BY ORDER OF THE COMMANDER
940TH WING

940TH WING INSTRUCTION 10-403

5 MAY 2011

Operations

940 WG DEPLOYMENT BRIEFING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 10-4, *Operations Planning: Air & Space Expeditionary Force (AEF)*. This instruction extends the guidance of Air Force Instruction (AFI) 10-403, *Deployment Planning and Execution*. It provides guidance and procedures for Wing deployment briefings to 940th Wing (940 WG) senior leadership for all 940 WG units. This instruction applies to all 940 WG units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication;* route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records,* and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **https://www.my.af.mil/gcss-af61a/afrims/afrims**/.

1. Background.

1.1. In accordance with AFI 10-403, unit commanders are ultimately responsible for the readiness of their assigned personnel and cargo and must ensure the unit can meet the mission capability statement (MISCAP) of all assigned unit type codes (UTCs). Additionally, they are responsible for reviewing the Installation Deployment Plan (IDP) at least annually and developing unit checklists/operating instructions to ensure the unit can comply with the plan and meet deployment requirements.

1.2. This instruction provides standardization for senior leader oversight of 940 WG unit deployments by establishing a process for unit commander deployment briefings and review by the Wing Commander or Group Commanders as outlined in the following specific

guidance. Briefing and review procedures will be implemented for 940 WG unit deployments effective 1 Jan 2010.

2. Responsibilities.

2.1. Unit Commanders will:

2.1.1. Be responsible for providing a briefing to the 940 WG/CC or CV for those deployments that equal or exceed 50 percent of unit personnel or 25 persons using the provided Wing deployment briefing template which is posted on the 940 WG Community of Practice (CoP).

2.1.1.1. Coordinate directly with 940 LRS/RDRC for deployment details and requirements while coordinating with 940 OSF/OSX for the briefing template, scheduling timeframe and any pertinent details.

2.1.1.2. Coordinate directly with the 940 WG/CC support staff to schedule briefings. The briefings may also be aligned with the quarterly 940 WG Deployment Review Board (DRB) or other periodic meetings.

2.1.1.3. Coordinate with their respective Group/CC prior to providing briefings for the 940 WG/CC.

2.1.2. Be responsible for providing a briefing to their respective Group/CC for those deployments that equal or exceed 25 percent of unit strength or 10 persons using the Wing deployment briefing template and coordination as outlined in 2.1.1.1. and 2.1.1.2. except scheduling will be coordinated through Group/CC support staff.

2.1.3. Coordinate with their respective Group/CC to ensure that all other deployments are sufficiently briefed/summarized by email, as a minimum, in addition to the normal AEF coordination or DRB coordination process as required.

JEFFREY T. MINEO, Colonel, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 10-4, *Operations Planning: Air & Space Expeditionary Force (AEF),* 30 April 2009

AFI 10-403, *Deployment Planning and Execution,* 13 January 2008

AFI 33-363, *Management of Records,* 1 March 2008

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

Abbreviations and Acronyms

AEF—Air & Space Expeditionary Force

AFRIMS—Air Force Records Information Management Systems

CoP—Community of Practice

DRB—Deployment Review Board

IDP—Installation Deployment Plan

LRS—Logistics Readiness Squadron

MISCAP—Mission Capability Statement

OSX—Operations Plans/Chief, Wing Plans

RDRC—Reserve Deployment Readiness Cell

UTC—Unit Type Code

WG—Wing