.1. Are Religious Support Teams (RST) available to serve on the PDF for the duration of the PDF?

A3.17.3.1.1. Are Chaplain Corps personnel positioned at the chaplain station to dispense religious materials and act as a contact for persons wishing to see a chaplain?

A3.17.3.2. Has a private room or area been designated for use by the chaplain for counseling?

A3.17.3.3. Does the RST inform the unit commander, PDF OIC/NCOIC, or troop leader of personnel issues affecting the deployment eligibility of an individual?

A3.17.3.4. Does the RST ensure religious materials are available and maintained?

A3.17.3.5. Does the RST provide information or a briefing when requested to deploying personnel that includes information on deployed location religious practices, spiritual resiliency, privileged communication, and religious rites and services available to them?

A3.17.3.6. Does the RST maintain a PDF binder to include a log of significant events?

A3.17.3.7. Do Chaplain Corps personnel provide religious support to deploying personnel, including a pre-brief or distribution of information about any sensitive cultural/religious issues in the employment areas during PDF processing or as requested?

A3.17.3.8. Do Chaplain Corps personnel provide spiritual care in support of individuals, families, and units during pre-deployment activities?

A3.17.3.9. Do Chaplain Corps personnel provide support to personnel, families, and base populations during contingencies IAW AFI 52-104?

A3.17.4. Deployed Location

A3.17.4.1. Ch 1: Functional Area Responsibilities and Authorities

A3.17.5. Do Chaplain Corps personnel provide traumatic stress response to units, as requested by commanders, in conjunction with Mental Health Clinic (MHC) personnel? (All deployment/redeployment related Traumatic Stress Response services within AFRC wing must be coordinated with the reserve wing Deployment Support Program POC.)

A3.17.6. Pre-Reintegration Actions (During Redeployment Phase)

A3.17.6.1. Ch 7: Redeployment and Rotation

A3.17.6.2. Ch 8: Reintegration

A3.17.7. In the AOR within 30-days of redeployment, do Chaplain Corps and MHC personnel provide reintegration education to redeploying members?

A3.17.8. In the AOR within 30-days of redeployment, do Chaplain Corps and MHC personnel meet with higher-risk individuals who have been exposed to unusual danger, experienced loss, witnessed disturbing events, been injured, or had family problems before/during deployment?

A3.17.9. In the AOR within 5-days of redeployment, do Chaplain Corps and MHC personnel follow up with higher-risk individuals who have been exposed to unusual danger, experienced loss, witnessed disturbing events, been injured, or had family problems before/during deployment?

A3.17.10. Do Chaplain Corps personnel work with unit leadership to plan and schedule reintegration briefings for redeployers and families and to provide individual counseling opportunities?

A3.17.11. Home Station Reintegration, Recovery, Reconstitution

A3.17.12. Ch 8: Reintegration

A3.17.13. At home station, within (7) days of the unit's or individual's redeployment, do Chaplain Corps members provide support and reintegration education to redeployed members, families, and units in collaboration with other IDS-Delivery agencies?

A3.17.14. Do Chaplain Corps personnel provide post-deployment follow-up support, reintegration and reunion ministries, and other programs to strengthen families and enhance the spiritual health of individuals? (Post-deployment services within AFRC wings will be coordinated with the reserve wing Deployment Support Program POC.)

A3.18. Legal Checklist. Recommended legal self-assessment checklist items. **(T-3)**

A3.18.1. Deployment Preparation

A3.18.1.1. Ch 1: Functional Area Responsibilities and Authorities

A3.18.1.2. Ch 2: Deployment Planning

A3.18.1.3. Ch 5: Deployment Execution, Personnel Preparation

A3.18.2. Is the station equipped with:

A3.18.2.1. PCs and/or typewriters (optional)

A3.18.2.2. Blank Power-of-Attorney forms or other required legal documents

A3.18.3. If requested, are individuals counseled concerning power-of-attorney, and are they completed if time permits?

A3.18.4. Do deploying personnel have any legal problems that could affect or are aggravated by the deployment? If so, notify the PDF OIC or NCOIC who will inform the deployed individual's unit of any problems that warrant follow-up action in the individual's absence

A3.18.5. Is the station manned by a paralegal with an attorney on call?

A3.18.6. Home Station Reintegration, Recovery, Reconstitution

A3.18.6.1. Ch 8: Reintegration

A3.18.6.2. Redeploying Airmen will be seen by legal personnel on an as needed basis after returning to the home station and address the following issues:

A3.18.6.2.1. Revoking powers of attorney, issues related to their rights under the Service members Civil Relief Act and family law matters (e.g. child custody).

A3.18.6.2.2. Claims information concerning the loss, damage, destruction, or theft of personal property while deployed.

A3.18.6.2.3. Assess individuals for any specific legal requirements.

A3.19. Standardized USAF Deployment Folder (AFDF) Table of Contents. AFDFs will be created, maintained and reviewed IAW AFI 10-403, MAJCOM supplements and IDPs.

Figure A3.1. Air Force Deployment Folder Table of Contents

Part I Table of Contents	(1)	Deployment Folder Table of Contents
	(2)	Squadron Commander Deployment Selection Letter (Note 8)
Part II Readiness Requirements	(1)	AF Form 4005, *Individual Deployment Requirements Checklist.* (Note 7)
	(2)	Individual Expeditionary Skills Training (EST) Documentation (Note 2)
	(3)	Quantitative Fit Testing (QNFT) (Note 3)
	(4)	Deployed Equipment Custodian Appointment Letter and Training Documentation, if applicable (Note 1)
	(5)	Weapons Courier Appointment Letter or Training Documentation, if applicable (Note 1)
	(6)	Ammunition Courier Appointment Letter or Training Documentation, if applicable (Note 1)
	(7)	Cargo Increment Monitor Appointment Letter or Training Documentation, if applicable. (Note 1)

	(8)	Classified Courier Appointment Letter or Training Documentation, if applicable (Note 1)
Part III Deployment Information	(1)	ID (Dog) Tags (Optional) (Notes 5 & 6)
	(2)	AF Form 245, *Employment Locator and Processing Checklist*
	(3)	MICAS-generated AF Form 1297 (Upon receipt of deployment bags/weapons)
	(4)	DD Form 93 (vRed) – (Refer to guidance outlined in AFI 36-3802)
	(5)	A&FRC Pre-deployment briefing (will be included as Part IV Checklist)
	(6)	Fitness Documentation
	(7)	Civilian Personnel Requirements – (Refer to AFI 36-507, Attachment 3)
	(8)	AF Form 94, Air Baggage Claim Check (4 Tags)
	(9)	AF Form 522, *USAF Ground Weapons Training Data*
	(10)	DD Form 2760, *Qualification to Possess Firearms or Ammunition*
Part IV Deployment Checklists	(1)	AOR Specific or Installation Deployment Out-Processing Checklist
	(2)	Medical Deployment Out-Processing Checklist (as applicable)
Part V MAJCOM/ BASE	(1)	MAJCOM or Installation/Wing/Unit Specified Requirements
Part VI AFFOR / CCDR	(1)	AFFOR or CCDR Specified Requirements.

NOTE 1: Recommend UDMs use an individual's Advanced Distributed Learning System (ADLS), Training Business Area (TBA), Integrated Maintenance Data System (IMDS), or other Air Force approved training system transcript to document completion of training requirements.

NOTE 2: Current Air Force Training Requirement/AF Form 4005. For comprehensive guidance for Expeditionary Skills Training (EST) see AFI 36-2201.

NOTE 3: Quantitative Fit Testing (QNFT) will be accomplished for each military member IAW AFOSH 48-137, AFI 10-2501, AFI 36-2201, and/or AFI 91-202. **(T-0)**

NOTE 4: Parts III, IV, and VI documentation will be generated and added to AFDF upon receipt of tasking order.

NOTE 5: AFI 36-3103 does not require ID (Dog Tags) to be stored by the UDM however; it is recommended that UDM store them in AFDF to avoid loss and/or damage prior to deployment. **(T-2)**

NOTE 6: Recommend Plastic Bag NSN: 7510-00-687-2664 or equivalent.

NOTE 7: Use of an electronic, digitally signed AF Form 4005 in lieu of hard copy AF Form 4005 is recommended.

NOTE 8: Blocks 1-7 will be completed when the AF Form 4005 is used in lieu of commander's letter of selection.. **(T-2)**

A3.20. Key Unit Checklist. Recommended key unit self-assessment checklist items. **(T-3)**

A3.20.1. Has a UDM, and alternates, been appointed to accommodate 24-hour operations, if required?

A3.20.2. Have personnel been assigned and trained to fill required deployment positions as identified in the IDP?

A3.20.3. Has eligibility of deployment personnel been verified?

A3.20.4. Have all personnel been thoroughly briefed on all aspects of their personal responsibilities (e.g. wills, power of attorneys, insurance, vRED, etc.) for deployment?

A3.20.5. Have procedures been established to follow up with families of deployed unit members?

A3.20.6. Do all individuals have the items required per the AF Form 4005, FCG, CST, CAST, AOR and Location specific reporting instructions?

A3.20.7. Have classified couriers been appointed and trained?

A3.20.8. Have cargo couriers been appointed and trained, if required?

A3.20.9. Has the unit deployment personnel roster been updated as changes occur?

A3.20.10. Have unit self-aid and buddy care instructors provided preparatory training to all personnel to include use of new Individual First Aid Kits (IFAK)?

A3.20.11. Has a current alert notification plan been maintained and exercised appropriately?

A3.20.12. Are equipment and supplies safe, serviceable and ready for deployment (to include calibrated, if necessary) and accountability transferred when deployed (as applicable)?

A3.20.13. Have appropriate exercises and inspections been conducted and documented to determine the unit's capability to deploy personnel, equipment, and supplies as specified in the IDP?

A3.20.14. Have any reclamas been identified and reported to the IDO.

A3.20.15. Do personnel who are deploying for over 30-days have their training records updated in TBA?

A3.20.16. On notification of a deployment:

A3.20.16.1. Has the pyramid alerting and recall system been executed?

A3.20.16.2. Has the unit deployment control center been staffed?

A3.20.16.3. Has the UDM reviewed, and commander signed, the deployment data listing to ensure listed personnel are eligible for deployment and available for duty?

A3.20.16.4. Are personnel ready at the unit assembly area for movement to the PDF at the time established by the LOGMOD Schedule?

A3.20.16.5. Has a personnel eligibility verification and clothing/equipment check on each person scheduled for deployment been accomplished before reporting to the PDF for processing?

A3.20.16.6. Has equipment and supplies been prepared and delivered to the CDF at the time scheduled in the LOGMOD Schedule?

A3.20.16.7. Has the IDRC/DCC been advised immediately when deviations to equipment requirements are necessary?

A3.20.16.8. Has a unit representative been designated to attend the Deployment Concept Briefing to advise the IDRC/DCC of any anticipated personnel and equipment changes or shortages?

A3.20.16.9. Have transportation requirements in excess of unit capability been coordinated with the DCC's Transportation Representative?

A3.20.16.10. Has the updated deployment data listing been delivered to the PDF according to the IDP and LOGMOD Schedule?

A3.20.16.11. Have baggage tags been provided to unit personnel and completed before departing the unit?

A3.21. Individual Requirements Checklist. Recommended individual requirements self-assessment checklist items. **(T-3)**

A3.21.1. Validation vs. AF Form 4005 and this instruction. Are the following items current and available:

A3.21.1.1. CAC?

A3.21.1.2. Passport and Visa, if required?

A3.21.1.3. ID (Dog) tag set (two tags, one long-length neck chain, and one short-length neck chain)?

A3.21.1.4. AF Form 623, *On-the-Job Training Record*, or Training Business Area (TBA), with attached AF Form 1098, *Special Task Certification and Recurring Training*, if required. NOTE: Required for military personnel only, E-6 and below.

A3.21.1.5. MyPay PIN?

A3.21.1.6. Valid Civilian/Government/International Drivers Licenses and Certificate of Competency card(s), if applicable?

A3.21.1.7. AF Form 1199, USAF Restricted Area Badge, if applicable?

A3.21.1.8. DD Form 2764, Geneva Convention ID Card for Civilians (N/A for ANG units)?

A3.21.1.9. Two pairs of prescription eyeglasses, if applicable? If necessary due to AOR reporting instructions - copy of AFPAM 10-100?

A3.21.1.10. One hearing aid and two sets of batteries, if applicable?

A3.21.1.11. Personal clothing and equipment. (NOTE: Personal clothing will be packed in duffel bags, barracks bags, B-4 type bags or commercial luggage with rounded corners, but not in wheeled containers, footlockers, or trunks unless they have rounded corners to preclude damage to other baggage and their contents. Personal baggage limitations are two pieces at 70 pounds each, excluding deployment bag and toolboxes. Carry-on baggage will be limited to one piece not to exceed 45 linear inches in dimension. (Excess baggage will be authorized in orders, if required.)

A3.21.1.12. Individual tool kits, professional kits, and any personal protective equipment required to perform duty? Hand-carry one complete operational CWDE ensemble onboard deployment aircraft when applicable.

A3.21.1.13. A 180-day supply of medications if under medical treatment? (Notify PDF immunization personnel if you are currently receiving medical treatment or have a chronic medical problem).

A3.21.1.14. Spectacle inserts for protective masks, when applicable?

A3.21.1.15. AF Form 1297, Temporary Issue Receipt, for cargo couriers if weapons are to be issued?

A3.21.1.16. Completed AF Form 522, *USAF Grounds Weapons Training Data*, detachable portion, (or automated equivalent) if weapons qualified?

A3.21.1.17. Personal Legal Affairs (e.g. life insurance, will, power of attorney, or other legal document)?

A3.21.1.18. Maintain weight and fitness standards while deployed.

A3.21.1.19. AFPAM 10-100, *Airman's Manual?*

A3.22. Unit Deployment Manager Responsibilities Checklist. Recommended UDM self-assessment checklist items. **(T-3)**

A3.22.1. Are unit commanders and staff informed of the deployment status of unit personnel?

A3.22.2. Can the unit deployment control center be immediately activated?

A3.22.3. Is a copy of the IDP available in the unit deployment control center?

A3.22.4. Is there a continuous training program to familiarize unit personnel with the IDP and with specific responsibilities during deployment?

A3.22.5. Is a current pyramid unit recall notification plan in effect and can unit personnel be recalled in the event of telephone or communications failure?

A3.22.6. Are unit deployment rosters complete and current and updated in LOGMOD?

A3.22.7. Do qualified individuals fill each deployable UTC position assigned to the unit?

A3.22.8. Are individuals notified (person-to-person contact) when tasked to deploy?

A3.22.9. If cargo couriers are required, is the unit deployment roster annotated?

A3.22.10. Have designated classified couriers been identified?

A3.22.11. Have procedures been established to ensure individuals are briefed on responsibilities for deployment to include:

A3.22.11.1. Personal clothing and equipment?

A3.22.11.2. Professional equipment and supplies?

A3.22.11.3. Accuracy of documents and records necessary for deployments?

A3.22.11.4. Individuals having their personal affairs in order at all times and have informed family members there is a strong probability of very short-notice deployments?

A3.22.11.5. What Airman & Family Readiness Center programs are available?

A3.22.11.6. Advising family members to contact the local American Red Cross representative if any emergency arises that necessitates return of the individual?

A3.22.11.7. Responsibility to contact medical personnel when a physical condition is detected that might limit capability to perform deployment duties so that an AF Form 422, *Notification of Air Force Member's Qualification Status*, and/or AF Form 469, *Duty Limiting Condition Report*, can be prepared? (NOTE**:** Emergency-Essential (E-E) federal civilians will inform their supervisor if they have a permanent or long-term medical problem that would prevent them from deploying).

A3.22.11.8. Have procedures been implemented to ensure compliance with the following requirements:

A3.22.11.9. Deployment training is documented in unit training records?

A3.22.11.10. All immunizations for individuals are current at all times?

A3.22.11.11. Individual's CAC is current at all times?

A3.22.11.11.1. Individual possesses a set of current ID (Dog) tags (two tags, one short chain and one long chain)?

A3.22.11.12. Individual maintains a current vRED or DD Form 93.

A3.22.11.13. Individual has all finance affairs (e.g. pay allotments, Direct Deposit, DD Form 1337, Pay and Allowances, Authorization/Designation for Emergency, etc.) in order?

A3.22.11.14. Medical and religious personnel have a DD Form 1934 and civilian employees other than medical and religious, have a DD Form 2764?

A3.22.11.15. Do individuals, who are appointed to manage a given set of cargo increments, have hazardous cargo training to include maintaining accurate packing and load lists, and preparing DD Forms 1387-2 for classified hazardous cargo and DD Form 2779, *Shipper's Declaration for Dangerous Goods Form*, for all other hazardous cargo?

A3.22.11.16. Are personnel ready at the unit assembly area for movement to the deployment processing line at the time established on the LOGMOD Schedule?

A3.22.11.17. Are equipment and supplies properly prepared (using applicable checklists and instructions) and delivered to the CDF in-check area according to the Deployment Schedule?

A3.22.11.18. Does the unit conduct personnel eligibility verification(s), clothing check(s), and equipment check(s) for each person scheduled for a deployment before the individual reports to the PDF?

A3.22.11.19. Are procedures established for a periodic inspection to verify individual's eligibility for deployment (recommend a quarterly inspection at minimum)?

A3.22.11.20. Has the unit established procedures, checklists, and charts to ensure control of deployment personnel, equipment, and supplies?

A3.22.11.21. Are authorized deployment equipment and supplies maintained in a constant state of readiness?

A3.23. LOGMOD Scheduling Cell Checklist. Recommended UDM self-assessment checklist items. **(T-3)**

A3.23.1. Preparation:

A3.23.1.1. Are workstations operational and contain LOGMOD and IGC programming, to include access to SMS and GDSS?

A3.23.1.2. Are mode event tables and timelines established for a variety of airlift types; has the event timelines been re-validated with affected work centers to ensure timing can be met? NOTE: Refer to Chapter 3 for applicable event tables.

A3.23.1.3. Has a LOGPLAN been created and populated with known UTCs from the CCDR’s Planning PID?

A3.23.1.4. If UTCs are known, has the IDO provided a UTC prioritization plan for personnel line numbers and cargo increment numbers?

A3.23.1.5. If UTCs are known, has the aircraft loadplanner created load plans using the C-17 for planning purposes?

A3.23.1.6. Has a current PIF (.PRT) file from IPR/Manpower been requested and received?

A3.23.1.7. Are procedures in place to monitor the CCDR's TPFDD on a continual basis?

A3.23.1.8. If UTCs are known, have units verified cargo for accuracy using the LOGMOD database verification tool?

A3.23.1.9. If known, have aircrew, ADVON, ESTA-type chalks been created in a LOGMOD Schedule?

A3.23.2. Execution:

A3.23.2.1. Has the DEPORD been reviewed and TPFDD validated against the planned TPFDD, to include updating the LOGPLAN and LOGMOD Schedule with accurate UTCs and ULNs?

A3.23.2.2. Has LEVY (*.lvy) file been reviewed and imported into LOGMOD Schedule?

A3.23.2.3. Has a cargo export file been created for the load planner?

A3.23.2.4. Has an airflow message been received and is SMS being monitored for inbound strategic lift missions?

A3.23.2.5. Are LOGMOD Schedules being modified and/or created using the CCDR's locked TPFDD/airflow message and provided to the IDO/DCC Logistics representative in a timely manner?

A3.23.2.6. Have all UTCs been assigned to a chalk and shortfalls accounted for?

A3.23.2.7. Have all classified/cargo/weapon couriers been identified in the Schedule's remarks section?

A3.23.2.8. Have all changes and impacts to processing/airflow been captured and published as a "Change" in the Schedule?

A3.23.2.9. Have all required export files been provided to the CDF and PDF?

A3.23.2.10. Has a logbook been established and used appropriately?

A3.23.2.11. Is DCAPES monitored for changes/updates to the TPFDD?

A3.23.2.12. Has the IDO and/or DCC Logistics representative provided an updated UTC prioritization plan by personnel line numbers and cargo increments numbers?

Attachment 4

AIR FORCE DEPLOYMENT AND READINESS PROCESSES

A4.1. Air Force Deployment and Readiness Process Flowcharts.

A4.1.1. The following deployment process graphs/flowcharts depict an overview of the deployment process starting from initial validation of requirements by the CCDR to actual preparation for and deployment of Air Force personnel/cargo.

A4.1.2. Figure A4.1 provides additional references (see as follows) to the authoritative source for AEF sourcing and verification processes (1-2), Reclama/UIC change submission timelines (3) and Authorization Change Request Process (4). Disclaimer: Does not refer to MilPDS sourcing.

A4.1.3. AFI 10-401 authoritative sources:

A4.1.3.1. Figure 14.1 – AFPC Sourcing Process

A4.1.3.2. Figure 8.1 – DCAPES TNT (Formerly Air Force Verification Process (AFVC))

A4.1.3.3. Table 10.2 – Reclama / UIC Change Submission Timelines

A4.1.3.4. Figure 9.1 – Authorization Change Request (ACR) Process

Figure A4.1. Macro-Level Deployment Process, Part 1.

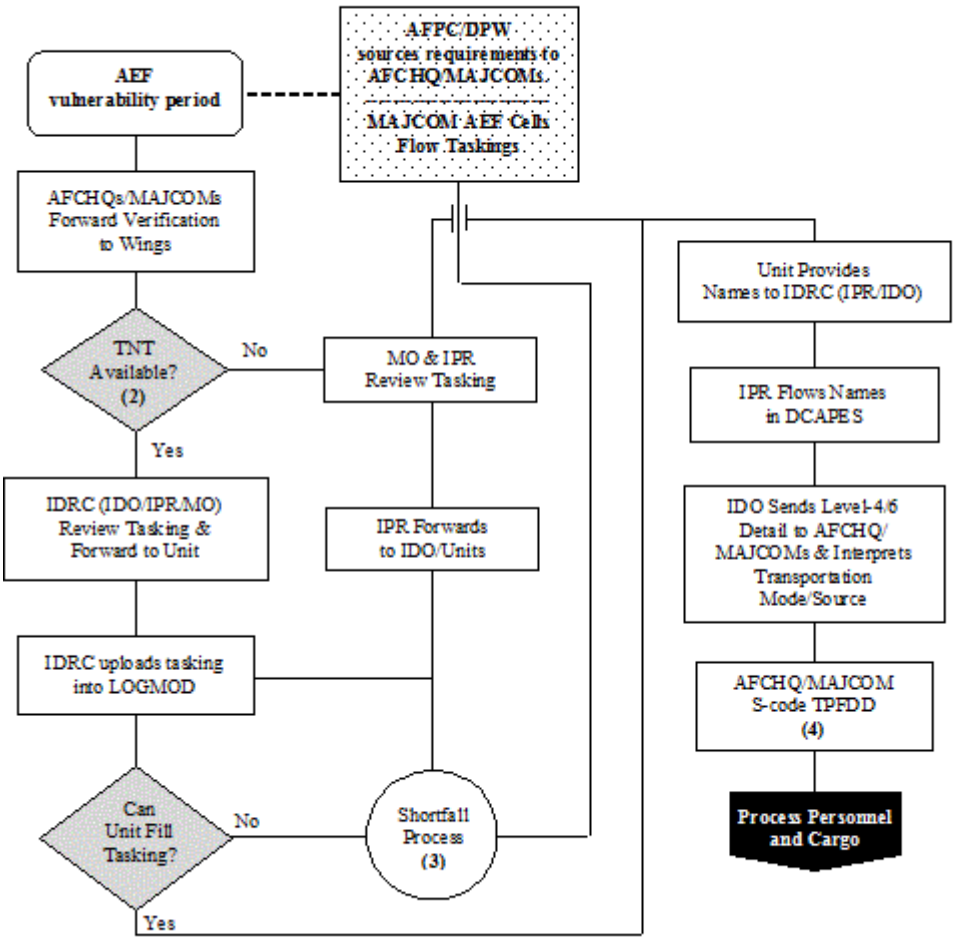
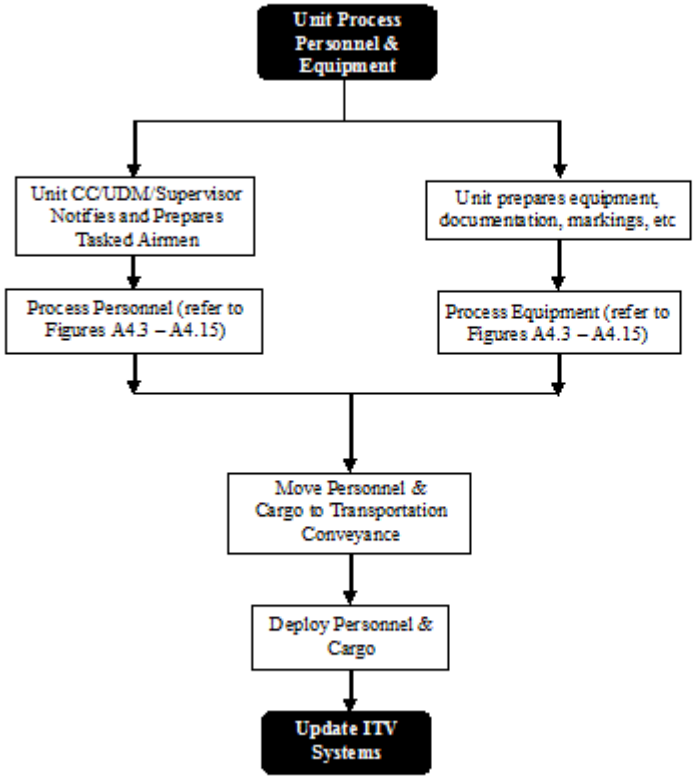


Figure A4.2. Macro-Level Deployment Process, Part 2.



A4.2. MAJCOM/Unit Posturing Flowcharts. The following two flowcharts (Figure A4.3 and A4.4) denote how MAJCOMs and units posture and align personnel to UTCs identified in the UTC Availability (UTA).

Figure A4.3. Aligning Personnel to UTCs, Part 1

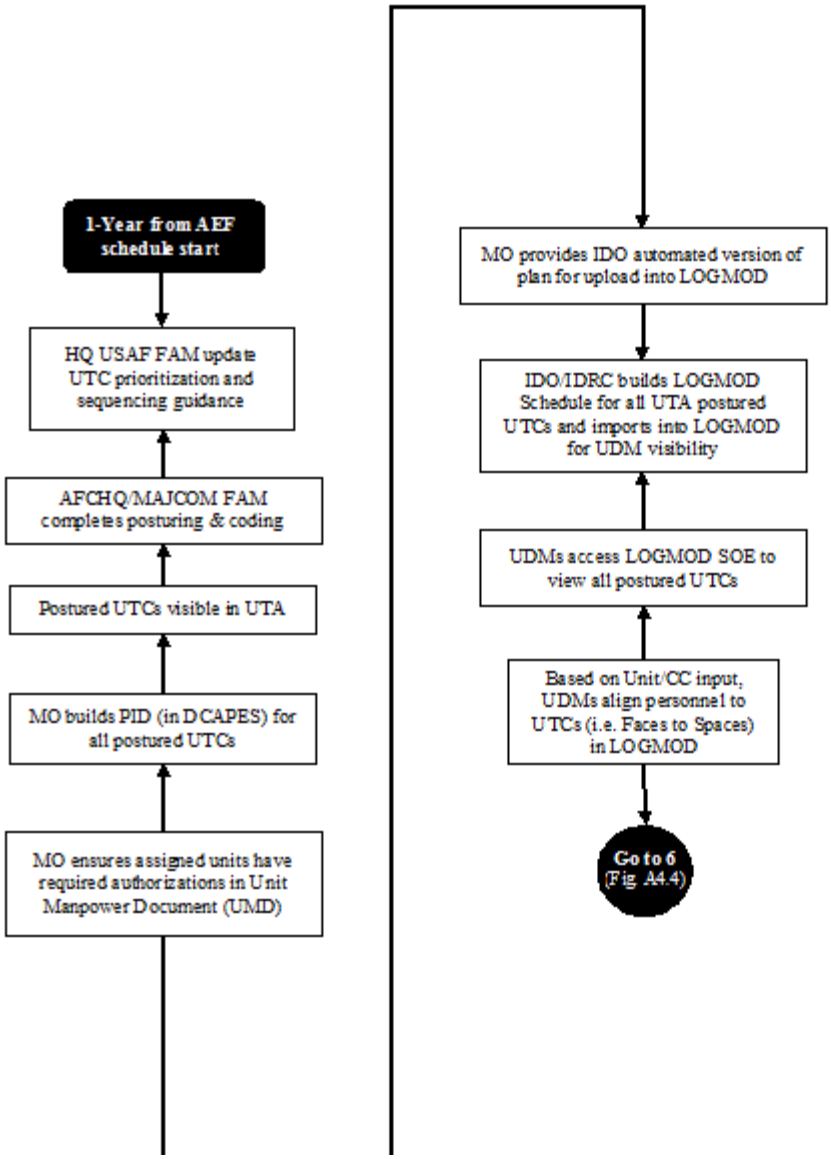
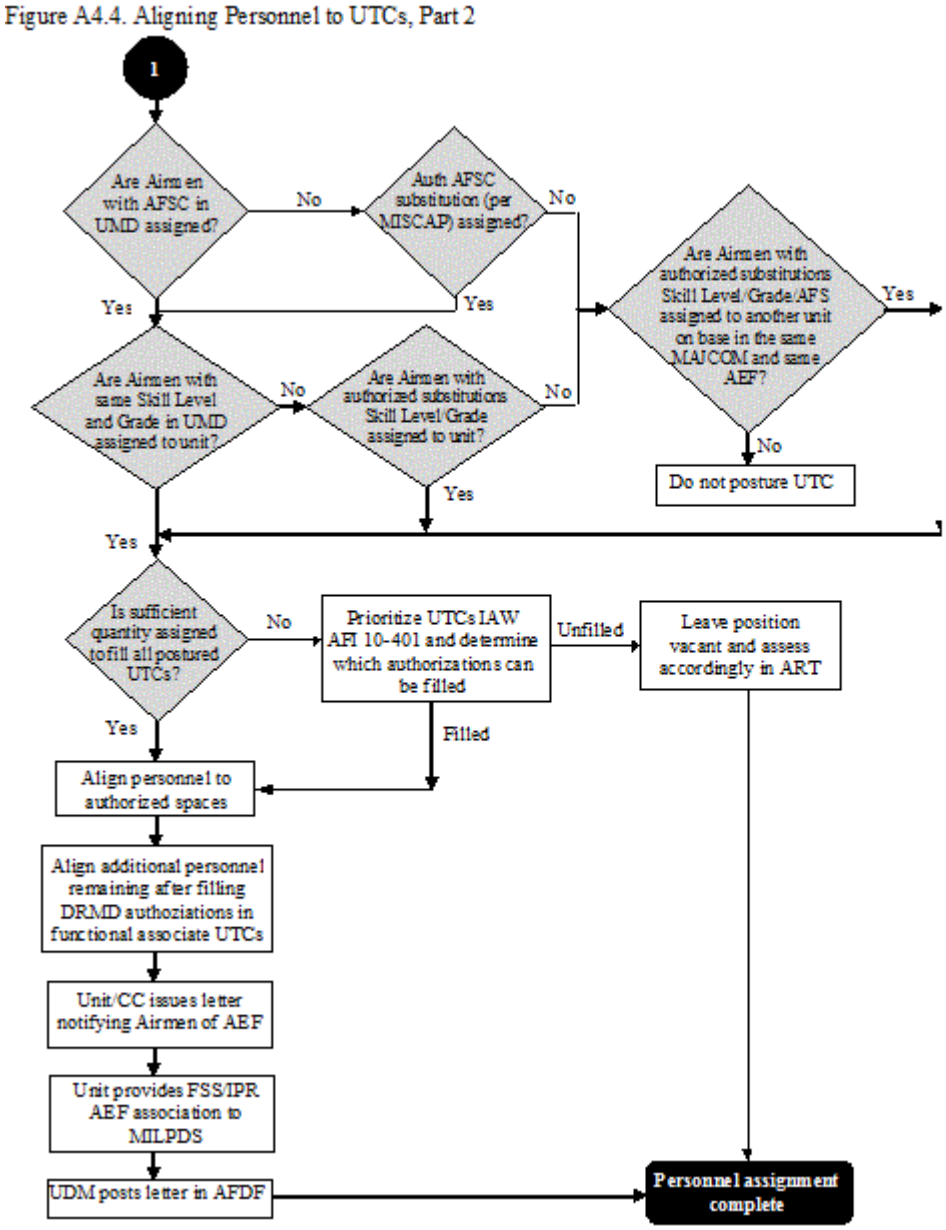


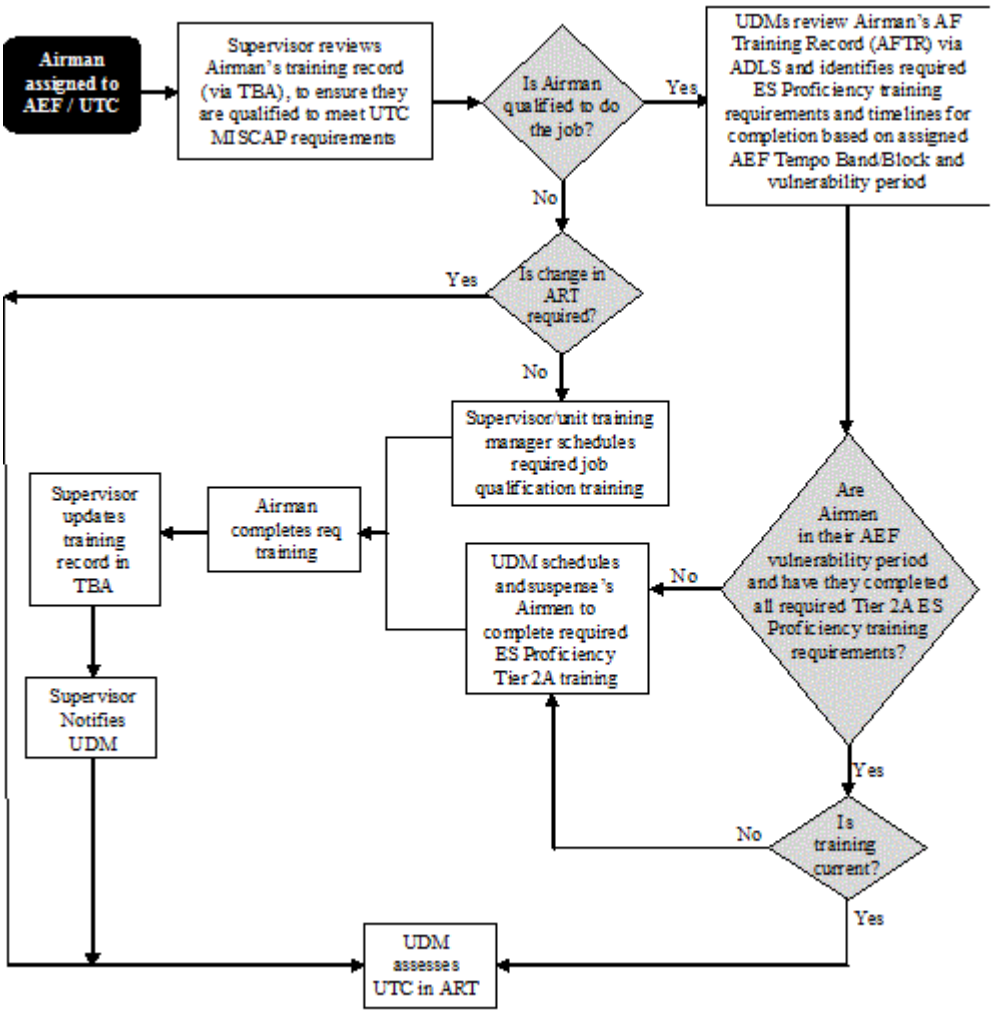
Figure A4.4. Aligning Personnel to UTCs, Part 2



A4.3. Expeditionary Skills (ES) Proficiency Training Flowchart. The following flowchart (Figure A4.5) illustrates how UDMs monitor and track the completion of required Expeditionary Skills (ES) Proficiency Training (Tier 2A, 2B, and 3) for assigned personnel once associated to an AEF Tempo Band/Block. NOTE: Tier 2A ES proficiency training requirements are outlined in AFI 36-2201.

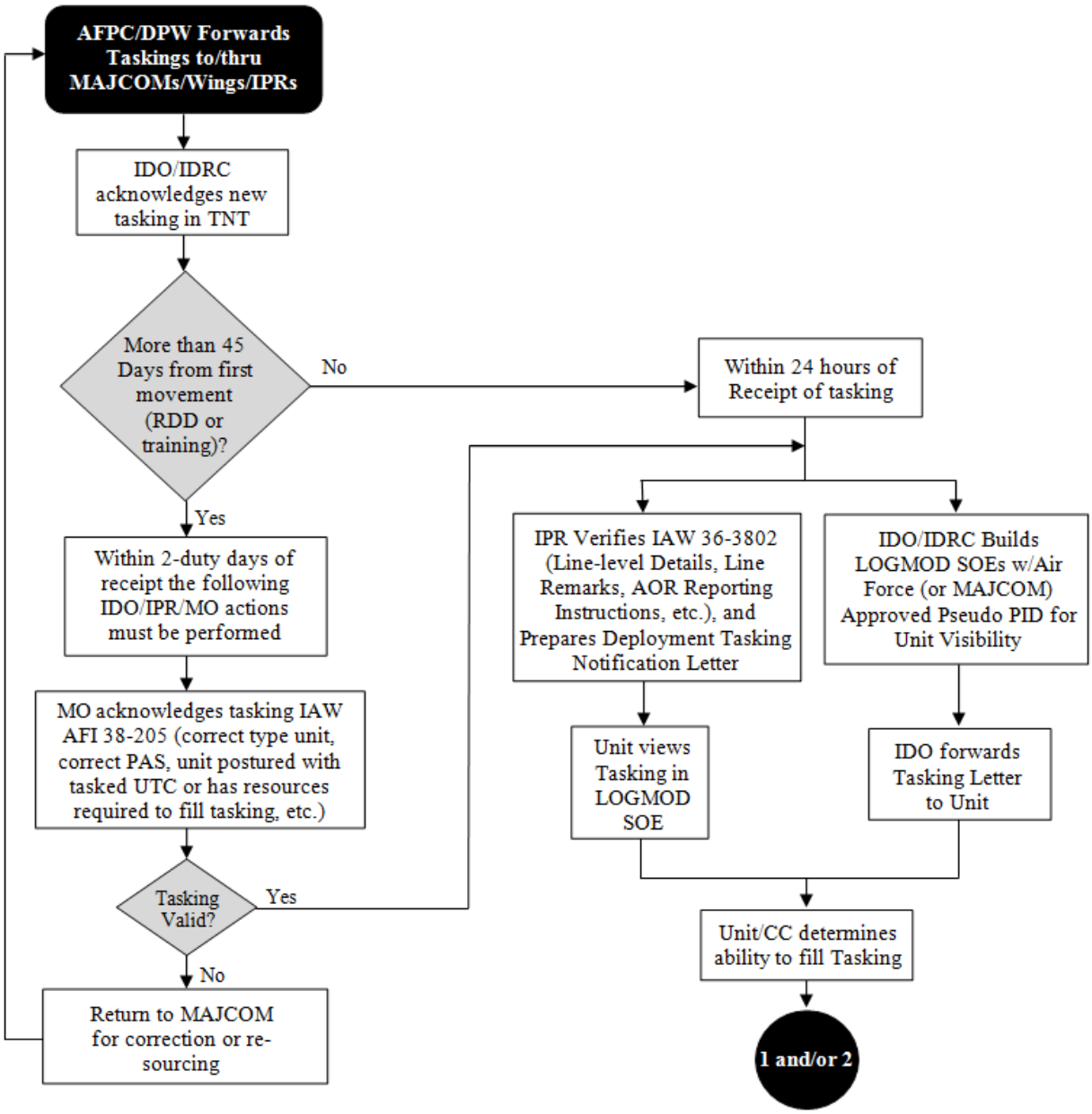
A4.3.1. The following flowchart (Figure A4.5) illustrates how UDMs monitor and track the completion of required Expeditionary Skills (ES) Proficiency Training (Tier 2A, 2B, and 3) for assigned personnel once associated to an AEF Tempo Band/Block. NOTE: Tier 2A ES proficiency training requirements are outlined in AFI 36-2201.

Figure A4.5. Expeditionary Skills (ES) Proficiency Training (Tier 2A) Process



A4.4. The following flowcharts (in Figures A4.6, A4.7, and A4.8) depict how wings/installations acknowledge deployment taskings. NOTE: Taskings flow thru MAJCOM AEF Cells; processes will vary slightly from MAJCOM to MAJCOM.

Figure A4.6. Installation/Wing Tasking Acknowledgement Process, Part 1



Disclaimer: Does not refer to MilPDS sourcing.

Figure A4.7. Installation/Wing Tasking Verification Process, Part 2

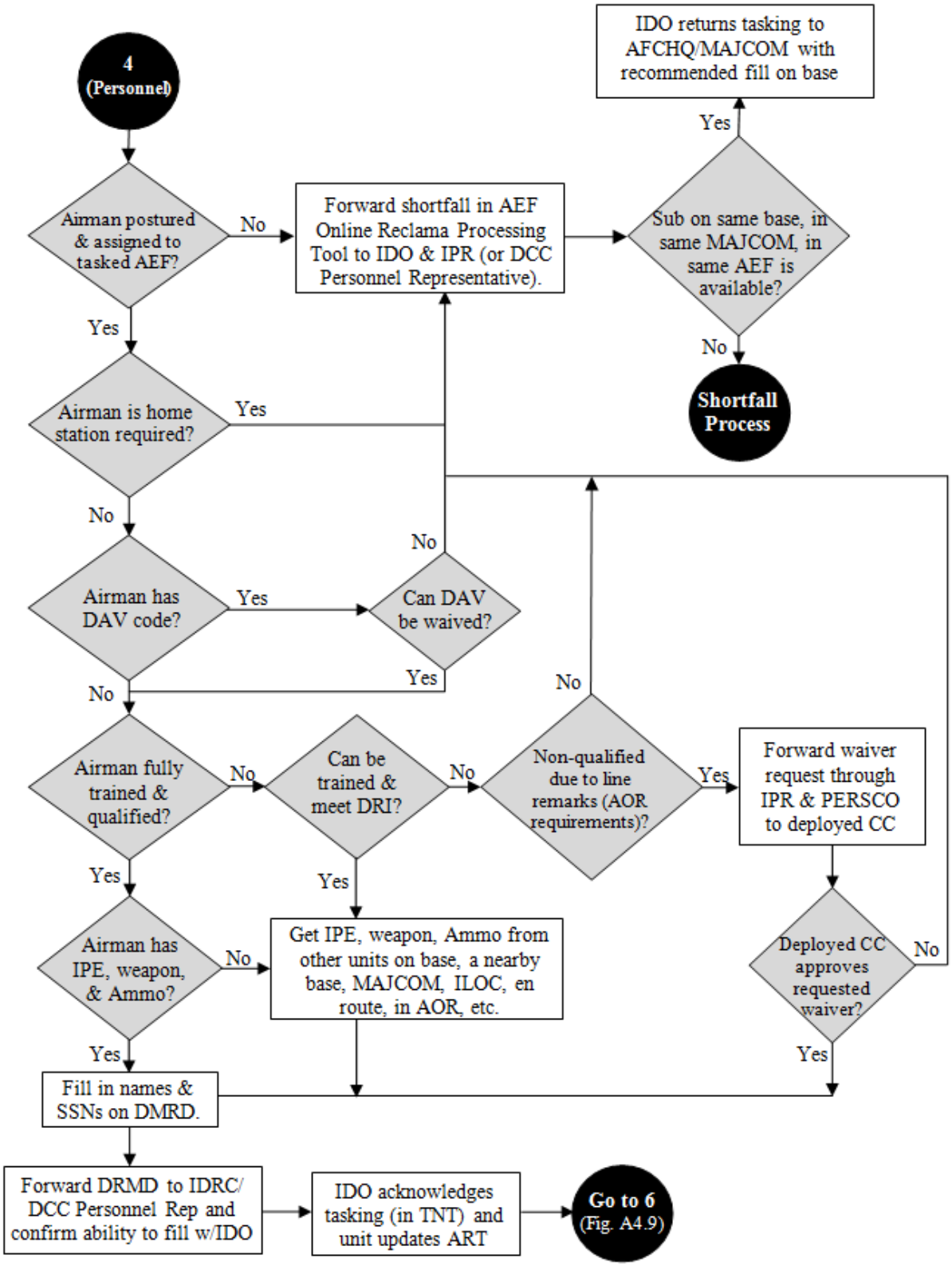
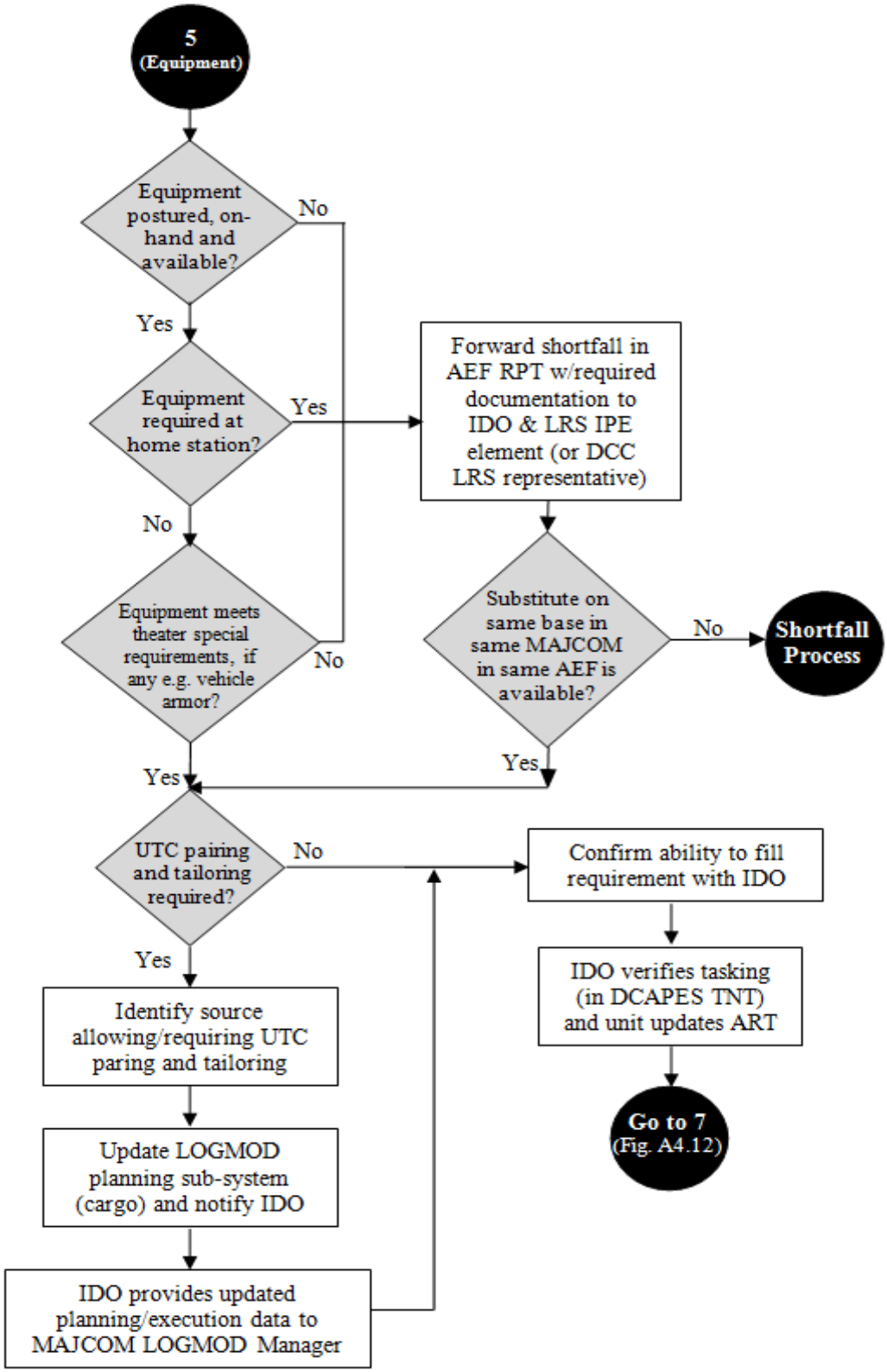


Figure A4.8. Installation/Wing Tasking Verification Process, Part 3



A4.5. The following flowcharts (in Figures A4.9 and A4.10) depict how personnel will be processed for deployments.

Figure A4.9. Personnel Processing Process, Part 1

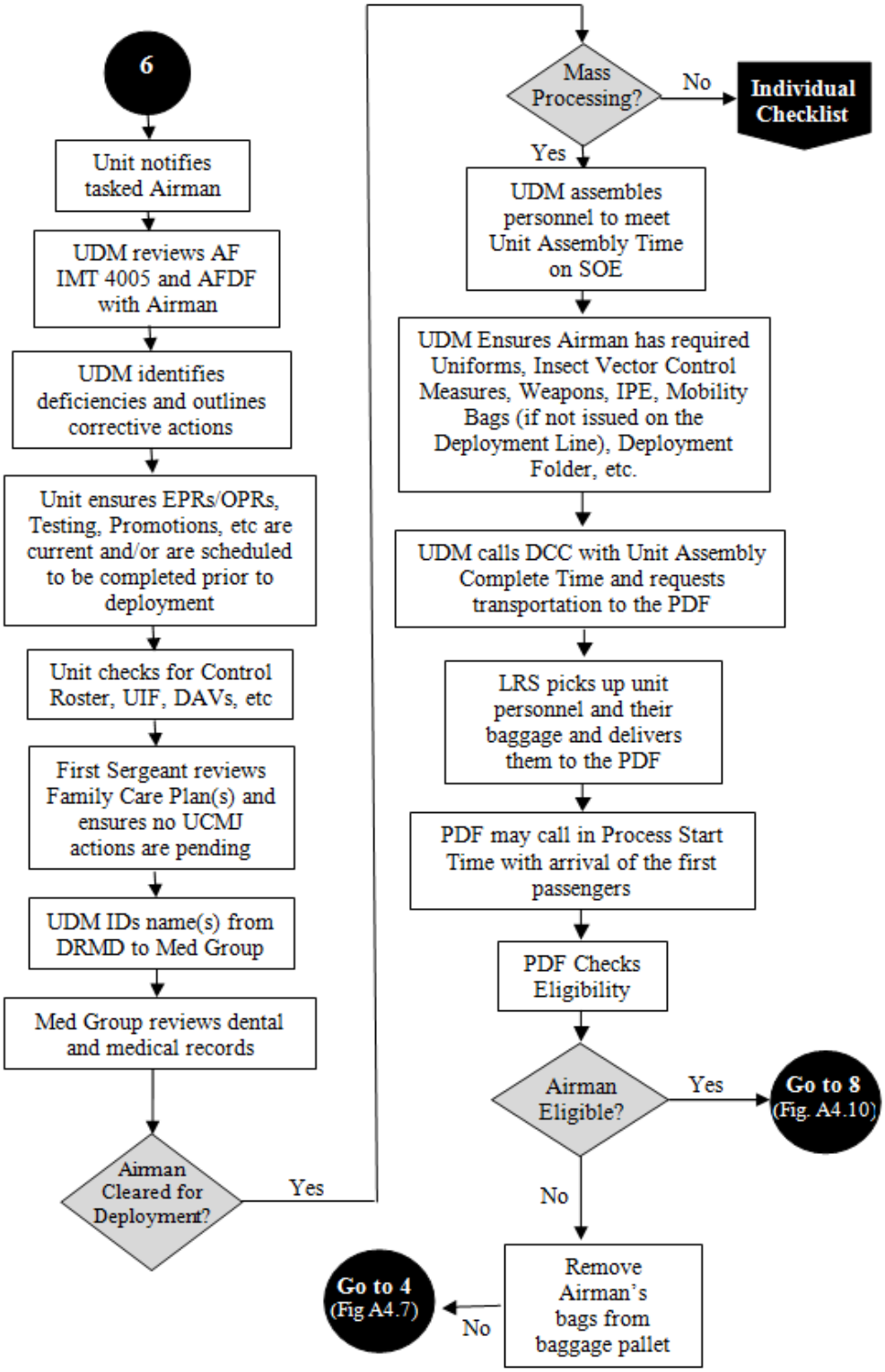
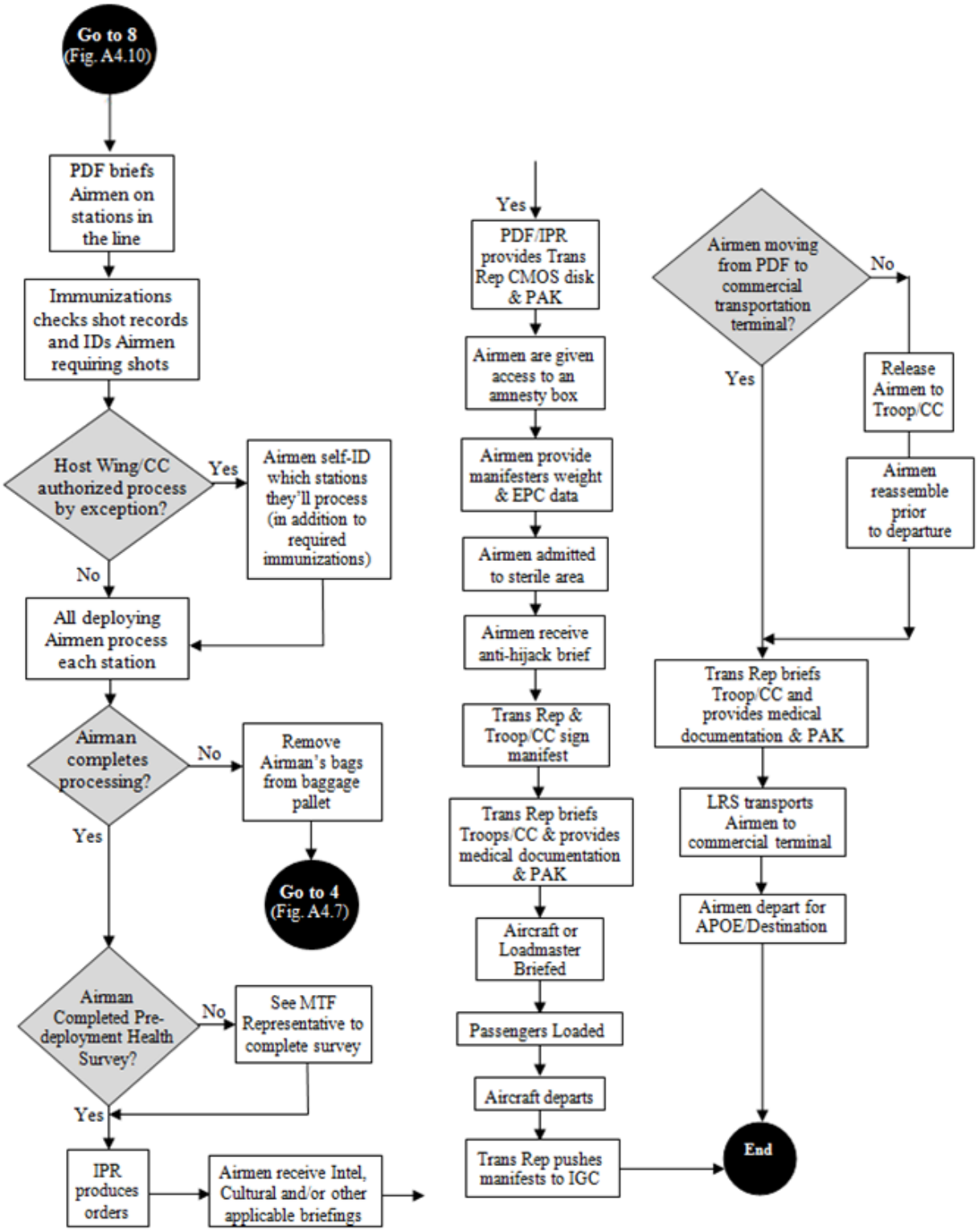


Figure A4.10. Personnel Processing Process, Part 2



A4.6. The following flowcharts (in Figures A4.11, A4.12, and A4.13) depict how cargo will be processed for deployments.

Figure A4.11. Cargo Processing Process, Part 1

Figure A4.11. Cargo Processing Process, Part 1.

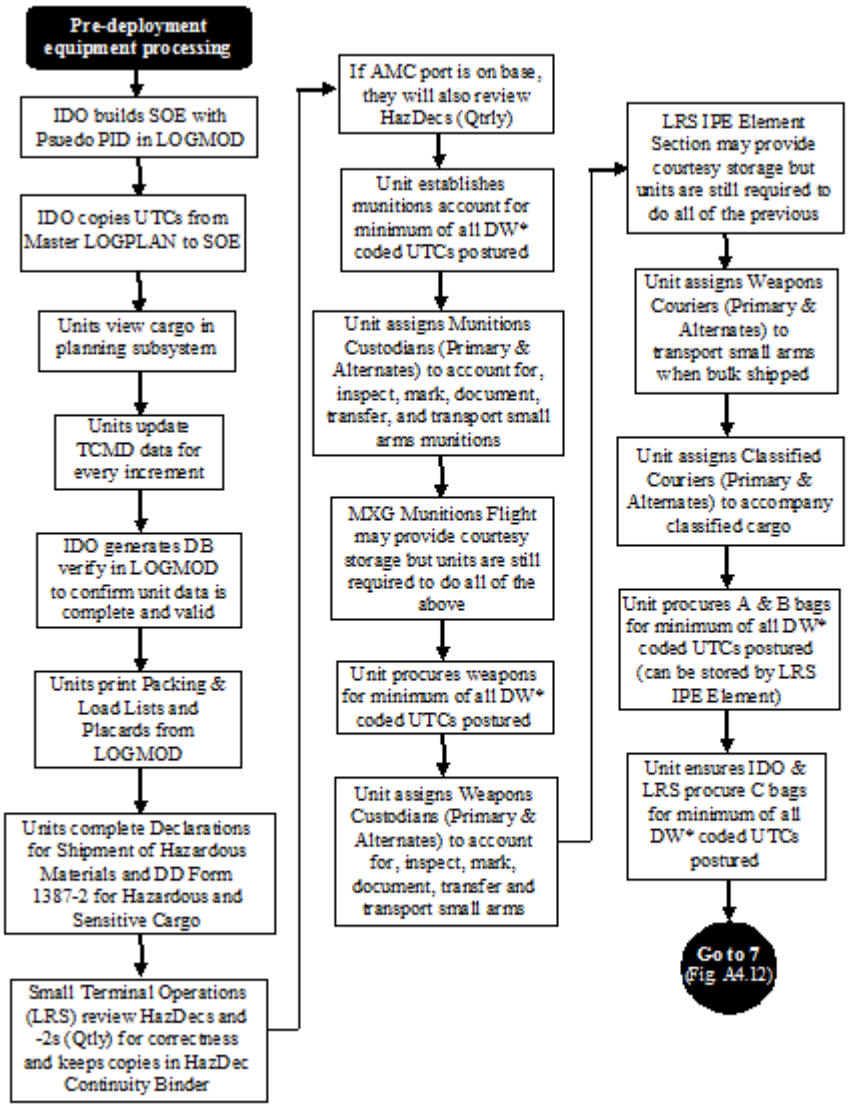


Figure A4.12. Cargo Processing Process, Part 2

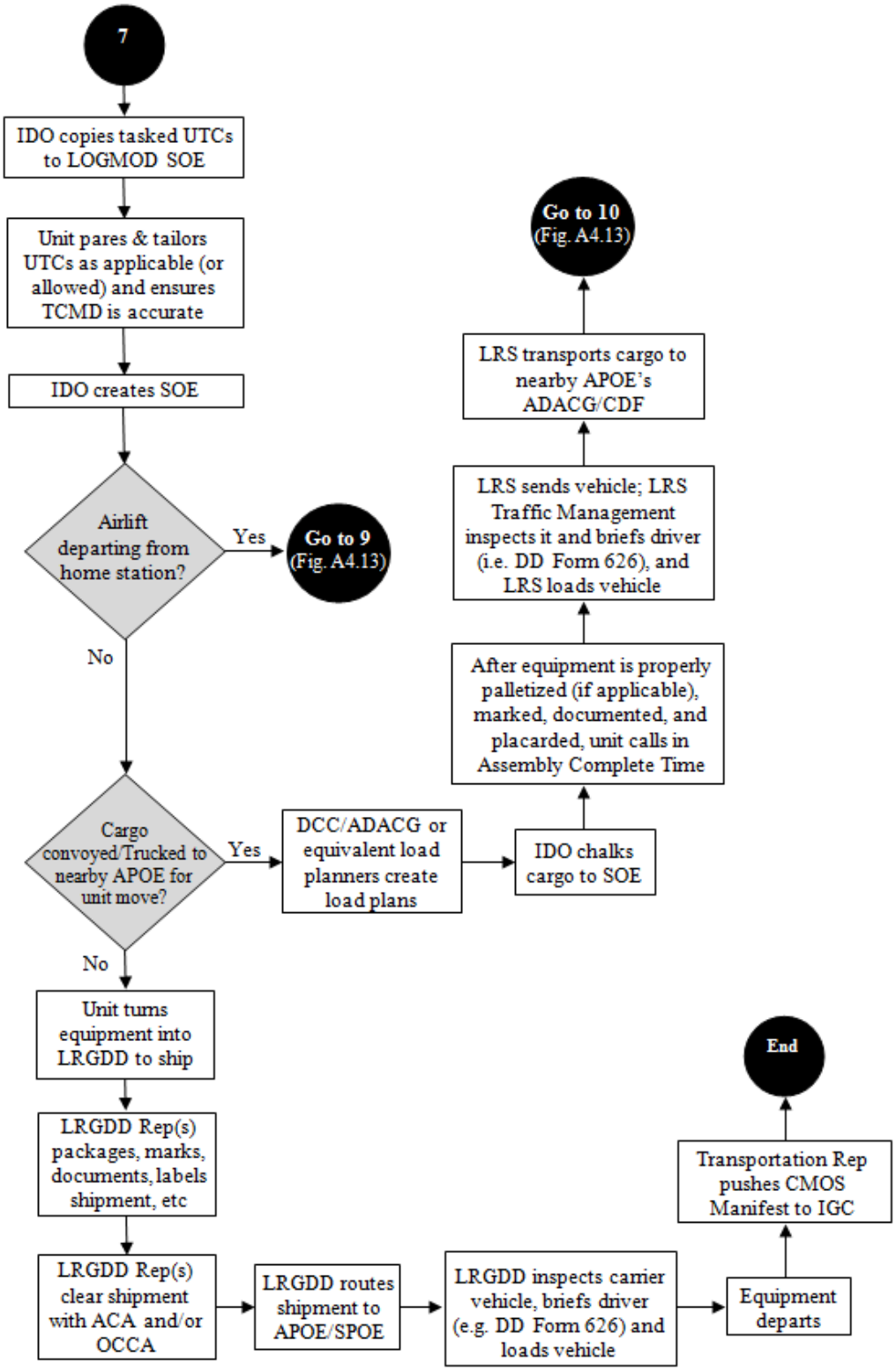
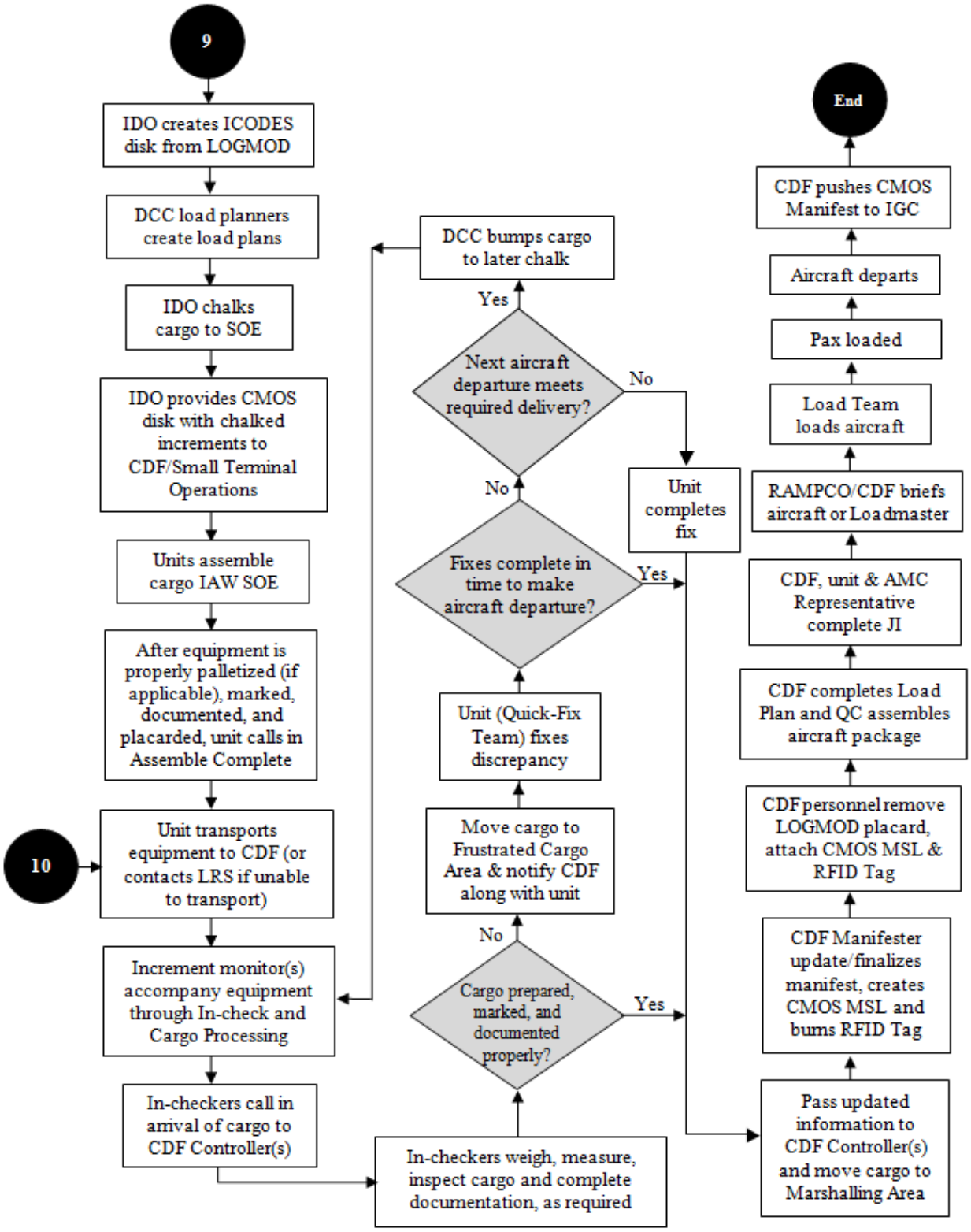


Figure A4.13. Cargo Processing Process, Part 3



A4.7. The following flowcharts (in Figures A4.14 and A4.15) depict the installation/wing reclama process for deployments.

Figure A4.14. Installation/Wing Reclama Process, Part 1.

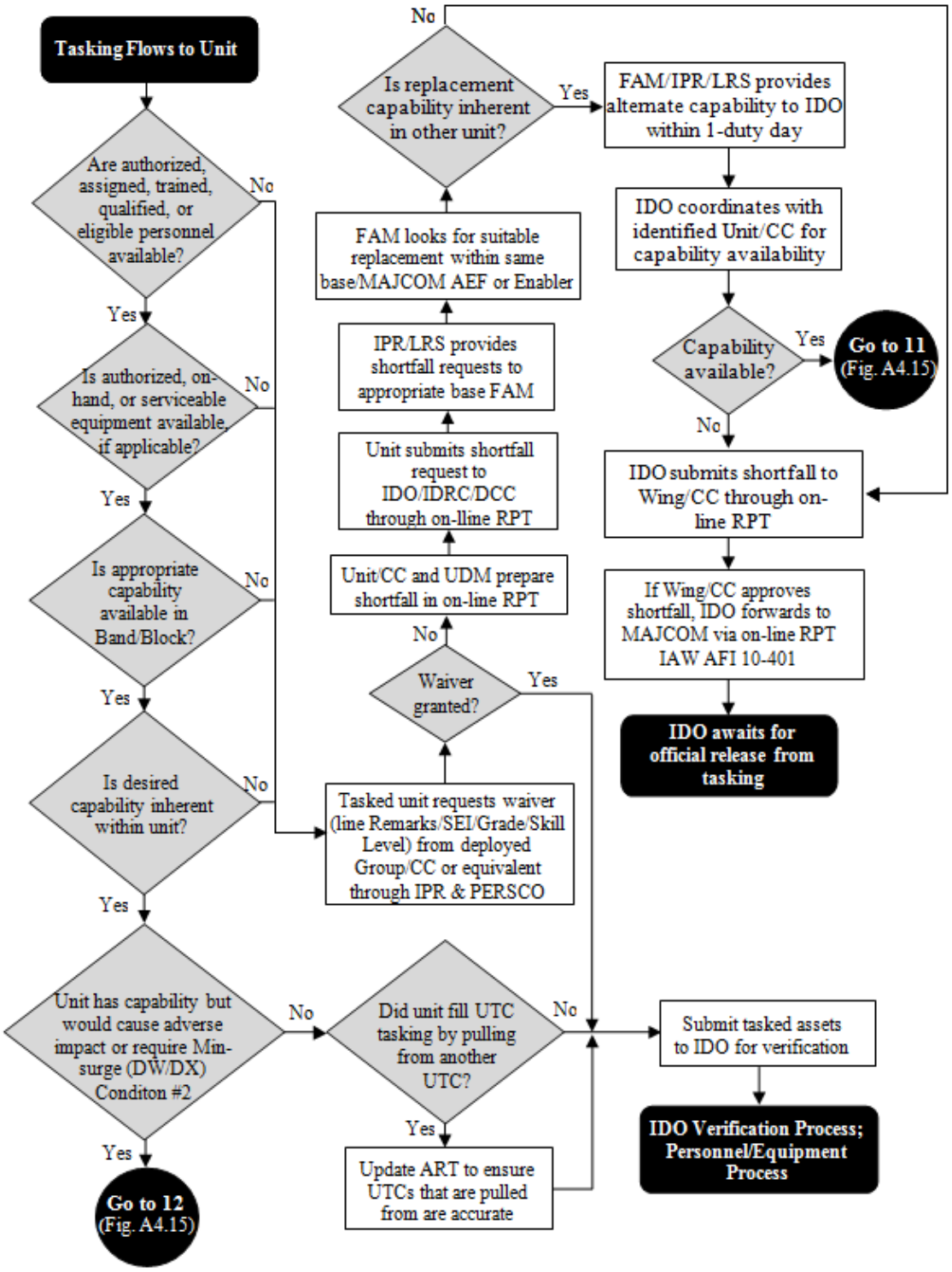
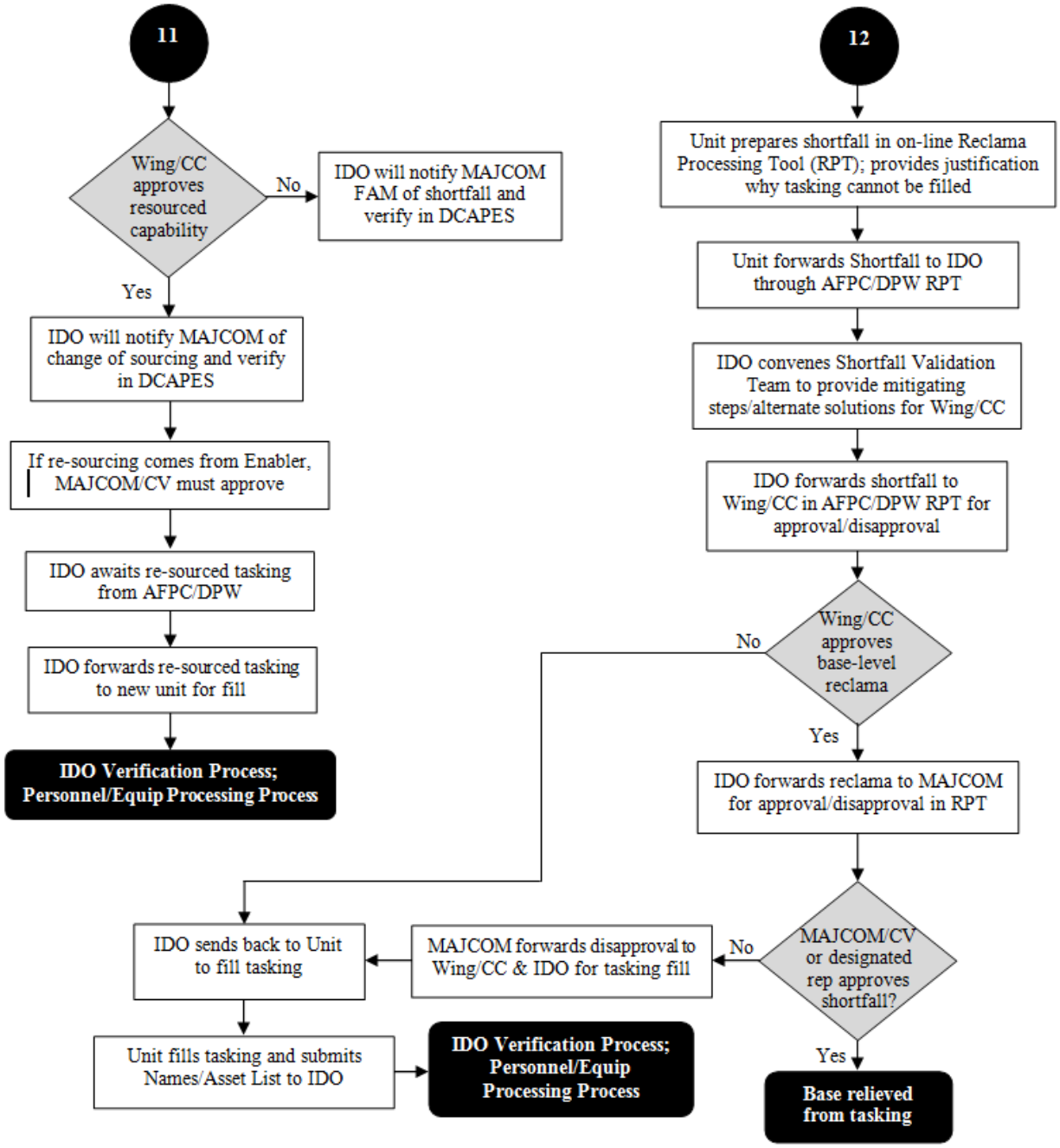


Figure A4.15. Installation/Wing Reclama Process, Part 2.



Attachment 5

DEPLOYMENT WORKCENTER TRAINING

A5.1. Deployment Work Center Training Requirements. The following table contains a list of training classes for deployment work center personnel, and augmentees, based on specific roles and responsibilities. The IDP will identify and document (by position title/description) mandatory and recommended training requirements for each workcenter. **(T-0)**

Table A5.1. Deployment Work Center Training Requirements

TYPE	FREQUENCY	RECORD KEEPER	REFERENCE(S)
Workcenter Orientation [1]	Initial Refresher: As required	Workcenter OIC/NCOIC	AFI 10-403
Logistics Module (LOGMOD)	Initial Refresher: As required	LRS [2]	AFI 10-403
Cargo Preparation Pallet Build Up	Initial [6] Refresher: N/A[:]	LRS [3]	AFI 24-114 DTR 4500.9-R, Part III
Hazardous Material Preparers	Initial Refresher: 24 months	LRS [3]	DTR 4500.9-R AFMAN 24-204 (IP)
Hazardous Material Inspectors	Initial Refresher: 24 months	LRS [3]	DTR 4500.9-R AFMAN 24-204 (IP)
Hazardous Material Handlers	Initial Refresher: 24 months	LRS [3]	DTR 4500.9-R AFMAN 24-204 (IP)
Hazardous Material Packers (Technical Specialist)	Initial Refresher: 24 months	LRS [3]	DTR 4500.9-R AFMAN 24-204 (IP)
AMC Affiliation Training	Initial Refresher: 18-24 months	LRS [3]	DTR 4500.9-R, Part III AFMAN 24-204 (IP)
Integrated Computerized Deployment System (ICODES) (Aircraft Load Planning)	Initial Refresher: 24 months	LRS [3]	DTR 4500.9-R, Part III
Joint Airlift Inspector	Initial [6] Refresher: As required	LRS [3]	AFI 24-114 DTR 4500.9-R, Part III
Aircraft Load Team	Initial [6] Refresher: As required	LRS [3]	AFI 24-114 DTR 4500.9-R, Part III
Aircraft Marshaling	Initial [6] Refresher: As required	LRS [3]	AFI 11-218 AFI 24-114
TYPE	**FREQUENCY**	**RECORD KEEPER**	**REFERENCE(S)**

Ramp Coordinator	Initial Refresher: As required	LRS [3]	AFI 24-114
Quality Control	Initial Refresher: As required	LRS [3]	AFI 24-114
Cargo In-Check	Initial Refresher: As required	LRS [3]	AFI 24-114
Explosives/Weapons Safety	Initial Refresher: 15 months [5]	LRS [3]	AFI 91-202 AFI 24-114
Passenger Baggage Handlers	Initial Refresher: As required	LRS [3]	AFI 24-114 DTR 4500.9-R, Part II
Passenger In-Check/Manifesting	Initial Refresher: As required	LRS [3]	AFI 24-114 DTR 4500.9R, Part I
Weapons Courier	Initial Refresher: As required	LRS [3] Combat Arms	DTR 4500.9-R, Part V
Ammunition Courier	Initial Refresher: As required	LRS [3] Combat Arms	DTR 4500.9-R, Parts II, III, V
Classified Courier	Initial Refresher: As required	Unit Security Manager	AFI 31-401 DODI 5200.01 DTR 4500.9-R, Parts II, III., V
Deployed Equipment Custodian	Initial Refresher: As required	LRS [4]	AFMAN 23-110

*NOTE 1: Workcenter orientation training will be developed by workcenter OIC/NCOIC and documented in IDP

*NOTE 2: LRS/Plans & Integration Section (LGRD)

*NOTE 3: LRS/Deployments & Distribution Flight/Small Air Terminal & Passenger Movement Element (LGRDA)

*NOTE 4: LRS/Materiel Management Flight (LGRM)

*NOTE 5: Personnel whose duties involve contact with explosives will receive initial explosive safety training and must have recurring training every 15 months IAW AFI 91-202

*NOTE 6: Refresher training will be “as required” unless frequency is prescribed in a MAJCOM supplement and/or IAW IDP

Attachment 6

CARGO CATEGORY CODES (CCC)

A6.1. This code identifies the types of cargo for force or non unit-related cargo requirements. The cargo category code consist of three characters. Each character position has unique codes and meanings (Ref: CJCSM 3150.16C). The following tables list valid codes and meanings for each character position. NOTE: Second character position codes are different between force and non unit cargo categories.

Table A6.1. First Position CCCs – Identifies CargoType

A	Vehicles (wheeled and tracked, self-propelled or non-self-propelled) that are neither security nor hazardous cargo (see codes K and L for security and hazardous vehicles) and are not suitable for road marching on overland deployment legs. See code R for road capable vehicles.
B	Non-self-deploying aircraft (NSDA) that are uncrated (if self-deployable aircraft will not be deployed under their own power, they are identified as NSDA and their force movement characteristics reported).
C	Floating craft.
D	Hazardous non-vehicular cargo. (See code E).
E	Security non-vehicular cargo or non-vehicular cargo that is both security and hazardous.
F	Cargo requiring refrigeration by the mover.
G	Bulk POL (non-packaged)-fuel contained in unit tankers.
H	Bulk granular cargo; crushed rock, sand, etc.
J	Other non-vehicular cargo, including water, packaged POL, crated aircraft, etc.
K	Vehicles designated as security cargo or both security and hazardous cargo.
L	Vehicles designated as hazardous cargo but not security cargo.
M	Ammunition.
N	Nuclear weapons.
P	Chemical munitions.
R	Wheeled vehicles (self-propelled or non-self-propelled), neither security nor hazardous cargo, that are suitable for road march on overland deployment legs and capable of convoy speeds up to 40 MPH.

Table A6.2. Second Position CCCs – Specifies Cargo Extension

0	Non-Air-Transportable Cargo: Cargo that exceeds any of the dimensions 1,453 inches x 216 inches x 156 inches and the width exceeds 144 inches.
1	Outsized cargo: Cargo that exceeds the dimensions of oversized cargo and requires the use of aircraft such as a C-5 or C-17 or surface transportation. An item exceeds 1,000 inches long by 117 inches wide by 105 inches high in any one dimension.
2	Oversized cargo: Cargo that exceeds the usable dimension of a 463L pallet loaded to the design height of 96 inches, but equal to or less than 1,000 inches in length, 117 inches in width, and 105 inches in height. This cargo is air transportable on aircraft such as the C-5, C-17, C-130, KC-10 and most civilian contract cargo carriers.

3	Bulk cargo: Dimensions less than that of oversize cargo.
8	Organic cargo: Moved by unit resources.

Table A6.3. Third Position CCCs – Cargo Containerization

A	This cargo is normally carried on a deploying vehicle and is not applicable to non unit-related cargo coded as a CIN. When non unit-related cargo is entered in a ULN, value "A" will be used.
B	This cargo can be containerized, meets the dimensional criteria for a 20-foot container (225" X 84" X 82"), and does not exceed a weight of 20 short tons. See NOTE 2.
C	This cargo can be containerized, does not meet the dimensional criteria for a 20-foot container, but does meet the dimensional criteria for a 40-foot container (468 inches x 84 inches x 86 inches) and does not exceed a weight of 40 short tons.
D	This cargo cannot or will not be containerized.
E	Loaded 20-foot containers.
F	Loaded 40-foot containers.
G	Loaded flat rack.
H	Cargo already in containers and can be moved in this configuration. An example of this cargo would be a field hospital, which is stored in containerized configuration and moved as a container cargo.
NOTE 1: All dimensions are expressed in length X width X height. Width and height pertain to aircraft door limitations.	
NOTE 2: Interior dimensions of a 20-foot container are 231" X 92" X 87". Containers are used for sealift.	
NOTE 3: Interior dimensions of a 40-foot container are 473" X 92" X 92". Containers are used for sealift.	

Attachment 7

CONCEPT OF OPERATIONS AND/OR CONCEPT BRIEFING OUTLINE

A7.1. Concept of operations and/or concept briefing outline.

A7.1.1. Establish use of local or ZULU time.

A7.1.2. Provide classification of the briefing (SECRET/CONFIDENTIAL/UNCLASSIFIED). For classified briefings, the holder of the information must confirm valid need to know and verify the level of access authorization IAW DOD 5200.1-R and AFI 31-401.

A7.1.3. Conduct roll call.

A7.1.4. Brief notification time.

A7.1.5. Brief classification of destination (classified/unclassified)

A7.1.6. Brief transportation flow schedule, ground rules, and LOGMOD Schedule.

A7.1.7. Brief deployment authority and who it is directed by

A7.1.8. Brief Plan Identification Designator (PID) (CAUTION: OPLAN PIDs are normally classified). NOTE: Optional briefing item. Briefing the PID will classify the briefing and limit capability to conduct an unclassified briefing. An alternate approach is to brief the PID directly to the CAT as the IDRC is the primary user of the PID and it can be briefed separately.

A7.1.9. Brief LOGPLAN and LOGMOD Schedule IDs (CAUTION: these must be kept unclassified).

A7.1.10. Brief Tasked UTCs, Unit Line Numbers and Units.

A7.1.11. Brief first flying unit/ first unit to first 10-12 hours of processing.

A7.1.12. Brief personnel processing start time

A7.1.13. If available, brief en route stops: Number (if classified); Location(s) (if unclassified).

A7.1.14. Brief authorized flight meals per person, to include, meal cost associated to officers, enlisted and civilian personnel.

A7.1.15. Brief all modes of transportation.

A7.1.16. Brief first mode of transportation departure information.

A7.1.17. Brief exercise simulations and exceptions.

A7.1.18. Mobility bags (type and method of issue).

A7.1.19. Brief training records and medical records requirements.

A7.1.20. Brief weapons and ammunition (include specific guidance on issue, movement, safety, and storage procedures).

A7.1.21. Brief special clothing requirements.

A7.1.22. Brief antidote agent requirements.

A7.1.23. Brief health information for international travels, special immunizations etc.

A7.1.24. Brief destination country's customs (import limits and required equipment documentation). NOTE: Do not compromise security if destination is classified.

A7.1.25. Ensure Office of Special Investigation (OSI) threat briefing is conducted (if required).

A7.1.26. Brief religious concerns, cultural concerns, and religious support in the AOR.

A7.1.27. Brief orders information:

A7.1.27.1. Brief temporary Duty duration.

A7.1.27.2. Brief duty on and off military installation.

A7.1.27.3. Brief field condition (Yes or No).

A7.1.27.4. Brief member will hand carry (Item list).

A7.1.27.5. Brief if LRS Traffic Management will bulk ship (item list).

A7.1.27.6. Brief wear of Airman Battle Uniform.

A7.1.27.7. Brief group travel (Yes or No).

A7.1.27.8. Brief special lodging and messing (yes or No).

A7.1.28. Additional remarks.

Attachment 8

REPORTING UNIT LEVEL UNIT TYPE CODE (UTC) DATA TO JOPES

A8.1. Reporting Unit Level UTC Data to JOPES.

A8.1.1. At the direction of the parent MAJCOM, wings will electronically pass their LOGMOD-generated "DCAPES Schedule Export" files to their MAJCOM. Parent MAJCOMs must make the determination when their units send these files. For example, when there are very limited or no changes to the standard UTC, a LOGMOD-generated "DCAPES Schedule Export" file would not be required. When there are major end-item/increment level changes/tailoring, the LOGMOD-generated "DCAPES Plan Export" would be required. When required, ANG units will send their files to NGB/A3X for subsequent forwarding to gaining MAJCOMs or direct import into DCAPES.

A8.1.2. Prior to importing the LOGMOD-generated "DCAPES Schedule Export" or "DCAPES Plan Export" files into DCAPES, MAJCOMs will ensure UTCs/ULNs match TPFDD UTC/ULNs. Deploying units (with cargo) will only send files for ULNs with tailored UTCs.

A8.1.3. Supporting MAJCOMs must ensure the LOGMOD-generated "DCAPES Schedule Export" or "DCAPES Plan Export" file (provided from the base) are imported into DCAPES prior to providing TPFDD verification to the supported commander. Once the supported commander provides TPFDD validation to USTRANSCOM, the UTC/ULN will be locked and cannot be updated.

A8.1.4. MAJCOMs are authorized to provide additional guidance for MAJCOM specific requirements.

Attachment 9

DEPLOYMENT SCHEDULE OF EVENTS—LOADING SCHEDULE

Figure A9.1. Deployment Schedule of Events—Loading Schedule Form (AF Form 2512)

ANNEX	DEPLOYMENT SCHEDULE OF EVENTS - LOADING SCHEDULE (All Times Local)								DATE / ORIGINAL / CHANGE NUMBER 1	
LOAD/CHALK	LOAD PLANNING COMPLETE	TDY ORDERS COMPLETE	PAX MANIFEST TO QC	CGO MANIFEST T TO QC	CARGO LOADING		PAX LOADING		ACFT COMMANDER BRIEFED	ETD
					START	COMPLETE	START	COMPLETE		
REMARKS					COURIER					
					SENSITIVE:					

AF IMT 2512, 20001218, V1 PREVIOUS EDITION IS OBSOLETE

Attachment 10

DEPLOYMENT SCHEDULE OF EVENTS—CARGO

Figure A10.1. Deployment Schedule of Events—Cargo Form (AF Form 2511)

CHALK	TYPE ACFT	DEPLOYMENT SCHEDULE OF EVENTS -CARGO *(ALL TIMES LOCAL)*	DATE:	
			ORIGINAL	CHANGE#

UTC	ULN	UNIT	CARGO INCREMENT NUMBERS/ NONMENCLATURE	ASSEMBLY COMPLETE	CARGO MARSHALLING		ETD
					START	COMPLETE	

REMARKS:	COURIERS:
	SENSITIVE:

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Attachment 11

DEPLOYMENT SCHEDULE OF EVENTS—PERSONNEL

Figure A11.1. Deployment Schedule of Events—Personnel (AF Form 2511A)

CHALK	TYPE ACFT	DEPLOYMENT SCHEDULE OF EVENTS -PERSONNEL	DATE	
			ORIGINAL	CHANGE#

(ALL TIMES LOCAL)

UTC	ULN	UNIT	DEPLOYMENT POSITION NUMBERS	NUMBER OF PAX	PAX PROCESSING		ETD
					START	COMPLETE	

REMARKS	COURIERS:
	SENSITIVE:

AF IMT 2511A, 20001218, V1 PREVIOUS EDITIONS ARE OBSOLETE

Attachment 12

INSTALLATION DEPLOYMENT PLAN WING/CC BRIEFING

A12.1. Installation Deployment Plan Wing Commander Briefing Sample.

A12.1.1. Development stage of the plan (if being re-written).

A12.1.2. Overview of the plan (portions of this may be classified). For classified briefings, the holder of the information must confirm valid need to know and verify the level of access authorization IAW DOD 5200.1-R and AFI 36-401.

A12.1.2.1. Total number of UTCs postured from the installation/wing (break out tenants).

A12.1.2.2. Number of personnel and short tons postured in the UTA.

A12.1.2.3. Number of personnel postured in DW* coded UTCs (break out Enablers separately).

A12.1.2.4. Short tons postured in DW* coded UTCs (break out Enablers separately).

A12.1.2.5. Number of personnel tasked against OPLANs (or CONPLANs w/TPFDDs).

A12.1.2.6. Short tons tasked against OPLANs (or CONPLANs w/TPFDDs).

A12.1.2.7. Total number of transiting personnel and short tons (from TPFDDs).

A12.1.2.8. Total number of inbound personnel (from TPFDDs).

A12.1.2.9. Largest number of personnel movement in a single day (in, out, transit).

A12.1.2.10. Largest cargo short ton movement in a single day (in, out, transit).

A12.1.2.11. Cargo marshalling/processing facilities/yard capacity and requirement.

A12.1.2.12. Personnel processing facilities capacity and requirement.

A12.1.2.13. MHE capacity/requirement.

A12.1.2.14. Processing facilities for other Services (if different), capacity and requirement.

A12.1.2.15. Command and control facilities available/required:

A12.1.2.15.1. Power requirements/capacity/shortfall (if any).

A12.1.2.15.2. Communications requirements/capacity/shortfall (if any).

A12.1.2.16. Parking plan for maximum number of parked aircraft (permanently based and/or transiting) from Wartime Aircraft Activity Report (Parking MOG).

A12.1.2.17. Working MOG.

A12.1.2.18. Hot cargo spots availability and estimated requirement.

A12.1.2.19. Support personnel requirements: personnel shortfalls, number of personnel, types of positions (e.g. load planners, QC, Personnel, Administrative, Controllers, Inspectors, Loaders, etc).

A12.1.2.20. Personnel process flow (both mass and individual process).

A12.1.2.20.1. Equipment process flow via ground or air (AMC and/or organic) and LRS Traffic Management process.

A12.1.2.20.2. Mobility bag process flow.

A12.1.2.20.3. Weapons and ammunition process flow.

A12.1.2.20.4. Number of mobility bags required and on-hand.

A12.1.2.20.5. Number of weapons required and on-hand.

A12.1.2.20.6. Ammunition required and on-hand.

A12.1.2.20.7. Operational risk management and mitigation procedures.

A12.1.2.20.8. Changes to the IDP since the last briefing.

Attachment 13

INSTALLATION DEPLOYMENT PLAN CONTENT

A13.1. Installation Deployment Plan (IDP) Content.

A13.1.1. The IDP will be unclassified or For Official Use Only (FOUO) stand-alone, wing level operating instruction approved by the Installation/Wing/ commander published IAW AFI 33-360. **Note:** If used, classified chapters will be stored separately when necessary. **(T-2)**

A13.1.2. The IDP will include processes and procedures to deploy personnel and equipment in support of short-notice, crisis action operations and/or smaller numbers of personnel in support of AEF rotational operations. **(T-2)**

A13.1.3. The IDP will contain the following documents, procedures and processes; a letter of transmittal, security instructions and record changes, a plan summary, table of contents, chapters, deployment operating procedures (DOP) and attachments. **(T-2)**

A13.1.3.1. Letter of Transmittal

A13.1.3.2. Security Instructions and Record of Changes

A13.1.3.3. Plan Summary

A13.1.3.4. Table of Contents and List of Effective Pages

A13.1.3.5. Chapter 1 – Overview

A13.1.3.6. Chapter 2 – Deployment Control Center Responsibilities

A13.1.3.7. Chapter 3 – Cargo Deployment Function

A13.1.3.8. Chapter 4 – Personnel Deployment Function

A13.1.3.9. Chapter 5 – Command, Control and Communications

A13.1.3.10. Chapter 6 – Associate Organizations

A13.1.3.11. Chapter 7 – Deployment Augmentation Duty Program

A13.1.3.12. Chapter 8 – Deployment Training Requirements

A13.1.3.13. Chapter 9 – Unit Responsibilities and Tasks

A13.1.3.14. DOP 1 – Deployment Crisis Action Planning and Execution Checklist

A13.1.3.15. DOP 2 – Deployment Center Manpower Requirements

A13.1.3.16. DOP 3 – Deployment Process Flowcharts

A13.1.3.17. DOP 4 – Deployment Center Telephone listings

A13.1.3.18. DOP 5 – LMR Call Signs

A13.1.3.19. DOP 6 – Deployment Clothing, Equipment and Baggage requirements

A13.1.3.20. DOP 7 – Prohibited Items Briefing

A13.1.3.21. DOP 8 – Deploying Small Arms Ammunition for Mobility Weapons

A13.1.3.22. DOP 9 – Cargo Preparation for Unit Deployment

A13.1.3.23. DOP 10 – Weapons Issue and Shipment Procedures

A13.1.3.24. DOP 11 – Unit Redeployment Procedures

A13.1.3.25. DOP 12 – Concurrent Aircraft Ground Servicing (During Deployment Operations)

A13.1.3.26. DOP 13 – Deployment Center Relocation Plan

A13.1.3.27. DOP 14 – Deployment Center Power Outage Procedures

A13.1.3.28. DOP 15 – LOGMOD Schedule Definitions

A13.1.3.29. DOP 16 – Shortfall/Reclama Process

A13.1.3.30. DOP 17 – Medical Services

A13.1.3.31. DOP 18 – Tenant Unit Deployments

A13.1.3.32. DOP 19 – Reception and Bed-down of Deployed Units

A13.1.3.33. Attachment 1 – Glossary of References and Supporting Information

A13.1.3.34. Attachment 2 – Distribution

A13.1.3.35. Attachment 3 – Deployment Control Center Interim Changes (IC) Summary

Attachment 14

DEPLOYMENT PACKING LIST

Figure A14.1. Deployment Packing List (AF Form 2518)

DEPLOYMENT PACKING LIST		DATE
IDENTIFICATION MARKING ON ITEM OR CONTAINER		
STOCK NUMBER	NOMENCLATURE	QUANTITY

Attachment 15

AIRCRAFT COMMANDER'S PACKAGE

A15.1. The aircraft commander of an outbound airlift mission will be provided an Aircraft Commander's package from the PDF's APT for passenger-only missions and the CDF for cargo-only and/or passenger/cargo missions. When the PDF and/or CDF is not activated, the LRS Small Terminal Operations section will provide package. **(T-0)**

Table A15.1. Aircraft Commander Package

DOCUMENTATION	YES	NO	N/A
PREPARATION:			
Aircraft Load Plan (signed and certified)			
DD Form 2133 for deploying cargo			
Shippers Declaration of Dangerous Goods Form			
DD Form 1907, Signature and Tally Record			
Passenger Manifest (from CMOS or GATES)			
Cargo Manifest (from CMOS or GATES)			
LOGMOD or other AF-approved Load and Packing Lists for deploying cargo, as described in Chapter 4			
DD Form 1387-2, Special Handling Data/Certification			

Attachment 16

TROOP LEADER'S PACKAGE

A16.1. The troop leader of an outbound airlift mission will be provided a Troop Leader's package from the PDF for passenger-only missions and the CDF for cargo-only and/or passenger/cargo missions. When the PDF and/or CDF are not activated, the LRS Small Terminal Operations section will provide package. **(T-0)**

Table A16.1. Deploying Troop Leader Package

DOCUMENTATION	YES	NO	N/A
PREPARATION:			
Personnel Accountability Kit (PAK):			
CED Orders (see Note 1)			
AF Form 245 (see Note 2)			
Passenger Manifest File (see Note 4)			
Passenger Manifest (from CMOS or GATES)			
Cargo Manifest (from CMOS or GATES)			
Shippers Declaration of Dangerous Goods Forms			
DD Form 1387-2, Special Handling Data/Certification			
DD Form 1907, Signature and Tally Record			
LOGMOD Load and Packing Lists for deploying cargo			
DD Form 2133 for deploying cargo			
Aircraft Load Plan (signed and certified)			
DTR 4500.9-R, Part III, Appendix T			
Deployed Medical Records (see Note 3)			

NOTE 1: PAK will contain a copy of each individual's CED Order with their full SSN. If the CED Order is a group order (more than one person listed on the order), two copies of the CED Order are required; one copy will reflect a person's full SSN and another copy will reflect a person's last four of their SSN.

NOTE 2: Two copies of the AF Form 245 for each person. Deploying units prepare AF Form 245 from LOGMOD. When utilizing LOGMOD to complete AF Form 245, UDMs must manually annotate full eight digit PAS code to facilitate personnel in-processing by the PERSCO Team.

NOTE 3: Required for the Troop Leader if not hand-carried in sealed envelopes by deploying individuals or deploying medical personnel. Sealed envelopes contain individual's DD Form 2766, DD Form 2766C, *Vaccine Administration Record*, and AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty*).

NOTE 4: Passenger Manifest File (*.PAX or X-MAN), from DCAPES, to be imported into CMOS (at home station) or GATES (at the APOE). Ref: Para 2.29.5.2.1 for additional details.

NOTE 5: PDF (when activated) or the IDRC's IPR will mark both sides of the PAK with this statement: "PERSONNEL ACCOUNTABILITY KIT."

Attachment 17

STATION FILE PACKAGE

A17.1. The Installation Deployment Officer (IDO) will maintain a Station File Package for each deploying aircraft containing the following required documents. Station Files are categorized as Contingency Records and will be maintained in accordance with AFMAN 33-363and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**.

Table A17.1. Station File Package

DOCUMENTATION	YES	NO	N/A
PREPARATION:			
LOGMOD Schedule – 1 Copy			
Aircraft Load Plans (by Chalk) signed and certified – 1 Copy			
Passenger Manifest (from CMOS or GATES) – 1 Copy			
Cargo Manifest (from CMOS or GATES) – 1 Copy			
LOGMOD Load and Packing Lists – 1 Copy			
Shippers Declaration of Dangerous Goods Forms – 1 Copy			
DD FORM 1387-2 – 1 Copy			
DD Form 1907 – 1 Copy			
DD Form 2133 – 1 Copy			
CED Orders – 1 Copy			

Attachment 18

DELETED

Attachment 19

. DELETED

Attachment 20

*DEPLOYMENT MEDICAL REQUIREMENTS

A20.1. Deployment medical requirements include all medical requirements prescribed for deployments in DODIs, AFIs, CCDR reporting instructions, and other applicable policies. **(T-0)**

A20.2. Deployment medical requirements span the pre- and post-deployment cycle and include various requirements, which may vary based on the deployer's component (e.g., Active Duty, ARC, Air Force civilian, or contractor). NOTE: MTFs will not process contractors for deployment, unless the deploying individual's contract specifically states that medical services must be provided. The installation/wing must provide reimbursement (e.g., funding and/or manpower) to the MTF for providing contractually required deployment-related medical clearance services to deploying contractors. A copy of the contract containing exact medical specifications must be provided to the PH/Force Health Management Office prior to initiation of any medical clearance activities or services.

A20.2.1. DOD civilians are subject to the medical, dental, and psychological requirements established by federal law, DODI and the CCDR responsible for the deployment AOR, both prior to and including the entire period of their deployment.

A20.2.2. Civilian Personnel Services (Human Resources) will coordinate with installation medical authorities and deployment processing representatives to establish local civilian-deployment procedures that comply with this directive. When possible, civilians will be integrated into existing pre- and post-deployment medical clearance programs.

A20.3. IAW DOD and Air Force policy, five Deployment Health Assessments (DHAs) must be completed at specific intervals throughout the deployment cycle. The five DHA requirements are outlined in figure A20.1.

A20.3.1. The DHA process includes two steps: 1). Electronic completion of the prescribed DHA form via ASIMS Web (paper forms will not be accepted), and 2). A face-to-face (person-to-person for ARC personnel) interview with a healthcare provider. NOTE: Personnel will remain on their unit's due/overdue action list in ASIMS Web until they complete both steps of the DHA process.

A20.3.2. IAW DODI 6490.03, *Deployment Health*, all DOD civilian employees must complete pre- and post-deployment health assessments consistent with requirements for military personnel to effectively identify and evaluate deployment-related health concerns. AF MTFs will be used for administration of DHAs; however, the employee's organization of record is responsible for DHA compliance, tracking, and monitoring. **(T-0)**

Table A20.1. DHA Requirements

Within 120 Days Before Deployment	Within 30 days Before Leaving Theater*	90-180 Days After Return	181-545 Days After Return**	546-910 Days After Return**
DHA #1 (DD Form 2795)	**DHA #2** (DD Form 2796)	**DHA #3** (DD Form 2900)	**DHA #4*** ** (Deployment Mental Health Assessment - MHA)	**DHA #5*** ** (Deployment Mental Health Assessment - MHA)
*If not completed in theater, DHA #2 must be completed within 30 days of return from deployment **Cannot be completed within 90 days of previous DHA ***Active Duty and ARC personnel only; DHAs #4 and #5 are not required for DOD civilian personnel				
*NOTE: If a member deploys again before completing DHA #3, #4, or #5, the DHA requirements will be reset for the next deployment. The reset goes into effect when DHA #1 is completed for the upcoming deployment. Until DHA #1 is completed, the member will remain due for DHAs for the previous deployment.				

A20.4. Compliance with deployment medical requirements of assigned personnel is a commander's responsibility. Installation/wing commanders will ensure subordinate-level commanders maintain IMR and deployment medical requirements on their assigned personnel.

A20.4.1. While MTFs are responsible for providing access to care, commanders must work closely with MTFs to ensure Airmen receive timely care and support for health care needs.

A20.5. Pre-Deployment Medical Clearance

A20.5.1. The UDM will (upon receipt of deployment tasking):

A20.5.1.1. Review Medical Profile (AF Form 469, *Duty Limiting Condition Report*) status of deploying members for mobility restrictions and remove members with mobility restriction(s) listed on the AF 469 (coded 81 - Pregnancy, 37 - Medical Evaluation Board, 31 – Illness or Injury) from deployment. UDMs will use ASIMS Web to access profile information. NOTE: Members with mobility restrictions annotated on the AF 469 should not be deployed. Commanders wishing to deploy a Service member on a mobility restricting profile can request a medical waiver through the appropriate COCOM. The commander should consult the medical senior profile officer for further guidance on medical waivers.

A20.5.1.2. Notify PH/FHM of deployment tasking via certified DRMD, certified tasking order, memo signed by commander, or official e-mail).

A20.5.1.3. Provide PH/FHM a by-name listing of members tasked to deploy. List must contain: last name, first name, middle initial, social security number, and estimated RDD. NOTE: Only members officially tasked to deploy will be medically cleared by PH/FHM.

A20.5.1.4. Ensure deploying unit member(s) initiate the pre-deployment medical clearance process with PH/FHM 120 days prior to deployment date or date of first movement (e.g., training attendance) to complete pre-deployment medical clearance requirements. NOTE: Short-notice taskings may require expedited medical clearance. Consult with PH/FHM for installation-specific guidance on the expedited medical clearance process.

A20.5.1.5. Advise personnel with any type of medical allergies to obtain the appropriate documentation from the MTF in order to acquire a Red Metal (Medical) Alert ID (if available).

A20.5.1.6. Ensure, when identified by PH/FHM through the DMC Module in ASIMS Web, deploying Service member promptly completes the DHA #1 (DD Form 2795). **(T-0)**

A20.5.1.7. The DMC Module of ASIMS Web (**https://imr.afms.mil/imr/loginunit.aspx**) will be used to monitor and track unit member's medical clearance status until completion.

A20.5.2. The Individual Member will (upon notification by UDM):

A20.5.2.1. At any point during the clearance process and prior to deployment, notify commander of any medical condition(s) that may limit their ability to deploy. NOTE: Personnel on a mobility restricting medical profile must see a medical provider prior to reporting to PH/FHM for medical clearance.

A20.5.2.2. When notified by UDM, log on to My IMR in ASIMS Web (and complete DHA #1 (DD Form 2795) electronically. Paper copies of the DHA will not be accepted by PH/FHM. PRP and PSP must complete DHA forms at the MTF. NOTE: Personnel can also access My IMR via the AF Portal. Under "Featured Links," select "Deployment & Readiness," select "Medical Readiness-Deployment Health," and then select the link for DHA #1 (Pre- Deployment Health Assessment, DD Form 2795). **(T-0)**

A20.5.2.2.1. An appointment with a credentialed, trained health care provider is required to complete the DHA process.

A20.5.2.3. Obtain Installation Deployment Out-Processing Checklist from UDM and/or IPR. Deployment out-processing must include completion of requirements outlined Table A20.2., Pre-Deployment Medical Requirements Checklist.

A20.5.2.4. Report to PH/FHM to complete deployment medical clearance processing IAW CCDR and other reporting instruction requirements. **(T-0)**

A20.5.2.5. Upon completion of medical clearance process, have PH/FHM sign and date the Installation Deployment Out-Processing Checklist.

A20.5.3. Pre-Deployment Medical Clearance for DOD Civilians: **(T-0)**

A20.5.3.1. All DOD civilians entering theater for more than 30 days will be medically cleared for deployment prior to departure from their home station (or designated deployment processing center). Medical clearances must comply with DODI 6490.07, *Deployment-Limiting Medical Conditions for Service Members and DOD Civilian Employees*, DODI, 6490.03, *Deployment Health*, and respective CCDR Reporting

Instructions. Individuals who fail to comply with these requirements will not be cleared to deploy. **(T-0)**

A20.5.3.2. DOD civilians must bring an OF-178, *Certificate of Medical Examination*, to PH/FHM, with Part B completed by the Appointing Officer. DOD civilians who report to the MTF without an OF-178 and a completed Part B will be returned to their unit. PH/FHM will schedule an appointment (same day if available) with an MTF physician to conduct the medical examination and to document any deployment limiting medical conditions. Individuals who fail to report to PH/FHM or complete these medical requirements will not be cleared to deploy. **(T-0)**

A20.5.3.3. Civilians who wish to deploy, but have a deployment-limiting medical condition as defined in DODI 6490.07, must submit medical documentation required for waiver to the CCDR (or designee), to determine if the condition can be reasonably accommodated in theater. In certain instances, a wavier will not be possible due to limited scope of care at a deployed location. Civilians who fail to disclose a diagnosed deployment limiting medical condition during the pre-deployment medical clearance process, and arrive in theater without waiver, will be returned to home station at their own expense. NOTE: Civilians who develop a deployment-limiting medical condition while in theater that will not be resolved must also obtain a medical waiver in order to remain in theater. Designated medical authorities will direct the curtailment of a DOD civilian's deployment, if the medical condition will not be resolved or reasonably accommodated. **(T-0)**

A20.5.4. PH/FHM will:

A20.5.4.1. Create deployment records in the DMC Module of ASIMS Web and update/monitor the medical clearance status of deploying members in DMC.

A20.5.4.1.1. Use the DMC Module of ASIMS Web to track and to monitor Service members, DOD civilians, and contractors.

A20.5.4.2. Provide IDO, IPR and UDM with location-specific medical requirements and guidance IAW DODI, CCDR, and reporting instructions.

A20.5.4.3. Initiate medical clearance process for deploying member (within 120 days prior to deployment or date first movement) IAW DODI, CCDR, and reporting instructions.

A20.5.4.4. Verify IMR and medical profile (AF Form 469) status of member.

A20.5.4.5. Ensure all deployment-specific medical requirements are visible on the ASIMS- generated DD Form 2766 print-out before sealing record.

A20.5.4.6. Provide medical threat briefing to deploying member(s).

A20.5.4.7. Communicate to member and UDM deployment deficiencies that could limit member's ability to obtain medical clearance for deployment.

A20.5.4.8. Verify electronic completion of DHA #1 (DD Form 2795).

A20.5.4.9. Verify all pre-deployment medical clearance requirements are complete, and sign the deployer's installation out-processing checklist (see Table A20.2).

Table A20.2. Pre-Deployment Medical Requirements Checklist. (T-0)

Pre-Deployment Medical Requirements Checklist			
Item	**Requirement**	**Reference(s)**	**OPR(s)**
1	Review IMR status: Immunizations, Labs, PHA, Dental Exam, Medical Profiles, and Medical Equipment.	DODI 1400.32, para 6.1.11. AFI 41-210, para 2.33.11.	Deployer/MTF
2	Obtain OF-178 from Civilian Personnel Flight (CPF). Ensure deploying employee meets requirements on OF-178	DODD 1404.10 DODI 6490.07, Enclosure 2, para 1. AFI 48-123, para 7.7.1.	Deployer - Civilian personnel only /MTF
3	Obtain dental clearance. For civilian personnel, dental work will be completed at employee's expense prior to deployment.	DODI 1400.32, para 6.1.11.	Deployer
4	Complete or confirm as current DHA #1 (DD Forms 2795within 120 days of deployment date, as applicable. NOTE: For deployments OCONUS greater than 30 days with non-fixed U.S. MTFs, all pre-deployment health assessment activities apply.	DODI 6490.03, para 5.5.7. and Attachment 1 to Enclosure 4 and Table E4.T1. AFGM 48-04, para 2.1.	Deployer/MTF
5	Conduct DHA #1 (DD Form 2795) provider interview.	AFGM 48-04, para 2.1.	MTF
6	Complete Human Immunodeficiency Virus (HIV) testing, as required for HIV threat or country requirements.	DODI 6490.03, para 5.5.7 and E4.A1.1.7.	MTF
7	Complete pre-deployment tuberculosis screening.	DODI 6490.03, para 5.5.7. and E4.A1.1.4.	MTF

8	Prescribe Force Health Protection Prescription Products (FHPPP) (Anti-Malarials, BW/CW Complement, etc.), as indicated.	DODI 6490.03, para 5.5.9. and Enclosure 4, subparagraph E4.A1.1.3.	MTF
Item	**Requirement**	**Reference(s)**	**OPR(s)**
9	Draw pre-deployment serum. Complete Panarex or DNA blood sample for ID purposes.	DODI 6490.03, para 5.5.7. and E4.A1.1.6. AFI 41-210, para 2.33.11.3.	MTF
10	Prescribe 180-day supply of prescription medications, as indicated.	AFI 10-403, A3.21.1.13.	MTF
11	Administer deployment-specific or occupational-related immunizations, prophylaxis, and any medical countermeasures or protective measures, as indicated.	DODI 6490.03, para 5.5.7. and 5.5.11. AFJI 48-110.	MTF
12	Administer Automated Neuropsychological Assessment Metric (ANAM), as indicated. *Complete ANAM test within 12 months of deployment date.*	ASD (HA) Memo, 28 May 2008	MTF
13	Complete mental health clearance.	ASD (HA) Memo, 7 Nov 2006	MTF
14	Conduct audiogram, as applicable.		MTF
15	Conduct medical threat briefing.	DODI 6490.03, para 5.5.8.	MTF
16	Establish biomonitoring baselines as required for potentially at-risk personnel.	DODI 6490.03, para E4.A1.1.8.	MTF
17	Provide optical gas mask inserts, as indicated.	AFI 10-403, para A3.21.1.14.	MTF

18	Obtain two pairs of prescription eyeglasses, if applicable per AOR reporting instructions.	AFI 10-403, para A3.21.1.9.	Deployer
19	Obtain one hearing aid with 2 batteries, if applicable.	AFI 10-403, para A3.21.1.10.	Deployer
Item	**Requirement**	**Reference(s)**	**OPR(s)**
20	Ensure medical clearance for wear/use of personal protective equipment and monitoring devices, as required by occupational specialty personnel.	DODI 6490.03, para E4.A1.1.5.	MTF
21	Update medical/ deployment health records (DD Form 2766)	DODI 6490.03, para 5.5.3 and 5.5.11.	MTF
22	Provide appropriate documentation of a medical allergic condition in order to obtain Red Medical Alert ID (Dog) Tags, as applicable.	DODI 1400.32, para 6.1.10 AFI 10-403, para 1.9.2.11.3.1.	MTF
23	Complete other medical requirements as determined appropriate by PH/FHM. NOTE: Members who fail to accomplish all IMR deficiencies and location-specific medical requirements will not be cleared for deployment.		Deployer/MTF
24	Issue DEET, Permethrin, mosquito netting, lip balm, sun screen, and other force health protection equipment, as applicable.	AFI 10-403, para 1.8.4.6.1.	UDM

A20.6. Post-Deployment Medical Requirements

A20.6.1. Pre-Reintegration (Prior to Redeployment)

A20.6.1.1. The Individual Member will:

A20.6.1.1.1. Within 30 days of departing theater, log on to My IMR in ASIMS Web and complete the DHA #2 (DD Form 2796) electronically. PRP and PSP must complete DHA forms at the MTF. NOTE: Personnel can also access My IMR via the AF Portal. Under "Featured Links," select "Deployment & Readiness," select "Medical Readiness-Deployment Health," and then select the link for DHA #2 (Post-Deployment Health Assessment, DD Form 2796). **(T-0)**

A20.6.1.1.1.1. An appointment with a credentialed, trained health care provider is required to complete the DHA process.

A20.6.1.1.1.2. DHA #2 must be completed prior to taking leave en route. **(T-0)**

A20.6.1.1.2. Out-Process through the deployed MTF

A20.6.2. Home station Reintegration, Recovery, and Reconstitution (after Arrival at Home station)

A20.6.2.1. Commanders will ensure that redeploying personnel complete required medical processing immediately upon return from deployment, and prior to release for downtime, leave, or demobilization IAW ASD (HA) Policy Memo, 10 Mar 2005. **(T-0)**

A20.6.2.2. The UDM will:

A20.6.2.2.1. Ensure individual unit members (to include civilians) promptly complete all due/overdue post-deployment health requirements identified by PH/FHM (e.g. post-deployment health assessments, serum draws, PHAs, dental exams, IMR requirements, etc.).

A20.6.2.2.2. Notify personnel 90 days after return from deployment to complete DHA #3 (DD Form 2900). The UDM will ensure the DHA #3 process is completed within the required timeframe (90-180 days after return). **(T-0)**

A20.6.2.2.3. Notify personnel to complete DHA #4 (Deployment MHA). The UDM will ensure the DHA #4 process is completed within the required timeframe (181-545 days after return). NOTE: DHA #4 will not be completed within 90 days of DHA #3. **(T-0)**

A20.6.2.2.4. Notify personnel to complete DHA #5 (Deployment MHA). The UDM will ensure the DHA #5 process is completed within the required timeframe (546-910 days after return). NOTE: DHA #5 will not be completed within 90 days of DHA #4. **(T-0)**

A20.6.2.3. The Individual Member will:

A20.6.2.3.1. Report to PH/FHM for in-processing and completion of post-deployment medical requirements. Bring DD2766 (Deployment Medical Record), and any other deployment-related medical documents. NOTE: In-Processing at PH/FHM must be accomplished within five business days of return, and prior to taking leave or reconstitution/recuperation (or release of ARC personnel from Active Duty). **(T-0)**

A20.6.2.3.2. When notified by UDM, log on to My IMR in ASIMS Web and complete DHA #3 (DD Form 2900) electronically. PRP and PSP must complete DHA forms at the MTF. NOTE: Personnel can also access My IMR via the AF Portal. Under "Featured Links," select "Deployment & Readiness," select "Medical Readiness-Deployment Health," and then select the link for DHA #3 (Post-Deployment Health Reassessment, DD Form 2900). **(T-0)**

A20.6.2.3.2.1. An appointment with a credentialed, trained health care provider is required to complete the DHA process.

A20.6.2.3.3. When notified by UDM, log on to My IMR in ASIMS Web and complete DHA #4 and DHA #5 (Deployment MHA) electronically. PRP and PSP must complete DHA forms at the MTF. **(T-0)**

A20.6.2.3.3.1. An appointment with a credentialed, trained health care provider is required to complete the DHA process. NOTE: DHA #4 and DHA #5 are required for RegAF and ARC personnel only. DHA #4 and DHA #5 are not included in deployment medical requirements for DOD civilian personnel. **(T-0)**

A20.6.2.4. PH/FHM will:

A20.6.2.4.1. Complete post-deployment in-processing and associated medical requirements.

A20.6.2.4.2. Review member's deployment medical record and confirm electronic completion of DHA #2 (DD Form 2796). Review the completed DHA #2 for recommended referrals. If no referrals are indicated on the DHA #2, ask the member if there are any deployment-related health concerns they would like to discuss with a provider. PH/FHM will coordinate recommended and requested referrals via AHLTA t-con to the member's PCM. NOTE: If DHA #2 was not completed in theater—or not completed electronically in theater—PH/FHM will instruct member to complete DHA #2 electronically within 30 days of return from deployment. An appointment with a credentialed, trained health care provider is required to complete the DHA process. **(T-0)**

A20.6.2.4.3. Verify that the deployment record is accurate and complete and close member's deployment record in ASIMS Web, once all post-deployment health requirements have been completed.

A20.6.2.4.4. Sign member's Installation Redeployment/In-Processing Checklist.

A20.6.2.4.5. Support Installation Reintegration Program, as required.

A20.6.2.4.6. Maintain updated deployment records and ensure that cancellations, modifications, and actual deployment dates are entered correctly and in a timely manner.

A20.7. Resources

A20.7.1. MyIMR (**https://imr.afms.mil/imr/MyIMR.aspx**) provides a listing of the individual member's due/overdue medical requirements. MyIMR also links members to web-based health readiness and deployment-related health assessments, such as DHAs and the WebHA.

A20.7.2. AEF Online Commander's Toolkit (**https://aef.afpc.randolph.af.mil/default.aspx**) provides comprehensive expeditionary and operations information.

A20.7.3. Unit IMR compliance information (**https://imr.afms.mil/imr/LoginUnit.aspx**) provides commanders and UDMs with rosters of due/overdue medical requirements for unit personnel.

A20.7.4. Deployment Health Knowledge Junction on the Air Force Medical Service Knowledge Exchange (**https://kx.afms.mil/deploymenthealth**) provides policy and guidance for all stakeholders in the DHA process.

A20.7.5. Airman's Guide for Assisting Personnel in Distress (**http://airforcemedicine.afms.mil/idc/groups/public/documents/webcontent/knowledgejunction.hcst?functionalarea=LeadersGuideDistress&doctype=subpage&docname=CTB_205851**) educates leaders and wingmen in recognizing distressed personnel, offers general guidance for actions to take, and provides a list of helping resources/agencies available for assistance.

A20.7.6. USAF Suicide Prevention Program Website (**http://afspp.afms.mil**) provides information and tools to members of the Air Force community in their efforts to help reduce AF suicides.

A20.7.7. Air Force Warrior Wellness Facebook Page (**www.facebook.com/usairforcewarriorwellness**) provides readiness and deployment health information for Air Force member and their loved ones.

Attachment 21 (Added-USAFE)

MAIN OPERATING BASE (MOB), ANNEX, GSU AND GSL SUPPORT ALIGNMENT

A21.1. The Table below identifies the deployment support alignment between the designated Support Wing (ADCON) and USAFE annexes/GSU/GSL. NOTE: This list does not represent chain of command, and it may not include all installations and locations in USAFE. For a complete listing and more thorough understanding of these relationships refer to Air Force Instruction 25-201, *Support Agreement Procedures* and USAFEI 10-505, *Geographically separated Unit and Tenant Support*.

Table A21.1. USAFE Installations.

MOB	Annexes	Geographically Separated Units and Locations to Support			
RAF Mildenhall	None	**Minor Installations**	**Forward Operating Bases**	**Support Sites**	**Detached Activities**
		RAF Menwith Hill RAF Croughton RAF Alconbury	RAF Fairford	RAF Daws Hill RAF Welford RAF Molesworth RAF Upwood Stavanger	Waterbeach London (2 PC & BC)
RAF Lakenheath	RAF Feltwell	None	None	None	None
Ramstein	Einsiedlerhof Kapaun Kaiserslautern MC Landstuhl Moron	None	None	Bann Chievres Giebelstadt Grafenwoehr Hohenfels Katterbach Stuttgart Vilseck Wiesbaden Wurzburg	Baumholder Berlin Copenhagen Frankfurt Friedberg Hanau Illesheim Schweinfurt
Spangdahlem	Bitburg Lask	None	None	Buechel Geilenkirchen Kleine Brogel Volkel	Amsterdam Brunssum Brussels Flobecq Florennes The Hague Kalkar Karup Kester Paris Pruem SHAPE Siegenburg Lask

Aviano	Support Areas 1-6	Papa	None	Camp Darby-Livorno Camp Ederle-Vicenza Ghedi	Bucharest Athens Gaeta Lisbon Madrid Milan Naples Tel Aviv
Incirlik	None	Izmir	None	Ankara	Eskisehir Istanbul AMT Istanbul HRF