

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 36-3802**

**9 JANUARY 2019**



**Personnel**

**FORCE SUPPORT READINESS  
PROGRAMS**

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This instruction implements Department of Defense Directive (DoDD) 3025.14, *Evacuation of US Citizens and Designated Aliens from Threatened Areas Abroad*, Department of Defense Instruction (DoDI) 1325.02, *Desertion and Unauthorized Absence*, and Air Force Policy Directive Air Force Policy Directive (AFPD) 10-2, *Readiness* and supports AFPD 36-29, *Military Personnel Standards*, AFPD 36-38, *Personnel Readiness Reporting and Accountability*, AFPD 36-26, *Military Force Management*, and AFPD 34-1, *Air Force Services*. This publication applies to all civilian and military members of the Regular Air Force, the Air Force Reserve, and the Air National Guard, except where noted otherwise. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (HAF/A1) develops Total Force (Regular Air Force [RegAF], Air Force Reserve [AFR], and Air National Guard [ANG]) personnel guidance as outlined in the following chapters of this instruction. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AF Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the AF Records Disposition Schedule located in the AF Records Information Management System. This instruction directs the

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### ***SUMMARY OF CHANGES***

This document has been substantially revised and needs to be completely reviewed. This instruction consolidates guidance from previous instructions: AFI 10-214, *Force Support Readiness Programs*; AFI 10-216, *Evacuation and Repatriation of US Citizens and Designated Aliens from Threatened Areas Abroad*; AFI 36-2134, *AF Strength Accounting Duty Status Program*; AFI 36-2911, *Desertion and Unauthorized Absence*; AFI 36-3103, *Identification Tags*; AFI 36-3802, *Personnel Readiness Operations*; and AFI 36-3803, *Personnel Accountability in Conjunction with Natural Disasters or National Emergencies*. Other major changes in this rewrite include reducing the use of acronyms, limiting the scope of this publication to AF guidance by removing "how to" procedural references, which can be found in the Personnel Services Delivery Guides on MyPers website, and lowering compliance tiers where possible.

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## CHAPTER 1

### FORCE SUPPORT READINESS PROGRAMS

#### 1.1. Overview

**1.2. This instruction provides guidance for managing the Force Support Readiness Program which organizes, trains, and equips personnel to meet Combatant/Geographic Commander needs for wartime, contingency, and installation incident response requirements.**

**1.3. It establishes guidance and assigns responsibilities for evacuation of Air Force members, dependents, other U. S. citizens and designated aliens from threatened areas abroad or in anticipation of, or in response to any natural or man-made disaster. It requires all commanders to develop plans for evacuating people from their installations, as well as for receiving and repatriating evacuees.**

**1.4. It outlines when and how identification (ID) tags are issued to Air Force service members and when they are to be worn (or in the individual's possession).**

**1.5. It provides guidance on the collection and maintenance of strength accounting duty status information.**

**1.6. It establishes standard procedures for dealing with desertion and unauthorized absence.** It outlines Air Force procedures to reduce absents and return the absentees to military control.

**1.7. It provides policy and guidance for on Personnel Readiness Operations.** It gives Air Force personnel agencies and deployed commanders supporting contingency, wartime, exercise, and emergency operations processes and information. This instruction also provides guidance for (PERSCO) from pre-planning through employment and redeployment actions. Additional guidance is available in Air Force Instruction (AFI) 10-403, *Deployment Planning and Execution*; AFI 10-404, *Base Support and Expeditionary Site Planning* and AFI 10-401, *Air Force Operations Planning and Execution*.

**1.8. It provides guidance for establishing and maintaining personnel accountability in the event of natural disasters or national emergencies for Air Force (AF) personnel in accordance with Department of Defense Instruction (DoDI) 3001.02, *Personnel Accountability in Conjunction with National Emergencies or Natural Disasters*.** It applies to both the continental United States (CONUS) and locations outside the continental United States (OCONUS).

## CHAPTER 2

### ROLES AND RESPONSIBILITIES

#### 2.1. Roles and Responsibilities

#### 2.2. Headquarters United States AF Deputy Chief of Staff Manpower, Personnel and Services (HAF/A1):

- 2.2.1. Provides overarching guidance and oversight to the Force Support Readiness program.
- 2.2.2. Ensures the Force Support Readiness program complies with Office of the Secretary of Defense, Joint Staff, Secretary of the AF, and Headquarters AF direction including AF Policy Directive (AFPD) 10-2, *Readiness*.
- 2.2.3. Advises the Chief of Staff of the AF on A1 Air Force-wide execution of Mission Essential Functions regarding Continuity of Operations and on matters related to Force Support functions and capabilities to ensure support for warfighter objectives.

#### 2.3. The Deputy Chief of Staff for Operations (HAF/A3):

- 2.3.1. Is the AF OPR for evacuation and repatriation operations.
- 2.3.2. Ensures overall command, control and status reporting of evacuation operations.
- 2.3.3. Appoints a member to the Washington Liaison Group to coordinate the execution of evacuation responsibilities.
- 2.3.4. Measures and reports on the readiness of military forces and the supporting infrastructure to execute evacuations.
- 2.3.5. Provides air transportation, including theater, strategic, and intra-continental U.S. as well as aeromedical evacuation in accordance with the mission and priorities assigned by United States Transportation Command.
- 2.3.6. Responsible for evacuation operations and repatriation planning in coordination with Joint Staff and Geographic/Combatant Commands.

#### 2.4. Headquarters United States AF Directorate of Plans and Integration (HAF/A1X):

- 2.4.1. Establishes Force Support doctrine and guidance and manages the Force Support Readiness program.
- 2.4.2. Appoints, by name, an individual from HAF/A1XOR as the Force Support Functional Area Manager (FAM). FAM responsibilities are provided in AFI 10-401, *Air Force Operations Planning and Execution*.
- 2.4.3. Assigns personnel to the AF Crisis Action Team in coordination with HAF Directorate of Plans, Operations and Requirements, War Planning and Policy Division (HAF/A3O).
- 2.4.4. Provides operational status and situational reporting to AF Senior Leaders on the status of the Force Support contingency and wartime operations.
- 2.4.5. Advises the AF Crisis Action Team and reports status of A1 functions and capabilities to senior AF leaders as required.

2.4.6. Ensures all guidance is written and includes content provided by Total Force components (RegAF, ANG, and AFR).

2.4.7. Directs the Force Support Squadron (FSS) Military Personnel Flight (MPF) offices to continue to follow established procedures for producing identification tags in accordance with this instruction.

2.4.8. Provides policy on identification tags to include Red Medical Alert identification tags. Policy will be coordinated with AF/SG3/5 to ensure policy and procedures continue to adhere to governing guidance.

**2.5. Director of Civilian Force Management (HAF/A1C):** provides human resource guidance and entitlement/compensation information to/for AF civilians relating to evacuation operations.

**2.6. Director of Military Force Management Policy (HAF/A1P):**

2.6.1. Provides personnel program and policy guidance and entitlement/compensation information to/for AF members/families, i.e., STOP MOVEMENT.

2.6.2. Serves as the functional OPR for policy aspects of the Absence without Leave (AWOL)/Deserter program.

2.6.3. Directs AF policy for AWOL/Deserter duty status reporting.

**2.7. Director of Services, Force Sustainment Division (HAF/A1S):**

2.7.1. Provides guidance on assistance and support to AF Family members (military and civilian).

2.7.2. Ensures required Force Support Services/Sustainment capabilities/programs are in place for evacuation reception and repatriation operations, according to Geographical Combatant Commander evacuation plans and policies.

**2.8. Director of Civil Engineers (HAF/A4C):** will provide guidance for contingency response planning that includes evacuation considerations.

**2.9. Director of Logistics (HAF/A4L):**

2.9.1. Is responsible for transportation of personnel/equipment for evacuation operations.

2.9.2. Ensures installation reception and support plans adequately identify support for evacuation, reception and repatriation plans. The OPR for the Base Support Plan Part I is the installation Site Manager located within the Logistics Readiness Squadron.

**2.10. HAF Force Support Career Field Management and Readiness Division (HAF/A1XO):**

2.10.1. Has overall responsibility for AF personnel readiness and accountability programs and directives. Develops concepts and policies to ensure Total Force accountability.

2.10.2. Serves as the OPR for personnel readiness and PERSCO policy and provides guidance to all Major Commands (MAJCOMs), AF Installation and Mission Support Center, Component Numbered AFs, Direct Reporting Units, and Field Operating Agencies on the posturing, scheduling, coding and the use of personnel assets 38F and 3FXXX to support the full range of military operations.

2.10.3. Develops and oversees USAF personnel readiness and PERSCO policy for all levels of command. Provides policy oversight to all MAJCOMs, Component Numbered AFs, Direct

Reporting Units, and Field Operating Agencies on personnel readiness and PERSCO. Monitors implementation of policy across MAJCOMs, Component Numbered AFs, Direct Reporting Units, and Field Operating Agencies to ensure consistent application and provides feedback where necessary.

2.10.4. Provides headquarters oversight of PERSCO Team After-Action Report corrective actions.

2.10.5. Assigns Manpower and Equipment Force Packaging responsible command to manage Force Support Unit Type Codes (UTCs) to include PERSCO UTCs.

2.10.6. Serves as the AF Crisis Action Team A1 cell when activated.

2.10.7. Advises AFPC Operations Center when a contingency operation begins. Refer to the AF Continuity of Operations Plan for next in line for continuity purposes.

2.10.8. Serves as the AF personnel policy OPR for Deliberate and Crisis Action Planning and Execution Segments, repatriation and Evacuation Operation, Augmentation Duty Program, and FSS (or equivalent) Defense Readiness Reporting Tool.

2.10.9. Is the HAF/A1 OPR for evacuation operations.

2.10.10. Provides guidance on accounting, tracking, and reporting of personnel throughout the evacuation process.

2.10.11. Monitors accountability and visibility of all AF personnel (military and civilian) during all phases of evacuation to include evacuation to a safe haven, in accordance with Geographical Combatant Commander evacuation plans and policies.

2.10.12. Provides status of Force Support reception and beddown capabilities to support evacuation operations, i.e., providing meals and temporary lodging, according to Geographical Combatant Commander evacuation plans and policies.

## **2.11. Director of Surgeon General (HAF/SG3/5) will:**

2.11.1. Subject to availability of Congressional appropriations, fund the purchase of Red Medical Alert identification tags for all AF Medical Treatment Facilities.

2.11.2. Direct all Air Force Medical Treatment Facilities, to include Reserve and Guard Medical Units equipped to produce Red Medical Alert identification tags, to continue production as long as funding is provided. Ensure medical staff will adhere to Department of Defense (DoD) Instruction (DoDI) 6025.18-R, *DoD Health Information Privacy Regulation*.

2.11.3. Develop a process and standardized form for all Medical Treatment Facilities to ensure the proper information is placed on the Red Medical Alert identification tag.

## **2.12. HAF Directorate of Plans and Integration Force Support Career Field Management and Readiness Division, Readiness Branch (HAF/A1XOR):**

2.12.1. Serves as the Force Support Readiness FAM and the OPR for the Force Support Readiness program and guidance.

2.12.2. Submits, advocates, and defends Program Objective Memorandum to organize, train and equip the Force Support community to build capability for contingency and wartime.

2.12.3. Chairs the Force Support War Fighter Requirements Review working group.

2.12.4. The Force Support War Fighter Requirements Review is comprised of individuals listed in **Table 2.1**.

**Table 2.1. Members of the Force Support War Fighter Requirements Review.**

<b>Force Support War Fighter Requirements Review Members</b>
HAF/A1 FAMs
Force Support Career Field Managers
AF Installation and Mission Support Center (AFIMSC)
MAJCOMs
Component MAJCOMs
Component and ANG Force Support Readiness FAMs
<b>Advisors</b>
Air Force Personnel Center (AFPC)
Directorate of Personnel Operations (AFPC/DP2)
Air Force Services Activity (AFSVA/SVORR)
Force Support Silver Flag sites
Installation-level Readiness Officers/Non-Commissioned Officers as required

2.12.5. The War Fighter Requirements Review working group meets biannually via conference or virtually and makes recommendations to the Readiness and Training Council on policy, training, and resource allocation issues.

2.12.6. Lead AF representative for the Force Support equipment management program.

2.12.7. Chairs the Field Integrated Research and Modernization working group which focuses on Force Support equipment research, development and fielding.

2.12.8. The Field Integrated Research and Modernization working group will meet biannually via conference, virtually, or as needed but usually just prior to the War Fighter Requirements Review working group.

2.12.9. Coordinates on all Operation Plans with HAF/A3O.

2.12.10. Develops Force Support planning guidance in doctrine, determining Force Support wartime manpower requirements/capabilities and the War and Mobilization Plan, Force Support Supplement.

2.12.11. Establishes guidance and provides oversight for Force Support capabilities regarding evacuation operations.

2.12.12. Establishes broad, Total Force Manpower, Personnel, and Services guidance related to all aspects of the contingency and wartime deployment and redeployment process.

2.12.13. Conducts risk assessments and provides courses of action regarding Force Support capability to deploy.

2.12.14. Develops Force Support UTC posturing guidance in accordance with codified AF UTCs posturing guidance.

- 2.12.15. Serves as the functional OPR for the Personnel aspects of Deliberate and Crisis Action Planning and Execution Segments.
- 2.12.16. Provides guidance for reporting Force Support status via Resource and Capability Readiness reports. Updates and maintains the AF Tables in Defense Readiness Reporting System in accordance with AFI 10-201, *Force Readiness Reporting*.
- 2.12.17. Monitors MAJCOM posturing and coding efforts to ensure compliance with Force Support UTCs posturing guidance.
- 2.12.18. Reviews after-action reports from deployed Force Support teams and/or members and coordinates corrective actions.
- 2.12.19. Provides coordination and subject matter expertise for the readiness curriculum in all Force Support courses.
- 2.12.20. Oversees Force Support readiness training requirements and provides inputs for the annual call for formal school quotas for Air University Force Support Readiness courses.
- 2.12.21. Ensures Total Force matters are represented across the spectrum in Force Support Readiness.
- 2.12.22. Is the AF OPR for personnel accountability and the Strength Accounting Duty Status Program.
- 2.12.23. Develops and oversees personnel accountability and duty status reporting policy and guidance.
- 2.12.24. Notifies AFPC to create and activate an event in the disaster/emergency personnel accountability system upon direction from the Office of the Secretary of Defense, the Joint Staff, HAF leadership, or at the request of MAJCOM or installation commanders.
- 2.12.25. Notifies HAF Airman & Family Readiness Policy (HAF/A1SAA) to include Needs Assessments related information to active events.
- 2.12.26. Monitors personnel accountability systems to track progress and provide status report as directed.

### **2.13. AF Office of Special Investigation (AFOSI/ICON):**

- 2.13.1. Is responsible for updating AF Deserter information in the Federal Bureau of Investigations (FBI) National Crime Information Center.
- 2.13.2. Updates the National Crime Information Center for all AF deserters upon receipt of a valid Department of Defense Form (DD Form) 553/616. In cases of desertion under aggravated circumstances as defined below, AFOSI works with the FBI or other appropriate law enforcement agency to expedite the investigation and to find and arrest the absentee. **(T-1)**. Examples of cases in which the AF requests FBI assistance include those in which the individual is a deserter and:
- 2.13.2.1. Is wanted for an offense punishable under the Uniform Code of Military Justice (UCMJ). Consult with the local Judge Advocate (JA) to determine if offense and circumstances warrant the classification of desertion.

2.13.2.2. Had access to classified information which, if disclosed, would jeopardize United States security interests.

2.13.2.3. Is an escaped prisoner.

2.13.2.4. Is an officer.

2.13.3. Oversees local servicing police units' inquiries into UAs on commander's request.

**2.14. Director of Personnel Operations (AFPC/DP2) is responsible for:**

2.14.1. Tracking, accounting, reporting, and ensuring follow-up support is provided.

2.14.2. Utilizing the Air Force Personnel Accountability and Assessment System (AFPAAS) to report members evacuated/displaced, to contact their leadership, keep them informed of their location, and account for Defense Enrollment Eligibility Reporting System enrolled family members who physically reside in the Geographical Area of Interest and had to evacuate.

2.14.3. Utilizing all systems available to include the Noncombatant Evacuation Operation Tracking System in conjunction with the AFPAAS to identify and track evacuees throughout the continuum of evacuation operations.

**2.15. Director of Airman and Family Care (AFPC/DPF) will:**

2.15.1. Disseminates policy, plans, and operational guidance for Airman and Family Readiness response to evacuation operations and repatriation. **(T-1)**.

2.15.2. Provide guidance/coordination to the installation Airman & Family Readiness Centers at evacuating locations, the temporary safe haven or intermediate stop (if applicable), and the repatriation sites processing families back into the U.S. **(T-1)**.

2.15.3. Is responsible, through Airmen and Family Readiness Centers, for contacting, reporting, and coordinating information and referral for required support. **(T-1)**.

2.15.4. Ensures all Airmen and Family Readiness Centers contact, report, and coordinate information & referral for evacuation and repatriation operations. **(T-1)**.

**2.16. AFPC Air and Space Expeditionary Force Operations and Readiness Division (AFPC/DP2W):**

2.16.1. Serves as the OPR for deployment availability codes and contingency duty status reporting program. **(T-1)**.

2.16.2. Ensures HAF-level personnel series instructions and revisions contain accurate wartime guidance. **(T-1)**.

2.16.3. Activates the Personnel Readiness Center function upon activation of the HAF Manpower and Personnel Readiness Center/Personnel Readiness Center network or as directed by the AFPC Commander or Operations Center Director during emergencies. **(T-1)**.

2.16.4. Responsible for all Personnel Readiness Center functions of AFPC Operations. **(T-1)**. The Personnel Readiness Center can be reached at Digital Switched Network 665-2020, toll free at 1-800-435-9941, or e-mailed at Non-secure Internet Protocol Router: [afpc.dp2wr.workflow@us.af.mil](mailto:afpc.dp2wr.workflow@us.af.mil) or secure Internet Protocol Router: [usaf.jbsa.afpc.mbx.afpc-dp2wr-workflow@mail.smil.mil](mailto:usaf.jbsa.afpc.mbx.afpc-dp2wr-workflow@mail.smil.mil).



- 2.16.5. Develops procedures to implement USAF policy for personnel readiness and PERSCO. **(T-1)**.
- 2.16.6. Ensures Total Force accountability is maintained for all AF personnel supporting contingency, wartime, exercise, and emergency operations. **(T-1)**.
- 2.16.7. Monitors when PERSCO teams are established at new locations during contingency or wartime operations. **(T-1)**. Works with component commands to ensure PERSCO teams obtain Secure Internet Protocol Router Network connectivity to Deliberate and Crisis Action Planning and Execution Segments. **(T-1)**. Ensures the PERSCO teams submit required reports and submits deployed PERSCO Deliberate and Crisis Action Planning and Execution Segments account requests. **(T-1)**. Works with component commands and deployed PERSCO teams to correct accountability data. **(T-1)**.
- 2.16.8. Analyzes accountability data and identifies trends/deficiencies and reports to HAF/A1XO, Component Numbered AFs, AF Installation and Mission Support Center and supporting MAJCOMs. **(T-1)**.
- 2.16.9. Reviews After Action Reports and provides a cross-feed program for MAJCOMs, Component Numbered AFs, AFPC, AF Installation and Mission Support Center, Military Personnel Elements and PERSCO teams. **(T-1)**.
- 2.16.10. Develops and manages changes to Personnel Readiness training in coordination with HAF/A1XO, AF Installation and Mission Support Center, and all MAJCOM counterparts. **(T-1)**.
- 2.16.11. Assists HAF/A1XO in the development of Total Force concepts, policies, and plans to support Air Reserve Component activation and mobilization, deployment, employment, base reception, Evacuation Operation and Repatriation Operations, accountability reporting, and demobilization.
- 2.16.12. Serves as the Program Management Office for Deliberate and Crisis Action Planning and Execution Segments personnel applications, Global Command and Control-Air Force (GCCS-AF) systems. **(T-1)**. Manages access to and prepares procedures for use of GCCS-AF systems, Deliberate and Crisis Action Planning and Execution Segments updates and distribution of Deliberate and Crisis Action Planning and Execution Segments hardware and accounts. **(T-1)**. Assists customers with problems with Deliberate and Crisis Action Planning and Execution Segments personnel applications, communications, or readiness-type questions. **(T-1)**.
- 2.16.13. Coordinates with AFPC/DP0, DP3 and the AF Personnel Operations Activity to manage day-to-day operations, sustainment and future development of Air and Space Expeditionary Force IT systems. **(T-1)**.
- 2.16.14. Serves as the personnel accountability systems program manager and Strength Accounting Duty Status Program Manager. **(T-1)**.
- 2.16.15. Develops, coordinates, and executes personnel accountability guidance and approves procedural guidance for the management of personnel accountability and duty status reporting programs. **(T-1)**.

- 2.16.16. Assigns AF Personnel Accountability Assessment System Commanding Officer Representatives access to MAJCOM readiness staffs and to AF Crisis Action Team A1 members as required. **(T-1)**.
- 2.16.17. Ensures all assigned MAJCOM personnel readiness offices are trained on the use of the AFPAAS. **(T-1)**.
- 2.16.18. Creates and activates an AFPAAS event when notified by HAF and provides event management in support of AF-wide personnel accountability operations. **(T-1)**. Requests for a real-world event that is not AF-wide will be initiated by an installation commander or MAJCOM leadership. **(T-1)**. HAF will determine if the event remains local or if the event will be AF-wide.
- 2.16.19. Coordinates with the AFPC Public Affairs Office on personnel accountability events, news releases, and media outreach capabilities. **(T-1)**.
- 2.16.20. Conducts a monthly quality review of the “Duty Status Change” application in the Case Management System to ensure all applicable fields are filled in correctly, and that members’ strength accounting duty status/lost time are appropriately updated. **(T-1)**.
- 2.16.21. Develops guidance and manages the AWOL/Deserter Program. **(T-1)**.
- 2.16.22. In the event reporting MAJCOM cannot perform their duties as MAJCOM Commanding Officer Representative, AFPC/DP2WR will assume reporting responsibilities until the MAJCOM can resume their duties. **(T-1)**.
- 2.16.23. Ensures operational execution of the Force Support Readiness program by establishing procedures and implementing standards/program guidance approved by HAF/A1. **(T-1)**.
- 2.16.24. Provides functional and subject matter expertise for Manpower, Personnel and Services operations and capabilities. **(T-1)**.
- 2.16.25. Develops content to update the War and Mobilization Plan in conjunction with HAF/A1XO to meet AF milestones. **(T-1)**.
- 2.16.26. Develops content as the subject matter experts for Tactics, Techniques, and Procedures and develops Force Support readiness plans content, as required, for Force Support functions, capability and mission. **(T-1)**.
- 2.16.27. Primary office to provide technical guidance to units deployed or in training regarding the employment of all Force Support capabilities. **(T-1)**.
- 2.16.28. Maintains web-based Readiness guidance for use by Force Support planners and deployed teams and manages any SharePoint@/related websites and updates material as needed. **(T-1)**.
- 2.16.29. Provides support to MAJCOMs, Component MAJCOMs, and field units on all readiness issues. **(T-1)**.
- 2.16.30. Assists Component MAJCOMs and Component Numbered AF planners with planning responsibilities and factors for operation plan requirements and UTCs sourcing. **(T-1)**.

2.16.31. Along with HAF representatives, plans and hosts the War Fighter Requirements Review and Readiness and Training Council. (T-1).

2.16.32. Works with field units regarding management of the readiness program. (T-1).

## **2.17. AFPC Airman and Family Division (AFPC/DPFF)**

2.17.1. Serves as AFPAAS Needs Assessment Program Manager. (T-1).

2.17.2. Assigns AF Accountability Assessment System Needs Assessments to Case Managers. (T-1).

2.17.3. Monitors AFPAAS evacuation/emergency events to track Needs Assessments of personnel and families. (T-1).

## **2.18. Airman and Family Care, Missing Persons Branch (AFPC/DPFCM):**

2.18.1. Serves as the AF Deserter Information Point and program manager providing policy oversight and administration of the AWOL/Deserter program for RegAF, AFR and ANG who are serving on ACTIVE DUTY orders. (T-1).

2.18.2. Develops procedures to implement AF policy for AWOL/Deserter duty status reporting. (T-1).

2.18.3. Maintains statistics on AWOL, Deserter and Returned to Military Control. (T-1).

2.18.4. Updates duty status in MilPDS for AWOL, Deserter, and civilian/military confinement as a result of AWOL/Deserter duty status. (T-1).

2.18.5. Provides management information to higher headquarters identifying the number of absentees and deserters returned to military control as outlined in DoDI 1325.02, *Desertion and Unauthorized Absence (UA)*. (T-1). Information includes, as a minimum, the following:

2.18.5.1. Surrendered to military or civilian authorities. (T-1).

2.18.5.2. Apprehended by military or civilian authorities. (T-1).

2.18.6. Follows DoD requirement to send Absentee and Deserter Statistics to the Office of Special Investigation. (T-1). Submits to AF OSI ICON/ICW monthly, a current roster of AF deserters. (T-1).

2.18.7. Provides guidance to all military personnel units on management of the AWOL/Deserter Strength Accounting Duty Status Program. (T-1).

2.18.8. Conducts a quality review of Human Resources (HR) type Personnel Processing Application Duty Status Change (AWOL/Deserter) Case Management System case and other required documents and updates or corrects duty status in Military Personnel Data System (MilPDS). (T-1). Forwards HR Type Personnel Processing Application Duty Status Change (AWOL/Deserter) Case Management System to the Total Force Service Center for coordination. (T-1).

2.18.9. Coordinates and distributes procedures for managing UAs. Forwards DD Form 553/DD Form 616 to AFOSI/ICON/ICW for update in National Crime Information Center. (T-1).

2.18.10. Monitors disposition of absentees returned to military control and provides guidance as needed.

2.18.11. Maintains a case file for each member declared AWOL or deserter and ensures documents received are reviewed and are sent to AFPC/DPSIR, Automated Records Management System Office, for filing in the member's Master Personnel Record. **(T-1)**.

2.18.12. Maintains Medical and Dental records for all AF Deserters dropped from unit rolls until the member is returned to military control at which time AFPC/DPFCM will forward the records to the servicing MPF. **(T-1)**.

2.18.13. Maintains access to electronic master personnel records via Automated Records Management System Office from AFPC/DPSIR. **(T-1)**.

2.18.14. Ensures member's MilPDS file is dropped from unit rolls and reassigned to AFPC/DPFCM personnel accounting symbol code on the 180th day of absence. **(T-1)**.

### **2.19. Air Force Total Force Service Center (AFPC/DP1OS):**

2.19.1. Reviews HR Type Personnel Program Application (AWOL/Deserter) Case Management System cases and forwards to appropriate offices for coordination. **(T-1)**.

2.19.2. Forwards completed HR Type Personnel Processing Application (AWOL/Deserter) Case Management System case to MPF or member's commander for closure. **(T-1)**. Sends Case Management System product AF Form 2098 to AFPC/DPSIR (Automated Records Management System Office) for filing in the member's Master Personnel Record. **(T-1)**.

### **2.20. Air Force Security Forces Center (AFSFC/SFC):**

2.20.1. Assists base-level Security Forces units with issues related to escort of pretrial detainees and post-trial inmates for confinement transfers. **(T-1)**.

2.20.2. Procedures for secure transportation (if necessary) are outlined in AFI 31-105, *Air Force Corrections System* and AFMAN 31-127, *Security Forces Armed/Unarmed Transfer Team Procedures*.

### **2.21. AF Installation and Mission Support Center:**

2.21.1. Ensures FAM's UTCs are aligned in accordance with codified AF Policy and HAF/A1X posturing guidance. **(T-1)**. Guidance is posted on the HAF/A1XO Readiness SharePoint® page located at: <https://cs2.eis.af.mil/sites/11603/default.aspx>.

2.21.2. Centrally manages the Air Expeditionary Force (AEF) Force Support UTC capability portfolio and ensures the appropriate Force Support UTC capability is apportioned in each Air and Space Expeditionary Force period.

2.21.2.1. Updates the Manpower Force Packaging System with Force Support UTC detail in Deliberate and Crisis Action Planning and Execution Segments. **(T-1)**.

2.21.2.2. Maintains respective UTC Manpower Force Packaging System and Logistics Detail data. **(T-1)**.

2.21.2.3. Designated as the Manpower and Equipment Force Packaging system responsible agency for appointed UTC. **(T-1)**.

2.21.3. Executes HAF/A1 Force Support UTC posturing guidance. **(T-1)**.

2.21.4. Monitors Force Support organizations' Resource and Capability readiness report inputs. **(T-1)**.

2.21.5. Conducts quarterly analysis to identify and provide guidance to resolve negative trends involving personnel, training and equipment resourcing. **(T-1)**.

2.21.6. Provides reports to MAJCOM/A1s and HAF/A1X on readiness status of the Force Support community. **(T-1)**.

2.21.7. Serves as the central repository for Force Support readiness measurement data. **(T-1)**.

2.21.8. Ensures Force Support capabilities are prepared to meet Combatant Commander requirements. **(T-1)**.

2.21.8.1. Ensures all AEF Force Support members/teams are structured in the Institutional Forces, warfighting, home-station, and Combatant Commander/Other Government Agencies guidance to meet wartime and contingency requirements. **(T-1)**.

2.21.8.2. Coordinates proposed Air and Space Expeditionary Force UTC posturing and/or any deviations with the HAF FAM(s) and MAJCOMs, as required, and updates the AF UTC Availability data. **(T-1)**.

2.21.9. Evaluates training effectiveness by measuring deployment and employment capabilities and equipment availability through the Force Readiness Reporting Program. **(T-1)**.

2.21.10. Provides Installation Personnel Readiness (IPR) oversight to all regular component IPR offices and coordinates with Component MAJCOMs when Air and Space Expeditionary Force forces work in support of non-Air and Space Expeditionary Force organizations such as special operations. **(T-1)**.

## **2.22. AF Installation and Mission Support Center Training and Support Division (AFIMSC/XZT):**

2.22.1. Manages Force Support Readiness training (i.e. Deliberate and Crisis Action Planning and Execution Segments) by conducting data calls for formal training requirements and manages quotas by distributing quotas to units based on established priorities. **(T-1)**. Priorities will be based on mission needs and coordinated with Component MAJCOMs. **(T-1)**. In addition, consideration will be given to tour lengths and date eligible for return from overseas for overseas installations. **(T-1)**.

2.22.2. Reviews unit requests for Force Support functional equivalent Silver Flag credit; based on exercises and coordinates them for approval by HAF/A1XO. **(T-1)**.

2.22.3. Ensures operational execution of the Force Support Readiness program by establishing procedures and implementing standards/program guidance approved by HAF/A1. **(T-1)**.

2.22.4. Provides functional and subject matter expertise for Manpower, Personnel and Services operations and capabilities. **(T-1)**.

2.22.5. Develops content to update the War and Mobilization Plan in conjunction with HAF/A1XO to meet AF milestones. **(T-1)**.

2.22.6. Develops content as the subject matter experts for Tactics, Techniques, and Procedures and develops Force Support readiness plans content, as required, for Force Support functions, capability and mission. **(T-1)**.

2.22.7. Primary office to provide technical guidance to units deployed or in training regarding the employment of all Force Support capabilities.

2.22.8. Maintains web-based Readiness guidance for use by Force Support planners and deployed teams and manages any SharePoint@/related websites and updates material as needed. (T-1).

2.22.9. Provides support to MAJCOMs, Component MAJCOMs, and field units on all readiness issues. (T-1).

2.22.10. Assists Component MAJCOMs and Component Numbered AF planners with planning responsibilities and factors for operation plan requirements and UTC sourcing. (T-1).

2.22.11. Along with HAF representatives, plans and hosts the War Fighter Requirements Review and Readiness and Training Council. (T-1).

2.22.12. Works with field units regarding management of the readiness program. (T-1).

**2.23. Director of Operations, Air Force Services Activity (AFSVA/SVO):** is responsible for providing operational and resourcing guidance to affected installations during evacuation operations in support of emergency feeding and beddown actions (T-1).

**2.24. AF Services Activity (AFSVA/SVOR):**

2.24.1. Provides technical expertise and guidance to AF contractors and AF components utilizing AF contractors in support of Force Support bed down and sustainment augmentation. (T-1).

2.24.2. Coordinates with installations regarding contingency contracts and/or Nonappropriated Fund Memorandums of Agreement to sustain Force Support operations when military personnel are deployed. (T-1).

2.24.3. Serves as the functional/subject matter expert to review Allowance Standards for Force Support War Reserve Material and Home Station Readiness Training requirements. (T-1).

2.24.4. Administers the Field Integrated Research and Modernization Program; ensures modernization initiatives are executed based on War Fighter Requirements Review direction. (T-1).

2.24.5. Coordinates with AFSVA/SVOFA and MAJCOMs to conduct the annual update for War Reserve Material Wartime Consumable Distributed Objective with AF logistics planners. (T-1).

2.24.6. Represents the Force Support readiness community in forums, councils and working groups for Basic Expeditionary Airfield Resources, home station readiness equipment and equipment modernization efforts. (T-1).

2.24.7. Maintains examples of contract templates for use by component planners to support contingency locations and reviews contractual Statements of Work as required. (T-1).

2.24.8. Consolidates and distributes contracted operation after-action reports. (T-1).

2.24.9. Tracks contingency contract costs and usage figures for historical reporting purposes. (T-1).

2.24.10. Ensures operational execution of the Force Support Readiness program by establishing procedures and implementing standards/program guidance approved by HAF/A1. (T-1).

2.24.11. Provides functional and subject matter expertise for Manpower, Personnel and Services operations and capabilities. (T-1).

2.24.12. Develops content to update the War and Mobilization Plan in conjunction with HAF/A1XO to meet AF milestones. (T-1).

2.24.13. Develops content as the subject matter experts for Tactics, Techniques, and Procedures and develops Force Support readiness plans content, as required, for Force Support functions, capability and mission. (T-1).

2.24.14. Primary office to provide technical guidance to units deployed or in training regarding the employment of all Force Support capabilities. (T-1).

2.24.15. Maintains web-based Readiness guidance for use by Force Support planners and deployed teams and manages any SharePoint®/related websites and updates material as needed. (T-1).

2.24.16. Provides support to MAJCOMs, Component MAJCOMs, and field units on all readiness issues. (T-1).

2.24.17. Assists Component MAJCOMs and Component Numbered AF planners with planning responsibilities and factors for operation plan requirements and UTC sourcing. (T-1).

2.24.18. Along with HAF representatives, plans and hosts the War Fighter Requirements Review and Readiness and Training Council. (T-1).

2.24.19. Works with field units regarding management of the readiness program. (T-1).

## **2.25. AFPC AEF Readiness Branch (AFPC/DP2WR) and AFSVA/SVOR:**

2.25.1. Responsible for equipment management, research and development to support Force Support capabilities. (T-1).

2.25.2. Conducts staff assistance visits as requested for FSS unit readiness programs. (T-1).

2.25.3. Provides guidance to Force Support community and pilot units on readiness equipment. (T-1).

2.25.4. Plans and hosts the Field Integrated Research and Modernization working group. (T-1).

2.25.5. Reviews readiness training curriculum and provides subject matter expertise. (T-1).

2.25.6. Conducts site certification of Force Support training at Silver Flag sites to ensure proper standardization and resources to support the program are in place. (T-1).

2.25.7. Provides field activities support for Deliberate and Crisis Action Planning and Execution Segments or other automated systems. (T-1).

## **2.26. Field Operating Agencies (FOAs) – i.e. AFPC AEF Readiness Branch (AFPC/DP2WR) and AFSVA Training and Development Division (AFSVA/SVXT):**

2.26.1. Develops, prepares, reviews, publishes and implements Force Support Readiness training programs to ensure Force Support capabilities are trained to meet requirements approved by respective Career Field Managers. (T-1).

2.26.2. Provides subject matter expertise to the AF Career Field Managers on Headquarters Air Education and Training Command developed specialty-training standards and provide recommendations based on subject matter expertise. (T-1).

2.26.3. Collaborates with AF Career Field Managers and MAJCOM functional advisors to ensure readiness training requirements determined by the Utilization and Training Workshop or Training Planning Teams meet the needs of the Force Support Readiness community. (T-1).

2.26.4. Validates site certification checklists and ensures readiness training requirements are properly documented for HAF/A1XO approval. (T-1).

**2.27. Headquarters Air Force Reserve Command and Headquarters Individual Reservist Readiness and Integration Organization (HQ RIO):**

2.27.1. HQ RIO provides for utilization and accountability of Individual Reservists.(T-1).

2.27.2. Follows GCCS-AF system user responsibilities. (T-1).

2.27.3. Monitors Deliberate and Crisis Action Planning and Execution Segments to ensure integrity and validity of assigned data. (T-1).

**2.28. Headquarters Air Force Reserve Center (AFRC/A1K):**

2.28.1. Serves as the functional OPR for administering the operational aspects of the AWOL/Deserter program for Reserve members.

2.28.2. Ensures AWOL/Deserter program is implemented within Reserve units.

2.28.3. Develops, coordinates, and approves personnel policies and procedures for duty status management.

**2.29. Headquarters National Guard Bureau (NGB/A1X):**

2.29.1. Serves as the functional OPR for administering the operational aspects of the AWOL/Deserter program for ANG members.

2.29.2. Ensures AWOL/Deserter program is implemented within ANG units.

2.29.3. Develops, coordinates, and approves personnel policies and procedures for duty status management.

**2.30. MAJCOM Directorates of Manpower, Personnel and Services (MAJCOM/A1)**

2.30.1. Responsible for Command and Control to support contingency and wartime operations as required in their Command.

2.30.2. Responsible for accountability for personnel assigned to the command.

2.30.3. The AFR and ANG provide support to their respective IPR offices.

2.30.4. Serves as MAJCOM Manpower and Equipment Force Packaging system manager for appointed command UTCs and other manpower readiness programs per AFI 38-205,



*Expeditionary Manpower Management* and AFI 10-401, *AF Operations Planning and Execution*.

2.30.5. Provides functional and subject matter expertise for Manpower, Personnel and Services operations and capabilities.

2.30.6. Maintains accountability of personnel assigned to the Command.

**2.31. MAJCOM Director of Operations (MAJCOM/A3/4/5). MAJCOM A3/4/5s will:**

2.31.1. Prepare plans to support DOD Directive (DoDD) 3025.14, *Evacuation of US Citizens and Designated Aliens from Threatened Areas Abroad*, DoDI 3001.02, *Personnel Accountability in Conjunction with Natural or Manmade Disasters*, and Joint Publication (JP) 3-68, *Noncombatant Evacuation Operations* and this AFI.

2.31.2. Ensure all subordinate commanders/units prepare evacuation, reception, and repatriation plans.

2.31.3. Utilize the Noncombatant Evacuation Operation Tracking System in conjunction with the AFPAAS to identify and track evacuees.

**2.32. AF Component MAJCOM/Component Numbered AF:**

2.32.1. Develops adaptive and crisis action plan requirements for their respective areas of responsibility.

2.32.2. Utilizes the Force Support supplement to War Mobilization Plan to conduct wartime and contingency planning.

2.32.3. Determines command staff augmentation requirements using Force Support UTCs (i.e., AF Forces Staffs in support to Component Numbered AF).

2.32.4. Supports forward operating locations by planning and deploying Force Support personnel, equipment and rations to meet Combatant Commander requirements.

2.32.5. Ensures deployed/contingency sites complete periodic situation reports.

2.32.6. Tracks movement of Force Support UTCs for both personnel and equipment from the UTC origin until it reaches the theater destination and redeployment from forward operating locations to home station.

2.32.7. Oversees force accountability within the theater of operation, including deployed AF civilian and contract employees.

2.32.8. Develops Force Support inputs for Annex E (Manpower/Personnel/Services Annex) and Annex D (Food/Lodging/Mortuary/Laundry) for each tasked operation plan for Base Support Plans and Expeditionary Site Plans.

2.32.9. Coordinates proposed UTC posturing and/or any deviations with the HAF FAM(s), as required, and coordinates updates to the AF UTC Availability data.

2.32.10. Ensures after-action reports, lessons learned from exercises, real world contingencies and Air Reserve Component deployments, end of tour reports and unit after-action reports are completed and shared with AFSVA/SVORR for final action.

2.32.11. Will maintain accountability of their personnel assigned to any base or living in an outlying area impacted by natural disaster or national emergency and any personnel on Leave/Temporary Duty (TDY) in the Geographical Area of Interest.

2.32.12. Will develop plans and procedures for delegation of personnel accountability responsibilities in accordance with Emergency Management or Continuity of Operations Plans.

2.32.13. Ensures units accurately and timely report personnel accounting duty status within 48 hours of disaster or national emergency in compliance with this instruction.

2.32.14. Grant appropriate access and ensure needed training is provided to all assigned IPR offices, Geographically Separated Units and Tenant Units located on other MAJCOM's installation(s).

2.32.15. AF District of Washington will function as the MAJCOM responsible for the accountability of AF members assigned to HAF and AF Elements.

### **2.33. Supported Component Command (Contingency and Exercise Support) Director of Manpower, Personnel, and Services:**

2.33.1. Serves as the supported component command 38FX/3FXXX Functional Manager.

2.33.2. Provides personnel support to forces assigned or attached to the component command.

2.33.3. Uses standard UTCs during Time-Phased Force Deployment Data to manage, plan and execute personnel requirements for all possible contingencies.

2.33.4. Develops concepts, plans, and procedures to support force accountability, personnel deployment, repatriation, Noncombatant Evacuation Operation (or Order), and reception processing at all installations under their control.

2.33.5. Develops the Personnel Annex for all Operations Plans, Contingency Plans, and a PERSCO Concept of Operations (if insufficient time to fully develop an annex) to meet combatant commanders' intent.

2.33.6. Incorporates policies and procedures in the operation's personnel reporting instructions.

2.33.7. Describes command-unique reports and outlines complete instructions on format, content, addressees, frequency of reporting, and classification guidelines.

2.33.8. Maintains Total Force accountability by tracking and managing deployed personnel data for personnel deployed to their area of responsibility by using GCCS-AF systems utilizing Deliberate and Crisis Action Planning and Execution Segments.

2.33.9. Develops and publishes procedures for reviewing and validating replacement requests.

2.33.10. Realigns command resources to fill 38FX/3FXXX validated requirements for AF-wide sourcing.

2.33.11. Develops and implements theater-unique personnel programs and procedures to support sustainment deployments.

2.33.12. Manages PERSCO teams in AORs and resolves limiting factors identified by teams that limit or hinder their operational capabilities.

2.33.13. Coordinates the management of deployable systems with AFPC/DP2WR and maintains operational control of all GCCS-AF systems in their theater(s) of operation.

2.33.14. Follows and ensures FSS and PERSCO teams comply with the GCCS-AF system user responsibilities.

2.33.15. Provides staff assistance to PERSCO as requested.

2.33.16. Ensures HAF/A1XO, AFPC Operations Center, supporting commands, applicable FSS and PERSCO teams in the Area of Responsibility receive correspondence on all command personnel programs.

2.33.17. Reviews all PERSCO incident reporting located on AFPC Secret Internet Protocol Router Network SharePoint® found at: <https://intelshare.interlink.sgov.gov/sites/personnel-readiness-operations/SitePages/Home.aspx>.

2.33.18. Monitors the status of messages sent by all PERSCO teams requesting information or action from FSSs or the supporting command to ensure the responses are timely and accurate.

2.33.19. Performs data reconciliation on Military Personnel Data System and Deliberate and Crisis Action Planning and Execution Segments deployed personnel data.

#### **2.34. Silver Flag Training Force Support Readiness Superintendent:**

2.34.1. Trains Force Support capabilities based on Combatant Commander needs and requirements identified in the War Fighter Requirements Review and approved by HAF/A1XO. (T-1).

2.34.2. Executes the Force Support Training program using current HAF/A1XO approved Force Support training curriculum. (T-2).

2.34.3. Complies with current HAF/A1XO approved Force Support training site certification checklist. (T-1).

2.34.4. Participates in the War Fighter Requirements Review panel and Force Support functional training for Silver Flag curriculum review sessions as required. (T-1).

2.34.5. Provides status on items identified as deficient in the site certification report to their host MAJCOM/A1 and/or AFIMSC. (T-1).

#### **2.35. Commanders at all levels:**

2.35.1. Establish management practices and programs to deter absenteeism and desertion. (T-3).

2.35.2. Publicize the AWOL/deserter apprehension program to deter potential absentees. (T-3).

2.35.3. Develop programs to make sure that the maximum number of absentees or deserters, who return to the military and have the potential for continued service, continue to serve. (T-3).

2.35.4. Ensure timely reporting of UAs of assigned personnel utilizing the Human Resources (HR) type Personnel Program Application-Duty Status Change (AWOL/Deserter) request in Case Management System. **(T-3)**.

### **2.36. Installation Commander:**

2.36.1. Ensures a Force Support Readiness program is established. **(T-2)**.

2.36.2. Coordinates with their MAJCOM or AFIMSC as applicable to fund Force Support Readiness equipment and training requirements. **(T-2)**.

2.36.3. Organizes, trains and equips UTCs to support Air and Space Expeditionary Force deployment requirements. **(T-2)**.

2.36.4. Ensures funds for UTC training and equipment purchase are budgeted annually. **(T-2)**.

2.36.5. Meets Readiness and Resource Reporting requirements. **(T-2)**.

2.36.6. Direct use of the AFPAAS during a disaster/emergency by assigned, tenant, and Geographically Separated Units in the Geographical Area of Interest to obtain and report accountability until 100% accountability is achieved or reporting is suspended. **(T-2)**. **Exception:** accountability of AF Office of Special Investigations (AF OSI) personnel is accomplished by AFOSI/XRW and are not to be accounted by the host unit/wing. **(T-2)**.

2.36.7. Ensure all unit commanders identify at least two (2) individuals to serve as the AFPAAS Commanding Officer Representatives and personnel accountability duty status monitors. **(T-2)**. **(Note:** May appoint the same two people or four different people.)

2.36.8. Ensure all assigned personnel are familiar with the AFPAAS and their responsibility, if displaced, to contact their leadership, keep them informed of their location, and account for Defense Enrollment Eligibility Reporting System enrolled family members who physically reside in the Geographical Area of Interest. **(T-2)**.

2.36.9. Identifies support for evacuation, reception and repatriation plans in the installation reception and support plans. **(T-2)**. Installations will refer to the Base Support Plan Part I, **Chapter 9**, for Repatriation and Safe Haven Operations for the installations processes and procedures. **(T-2)**. The OPR for the Base Support Plan Part I is the installation Site Manager located within the Logistics Readiness Squadron.

### **2.37. Installation Commanders (Continental United States (CONUS) or non-foreign area (e.g., Hawaii, Alaska, etc.)) (Wing Plans) will:**

2.37.1. Determine the need for an evacuation and issue such orders considered necessary to ensure the safety, health, and well-being of personnel and their family members. **(T-1)**.

2.37.2. Tailor evacuation order to meet the specific circumstances. **(T-1)**. **Note:** Evacuation orders must have a beginning and projected end date. **(T-1)**.

2.37.3. Evacuation orders will be coordinated with tenant units on the installation. **(T-1)**.

2.37.4. Ensure military members are only allowed to draw evacuation benefits if they are escorting others being evacuated. **(T-2)**.

2.37.5. Place military members on TDY or permanent change of station orders, if members are required to move out of a disaster area. **(T-2).****Note:** Verbal evacuation orders are authorized but must be confirmed in writing as soon as possible. **(T-2).**

2.37.6. Prepare plans to support DoDD 3025.14, *Evacuation of US Citizens and Designated Aliens from Threatened Areas Abroad*, DoDI 3001.02, *Personnel Accountability in Conjunction with Natural or Manmade Disasters*, and Joint Publication (JP) 3-68, *Noncombatant Evacuation Operations (NEO)* and this AFI. **(T-1).**

### **2.38. Unit Commanders/Directors will:**

2.38.1. Using the AFPAAS, account for assigned military, Department of AF and Non-appropriated Fund civilians, Defense Enrollment Eligibility Reporting System enrolled family members, family members of Department of AF and Non-appropriated Fund employees (when receiving evacuation entitlements) and overseas assigned contractors and their family members as expeditiously as possible, after personnel accountability is directed. **(T-2).** RegAF unit commanders must ensure they are accounting for Individual Mobilization Augmentees and Active Guard Reserve assigned to their units. **(T-2).** Ensure assigned personnel update their status in the AFPAAS as soon as they reach a safe location and have access to the system or the event is over. **(T-2).**

2.38.2. Identify in writing at least two (2) individuals to serve as the AFPAAS Commanding Officer Representatives and personnel accountability duty status monitors. **(Note:** May appoint the same two people or four different people.) **(T-2).**

2.38.3. Ensure all civilian personnel whose family members are receiving evacuation entitlements report the status of those family members to their supervisor or commander/director until entitlements cease. **(T-2).**

2.38.4. Ensure unit members verify addresses in the Defense Enrollment Eligibility Reporting System annually. **(T-2).**

2.38.5. Establish procedures to ensure personnel accountability is maintained for all duty status changes of assigned personnel and are reported to the office responsible for making updates to the Military Personnel Data System. **(T-2).**

2.38.6. Establish unit TDY in- and out-processing procedures to accurately maintain personnel accountability. **(T-2).**

2.38.7. Refer to AFI 36-3002, *Casualty Services*, for guidance and contact local Casualty Assistance Representatives for assistance if unable to account for members after all reasonable efforts have been made to do so. **(T-2).**

2.38.8. Ensure one set of identification tags are issued to each individual. **(T-1).**

2.38.9. Ensure each individual understands when and how identification tags are worn. **(T-1).**

2.38.10. Inspect the accuracy of identification tags annually to ensure information contained on them is accurate and complete. **(T-1).**

**2.39. Commander's Support Staff or MPF (Force Management Section).** Organizations and units that retain authorization(s) for the purpose of performing MPF work do not receive the MPF services outlined under the FSS/MPF structure. Those duties continue to be performed by the unit unless they establish an agreement with the MPF to service that population in a particular program.

(T-2). Without formalized agreements between both parties, MPF responsibilities/functions will only be provided by the MPF to commanders and military/IMA populations that did not retain MPF manning as indicated during the MAJCOM/FOA/DRU validation via Change 1 to Program Action Directive (PAD) 07-11, A1 Transformation. (T-2).

2.39.1. Establish contact with AFPC/DPFCM to notify of the UA. (T-3).

2.39.2. Assist unit commander and first sergeant in determination of member's duty status. (T-3). Prepares the Duty Status Change Request using Case Management System and immediately forward to the commander for approval to place member into AWOL or deserter status. (T-3). Ensure the remarks section includes a brief explanation of the circumstances of the absence. (T-3).

2.39.3. Training squadrons and geographically separated training units forward Duty Status Change Requests to the MPF duty status monitor for review prior to forwarding to unit commander for approval. (T-3).

2.39.4. Provide the Financial Services Office (FSO) a copy of the AF Form 2098, *Duty Status Change*. (T-1). Unit/MPF cannot update MilPDS. (T-2). Only AFPC/DPFCM can change or remove AWOL/Desertion duty status codes in MilPDS. (T-2).

2.39.5. Assist commanders to prepare and process required documents (e.g. 72-Hour Status Report; 31st Day and 60th Day Status Reports, DD Form 553, *Deserter/Absentee Wanted by the Armed Forces*, and DD Form 616, *Report of Return of Absentee*, and forward to AFPC/DPFCM. (T-3).

2.39.6. Work with the commander and MPF to obtain a current, identification-quality photograph of the deserter to be distributed with DD Form 553. (T-3). **Note:** Photograph does not have to fit in box for item 8. (T-2). When available, send photograph with DD Form 553 or as soon as possible.

2.39.7. On the 31st day of AWOL, create a new Duty Status Change Request using Case Management System and forward to the commander for approval. (T-2).

2.39.8. On the 180th day of the member's UA, obtain the member's medical and dental records and mails them to AFPC/DPFCM. (T-2). Servicing MPF provides assistance as needed. If medical and dental records are not available, the commander will prepare a memorandum for AFPC/DPFCM explaining the reason why the records are not available. (T-2).

2.39.9. Ensure any disclosures concerning the member meet the requirements of the Privacy Act as set forth in AFI 33-332, *Air Force Privacy and Civil Liberties Program*. (T-2).

#### **2.40. Financial Services Office (FSO):**

2.40.1. Ensures accurate and timely AWOL/Deserter duty status reporting for updates to members Master Military Pay Account. (T-2).

2.40.2. Ensures accurate and timely notification to Defense Finance and Accounting Service. (T-2).

2.40.3. Provides assistance to commanders as needed. (T-2).

2.40.4. Stops the absentee's pay and allowances after the unit's initial notification that the absentee is AWOL or a deserter. **(T-2)**.

2.40.5. Provides commander and MPF/CSS assistance with all funding questions in accordance with AFMAN 65-116, Volume 1, *Defense Joint Military Pay System Active Component (DJMS-AC) FSO Procedures*, and AFI 65-601, Volume 1, *Budget Guidance and Procedures*. **(T-3)**.

**2.41. Commanders of local Military Treatment Facilities, Reserve Medical Units, RegAF, AFR and ANG Aeromedical Evacuation Squadrons, and Guard Medical Units will:**

2.41.1. Work with the Installation Deployment Officer to establish local guidance regarding identification tag issuance based on policy and directives for Red Medical Alert identification tags. **(T-1)**.

2.41.2. Codify the process for producing the Red Medical Alert identification tag in either the Installation Deployment Plan (IDP) or through an Memorandum of Understanding (MOU) with the Installation Deployment Officer and the FSS Commander. **(T-1)**. Details will include the frequency of production and distribution to members' readiness folders. **(T-1)**.

2.41.3. Designate a medical point of contact (i.e. medical readiness) who will be responsible for making the Red Medical Alert identification tags, ensure the correct medical information is printed on the tags (i.e. medical abbreviations), Aeromedical Services Information Management Systems is updated and the Red Medical Alert identification tags are taken back to the Medication Treatment Facilities for distribution to the proper units. **(T-1)**.

2.41.4. Develop a process for the medical Unit Deployment Manager (UDM) to get the Red Medical Alert identification tags to other base organization UDMs. **(T-1)**.

2.41.5. Geographically Separated Units should contact the nearest AF Medical Treatment Facility to obtain their Medical Alert identification tags.

**2.42. Servicing Security Forces:**

2.42.1. Coordinate search efforts with Unit commander and 1st Sergeant; servicing AF OSI unit; and local law agencies. **(T-2)**. Provide results to commander. **(T-2)**.

2.42.2. Assist the unit commander in finding and returning the absentee to military control using current information or initial information in DD Form 553. **(T-2)**. This action includes notifying civilian and other military agencies.

2.42.3. Assist the unit commander and MPF in determining distribution of the DD Form 553. **(T-3)**. **Note:** DO NOT update the National Crime Information Center for deserters. **(T-1)**. Upon receipt of DD Form 553 from AFPC/DPFCM, AFOSI/ICON/ICW will ensure appropriate National Crime Information Center update.

**2.43. Force Support Squadron (FSS) Commander/Director**

2.43.1. Executes the installation Force Support Readiness program. **(T-2)**.

2.43.2. Ensures a Total Force approach to train/prepare Force Support capability for deployment during wartime and contingency response. **(T-2)**.

2.43.3. Budgets and requests funding for all Home Station Readiness Training, formal training, equipment UTC and other UTC requirements. **(T-2)**.

- 2.43.3.1. Ensures Home Station Readiness Training requirements are met each Air and Space Expeditionary Force cycle (AFR/ANG every 24 months), approves the annual readiness training plan, and receives bi-annual comprehensive updates on training status of team members. **(T-2)**.
- 2.43.3.2. Monitors and ensures Force Support Readiness teams are fully staffed, trained and equipped to meet requirements. **(T-2)**.
- 2.43.4. Budgets and plans for contingency contracts and/or Nonappropriated Fund Memorandum of Agreement. **(T-2)**. These are available to sustain Force Support operations when military personnel are deployed. Examples include contingency contracting, civilian over-hires, Individual Mobilization Augmentation, etc.
- 2.43.4.1. Budgets for travel and per diem to fund Force Support manning assistance from all outside sources (i.e. Individual Mobilization Augmentee support on Military Personnel Appropriation man-day tours, if available, other AF units, etc.) **(T-2)**.
- 2.43.4.2. Plans for temporary civilian appointments in the event civilians deploy from the unit. **(T-2)**.
- 2.43.5. Ensures the readiness of their assigned personnel, equipment is ready for deployment and the squadron can meet the mission capability of all assigned UTCs (e.g., Single Pallet Expeditionary Kitchen UTC logistics detail supply and equipment requirements). **(T-2)**.
- 2.43.6. Reviews Designed Operational Capability statement annually. **(T-2)**.
- 2.43.7. Serves as the local resource manager supporting wing postured Force Support personnel UTCs. **(T-2)**.
- 2.43.8. Serves as the base functional manager for all AF Specialty Code 3FXXX and 38F contingency taskings and other matters. **(T-2)**.
- 2.43.9. Ensures equitable distribution of Force Support personnel between Air and Space Expeditionary Force on-call windows, allowing maximum deployment of capabilities. **(T-2)**.
- 2.43.10. Assists unit commanders with updating personnel Air and Space Expeditionary Force assignments in Military Personnel Data Systems in accordance with policy. **(T-3)**.
- 2.43.11. Develops contingency plans outlining military workload mitigation factors supporting maximum personnel contribution during rotational and surge deployment operations while still maintaining home-station personnel service support. **(T-2)**.
- 2.43.11.1. At a minimum, contingency plans will include assumptions and planning factors outlined in the Personnel Functional Area Prioritization and Sequencing Guidance located at the AEF Online website. **(T-2)**.
- 2.43.11.2. Contingency plans will include supporting Noncombatant Evacuation Operation \repatriation, wing-level augmentation requirements, and individual augmentation taskings. **(T-2)**.
- 2.43.12. Develops a training plan ensuring all task certifications on PERSCO and GCCS-AF system identified operators UTCs for monthly reporting in accordance with AFI 10-201, *Force Readiness Reporting*. **(T-2)**.



2.43.13. Approves the award and revocation of Personnel Readiness related Special Experience Identifiers in accordance with the *Air Force Officer Classification Directory* and the *Air Force Enlisted Classification Directory*, both located on the myPers website at <https://mypers.af.mil/app/categories/c/1363/p/9>. (T-3).

2.43.14. Work with the Installation Deployment Officer and Installation Medical Commander to develop a Memorandum of Understanding to outline processes for producing the Red Medical Alert identification tag, the frequency of production and distribution to members' readiness folders. (T-3).

2.43.15. Ensure the IPR office has the funding to maintain, repair and replace as needed the identification tag embosser at the IPR office, subject to availability of Congressional appropriations. (T-1).

2.43.16. Ensure IPR offices provide training to designated Medical Treatment Facility personnel on the use of the identification tag embosser located at the IPR office. (T-3).

2.43.17. Ensure IPR offices provide access to the identification tag embosser at the IPR office for designated medical personnel. (T-3).

#### **2.44. Chief, Civilian Personnel Flight or Equivalent:**

2.44.1. Upon request, assists the FSS IPR Element and Installation Deployment System with developing and implementing local civilian personnel policy and procedures. (T-3).

2.44.2. Assists with Department of the Air Force and Nonappropriated Fund employee accountability. (T-2).

2.44.3. Provides the needed data to IPR for preparation of Contingency, Exercise, Deployment orders and the generation of Deliberate and Crisis Action Planning and Execution Segments updates for civilian personnel tasked to deploy in support of contingency support operations. (T-2).

2.44.4. Identifies in the base support plans how personnel support is provided to employees and supervisors during contingencies. (T-3).

#### **2.45. Military Personnel Section Commander or Equivalent:**

2.45.1. Ensures the Military Personnel Section provides prompt support to deployed/deploying commanders and base personnel during contingency, wartime, exercise, and emergency operations. (T-3).

2.45.2. Provides trained personnel and equipment to support emergency operations such as repatriation of Department of Defense personnel, natural disasters, etc. (T-2).

2.45.3. Ensures personnel assigned to the IPR Element complete Deliberate and Crisis Action Planning and Execution Segments training within 12 months of assignment to the IPR Element. (T-2).

2.45.4. Provides personnel planning inputs to base deployment plans, base support plans, Continuity of Operations Plan plans and emergency action plans to in- and out-process and account for all in- and out-bound forces. (T-2).

2.45.5. Assigns, equips, and trains personnel to operate the Personnel Deployment Function in accordance with AFI 10-403 and this instruction. (T-2).

2.45.6. Ensures the MPF Strength Accounting Duty Status Program Manager is appointed and trained on the AF Strength Accounting Duty Status Program. **(T-3)**.

2.45.7. Ensures accurate and timely duty status reporting for all personnel assigned to their MPF ID. **(T-2)**.

2.45.8. Ensure MPF and Commander's Support Staff (CSS) (if applicable) personnel are informed of local operating procedures. **(T-3)**.

2.45.9. Ensure procedures are in place for preparation and issuance of identification tags as required by this instruction. **(T-1)**.

2.45.10. Ensure procedures are established to dispose of improperly prepared or surrendered identification tags in the most economical method locally available according to AFI 33-332, *Air Force Privacy and Civil Liberties Program*. **(T-1)**.

#### **2.46. Force Support Squadron (FSS) Operations Officer:**

2.46.1. Manages and provides oversight of day-to-day unit readiness program operations. **(T-2)**.

2.46.2. Ensures planning for installation emergency and incident response AFI 10-2501, *AF Emergency Management Program*. **(T-2)**.

2.46.3. Coordinates, reviews, and develops Force Support content in Adaptive, Crisis Action, and the Base Support and Expeditionary Plans. **(T-2)**.

2.46.4. Oversees the unit Individual Mobilization Augmentee Program and ensures Individual Mobilization Augmentees are fully qualified to perform wartime duties. **(T-2)**.

2.46.5. Briefs the FSS Commander/Director on Designed Operational Capability statements annually. **(T-3)**.

2.46.6. Ensures annual budget and resources for readiness program management and execution are submitted to Resource Management. **(T-3)**.

2.46.7. Provides management and oversight of UDM. **(T-3)**.

2.46.8. Oversees all unit readiness training. **(T-3)**.

2.46.9. Reviews Force Support Readiness and Capability reports for accuracy based on criteria established in AFI 10-201. **(T-3)**.

2.46.10. Develops and implements home station military workload mitigation plans to maximize deployable capability during Air and Space Expeditionary Force rotational and surge operations. **(T-2)**.

2.46.10.1. Details the planning of contingency contracts, Air Reserve Component force utilization and temporary civilian appointments, hours of operation, etc. **(T-2)**.

#### **2.47. Unit Deployment Managers will:**

2.47.1. Retain identification tags for individuals assigned to deployment positions as required by local policy. **(T-3)**.

2.47.2. Optionally, keep identification tags in a central location within the assigned unit when not in use by the individual.

2.47.3. Ensure procedures are in place to check out identification tags when needed by the individual. **(T-3)**.

**2.48. Force Support Squadron Readiness Manager/UDM (or Unit Readiness Manager):**

2.48.1. Ensures all assigned Force Support personnel are assigned to the appropriate AEFI. **(T-2)**.

2.48.2. Ensures the Force Support Readiness program complies with prescribed directives to organize, train, and equip the unit. **(T-2)**.

2.48.3. Primary liaison to the Unit Training Manager, flight/squadron leadership, and wing training functions regarding deployment related issues. **(T-3)**.

2.48.4. Maintains UDM continuity binder and associated electronic files that includes at minimum copies of appointment letters in accordance with AFI 10-403, *Deployment Planning and Execution*. **(T-3)**.

2.48.5. Maintains a deployment folder on each member in accordance with AFI 10-403. **(T-2)**.

2.48.6. Submits after-action reports to the Commander/Director when required. **(T-3)**.

2.48.7. Ensures individuals are briefed on their team member responsibilities for deployment. **(T-3)**.

2.48.8. Maintains Force Support UTC equipment as prescribed by the UTC Logistics Detail. **(T-3)**.

2.48.9. Procures, maintains and prepares equipment/supplies in a safe and serviceable condition (including calibrated, if required) for postured UTCs. **(T-2)**.

2.48.10. Trains and equips assigned personnel to accomplish the mission essential tasks required as defined by the Mission Capability Statement of postured UTCs. **(T-2)**.

2.48.11. Maintains unit Designed Operational Capability statement. **(T-2)**.

2.48.11.1. Coordinates new Designed Operational Capability statement with applicable wing agencies upon receipt. **(T-3)**.

2.48.11.2. Postures Force Support teams according to the Designed Operational Capability statement. **(T-2)**.

2.48.12. Notifies their wing Installation Deployment Readiness Center/Deployment Control Center within established timelines when UTC taskings cannot be supported. **(T-3)**.

2.48.13. Ensures Force Support team members assigned to RFL, RFM, RFP and RFS series UTCs are functionally aligned to their functional account code (e.g., Personnel Functional Account Code 1600, Food Service Functional Account Code 45D1, Fitness Functional Account Code 45D8, etc.). **(T-3)**.

2.48.14. Reviews UTC Mission Capability, Manpower Force Packaging System, and Logistics Detail on a quarterly basis or as changes occur in order to identify changes in unit posturing that will facilitate readiness reporting and monitoring. **(T-3)**.

2.48.15. Determines and coordinates annual training plan requirements with the squadron training office and operations officer to ensure the unit is prepared for wartime and contingency operations (Silver Flag and Home Station Readiness Training). **(T-3)**.

2.48.16. Conducts and/or schedules all readiness training classes in accordance with **paragraph 1.3** of this AFI. **(T-2)**.

2.48.17. Maintains and services all assigned equipment UTCs (depending on base level equipment; e.g., Single Pallet Expeditionary Kitchen) at least quarterly to ensure proper utilization and to train Force Support members. **(T-2)**.

2.48.18. Prepares the Resource and Capability readiness report in accordance with AFI 10-201. **(T-2)**.

2.48.19. Assigns and maintains functional UTCs (in coordination with their respective commanders) as postured by FAMs using available unit assets. **(T-2)**.

2.48.20. Monitors UTC/Unit Manpower Document authorization mismatches and notifies unit leadership when corrective actions have been taken. **(T-3)**.

#### **2.49. Force Support Squadron (FSS) Activities/Sections:**

2.49.1. All activities support the Force Support readiness program by ensuring planning, exercising, and preparing for contingency operations.

2.49.1.1. Ensures contingency procedures are executed when directed by the FSS Readiness section. **(T-3)**. These procedures include antiterrorism measures, accountability, incident response and any other contingency as directed.

2.49.2. Sections are directly responsible for preparing Force Support UTC capability. **(T-3)**.

#### **2.50. MPF Strength Accounting Duty Status Program Manager:**

2.50.1. Ensures accurate and timely AWOL/Deserter duty status reporting for all personnel assigned to their MPF ID. **(T-2)**.

2.50.2. Ensures unit Strength Accounting Duty Status Program managers receive AWOL/Deserter initial training within 30 days of appointment and training. **(T-3)**.

2.50.3. Provides initial and refresher training to unit Commanders and First Sergeants on AWOL/Deserter program. **(T-3)**.

2.50.4. Ensures unit commanders have Case Management System access and provides assistance with reporting of absentees. **(T-3)**.

2.50.5. Notifies the unit of assignment when permanent change of station, TDY and Reserve/Guard members ordered to active duty fail to report at the time specified on their orders. **(T-2)**. Exception: Reserve members ordered to active duty for training on an annual tour.

2.50.6. Provides guidance to the unit commander and unit CSS (if applicable) on the preparation of Duty Status Change (AWOL/Deserter) Case Management System case and in the preparation and distribution of DD Form 553 (refer to myPers) and DD for 616 (Figure 4.1). **(T-3)**.

2.50.7. Establishes contact with AFPC/DPFCM to notify of the UA, as needed. **(T-3)**.

2.50.8. Assists unit CSS and unit commander in obtaining the member's medical and dental records and forwards them to AFPC/DPFCM. **(T-3)**. If medical and dental records not available, assists unit CSS and/or unit commander with memorandum explaining why medical and dental records are not available. **(T-3)**.

**2.51. IPR offices will:**

2.51.1. Be the OPR regarding Personnel Accountability. **(T-2)**.

2.51.2. Update strength accounting duty status Code 20, TDY, Contingency, and strength accounting duty status Code 21, Palace Trip Manning Assistance Contingency or Exercise, for all personnel deploying in support of a contingency operation or TDY manning assistance as appropriate. **(T-2)**.

2.51.3. Monitor and manage daily Deliberate and Crisis Action Planning and Execution Segments and Military Personnel Data System Transaction Registers. **(T-3)**. Take corrective action in both systems, if necessary. **(T-3)**. Update projected or confirmed contingency, exercise, mobility, rotational, or manning assistance TDYs using Deliberate and Crisis Action Planning and Execution Segments and/or the Military Personnel Data System for those rejected during daily Deliberate and Crisis Action Planning and Execution Segments to Military Personnel Data System interface. **(T-2)**.

2.51.4. Grant AFPAAS access to Commanding Officer Representatives designated in writing by unit commanders or directors for all supported units to include Tenant Units, Geographically Separated Units and AF Elements. **(T-2)**.

2.51.5. Conduct an annual review to track and monitor Commanding Officer Representative assignments and remove access when designated Commanding Officer Representatives are reassigned. **(T-2)**.

2.51.6. Provide annual personnel accountability and AFPAAS training to all designated Commanding Officer Representatives. **(T-2)**.

**2.52. PERSCO Team Chief:**

2.52.1. Receives Team Chief responsibilities briefing upon UTC assignment. **(T-3)**.

2.52.2. Coordinates/communicates with deployed forward locations and teamed UTCs prior to deployment. **(T-3)**.

2.52.3. Advises headquarters rear staff, and home station of UTC whereabouts during deployment and redeployment. **(T-3)**. It is especially important to notify the home station unit control center as soon as possible after reaching the deployed location.

2.52.4. Ensures their UTC is properly trained, equipped and prepared to deploy by meeting all training requirements, reporting instructions and any other deployed location-specific requirements. **(T-3)**.

2.52.5. Submits after-action reports in accordance with this AFI. **(T-3)**.

**2.53. Supervisors/Trainers:** Supervisors/Trainers plan, conduct, evaluate, and document training. **(T-3)**.

**2.54. Trainee:** The trainee is the focal point of the AF training program. Trainees must become qualified to perform in their AF Specialty. **(T-3)**.

**2.55. Force Support UTC Team Members:**

2.55.1. Ensures personal affairs (financial, legal, administrative, etc.), are in order at all times, and obtains required uniform items, personal clothing, and hygiene items in accordance with AFI 10-403, and MAJCOM/Wing requirements. **(T-3)**.

2.55.2. Understands their AEFI, deployment UTC/Team assignment, and response time to meet deployment and mission capabilities requirements. **(T-3)**.

**2.56. Regular Air Force, Selected Reserve, Department of Air Force and Non-appropriated Air Force Civilians will:**

2.56.1. Use the AFPAAS to account for themselves and family members when directed. **(T-2)**.

2.56.2. Maintain realistic and actionable shelter-in place or evacuation plans in anticipation of national crises or natural disasters. **(T-2)**.

2.56.3. Account for family members living in the Geographical Area of Interest (e.g., dependent children living with a former spouse) even though the sponsor may live outside the impacted area. **(T-2)**. This includes Airmen deployed or on a remote assignment. **(T-2)**.

2.56.4. Military members and Department of the AF civilians will ensure the Defense Enrollment Eligibility Reporting System is updated with current contact information to include home, mailing address and phone number. **(T-2)**.

2.56.5. Civilian personnel whose family members are receiving evacuation entitlements will report the status of those family members in the AFPAAS or to their supervisor or commander/director. **(T-2)**.

2.56.6. Nonappropriated Fund civilians will ensure their supervisor's record of employee folder contains current emergency point of contact information. **(T-2)**.

2.56.7. Notify unit commander support staff before departure of a TDY and upon return. **(T-2)**.

2.56.8. Notify unit commander support staff, supervisor and/or First Sergeant of any other change to personnel accountability duty status (e.g. hospitalization, confinement, etc.). **(T-2)**.

2.56.9. Wear or have identification tags in their possession while performing duty as an aircrew member. **(T-1)**.

2.56.10. Wear identification tags while participating in a contingency or contingency exercise. **(T-1)**.

2.56.11. Wear or have identification tags in their possession when otherwise directed by their supervisor or commander. **(T-3)**.

## CHAPTER 3

### FORCE SUPPORT READINESS PLANNING

#### 3.1. Planning and Posturing UTC Force Support Capabilities

**3.2. Planning and Posturing.** The premise for the Force Support personnel UTC is based on the lead/follow concept and is the foundation for the way capability is built, postured, trained and deployed to support the warfighter. UTCs will be postured based on the organization and mission of the Force Support unit using the HAF/A1 Force Support UTC posturing guidance. **(T-1)**. Guidance is posted on the HAF/A1XO Readiness SharePoint® page located at: <https://cs2.eis.af.mil/sites/11603/default.aspx>.

3.2.1. The Force Support Force Module is a tool for planners to use in adaptive and crisis planning. This population driven Force Module layout can be used for incrementally building Air Expeditionary Wings up to 3,300 personnel. Force Support readiness planners will tailor UTC planning based on the mission and the capabilities required at execution. **(T-1)**.

3.2.2. Contingency Planning. Units must develop local checklists or operating instructions to outline actions and procedures to support base operation plans and contingency situations. **(T-2)**. These should include mobility deployments, major accident response, natural disaster response (including emergency sheltering of off-base civilians), terrorist attack response, Force Protection Condition changes, Chemical, Biological, Radiation and Nuclear attacks, reception and beddown of incoming forces, and non-combatant evacuation.

**3.3. Installation Level Planning.** Force Support units are responsible for planning at the installation level for Force Support capabilities. Specifically, units will ensure Force Support requirements are updated in the Base Support and Expeditionary Site Plan, installation level emergency response plans, operation plans, and local plans as directed by the parent wing. **(T-2)**.

3.3.1. Unit Control Center. Units must establish a unit control center, as outlined in AFI 10-2501, with the capability for Command and Control of unit resources for response to actual or exercise situations. **(T-1)**. Control centers must have clear, concise, and complete checklists and status boards for command and control. **(T-1)**. They should be located in a specifically designated area and be ready for immediate operation. Force Support units will have base and local area maps (including current base grid map), and have adequate communications systems (and backups). **(T-1)**.

3.3.2. Deployment planning. Squadrons with deployment missions must have checklists, status boards and Command and Control systems prepared to deploy and operate a unit control center at a forward operating location. **(T-1)**. Deployable checklists and status boards should include bed down planning, all field Force Support operations, emergency response, mortuary/mass casualty, base attack response, and Ability to Survive and Operate actions. The squadron must track status of critical assets, resources, and capabilities. **(T-1)**.

**3.4. Posturing Guidance.** Force Support UTCs are postured to support Defense Planning Guidance using the established structure in [Attachment 2](#). The HAF/A1 FAM publishes posturing guidance in the Global Force Management cycle to ensure proper capability is postured. UTCs are postured at a level consistent with the most stringent demand for surge and post-surge operations in the Defense Planning Guidance. Posturing guidance contains all other specific missions where capability is required outside of the Defense Planning Guidance.

3.4.1. UTC Posturing Guidance. The HAF/A1 FAM determines the appropriate deployable capability needed to support Defense Planning Guidance. The Force Support UTC guidance is used to determine deployable, home station support and combatant commander in-place capabilities. The guidance is used to determine Force Support forces available for rotational deployments.

3.4.2. FSS leadership will develop and implement home station workload mitigation plans to offset deployed capability during deployment operations. **(T-2)**. Mitigation plans should include contractual support, contingency Nonappropriated Fund Memorandum of Agreements, utilization of available Air Reserve Component capabilities, civilian over hires, delay of non-essential training and exercises and lastly a reduction in facilities and/or service.

3.4.3. Manpower and Equipment Force Packaging System. Force Support UTCs are registered in the Manpower and Equipment Force Packaging System under the alphanumeric series "RF" Mission capability statements and manpower force element listings for each UTC are contained in the Manpower Force Packaging system of the Manpower and Equipment Force Packaging System. A Logistics Detail for each UTC is maintained in the Logistics Force Packaging System.

3.4.4. UTC Response Times. Regular component Force Support teams must be available for worldwide deployment within 24 hours after initial notice. **(T-1)**. Air Reserve Component teams must be available for deployment within 72 hours after initial notice and activation. **(T-1)**. Force Support teams must deploy with team kits as specified in the applicable Logistics Detail. **(T-1)**.

**3.5. Force Providers.** As referenced in AFI 10-401, *AF Operations Planning and Execution*, force providers will posture the maximum number of manpower authorizations from warfighting organizations into standard deployable UTCs. **(T-1)**. The specific UTCs to posture will be based on the HAF/A1 FAM posturing and sequencing guidance. **(T-1)**. This guidance provides the functional area concepts of operation and the UTC structure that supports it. **(T-1)**. The HAF/A1 FAM provides guidance on which UTCs should be postured and made available for planning purposes based on component headquarters' requirements and the Air Expeditionary Task Force force modules.



## CHAPTER 4

### FORCE SUPPORT READINESS EDUCATION AND TRAINING

#### 4.1. Force Support Readiness Education and Training

**4.2. Force Support Readiness Training.** Commanders are responsible for ensuring effective education and training programs are established and executed. **(T-1)**. Personnel assigned to Force Support UTC s are required to complete ancillary and all non-AF Specialty Expeditionary Readiness Training as outlined in AF Guidance Memorandum 2018-10-01, AFI 10-405, *AF Guidance Memorandum for Expeditionary Readiness*, as necessary, to maintain individual readiness. **(T-1)**. Personnel assigned to institutional force positions must complete readiness training as required to meet the mission needs of their organization. **(T-1)**. Members assigned to institutional force positions will attend readiness training as required when they are tasked to fill a wartime tasking. **(T-1)**.

4.2.1. Training Requirements. This section contains the Force Support training requirements for readiness. A significant portion of the training will be required from Force Support Officers (38F), Services (3F1), and Personnel (3F0) career fields. This is based on the role of these AF Specialty Codes in the lead RFLX UTC makeup in the Force Support Force Module in **Attachment 3**. Education and Training (3F2), Manpower (3F3), Equal Opportunity (3F4), Admin (3F5), Protocol (8A3), and Airmen and Family Readiness (8C0) will receive targeted mission specific education and training as required to meet the mission capability statement on the UTC. **(T-1)**. Commanders at all levels will ensure Force Support personnel will be trained to their wartime, contingency and home station positions. **(T-1)**. Reserve and Guard commanders will ensure Individual Mobilization Augmentees will be trained in wartime positions during annual tours and inactive duty training periods. **(T-1)**.

**4.3. Force Support Home Station Pre-Deployment Training.** Training requirements are determined by AF Specialty Code and will be completed by all members every 18 months (24 months for AFR/ANG). **(T-1)**. The mandatory blocks for each AF Specialty Code are outlined in the Force Support Expeditionary Readiness Training matrix posted on the HAF/A1XO Readiness SharePoint® page located at: <https://cs2.eis.af.mil/sites/11603/default.aspx>. **(T-1)**. Home Station Readiness Training requirements are updated as needed and disseminated by HAF/A1XO. A team from HAF/A1XO, in coordination with AFPC and AFSVA, determines steps to review Home Station Readiness Training to ensure the community is meeting the intent and preparing teams/members as necessary. Scheduling training is covered in **paragraph 4.28**. of this AFI.

**4.4. Force Support Vehicle Training.** 3F1 personnel assigned to lead RFLX UTCs and follow-on sustainment RFSRB UTCs will be trained in specific vehicle operations as outlined in the Force Support Expeditionary Readiness Training matrix posted on the HAF/A1XO Readiness SharePoint® page located at: <https://cs2.eis.af.mil/sites/11603/default.aspx>. **(T-1)**. Training frequency/reoccurrence will be based on guidance outlined in AFI 24-301, *Vehicle Operations*. **(T-1)**.

#### 4.5. Force Support Silver Flag.

4.5.1. All Force Support military personnel assigned to lead UTCs (RFLX1, RFLX2, RFLX3, RFLX4 and RFLX5) must complete Force Support training at a certified Silver Flag Training site on opening/establishing the base functions to stand up an Expeditionary FSS. **(T-1)**. Any

Force Support member may be directed to attend Silver Flag training as required by deployment tasking levied by the component. Officers assigned to sustainment UTCs train as required for that capability and may attend Silver Flag on a space/funding-available basis. This requirement will also be reported in readiness reporting systems to ensure measurement. The Component MAJCOM determines the number of units with open/establish the base lead, follow-on functional and sustainment UTCs in coordination with their MAJCOM/A3 and the HAF/A1 FAM. CONUS Combatant Commander in-place with Force Support deployable capability posture functional follow-on and sustainment UTCs (i.e., Peterson, F.E. Warren, Malmstrom) to meet capability needs prescribed in the posturing and sequencing guidance. Although these forces are in-place, CONUS Combatant Commander with this UTC capability will be postured and trained as they are required to meet Defense Planning Guidance surge and Air and Space Expeditionary Force rotational requirements defined by combatant commander needs. **(T-1)**.

4.5.2. Force Support Silver Flag Training Frequency. All Force Support personnel assigned to lead UTCs (RFLX1, RFLX2, RFLX3, RFLX4 and RFLX5) must attend Force Support training at Silver Flag every 36 months (48 months for AFR/ANG.) **(T-1)**. Officers assigned to warfighting or in-place overseas units will attend Force Support training at Silver Flag every 36 months (every 48 months for AFR/ANG) from the completion of Officer Field Education. **(T-1)**. Field grade officers will attend Force Support training at Silver Flag one time while assigned to a warfighting or in-place overseas unit. **(T-1)**. Officers in Institutional Force or in-place home station units may attend Force Support training at Silver Flag one time while assigned to a warfighting or in-place overseas unit. Overseas Combatant Commander In-Place (PACAF/USAFE) units and members (except for Short Tour locations) will attend Force Support training at Silver Flag at the same frequency as warfighting units in the CONUS, every 36 months (every 48 months for AFR/ANG). **(T-1)**.

**4.6. Silver Flag Training Assessment and Certification.** Silver Flag site certification criteria for Force Support training will be reviewed to ensure it meets the intent of delivering the highest standard of field training. **(T-1)**. A joint readiness training team from AFPC, AFSVA, and owning MAJCOM/A1R representatives will visit each site using the HAF/A1XO approved guidance and checklist every 24-36 months. **(T-1)**. When changes to certification criteria are made, an appropriate grace period for implementation will be determined by HAF/A1XO. An HAF/A1XO representative will attend certification visits when deemed necessary.

4.6.1. Silver Flag site certification for Force Support training is pass/fail. Pass/fail conditions will be outlined in the HAF/A1XO certification guidance and/or certification checklist and adjusted as needed to ensure the highest standard of training. An official site certification report will be prepared by the certification team and forwarded to HAF/A1XO for distribution to the host MAJCOM/A1, AFIMSC and the Force Support staff at the Silver Flag site within 30 calendar days after completion of the visit. **(T-1)**. The training site owning MAJCOM/A1 and/or AFIMSC (as appropriate) is required to coordinate on the completed certification report and address all findings (critical and non-critical) within 60 days of receipt and execute corrective actions. The host MAJCOM/A1 and/or AFIMSC will also provide a report to HAF/A1XO indicating corrective action at this time. If a Silver Flag site fails a certification, it will be reevaluated no earlier than 30 days and no later than 90 days from the completed certification report. **(T-1)**. If the reevaluation results in a second failure, HAF/A1XO will determine the appropriate course of action.

**4.7. Selected Force Support Training.** There are 4 courses included in this subcategory, Force Support Basic Contingency Course (MFSS100 Air University Distance Learning Course), Force Support Contingency Course (MFSS275 Air University Resident Course), Deliberate and Crisis Action Planning and Execution Segments (Wing Level Operators course taught at Keesler AFB), and the Expeditionary Manpower Management Course (Manpower Readiness Course taught at Tyndall Rapid Engineer Deployable Heavy Operations Repair Squadron Engineer (RED HORSE) Site).

4.7.1. All 38Fs, E6 and above 3F0s, 3F1s assigned to the RFLX1, RFLX2, RFLX5 UTCs, Silver Flag instructors, and Unit Readiness Managers must complete the Force Support Basic Contingency Course (MFSS100). **(T-1)**. This course is computer based training on the Air Education and Training Command Course List, an Advanced Distributed Learning System (ADLS) derivative site. The Force Support Basic Contingency Course is designed to prepare both personnel assigned to unit readiness section as well as a prerequisite for personnel attending the MFSS275 course assigned to the RFLX1 and RFLX2 UTCs. It focuses on fundamentals of readiness as well as specifics for conducting bed down operations with Force Support capabilities. Force Support personnel assigned readiness planner positions such as MAJCOM/Component Numbered AF/Air Force Forces staffs must complete this course within 6 months of being assigned on the staff. **(T-1)**.

**4.8. Force Support Contingency Course (MFSS275).** Force Support Officers (38FX) in grades O-4 and O-5 assigned to lead (RFLX) UTCs, E-7 and above in AF Specialty Codes 3F0 and 3F1 tasked to deploy on the RFLX1 and RFLX2 UTCs, and Silver Flag instructors must attend the Force Support Contingency Course (MFSS275). **(T-1)**. The Force Support Contingency Course consists of objectives on general Force Support contingency operations and addresses areas of concern to leaders in contingency situations, such as force bed down and base recovery planning.

**4.9. Deliberate and Crisis Action Planning and Execution Segments.** Individuals assigned to Manpower Office, IPR, those personnel that are assigned to the UTCs that require a 295 Special Experience Identifier and those preparing to deploy in a UTC that requires Deliberate and Crisis Action Planning and Execution Segments access must attend the Deliberate and Crisis Action Planning and Execution Segments course. **(T-1)**. Upon completion of the Deliberate and Crisis Action Planning and Execution Segments course, personnel must continue their training and complete the Manpower, IPR or PERSCO Deliberate and Crisis Action Planning and Execution Segments Job Qualification Standard. **(T-1)**.

**4.10. Expeditionary Manpower Management Course.** All enlisted Manpower personnel (3F3) must complete this course every 36 months. **(T-1)**. This course measures the student's Expeditionary Manpower Management capabilities, while preparing them for expeditionary operations.

**4.11. Sustainment/Mission Specific UTC Training.** The Force Support community organizes, trains, and equips capability to support specific geographic and Combatant Commander's requirements based on the Defense Planning Guidance and other planning guidance. **(T-1)**. In order to support these needs, the community structures capability for special missions through both posturing UTCs and coding manpower authorizations to perform these functions. **(T-1)**. Examples of this include Mortuary, Protocol, and Airman and Family Readiness, which are identified in [Attachment 3](#). HAF/A1XO manages this capability based on wartime needs with the UTCs' Functional Area Manager from that respective community. Training for these UTCs is

determined by the program functional authority (i.e. Sexual Assault Response Coordinator, Manpower, or Mortuary, etc.) with HAF/A1XO determining additional readiness training required. HAF/A1XO, in coordination with Career Field Managers, determines the mandatory courses for pre-deployment training and other training for any postured UTCs in the particular AF Specialty Codes. Training for sustainment and mission specific UTCs consists of classroom and hands-on training held at AF formal schools, training sites or at other venues determined by the functional authority or as outlined by HAF/A1XO. The basic requirements for each of these UTCs are laid out below.

**4.12. Rapid Engineer Deployable Heavy Operations Repair Squadron Engineers (RED HORSE).** Force Support personnel assigned to RED HORSE UTCs will be trained for their specific requirements to support that capability. **(T-1)**. They will attend Silver Flag Training and incorporate Home Station Readiness Training into their unit readiness training plan/schedule as required. **(T-1)**. Force Support personnel assigned to RED HORSE units will work with their squadron's leadership to create realistic training scenarios developed to compliment the units mission and response time. **(T-1)**.

**4.13. Mortuary.** While personnel are assigned to Mortuary UTCs, their primary responsibility is to train and deploy for the Mortuary mission. These individuals are not required to attend Force Support Silver Flag training. They will attend training that supports the Port Mortuary Mass Fatality Plan and the Fatality Search and Recovery Plan implemented by the ANG. **(T-1)**. Personnel will train in Home Station Readiness Training to remain current on wartime tasks. **(T-1)**.

**4.14. Port Mortuary.** Personnel assigned to the Port Mortuary will attend training as outlined in the Force Support Expeditionary Readiness Training matrix posted on the AF/A1XO Readiness SharePoint® page located at: <https://cs2.eis.af.mil/sites/11603/default.aspx>. **(T-1)**. This training is determined by AF Mortuary Affairs Operations in coordination with HAF/A1XO and AF Reserve Command/A1 and supports the Mass Fatality plan to use a time-phased approach to employ capability at the Port Mortuary. Units postured with the RFSRJ and RFSRK UTCs will ensure their training plan is designed based on guidance from AF Mortuary Affairs Operations to prepare UTC capability. **(T-1)**. Port Mortuary personnel will complete initial ancillary and vehicle training as required and Port Mortuary orientation on a just-in-time basis. **(T-1)**. They must accomplish Home Station Readiness Training every 18 months to ensure they remain current on Services wartime tasks. **(T-1)**. Personnel may receive credit for training if they have accomplished a real world deployment at the Port Mortuary and it is validated by AF Mortuary Affairs Operations for records documentation. Additional information on Port Mortuary operations is available on their website at: [www.mortuary.af.mil](http://www.mortuary.af.mil).

**4.15. Fatality Search and Recovery Team.** Personnel assigned to Fatality Search and Recovery Team UTCs (ANG only) will be trained and prepared to respond to contingency situations. **(T-1)**. Personnel assigned to Fatality Search and Recovery Team UTCs are not required to attend Force Support training at Silver Flag. They will attend Fatality Search and Recovery Team training that is required to certify teams and meet designated response times. **(T-1)**. Personnel assigned to these UTCs will accomplish Home Station Readiness Training every 24 months to remain current on wartime tasks. **(T-1)**.

**4.16. Protocol.** Protocol UTCs are postured on the wing staff. Members assigned to a Protocol UTC must meet requirements outlined in the Mission Capability. **(T-1)**. The functional oversight at HAF/A1 level is HAF/A1S.

**4.17. Sexual Assault Response Coordinator.** Requirements for Sexual Assault Response Coordinator education, training and certification rests with HAF/CVS, which is the office with functional oversight for Sexual Assault Response Coordinators. HAF/A1XO, in coordination with HAF/CVS, determines deployment qualification requirements.

**4.18. Nonappropriated Fund Accounting.** Personnel assigned to Nonappropriated Fund accounting UTCs will train on appropriate items in the 3F1X1 Career Field Education and Training Plan. **(T-1)**. All 3F1s deploying on a Nonappropriated Fund accountant UTC (RFSRL) will attend a Nonappropriated Fund accounting course/orientation at the respective Air Force Forces/Component Numbered AF staff. **(T-1)**. This training will be conducted to familiarize the members with the status of the funds as well as processes and procedures for the Area of Responsibility. **(T-1)**.

**4.19. Equal Opportunity.** Requirements for Equal Opportunity education, training and certification rests with HAF/A1V which has functional oversight. HAF/A1XO, in coordination with HAF/A1V, determines deployment qualification requirements.

**4.20. Institutional Forces.** With the exception of those in the Manpower AF Specialty Code (3F3), Institutional Forces are not required to attend Force Support Readiness training. Members assigned to these positions must attend training for their specific contingency/wartime duty as required by their unit. **(T-1)**. Examples of this include responding to crisis action teams/cells as required and executing the AF Forces staff functions.

**4.21. Combatant Commander In-Place Training.** Other forces assigned outside of FSS as Combatant Commander In-Place/Other Government Agencies, such as missile chefs and personnel specialists, train for their contingency/wartime mission determined by their unit and identified on their Designed Operational Capability statement. **(T-1)**. They must participate and document the training in their AF Training Record to ensure wartime preparedness as an in-place unit. **(T-1)**.

**4.22. Installation Response Training Requirements.** Force Support personnel are part of the installation response team as outlined in AFI 10-2501. Each Force Support unit will follow their installation-specific plans and training requirements to meet this mission. **(T-2)**. Some key areas that Force Support might be involved in are: assisting families, mortuary/search and recovery, providing food support and ensuring mission continuity.

4.22.1. Proper training is required for all Force Support Readiness personnel to execute their duties. In order to meet the mission needs, Force Support Readiness personnel will receive the following training based on the position they are assigned to. **(T-1)**.

**4.23. Unit Readiness Manager (or UDM if they are fulfilling the readiness manager role).** The Unit Readiness Manager will complete the MFSS 100 Force Support Readiness Basic Contingency Course, the Unit Control Center course and the AF Emergency Management Program Course (ZZ133131) on ADLS. **(T-1)**.

**4.24. Operations Officer.** The Operations Officer will complete the MFSS 100 Force Support Readiness Basic Contingency Course and the Unit Control Center course and AF Emergency Management Program Course (ZZ133131) on ADLS. **(T-1).**

**4.25. C-MAJCOM/ Component Numbered AF Planner Air Force Forces Staff.** Those assigned as readiness planners and on staff will, within 12 months of assignment (pending class quota availability), complete the Contingency Wartime Planning Course at Maxwell, the MFSS 100 Force Support Readiness Basic Contingency Course on ADLS and the MFSS 275 Force Support Readiness Contingency course at Maxwell.

**4.26. Field Operating Agencies/Intermediate Headquarters (AFPC/AFSVA/AF Installation and Mission Support Center).** Those assigned to Field Operating Agencies/intermediate headquarters will, within 12 months of assignment (pending class quota availability), complete the MFSS 100 Force Support Readiness Basic Contingency Course on ADLS and Contingency Wartime Planning Course at Maxwell. **(T-1).**

**4.27. HAF/A1XO Readiness.** Those assigned to the HAF/A1XO Readiness office, within 12 months of assignment (pending class quota availability), will complete Contingency Wartime Planning Course at Maxwell.

4.27.1. The requirements laid out in this AFI are only the minimum established for Force Support readiness positions. Additional training required is determined by the unit based on the position to which the member is assigned.

**4.28. Scheduling Readiness Training.** Unit commanders are responsible for ensuring readiness training programs are executed at a level to bring realism to training classes and scenarios. **(T-2).** Each unit will assess the overall readiness training requirement and develop a training plan by 1 April each year. **(T-2).**

4.28.1. The training plan will cover a minimum 24 month period; this will cover 30-90 days training window prior to the unit's availability window. **(T-2).**

4.28.2. The plan will ensure Home Station Readiness Training is accomplished for all members assigned to lead UTCs as well as follow-on functional UTCs such as the current RFLX2 Lead C2 Team and RFSRB Services Follow-On every 18 months. **(T-1).** Example: If the unit is publishing the training plan for fiscal year 2020 and fiscal year 2021, it must be published by 1 Apr 19.

4.28.3. Each unit can determine the most appropriate format and layout. The training plan must contain forecasted training quotas for schools/ Force Support Silver Flag and any other training requirements, Temporary Duty (TDY) budget, equipment budget, any other budgetary needs (exercise costs, etc.) and a comprehensive training schedule based on all AF Specialty Code/ UTC requirements outlined in the Force Support Expeditionary Readiness Training matrix posted on the HAF/A1XO Readiness SharePoint® page located at: <https://cs2.eis.af.mil/sites/11603/default.aspx>. **(T-1).**

4.28.4. All members assigned to lead and follow-on UTCs will attend training in a field exercise (except Short Tour locations, which will not have a requirement) once every 18-24 months (every 36 months for AFR/ANG). **(T-1).** When assigned to a different/new UTC position, a member will have six months to accomplish core responsibility training (Air



Reserve Component members receive 12 months). (T-1). If formal courses are needed, it is understood the member may not receive training until the next course is offered.

**4.29. Budgeting for Force Support Readiness Training.** The Operations Officer is responsible for ensuring unit's readiness training requirements are aggregated and inserted in the annual budget. (T-2). The budget should consider all aspects of the training requirements.

#### **4.30. Equipment, Supplies and Funding**

4.30.1. **Purpose.** Force Support units will plan for equipment, supplies, and funding annually to ensure program success. (T-2). The plan must address budgetary needs to maintain and acquire equipment for home station use as well as deployment requirements. (T-2). The plan will be done in conjunction with the budget for training requirements outlined in the Force Support Expeditionary Readiness Training matrix posted on the HAF/AIXO Readiness SharePoint® page located at: <https://cs2.eis.af.mil/sites/11603/default.aspx>. Force Support units will published the plan for unit compliance by 1 April for a 24 month period. (T-2).

##### **4.30.2. Deployment Equipment Requirements.**

4.30.2.1. **Equipment UTCs.** Force Support UTCs must be equipped with equipment UTCs as postured in the UTC Availability. (T-1). Equipment is built to be deployed based on the lead and follow-on concept. RFLX UTCs will deploy with appropriate equipment as required for the open/establish the base portion of the Force Module. (T-1). Other equipment UTCs, such as the RFSEK, are deployed when the mission calls for that capability. Specific line item requirements can be found in the Logistics Detail.

4.30.2.2. **Weapons.** The M-4 is the primary weapon for all Force Support enlisted personnel and they will be trained accordingly. (T-1). The M-9 is the primary weapon for all Force Support officers and they will be trained accordingly. (T-1).

4.30.2.3. **Deployment Equipment.** Force Support UTCs will prepare and deploy according to AFI 10-403, and locally defined installation deployment guidance. (T-1). Force Support units should provide input to local deployment guidance to ensure the deployment guidance meets requirements. Other base agencies/units may need to procure, store, maintain, and issue deployment equipment, for the Force Support teams to meet their deployment commitment.

**4.31. Prime Readiness in Base Services Decals.** Units are authorized to use Prime Readiness in Base Services decals for identification of supplies and equipment. The AF visual aid numbers are:

4.31.1. AF Visual Aid 10-215, Two-Inch Prime Readiness in Base Services Decal.

4.31.2. AF Visual Aid 10-216, Four-Inch Prime Readiness in Base Services Decal.

4.31.3. AF Visual Aid 10-217, Eight-Inch Prime Readiness in Base Services Decal.

**4.32. Force Support Program Funding.** Force Support programs (personnel, training, equipment, and supplies) are funded through appropriated funds.

4.32.1. **Force Support Silver Flag Funding.** Force Support training at Silver Flag will be centrally funded for Regular Air Force members. (T-1). AF Installation and Mission Support Center will consolidate all requirements annually for inclusion in the Program Objective Memorandum. (T-1). Funding requirements will be determined based on guidance outlined in

the Force Support Expeditionary Readiness Training matrix posted on the HAF/A1XO Readiness SharePoint® page located at: <https://cs2.eis.af.mil/sites/11603/default.aspx>. AFR/ANG command policies will determine their funding.

4.32.2. **Other Readiness training.** The unit readiness office is responsible for consolidating all readiness training quotas and requirements annually for submission to the Operations Officer. **(T-3)**.

4.32.3. **Basic Recreational Program Funding.** Authorized basic recreational programs while deployed, except for resale, should be funded with appropriated funds since these programs are usually provided at no cost to personnel. Additional guidance can be found in AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*.

4.32.4. **Funding for Nonappropriated Fund resale operations.** The Component Numbered AF/Component responsible for deployed installations will coordinate funding for Nonappropriated Fund resale operations with AFSVA/FM. **(T-1)**. This funding includes requirements for startup operations as well as sustained and enduring programs in the deployed Area of Responsibility.

4.32.5. **Equipment and Supplies.** The Operations Officer will budget annually for equipment and supplies to ensure proper resources are available for deployments and exercises. **(T-3)**.



## CHAPTER 5

### PERSONNEL ACCOUNTABILITY

#### 5.1. Purpose, Background and Scope.

**5.2. Purpose.** Provide guidance for establishing and maintaining personnel accountability. Personnel accountability provides commanders, planners, and managers with the status of the force and can be used in making force management decisions. This instruction also provides guidance for quickly obtaining personnel accountability and reporting it to comply with DoD requirements in DoDD 1100.4, *Guidance for Manpower Management*, DoDI 1336.07, *Reporting of Personnel Tempo (PERSTEMPO) Events*, and DoDI 3001.02, *Personnel Accountability in Conjunction with Natural or Manmade Disasters*.

**5.3. Background.** The AF is required to provide the deployment information on all Temporary Duties (TDYs) performed and to provide accountability status to the Personnel Accountability and Reporting System when directed upon the occurrence of a disaster or national emergency. The objectives of personnel accountability programs are to capture and report all changes in a member's strength accounting duty status, and to ensure these changes, regardless of length, are reported immediately. Personnel accountability is the primary conduit for collecting data impacting AF personnel and operations tempo information and is often used when making force management decisions.

**5.4. Scope.** The roles and responsibilities of involved agencies are fully explained in this instruction. Understanding and accomplishing these roles and responsibilities are crucial for ensuring the accurate and timely actions necessary to establish personnel accountability. Central to accountability during a disaster event or national emergency is a commander's inherent responsibility to ensure awareness of the status of personnel under their command.

5.4.1. Specifically, this chapter applies to:

5.4.1.1. RegAF members and their Defense Enrollment Eligibility Reporting System enrolled family members.

5.4.1.2. Selected Reserve:

5.4.1.2.1. ANG, Active Duty United States Code (USC) Title 10, Active Duty Title 32, State Active Duty, Drilling Guardsmen (Traditional and ANG Technicians), and Defense Enrollment Eligibility Reporting System enrolled family members of these Guard categories.

5.4.1.2.2. Reserve on USC Title 5 and 10 AD, Drilling Reservist (Traditional and Air Reserve Technicians), Individual Mobilization Augmentees, and the Defense Enrollment Eligibility Reporting System enrolled family members of these Reserve categories.

5.4.1.3. AF members assigned to Joint or Defense organizations.

5.4.1.4. Department of AF and Non-appropriated Fund AF civilian employees.

5.4.1.5. Family members of Department AF and Non-appropriated Fund employees when those family members are receiving evacuation entitlements.

5.4.1.6. Personnel on TDY, on leave, or on a pass.

5.4.1.7. When the impacted area is outside the continental United States, all Department of the AF sponsored military, civilians, contractors to include all family members. Foreign nationals are excluded.

5.4.2. Wherever and whenever possible, personnel accountability procedures should follow the chain of command. **(T-1)**. If regular reporting channels are not viable, individuals and units must use any available means to report accountability information.

5.4.3. In the event of a disaster or national emergency (real world or exercise) and when directed by AF leadership, AFPAAS is the system used to attain and report Total Force accountability.

5.4.3.1. The AFPAAS utilizes data from the Defense Manpower Data Center's Personnel Accountability Reporting System database to identify members assigned, living, or temporarily in the affected area.

5.4.3.2. The AFPAAS provides valuable information to the AF chain of command, enabling commanders at all levels to make strategic decisions and facilitating a return to normal operations after a disaster or national emergency.

5.4.3.3. MAJCOM and installation commanders may request a real-world event in lieu of AF leadership directing local accountability events. Requests will be submitted through AFPC/DP2WR to AF/A1XO for approval.

5.4.4. The AF Strength Accounting Duty Status Program is used to depict the current status of the force and is designed to provide commanders, planners, and managers with strength-affecting information via updates in the Military Personnel Data System.

## CHAPTER 6

### IPR AND PERSCO

#### 6.1. Purpose, Background, Introduction, Scope and Concepts

**6.2. Purpose.** PERSCO is the collection of manual and automated procedures, systems, hardware, personnel agencies, and deployable individuals or teams to accomplish Total Force accountability and reporting, casualty reporting, and personnel program advice.

**6.3. Background.** The primary missions of the personnel community are Total Force accountability, casualty reporting and personnel program support.

**6.4. Introduction.** This chapter provides personnel readiness program guidance for AF personnel agencies and commanders supporting contingency, wartime, emergency operations, and exercises.

**6.5. Scope.** The roles and responsibilities of personnel agencies at all levels involved in readiness operations are explained in this instruction. As an essential element within agile combat support, the personnel community contributes to the Air and Space Expeditionary Force by providing mission-ready personnel forces as well as providing Total Force accountability, casualty reporting, and personnel program support and advice to all levels of command involved in readiness operations. Understanding and accomplishing these roles and responsibilities are crucial for ensuring the Personnel Readiness mission is met.

**6.6. Personnel accountability.** Personnel accountability is defined as the accurate accounting for personnel at all times regardless of location.

6.6.1. Additional personnel accountability guidance can be levied by the combatant commander or the component command to include the requirement to report other Department of Defense civilians, other Department of Defense-essential contractor personnel, other Services, allied forces, coalition forces and/or other personnel. Commanders, at all levels, are ultimately responsible for maintaining accountability of their forces. PERSCO is a tool to assist commanders in obtaining and maintaining accountability. Commanders must establish procedures to account for their forces when there is no PERSCO at the deployed location. (T-1).

6.6.2. Personnel accountability enables planners and managers to support the commander's concept of operations by providing strength and casualty information essential for the commander to make informed decisions concerning force allocation and capabilities. At the unified command level and above, this information also assists senior leaders in making informed decisions.

6.6.3. Accounting for deployed and residual forces provides senior military and civilian leadership visibility of the human resources committed to contingency operations.

6.6.4. The historical capture of personnel accountability data (e.g., Gulf War Syndrome, follow-up treatment, medical counseling, state bonuses and entitlements) is provided by AFPC Directorate of Personnel Operations (AFPC/DP2) on a regular basis to the chain of command (who was deployed where and for how long). This allows the tracking and analysis of personnel and their association to specific military operations for future programs and initiatives.

6.6.5. Force accountability. Force accountability is accomplished with GCCS-AF Systems, Deliberate and Crisis Action Planning and Execution Segments. This system uses a series of business rules to alert users to changes in deployment requirements and the status of deployed persons. This system is also programmed to generate Military Personnel Data System transactions to inform home-station commanders of the whereabouts and status of their deployed personnel. PERSCO maintains accountability of deployed personnel using this system. **(T-1)**. The Employment Requirements Manning Document lists the requirements for a particular deployed location. PERSCO monitors these requirements and coordinates with deployed commanders and servicing Manpower office to determine if requirements are valid. **(T-1)**. There are several elements of Force accountability that must be tracked:

6.6.5.1. Strength accountability. PERSCO teams will maintain accountability over all personnel on the ground, including transients, at their deployed and designated geographically separated locations, regardless of status, in accordance with component command policies. **(T-1)**. All geographical locations serviced by PERSCO teams can be located in Deliberate and Crisis Action Planning and Execution Segments under Personnel Functions utilizing the Headquarters AF/MAJCOM routing application

6.6.5.2. Unit accountability. The deployed unit commander will maintain accountability for the unit personnel assigned and/or attached. **(T-1)**. This accountability includes knowing where assigned personnel are at any given time, where they live and where they work.

6.6.5.3. Replacement accountability. Deployed commanders will initiate replacement actions to replace a deployed individual that departs prior to completing the specified tour length. **(T-2)**. PERSCO will track the status of all incoming and/or departing personnel as well as their arrival and departure plans. **(T-1)**.

6.6.5.4. Transient accountability. Transient forces are those that spend at least one night at a location but their final duty location is elsewhere. PERSCO, in coordination with deployed services (lodging) and transportation, will track arrival and departure of transient personnel. **(T-1)**.

6.6.5.5. Tasked Wing accountability. Unit commanders and IPR Elements will maintain accountability over their deployed personnel until they have returned to home station. **(T-1)**.

## **6.7. Contingency, Exercise, and Deployment Orders**

6.7.1. **Administrative Orders.** This section establishes guidance for preparation, issuance, numbering, funding, authentication, distribution, and maintenance of Contingency, Exercise, Deployment orders. Only IPR or designated individuals on an activated Personnel Deployment Function are authorized to publish Contingency, Exercise, and Deployment orders.

6.7.1.1. Contingency, Exercise, Deployment orders published by the IPR Element are the only type of orders authorized for deployment of AF personnel assigned to AF units in support of contingency, humanitarian or disaster relief operations or Chairman of the Joint Chiefs of Staff or Command exercises that require a Time-Phased Force Deployment Data.

6.7.1.2. Use of the computer-generated Contingency, Exercise, Deployment orders in lieu of the DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*, is authorized according to AFI 65-103, *Temporary Duty Orders*.

6.7.1.3. Ensure the information appearing on computer-generated Contingency, Exercise, and Deployment orders complies with guidelines outlined in the Joint Travel Regulations (JTR) *Uniformed Service Members and DoD Civilian Employees*. **(T-2)**.

6.7.1.4. Do not authenticate Contingency, Exercise, and Deployment orders for local exercises where movement is simulated. **(T-2)**.

6.7.1.5. Generate North Atlantic Treaty Organization orders to fulfill treaty requirements (refer to AFI 65-103). **(T-2)**.

6.7.1.6. The FSS commander will appoint an orders-issuing or approving official for Contingency, Exercise, Deployment orders in writing. **(T-2)**. This official must sign manually prepared orders; however, computer-generated orders do not need to be signed as long as adequate controls are in place to ensure proper approval before orders are authenticated (e.g., orders logs, electronic copies of orders, etc.). **(T-3)**.

6.7.1.7. Do not issue verbal orders unless absolutely necessary. **(T-2)**. Verbal orders are authorized only when time or error prevented written orders from being published in advance of travel. Confirm verbal orders (in writing) as soon as possible. Include in the written orders the date and who issued the verbal orders along with a statement on why written orders were not issued earlier. **(T-3)**.

6.7.1.8. Changes to Orders/Amendments, Rescissions, and Revocations. To amend, rescind, or revoke Contingency, Exercise, Deployment orders, use a composed amendment (Deliberate and Crisis Action Planning and Execution Segments generated) or an AF Form 973, *Request and Authorization for Change of Administrative Orders*. Publish amendments, rescissions, and revocations in the "TE" series. **(T-1)**. Do not use blanket statements such as "previous orders are rescinded" or "this order supersedes all previously published orders." **(T-3)**.

6.7.1.9. Orders shall be amended, rescinded, or revoked only by the organization publishing the original orders. **(T-2)**.

6.7.1.9.1. Publish an amendment to add, delete, or change pertinent data to read as originally intended. **(T-2)**. Correct inaccurate first or middle names and initials and other personal data when required for an individual to enter a foreign country. **(T-2)**. Add or change a travel advance payment statement or to authorize leave outside the local area prior to or after deployment. **(T-2)**.

6.7.1.9.2. Do not publish an amendment to delete an individual, to rescind or revoke in part the original orders pertaining to the person, or to change an effective date after it has passed. **(T-2)**. Revoke or rescind an expired order and publish a new order (see below for guidance on revoking versus rescinding). **(T-2)**. Do not publish an amendment to include leave taken in the local area prior to or after deployment. **(T-2)**.

6.7.1.10. Rescind an order when some action has been taken on the published order, such as issuance of airline tickets or issuance or receipt of a travel advance. **(T-2)**.

6.7.1.11. Revoke an order when no action occurs against the original order such as before it has gone into effect. **(T-2)**. If an effective date has passed and no action has occurred, revoke the original order and publish a new order. **(T-2)**. The orders approving official determines when to revoke “TE” series orders. **(T-2)**.

6.7.1.12. Retroactive amendments to increase or decrease the amount of money due to the traveler must be fully explained and justified. **(T-2)**. Written requests for such amendments must clearly show the original order was unclear, incomplete, or lacked necessary information. **(T-2)**.

6.7.1.13. Contingency, Exercise and Deployment Orders will be produced unclassified. **(T-2)**. For classified deployments, use “\*\*\*\*” to data mask information on all Contingency Exercise and Deployment Orders. **(T-2)**.

## CHAPTER 7

### EVACUATION OF US CITIZENS AND DESIGNATED ALIENS FROM THREATENED AREAS ABROAD

**7.1. Overview.** The AF will support evacuation and repatriation operations, as well as assigned safe haven locations.

**7.2. Noncombatant Evacuation Operation Mission.** Noncombatant Evacuation Operation is defined in JP 3-68, *Noncombatant Evacuation Operations*, an operation whereby noncombatant evacuees are evacuated from a threatened area abroad, which includes areas facing actual or potential danger from natural or manmade disaster, civil unrest, imminent or actual terrorist activities, hostilities, and similar circumstances, that is carried out with the assistance of the Department of Defense. As used by Department of State, a Noncombatant Evacuation Operation is an ordered departure from a threatened area abroad that is carried out with the assistance of DoD, as opposed to ordered departures that do not require DoD assistance, but are carried out using commercial or chartered transportation. The Department of State may declare a Noncombatant Evacuation Operation based on the nature of the threat or the lack of availability of alternative forms of transportation. Diplomatic or other considerations may make the use of the term “NEO” inadvisable and require the use of the terms for the operation instead. The U.S. Government will consider evacuating host nation and other country nationals on a case-by-case, space available/reimbursable basis. Although normally considered in connection with hostile action, evacuation may also be conducted in anticipation of, or in response to, any natural or man-made disaster. Due to the nature of Noncombatant Evacuation Operations, which may require a broad U.S. Government agency approach, interagency coordination needs to be established early in the planning of the Noncombatant Evacuation Operation, preferably before the crisis begins, between DoS, DoD, and any other U.S. Government agencies, if involved, to ensure success. Appropriate DoD, Joint Staff, and AF offices will be contacted prior to Service-level interagency coordination.

**7.3. Repatriation.** Repatriation is the procedures through which US citizens are officially processed back into the US following evacuation from overseas. Repatriation is not a part of, but subsequent to a Noncombatant Evacuation Operation. Commander, US Northern Command, and Commander, US Indo-Pacific Command are identified as offices of primary responsibility for repatriation. Commander, US Northern Command is responsible for receiving evacuees in the continental US, Alaska, and the US territories within the Caribbean during repatriation. Commander, US Indo-Pacific Command is responsible for receiving evacuees in Hawaii and US territories within the Pacific during repatriation. AF installations within these combatant commands will develop and maintain a plan for use during repatriation as necessary. **(T-1)**. Installations will use the DD Form 2585, *Repatriation Processing Center Processing Sheet*, as directed. **(T-1)**. Instructions for completion are included on the form. Additionally, installations may use the needs assessment surveys in the AFPAAS to determine and track evacuee needs.

**7.4. Evacuation Planning and Processing.** In the CONUS, emphasis should be on evacuations for natural and man-made disasters. In overseas areas, include evacuation situations involving political or military conflict. Ensure accountability of personnel as they depart and arrive at the evacuation location, and develop procedures to provide this information to higher headquarters on request. **(T-0)**.

7.4.1. Evacuation orders will not be used solely to create an entitlement to disaster-related benefits. **(T-1)**.

7.4.2. Evacuation benefits will be used only to pay for evacuation-related costs not covered by other sources of federal funding. **(T-0)**.

7.4.2.1. Ensure evacuees understand they are not entitled to receive payments from more than one federal source for the same disaster-related expense. **(T-0)**. For example, if an evacuee receives Federal Emergency Management Agency relocation assistance to pay for emergency lodging, that lodging assistance may be deducted from any evacuation lodging assistance provided by the AF.

7.4.3. Ensure that all requests for payment submitted by evacuated military family members and/or civilian employees contain a statement that they understand they are not entitled to dual federal payments for the same disaster-related expenses; and should they receive payments from another federal agency, such payments will be deducted from any payments made by the AF for the same expense. **(T-0)**.

**7.5. Reception Plans and Assistance in CONUS and in Temporary Safe Haven Overseas.** Commanders overseas, and those at ports of entry and other CONUS locations, must be ready to respond to requests for help from evacuees. **(T-2)**. Installations will coordinate with their MAJCOM A4/Air Component to determine their reception/repatriation role. **(T-2)**. MAJCOM A4 will coordinate with NORTHCOM/J3/5 and the appropriate Air Component to ensure installations plan for reception/repatriation. Coordination with other government agencies (such as the Department of State, Department of Health and Human Services, and applicable state offices) may be required to develop reception/repatriation procedures. Appropriate DoD, Joint Staff, and AF offices will be contacted prior to Service-level interagency coordination. **(T-2)**.



## CHAPTER 8

### DESERTION AND UNAUTHORIZED ABSENCE

#### 8.1. Unauthorized Absence

**8.2. Purpose.** The AF Strength Accounting Duty Status Program exists to enhance personnel accountability and improve crisis responsiveness. Unauthorized Absences are pay-effecting actions and also directly impact a unit's personnel accountability/readiness; therefore, it is imperative that commanders and supervisors act promptly when a member is not present for duty. This instruction establishes guidance, assigns responsibilities, and prescribes procedures designed to reduce Unauthorized Absences of military personnel.

**8.3. Objective:** The objective of the Strength Accounting Duty Status Program is to capture and report all changes in a member's duty status to ensure these changes, regardless of length are reported immediately. Specifically, this instruction defines procedures for the accurate and timely reporting of AF absentees and to support apprehension efforts of military and civilian law enforcement authorities.

**8.4. When Unauthorized Absences Begins and Ends.** The commander, first sergeant, and/or supervisor will investigate a member's absence to determine whether or not the absence is voluntary or involuntary. **(T-2).** An Unauthorized Absence is when an Airman voluntarily absences themselves from where they are ordered or otherwise required to be present. An Unauthorized Absence ends when the absentee or deserter returns to military control. An Unauthorized Absence of 24 hours or less is classified administratively as "failure to go". **Note:** If the commander determines the member's absence may be involuntary, contact the FSS Casualty Assistance Representative immediately for possible Duty Status Whereabouts Unknown reporting in accordance with AFI 36-3002, *Casualty Services*. **(T-2).**

8.4.1. When to classify as AWOL. A voluntary Unauthorized Absence of more than 24 hours and less than 30 days is classified administratively as "absence without leave" or AWOL (UCMJ, Article 86). **(T-1).**

8.4.2. When to classify as a Deserter. A member who has been AWOL for more than 30 consecutive days will be classified administratively as a deserter (UCMJ, Article 85). **(T-1).** **Example:** AMN Doe has been AWOL since 1 Jan 2018. He remains AWOL through 2400 on the 30th consecutive day and his status is changed to Deserter on the 31st day (10th day during times of National Emergency or war declared by the President or Congress) with an effective date and time of 31 January 2018 at 0001. **Note:** An absentee does not have to be placed in AWOL status prior to being classified as a Deserter status if the member is absent without authority, regardless of the length of the absence, and meets any of the eligibility criteria listed below.

8.4.2.1. The commander has determined that the member remains absent from his or her unit, organization, or place of duty with no intention of returning.

8.4.2.2. Is under the duty or travel restrictions that AFMAN 16-1405, *Air Force Personnel Security Program*, imposes.

8.4.2.3. Has had access in the past 12 months to Top Secret information or other classified information that requires special access authority (see [paragraph 8.7.8.](#)). **Note:** Do not

classify a person who appears to be a casualty as a deserter solely because the person has had access to classified material described herein.

8.4.2.4. Has gone to, or stayed in, a foreign country and, while there, has asked for or taken any type of asylum or resident permit from that country or its governmental agencies.

8.4.2.5. Has action pending on a previous Unauthorized Absence that has not been completed.

8.4.2.6. Is an escaped prisoner.

8.4.2.7. Is under investigation for violating the UCMJ as listed in [Attachment 2](#) or against whom charges for any offense have been referred to a General Court-Martial.

8.4.2.8. Is believed likely to commit violent acts, or may harm themselves or the general public.

8.4.2.9. AFPC/DPFC has determined member is a deserter.

## **8.5. Reporting Unauthorized Absences**

**8.6. Reporting Responsibilities.** Unauthorized Absences must be reported immediately. **(T-1)**. Supervisors must promptly notify the chain of command of all Unauthorized Absences. Unit commanders have the primary responsibility to determine the cause of absence and to find and return the individual to military control.

**8.7. Duty Status Reporting.** The Case Management System is used to report all Duty Status Changes requests for AWOL and Deserter as well as when the member is returned to military control (i.e., Present for Duty, confinement, etc.). Specific processing guidelines can be found in the Personnel Service Delivery Guide – Strength Accounting Duty Status Program on the AFPC myPers webpage.

8.7.1. A new Duty Status Change request in Case Management System is required for each Duty Status Change (e.g., one Case Management System case to place the member in AWOL status; a second Case Management System case to return inactive the member Present for Duty). **(T-1)**.

8.7.2. Commanders will initiate the Duty Status Change request in Case Management System within 1 duty day of the commander's conclusion of the member's voluntary absence. **(T-1)**. The date the Case Management System case is initiated is considered the date of the commander's determination of status regardless of the effective date of the member's AWOL/Deserter status date. Only a G-series commander may sign/approve the Duty Status Change request in Case Management System. If the member's commander is unavailable to sign due to TDY, deployment, or leave, the section commander (if on G-series orders) or next level G-series commander may sign/approve in their place.

8.7.2.1. For Air Reserve Component members, commanders contact ANGSC/MPP (for ANG members), or Headquarters AFRC/A1K (for AFR members), and ask for instructions. For ANG record types AG/BG, after updating the duty status, no transaction flows from MilPDS to FSO to update the member's Master Military Pay Account.

8.7.3. Unit Commander's 72-Hour Status Report. When a member has been absent for 72-hours, the commander reports information related to the member's absence and status of investigation to local leadership and AFPC/DPFCM. **(T-3)**. The unit commander ensures a

copy of the letter is sent to AFPC/DPFCM and the installation's chief of security forces. **(T-3)**. The 72-hours begins the first day of the member's absence. (See PSD guide for detailed instructions for completing this report)

8.7.4. Next-of-Kin Letter. The unit commander writes a Next-of-Kin Letter to family members and payees of allotments (e.g. former spouse receiving alimony or child support allotments) about the Unauthorized Absence when evidence shows the absentee planned or spoke to others of a plan to leave without authorization, or the unit commander administratively declares an absentee a deserter, or when the Unauthorized Absence has lasted 10 consecutive days. **(T-3)**. (See PSD guide for detailed instructions for completing this letter.)

8.7.5. 31-and 60-Day Status Reports. On the 31st and 60th days of absence, the unit commander submits status reports, in writing, to AFPC/DPFCM. **(T-3)**. (See PSD guide for detailed instructions for completing these reports.)

8.7.5.1. On the 31st day of AWOL, the commander notifies the MPF Force Management Office or CSS (if applicable) to initiate a new Duty Status Change Request in Case Management System to change the member's status from AWOL to Deserter. **(T-2)**.

8.7.5.2. Upon receipt of the Duty Status Change Request, the commander logs into Case Management System to approve the request and refer Case Management System case to AWOL/Deserter Program Manager (AFPC/DPFCM). **(T-2)**.

8.7.6. DD Form 553, *Deserter/Absentee Wanted by the Armed Forces*. Upon determination of deserter status, the commander, with assistance from the MPF/CSS, Security Forces Squadron (SFS), and AFPC/DPFCM (if needed), immediately prepares and distributes a DD Form 553 to place member in deserter status. **(T-0)**. (See PSD guide for detailed instructions for completing this form.)

8.7.7. Action in Cases Involving Security. When an absentee is administratively classified as a deserter for a reason in [paragraph 8.4.2.3](#), the unit commander will:

8.7.7.1. Refer the case for investigation to the AF OSI unit servicing the absentee's installation. **(T-1)**.

8.7.7.2. As soon as possible, account for classified material that the absentee had access to and notifies AF OSI of any missing material. **(T-1)**.

8.7.7.3. As soon as possible, assess how much damage to national security could result from unauthorized disclosure of the information, and provides assessment to AFOSI/ICON/ICW. **(T-1)**.

8.7.7.4. Consider appointing an inquiry officer under DoDI 5200.1, *Information Security Program*, and AFI 16-1404, *Air Force Information Security Program* if the absentee had access to classified information. **(T-1)**.

8.7.8. War and Mobilization Absence without Leave (AWOL) Reporting Procedure. When Congress or the President declares a National Emergency or war, reporting procedures are accelerated to involve law enforcement agencies to assist in returning absent members to the military. If this occurs, immediately prepare and distribute DD Form 553 on the 10th day of AWOL, not the 31st day. **(T-1)**. Also due on the 10th day are the Notice to Next of Kin Letter(s) and 31-Day (10-Day) Status Report. **(T-1)**.

8.7.9. Upon determination of Deserter status, the commander notifies the FSO of the duty status change and retrieves all dependent Identification (ID) card(s) (ref: AFI 36-3026, *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel*, Table 8.3). (T-3).

8.7.10. On the 180th day of the member's Unauthorized Absence, ensures the CSS or MPF obtains the member's medical and dental records and forwards them to AFPC/DPFCM. (T-2). If medical and dental records are not available, forward a memorandum to AFPC/DPFCM via the MPF explaining the reason why the records are not available. (T-2).

**8.8. After-The-Fact Reporting.** Commanders ensure timely reporting of absentees to expedite their return to military control as well as for pay-affecting transactions in MilPDS. (T-2). If circumstances result in reporting unauthorized absentees after the member has been returned to military control, the commander must submit a memorandum to AFPC/DPFCM explaining the circumstances of the absence, return to military control, and reasons for delayed reporting. (T-2). The memorandum includes (but is not limited to):

8.8.1. Circumstances of the absence. (T-2).

8.8.2. Explanation of actions taken to locate and return the absentee, including circumstances of absentees return to military control. (T-2).

8.8.3. Reason for late reporting. (T-2).

## **8.9. General Apprehension Information and Cooperation with Civil Authorities**

8.9.1. **Apprehension Procedures.** Commanders start investigating the case and begin apprehension efforts as soon as an Unauthorized Absence occurs. (T-2). These efforts not only assist return absentees to the military sooner, they also deter others from Unauthorized Absence.

### **8.9.2. Who Has Authority To Apprehend:**

8.9.2.1. Military law enforcement personnel and commissioned, warrant, petty, and non-commissioned officers may apprehend absentees and deserters. See Article 7, UCMJ, and Rules for Courts-Martial 302(b)(1) and 302(b)(2). Commanders should consult the local JA and SFS concerning apprehension authority.

8.9.2.2. Civil officers authorized to arrest offenders under federal and state laws may arrest a deserter and deliver the offender into the custody of the Armed Forces (see Article 8 of the UCMJ and the Rules for Courts-Martial 302[b][3]). These officers may also arrest absentees at the request of military or federal authorities.

8.9.3. United States authorities may arrest absentees and deserters in foreign countries only:

8.9.3.1. When an international agreement with the country authorizes it.

8.9.3.2. Under an agreement with appropriate local authorities that does not violate an existing international agreement.

8.9.3.3. In these cases, carefully consider and consult with the servicing JA about possible international implications and adverse foreign relations.

8.9.3.4. If apprehension is impossible, or in any case of unclear apprehension authority, report the facts to HAF/JAO at DSN 225-9631 or 703-695-9631 to expedite submission to the Assistant Secretary of the AF for Manpower and Reserve Affairs for resolution.

#### **8.10. Notice of Air Force Deserters to Civil Authorities:**

8.10.1. Within the Jurisdiction of the United States. The unit commander, working with security forces and the MPF, if needed, promptly sends DD Form 553 for a member administratively classified as a deserter to Armed Forces and civilian law enforcement agencies most likely to help apprehend the absentee. **(T-1)**. AFPC/DPFCM sends notices to AFOSI/ICON and to the Department of State in certain cases (i.e., those in which others know or strongly suspect the absentee has gone to a foreign country). **(T-1)**.

8.10.2. Outside the Jurisdiction of the United States. MAJCOMs act as needed, respecting the primacy of international agreements to secure cooperation in apprehending absentee and/or deserted members.

#### **8.11. Investigations, Apprehension, and Cooperation with Civilian Law Enforcement Authorities:**

8.11.1. Unit commanders work closely with local security forces and AF OSI field units to pursue every avenue possible to locate and ensure the apprehension of absentees. **(T-1)**. Leads developed as to the location of absentees shall be conveyed as expeditiously as possible to appropriate civilian law enforcement authorities who shall be asked to assist in the return of such persons to military control. **(T-1)**.

8.11.2. In cases where the member has been dropped from unit rolls, AFPC/DPFCM and AFOSI/ICON work together to resolve the case. **(T-1)**. AFOSI/ICON and local field units establish liaison and maintain a level of coordination with civilian law enforcement agencies necessary to encourage active participation in apprehension efforts. **(T-1)**. AFPC/DPFCM provides any leads to AFOSI/ICON for further pursuit. **(T-1)**.

8.11.3. Absentees detained by civilian law enforcement authorities. In some cases, AFPC/DPFCM and/or AFOSI/ICON may be the first AF agencies contacted by civilian law enforcement authorities regarding the apprehension of an AF absentee. **(T-1)**. If AFPC/DPFCM is the first agency contacted, they will notify AFOSI/ICON (if a deserter) and:

8.11.3.1. Contact the nearest AF installation SFS within 1 duty day of the apprehension to expedite the absentee's return to military control. **(T-1)**. The SFS coordinates with civilian law enforcement as well as other military law enforcement, as necessary, to expedite the absentee's return to the closest military installation with appropriate facilities. **(T-1)**.

8.11.3.2. For member's absent for less than 1 year, AFPC/DPFCM contacts the unit commander within 1 duty day of the apprehension in order to coordinate with security forces to expedite the absentee's return to military control. **(T-1)**.

8.11.4. Civilian law enforcement authorities arrest and hold absentees to assist military departments. **(T-1)**. The commander of the installation nearest where the absentee is being detained is responsible for taking custody of the absentee from civilian law enforcement authorities. **(T-1)**.

8.11.5. Do not ask civilian law enforcement authorities to hold absentees longer than necessary. **(T-1)**. Make every attempt to pick up absentees within 48 hours after civilian law

enforcement authorities agree to their release. **(T-1)**. Consult with the JA if clarification is needed.

8.11.6. If foreign authorities hold the absentee, consult with the JA before acting. **(T-1)**.

8.11.7. Pick up all absentees, regardless of Service, from civilian law enforcement authorities in the CONUS.

8.11.7.1. Take absentees or deserters to the nearest military installation having facilities to process them. **(T-1)**.

8.11.7.2. Inter-Service agreements will be used to facilitate the transfer of custody of absentees and deserters of all Military Services. **(T-1)**.

8.11.8. If Air Force officials cannot pick up any absentees or deserters from another Service who are being held by civilian law enforcement authorities, notify the relevant Services of those individuals remaining in civilian custody before leaving the confinement facility. **(T-3)**.

## **8.12. Rewards and Reimbursements:**

8.12.1. Any authorized communication, oral or written, from a military or federal law enforcement official or agency, requesting active cooperation in apprehending or delivering to military control an absentee or deserter wanted by a military department constitutes the basis for a reward. After this communication, the AF rewards or reimburses (but not both) persons or agencies apprehending, detaining or delivering absentees, deserters, escaped military prisoners, or parole violators to military control under an AF Centrally Managed Allotment Account. If a non-AF military absentee/deserter/escapee is brought to an AF installation and a reward or reimbursement is due, the apprehendee's parent military department Military Personnel Pay Account pays, not the AF Centrally Managed Allotment.

8.12.1.1. Payment of a reward shall not exceed that named in 10 USC Section 956. Contact the base FSO for specific guidance. (Reference AFI 65-601, Volume 1, *Budget Guidance and Procedures*)

8.12.2. To request reward or reimbursement, persons or agencies must submit DD Form 553 to the FSO where the deserter is returned to AF control. **(T-1)**. The remarks section of DD Form 553 must include the name, address and phone number for the persons or agencies requesting reward or reimbursement. **(T-1)**.

## **8.13. Actions Taken When an Absentee Returns to Military Control**

**8.14. Notice of Return to Military Control.** The unit CSS, MPF, or commander at the AF installation taking initial control of the absentee must notify AFPC/DPFCM immediately of the apprehension. **(T-1)**. In accordance with AFI 31-105, *AF Corrections System*, installation commanders maintain the capability to house pretrial detainees and adjudged inmates with sentences up to 1 year, through organic confinement facilities, adjacent DoD facilities, civilian contracts, or a combination of organic, Support Agreement, or contract derived bed space.

## **8.15. Where Absentees Return to Military Control:**

8.15.1. At any military installation staffed by AD personnel, immediately transfer an individual to the nearest installation of the individual's branch of military Service that has facilities to process absentees. **(T-1)**. Military authorities will take absentees and deserters

being detained temporarily in the hands of civil authorities into custody within 48 hours after receiving notification of the absentee's or deserter's place of detention. **(T-1)**.

8.15.2. In foreign countries, military attachés, the chief of the Military Assistance Advisory Group, or similar organizations, may not help an absentee who asks to return to military control unless the US is directly responsible for the individual's presence in the country. **(T-1)**.

8.15.2.1. Generally, these organizations advise such absentees to report, at their own expense, to a proper US military installation in the US or overseas.

8.15.2.2. Unless absentees are citizens of the country in which US assistance is requested, they must be reported to the country's proper authorities with a view toward deportation. **(T-1)**.

8.15.2.3. If the individual leaves or is deported from the foreign country, the military attaché or chief of the Military Assistance Advisory Group arranges for the individual's custody upon arriving in a territory where US military officers have arresting authority. **(T-1)**.

**8.16. Defining an Absentee's Return to Military Control.** An absentee in the hands of civilian law enforcement authorities is no longer considered to be at large when AF authorities lodge a detainer with civil authorities. A detainer is a written or verbal request to hold the member for AF authorities when his or her presence is no longer required by civilian law enforcement authorities. The detainer ensures civilian law enforcement authorities inform military authorities when they are ready to release the absentee.

8.16.1. An absentee's return to military control occurs at the date and hour that:

8.16.1.1. An absentee surrenders to, is delivered to, or is apprehended by military authorities.

8.16.1.2. A civilian law enforcement authority informs the military that it holds the absentee for some reason other than the military's request.

8.16.1.3. An absentee otherwise comes under the control of military personnel.

**8.17. Disposition of Absentee Returned to Military Control:**

8.17.1. Absentees gone for less than 1 year are returned to the unit they were assigned to at the time of their Unauthorized Absence. **(T-1)**.

8.17.2. Members absent for 1 year or more are transferred to the nearest AF installation with facilities to handle the case. **(T-1)**.

8.17.3. For members in a permanent change of station status, refer to AFPC/DPFCM procedural guidance.

8.17.4. In some cases, the rules outlined above ([paragraph 8.17.1](#) through [8.17.3](#)) may not be appropriate. Under these circumstances, contact AFPC/DPFCM for further guidance and determination of unit of assignment. **(T-1)**.

8.17.5. The detaining unit contacts AFPC/DPFCM to make notification of the return of a deserter to military control. **(T-1)**.



8.17.6. For deserters requiring escort, do not release the deserter except to identify escort(s). **(T-1)**. See **paragraph 8.18** for escort delineation.

8.17.7. For deserters who do not require escorts, the detaining security forces unit will issue a DD Form 460, *Provisional Pass*, and the member will travel to their duty station. **(T-1)**.

8.17.8. In accordance with AFI 65-601, Volume 1, *Budget Guidance and Procedures*, -leave, desertion, or escaped-military-prisoner status (under apprehension) the necessary transportation and meal tickets to return to their duty station or as determined in paragraph 4.4.1 through 4.4.4. **(T-1)**. Contact the local FSO for specific guidance. The travel and expenses of the apprehended member are funded by the Military Personnel Centrally Managed Allotment account. The base FSO provides the necessary Centrally Managed Allotment. **(T-1)**.

8.17.9. The detaining unit processes a one-way TDY order or memorandum for the deserter in accordance with AFI 65-103, *Temporary Duty Orders*, table 2.1 and the Joint Travel Regulation. **(T-1)**. In the Remarks section (Block 16), type the following statement: "Member is a deserter returned to military control." **(T-1)**.

**8.18. Escorts.** The action unit commander coordinates with security forces to determine if absentees need escorts. **(T-1)**. Use security forces escorts only when an armed escort is needed as determined by the installation chief, Security Forces. **(T-1)**. Prisoners not considered being a threat to themselves or the general public can be escorted by unarmed personnel such as supervisors and first sergeants. The commander authorizes escorts for members detained outside their country of assignment only after consulting the servicing JA. **(T-1)**.

8.18.1. Generally, use escorts if the member:

8.18.1.1. Escaped from prison. **(T-1)**.

8.18.1.2. Has been charged with other serious offenses. **(T-1)**.

8.18.1.3. Was apprehended by civil authorities. **(T-1)**.

8.18.1.4. Is a repeat offender. **(T-1)**.

8.18.1.5. Has a history of disciplinary infractions. **(T-1)**.

8.18.2. To ensure the absentee's prompt return, on-duty escorts must not take leave or delay en-route. **(T-1)**.

8.18.3. Transportation and travel expenses for AF personnel acting as guards or escorts of AF or other Military Service absentees, deserters or escaped military prisoners are provided in accordance with AFI 65-601, Volume 1, *Budget Guidance and Procedures*, paragraph 12.7 and 12.8. Contact the local FSO for specific guidance.

**8.19. Actions Taken after an Absentee is returned to a Servicing Air Force Installation.** The following items are an *integral* part of an absentee's return to the AF:

8.19.1. Notification of return of absentee to the military. The unit CSS or commander with the assistance from the MPF immediately notifies AFPC/DPFCM of the member's return to military control. **(T-2)**.

8.19.2. DD Form 616, *Report of Return of Absentee* (Applies to Deserters when a DD Form 553 was processed). The unit commander, with CSS, MPF and SFS assistance as needed,



completes and forwards the DD Form 616 (refer to myPers) to AFPC/DPFCM and all agencies in receipt of the associated DD Form 553 within 1 duty day of the member's return to military control. **(T-2)**.

8.19.3. AFOSI/ICON/ICW removes the member's name from the National Crime Information Center upon receipt of the DD Form 616 confirming the member's return to military control. **(T-2)**.

8.19.4. The unit CSS, commander or MPF immediately prepares a Duty Status Change Request using Case Management System reporting the member's returned to military control. **(T-2)**.

8.19.5. Deserters dropped from unit rolls (i.e., deserter for 180 days or more) are assigned to an AFPC personnel accounting symbol code. Upon notification of return to military control, AFPC/DPFCM coordinates with the MPF to determine the unit of assignment based on duration of deserter status (see [paragraph 8.17.1](#) through [8.17.3](#).) and reassign the member to the appropriate unit personnel accounting symbol code. **(T-2)**.

8.19.5.1. Once the personnel accounting symbol code is updated in MilPDS, the unit commander, CSS, or MPF completes processing a HR Type Personnel Program Application-Duty Status Change (AWOL/Deserter) Case Management System case to AFPC/DPFCM to update the member's duty status in MilPDS accordingly. **(T-2)**.

8.19.5.2. AFPC/DPFCM forwards the returned deserter's medical and dental records to the assigned MPF. **(T-2)**. If the member's personnel record is not in Automated Records Management System Office, AFPC/DPFCM will forward the Unit Personnel Record Group to the MPF. **(T-2)**.

8.19.5.3. MPF forwards the medical and dental records to local military treatment facility for filing. **(T-2)**.

8.19.6. Financial Service Office will coordinate with Defense Finance and Accounting Service to have member's Master Military Pay Account updated accordingly. **(T-1)**.

## **8.20. Commander's Determination.** The action unit commander:

8.20.1. Takes responsibility for disposition of Unauthorized Absence. **(T-1)**.

8.20.2. Reviews case circumstances and consults with JA to determine if the absence was avoidable or unavoidable. **(T-1)**.

8.20.3. A commander who finds that an absence was:

8.20.3.1. Avoidable, consults with JA and takes appropriate disciplinary action as warranted. **(T-1)**.

8.20.3.2. Unavoidable, excuses the absence. The period of absence does not count as lost time to be made good. **(T-1)**. Charge it to leave if not authorized for another reason (ref: AFI 36-3003, *Military Leave Program*). A new HR type Personnel Processing Application AWOL/Deserter Case Management System case is required to revoke the Unauthorized Absence report. **(T-3)**. Examples of excused absences not charged to leave include, but are not limited to:

8.20.3.2.1. When a member's lack of mental capacity causes the absence.

8.20.3.2.2. When civilian law enforcement authorities hold, try and acquit a member.

8.20.4. If a member dies during an Unauthorized Absence, the commander of the unit of assignment makes a new status determination. **(T-2)**. After considering all available facts, the commander determines if the member was in duty status, absent on leave, absent without leave, or a deserter. **(T-2)**.

**8.21. Erroneous Reports of Unauthorized Absence.** When a commander determines that a desertion or Unauthorized Absence was reported in error, contact AFPC/DPFCM immediately to revoke the absence and remove the associated documents from the member's Master Personnel Record. **(T-1)**.

8.21.1. If DD Forms 553 and 616 were distributed, another DD Form 616 must be accomplished. Provide a full explanation of the error in item 9, remarks section, and forwarded to AFPC/DPFCM. **(T-1)**.

8.21.2. The commander sends new letters explaining the error to the next of kin, dependents, and others notified of the Unauthorized Absence. **(T-1)**.

8.21.3. An HR type Personnel Processing Application AWOL/Deserter Case Management System case must be accomplished revoking or changing the HR type Personnel Processing Application AWOL/Deserter Case Management System case placing member into or removing Unauthorized Absence. **(T-1)**.

8.21.4. Only AFPC/DPFCM can delete or change duty status codes of 06 (Deserter) and 07 (AWOL).

8.21.5. Financial Services Office will coordinate with Defense Finance and Accounting Service to have member's Master Military Pay Account updated accordingly. **(T-1)**.

## **8.22. Special Requirements for ANG and AFR Members**

**8.23. General.** This section applies to ANG or AFR members ordered to extended active duty voluntarily or involuntarily per AFI 36-2110, *Total Force Assignments*.

8.23.1. When an extended active duty order calls an Air Reserve Component (ARC) member to active duty, the active duty unit the member is temporarily assigned to processes the absentee only after coordination with the unit of assignment. **(T-1)**.

**8.24. Determining Unauthorized Absences.** An ARC member voluntarily or involuntarily called or recalled to active duty or active duty for training who fails to report is an absentee if strong evidence exists that the member received the orders (Title 10 orders).

8.24.1. Per DODI 1215.13 *Reserve Component Member Participation Policy*. When members of the Selected Reserve are ordered to active duty for training or transferred to the Individual Ready Reserve because of unsatisfactory participation, copies of the orders will be furnished to the Service member. **(T-1)**. Military Services will obtain acknowledgment of receipt, either written or electronic, and maintain a trackable record. **(T-1)**. Service members ordered to active duty for training who fail to report will be processed pursuant to policy and procedures established by the Secretary of the AF. **(T-1)**.

**8.25. Reporting Unauthorized Absences.** The unit to which the member is attached for active duty coordinates with the home unit before processing the AWOL/Deserter action. **(T-1)**. If Special Activities Branch (AFPC/DP3SP) or Headquarters USAF Academy, Cadet Accessions

(HAFA/A1A) ordered the member to extended active duty, contact the appropriate office immediately to determine if substantial proofs of delivery of orders exist before taking any Unauthorized Absence action. **(T-1)**. The unit of assignment completes appropriate actions. Include the Military Personnel Division, National Guard Bureau, NGB/A1PR (for ANG members) and the Personnel Utilization Branch, AF Reserve Command, AFRC/A1KK (for AFR members) on the distribution of all reports and the DD Form 553 when classifying a member ordered to active duty for training as a deserter. If questions arise, contact AFPC/DPFCM. **(T-1)**.

**8.26. Return to Military Control Responsibilities.** When an ARC member ordered to active duty for training returns to military control, actions in [paragraphs 8.9.](#) and [8.13.](#) apply, except [paragraph 8.17.](#) The detaining unit:

8.26.1.1. Contacts AFPC/DPFCM and the member's respective headquarters: Military Personnel Division, National Guard Bureau, NGB/A1XR (for ANG members); or Personnel Utilization Branch, AF Reserve Command, AFRC/A1KK (for AFR members). **(T-1)**.

8.26.1.2. Gives the member a non-chargeable transportation request if no escort is used. **(T-1)**.

8.26.2. Disposition Instructions:

8.26.2.1. Absentees gone for less than 180 days are returned to their unit of assignment or to another unit with court-martial jurisdiction as determined by the unit of assignment commander. **(T-1)**.

8.26.2.2. Absentees gone for 180 days or more are no longer carried on unit rolls and are sent to the nearest AF installation with facilities for handling the case. **(T-1)**.

8.26.2.3. In some cases, the rules outlined above may not be appropriate. Under these circumstances, contact AFPC/DPFCM for further guidance.

8.26.3. The commander of the disposition unit takes the actions outlined in [paragraph 8.13.](#) **(T-1)**. When completing the DD Form 616, include as information addressees: the Military Personnel Division, National Guard Bureau, NGB/A1XR (for ANG members); or the Personnel Utilization Branch, AF Reserve Command, AFRC/A1KK (for AFR members). **(T-1)**.

**8.27. Special Instructions for the United States Army, United States Navy, or United States Marine Corps Members Who Are Returned to or Surrender to An Air Force Installation**

**8.28. Instructions for a Service Member's Return or Surrender:** Upon notification of the return or surrender of an Army, Navy, or Marine Corps AWOL member or deserter to an AF installation, detain the member by any means available (coordinate with SFS and JA regarding the use of force). **(T-1)**. The disposition of the member will be determined by their respective Service's Deserter Information Point. **(T-1)**. The respective Deserter Information Point will provide fund cities and take all of the necessary actions to return the member to appropriate control in the most expedient fashion. **(T-1)**.

**8.29. United States Army:** Immediately contact the Army Deserter Information Point, Fort Knox, Kentucky (DSN 536-3711/3712/3713 or Commercial: 502-626-3711/3712/3713). **(T-1)**.

**8.30. United States Navy:** Immediately contact the Navy Deserter Information Point, Naval Station Great Lakes, Great Lakes, Illinois (DSN: 882-2522 or Commercial: 901-874-2522 or 1-877-663-6772). **(T-1).**

**8.31. United States Marine Corps:** Immediately contact the Marine Corps Deserter Information Point, Arlington, Virginia (DSN 664-3667/0395 or Commercial: 703-604-3667/0395). **(T-1).**

**8.32. United States Air Force Deserter Information Point:** If you are unable to reach the other Service Deserter Information Point, contact AFPC/DPFCM (DSN 665-3727 or Commercial: (210) 565-3727, or 1-800-433-0048). **(T-1).**

## CHAPTER 9

### IDENTIFICATION TAGS

#### **9.1. Issuance of Identification Tags.** Issue identification tags:

9.1.1. Upon entrance into Regular AF or Air Reserve Component. **(T-2)**.

9.1.2. When information contained on identification tags are invalid or identification tags are missing. **(T-2)**.

9.1.3. Upon notification of deployment for civilian personnel. **(T-2)**.

#### **9.2. An identification tag set will be comprised of two tags, one long-length neck chain, and one short-length chain. (T-2).**

**9.3. Red Medical Alert Tags.** Home station Medical Treatment Facilities will provide deploying personnel, with a documented medical allergic condition, a Red Medical Alert ID tag. **(T-1)**.

#### **9.4. Reissuing Limitations.**

9.4.1. Reissue identification tags only to replace lost tags or to correct changed or erroneous data. **(T-2)**. Do not reissue identification tags to correct administrative errors. **(T-2)**.

#### **9.5. Wear of Identification Tags.**

9.5.1. Wear identification tags (regular or medical) around the neck, underneath the appropriate garment, unless such wear creates a valid safety problem. **(T-1)**. Identification may be carried in the pocket when safety factors preclude wear around the neck.

9.5.2. One tag is placed on the longer length necklace and one tag on the shorter chain. The shorter chain with tag is suspended from the longer length necklace with tag.

#### **9.6. Information on Identification Tags.** Each tag will consist of five lines of type:

9.6.1. First line – Last name

9.6.2. Second line – First name and middle initial

9.6.3. Third line – DoD ID Number/Electronic Data Interchange Personal Identifier

9.6.4. Fourth line – Blood type.

9.6.5. Fifth line - Religious preference.

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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

**10 USC Section 956**, *Deserters, prisoners, members absent without leave: expenses and rewards*

**DoDI 1215.13**, *Reserve Component (RC) Member Participation Policy*, 5 May 2015

**DoDI 1325.02**, *Desertion and Unauthorized Absence*, 16 November 2012 (Change 1 released 31 Mar 2017)

**DoDI 1336.07**, *Reporting of Personnel Tempo (PERSTEMPO) Events*, 28 July 2009

**DoDI 3001.02**, *Personnel Accountability in Conjunction with Natural or Manmade Disasters*, 3 May 2010

**DoDI 5200.1**, *DoD Information Security Program and Protection of Sensitive Compartmented Information (SCI)*, 1 May 2018

**DoDI 6025.18-R**, *DoD Health Information Privacy Regulation*, 24 January 2003

**DoDD 1100.4**, *Guidance for Manpower Management*, 12 February 2005

**DoDD 3025.14**, *Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad*, 26 February 2013 (Change 1 released 30 November 2017)

Uniform Code of Military Justice

**Joint Publication 3-68**, *Noncombatant Evacuation Operations*, 18 November 2015

Joint Travel Regulations (JTR), *Uniformed Service Members and DoD Civilian Employees*, 1 October 2018

**AFPD 10-2**, *Readiness*, 6 November 2012

**AFPD 34-1**, *Air Force Services*, 11 Oct 2018

**AFPD 36-26**, *Military Force Management*

**AFPD 36-29**, *Military Standards*, 24 September 2014

**AFPD 36-38**, *Personnel Readiness, Reporting, and Accountability*, 1 June 2016

**AFI 10-201**, *Force Readiness Reporting*, 3 March 2016

**AFI 10-401**, *Air Force Operations Planning and Execution*, 7 December 2006

**AFI 10-403**, *Deployment Planning and Execution*, 20 September 2012

**AFI 10-404**, *Base Support and Expeditionary Site Planning*, 27 August 2015

**AFI 10-2501**, *Air Force Emergency Management Program*, 19 April 2016

**AFI 16-1404**, *Air Force Information Security Program*, 29 May 2015

**AFI 24-301**, *Vehicle Operations*, 1 November 2018

**AFI 31-105**, *Air Force Corrections System*, 15 June 2015

*AFI 31-501, Personnel Security Program Management,*  
*AFI 33-332, Air Force Privacy and Civil Liberties Program,* 12 January 2015  
*AFI 33-360, Publications and Forms Management,* 1 December 2015  
*AFI 36-2110, Total Force Assignments,* 5 Oct 2018  
*AFI 36-2911, Desertion and Unauthorized Absence,* 14 October 2016  
*AFI 36-3002, Casualty Services,* 20 June 2017  
*AFI 36-3003, Military Leave Program,* 11 May 2016  
*AFI 36-3026\_IPV1, Identification Cards for Members of the Uniformed Services, Their Family Members and Other Eligible Personnel,* 4 August 2017  
*AFI 38-205, Expeditionary Manpower Management,* 24 May 2012  
*AFI 65-103, Temporary Duty Orders,* 5 August 2005  
*AFI 65-106, Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities,* 6 May 2009  
*AFI 65-601, Volume 1, Budget Guidance and Procedures,* 24 October 2018  
AF Guidance Memorandum 2018-10-01, AFI 10-405, *AF Guidance Memorandum for Expeditionary Readiness*  
*AFMAN 16-1405, Air Force Personnel Security Program,* 1 August 2018  
*AFMAN 31-127, Security Forces Armed/Unarmed Transfer Team Procedures,* 7 August 2014  
*AFMAN 33-363, Management of Records,* 1 March 2008  
*AFMAN 65-116 Vol 1, Defense Joint Military Pay System Active Component (DJMS-AC) FSO Procedures,* 1 April 2007  
Air Force Records Information Management System (AFRIMS)  
AFPAAS Personnel Services Delivery Guide, 12 July 2011

### ***Prescribed Forms***

#### ***Adopted Forms***

**AF Form 847,** *Recommendation for Change of Publication* (22 September 2009)  
**AF Form 973,** *Request and Authorization for Change of Administrative Orders,* (1 October 1983)  
**AF Form 2098,** *Duty Status Change* (30 June 2003)  
**DD Form 460,** *Provisional Pass* (March 1951)  
**DD Form 553,** *Deserter/Absentee Wanted By the Armed Forces* (1 March 2015)  
**DD Form 616,** *Report of Return of Absentee* (1 December 1999)

**DD Form 1610**, *Request and Authorization for Temporary Duty Travel of Department of Defense Personnel* (1 May 2013)

**DD Form 2585**, *Repatriation Processing Center Processing Sheet* (1 September 2014)

***Abbreviations and Acronyms***

**AD**—Active Duty

**ADLS**—Advanced Distributed Learning System

**AEF**—Air and Space Expeditionary Force

**AEFI**—Air and Space Expeditionary Force Indicator

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFOSI**—Air Force Office of Special Investigations

**AFPC**—Air Force Personnel Center

**AFPAAS**—Air Force Personnel Accountability and Assessment System

**AFPD**—Air Force Policy Directive

**AFR**—Air Force Reserve

**AFRC**—Air Force Reserve Command

**AFSVA**—Air Force Services Activity

**ANG**—Air National Guard

**ARC**—Air Reserve Component

**AWOL**—Absent Without Leave

**CONUS**—Continental United States

**DD Form**—Department of Defense Form

**DoD**—Department of Defense

**FBI**—Federal Bureau of Investigation

**FSO**—Financial Services Office

**FSS**—Force Support Squadron

**GCCS-AF**—Global Command and Control-Air Force

**HAF**—Headquarters Air Force

**HQ**—Headquarters

**HR**—Human Resources

**ID**—Identification

**IPR**—Installation Personnel Readiness



**JA**—Judge Advocate

**LOGFOR**—Logistics Force Packaging System

**MAJCOM**—Major Command

**MILPDS**—Military Personnel Data System

**MPF**—Military Personnel Flight

**NEO**—Noncombatant Evacuation Operation

**NGB**—National Guard Bureau

**OPR**—Office of Primary Responsibility

**PERSCO**—Personnel Support for Contingency Operations

**RED HORSE**—Rapid Engineer Deployable Heavy Operations Repair Squadron Engineers

**RegAF**—Regular Air Force

**SFS**—Security Forces Squadron

**TDY**—Temporary Duty

**UCMJ**—Uniform Code of Military Justice

**UDM**—Unit Deployment Manager

**USC**—United States Code

**UTC**—Unite Type Code

### *Terms*

**295 Special Experience Identifier**—Signifies completion of “Deliberate and Crisis Action Planning and Execution Segments Wing Level Operators Course” and updated in MilPDS.

**Abroad**—In a foreign area; outside the United States, its territories, or possessions. (DoDD 3025.14)

**Absentee**—Any member of the Armed Forces not administratively classified as a deserter who is absent without authority from the assigned unit, organization, or other place of duty where the member is required to be. This does not include confinement.

**Absent without Authority**—The status of a member absent from the assigned unit, organization, or other place of duty where the member is required to be.

**Absent Without Leave (AWOL)**—See Absent Without Authority.

**Accounted For**—Personnel are considered “accounted for” when any of the following occur: 1) The individual is physically present, 2) The individual has been contacted or has made contact (e.g. by telephone or other means) or 3) The individual is in an official status of Unauthorized Absence, desertion, deceased, or missing.

**Action Unit**—For administration of Unauthorized Absence, the unit of assignment. After the absentee returns to the military, the organization that makes disposition of the Unauthorized

Absence. The action unit for the absence is not necessarily the action unit for disposition of the Unauthorized Absence.

**Active Duty for Training**—A tour of active duty used to train members of the Air Reserve Components to provide trained units and qualified persons to fill the needs of the Armed Forces in time of war or national emergency and other times as national security requires. The member is under orders which provide for return to non-active duty status when the active duty for training is completed. It includes annual training, special tour of active duty for training, school tours, and the initial duty for training performed by no prior service enlistees.

**Air and Space Expeditionary Force (AEF)**—The United States Air Force methodology for organizing, training, equipping and sustaining rapidly responsive air and space forces to meet the defense strategy requirements. Through the Air and Space Expeditionary Force, the Air Force supports defense strategy requirements using a combination of both permanently assigned and rotational forces. The Air Force organizes Air and Space Expeditionary Task Forces to meet defense strategy requirements using both Continental United States-based and forward-stationed units. AETFs are capability based to generate desired effects and sized to meet the mission. AETFs are assigned or attached to a combatant commander through the Joint allocation scheduling process, Joint Strategic Capabilities Plan, Forces for Combatant Commanders Memorandum or Deployment Order.

**Air Force Elements**—Administrative devices designed solely to account for Air Force authorizations and personnel serving in non-Air Force activities, such as defense agencies, joint and unified commands, international activities and government agencies worldwide.

**Air Reserve Component (ARC) Members**—Members of the Air National Guard of the United States (ANG) or the United States Air Force Reserve (AFR).

**Beddown**—The provision of expedient facilities for troop support to provide a platform for the projection of force. From the Force Support perspective, beddown includes reception processing, accountability, providing meals and temporary lodging according to Combatant Commander plans and policies.

**Career Field Education and Training Plan**—Comprehensive document that identifies life-cycle education/training requirements, training support resources, and minimum wartime task requirements for the Force Support career field.

**Casualty**—Any person lost to the organization by reason of having been declared dead, duty status-whereabouts unknown, missing, ill, or injured (JP 1-02) (AFI 36-3002).

**Component Command**—One of the subordinate organizations that constitute a Joint force. Normally a Joint force is organized with a combination of Service and functional components.

**Concept of Operations**—A verbal or graphic statement, in broad outline, of a commander's assumptions or intent in regard to an operation or series of operations. The concept of operations frequently is embodied in campaign plans and operation plans, in the latter case, particularly when the plans cover a series of connected operations to be carried out simultaneously or in succession. The concept is designed to give an overall picture of the operation. It is included primarily for additional clarity of purpose; it is also called a commander's concept.

**Contingency**—An emergency involving military forces caused by natural disasters, terrorists, subversives, or by required military operations. Contingencies require plans, rapid response, and special procedures to ensure the safety and readiness of personnel, installations, and equipment.

**Contingency Operations**—Operations involving the use of US military forces to achieve US objectives, usually in response to an emerging or unexpected crisis. Contingency operations may evolve into sustained military operations.

**Defense Manpower Data Center**—Collects and maintains an archive of automated manpower, personnel, training, and financial databases; operates personnel programs and conducts research and analysis.

**Deliberate and Crisis Action Planning and Execution Segments**—The Air Force standard automated data processing subsystem of the Joint Operation Planning and Execution System, which is used by operations, logistics, manpower and personnel planners at all command levels to develop and maintain force packages and task requirements for Operation Plan Time-Phased Force Deployment Data.

**Deployment**—The relocation of forces to designated areas of operations.

**Deserter Information Point (DIP)**—A central focal point each military Service establishes to control, account for and pass on information about deserters and unauthorized absentees.

**Desertion under Aggravated Circumstances**—Desertion cases in which the individual is an officer, is wanted for offenses punishable under the UCMJ, or had access to classified defense information that, if disclosed, would jeopardize United States security.

**Designed Operational Capability**—A mission for which a measured unit has been equipped, organized, designed, tasked, and trained.

**Designed Operational Capability (DOC) Statement**—The document prepared by the parent Major Command that outlines each measured unit's DOC and contains the unit's identification, mission tasking narrative, mission specifics, and measurable resources.

**Detaining Unit**—The unit that accepts an absentee's return to the military. To return, absentees may surrender to or be apprehended by military authorities, the FBI, or other civilian authorities.

**Disposition of the Unauthorized Absence**—Administrative actions taken when an Unauthorized Absence ends. Includes selection of the action unit, decisions about the member's status during the absence, and administrative or punitive action against the member, when appropriate.

**Drilling Unit Reservists**—Unit members who participate in unit training activities on a part-time basis.

**Dropped from the Rolls (DFR) of the Organization**—An administrative procedure that removes a member from the unit of assignment and reduces the unit's strength. It does not end the member's military status.

**Duty Status-Whereabouts Unknown**—A transitory casualty status, applicable only to military personnel, that is used when the responsible commander suspects the member may be a casualty whose absence is involuntary but does not feel sufficient evidence currently exists to make a definite determination of missing or deceased.

**Employment Requirements Manning Document**—A product providing total manpower requirements to be employed at a Temporary Duty location.

**Evacuation**—Withdrawal from a threatened area. Evacuation normally consists of four phases (departure, safe haven reception, safe haven support, and return). (DoDD 3025.14)

**Failure to Go**—An Unauthorized Absence of 24 consecutive hours or less.

**Family Member**—Family members who are enrolled in Defense Enrollment Eligibility Reporting System in an active file status. For Department of Air Force and Non-appropriated Fund employees, family members should be accounted for if they are receiving evacuation entitlements.

**Force Module**—A force module is a planning and execution tool that provides a means of logically grouping records, which facilitates planning, analysis and monitoring. Force modules may include both forces and sustainment.

**Geographical Area of Interest (GAOI)**—Continental United States or overseas area of concern affected by the disaster or national emergency.

**Global Command and Control System (Air Force)**—A system providing the planning community the ability to share the workload among computer centers and rapidly query programs and data files at remote locations, update and transfer files remotely, send messages and already-formatted data, and teleconference.

**Individual Mobilization Augmentee**—An individual filling a military billet identified as augmenting the active component structure of the Department of Defense [DoD] or other departments or agencies of the U.S. Government.

**Installation Deployment Officer**—The individual acting for the installation commander in the overall direction and control of deployments from a base.

**Limiting Factor**—A factor or condition that either temporarily or permanently impedes mission accomplishment (e.g., transportation network deficiencies, lack of in-place facilities, mal traffic positioned forces or materiel, extreme climatic conditions, distance, transit or overflight rights, political conditions, etc. [Joint Pub 1-02]).

**Major Command (MAJCOM)**—A subdivision of the Air Force that is assigned a major part of the Air Force mission. Major commands report directly to HAF. Includes MAJCOM of assignment for the absentee and the MAJCOM of the servicing MPF, unless otherwise specified. For purposes of this instruction, the Air Force Office of Special Investigations (AFOSI), a field operating agency, is treated as a MAJCOM.

**Military Personnel Flight (MPF)**—The flight within the Force Support Squadron that services the action unit, unless otherwise specified.

**Mission Capability**—A short paragraph that describes the mission capabilities that 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.

**National Crime Information Center**—A computerized information system established by the FBI to serve law enforcement agencies. Using computers, data transmission over communication lines and terminal devices, it makes timely and complete information about deserters available to law enforcement agencies.

**National Emergency**—A condition declared by the President or the Congress by virtue of powers previously vested in them that authorize certain emergency actions to be undertaken in the national interest. Action to be taken may include partial, full, or total mobilization of national resources.

**Natural Disaster**—All domestic emergencies except those created as a result of enemy attack or civil disturbance.

**Noncombatant**—In accordance with (DoDD 3025.14), U.S. citizens who may be ordered to evacuate by competent authority include: Civilian employees of U.S. Government agencies and their dependents, except Civilian employees of U.S. Government agencies and their dependents, who are legal residents in the country concerned but have expressed the willingness to be evacuated. Military personnel of the U.S. Military Services specifically designated for evacuation as noncombatants. Dependents of members of the U.S. Military Services.

**US (and non—US)** -citizens who may be authorized or assisted in evacuation (but not necessarily ordered to evacuate) in accordance with (DoDD 3025.14), by competent authority include: Civilian employees of U.S. Government agencies and their dependents who are legal residents in the country concerned, but have expressed the willingness to be evacuated.

Private U.S. citizens and their dependents—(Note: Private U.S. citizens cannot be ordered to evacuate.)

Military personnel—and dependents of members of the U.S. Armed Forces outlined in **subparagraph a (3)** of DoDD 3025.14, short of an ordered evacuation.

Designated others—including dependents of civilian employees of U.S. Government agencies and their dependents, except civilian employees of U.S. Government agencies and their dependents, who are legal residents in the country concerned, but have expressed the willingness to be evacuated; military personnel of the U.S. Military Services specifically designated for evacuation as noncombatants; and dependents of members of the U.S. Military Services, as prescribed by DoS.

**Noncombatant Evacuation Operation**—Operation directed by the Department of State whereby noncombatants are evacuated from areas of danger overseas to a safe haven.

**Operation Plan**—Any plan for the conduct of military operations prepared in response to actual and potential contingencies. 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. (JP 5-0)

**Ordered Departure**—Mandatory departure of some or all categories of personnel and dependents (such as military dependents, nonessential DoD civilian employees and their families, families of essential DoD civilian employees, and DoDDS staff and faculty) to designated safe havens is directed by DoS, with implementation of the theater evacuation plan. Historically, DoS accomplishes most ordered evacuations using commercial transportation (scheduled or chartered), without the use of military personnel or assistance. However, DoS may request a DoD-assisted Noncombatant Evacuation Operation (using DoD organic or chartered transportation assets) based on the nature of the threat or the lack of availability of alternative forms of transportation. (JP 3-68)

**Overseas**—All locations, including Alaska and Hawaii, outside the continental United States.

**Personnel Accountability**—The accurate accounting for personnel at all times regardless of location.

**Repatriation**—Procedure whereby American citizens and their families are officially processed back into the United States subsequent to an evacuation. Evacuees are also provided various services to ensure their well-being and onward movement to their final destination. (DoDD 3025.14)

**Replacement accountability**—Tracking of replacement actions in accordance with applicable instructions when necessary to replace a deployed individual that departs prior to completing the specified tour length.

**Replacements**—Personnel required to take the place of others who depart a unit (Joint Pub 1-02).

**Return to Military Control**—End of an Unauthorized Absence.

**Safe Haven**—Designated area(s) to which noncombatants under the U.S. Government's responsibility may be evacuated during an emergency. A location within or outside the United States to which noncombatants are authorized to travel for the purpose of temporarily remaining there until they are authorized to return to the location from which evacuated, or until they are authorized to travel to their final destination. Safe havens are normally designated by DoS, in coordination with DoD. (DoDD 3025.14)

**Selected Reserve**—Those units and individuals within the Ready Reserve designated by their respective services and approved by the Joint Chiefs of Staff as so essential to initial wartime missions that they have priority over all other Reserves. All Selected Reservists are in active status. The Selected Reserve also includes persons performing initial Regular Air Force training.

**Servicing Security Forces**—The military police unit servicing the action unit, unless otherwise specified.

**Stop Movement**—DoD issues an order to stop forward movement of military members, their dependents, nonessential DoD civilian employees and their families, families of essential DoD civilian employees, and DoDDS staff and faculty. (JP 3-68)

**Strength accountability**—Accountability of all personnel on the ground, including transients, at their deployed and designated geographically separated locations, regardless of status, in accordance with component command policies.

**Supervisor**—A person, military or civilian, who oversees another's work. Unless otherwise specified, a member reports to the immediate supervisor for duty each workday.

**Supported Component Command**—The command having primary responsibility for all aspects of a task assigned by the Joint Strategic Capabilities Plan or other Joint operation 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. The supported command receives assistance from another commander's force or capabilities, and is responsible for ensuring that the supporting commander understands the assistance required.

**Supporting Command**—The command that 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. The supporting command aids, protects,

complements, or sustains another commander's force, and is responsible for providing the assistance required by the supported commander.

**Tasked Wing Accountability**—Responsibility of unit commanders and IPR Elements to maintain accountability over their deployed personnel until they have returned to home station.

**Threatened Areas**—Includes areas facing actual or potential danger from natural or manmade disaster, civil unrest, imminent or actual terrorist activities, hostilities, and similar circumstances, as declared by competent authority. (DoDD 3025.14)

**Total Force**—For the purpose of this instruction, Total Force includes Regular Air Force, Air Force Reserve, Air National Guard, Department of the Air Force and Non-appropriated Fund civilians, Defense Enrollment Eligibility Reporting System enrolled family members, family members of Department of Air Force and Non-appropriated Fund employees (when receiving evacuation entitlements), and contractors and their family members when employed outside the continental United States.

**Transient Accountability**—Tracking of personnel that spend at least one night at a location but their final duty location is elsewhere.

**Transient Personnel**—Military member, Department of Defense civilian, or Department of Defense contractor who spend at least one night at a location but their final duty location is elsewhere.

**Unauthorized Absence** —See Absent Without Authority.

**Unit accountability**—Tracking of deployed assigned and/or attached unit personnel. This accountability includes knowing where assigned personnel are at any given time, where they live and work.

**Unit Commander**—An officer in command of the action unit.

**Unit of Assignment**—The organization to which a member belongs and contributes strength, or the organization to which a member once belonged to and has now been dropped from rolls (DFR).

**Unit Type Code**—A Joint Chiefs of Staff developed and assigned code, consisting of five characters that uniquely identify a "type unit." (JP 1-02). A potential capability focused upon accomplishment of a specific mission that the military Service provides. It can consist of manpower force element (MFE) only, equipment (Logistics Detail) only, or both manpower and equipment. (AFI 10-401)

**United States**—The 50 states and all territories and possessions of the United States, including all waters and airspace subject to the territorial jurisdiction of the United States.

**United States Civil Authorities**—Those elected and appointed public officials and employees who constitute the governments of the 50 states, District of Columbia, Commonwealth of Puerto Rico, United States possessions and territories, and political subdivisions thereof.

**War and Mobilization Plan**—The Air Force supporting plan to the Joint Strategic Capabilities Plan. The War and Mobilization Plan provides current planning cycle policies and planning factors for the conduct and support of wartime operations. It establishes requirements for development of mobilization and production planning programs to support sustained contingency operations.

ATTACHMENT 2

FORCE SUPPORT SUPPLY AND DEMAND PYRAMID

Figure A2.1. Force Support Supply and Demand Pyramid.





