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SECRETARY OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE
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Personnel

**PERSONNEL ACCOUNTABILITY
PROGRAM MANAGEMENT**

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This manual implements Department of the Air Force Policy Directive (DAFPD) 36-38, *Force Support Readiness* and partially implements Department of Defense Instruction (DODI) 3020.41, *Operational Contact Support Outside the United States*, with respect to contractor personnel accountability. This manual also supports Department of Defense Directive (DoDD) 3025.14, *Evacuation of US Citizens and Designated Aliens from Threatened Areas Abroad*, DAFPD 10-2, *Readiness* and Department of the Air Force Instruction (DAFI) 36-3802, *Force Support Readiness Programs*. It establishes procedural guidance and assigns responsibilities for personnel accountability programs, duty status updates to include Personnel Tempo (PERSTEMPO) and desertion/absent without leave (AWOL) and/or confinement, personnel readiness functions, and evacuation of Department of the Air Force (DAF) civilian employees and uniformed members of the DAF, 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. This manual applies to individuals at all levels including DAF civilian employees and uniformed members of the United States Space Force (USSF), the Regular Air Force, the Air Force Reserve, the Air National Guard (ANG) and the Civil Air Patrol when conducting missions as the official Air Force Auxiliary. This instruction applies to the USSF unless and until such time as separate service guidance is published. In this event, USSF guidance shall prevail in application to the USSF. **Note:** All references to United States Air Force (USAF) terminology, units, grades, and positions will also apply to the equivalent in the USSF, as appropriate. For example, references to Airmen will also apply to Guardians. References to major commands (MAJCOMs) or numbered Air Forces will also apply to field commands (FLDCOMs). References to wings will also apply to deltas. Air Staff roles and responsibilities (e.g., (AF/A1), etc.) may also apply to the equivalent Office of the Chief of Space Operations (Space Staff) position or office (e.g., SF/S1, etc.), as deemed

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Chapter 1

PERSONNEL ACCOUNTABILITY PROGRAM MANAGEMENT

1.1. Overview. This manual provides procedural guidance for managing personnel accountability programs and the Strength Accountability Duty Status Program (SADSP). It provides guidance on administering the Air Force Personnel Accountability and Assessment System (AFPAAS). Additionally, it outlines procedures for reporting changes in strength accounting duty status for confinement and unauthorized absences, as well as returning to military control and reporting lost time. It also provides procedural guidance for Installation Personnel Readiness (IPR), the Personnel Deployment Function (PDF) operations and Personnel in Support of Contingency Operations (PERSCO) functions.

1.1.1. Roles and responsibilities are captured in DAFI 36-3802.

1.1.2. Additional resources:

1.1.2.1. Air Force Tactics, Techniques and Procedures (AFTTP) 3-4.34, *Expeditionary Force Support Operations*

1.1.2.2. Deliberate and Crisis Action Planning and Execution System (DCAPES) PDF User Guide

1.1.2.3. Total Force Personnel Service Delivery Guide (PSDG)-Air Force Personnel Accountability and Assessment System (AFPAAS)

1.1.2.4. Total Force Personnel Service Delivery Guide (PSDG)-Strength Accounting Duty Status Program (SADSP)

1.1.2.5. Total Force Personnel Service Delivery Guide (PSDG)-Commander's Support Staff (CSS) Execution, Organization and Responsibilities

1.1.2.6. Personnel Service Delivery Guide (PSDG)-Appellate Review Leave Program

1.1.2.7. Personnel Service Delivery Guide (PSDG)-Area of Responsibility (AOR) Casualty Reporting

1.1.2.8. Total Force Personnel Service Delivery Guide (PSDG)-Personnel Deployment Function (PDF)

1.1.2.9. Air Force Inspection System (AFIS), personnel accountability by-law, squadron commander Management Internal Control Toolset (MICT) Self-Assessment Checklist (SAC)

Chapter 2

UNIT LEVEL PERSONNEL ACCOUNTABILITY PROGRAMS

2.1. Overview.

2.1.1. The DAF is required to quickly obtain and report total force personnel accountability to comply with Department of Defense (DoD) requirements in DoDD 1100.4, *Guidance for Manpower Management*, Department of Defense Instruction (DoDI) 1336.07, *Management of Personnel Tempo*, and DoDI 3001.02, *Personnel Accountability in Conjunction with Natural or Manmade Disasters*. Personnel accountability provides commanders, planners, and managers with the status of the total force and can be used in making force management decisions.

2.1.2. As defined, personnel accountability is the process for communicating, assessing, and confirming the status and condition of all personnel within an organization regardless of their location. The objectives of personnel accountability programs are to capture and immediately report all changes in a member's strength accounting duty status (temporary duty (TDY), leave, pass, quarters, etc) in the appropriate personnel database. 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 such as, but not limited to Unauthorized Absence, desertion, deceased, or missing.

2.2. Use of Air Force Personnel Accountability and Assessment System (AFPAAS). Unit Commanders are responsible to obtain and report personnel accountability of all assigned personnel under their command at all times. During natural disaster or national emergency (real world or exercise) events and when directed by DAF leadership, the commander directs all assigned personnel, including Individual Mobilization Augmentees (IMAs), in the affected Geographical Area of Interest (GAOI) to use AFPAAS or equivalent DoD approved system to attain and report Total Force DAF personnel accountability until 100% accountability is achieved or reporting is suspended.

2.2.1. Requesting Local Real World and AF Wide Events.

2.2.1.1. MAJCOM, FLDCOM and installation commanders may request a real-world event in lieu of DAF leadership directing local personnel accountability events. Submit requests to Force Generation Readiness Branch (AFPC/DPMWR) for approval to afpc.dpmwr.workflow@us.af.mil and courtesy copy the respective MAJCOM/FLDCOM(s). No event will be active in AFPAAS until the affected GAOI is defined and the notification messaging is approved by the approval authority.

2.2.1.2. Air Force Personnel Center (AFPC) will notify the MAJCOM/FLDCOMs and Force Support Career Field Management and Readiness Division (AF/A1XO) that an Installation has requested a local real-world personnel accountability event. If the event stays local, the MAJCOM/FLDCOM and IPR will receive notification the event was built in AFPAAS. Local events may not have an emergency mass notification (e.g. AtHoc) message; therefore, local leadership must provide guidance to the impacted audience within the affected GAOI on appropriate rules of engagement (ROEs) and use of AFPAAS for accountability.

2.2.1.3. If the event is DAF-wide, AF/A1XO and Air Force Service Watch Cell (AFWATCH) will direct DAF-wide Total Force Accountability. No event will be active in AFPAAS until the GAOI is defined and the notification messaging is approved by the approval authority.

2.2.2. Requesting Local Exercise Events.

2.2.2.1. AFPAAS exercise event requests should be submitted two weeks prior to the event start date, signed by the directing commander and submitted to the IPR office.

2.2.2.2. The IPR will forward the request to the MAJCOM/FLDCOM for approval and submits to AFPC/DPMWR.

2.2.2.2.1. For ANG units requesting local and real-world events, NGB/A1XR will fulfill the MAJCOM/FLDCOM role for submission and provide communication with ANG units.

2.2.2.3. Exercise events approval will be dependent on timeliness of submission and active real-world events.

2.2.2.4. Upon approval, AFPC will notify the MAJCOM/FLDCOM when the event is built in AFPAAS.

2.2.2.5. If disapproved, AFPC will provide an alternate date for the event. The MAJCOM/FLDCOM will notify the IPR of the exercise event status.

2.2.3. DAF Member Responsibilities.

2.2.3.1. Annually, all DAF personnel should review and update Defense Enrollment Eligibility Reporting System (DEERS) with current contact information for self and enrolled dependents/family members.

2.2.3.2. As required, DAF personnel are responsible for reporting themselves and DEERS enrolled dependents/family member accountability. See DAFI 36-3802, chapter 5 for applicable accounting reporting categories. See DAFI 36-3802, chapter 7 for information regarding evacuation operations.

2.2.3.3. When directed, access AFPAAS at <https://afpaas.af.mil>, or through the AF Portal using one of the following options:

2.2.3.3.1. Common Access Card (CAC).

2.2.3.3.2. Username (sponsor's e-mail address) or DoD ID and password. Note: Must be created on a CAC enabled device prior to accessing AFPAAS website on a personal device.

2.2.4. Required Reporting Actions.

2.2.4.1. Review and validate/update personal information to include all family members identified in the GAOI. (e.g., physical location).

2.2.4.2. Update contact information if relocated/displaced to a safe haven location. Follow unit procedures for reporting personnel accountability status if unable to access AFPAAS.

2.2.4.3. Notify unit commander support staff (CSS) before departure of a TDY and upon return.

2.2.4.4. Notify unit CSS, supervisor and/or First Sergeant of any other change to personnel accountability duty status (e.g., hospitalization, confinement, etc.).

2.2.5. Commanding Officer Representatives (COR).

2.2.5.1. COR Access.

2.2.5.1.1. Unit Commanders identify at least two individuals to serve as AFPAAS CORs. CORs are appointed appropriate AFPAAS access to administer/manage personnel accountability events for their units.

2.2.5.1.2. Units submit AFPAAS request memorandum to the Wing IPR to authorize the appropriate access in AFPAAS.

2.2.5.1.3. MAJCOM/FLDCOM verify Wing IPR COR access and provide oversight within MAJCOM/FLDCOM.

2.2.5.1.4. MAJCOM/FLDCOM submits AFPAAS request memorandum to AFPC/DPMWR to authorize the appropriate access in AFPAAS.

2.2.6. COR Responsibility.

2.2.6.1. Account by name for all Airmen/Guardians and family members assigned who are physically located in the GAOI within their Personnel Accounting Symbol Code (PASCODE) Hierarchy.

2.2.6.2. Provide updates to unit leadership on personnel accountability progress.

2.2.6.3. Add members/family members to an event.

2.2.6.4. Add members on leave or TDY in the GAOI.

2.2.6.4.1. Select the personnel tab, type in the members name and click the find button.

2.2.6.4.2. Once the member's name appears, to the left of the name, select add to event from the drop-down menu.

2.2.6.4.3. Return to the accounting tab, locate the member and select the appropriate status to update their accountability.

2.2.6.5. CORs have the ability/access to complete a needs assessment on behalf of the Airmen, Guardians or family members. Monitor assessments and work with the local Military & Family Readiness Center (M&FRC) Case Managers.

2.2.6.6. View Accounting Summaries.

2.2.6.7. View Accounting Detail Reports.

2.2.6.8. Upon completion of an exercise or real-world event should complete an AFPAAS feedback form to identify positive experiences and areas for improvements.

2.2.6.9. Refer to the AFPAAS PSDG for additional procedural guidance.

2.3. Strength Accounting Duty Status Program (SADSP).

2.3.1. The SADSP is the unit commander's responsibility. This program exists to enhance total force personnel accountability and improve crisis responsiveness. The SADSP allows all levels of command to access and maintain a centralized database depicting the status of the

force. SADSP is designed to provide commanders, planners, and managers with strength-affecting information encompassing all duty status events and can be used in making force management decisions. The SADSP is also a primary conduit for data impacting Air Force PERSTEMPO and the associated data reporting.

2.3.2. Non-contingency temporary duty (TDY) strength accounting duty status reporting and miscellaneous update procedures.

2.3.2.1. Strength accounting duty status conditions are reported when an individual is or is projected to be in a strength accounting duty status other than Present for Duty (PFD) for 24 hours or more. Units establish internal information-gathering processes to make timely and accurate duty status updates.

2.3.2.2. Units will establish TDY in and out-processing procedures through their unit SADSP manager one duty day prior to departure and/or return from their TDY location.

2.3.2.3. TDY strength accounting duty status conditions should be updated prior to the event via Military Personnel Data System (MilPDS) by the CSS.

2.3.2.4. Ensure appropriate codes are used when updating TDYs for individuals. These codes will indicate whether a particular TDY will be a PERSTEMPO deployment or non-deployment event.

2.3.2.5. Use [Attachment 2](#) to determine which Duty Status Code (DSC) to update.

2.3.2.6. Contingency TDYs (strength accounting DSCs 20 or 21) are only updated by the IPR section.

2.3.2.6.1. IPRs are responsible for duty status 20 or 21 data reconciliation between DCAPEs and MilPDS.

2.3.2.6.2. CSSs monitor MilPDS and report duty status 20 or 21 data errors to the IPR for correction.

2.3.2.7. After-the-Fact or missing strength accounting duty status updates.

2.3.2.7.1. TDY data is extremely important to the accuracy of the member's record, unit SADSP and DAF PERSTEMPO tracking. If, for some reason, a TDY duty status event was not updated in MilPDS and the member has subsequently returned from a TDY, the data in their TDY history record must still be updated.

2.3.2.7.2. For non-contingency TDY history updates, the following source documents are required:

2.3.2.7.2.1. Certified Defense Travel System (DTS) travel authorization.

2.3.2.7.2.2. Completed travel voucher.

2.3.2.7.3. For contingency TDY history updates, coordinate through the member's IPR first. One of the following source documents is required along with a completed travel voucher:

2.3.2.7.3.1. Certified Contingency, Exercise, or Deployment (CED) order.

2.3.2.7.3.2. Certified non-CED order (e.g., DTS travel order, DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*, North Atlantic

Treaty Organization (NATO) travel order).

2.3.2.7.3.3. Approved decoration.

2.3.2.7.3.4. Finalized letter of evaluation.

2.3.2.7.3.5. Unit commander/deployed commander (squadron level or higher) letter providing justification.

2.3.2.7.3.6. Note: All source documents must identify the individual and state the named operation supported for the duration of the TDY. Source documents must also include the total inclusive period for the supported deployment, e.g., TDY departure date from home station, TDY arrival date in theater area of responsibility, TDY departure date from the final deployed location, and TDY return date to home station.

2.3.2.7.4. For requests not meeting the above criteria, the IPR office will obtain approval from the Military Personnel Flight (MPF) Flight Commander to update the TDY history. If MPF Flight Commander recommends disapproval, then a request is submitted to Assignments and Force Generation Policy Division (AFPC/DPPP), AFRC/A1K for AFR unit members or ARPC for HQ AGRs or Individual Reservists, or NGB/A1X for ANG members.

2.3.2.7.5. Sick in Quarters duty status is updated by the CSS when a member is placed on quarters by the Medical Treatment Facility (MTF). If the expiration date is unknown, use the best estimate based on the facts available.

2.3.2.7.6. Hospital in patient duty status is updated by the CSS via Case Management System (CMS) for AFPC action.

2.3.2.8. Leave in Conjunction with Another Strength Accounting Duty Status.

2.3.2.8.1. Leave in Conjunction with a Routine TDY. Adjust the start date and/or number of days if a member was projected for a TDY of which the leave will be taken outside the local area at the beginning or end of the TDY. If leave is to be taken within the local area, follow procedures outlined in DAFI 36-3003, *Military Leave Program*.

2.3.2.8.2. Leave in Conjunction with a Contingency TDY. IPR will follow appropriate combatant commander (CCDR) guidance for processing leave in conjunction with a contingency TDY. If leave will be taken within the local area prior to deployment, follow procedures outlined in DAFI 36-3003. If leave is taken within the local area upon completion of the deployment, follow procedures outlined by individual MAJCOM/FLDCOMs in Post Deployment Stand-down Policy. Note: IAW DAFI 36-3003, members of the AF Reserve are not authorized leave en route when transitioning from a deployed Area of Responsibility or the Deployment Transition Center to home station.

2.3.2.8.3. Not Present for Duty-Other. There are multiple instances when this duty status will be used and update strength accounting DSC 14 in MilPDS. Some examples include but not limited to jury duty, convalescent leave and special passes. For personnel on a contingency pass (days off as a result of a deployment), or another event which makes a person Not PFD within their assigned unit at their home station, update does not impact the TDY history or accumulator files and is not counted.

2.3.2.8.4. Emergency Leave from Overseas. Unlike ordinary leave, emergency leave from overseas is not processed by the local financial management flight until after the leave has been taken. CSS's will update strength accounting DSC 14, Not PFD-Other.

2.3.2.8.5. Consecutive Overseas Tour and In-Place Consecutive Overseas Tour Leave. Unlike ordinary leave, consecutive overseas tour leave is not processed by the local financial management flight until after the leave has been taken. CSS's will update strength accounting DSC 14, Not PFD-Other, on personnel taking Consecutive Overseas Tour and In-Place Consecutive Overseas Tour leave not in conjunction with their Permanent Change of Station (PCS) move.

2.3.2.8.6. **Note:** Strength accounting DSC 14 should only be updated as a current change in the person's strength accounting duty status and not projected. If strength accounting DSC 14 is projected, it will not consummate on the effective date.

2.3.2.8.7. The IPR office is responsible for adding and making corrections to TDY Type 1 (Contingency TDYs) and TDY type 2 (PALACE Trip Manning-contingency or exercise) by updating MilPDS. TDY type 1 and 2 is reserved for PERSTEMPO Codes "A and B" and DSC "20 and 21."

2.3.3. Reporting changes in strength accounting duty status for confinement, absence without leave, desertion.

2.3.3.1. Changes in strength accounting duty status for reporting conditions on confinement, AWOL, and Deserter Status, may result in lost time, and must be updated as they occur. MPFs submits source document(s) to AFPC via CMS for MilPDS updates.

2.3.3.2. Air Force Casualty Sustainment Branch (AFPC/DPFCM) will update strength accounting duty status in MilPDS for AWOL and Deserter cases. AFPC Confinement Tier 1 (AFPC/DPSTSB) will update civilian/military confinement in MilPDS.

2.3.3.3. The DD Form 2707, *Confinement Order*, is the source document to initiate the strength accounting duty status via CMS.

2.4. Personnel Tempo (PERSTEMPO).

2.4.1. Background. The National Defense Authorization Act of 2000 requires all Military Services to track, manage, and report high-deployment events. In addition, the Office of the Secretary of Defense (OSD) requires commanders to report and track activities that keep members away from their homes for 24 hours or more (e.g., individual training, deployment, formal school, etc). DoD established a uniform, DoD-wide PERSTEMPO deployment event threshold of 400 days out of the preceding 730 days. The primary means to track high PERSTEMPO events is through accurate and timely SADSP reporting.

2.4.2. IAW AFI 65-103, *Temporary Duty/Special Orders*, PERSTEMPO codes are required on TDY orders.

2.4.3. **Attachment 2** provides a list of PERSTEMPO Deployment and Non-deployment Events.

2.4.4. It is the commander's responsibility to manage PERSTEMPO within their units and ensure all TDYs are reported and updated in MilPDS before the event occurs. SADSP data in

MilPDS is augmented with travel voucher data provided by the financial management flight. Travel systems have been changed to collect and forward event data to AFPC.

2.4.5. After the event, the TDY data is collected and stored at AFPC as part of the military MilPDS record –often referred to as the TDY History File. The TDY history file includes a PERSTEMPO code to determine if the event does or does not count towards the PERSTEMPO threshold. This data will serve as the official record of accumulated threshold days and the data sources used to manage individual PERSTEMPO.

2.4.6. Travel voucher data comes from travel systems and is used to:

2.4.6.1. Build a TDY entry into the personnel record when a duty status entry was not received,

2.4.6.2. Adjust the start and stop dates for the duty status entries with overlapping dates

2.4.6.3. Adjust service date periods for TDYs served overseas.

2.4.7. Management of PERSTEMPO. Commanders can manage PERSTEMPO within their units by using the tracking system available such as the TEMPO Management Tracking System (TMTS).

2.4.7.1. Commanders must make every effort to avoid sending members on TDYs that count towards the threshold that would ultimately prevent them from supporting AF Force Generation (AFFORGEN) or Space Force Force Generation (SPAFORGEN) requirements.

2.4.7.2. PERSTEMPO Threshold. Commanders ensure their members do not proceed on TDYs if they have or will exceed the PERSTEMPO threshold of 400 days out of the preceding 730 days unless a waiver is approved.

2.4.7.3. Verification Procedures. Prior to requesting a PERSTEMPO threshold waiver, the member's TDY history should be validated. The unit CSS or servicing MPF can assist the member with correct any data errors.

2.4.7.4. Threshold Waiver Authorities. IAW DAFI 36-3802, DAF PERSTEMPO threshold waiver approval authority is delegated to not below the level of a one-star general or flag officer, or senior executive service–equivalent, in the Service member's chain of command. An Airman's or Guardian's commander must request and obtain waiver approval prior to TDY orders being processed.

2.4.7.5. Documentation and Disposition of Threshold Letters. Copies of all threshold approval letters will be provided to the member, unit commander, waiver approval authority and MAJCOM A1/FLDCOM S1. The unit CSS will maintain a copy at the unit for AF Inspection Agency or Audit Agency reviews.

2.4.7.6. Appeals of threshold data. Onus of accuracy of PERSTEMPO data is upon the member and they must provide documentation to support any changes to MilPDS. Documentation can be but are not limited to TDY orders, voucher and/or decorations. Members will provide these documents to the MPF and/or unit.

2.5. Tempo Management Tracking System (TMTS).

2.5.1. TMTS or equivalent DoD approved system is a total force web-based application that tracks all PERSTEMPO events. It displays all events reported through SADSP updates in MilPDS and travel vouchers sent by finance offices. This tracking system has the capability to pinpoint individuals who accumulate high-deployment management thresholds. TMTS also allows MPFs and units to add, update, and delete events that were or were not captured by a strength accounting duty status update. SADSP management is imperative to the success of tracking events through TMTS and key to helping commanders comply with PERSTEMPO management policies.

2.5.2. TMTS Permissions. All Regular Airmen and Guardians, Reserve and Guard personnel can access their accumulated PERSTEMPO events information on TMTS located on Air Force My Apps page. If data errors are found, contact your CSS or for assistance.

2.5.2.1. Special permission access can be granted to commanders, SADSP managers, MPF personnel or MAJCOM/FLDCOM staff members on a case-by-case basis by contacting AFPC/DPMWR. Three different types of special access available are:

2.5.2.1.1. Unit level access (View and Update) capability

2.5.2.1.2. MPF level access (View and Update) capability

2.5.2.1.3. Command level access (View/Inquiry Only) capability.

2.5.2.2. CSS or MPF personnel are authorized to view, add, change, and delete individual PERSTEMPO events in TMTS. Verify source documents (e.g., travel vouchers, TDY orders, etc.) before making additions, deletions, or changes to PERSTEMPO events. Changes made to events in TMTS alter the service member's MilPDS record. **Exception:** TDY type 1 or 2 (Contingency or Exercise deployments) must be updated by the IPR. TDY type 1 is reserved for PERSTEMPO Codes "A and B" and DSCs "20 and 21."

2.5.2.3. Trusted Users. Personnel assigned "outside" the Air Force where it is necessary to centrally manage PERSTEMPO. Agencies requiring trusted users should contact AFPC/DPMWR for additional instructions.

2.5.3. Tempo Management Tracking System (TMTS) Capabilities.

2.5.3.1. TMTS provides capabilities to help commanders and their support staffs track PERSTEMPO thresholds for their personnel. Without the initial update from the A1 community, commanders at all levels have no way to monitor the availability of their personnel. In addition, without these updates, TMTS becomes an historical database instead of a real-time monitoring tool. These capabilities include various inquiries to show the PERSTEMPO events for one, some, or all individuals assigned.

2.5.3.2. Individual Inquiry. Using this capability, the CSS or MPF personnel can view, add, change, or delete PERSTEMPO Events of one individual. Query will provide all PERSTEMPO events (TDY deployment and non-deployment events).

2.5.3.3. Group Inquiry. Provides the user PERSTEMPO event data on all records authorized hierarchy. This feature has several report options to assist with tracking PERSTEMPO thresholds on individuals.

2.5.3.4. Other PERSTEMPO actions. CSS and MPF personnel add, delete or update PERSTEMPO events.

2.5.3.4.1. When adding or correcting an event, TMTS will recalculate the total number of days.

2.5.3.4.2. The DSC used when adding an event determines if the event counts towards the threshold days. See [Attachment 2](#) for additional guidance.

2.5.3.4.3. Required data is DSC, TDY Start Date, TDY Stop Date, Travel Voucher Number, and Travel Order Number.

2.5.3.4.4. Deleting events will be permanently deleted from the TMTS and MilPDS record.

2.5.4. Duty Status Effectiveness Report (DSERT) Program Management.

2.5.4.1. The DSERT program was created as a report card for commanders at all levels to show the effectiveness of their TDY Duty Status Program. Derived from information contained within the TDY Assignments History File, the DSERT file serves as a tool to assist commanders in managing and assessing their internal TDY duty status reporting procedures.

2.5.4.2. FSS is responsible for overall management of the SADSP for all units and personnel assigned to their MPF ID.

2.5.4.2.1. FSS Personnel System Management (PSM) office will produce the DSERT file monthly and forward to unit commanders and base/unit strength accounting duty status monitors.

2.5.4.2.2. FSS base SADSP manager will assist assigned units with MilPDS corrective actions, as required.

2.5.4.2.3. IPRs are responsible to review and validate all contingency DSC 20 or 21 events.

2.5.4.3. Unit commanders or unit SADSP manager establish internal program management procedures for all unit personnel to update duty status changes in MilPDS.

2.5.4.3.1. Review and validate the unit DSERT file and complete MilPDS correction action on any errors to include but not limited to unreported duty status changes, incorrect DSC or wrong start/stop date.

2.5.4.4. Medical Treatment Facility will coordinate with the FSS and establish procedures for notifying supported units when:

2.5.4.4.1. A member is hospitalized, assigned to the hospital or to a patient squadron.

2.5.4.4.2. A member is approved for medical TDY including non-patient travel.

2.5.4.4.3. A member is placed on sick/quarters for 24 hours or more.

2.6. Synchronized Predeployment & Operational Tracker (SPOT)

2.6.1. Per DoDI 3020.41, SPOT is the system that will be used to maintain contractor personnel visibility and accountability in applicable operations.

Chapter 3

REPORTING CHANGES IN STRENGTH ACCOUNT DUTY STATUS FOR UNAUTHORIZED ABSENCES

3.1. Overview. Commanders will presume all absences to be involuntary until all available resources are exhausted to determine whether the member's absence is involuntary or voluntary. Unauthorized absences must be reported immediately and are pay-affecting actions that directly impact a unit's strength accountability and wartime readiness. The member's welfare is of highest concern. 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. If the unit commander determines the member's absence may be involuntary, contact the base's Casualty Assistance Representative (CAR) immediately for possible Duty Status Whereabouts Unknown (DUSTWUN) casualty reporting in accordance with DAFI 36-3002.

3.1.1. For unauthorized absence reporting of Title 32 personnel, contact NGB/A1 for further assistance.

3.1.2. For unauthorized absence reporting of Air Force Reserve personnel, contact AFRC/A1K for further assistance.

3.2. Absent Without Leave (AWOL).

3.2.1. AWOL strength accounting duty status is reported IAW DAFI 36-3802.

3.2.2. Absence without leave (AWOL) is defined as a voluntary absence greater than 24 hours and less than 31 days. (See [paragraph 3.3](#) for the Deserter process).

3.2.2.1. An unauthorized absence of 24 hours or less is considered "failure to go" and is not reported to AFPC/DPFCM.

3.2.3. AWOL strength accounting duty status expiration date is automatically projected to 30 days from the effective date.

3.2.4. On the 31st day of AWOL, unit must verify the members status and determine the appropriate strength accounting DSC. If still in an unauthorized absence, the unit submits a new CMS case changing the members strength accounting DSC from AWOL to Deserter.

3.3. Deserter.

3.3.1. Deserter strength accounting duty status is reported IAW DAFI 36-3802.

3.3.2. Desertion is defined as a voluntary absence greater than 30 consecutive days. A member does not have to be placed in AWOL status prior to being declared a deserter. Commanders should place members in deserter status if the member is AWOL for any amount of time and meets any of the following criteria:

3.3.2.1. If travel or duty restrictions are imposed IAW DoDMAN5200.02_AFMAN 16-1405, *Department of the Air Force Personnel Security Program*.

3.3.2.2. Has had access in the past 12 months to Top Secret information or other classified information that requires special access authority.

3.3.2.3. 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.

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

3.3.2.5. Is an escaped prisoner.

3.3.2.6. Is under investigation for violating the UCMJ or against whom charges for any offense have been referred to any level of court-martial.

3.3.2.7. The commander has determined that the member has no intention of returning IAW Art. 85, UCMJ.

3.3.2.8. Is believed likely to commit violent acts or may harm themselves or others.

3.3.2.9. AFPC/DPFCM has determined member is a deserter.

3.3.3. Deserter strength accounting DSC 06 expiration date is automatically projected to 90 days from the effective date.

3.3.4. An unauthorized absence ends when the absentee or deserter returns to military control. AFPC/ DPFCM updates MilPDS with a strength accounting DSC returning the member to military control.

3.4. Roles and Responsibilities for Reporting Unauthorized Absence.

3.4.1. Refer to [Attachment 5](#) for roles, responsibilities, timeline, and the PSDG-Strength Accounting Duty Status Program for required additional guidance.

3.4.2. Air Force Casualty Sustainment Branch (AFPC/DPFCM):

3.4.2.1. Provides policy and procedural guidance to commanders, first sergeants, FSS and unit SADSP managers. Assists commanders, as needed, in reviewing circumstances of absence to determine the member's appropriate duty status.

3.4.2.2. Conducts quality review of CMS cases and other required documents, updates duty status (07- AWOL; 06-Deserter) in MilPDS within one duty day of receiving a complete CMS case.

3.4.2.3. Conducts quality review of DD Form 553/DD Form 616 and forwards to Air Force Criminal Justice Information Center (AFCJIC) and Air Force Office of Special Investigations Center Watch for update in the National Crime Information Center (NCIC). **(T-1)**

3.4.2.3.1. DD Form 553, *Deserter/Absentee Wanted by The Armed Forces*. The DD Form 553 is required to place Deserters into the Federal Bureau of Investigation's (FBI) National Crime Information Center's (NCIC) Wanted Person file.

3.4.2.3.2. DD Form 616, *Report of Return of Absentee*. The DD Form 616 is required to remove Deserters from the Federal Bureau of Investigation's (FBI) National Crime Information Center's (NCIC) Wanted Person file.

3.4.2.4. Ensures members dropped from unit rolls are reassigned to AFPC Personnel Accounting System Code (PASCODE) after 90 consecutive days of absence. **(T-1)**

3.4.2.5. Forwards relevant documents to Automated Records Management System (ARMS), for filing in the member's Master Personnel Record. **(T-1)**

3.4.2.6. Monitors disposition of absentees until they are returned to military control. **(T-1)**

3.4.3. Unit Commander:

3.4.3.1. Commanders and first sergeants will utilize all available resources to gather information to determine if the absence is voluntary or involuntary. In addition to the following, the member's social media accounts (e.g. Instagram, Facebook, etc) may be of assistance in determining the member's whereabouts.

3.4.3.1.1. Contact the following within **4 hours** of becoming aware of the member's absence.

3.4.3.1.1.1. Member's supervisor and coworkers. Obtain last known whereabouts and any other pertinent facts.

3.4.3.1.1.2. Installation Security Forces and AFOSI Detachment to request assistance in investigating the member's absence.

3.4.3.1.1.3. Conduct an in-person welfare check at the member's primary residence and attempt to establish contact. A two-person team consisting of unit leadership (Commander, Senior Enlisted Leader, First Sergeant, Superintendent) will conduct welfare check. If a unit representative is unavailable, the commander should request augmentation from another unit or from Security Forces/local law enforcement for the safety of the team and the member.

3.4.3.1.2. Contact the following within **8 hours** of becoming aware of the member's absence.

3.4.3.1.2.1. Casualty Assistance Representative (CAR) to assist with the member's Virtual Record of Emergency Data (vRED) or DD Form 93. The vRED will assist in identifying Next of Kin and their contact information. Additionally, discuss the possibility of DUSTWUN or if member is likely to harm themselves, which could affect determination of absence.

3.4.3.1.2.2. Next of Kin including spouse, parents, and children (guardian/custodian of minor children). Provide all disclosable facts and circumstances known at the time and obtain any information on the member's last known whereabouts.

3.4.3.2. Determination of Absence. If the absence is determined to be voluntary and is greater than 24 hours, then classify the member as Absent Without Leave (AWOL) or Deserter. **(T-2)**

3.4.3.2.1. Initiate the Duty Status change request within one duty day of determination. Contact the unit SADSP manager or MPF Force Management Section and provide required information as outlined in the PSDG. **(T-1)**

3.4.3.2.2. Upon receipt of the CMS case, review and approve the duty status change and refer the CMS case to AFPC Casualty Sustainment Branch. **(T-1)**

- 3.4.3.2.3. If the member is a Deserter, in addition to the Duty Status Change Request, complete and sign the DD Form 553 and submit to AFPC/DPFCM within **4 hours**. **(T-0)**
- 3.4.3.2.4. Contact the following by phone within **8 hours** of AWOL/Desertion determination:
- 3.4.3.2.4.1. Casualty Assistance Representative (CAR) to provide an update on determination and awareness if the member is believed likely to may harm themselves.
 - 3.4.3.2.4.2. Next of Kin ([para 4.5.3.1.2.1](#)) and individuals receiving allotments. Contact the Financial Management Flight to determine payee of allotments. **(T-1)**
 - 3.4.3.2.4.2.1. Provide all disclosable facts and circumstances known at the time and obtain any information on the member's last known whereabouts. **(T-1)**
 - 3.4.3.2.4.2.2. Advise on suspension of pay and entitlements, as applicable.
 - 3.4.3.2.5. Send notification letter(s) to Next of Kin ([para 4.5.3.1.2.1](#)) and individuals receiving allotments, by the most expedient means (e.g. email), within **48 hours** of duty status change determination. Send a copy of the letter(s) to AFPC Casualty Sustainment Branch. **(T-1)**
 - 3.4.3.2.6. Provide weekly status updates to AFPC/DPFCM and Next of Kin including spouse, parents, and children (guardian/custodian of minor children) until otherwise directed by AFPC/DPFCM.
- 3.4.3.3. On the 31st day of Absent without Leave (AWOL): Notify the unit SADSP manager or the MPF Force Management Section to initiate a new Duty Status Change Request changing the member's status to Deserter. Ensure all required information is provided as outlined in the PSDG. **(T-1)**
- 3.4.3.3.1. Upon receipt of the CMS case, review/approve and refer CMS case. **(T-1)**
 - 3.4.3.3.2. Complete/sign the DD Form 553 and submit to AFPC/DPFCM within 24 hours. **(T-0)**
 - 3.4.3.3.3. Review AFI 36-3026_IPV1, Paragraph 8.4 and Table 8.3, regarding requirements to retrieve dependent Identification (ID) card(s). **(T-3)**
- 3.4.4. Unit SADSP Manager or MPF Force Management Section:
- 3.4.4.1. Notify AFPC/DPFCM of unauthorized absences and provide all known information of the member's absence. **(T-3)**
 - 3.4.4.2. Assist commander and first sergeant in determination of member's duty status.
 - 3.4.4.3. Prepares all CMS Duty Status Change Requests. **(T-1)**
 - 3.4.4.4. Assist commander with preparing required documents (e.g. DD Forms 553 and 616, NOK Letters, Status Updates). **(T-3)**
 - 3.4.4.5. Assist the commander to obtain a current, identification-quality photograph of the deserter to be distributed with DD Form 553. Do not delay submitting DD Form 553 if photograph is unavailable. **(T-2)**

3.4.4.6. Geographically Separated Units (GSU) follow agreements with servicing Military Personnel Flight for processing Duty Status Change Requests. **(T-3)**

3.4.5. Base SADSP Manager:

3.4.5.1. In addition to applicable items stated in [paragraph 4.2](#), the following also apply:

3.4.5.2. Ensure unit SADSP manager receives training on the use of MilPDS and CMS strength accounting duty status updating procedures within 30 days of appointment.

3.4.5.3. Notify the unit of assignment when PCS, TDY, and Reserve/Guard members ordered to active duty fail to report at the time specified on their orders. **(T-1)**

3.4.6. AFPC Confinement Tier 1 (AFPC/DPSTSB):

3.4.6.1. Reviews CMS Duty Status Change Requests and forwards to appropriate offices for coordination. **(T-1)**

3.4.6.2. Forwards completed CMS Duty Status Change Request to the case initiator for closure IAW PSDG. **(T-1)**

3.4.6.3. Forwards completed DAF Form 2098 to ARMS for filing in the member's Master Personnel Record. **(T-1)**

3.4.7. Air Force Office of Special Investigations, Investigations Collections, Operations Nexus Center (AFOSI ICON Center):

3.4.7.1. Updates the National Crime Information Center for all DAF Deserters upon receipt of a valid DD Form 553/616 received by AFPC/DPFCM and notify AFCJIC of all NCIC updates concerning DD Form 553/616. **(T-1)**

3.4.7.2. Notifies AFPC/DPFCM and commanders when Deserters are apprehended, surrender or are deceased, as applicable.

3.4.7.3. Monitors DAF Cold Cases and notifies AFPC/DPFCM of members who surrender, are apprehended, or are deceased. Assists AFPC/DPFCM in obtaining death certificates as warranted.

3.4.8. Air Force Office of Special Investigations (AFOSI):

3.4.8.1. Coordinate investigative efforts with commanders and first sergeants, Air Force Security Forces (SFS), and local law enforcement agencies. Provide updates to unit commanders as information becomes available. **(T-2)**

3.4.8.2. Assist commanders in determining distribution of the DD Form 553 to local civilian law enforcement agencies, as applicable. **(T-3)**

3.4.9. Financial Management Flight (FMF):

3.4.9.1. Provides commanders and first sergeants with statutory and policy guidance regarding impact of unauthorized absence on member's and dependent's pay and entitlements. **(T-1)**

3.4.9.2. Provide commanders with the names of the member's Next of Kin or other's receiving allotments to assist in notification of suspension of pay and entitlements due to unauthorized absence. **(T-1)**

3.5. Return to Military Control (RMC). Commanders are required to make a determination upon Return of Military Control. An absentee's return to military control occurs at the date and hour that:

3.5.1. Absentee surrenders to, is delivered to, or is apprehended by military authorities.

3.5.2. Absentee is deceased. Commander notifies AFPC/DPFCM and the installation Casualty Assistance Representative (CAR) immediately to ensure timely reporting and notification in accordance with DAFI 36-3002.

3.6. Commander's Determination upon Return to Military Control (RMC).

3.6.1. Review case circumstances and consult with JA to determine if the absence was avoidable or unavoidable. If the absence was:

3.6.1.1. Avoidable, consults with JA and takes appropriate disciplinary action as warranted.

3.6.1.2. Unavoidable, the commander may excuse the absence. The period of absence does not count as lost time.

3.6.2. If a member dies during an Unauthorized Absence, the unit Commander must make a new status determination. After considering all available facts, the commander determines if the member was in duty status, absent on leave, absent without leave (AWOL), or a deserter.

3.6.3. Initiate a CMS Duty Status change request within one duty day. **(T-1)**

3.6.4. If the member is a Deserter, the commander completes and signs the DD Form 616 within one duty day and forwards to AFPC/DPFCM.

3.6.5. Disposition of returned absentees is typically based on length of absence. AFPC/DPFCM coordinates with commanders and directs installation to receive members, as necessary. **(T-1)**

3.6.5.1. If absence is less than one year, the absentee will be returned to the unit they were assigned to at the time of their Unauthorized Absence.

3.6.5.2. If absence is greater than one year, the absentee will be transferred and assigned to the nearest DAF active-duty installation.

3.6.5.3. In some cases, these rules may not be appropriate. AFPC/DPFCM will determine unit of assignment for disposition.

3.6.5.4. 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 within Automated Records Management System (ARMS).

3.6.5.5. The unit commander will immediately notify AFPC/DPFCM of the member's return to military control. **(T-2)**

3.6.5.6. In some cases, AFPC/DPFCM and/or AFOSI/ICON Center may be the first DAF agency contacted by civilian law enforcement authorities regarding the apprehension of a DAF absentee. AFPC/DPFCM and/or AFOSI/ICON Center will immediately contact the unit commander to initiate reporting requirements. **(T-1)**

3.6.5.7. The unit commander will coordinate with local Security Forces to determine if absentees require escort(s) to return the member to the installation. **(T-1)**

3.6.5.8. The Financial Management Flight (FMF) will provide commanders with guidance related to transportation and travel expenses for absentee and personnel acting as guards or escorts. **(T-1)**

3.7. After-The-Fact Reporting.

3.7.1. Commanders must ensure timely reporting of absentees to expedite their return to military control as well as for pay-affecting transactions in MilPDS. If circumstances result in reporting unauthorized absentees after the member has been returned to military control, the commander must include explanation of late reporting. **(T-2)**

3.7.2. Refer to PSDG-Strength Accounting Duty Status Program for required additional guidance.

Chapter 4

REPORTING CHANGES IN STRENGTH ACCOUNTING DUTY STATUS FOR CONFINEMENT

4.1. Overview. Confinement strength accounting duty status is reported IAW DoD 7000.14-R Department of Defense Financial Management Regulation, Volume 7A, *Military Pay Policy – Active Duty and Reserve Pay*. Additional procedural guidance found in Total Force PSDG SADSP.

4.2. Unit Confinement Reporting.

4.2.1. Unit commanders will notify the MPF of strength accounting DSCs 04, 05, 16, 17, 56, or 59, (see [Attachment 2](#)) when a member has been confined for 24 hours or more.

4.2.2. Every effort should be made to update strength accounting duty status changes when they occur. If member's strength accounting duty status changes to military or civilian confinement and returns back to present for duty before any MilPDS is updated, do not update MilPDS with the past strength accounting duty status.

4.2.3. For strength accounting DSCs 04, Civilian Confinement (under arrest, pending trial), and 16 Military Confinement (under arrest, pending trial), MilPDS automatically suspends strength accounting duty status expiration for 30 days from the effective date.

4.2.3.1. Units should monitor the member's confinement status and report any changes via CMS. If required, the expiration date can be extended in 15-day increments.

4.2.3.2. If the strength accounting DSC remains expired for more than 15 days and the member is still in confinement status, further action by AFPC is required to update the correct strength accounting DSC and expiration date.

4.2.4. If the strength accounting duty status change should be AWOL/Deserter, contact AFPC/DPFCM for guidance.

4.2.5. When a member is confined by civil authorities or under arrest, pending trial, awaiting sentencing, or out of jail on bond and restricted to the state while on approved leave, the member may continue on leave until the original expiration date of leave unless recalled from leave status to duty by the commander IAW DAFI 36-3003.

4.2.5.1. If unit commander recalls member to duty, terminate leave status as of the recall date and change the member's status to "absent in the hands of civil authorities."

4.2.5.2. If still confined after expiration of leave, the member's strength accounting duty status must be updated to a civilian confinement code of 04, 05, or 56 effective the day after the leave expiration date. (Note: If a member is placed into pre-trial confinement while under civilian control either under arrest, pending trial, awaiting sentencing, or out of jail on bond while restricted to the state and is then sentenced to confinement, a new action must be completed to change the member's strength accounting duty status from 04 to 05 or 56).

4.2.6. When a member is sentenced to confinement, the length of confinement determines if the member will be dropped from unit manning. If the sentence is for 6 months or more,

whether by foreign or U.S. civil court, member should drop from unit manning. If the sentence is less than 6 months, member will remain on the unit personnel manning roster (UPMR).

4.2.6.1. When a member is placed into military confinement, either pre-trial or as the result of a court-martial sentence (strength accounting DSC 16, 17, or 59), the unit commander must sign a DD Form 2707, provided by the local confinement officer.

4.2.6.2. The confinement order is the source document used to initiate the CMS case to update the member's duty status.

4.2.6.3. If a member is put into pre-trial confinement and is then sentenced by court-martial to confinement, a new confinement order will be published and a new CMS action must be completed to change the strength accounting duty status from 16 to 17 or 59.

4.2.6.4. If the member was in continuous pre-trial confinement from the confinement date until the adjudgment date, an AF Form 1359, *Report of Result of Trial*, can serve in lieu of the confinement order.

4.3. Confinement Sentenced Prisoner.

4.3.1. For strength accounting duty status, Civilian Confinement - Sentenced Prisoner, or Military Confinement - Sentenced Prisoner, MPF submits a CMS case to update the member's DSC.

4.3.2. When processing the CMS case, ensure the correct DSC is used (see [Attachment 2](#)) and the expiration date is reflected from the adjudgment date.

4.3.2.1. For military sentences, an AF Form 1359 will be published listing all the charges and findings of each charge, to include the sentence.

4.3.2.2. No documentation is required for civilian confinement.

4.3.2.3. If a sentence includes a punitive discharge, the MPF will update a request for separation in MilPDS. The requested separation date will be "08-Aug-3888" and the retirement-separation-identification code will be "S" with the appropriate Separation Designator code.

4.4. Correctional Custody.

4.4.1. Correctional custody is non-judicial punishment commanders can impose for minor offenses. Correctional custody is not confinement and time served in correctional custody is not lost time.

4.4.2. The strength accounting DSC for a member placed in correctional custody will be PFD.

4.4.3. For those installations that do not have a correctional custody facility and member will be placed into one at another installation, place the member in strength accounting DSC 14, Not PFD - Other.

Chapter 5

REPORTING LOST TIME

5.1. Reporting Lost Time. Any time a member (enlisted or officer) spends in AWOL, desertion, or any confinement status whether it is pre- or post-trial confinement status is considered non-creditable service--also referred to as lost time or "bad" time.

5.1.1. When lost time is charged, a member's service dates are adjusted forward by the number of days of lost time charged.

5.1.2. Time spent in confinement is considered non-creditable service and must be charged as lost time (DoD 7000.14-R FMR Volume 7A and 10 USC § 972, *Members: effect of time lost*).

Exception: If the member is released without trial, acquitted, or the conviction is set aside on legal grounds, contact the TFSC for assistance at DSN 665-5000.

5.1.2.1. Do not return a member to strength accounting DSC PFD when going from one unfavorable strength accounting duty status to another (e.g., Pretrial Confinement to Sentenced Prisoner).

5.1.2.2. Enlisted members can only be charged lost time for the period of their enlistment. (e.g., if a member has 2 years left on a 4-year enlistment when they go AWOL and are apprehended 4 years later, they can only be charged lost time for the 2 years they had remaining on their enlistment).

5.1.2.3. When calculating lost time, the day a member enters into an unfavorable strength accounting duty status, regardless of the hour, is considered unfavorable. The day a member is returned to a "good" strength accounting duty status, regardless of the hour, is considered "good."

5.2. Updating Lost Time.

5.2.1. MilPDS will automatically generate a lost time update to the lost time application, only when the member is returned to PFD. The completion of a CMS case is required for members returning from an unfavorable strength accounting duty status.

5.2.2. If the unauthorized absence or confinement duty status was not updated in MilPDS, the system will not automatically update lost time. Update the lost time application to reflect the amount of days lost when member was in military or civilian confinement or unauthorized absence.

5.2.3. The number of days lost time is determined by the from and thru dates. MilPDS will not count the day an individual is returned to duty or military control as lost time.

5.2.4. When lost time has been updated in MilPDS, transaction register notices are generated and a Service Date Adjustment Report on Individual Person (RIP) will be produced with the member's old service dates and the new adjusted ones.

5.2.4.1. The RIP will serve as the source document for the members new service dates and used if any lost time corrections are needed.

5.2.4.2. The service dates listed below are automatically adjusted with a lost time update and reported to DFAS and MilPDS:

- 5.2.4.2.1. Pay Date.
- 5.2.4.2.2. Total Active Federal Military Service Date (TAFMSD).
- 5.2.4.2.3. Total Enlisted Military Service Date (TEMSD).
- 5.2.4.2.4. Date of Separation (DOS).
- 5.2.4.2.5. Expiration Term of Service (ETS).
- 5.2.4.2.6. Grade Current Date of Rank (DOR).
- 5.2.4.2.7. Overseas Duty Selection Date (ODSD).
- 5.2.4.2.8. Short Tour Return Date (STRD).
- 5.2.4.2.9. Lost Days Current Enlistment.
- 5.2.4.2.10. Absent Days after ETS.
- 5.2.4.2.11. Active Duty Service Commitment Date (ADSCD).

5.2.5. MilPDS automatically adjusts lost time once a member is returned PFD, for any unauthorized absence (AWOL or Desertion), the unit commander must make a lost time determination. If the commander decides to not charge the member lost time, the lost time in the MilPDS lost time application is deleted.

5.3. Officer Only Lost Time.

5.3.1. Officer lost time procedures apply to all United States Space Force, Department of the Air Force, Reserve and Air National Guard officers on extended active duty tours (Title 10). See United States Code (USC), Title 10, Section 972 for current law guidance.

5.3.2. Lost time reporting is processed through applications within CMS.

5.3.3. Placing and Returning an ARC Officer into Military/Civilian Confinement, Deserter, AWOL strength accounting duty status:

5.3.3.1. For Unit Reserve, Unit Active Guard Reserve, and Air National Guard Members: Duty status changes will be submitted to the Total Force Service Center (TFSC) via CMS.

5.3.3.2. For IMAs and Headquarters Active Guard Reserve Members: Duty status changes will be processed by the active duty unit SADSP manager or MPF and forwarded to TFSC via CMS.

5.3.4. For United States Air Force Academy (USAFA) Cadets: The CMS case will be processed by the active duty unit SADSP manager and forwarded to AFPC/DPFCM or the TFSC as appropriate.

Chapter 6

APPELLATE REVIEW LEAVE PROCEDURES

6.1. Overview. Appellate leave is the authorized absence of a RegAF service member (appellant) from the physical presence of the command, in a non-pay status, pending completion of the appellate review of their court-martial conviction where a dismissal or unsuspended dishonorable or bad conduct discharge was adjudged.

6.1.1. Appellate review leave is directed by the convening authority in writing and will be included on the Convening Authority Memorandum, Special Court-Martial or General Court-Martial order.

6.1.2. Article 76a of the UCMJ, DAFI 51-201, *Administration of Military Justice* and DAFI 36-3003 are the authority to place Airmen/Guardians in an appellate review status.

6.1.3. Before placement on appellate review leave, a member will use all accrued leave. Excess leave status will begin the day after accrued leave ends. When starting excess leave, the member is still considered to be in the Air Force, but in a no-pay status.

6.2. Involuntary Appellate Review Leave.

6.2.1. Members placed on involuntary appellate review leave are assigned to the Air Force Security Force Center (AFSFC) for administrative purposes.

6.2.2. Operational responsibilities remain at the losing unit and the original convening authority does not change.

6.2.3. All OCONUS members placed on appellate review leave are PCS with PCA to the nearest CONUS DAF installation to their appellate leave address. Operational responsibility of OCONUS appellants to the perspective DAF installation.

6.2.4. Members released from confinement prior to departing on appellate review leave return to original assigned unit/installation to complete all out-processing actions related to appellate review leave. The member's strength accounting DSC will be PFD.

6.2.5. Until the member departs the installation on appellate review leave, the strength accounting DSC will be PFD to include any time spent out-processing.

6.2.5.1. The strength accounting DSC update for appellate review is generated from the finance service office. For this update to process, the member must be in strength accounting DSC in MilPDS must be PFD.

6.2.5.2. Under no circumstances should the member be permitted to depart on appellate review leave without an DAF Form 899, *Request and Authorization for Permanent Change of Station (PCS) orders* and an DAF Form 988, *Leave Request/Authorization* for appellate review leave approved by local finance service office.

6.2.6. Air Reserve Component unit of assignment will maintain personnel accountability for Reserve or Guard Airman awaiting completion of appellate review.

6.2.7. See PSDG Appellate Review Leave Program for additional processing guidance.

Chapter 7

INSTALLATION PERSONNEL READINESS (IPR) AND PERSONNEL DEPLOYMENT FUNCTION (PDF) OPERATIONS AND PROCEDURES

7.1. Overview. The IPR and PDF are the personnel processing agencies serving as the installation's focal point for monitoring all personnel processing activities to include orders publication, eligibility screening and personnel accountability for deploying personnel.

7.2. IPR Operations and Procedures. The IPR is responsible for providing installation wide personnel deployment planning and execution and personnel support in matters pertaining to (1) deployment availability (DAV) information, (2) personnel accountability, and (3) duty status reporting for contingency, exercise, and deployments. A current list of DAV codes is posted on AFFORGEN Connect.

7.3. IPR Planning Considerations.

7.3.1. Maintain familiarity with all tasked Operation Plans (OPLANs) and other taskings requiring movement of personnel. The IPR is collocated with the Installation Plans and Integration office IAW AFI 10-403 unless the installation deployment mission does not justify the collocation.

7.3.2. Installations requesting to maintain IPR functions separate from the Installation Deployment Officer (IDO)/Installation Plans and Integration forward waiver requests to the MAJCOM A1 and A4. The waiver request will be endorsed by the first O6 equivalent in the chain of command.

7.3.2.1. The request should outline the rationale for the waiver and include the length of time the requirement is to be waived; requests should not exceed 24 months.

7.3.2.2. The MAJCOM A1 and A4 will provide a joint approval or disapproval and forward a courtesy copy of the approved or disapproved waiver requests to HAF A1XO and A4LR. MAJCOM wide waiver requests are forwarded to HAF A1XO and A4LR for approval or disapproval.

7.3.3. Develop personnel inputs to base deployment plans, continuity of operations (COOP) plans, and emergency action plans. **(T-1)**

7.3.4. Report personnel accountability data as the Installation OPR during exercises, disaster control exercises; and accomplish personnel actions required to respond to natural disasters, chemical, biological, or nuclear attacks/accidents. **(T-1)**

7.3.5. Work with IDO and the Force Support Squadron (FSS) in developing centralized in/out-processing procedures in support of plans requiring mass movement of forces.

7.3.6. Work with the base IDO to establish procedures to out-process deploying personnel who meet all eligibility requirements (e.g., medical, dental, immunization, skill level, grade, etc.) IAW AFI 10-403, *Deployment Planning and Execution* and the deployment tasking and to establish procedures to in-process deployed personnel upon return to home station. Coordinate with the IDO on all force movement issues.

7.3.7. IPR's will develop out-processing and in-processing deployment procedures and ensure they are included in the Installation Deployment Plan (IDP).

7.3.8. Ensure deployment in-processing is accomplished before the commander grants compensatory time off.

7.3.9. Obtain a NIPR and SIPR AFFORGEN Connect account and will use electronic Deployment Readiness Checklist (e-DRC).

7.3.10. When directed by higher headquarters, the IPR will:

7.3.10.1. Coordinate with the IDO to ensure the reception processing plan contains adequate measures to in-process and account for all inbound forces.

7.3.10.2. Provide assistance to Personnel Support for Contingency Operations (PERSCO) teams tasked to the FSS.

7.3.10.3. Provide the PERSCO team chief with information (OPLANs, contingency operations (CONOPS), reporting instructions, etc.) for any deployment operations the PERSCO team may be tasked to support.

7.4. IPR Personnel Accountability.

7.4.1. Maintain strength accountability duty status (deployed and TDY augmentation forces) within DCAPES, and MilPDS. DCAPES is programmed to generate MilPDS transactions to inform home-station commanders of status of their deployed personnel. MilPDS is the primary source for strength accounting DSCs.

7.4.2. Review DCAPES Deployed Personnel Change Log (Dep Chg Log) and Daily Transaction Registers (DTR) daily for any new, changed or deleted deployment requirements and changes on their assigned personnel deployed. **(T-1)** This review is conducted more often as the operation tempo requires.

7.4.3. Validate all MilPDS updates processed correctly and if rejected, take immediate corrective action.

7.4.4. Oversee installation management of AFPAAS for personnel accountability reporting when directed.

7.4.5. Train and assist unit CORs with access and usage of AFPAAS for personnel accountability of unit Total Force military, civilian and nonappropriated (NAF) funds members and their DEERS eligible family members.

7.4.6. Supports the PDF and reception control center (RCC) functions when processing and accounting for deploying or attached forces.

7.4.7. Ensure all contingency TDY reporting in DCAPES and MilPDS is accomplished daily. **(T-1)** If also performing PERSCO function, establish procedures to provide:

7.4.7.1. Minimum personnel information to sustain essential on-site mission operations.

7.4.7.2. A method of achieving and maintaining strength accountability and monitoring overseas country strength ceilings, if applicable.

7.4.7.3. The capability at all organizational levels to monitor the status and capability of the deployed force.

7.4.7.4. The capability of forecasting or projecting arrivals allowing for deployed reception, bed down, and commander-mission planning at the deployed location.

7.4.8. Assist MPF with DCAVES training for PERSCO team actions.

7.5. IPR deployment processing.

7.5.1. Establish procedures to verify personnel eligibility to fill validated requirements by the Installation Plans and Integration or base-level manpower office. Note: ANG units are not authorized a manpower position and AFRC unit manpower does not perform this workload; therefore, the IPR coordinates with the Logistics Readiness Squadron (LRS) to ensure requirements are validated IAW AFI 10-401, *Operations Planning and Execution*, AFI 10-403 and this instruction.

7.5.2. Both the manpower office and IPR receive plan requirements. IPRs will only utilize validated plan requirements to include: (1) Plan requirements flowed by AFPC/DPMW, (2) MAJCOM/FLDCOM-directed plan requirements, (3) Requirements directed by higher headquarters to be locally built. **(T-1)**

7.5.3. In conjunction with the IDO and Manpower Office (MO), ensure new taskings or changes to existing taskings are verified and updated. This is performed by the MO except in ARC units where there is no MO; in these cases the IPR completes this.

7.5.4. Ensure unit commanders identify and notify members selected to fill requirements and provide the names of tasked personnel to the IDO, Installation Plans and Integration, and/or IPR within the timelines established in AFI 10-401.

7.5.5. Advise commanders on personnel deployment ineligibility IAW Deployment Requirements Manning Document (DRMD) requirements, this instruction, AFI 10-403, DAFI 36-2110, *Total Force Assignments*, any special personnel program(s) in effect, and the reporting instructions/processing guidance issued by the component command.

7.5.5.1. Report any personnel found ineligible to deploy to the unit for resolution.

7.5.5.2. Ensure all personnel have appropriate waivers IAW governing guidance.

7.5.6. Submits DRMD waiver requests to the deployed commander following combatant command (CCMD) guidance.

7.5.6.1. Until approved waiver is received, the tasked unit continues to process fully qualified personnel to prepare for the deployment.

7.5.6.2. If disapproved, notify the tasked unit to fill the requirement as specified in the DRMD or submit a reclama.

7.5.6.3. If the unit does not have a qualified individual, the unit should be prepared to submit a shortfall IAW AFI 10-401 and AFI 10-403.

7.5.7. Prepare an DAF Form 3847, *Deployment Processing TDY Checklist*, or supporting command-unique or locally developed checklist for all personnel identified to deploy who are not a part of a mass or unit move. **(T-1)** Supporting command or locally developed checklist includes, as a minimum, all items identified on the DAF Form 3847. The DAF Form 3847 is utilized as an internal checklist for the IPR to ensure all required actions are completed before the individual departs from home station.

7.5.8. Installation Plans and Integration office will coordinate official travel for personnel deploying. Travel should be booked in conjunction with Traffic Management Office (TMO) passenger travel/Scheduled Airline Ticket Office (SATO).

7.5.9. Ensure the initial personnel deployment processing briefing is provided to tasked personnel within 3 duty days of receiving the tasked personnel information from the unit commander. Local procedures can be developed to utilize Unit Deployment Managers to complete this briefing.

7.5.10. Ensure tasked individuals have proper identification credentials according to the component command's reporting guidance/processing instructions and the DoD Foreign Clearance Guide (FCG). **(T-0)** If applicable, the IPR identifies passport and/or visa requirements to the passport office to process passport and/or visa applications.

7.5.11. Provide guidance on obtaining medical, dental, immunizations and other clearance paperwork when PDF is not activated.

7.5.12. Provide tasked personnel or tasked unit information concerning the tasking to include final location.

7.5.13. Prepare CED orders IAW AF Component Command reporting instructions and Comptroller Alert Messages (if any) when individual meets final deployment qualifications. Prepare NATO order IAW AFI 65-103 and current FCG (if applicable). **(T-1)**

7.5.14. Manage deployment outprocessing procedures. Individual will not deploy from home station prior to receiving CED orders and IDO confirmation of transportation allocation except as outlined in [paragraph 7.8.19](#).

7.5.15. Develop procedures for validating DCAPES and MilPDS updates are accomplished if a member is removed from deployment tasking or if deployment tasking is cancelled.

7.5.16. Update the individual's departure in DCAPES no later than the first duty day after the member departs.

7.5.17. Verify strength accounting duty status DSC updated in MilPDS. **(T-1)**

7.5.18. Maintain personnel accountability of deployed personnel IAW [paragraph 2.3](#) of this instruction. **(T-1)**

7.5.19. Establish procedures for units to report the return to home station of deploying personnel. **(T-1)** Update DCAPES within 1 duty day after the members return. Verify strength accounting duty status DSC updated in MilPDS.

7.5.20. Process requests for Secretary of the Air Force (SecAF) 179-day TDY waivers IAW DAFI 36-2110. **(T-1)** Note: This does not apply to ARC personnel.

7.5.21. Follow up on personnel discrepancies within 72 hours of receipt.; e.g., incorrect CED/NATO orders, etc. **(T-1)** Any additional reported discrepancies are managed by the appropriate unit/squadron commander in conjunction with the IDO.

7.6. Deploying DAF Civilians. Process DAF civilians in the same manner as military members. DAF civilians meet the same theater reporting requirements to include immunizations, training and equipment and deploy on CED orders.

7.6.1. Prepare an DAF Form 3847 or supporting command-unique or locally developed checklist for all personnel identified to deploy who are not a part of a mass or unit move.

7.6.2. Assist the Civilian Personnel Flight (CPF) develop processes, procedures, and policies for deploying civilians.

7.6.3. Manually add civilian employee data into DCAPES for personnel accountability purposes. (T-1)

7.7. Deploying Contractor Personnel.

7.7.1. Contractor personnel are not to be added into DCAPES for CED order creation. However, they can deploy using Letters of Authorization (LOA) issued by the Contracting Officer.

7.7.2. Per DoDI 3020.41, use the Synchronized Predeployment & Operational Tracker (SPOT) to generate LOAs and identify what services and support the contractor can utilize while deployed.

7.7.3. Ensure contract personnel are processed IAW guidance from the base contracting office.

7.7.4. Provide the base contracting office with the Unit Line Number (ULN) and Position (POSN) of deploying contract personnel for inclusion on the Letter of Identification.

7.7.5. Load contract personnel data into DCAPES for personnel accountability purposes.

7.7.6. Contractors Authorized to Accompany the Force (CAAF) must deploy with a LOA.

7.8. Contingency, Exercise, And Deployment (CED) Orders.

7.8.1. This chapter establishes procedures and provides guidance for preparation, issuance, numbering, funding, authentication, distribution, and maintenance of CED orders.

7.8.2. MAJCOMs/FLDCOMs, through the IPR, use CED orders to direct the validated Time-Phased Force Deployment Data (TPFDD) deployment of active, ARC, and federal civilian personnel to a specific location in a theater of operation during contingency, wartime, exercise, and emergency operations.

7.8.3. The IPR or PDF (as applicable) prepares, verifies, and authenticates CED orders. The IPR or PDF uses the DCAPES orders program to prepare CED orders, or DD Form 1610 when DCAPES is not operational. Note: IPRs cannot issue CED orders on personnel the servicing MPF does not have administrative control over (e.g., RegAF IPRs cannot issue CED orders on ARC personnel).

7.8.4. PERSCO teams will not issue CED orders. (T-1)

7.8.5. For DCAPES-generated NATO orders, refer to AFI 65-103, paragraph 2.7. Use DAF Form 1631, *NATO Travel Order/Ordre De Mission OTAN*, when the DCAPES system is not operational.

7.8.6. TDY is defined in the JTR, Volume 1, Appendix A, and JTR, Volume 2, Appendix A. Both regulations limit TDY at any one location to no more than 179 consecutive days JTR, Volume 1, para U2145 and JTR, Volume 2, para C4430.

7.8.7. Exceptions are approved by appropriate authority IAW JTR, Vol 1, para U2145B. Route requests for exceptions through the MPF IAW DAFI 36-2110.

7.8.8. Authentication. Authentication takes place when the signatures of the approving official (or authorized stamp in lieu of signature) and the fund certifying official and the travel order number are placed on the travel order.

7.8.8.1. Orders are not to be authenticated until CCDR validation has been completed.

7.8.9. Effective date. This is the date the orders go into effect, usually the same day travel begins.

7.8.10. The FSS commander appoints a SSgt or above in writing as orders-issuing or approving official. This official must sign manually prepared orders; however, computer-generated orders do not need to be signed if adequate controls are in place to ensure proper approval before orders are authenticated.

7.8.11. IPR or PDF must cite an authority on all orders. List the appropriate authority (e.g. Operation Order (OPORD), mission, letter, message, levy flow, etc.) directing the deployment or exercise. **(T-1)**

7.8.12. All CED orders are series “TE.”

7.8.13. Information required to identify personnel: grade, name, and SSN. The name and grade are in upper case letters.

7.8.14. When two or more people are on the same orders, DCAPES generates two sets of orders.

7.8.15. If manually preparing orders on DD Form 1610, prepare two sets of orders. Block out the first five digits of the SSN on one order and leave the complete SSN on the other order.

7.8.16. Deploying personnel receive orders with first five digits of the SSN suppressed. Local procedures can define agencies receiving orders with complete SSN.

7.8.17. Show the eight-digit PAS code for the unit and major command of assignment.

7.8.18. Grade for AFOSI agents is “99-UNK.”

7.8.19. Verbal orders are authorized only when time or error prevented written orders from being published in advance of travel.

7.8.19.1. Confirm verbal orders (in writing) as soon as possible.

7.8.19.2. Include in remarks section of written orders the date and who issued the verbal orders along with a statement on why written orders were not issued earlier.

7.8.20. You may reproduce any order, or portion of it, as a true copy or a true extract copy.

7.8.20.1. Include the same heading and close as the original orders and the statement “A TRUE COPY” or “A TRUE EXTRACT COPY.”

7.8.20.2. For true extract copy, include only the required information. Use asterisks to indicate omitted material.

7.8.21. Develop local procedures for distribution of CED orders for deploying personnel.

7.8.22. For local exercises not involving actual deployment of personnel, do not reproduce copies for members.

7.8.23. The orders issuing official will review the CCDR classification guidance to determine if any data on CED orders are classified.

7.8.24. If classified orders are needed, prepare two sets of orders. Local procedures are used to determine the full distribution list of classified CED orders. All other agencies and the traveling Airmen are given the unclassified extract CED orders.

7.8.25. To generate the unclassified extract, use asterisks (*) in place of classified elements. **Exception:** The ULN is not data-masked.

7.8.26. Assumptions and Special Authorizations:

7.8.26.1. The Air Force considers all deployed personnel to be “performing duty on a military installation.” **Exception:** Deployment guidance from the supporting or component command states otherwise.

7.8.26.2. CED orders specify group travel status if any portion of travel occurs under the “group travel” conditions set forth in the JTR. All personnel on the orders must meet these conditions.

7.8.26.3. Special authorizations add to the cost of normal travel. Special authorizations are approved to accomplish a mission. Note: Do not include special authorizations on CED orders without written approval.

7.8.26.4. Personnel may not include special authorizations on CED orders for Joint Chiefs of Staff (JCS)-directed contingency operations without approval. These operations include rotational deployments, JCS field-training exercises, and emergency operations such as natural disasters. **Exception:** Deployment guidance from the component command states otherwise.

7.8.26.5. Personnel send requests for special authorizations not included in deployment guidance to the deployed PERSCO Team with information to component command for approval.

7.8.26.6. The individual requesting the special authorization shows an advantage to the government or a need for mission accomplishment.

7.8.26.7. Unit commanders may approve excess baggage for professional equipment a member needs for a mission. The commander notifies the IPR or PDF in writing for excess baggage approval, specifying the type of equipment (e.g., tool box), number of pieces, and total weight. Note: The IPR or PDF will include this information in the CED orders. **(T-1)**

7.8.26.8. For deployment equipment required by deployment guidance, members and commanders do not need to justify excess baggage.

7.8.26.9. For travel in a privately owned vehicle (POV), personnel follow the guidance contained in the JTR.

7.8.27. Responsibilities of the Orders Issuing or Approving Official:

7.8.27.1. Direct the use of government-procured transportation when appropriate.

7.8.27.2. When a specific mode of travel (e.g., military air) is mandated or when travelers are authorized to use their POV or personally procure commercial transportation, it is necessary to coordinate with Traffic Management Office (TMO) to obtain the lowest fare

available with a transportation request. Include the cost on the travel orders to determine the amount to reimburse the traveler.

7.8.28. Additional information for orders-issuing officials:

7.8.28.1. Provide written authorization for persons to escort or hand-carry classified information.

7.8.28.2. Identify personnel on the orders hand-carrying classified material outside the United States, its territories, and Canada when travel is on government-owned, controlled, or on chartered aircraft.

7.8.28.3. Annotate orders of individuals traveling TDY to designated high-threat areas to reflect compliance with the DoD Travel Security Policy. Refer to the FCG or contact the local anti-terrorism representative or an AFOSI detachment to determine current high-threat areas.

7.8.29. Preparing the DCAPES-Generated CED Orders. Use the following information to complete DCAPES-generated CED orders.

7.8.29.1. IPRs must reference and utilize the DCAPES User Guide and AFI 65-103 to complete DCAPES-generated CED orders.

7.8.29.2. SPECIAL ORDER NUMBER. Enter “TE” followed by the order number.

7.8.29.2.1. Number order starting with number “TE-001” for each fiscal year (FY).

7.8.29.2.2. Cite above the heading of the first order of a year, the number of the last order published the previous year; “SO TE-(Enter the last FY order series number), (Enter orders issuing squadron), was the last of the series at the end of FY XX.

7.8.29.3. PURPOSE. DCAPES automatically publishes “Special Mission Travel (MSN)” and the statement “Participate in” on the orders. Do not include the name of the operation or exercise unless the CCDR classification guidance states otherwise.

7.8.29.3.1. Orders for other than Secretary of Defense (SecDEF) designated contingencies should not contain any reference to “contingencies” in this block of the orders.

7.8.29.3.2. Do not enter the plan identifier (PID) unless the CCDR classification guidance states otherwise.

7.8.29.3.3. If the TDY is in connection with field duties, put in “field duty.” In the REMARKS area include: “The inclusive dates of field duty are from (date) to (date).”

7.8.29.3.4. Note: See CCDR classification guidance for specific classification guidance on OPLAN TPFDD data elements such as operation name and PID, ULN, required delivery date (RDD), destination, etc.

7.8.29.4. PROCEED ON OR ABOUT (O/A) DATE. Enter the date, the deploying personnel will leave home station.

7.8.29.4.1. The on or about date is valid for 7 days before or after date shown per JTR.

7.8.29.4.2. Traveler does not depart before the date the order is authenticated.

7.8.29.5. TDY LENGTH. Total number of days TDY, including but not limited to:

- 7.8.29.5.1. Travel time from the permanent duty station to the TDY location(s) and return to home station.
- 7.8.29.5.2. Overlap time specified by CCDR guidance.
- 7.8.29.5.3. Any training enroute conducted in CONUS or in the same area of responsibility (AOR) as the TDY location,
- 7.8.29.5.4. Period of the time between the latest arrival date (LAD) and the RDD for those members with an Intermediate Location (ILOC) code in the TPFDD.
- 7.8.29.6. ITINERARY (FROM). Enter traveler home station.
- 7.8.29.7. ITINERARY (TO). Always show specific location where TDY is going to be performed unless the CCDR OPLAN TPFDD guidance states otherwise or if the CED order is classified.
 - 7.8.29.7.1. If location classifies the CED order, use "*****" to data mask TDY location.
 - 7.8.29.7.2. Do not include ZIP code.
 - 7.8.29.7.3. Do not indicate a military installation near the TDY location merely to save per diem costs.
 - 7.8.29.7.4. Do not show enroute stops where no TDY will be performed.
- 7.8.29.8. ITINERARY (RETURN TO). Enter traveler home station.
- 7.8.29.9. REMARKS. To be used for instructions, special authorizations, and any other pertinent information applying to all personnel appearing on the CED orders. (e.g. VARIATIONS AUTHORIZED)
- 7.8.29.10. AUTHORITY. List the appropriate directive (OPORD, OPLAN, letter, message, levy flow) directing the deployment or exercise.
- 7.8.29.11. LEGEND. Tables built in DCAPEs are used for instructions, special authorizations, and any other pertinent information applying to some of the personnel appearing on the CED orders.
 - 7.8.29.11.1. Do not change the standard code letters or definitions shown in this table.
 - 7.8.29.11.2. MAJCOMs/FLDCOMs and bases may add codes if they list them in a supplement to this instruction or local Installation Deployment Plan. Use the abbreviations in Joint Publication 1-0, *Joint Personnel Support* whenever possible.
 - 7.8.29.11.3. Unit commanders may approve ordinary leave in conjunction with deployment.
 - 7.8.29.11.4. The commander must notify the IPR or PDF in writing of this request and provide complete leave information (e.g., dates, address, emergency contact, etc).
 - 7.8.29.11.5. Do not use TDY orders to account for leave taken prior to departure or after return to the permanent duty station, whether civilian or military.
- 7.8.29.12. APPROVING OFFICIAL. Enter signature block data. Note: The approving official will not be the same as the traveler.

7.8.29.13. FUND CITE (both 1 and 2). Enter accounting classification used to fund the travel.

7.8.29.13.1. The OPLAN, supporting MAJCOM/FLDCOM, or tasking authority will provide the fund cite.

7.8.29.13.2. When citing multiple funds, include the TDY location or description to which the fund cite applies. If there is not enough space for accounting classification(s) and accompanying instructions, state "See Remarks".

7.8.29.13.3. Orders published before 1 October, including travel entitlements to be earned in the next fiscal year, must cite both the current and next fiscal year appropriations. Refer to AFI 65-103.

7.8.29.14. CUSTOMER IDENTIFICATION CODE (CIC) (both 1 and 2). Used for travel to, within, or from an overseas area when travel will be performed by scheduled airlift.

7.8.29.15. AUTHENTICATOR. The FSS commander will designate (in writing) personnel authorized to authenticate CED orders. The authenticating official may sign or use an "OFFICIAL" stamp to verify the authenticity of the orders. DO NOT authenticate orders for deployment exercises not requiring actual travel.

7.8.29.16. DATE OF ISSUE. Enter the date orders are being issued. Note: Date cannot be a future date.

7.8.29.17. DISTRIBUTION. List the agencies that receive a copy of the published orders

7.8.30. Changes to Orders/Amendments, Rescissions, and Revocations.

7.8.30.1. To amend, rescind, or revoke CED orders, use a composed amendment (DCAPES generated) or an AF Form 973, *Request and Authorization for Change of Administrative Orders*. Publish amendments, rescissions, and revocations in the "TE" series.

7.8.30.2. Do not use blanket statements such as "previous orders are rescinded" or "this order supersedes all previously published orders."

7.8.30.3. Orders may be amended, rescinded, or revoked only by the organization publishing the original orders.

7.8.30.4. Publish an amendment to add, delete, or change pertinent data to read as originally intended.

7.8.30.5. Correct inaccurate first or middle names and initials and other personal data when required for an individual to enter a foreign country.

7.8.30.6. Add leave outside the local area prior to or after deployment.

7.8.30.7. Do not publish an amendment to delete an individual. Rescind or revoke in part the original orders pertaining to the person.

7.8.30.8. To change an effective date after it has passed, revoke or rescind the expired order and publish a new order.

7.8.30.9. Do not publish an amendment to include leave taken in the local area prior to or after deployment.

7.8.30.10. 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.

7.8.30.11. Once rescinded, although still an official document, it can no longer be used.

7.8.30.12. Revoke an order when no action occurred on the original order. Once revoked, an order no longer exists as an official document.

7.8.30.13. If an effective date has passed and no action has occurred, revoke the original order and publish a new order.

7.8.30.14. Do not revoke a revocation or rescission; instead, publish a new order.

7.9. NATO Travel Order. These orders are to be used only for military personnel movement, their personal baggage, individual weapons, and official documents. Use a composed order utilizing the following instructions:

7.9.1. Requirement. All military personnel must have (in addition to TDY orders) a NATO Travel Order in event official travel is required to or through one or more NATO countries. NATO countries are listed in the FCG.

7.9.2. The NATO Travel Order is used for both individual and group travel. If more than one person is traveling, list them by name, rank, last four of the SSN, and unit on the face or reverse of the orders or on a separate sheet of paper.

7.9.3. Preparing the NATO Travel Order. The NATO Travel Order must be printed in English and French. Include additional languages if required under national agreements (see the FCG).

7.9.3.1. ORDER NUMBERING. The NATO Travel Order is numbered with the same number as the individual's basic travel orders. Give one or more copies to the traveler. Additional copies will be generated and maintained IAW AFI 33-322.

7.9.3.2. COUNTRY OF ORIGIN. List the nationality of the person(s) listed on the orders.

7.9.3.3. DEPARTURE DATE. Proceed on or about date (date reflected on CED orders).

7.9.3.4. RETURN DATE. Proceed on or about date plus TDY length.

7.9.3.5. TRAVEL FROM. Self-explanatory.

7.9.3.6. TRAVEL TO. List all of the following countries: Belgium, Canada, Denmark, France, Iceland, Italy, Luxembourg, Netherlands, Norway, Finland, Portugal, United Kingdom, United States, Greece, Germany, Turkey, Spain, Sweden, Czech Republic, Hungary, Poland, Bulgaria, Estonia, Latvia, Lithuania, Romania, Slovakia, Slovenia, Albania, Croatia, Montenegro, North Macedonia

7.9.3.7. IS AUTHORITY GRANTED TO POSSESS AND CARRY ARMS. Enter "Y" if personnel may hand-carry firearms. Note: The Legend section of the CED orders must show this authorization. If personnel do not hand-carry firearms, enter "N."

7.9.3.8. NUMBER OF SEALED MESSAGES THAT MAY BE CARRIED. List the number of sealed messages (see the Foreign Clearance Guide). Enter "00" if none.

7.9.3.9. SEALED DISPATCHES ARE NUMBERED. Show the numbering of sealed dispatches.

7.9.3.10. VIA. Enter the mode of transportation (e.g., military aircraft, commercial aircraft, convoy, etc).

7.9.3.11. AUTHENTICATING OFFICIAL. Enter the name, grade, and title of the official verifying the authenticity of the orders. The official may sign the orders or use an official seal.

7.10. PDF Operations and Procedures. The PDF, when activated, is part of the installation's deployment processing activity designed to ensure deploying personnel are properly accounted for and processed for deployment. It serves as the installation's focal point for monitoring all personnel processing activities to include orders publication, eligibility screening, pre-deployment briefings and assisting the transportation/passenger terminal in passenger manifesting.

7.10.1. The IDO, in coordination with the MPF commander, establishes a PDF IAW this instruction, local IDP and AFI 10-403. If PDF line is not required, deploying personnel are provided a deployment checklist.

7.10.2. The PDF ensures provided services or resources meet the requirements of the forces deploying. Once established, the PDF prepares for personnel processing and will:

7.10.2.1. At a minimum, establish deployment processing stations for deploying forces IAW AFI 10-403. **(T-1)** Additional support agencies can be added IAW local procedures.

7.10.2.2. Maintain positive control and accountability of deploying personnel.

7.10.2.3. Coordinate with the IDO and logistics on the TPFDD mode and source of movement.

7.10.2.4. Advise commanders when personnel selected for deployment are ineligible to deploy IAW DRMD requirements, AFI 10-403, DAFI 36-2110, DAFI 36-3802, and the reporting instructions/processing guidance issued by the component command. Reports ineligible personnel following local procedures for resolution.

7.10.2.5. Prepare identification (ID) tags IAW this DAFMAN and DAFI 36-3802 and appropriate CAC for both military and civilian personnel.

7.10.2.6. Assist deployers with changes to their vRED and life insurance upon request.

7.10.2.7. Collect completed DAF Form 245, *Employment Locator and Processing Checklist*.

7.10.2.8. Prepares CED orders IAW Component Command reporting instructions, Comptroller Alert Messages (if any), DAFI 36-3802 and this instruction when individual meets final deployment qualifications. Prepares NATO order IAW AFI 65-103, current FCG and this instruction (if applicable).

7.10.2.9. Use Integrated Deployment System (IDS) components to the maximum extent IAW AFI 10-401. **(T-1)**

7.10.2.9.1. Provide MilPDS data refresh files for logistics module (LOGMOD) update to IDO or Installation Plans and Integration.

7.10.2.9.2. Manpower office is responsible for providing LOGMOD changes to plan information.

7.10.2.9.3. ARC IPRs provide LOGMOD updates or changes to plan information as they occur IAW AFI 10-403.

7.10.2.9.4. Process LOGMOD tasked personnel data into DCAPES for issuing orders.

7.10.2.10. Instruct all deployers to report to personnel processing facility for PERSCO team, for inprocessing and deployed personnel accountability purposes. If delayed enroute, deployers report to a personnel processing facility for PERSCO or in-transit accountability. (T-1)

7.10.2.11. Ensure all DCAPES updates for deploying personnel are processed IAW this instruction and the component command's reporting instructions/processing guidance. (T-1)

7.11. Identification Tags.

7.11.1. Issuance of Identification Tags.

7.11.1.1. An ID tag set is defined as two tags, one long-length neck chain, and one short-length neck chain.

7.11.1.2. ID tags and chains can be ordered through Logistics Readiness Squadron Material Management Flight Customer Support Section using the following National Stock Numbers (NSN):

7.11.1.2.1. ID tag - NSN 8465-00-242-4804. (100 tags per box).

7.11.1.2.2. Chain necklace - NSN 8465-00-261-6629. (100 sets per box, one long and one short neck chain).

7.11.1.3. ID Tag Content.

7.11.1.3.1. Each tag has a capacity for five lines of type, 18 spaces to the line, and is embossed by a machine provided for that purpose. The following are the contents of each line:

7.11.1.3.1.1. First line – Last name.

7.11.1.3.1.2. Second line – First name and middle initial.

7.11.1.3.1.3. Third line - DoD ID Number/Electronic Data Interchange Personal Identifier. Leave two blank spaces and put the letters AF for Air Force or SF for Space Force.

7.11.1.3.1.4. Fourth line - Blood type. Abbreviate Rhesus factor (POS for positive or NEG for negative).

7.11.1.3.1.5. Fifth line - Designation of religious preference. A list of available religious preferences is at [Attachment 4](#). Note: If an individual does not wish to designate a preference, emboss NO RELIG PREF or leave blank.

7.11.2. Reissuing Limitations.

7.11.2.1. Reissue ID tags only to replace lost tags or to correct changed or erroneous data.

7.11.2.2. Do not reissue ID tags to correct administrative errors. Examples are:

7.11.2.2.1. Name is correct but does not contain punctuation.

7.11.2.2.2. ID tag has the DoD ID Number/Electronic Data Interchange Personal Identifier.

7.11.2.2.3. Religious preference is embossed on the fourth line versus the fifth line.

Chapter 8

PERSONNEL SUPPORT FOR CONTINGENCY OPERATIONS (PERSCO) PROCEDURES

8.1. Overview. PERSCO performs the personnel career field wartime tasks when providing support to the warfighter. It is the collection of manual and automated procedures, systems, hardware, personnel agencies, and deployable teams to accomplish Total Force accountability, duty status reporting, casualty reporting and provide advice on personnel programs. This chapter outlines basic PERSCO processes and responsibilities.

8.2. PERSCO Teams. PERSCO teams are established by the Air Staff PERSCO Functional Area Manager (FAM), HQ USAF/A1XO, and sourced to the MAJCOMs to meet the national military strategy and the Joint Strategic Capabilities Plan (JSCP). All PERSCO teams are structured IAW the unit type codes (UTCs) registered in the Manpower and Equipment Force Packaging (MEFPAK). MAJCOMs may task FSSs with multiple team requirements.

8.2.1. PERSCO Eligibility Criteria. All 3F0X1 personnel are eligible for deployment as PERSCO. AFI 10-401 outlines AFFORGEN/SPAFORGEN phase policy along with deployment selection within and outside a members assigned AFFORGEN/SPAFORGEN phase window.

8.2.2. PERSCO Member Response Time. All personnel are required to be available for deployment at all times during their assigned AFFORGEN/SPAFORGEN window. PERSCO members deploy IAW tasked UTC MISCAP statement.

8.2.3. For planning purposes, all PERSCO teams are considered formed, trained, and immediately available for deployment.

8.2.4. PERSCO teams are responsible for Total Force accountability, casualty reporting, and providing personnel program advice.

8.2.5. Air Force personnel agencies use DCAPES to report and account for personnel (active, Guard, Reserve, and civilian) deployed by the Air Force to support a contingency, exercise, or rotational operation (DSC 20 or 21). Note: This reporting requirement is designated emergency status code C-1; continue reporting during emergency conditions, priority precedence.

8.2.6. Submit data requirements assigned to this category as prescribed, or by any means.

8.2.7. Continue reporting during MINIMIZE.

8.2.8. DCAPES updates will flow data between IPRs, PERSCO team or FSS, the supporting and component commands, HQ AFPC, the Central Site (if applicable), and others as directed by higher headquarters.

8.3. PERSCO Team Planning Factors for the Component Command.

8.3.1. The component command personnel planner validates PERSCO team requirements at each location based on a variety of factors. The Manpower Force Requirement (MANFOR) illustrates the complete capability, and the Logistics Force Packaging System (LOGFOR) lists the required equipment/supplies for each UTC.

8.3.2. PERSCO teams deployed to main operating bases will augment the IPR and work for the FSS/CC or as directed by the component command.

8.3.3. PERSCOs should only be responsible for the Total Force personnel accountability if operating on Air Force installation with an established FSS. The existing FSS may require augmentation to properly support the reception of projected employed forces.

8.3.4. The component command personnel planner may request increased PERSCO support for Bare Base locations/ forward operating locations (FOLs) in the deployment phase of operations when initial personnel accountability and process procedures are being established.

8.3.5. Available facilities and available systems determine any PERSCO team requirements.

8.3.6. When tasked, a PERSCO team provides strength accountability and support to geographically separated units (GSUs).

8.3.7. There is not necessarily a direct relationship between the size of the force and the PERSCO support needed. A planner can use the formula of 1 personnel technician per 275 individuals as a guide. Judgment of the component planner is a key element in establishing a PERSCO team tasking and its ultimate size.

8.3.8. PERSCO teams should consider the following: 24-hour operations, location at an Aerial Port of Debarkation (APOD), supporting GSUs, threat level, deployment phase, incoming personnel surge level, Joint population serviced, strength ceilings, supporting main operating base (MOB) vs. FOL, Component Numbered Air Force (C-NAF)-unique reporting requirements, Joint reporting requirements, and other available support at a deployed location.

8.4. Pre-Deployment Actions.

8.4.1. Training is the primary factor in the pre-deployment preparation phase. Flight Chief, Military Personnel Flight and/or superintendent are responsible for managing and implementing all PERSCO team training.

8.4.2. Coordinate PERSCO training according to the guidelines outlined in DAFI 36-3802, this instruction, A1 Readiness guide, applicable Air Force Job Qualification Standards (AFJQSs), and the tasked UTC mission capabilities (MISCAPs) statement.

8.4.3. The FSS Unit Deployment Manager (UDM) serves as the focal point for scheduling and documenting all initial/recurring ancillary deployment training and classified courier training for PERSCO team members. AFI 10-403 outlines the basic deployment training requirements.

8.4.4. FSS commander will ensure PERSCO team is certified on all items before the member enters their assigned AFFORGEN/SPAFORGEN available to commit phase. **(T-1)**

8.4.5. The following training recommendations are provided:

8.4.5.1. PERSCO training material can be found in the AFPC Force Generation Readiness Branch SharePoint.

8.4.5.2. Review any after action reports (AARs) on AFPC/DPMWR SIPR SharePoint.

8.4.6. PERSCO team will review taskings and cover all actions needed from pre-planning to deployment execution.

8.4.7. Coordinate with component command A1 planner for the PERSCO CONOPS for review prior to deployment.

8.5. Utilization of PERSCO Teams. The MANFOR provides the manpower structure of each PERSCO team, and the table located in AFTTP 3-4.34 that lists the recommended supply items for bare base locations or when establishing PERSCO capabilities. The RFLXH is the only stand-alone Force Support UTC. The RFLXA, RFLXB, RFLXC, RFLXD or a combination of these UTCs are used to augment the RFLXH UTC as needed.

8.5.1. Requirements are continuously monitored and reviewed by the component command personnel planner. In the event of forward deployments of TDY forces or other adjustments in the size of these forces, PERSCO team requirements are reviewed and adjusted if necessary.

8.5.2. Augment IPR when deployed to an existing FSS.

8.5.3. Component Command/A1 personnel planner will specify command relationships for PERSCO teams in the PERSCO CONOPS.

8.5.4. Consider anticipated casualty rate and if additional PERSCO are required.

8.6. Execution Phase. The Execution Phase begins when the PERSCO team is tasked to deploy.

8.6.1. Coordinate with UDM or IPR about the tasking and location.

8.6.2. If available, review component commander's PERSCO CONOPS.

8.6.3. FSS commander and PERSCO team should review all PERSCO team taskings and immediately identify any limiting factors (LIMFACs)/shortfalls.

8.6.4. Review lessons learned at AFPC/DPMWR SharePoint.

8.6.5. Other deployment planning actions should include the following:

8.6.5.1. Contact the IPR to obtain as much information as possible about the deployment operation, as a minimum: 1) current PERSCO team contact information; 2) reporting instructions relating to the operation and/or FOL.

8.6.5.2. Determine scope of PERSCO team personnel accountability requirement (e.g., combined or Joint assets).

8.6.5.3. Determine availability of in-place or pre-positioned equipment. Contact the component command and make arrangements to review the FOL's base support plan (BSP) (if available).

8.6.5.4. Consider requirements for: power, secure and unsecured telephone capability, SIPRNET LAN capability, and a classified operating environment. Note: DCAPEs requires a SIPR operating environment primary and alternate locations.

8.6.6. Review the required actions needed to be accomplished upon arrival to ensure everyone understands what to do and how to accomplish their actions.

8.6.7. If required, ensure all classified material is prepared for transportation and personnel are briefed on classified courier responsibilities.

8.7. Initial Set-up Actions. The checklist in AFTTP 3-4.34 outlines the general responsibilities and actions required when PERSCO teams initially arrive at their final destination. The PERSCO team will:

8.7.1. Establish personnel accountability procedures for forces within assigned AOR, regardless of location to include arrival and transient personnel.

8.7.2. Process updates within DCAPES. If unavailable, establish strength accountability by any means available (e.g., spreadsheet, notepad, etc.)

8.7.3. Establish manual files as backup for DCAPES. **(T-1)**

8.7.4. Contact component command A1 to obtain command relationships and applicable guidance.

8.7.5. Brief commanders and their staffs on the PERSCO team's duties, capabilities, and responsibilities IAW this instruction and the component command's guidance.

8.7.6. Establish reception processing procedures. The PERSCO team works with the logistics staff to incorporate adequate personnel accountability procedures into the RCC.

8.7.7. Obtain at least one copy of the CED orders annotated with the date arrived and a completed DAF Form 245 to establish manual files. Note: Obtain at least one copy of the activation order for ARC members (e.g., Military Personnel Appropriation (MPA), AGR or mobilization orders) and establish a manual file.

8.8. Reception Control Center (RCC). The PERSCO team chief should engage with the supported component command A1 to coordinate procedures for reception control. Once the PERSCO team has arrived at deployed location, they should establish a controlled point of entry to receive deploying personnel. Refer to AFTTP 3-4.34 for a list of RCC minimum requirements.

8.8.1. Reception Processing Procedures. Upon notification of arriving personnel, PERSCO follows local procedures to setup RCC. PERSCO directs all arriving personnel to provide the following items:

8.8.1.1. CED orders or DD Form 1610.

8.8.1.2. Activation Order for Title 10, USC mobilization or Annual Training.

8.8.1.3. DAF Form 245 annotating arrival date, unit of assignment, lodging arrangements, blood type, and religious preference.

8.8.1.4. ID tags and CAC.

8.8.2. Provide in-processing checklist, if required.

8.8.3. Annotate and report any in-processing discrepancies based on each CCDR's directives. Discrepancies can include early or late arrival, missing mandatory items, and/or missing equipment.

8.8.4. Update electronic deployment readiness checklist (EDRC)

8.8.5. Upon completion of RCC required items, deployed personnel released to unit of assignment for continued processing.

8.8.6. Document personnel accountability in DCAPES or if unavailable, follow established strength accountability procedures. Ensure transient personnel are also accounted for and tracked.

8.8.7. If an RCC is not established, coordinate with any appropriate agencies to obtain accountability.

8.8.8. Prior to PERSCO arrival, the deployed commander is responsible for capturing personnel accountability information. PERSCO team must obtain CED orders or DD Form 1610 and DAF Form 245 on all personnel to crosscheck information.

8.8.9. Establish unit POCs at the deployed location including supported GSUs and establish procedures for duty status reporting and personnel accountability maintenance.

8.8.9.1. Provide the unit POC with Employment Requirements Manning Documents (ERMDs) and alpha rosters for validation.

8.8.9.2. Unit POCs report arrivals, departures and duty status changes (e.g., quarters, hospitalizations, etc) within 24 hours.

8.8.9.3. Note: This may require traveling to GSUs to assist establishing reporting procedures.

8.8.10. Strength accountability responsibilities will be defined by the component command. If required by component command CONOPS, establish unit POCs with other branches of military service, civilian contractor companies, coalition forces, etc. **(T-1)**

8.8.11. Account for all AF transient forces (others as directed by component A1). Transient forces are those who arrive at your location but it is not their final duty location. Updating of transient personnel into DCAVES is needed.

8.8.12. PERSCO teams can obtain the status of enroute individuals traveling on dedicated airlift through logistics readiness.

8.8.12.1. Transportation systems provide the capability to track individuals by name, SSN, and until arrival at their final destination. **(T-1)**

8.8.12.2. These systems can also provide the status of aircraft delays or layovers that assist personnel accountability management.

8.9. Establishing a PERSCO Operating Location.

8.9.1. If a PERSCO Operating Location is necessary, consider requirements for operating location such as:

8.9.1.1. Power supply.

8.9.1.2. Secure and non-secure telephone.

8.9.1.3. SIPRNET and NIPRNET capability.

8.9.1.4. Classified operating environment.

8.9.1.5. AFPC/DPMWR POC Listing.

8.9.1.6. Secure and non-secure e-mail accounts.

8.9.1.7. Standard supply items (e.g., pens, pencils, printer paper, etc.).

8.9.1.8. Transportation requirements.

8.9.1.9. Note: If any of the above is unavailable, identify the LIMFAC to the component command for their action. Maintain LIMFAC reporting until capability is operational.

8.9.2. Create and maintain a POC book that contains contact information for key personnel at the FOL and higher headquarters. It should also include commanders, first sergeants, billeting, mortuary affairs, medical staff, and others deemed appropriate.

8.9.3. Establish a casualty reporting program according to DAFI 36-3002 and local procedures.

8.9.4. Establish points of contact with the MTF and mortuary affairs.

8.9.5. Maintain a daily events log.

8.9.6. In the absence of deployed manpower function, request component command guidance.

8.9.7. Inventory and validate functionality of DCAPES and any other available equipment.

8.10. Sustainment Operations and Actions. The sustainment phase is a transition from the set-up phase to majority of the main operating force has arrived and completed in-processing actions. The sustainment phase can occur any time after arriving at the FOL and lasts until a build-up/surge phase occurs or until the redeployment phase.

8.10.1. During the sustainment phase, the PERSCO team continues to maintain Total Force personnel accountability and strength reporting and provides personnel program advice.

8.10.2. The following actions help maintain accountability:

8.10.2.1. Report unfilled positions required by the deployed commander to the supporting and component commands for fill action or IAW each respective Component Command's guidance.

8.10.2.2. For early return of individuals assigned to requirements, PERSCO will submit requests following component command policies with notification to home-station IPR, home-station unit/CC, supporting command AIR branch and AFPC/DPMW, advising of the individual's status and requesting replacement if needed IAW AFI 10-401. **(T-1)**

8.10.2.2.1. Disapproved requests are sent back to the deployed commander.

8.10.2.3. Process incoming and outgoing DCAPES updates daily. Note: Report the lack of DCAPES capability as a LIMFAC to the component command for their resolution.

8.10.2.4. Update duty status changes daily.

8.10.3. Produce and use the following products:

8.10.3.1. Employment Requirements Manpower Document (ERMD). Identifies the number and types of requirements projected to the deployed location. It can be used to monitor force build-up, identify unfilled positions, and replacement actions.

8.10.3.2. Daily Duty Status Change. PERSCO teams use this report to identify force status changes (e.g., arrivals, departures [to home station and forward deployments], TDY duty status changes, and strength figures). The information provided in this report is necessary to monitor the initial build-up of forces and continues until the deployed site is deactivated.

8.10.3.3. Unfilled Requirements Report. A preformatted report identifying all unfilled requirements within 60 calendar days of RDD. Report is sent to supporting commands and FSS for their action or IAW each respective Component Command's guidance.

8.10.3.4. Alpha Rosters. Units will review alpha rosters to support personnel accountability and report any discrepancies to PERSCO (e.g., departed personnel, have not in-processed, etc.). They can be provided to deployed units.

8.10.4. PERSCO teams will process all tour extension requests to the component command informing AFPC/DPMWR, supporting command A1R, IPR, and home-station commander IAW each respective Component Command's guidance. Requests should be submitted NLT 60 calendar days prior to the member's end of tour.

8.10.4.1. For PIDs not managed by Director of Military Personnel Operations (AFPC/DPM), requests will be worked directly by the responsible component command.

8.10.4.2. ARC personnel deployed on MPA man-days are called to active duty for a specific period of time and, by law, cannot be involuntarily extended.

8.10.4.3. The mobilized individual can be extended, but the extension cannot prevent them from returning to home station in time to take authorized downtime, use accrued leave and complete any required out-processing actions. Extensions of ARC personnel require the approval and coordination of HQ ANG for ANG personnel and the AFRC Force Generation Center (FGC) for AFRC personnel or IAW each respective Component Command's guidance.

8.10.5. PERSCO team will follow AOR's unique guidance regarding personnel policies and procedures. These instructions should be used to answer questions and concerns of commanders and the population in general.

8.10.6. Issues not addressed in the AOR's instructions should be elevated to the component command for action.

8.10.7. The Shortfall Management Change Log is a classified automated tool used to submit, process and track reclama requests submitted by units and MAJCOMs/FLDCOMs. PERSCO teams can use this tool to determine if a reclama request was submitted for a requirement on the ERMD that has not yet been filled by the tasked unit.

8.10.8. Delayed Reporting Request/Notification. This request is submitted by the home station or deployed location requesting a member arrive in the AOR after their established RDD.

8.10.8.1. Home stations submit requests when circumstances do not allow personnel to arrive prior to or on the established RDD (e.g., airlift not available, IPR receives plan requirement with short notice or after the established RDD).

8.10.8.2. If airlift is unavailable, the request is utilized by the gaining location as notification of the late arrival.

8.10.8.3. If the requirement was received after the RDD, the request is utilized by the gaining location as notification of the late arrival.

8.10.8.4. The IPR submits delayed reporting request to PERSCO and component command for coordination with the gaining commander following supported component policy when notified the member is unable to arrival on or before their RDD.

8.10.8.5. PERSCO team sends approval/disapproval message following component command policies to IPR, supporting MAJCOM/FLDCOM and component command.

8.10.8.6. If the deployed commander disapproves the request, the IPR will ensure the individual is in place prior to or on the established RDD.

8.10.9. Authorization Request for Early Release and Replacement. For early return of individual assigned to contingency or Joint exercise requirements, PERSCO must send an early release/return message following component command procedures and inform the home-station IPR, home-station unit/CC, supporting command A1R and AFPC/DPMWR advising of the individual's status and request for replacement.

8.10.9.1. If replacement is requested, the approved request flows to home station for action.

8.10.9.2. Disapproved requests will be sent back to the deployed commander.

8.10.10. Global Command and Control System – Air Force (GCCS-AF) System Maintenance. Total Force personnel accountability is accomplished with GCCS-AF systems utilizing DCAPES.

8.10.10.1. This software uses a series of business rules to alert users to changes in deployment requirements and the status of deployed persons. The PERSCO team must maintain accurate personnel accountability data to provide useful products to customers.

8.10.10.2. The following actions help maintain accurate DCAPES stored information:

8.10.10.2.1. Follow the DCAPES user responsibilities.

8.10.10.2.2. Based on deployed location tempo, the DCAPES operator must develop a routine procedure to backup information.

8.10.10.2.3. A daily pull of DCAPES offline work file is required.

8.11. Rotation and Redeployment Actions. The rotation and redeployment concepts apply to onward or forward movements as well as returns to home station.

8.11.1. Logistics planners, on behalf of the deployed commander, are responsible for coordinating and monitoring rotation/redeployment/base closure activities. It is important to understand that redeployment is not a "deployment in reverse."

8.11.2. The PERSCO team will participate in the rotation/redeployment planning process and ensure procedures are established to maintain accountability. A site or operation may turn into a rotational (sustainment) site requiring planning on how to rotate or replace the forces already there.

8.11.3. PERSCO teams will:

8.11.3.1. Actively participate in redeployment planning.

8.11.3.2. Out-process all redeployment personnel to maintain accountability.

8.11.3.3. Properly dispose of administrative files IAW established procedures.

8.11.3.4. Transfer personnel accountability IAW the component command A1 guidance or to the incoming PERSCO team. **(T-1)** This includes proper overlap with the incoming PERSCO team as determined by component command.

8.11.4. Rotation and Redeployment Planning Factors.

8.11.4.1. PERSCO teams should continue to employ any approach that accomplishes Total Force accountability.

8.11.4.2. Redeployment Assistance Team may be established to facilitate redeployment. If not established, PERSCO teams coordinate with all involved agencies to develop an effective out-processing capability (e.g., consider host nation customs requirements, Status of Forces Agreements (SOFAs), force protection level, residual mission capability requirements, and unit or main operating base out processing requirements).

8.11.4.3. PERSCO teams will need to project how they will scale down as the base draws down. Coordinate these actions with the deployed commander and the component command A1 personnel planner.

8.11.4.4. Equipment Accountability.

8.11.4.4.1. Once the deployed location's population reaches a certain level, the component command may deactivate the PERSCO team. Coordinate with component commander personnel planner on disposition of the GCCS-AF system and any other equipment.

8.11.4.4.2. During the transition from one team to another, equipment accountability is maintained. Before the original team departs from the deployed site, the GCCS-AF system equipment custodian must complete an inventory of GCCS-AF equipment.

8.11.4.4.3. For equipment not accounted for, initiate a Financial Liability Investigation of Property Loss (FLIPL). This may require involuntarily extending part of the outgoing PERSCO team.

8.12. Forward Deployment Process. Personnel may be required to forward move to additional locations to provide deployment support. PERSCO teams must ensure forward moves are updated in DCAPES and personnel are tracked, accounted for, processed, and that they receive the authorized entitlements.

8.13. Reconstitution Actions.

8.13.1. Each PERSCO team supporting deployment and employment of contingency, wartime, Chairman of Joint Chiefs of Staff (CJCS) field-training exercise, or emergency operations (e.g., natural disasters) complete an After Action Report (AAR). The senior member of each PERSCO team is responsible for its completion.

8.13.2. During the deployment, the team should maintain a daily events log, recording daily activities, problems, and resolutions to be used in completing a comprehensive AAR.

8.13.3. AARs capture feedback to assist other PERSCO teams in future operations.

8.13.4. Deficiencies in training are readily identified via the daily events log or AAR. This review can provide insight to rewriting portions of the training that lack realism.

8.13.5. AARs are submitted 10 duty days before departure from AOR.

8.13.6. For sustainment deployments, submit this report not later than 10 duty days before return to home station.

8.13.7. For deactivating locations, submit this report NLT 30 duty days after return to home station.

8.13.8. All POCs can be found on AFPC/DPMWR's SIPR SharePoint.

8.14. Combined/Joint Force Operation Planning Factors.

8.14.1. Deploying human resources and administration personnel should be aware that they may be tasked to fulfill any number of administrative functions, not PERSCO related.

8.14.2. Personnel may be responsible for accomplishing not only their DAF tasks, but also combined or Joint tasks. These tasks may be similar, the processes required to accomplish the tasks can be significantly different in nature than that required by USAF instructions.

8.14.3. It is important for all deploying human resources and administration personnel to familiarize themselves with JP 1-0. Contact the responsible component command personnel planner for specific guidance.

8.14.4. Additional personnel functions may include:

8.14.4.1. C1/J1/A1 may be tasked to perform personnel accountability for all assigned forces under their functional control. Processes may need to be developed to capture all assets now under their control, to include allied and Joint personnel.

8.14.4.2. The CCDR will require a daily Joint Personnel Status Report (JPERSAT). C1/J1/A1s will be responsible for compiling and transmitting this document per Joint component instructions.

8.14.4.3. The JPERSTAT at a minimum identifies losses, gains, overall strength, and could include alpha rosters.

8.14.4.4. The CCDR will identify additional casualty reporting criteria.

8.14.4.5. Joint channels may be required for members assigned to joint units. AF casualties are not submitted through joint channels unless they are embedded in a joint mission set. It is needed on the JPERSTAT.

8.14.4.6. C1/J1/A1 will be required to submit daily situational report (SITREP) inputs. This includes daily strength changes by unit and director's comments. Other requirements may be imposed per Joint component direction.

8.14.4.7. C1/J1/A1 may be required to accomplish Services responsibilities not unlike a support group function. This can include Morale, Welfare and recreation MWR activities and billeting/lodging actions.

8.14.4.8. C1/J1/A1 may be required to coordinate transportation of all departing personnel.

8.14.4.9. C1/J1/A1 may be required to perform postal duties.

8.14.4.10. If not the responsible PERSCO, the C1/J1/A1 must identify and establish a relationship with the PERSCO team to provide personnel accountability information.

8.14.4.11. C1/J1/A1 may be responsible for all Joint and Service decorations under their control. Decorations processing and tracking procedures are devised to meet all submission channel requirements.

8.14.4.12. Joint decorations are submitted through Joint channels, and Service-unique decorations may be submitted through either combatant component channels, or through the Service channels.

8.15. Contingency Reports.

8.15.1. Commanders and staffs at all levels require a variety of personnel command and control information. Contingency reports provide an uninterrupted flow of information between locations and each level of command.

8.15.2. Personnel agencies require contingency reports at all levels of command under both automated and manual conditions.

8.15.3. Use standardized DCAPES reports to the maximum extent possible.

8.15.4. Contingency Report Classification.

8.15.4.1. The component command must provide definitive classification guidance.

8.15.4.2. If guidance is not available, treat the PID, operation nickname, ULN, Geographical Location Code (GEOLOC), clear text duty location, RDD, TASKED PAS, and ATCH PAS as classified data elements until classification authority instructs otherwise.

8.15.4.3. Properly classify each paragraph by placing the classification code (U-UNCLASSIFIED, C-CONFIDENTIAL, S-SECRET, or T-TOP SECRET) in parentheses at the beginning of each paragraph. Do not do this if the message is unclassified.

8.15.4.4. The highest classification of any paragraph determines the classification of the entire report.

8.15.5. Contingency Report Recipients.

8.15.5.1. POCs can be found on AFPC/DPMWR's NIPR SharePoint. Due to frequent updates, check for updates to this listing on a regular basis.

8.15.5.2. Any required changes are sent to: AFPC.DPMWR.Workflow@us.af.mil. This listing is updated on a monthly basis; however, during crisis operations, changes are updated as they occur.

8.16. Casualty Reporting.

8.16.1. Report is designated by emergency status code C-1.

8.16.2. Continue reporting during emergency conditions, priority precedence.

8.16.3. Submit data requirements assigned to this category as prescribed or by any means to ensure arrival on the established due date.

8.16.4. PERSCO teams prepare and submit casualty reports.

8.16.5. PERSCO teams ensures on-site commanders, PERSCO, and base/employment site support offices fully understand their responsibilities to the Casualty Program.

8.16.6. PERSCO teams must develop instructions to promptly report casualties and submit casualty reports through the Defense Casualty Information Processing System (DCIPS)

Personnel Casualty Report (PCR) and according to DAFI 36-3002. **(T-1)** Note: All casualty reports are submitted through DCIPS PCR and all reports are exempt from MINIMIZE.

8.16.7. Immediately upon learning of a casualty or an incident that may or may not have casualties but is newsworthy, PERSCO contacts Casualty Services Branch (AFPC/DPFCS), Air Force Casualty Services Branch, by telephone at DSN 665-3505, commercial at 210-565-3505 or at 1-800-433-0048.

8.16.8. Do not delay notifying AFPC/DPFCS by telephone while waiting to confirm casualty data.

8.16.9. When telephone or other electronic message capability does not exist, prepare a written report and send it to AFPC/DPFCS, 550 C Street West, Randolph AFB TX 78150-4716, by the quickest means (e.g., pouch, courier, or first-class mail).

8.16.10. Do not classify initial casualty reports. Indicate encrypt for transmission only (EFTO) if you cannot transmit a report without SENSITIVE information.

8.16.11. If you transmit classified information to complete an item on a casualty report, state in that item "see classified supplemental report," and submit a classified supplemental report immediately after the unclassified report.

8.16.12. Missing Status Under Hostile Conditions.

8.16.12.1. Field commanders do not have the authority to place their personnel in missing status (nor any of the sub-categories).

8.16.12.2. Commanders initially place an individual in DUSTWUN casualty status, and they have 10 days to assess the facts and make a recommendation.

8.16.12.3. Commanders must submit a preliminary assessment and recommendation through command channels to AFPC/CC within 10 days after receiving information that convinces the commander to conclude the member is missing.

8.16.12.4. This requirement affects RegAF, USSF, ANG, AFRC, AF civilian employees, and contractor personnel in support of the AF.

8.16.12.5. Contact AFPC/DPFCS Casualty Operations Branch for specific reporting requirements and additional guidance.

BRIAN L. SCARLETT, SES, DAF
Principal Deputy Assistant Secretary of the
Air Force for Manpower and Reserve Affairs

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

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Personnel Service Delivery Guide (PSDG)-*Area of Responsibility (AOR) Casualty Reporting*, 20 August 2021

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Total Force Personnel Service Delivery Guide (PSDG)-*Commander's Support Staff (CSS) Execution, Organization and Responsibilities*, 17 January 2023

Total Force Personnel Service Delivery Guide (PSDG)-*Personnel Deployment Function (PDF)*, 5 May 2023

Total Force Personnel Service Delivery Guide (PSDG)-*Strength Accounting Duty Status Program (SADSP)*, 11 July 2024

AFTTP 3-4.34, *Expeditionary Force Support Operations*, 16 November 2022

Prescribed Forms

DAF Form 2098, *Duty Status Change*

AF Form 3847, *Deployment Processing TDY Checklist*

Adopted Forms

DD Form 214, *Certificate of Uniformed Service*

DD Form 553, *Deserter/Absentee Wanted By the Armed Forces*

DD Form 616, *Report of Return of Absentee*

DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*

DD Form 2707, *Confinement Order*

DAF Form 245, *Employment Locator and Processing Checklist*

DAF Form 847, *Recommendation for Change of Product*

DAF Form 899, *Request and Authorization for Permanent Change of Station (PCS) - Military*

DAF Form 988, *Leave Request/Authorization*

DAF Form 1631, *NATO Travel Order/Ordre De Mission OTAN*

AF Form 973, *Request and Authorization for Change of Administrative Orders*

AF Form 1359, *Report of Result of Trial*

Abbreviations and Acronyms

AAR—After-Action Report

ADSCD—Active Duty Service Commitment Date

AFCJIC—Air Force Criminal Justice Information Center

AFFORGEN—AF Force Generation

AFI—Air Force Instruction

AFIS—Air Force Inspection System

AFJQS—Air Force Job Qualification Standard

AFPAAS—Air Force Personnel Accountability and Assessment System

AFPC—Air Force Personnel Center

AFSFC—Air Force Security Force Center

AFTTP—Air Force Tactics, Techniques and Procedures

AFWATCH—Air Force Service Watch Cell

ANG—Air National Guard

AOR—Area of Responsibility

APOD—Aerial Port of Debarkation

ARC—Air Reserve Component

ARMS—Automated Records Management System

ARPC—Air Reserve Personnel Center

AWOL—Absent Without Leave

BSP—Base Support Plan

CAAF—Contractors Authorized to Accompany the Force

CAC—Common Access Card

CCDR—Combatant Commander

CCMD—Combatant Command

CED—Contingency, Exercise and Deployment

CIC—Customer Identification Code

CMS—Case Management System

C-NAF—Component Numbered Air Force

CONOPS—Contingency Operations

CONUS—Continental United States
COR—Commanding Officer Representative
COOP—Continuity of Operations
CPF—Civilian Personnel Flight
CSS—Commander Support Staff
DAF—Department Air Force
DAFI—Department of the Air Force Instruction
DAFMAN—Department of the Air Force Manual
DAFPD—Department of the Air Force Policy Directive
DAV—Deployment Availability
DCAPES—Deliberate and Crisis Action Planning and Execution System
DCIPS—Defense Casualty Information Processing System
DEERS—Defense Enrollment Eligibility Reporting System
DFAS—Defense Finance Accounting Service
DoD/DD—Department of Defense
DoDD—Department of Defense Directive
DoDI—Department of Defense Instruction
DOR—Date of Rank
DOS—Date of Separation
DRMD—Deployment Requirements Manning Document
DSC—Duty Status Code
DSN—Defense Switched Network
DTR—Daily Transaction Registers
DTS—Defense Travel System
DUSTWUN—Duty Status-Whereabouts Unknown
EDRC—Electronic Deployment Readiness Checklist
EFTO—Encrypt for Transmission Only
ERMD—Employment Requirements Manning Document
e-RDC—Electronic Readiness Checklist
ETS—Expiration Term of Service
FAM—Functional Area Manager
FBI—Federal Bureau of Investigations

FCG—Foreign Clearance Guide
FLDCOM—Field Command
FLIPL—Financial Liability Investigation of Property Loss
FMR—Financial Management Regulation
FOL—Forward Operating Location
FSS—Force Support Squadron
GAOI—Geographical Area of Interest
GATES—Global Air Transportation Execution System
GCCS-AF—Global Command and Control System - Air Force
GEOLOC—Geographical Location Code
GSU—Geographically Separated Unit
GTN—Global Transportation Network
HR—Human Resources
HSB—Human Resource Management Strategic Board
IAW—In Accordance with
ID—Identification
IDO—Installation Deployment Officer
IDP—Installation Deployment Plan
IDS—Integrated Deployment System
ILOC—Intermediate location
IMA—Individual Mobilization Augmentees
IPR—Installation Personnel Readiness
JPERSTAT—Joint Personnel Status Report
JSCP—Joint Strategic Capabilities Plan
JTR—Joint Travel Regulation
LAD—Latest Arrival Date
LIMFAC—Limiting Factor
LOA—Letter of Authorization
LOGFOR—Logistics Force Packaging System
LOGMOD—Logistics Module
LRC—Logistics Readiness Squadron
M&FRC—Military & Family Readiness Center

MAJCOM—Major Command
MANFOR—Manpower Force Requirement
MEFPAK—Manpower and Equipment Force Packaging
MICT—Management Internal Control Toolset
MilPDS—Military Personnel Data System
MISCAP—Mission Capability
MO—Manpower Office
MOB—Main Operating Base
MPA—Military Personnel Appropriation
MPF—Military Personnel Flight
MTF—Medical Treatment Facility
MWR—Morale, Welfare and Recreation
NAF—Nonappropriated Funds
NATO—North Atlantic Treaty Organization
NSN—National Stock Number
ODSD—Overseas Duty Selection Date
OPLAN—Operation Plan
OPORD—Operation Order
OPR—Office of Primary Responsibility
OSD—Office of the Secretary of Defense
OSI—Office of Special Investigation
PASCODE—Personnel Accounting Symbol Code
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
PDF—Personnel Deployment Function
PERSCO—Personnel Support for Contingency Operations
PERSTEMPO—Personnel Tempo
PFD—Present for Duty
PID—Plan Identifier
POSN—Position
POV—Privately Owned Vehicle
PPA—Personnel Program Application

PSDG—Personnel Service Delivery Guide
RAT—Redeployment Assistance Team
RCC—Reception Control Center
RDD—Require Delivery Date
RIP—Report on Individual Person
ROE—Rules of Engagement
SAC—Self-Assessment Checklist
SADSP—Strength Accounting Duty Status Program
SATO—Scheduled Airline Ticket Office
SITREP—Situational Report
SOFA—Status of Forces Agreement
SPAFORGEN—Space Force Force Generation
SPOT—Synchronized Predeployment & Operational Tracker
STRD—Short Tour Return Date
TAFMSD—Total Active Federal Military Service Date
TEMSD—Total Enlisted Military Service Date
TFSC—Total Force Services Center
TDY—Temporary Duty
TMO—Traffic Management Office
TMTS—Tempo Management Tracking System
TPFDD—Time-Phased Force Deployment Data
UCMJ—Uniform Code of Military Justice
UDM—Unit Deployment Manager
ULN—Unit Line Number
UPMR—Unit Personnel Manning Roster
USAF—United States Air Force
USAFA—United States Air Force Academy
USC—United States Code
USPS—United States Postal Service
USSF—United States Space Force
ULN—Unit Line Number
UTC—Unit Type Code

vRED—virtual Record of Emergency Data

Office Symbols

AF/A1—Deputy Chief of Staff Manpower, Personnel and Services

AF/A1XO—Force Support Career Field Management and Readiness Division

AFOSI/ICON Center—AFOSI Investigations, Collections, and Operations Nexus (ICON) Center

AFPC/DPF—Director of Military and Family Care

AFPC/DPFCM—Military and Family Care, Casualty Sustainment Branch

AFPC/DPFCS—Casualty Operations Branch

AFPC/DPM—Director of Military Personnel Operations

AFPC/DPMW—Force Generation Operations and Readiness Division

AFPC/DPMWR—Force Generation Readiness Branch

AFPC/DPPP—Assignments and Force Generation Policy Division

AFPC/DPSOR—Records Management Branch

AFPC/DPTOS—AF Total Force Service Center

ARPC/DPA—Assignment Division

HQ ARPC—Headquarters Air Reserve Personnel Center

SecAF—Secretary of the Air Force

Terms

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

Air Force Force Generation (AFFORGEN)—AFFORGEN is the Air Force's sustainable, capacity-driven model for presenting forces to the Joint Force. The intent is to enable operational preparedness and readiness recovery to compete with peer competitors while focusing USAF efforts on a predictable and sustainable force offering. AFFORGEN offers a multifaceted approach encompassing training, exercises, and certification over a 24-month, predictable cycle.

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

Assigned Forces—Forces under the component command or operational control of a commander.

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 CCDR plans and policies.

Casualty—Any person lost to the organization by reason of having been declared dead, duty status-whereabouts unknown, missing, ill, or injured (JP 1-0) (DAFI 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 (CONOPS)—A verbal or graphic statement, in broad outline, of a commander's assumptions or intent regarding 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 Operations—Operations in response to an emerging or unexpected crisis caused by natural disasters, terrorists, subversives, or SECDEF directed operations involving the use of US military forces to achieve US objectives. Contingencies require plans, rapid response, and special procedures to ensure the safety and readiness of personnel, installations, and equipment. Contingency operations may evolve into sustained military operations.

Contractors Authorized to Accompany the Force—Contractor personnel and all tiers of subcontractor personnel authorized to accompany the U.S. Armed Forces in applicable operations outside the United States and who have been afforded such status through the issuance of a LOA. (DoDI 3020.41)

Defense Manpower Data Center (DMDC)—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 System (DCAPES)—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 Requirements Manning Document (DRMD)—A product reflecting the manpower requirements and unit tasking for a contingency or exercise deployment.

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.

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.

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 (ERMD)—A product providing total manpower requirements to be employed at a Temporary Duty location.

Exercise—A category of PERSTEMPO deployment events. Includes joint or combined exercises, Service exercises, and NATO exercises. See the “unit training” definition for exercises that have not received an official designation.

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

Force Accountability—The ability to accurately account for all Air Force personnel and the related Air Force manpower requirements at all times regardless of their location.

Forward Deployment—The transfer of a unit, an individual, or supplies deployed in one area to another area, or to another location within the area, or to the zone of interior for the purpose of further employment.

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

Global Air Transportation Execution System (GATES)—A system utilized by transportation to manifest passengers on dedicated military/commercial airlift. Provides the ability to track individuals by name, SSN, and ULN from the time they depart home station until arrival at their final destination. Can provide the status of aircraft delays or layovers that will assist PERSCO teams in the overall accountability effort.

Global Command and Control System (GCCS)—(DoD) Highly mobile, deployable command and control system supporting forces for Joint and multinational operations across the range of military operations, any time and anywhere in the world with compatible, interoperable, and integrated command, control, communications, computers, and intelligence systems.

Global Transportation Network (GTN)—(DoD) The designated Department of Defense (DoD) in-transit visibility system, providing customers with the ability to track the identity, status, and location of DoD units and non-unit cargo, passengers, patients, forces, and military and commercial airlift, sealift, and surface assets from origin to destination across the range of military operations. The GTN collects, integrates, and distributes transportation information to component commanders, Services, and other DoD customers. The GTN provides the US Transportation Command with the ability to perform command and control operations, planning and analysis, and business operations in tailoring customer requirements throughout the requirements process.

Individual Mobilization Augmentee (IMA)—An individual filling a military billet identified as augmenting the active component structure of the DoD or other departments or agencies of the US Government.

Limiting Factor (LIMFAC)—A factor or condition that either temporarily or permanently impedes mission accomplishment (e.g., transportation network deficiencies, lack of in-place facilities, malpositioned forces or materiel, extreme climatic conditions, distance, transit or overflight rights, political conditions, etc. [Joint Pub 1-0]).

Logistics Force Packaging Systems (LOGFOR)—A MEFPK subsystem that provides equipment and material requirements and summarized transportation characteristics through its LOGDET component.

Manpower and Equipment Force Packaging (MEFPK) System—A data system designed to support contingency and general war planning with predefined and standardized manpower and equipment force packages. MEFPK, which operates in the command and control environment, is composed of two subsystems: the MANFOR and the LOGFOR.

Manpower Force (MANFOR) Packaging—A system of the MEFPK. Defines the manpower characteristics and mission capability statement of standard Air Force unit type codes (UTCs).

MINIMIZE—A procedure used during periods of crisis or other abnormal periods to reduce the volume of record and long distance telephone traffic ordinarily transmitted electrically. MINIMIZE applies to all users of DoD communications systems, including originators of card and tape traffic. When MINIMIZE is imposed, users of DoD electrical communications must determine that: (1) the information to be sent is required to avoid a seriously detrimental impact on mission accomplishment or safety of life; and (2) electrical transmission is the only way to get the information to the addressee in sufficient time to accomplish the purpose.

Mission Capability (MISCAP)—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 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—Natural disasters include all types of severe weather, which have the potential to pose a significant threat to human health and safety, property, critical infrastructure, and homeland security.

Official Notification Date—The actual day the individual receives verbal or written, formal or informal notification by an official in authority of their potential or actual selection for contingency deployment as either a primary or alternate selectee. **Examples:** Official notification occurs when the unit commander or designated representative verbally tells the individual they are being considered to fill a contingency tasking. Written notification with endorsement by the individual serves the same purpose. The first time an individual is made aware they possibly will deploy, they have received “official” notification and should begin preparations, both mental and physical, for deployment.

Operation Order (OPORD)—A directive issued by a commander to subordinate commanders for the purpose of effecting the coordinated execution of an operation (Joint Pub 1-0).

Operation Plan (OPLAN)—Any plan, except for the Single Integrated Operation Plan, for the conduct of military operations. Plans are prepared by component commands in response to requirements established by the Chairman of the Joint Chiefs of Staff and by commanders of subordinate commands in response to requirements tasked by the establishing unified commander. An OPLAN identifies the forces and supplies required to execute the CCDR strategic concept and a movement schedule of these resources to the theater of operations. The forces and supplies are identified in TPFDD files.

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

PERSTEMPO—Defined in 10 USC § 991, the term “personnel tempo” means the amount of time members of the armed forces are engaged in their official duties at a location or under circumstances that make it infeasible for a member to spend off-duty time in the housing in which the member resides.

PERSTEMPO Deployment Event—Events that fall under operations, exercises, unit training, mission support temporary duty, home station training, or hospitalization not at or near the Service member's permanent duty station (PDS) or home port.

PERSTEMPO Non-deployment Event—PERSTEMPO non-deployment events fall under individual training, duty in garrison near the Service member's PDS or home port, hospitalization near the Service member's PDS or home port, disciplinary events, Reserve Component inactive duty training, muster duty, or funeral honors duty.

Plan Identification Number (PID)—A command-unique four-digit number followed by a suffix indicating the JSCP year for which the plan is written; (e.g., "2220-95.") In the JOPES database, a five-digit number representing the command-unique four-digit identifier, followed by a one-character, alphabetic suffix indicating the OPLAN option, or a one-digit number whose numeric value indicates the JSCP year for which the plan is written.

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)

Reclama—A request to duly constituted authority to reconsider its decision or its proposed action.

Replacements—Personnel required to take the place of others who depart a unit (Joint Pub 1-0).

Required Delivery Date (RDD)—The date that a unit must arrive at its destination and complete unloading (Joint Pub 1-0).

Safe Haven—Designated area(s) to which noncombatants under the US 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)

Shortfall—The lack of forces, equipment, personnel, materiel, or capability, reflected as the difference between the resources identified as a plan requirement and those apportioned to a component commander for planning that would adversely affect the command's ability to accomplish its mission. (Joint Pub 1-0).

Stop Movement—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 DoDEA 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, IAW component command policies.

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.

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)

Time-Phased Force and Deployment Data (TPFDD)—The JOPES database portion of an OPLAN; it contains non-unit-related cargo and personnel data, and movement data for the OPLAN, including (a) in-place units, (b) units to be deployed to support the OPLAN with a priority indicating the desired sequence for their arrival at the port of debarkation, (c) routing of forces to be deployed, (d) movement data associated with deploying forces, (e) estimates of non-unit-related cargo and personnel movements to be conducted concurrently with the deployment of forces, and (f) estimate of transportation requirements that must be fulfilled by common-user lift resources as well as those requirements that can be fulfilled by assigned or attached transportation resources.

Total Force—The total force includes DoD active and reserve component military personnel, retired Service members, DoD civilian personnel (including foreign national direct- and indirect-hires, as well as non-appropriated fund employees), contractor personnel, and HN support personnel. (DoDI 3020.41)

Transient Personnel—Military member, DoD civilian, or DoD contractor who spend at least one night at a location, but their final duty location is elsewhere.

Unit Line Number (ULN)—A seven-character, alphanumeric code that describes a unique increment of a unit deployment, e.g, advance party, main body, equipment by sea and air, reception team, or tail party, in Joint Operation Planning and Execution System time-phased force and deployment data. (JP 1-0).

Unit Type Code—A Joint Chiefs of Staff developed and assigned code, consisting of five characters that uniquely identify a "type unit." (JP 1-0). 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)

Attachment 2

DUTY STATUS CODES, PERSTEMPO, AND TDY REPORTING

A2.1. Duty Status Codes, PERSTEMPO, and TDY Reporting.

Table A2.1. Duty Status Codes, PERSTEMPO, and TDY Reporting.

PERSTEMPO Code	Code Definition	Duty Status Code (DSC)	Code Description	TDY Type Code
A	Operations (PID)	20	TDY - Contingency/rotational/exercise	1
B	Exercise (PID)	20	TDY - Contingency/rotational/exercise	1
		21	PALACE Trip Manning-contingency or exercise	2
C	Unit Training	66	TDY - Air Reserve Component (ARC) Operational Training	G
D	Mission Support	24	TDY - Other CONUS to CONUS	5
		25	TDY - Other CONUS to Overseas (OS)	6
		26	TDY - Other out of country OS personnel only	7
		27	TDY - Other in country OS personnel only	8
		29	TDY - OS to CONUS	9
		61	TDY - ARC Conversion	B
		63	TDY - ARC - Counter drug/interdiction CONUS	D
		64	TDY - ARC - Management support/ADSW	E
		65	TDY - ARC Service Mission/Mission Support	F
		67	TDY ARC - Natural disaster/emergency	H
E	Operations (PID) (within 100 miles) (No pay)	70	TDY - Contingency/rotational/exercise (No pay)	I
F	Exercise (PID) (within 100 miles) (No pay)	70	TDY - Contingency/rotational/exercise (No pay)	I
		71	PALACE Trip Manning as contingency or exercise (No pay)	J
G	Unit Training (within 100 miles) (No pay)	72	TDY - ARC operational training (No pay)	T
H	Mission Support (within 100 miles) (No pay)	73	TDY - Other than CONUS to CONUS (No pay)	K
		74	TDY - Other CONUS to Overseas (OS) (No pay)	L
		75	TDY - Other out of country OS personnel only (No pay)	M

PERSTEMPO Code	Code Definition	Duty Status Code (DSC)	Code Description	TDY Type Code
		76	TDY - Other in country OS personnel only (No pay)	N
		77	TDY - OS to CONUS (No pay)	O
		78	TDY - ARC Conversion (No pay)	P
		79	TDY - ARC - Counter drug/interdiction CONUS (No pay)	Q
H		80	TDY - ARC - Management support/ADSW (No pay)	R
H I	Individual Training - School TDY (No pay)	81	TDY - ARC Service Mission/Mission Support (No pay)	S
		82	TDY ARC - Natural disaster/emergency (No pay)	U
		22	TDY – School (less than 20 weeks)	3
J	Home Station Training (No pay)	19	TDY - ARC - Homestation active duty	A
J K	Home Station Training (No pay) Home Station Local Area Training	62	TDY – ARC - Homestation active duty in support of contingency	C
		31	Home Station/Local Area Training	W
L	Hospitalization (No pay)	8	Hospital not assigned, sick in quarters	-
L M	Hospitalization (No pay)	13	Hospitalized, assigned to patient squadron or hospital	-
	Discipline (No pay)	4	Civil Confinement (under arrest, pending trial, awaiting sentence)	-
M N	Discipline (No pay)	5	Civil Confinement (sentenced prisoner 30 days or more)	-
	Individual Training	16	Military Confinement (under arrest, pending Trial, awaiting sentence)	-

PERSTEMPO Code	Code Definition	Duty Status Code (DSC)	Code Description	TDY Type Code
	w/Travel (IDT w/TVL) (No pay)	17	Military Confinement (sentenced prisoner 30 days or more)	-
		84	ARC Individual training with travel (no pay)	-
P	Funeral Honors Duty (No pay)	85	ARC Funeral Honors Duty (no pay)	-
Q	Unknown		Unknown or Invalid Code	

Table A2.2. Additional Duty Status Codes.

Duty Status Code (DSC)	Code Description
00	Present for Duty
01	Deceased
02	Missing
03	Ill/injured (casualty reported)
06	Deserter
07	Absent without leave (AWOL) includes non-locatee – ANG
09	Leave – excluding delay enroute
10	Assigned transient – depart PCS or terminal leave including Reserve trans new unit
11	Assigned but not joined, including Reserve awaiting entry – initial active duty training
12	Accessed not joined, TDY enroute, Reserve initial active duty training
14	Not present for duty – other
15	Enroute assigned station from deployed station (DSC 20, 21)
18	Involuntary recall 45 days active duty – fail participate (ANG/AFR)
23	TDY permissive – Bootstrap, househunting, etc
28	Pending separation/under investigation including ANG/Reserve in or awaiting IADT
30	Whereabouts unknown
40	AFR mobilization resource
42	Return to military control from DFR – Pending disposition instruction higher headquarters
43	Reassigned to undergo separation outprocessing/awaiting

Duty Status Code (DSC)	Code Description
	administration discharge
52	Leave – appellate review
53	Parole
56	Civilian confinement-sentenced prisoner/less 30 days
59	Military confinement-sentenced prisoner/less 30 days
60	ANG runway alert over 30 days – Champus eligible
83	Permanent training site, not present for duty (no pay)

Attachment 3

PERSTEMPO

A3.1. PERSTEMPO Event Table.

Table A3.1. PERSTEMPO Event Table.

Type	Category	Name	Definition
Deployment	Operation	Contingency Operation	a military operation that: (a) is designated by the Secretary of Defense as an operation in which members of the Military Services are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing force or (b) is created by definition of law. (See Section 101(a)(13)(B) of Title 10, USC, for conditions in which a contingency operation exists.)
		Counterdrug Operation	A military action taken to detect, monitor, counter the production, trafficking, and use of illegal drugs.
		Forward Presence	The visible posture of US forces and infrastructure strategically positioned in or near key regions around the globe to contribute to the stability, continuity, and flexibility that protects US interests.

Type	Category	Name	Definition
		Humanitarian Operation	Conducted to relieve or reduce the results of natural disasters, disasters caused by people, or other regional conditions such as human pain, disease, hunger, or hardship that might present a serious threat to life or result in great damage to or loss of property. Assistance provided under these provisions can include: (a) medical, dental, and veterinary care provided in a country's rural areas; (b) construction of rudimentary surface transportation systems; (c) well drilling and constructing basic sanitation facilities; and (d) rudimentary construction and repairing public facilities.
		Law Enforcement	Supports law enforcement authorities to counter international criminal activities and suppress regional rebellion in foreign countries.
		Peacekeeping Operation	This operation consists of military operations undertaken with the consent of all major parties to a dispute, designed to monitor and facilitate implementation of an agreement (cease- fire, truce, or other such agreement) and support diplomatic efforts to reach a long-term political settlement.
		Surveillance Operation	The systematic observation of aerospace, surface or subsurface areas, places, persons, or things, by visual, auditory, electronic, photographic, or other means.

Type	Category	Name	Definition
		US Domestic Civil Operation	Activities and measures taken by the DoD to foster mutual assistance and support between the DoD and any civil US Government agency in planning, preparing, or applying resources for border patrol augmentation and in response to the consequences of civil emergencies or attacks, including national security emergencies.
	Exercise	Joint or Combined Exercise	A non-North Atlantic Treaty Organization (NATO) military maneuver or simulated wartime operation involving planning, preparation, and execution. It is performed for training and evaluation purposes. A joint exercise involves more than one branch of the US Military Services. A combined exercise involves one or more branches of the US Military Services and one or more allies.
		NATO Exercise	A combined military maneuver or simulated wartime operation conducted by forces of two or more allied NATO nations acting together for accomplishing a single mission.
		Service Exercise	A military maneuver or simulated wartime operation of a single branch of the US Military Services involving planning, preparation, and execution, carried out for the purpose of training and evaluation.
	Home Station Training	Home Station or Local Operating Area of a Ship or Vessel Training	Training conducted within the limits of an installation, base, or local operating area of a ship or vessel. Appropriate authorities predetermine and document this area.

Type	Category	Name	Definition
	Hospitalization (Not at or near permanent duty station (PDS)/homeport (HP))	Hospitalization	The formal admission to a medical treatment facility that is not near the Service member's PDS or HP.
	Mission Support Temporary Duty	Mission Support Temporary Duty	Duties that include meetings, conferences, staff visits, staff augmentation, and medical appointments that do not occur at or near the Service member's PDS or HP.
	Unit Training	Unit Training at a Combined Training Center	One or more Services conduct training at a combined training center to meet specific training requirements, test new methodologies, and receive independent training evaluations.
		Unit Training at a Designated Training Center	Unit training is conducted in an installation, a city area or other public land, or a body of water.
Non- Deployment	Disciplinary	Disciplinary Event	The confinement of a Service member restricting him or her from performing normal duties.
	Duty in Garrison	Duty in Garrison	Home station or HP duty performed at the permanent location that the member's unit occupies when not committed to an operation that makes it infeasible for a member to spend off-duty time in the housing in which the member resides.
	Funeral Honors Duty	Funeral Honors Duty	The rendering of military honors to a deceased military member by Reserve Component members.
	Hospitalization (At or near PDS/HP)	Hospitalization	The formal admission to a medical treatment facility that is at or near the Service member's PDS or HP.

Type	Category	Name	Definition
	Inactive Duty Training	Inactive Duty Training	Training performed under orders by a member of a Reserve Component, not on active duty or active duty for training, not performed at the permanent training site. Inactive duty training consists of regularly scheduled unit training assemblies, additional training assemblies, periods of appropriate duty or equivalent training, and any special additional duties authorized for Reserve Component personnel.
	Individual Training	Individual Training	Institutional training conducted by a centralized, DoD, or single-Service training organization in a school or training center.
	Muster Duty	Muster Duty	The personnel status accounting of Ready Reserve Service members attached to a Reserve command, pursuant to Section 12319 of Title 10, USC

Attachment 4

AUTHORIZED RELIGIOUS PREFERENCES FOR IDENTIFICATION TAGS

A4.1. Religious Preferences.

Table A4.1. Religious Preferences.

Religious Preference
ADVENT CHRISTIAN CHURCH
ADVENTIST CHURCHES
AFRICAN METHODIST EPISCOPAL CHURCH
AFRICAN METHODIST EPISCOPAL ZION CHURCH
AGNOSTIC
AMERICAN LUTHERAN CHURCH
AMERICAN BAPTIST ASSOCIATION
AMERICAN BAPTIST CHURCHES
AMERICAN BAPTIST CHURCHES IN USA
AMERICAN BAPTIST CONFERENCE
AMERICAN BAPTIST CONVENTION
AMERICAN COUNCIL CHRISTIAN CHURCH
ANGLICAN CHURCH IN AMERICA
ANGLICAN CATHOLIC CHURCH
ANGLICAN CHURCH IN NORTH AMERICA
ANGLICAN ORTHODOX CHURCH
ANTIOCHIAN ORTHODOX CHRISTIAN
ARMENIAN APOSTOLIC
ASATRU
ASBURY BIBLE CHURCHES
ASSEMBLIES OF GOD
ASSOCIATED GOSPEL CHURCHES
ASSOCIATION OF EVANGELICAL LUTHERAN CHURCHES
ASSOCIATION OF FREE LUTHERAN CONGREGATIONS
ATHEIST
BAHA'I
BAPTIST BIBLE FELLOWSHIP
BAPTIST CHURCHES
BAPTIST GENERAL CONFERENCE
BAPTIST GENERAL CONVENTION OF TEXAS
BAPTIST MISSIONARY ASSOCIATION OF AMERICA
BIBLE CHURCHES CHAPLAINCY
BIBLE PRESBYTERIAN CHURCH
BIBLE PROTESTANT CHURCH

Religious Preference
BRETHREN CHURCH
BRETHREN IN CHRIST FELLOWSHIP
BUDDHISM
CATHOLIC CHURCHES, OTHER
CENTRAL BIBLE CHURCH
CHRISTIAN AND MISSIONARY ALLIANCE
CHRISTIAN CHURCH (DISCIPLES OF CHRIST)
CHRISTIAN CHURCH AND CHURCHES OF CHRIST
CHRISTIAN CRUSADE
CHRISTIAN METHODIST EPISCOPAL CHURCH
CHRISTIAN REFORMED CHURCH
CHRISTIAN REFORMED CHURCH IN NORTH AMERICA
CHRISTIAN SCIENCE (1ST CHURCH CHRIST SCIENTIST)
CHRISTIAN, NO DENOMINATIONAL PREFERENCE
CHURCH OF CHRIST
CHURCH OF GOD
CHURCH OF GOD (ANDERSON IN)
CHURCH OF GOD (CLEVELAND TN)
CHURCH OF GOD IN CHRIST
CHURCH OF GOD IN NORTH AMERICA
CHURCH OF GOD OF PROPHECY
CHURCH OF JESUS CHRIST-LATTER DAY SAINT
CHURCH OF LIVING GOD INTERNATIONAL
CHURCH OF THE NAZARENE
CHURCH OF THE SPIRAL TREE
CHURCH OF THE UNITED BRETHREN CHRIST
CHURCHES OF CHRIST IN CHRISTIAN UNION
CHURCHES OF GOD GENERAL CONFERENCE
CHURCHES OF THE NEW JERUSALEM
COMMUNION OF EVANGELICAL EPISCOPAL CHURCHES
COMMUNITY OF CHRIST
CONGREGATIONAL CHURCHES
CONGREGATIONAL METHODIST CHURCH
CONSERVATIVE BAPTIST ASSOCIATION OF AMERICA
CONSERVATIVE CONGREGATIONAL CHRISTIAN CONFERENCE
CONSERVATIVE JUDAISM
COOPERATIVE BAPTIST FELLOWSHIP
CUMBERLAND PRESBYTERIAN CHURCH
DEISM
DIAN WI (DIANIC WICCA)

Religious Preference
DRUID
EASTERN ORTHODOX CHURCHES
EASTERN RELIGIONS, OTHER
ECKANKAR
ELIM FELLOWSHIP
ELIM MISSIONARY ASSEMBLIES
EPISCOPAL CHURCH
EPISCOPAL/ANGLICAN CHURCHES, OTHERS
EUROPEAN FREE CHURCHES, OTHER
EVANGELICAL CHURCH OF NORTH AMERICA
EVANGELICAL CHURCHES OTHER
EVANGELICAL COVENANT CHURCH
EVANGELICAL COVENANT CHURCH IN AMERICA
EVANGELICAL PRESBYTERIAN CHURCH
EVANGELICAL CHURCH ALLIANCE
EVANGELICAL CONGREGATIONAL CHURCH
EVANGELICAL FREE CHURCH OF AMERICA
EVANGELICAL FRIENDS ALLIANCE
EVANGELICAL LUTHERAN CHURCH IN AMERICA
EVANGELICAL METHODIST CHURCH
EVANGELICAL METHODIST CHURCH OF AMERICA
FELLOWSHIP OF GRACE BRETHREN CHURCH
FREE METHODIST CHURCH OF NORTH AMERICA
FREE WILL BAPTIST CHURCHES, OTHER
FREE WILL BAPTIST, NC STATE CONVENTION
FRIENDS (QUAKERS)
FULL GOSPEL
FULL GOSPEL FELLOWSHIP CHURCH/MINISTRIES INTERNATI
FULL GOSPEL PENTECOSTAL ASSOCIATION
FUNDAMENTAL BIBLE CHURCHES
FUNDAMENTAL METHODIST CHURCH INC.
FUNDAMENTALIST CHURCHES, OTHER
GARD WI (GARDNERIAN WICCA)
GENERAL ASSOCIATION OF GENERAL BAPTISTS
GENERAL ASSOCIATION OF REGULAR BAPTIST CHURCHES
GENERAL COMMISSION ON CHAPLAINS AND ARMED SERVICES
GENERAL CONFERENCE OF THE BRETHREN CHURCH
GENERAL CONFERENCE OF THE SWEDENBORGIAN CHURCH
GRACE GOSPEL FELLOWSHIP
GREEK ORTHODOX CHURCH

Religious Preference
HEATHEN
HINDU
HOLINESS CHURCHES, OTHER
HUMANIST
IGLESIA NI CHRISTO
INDEPENDENT ASSEMBLIES OF GOD
INDEPENDENT BAPTIST BIBLE MISSION
INDEPENDENT BAPTIST CHURCHES
INDEPENDENT CHURCHES AFFILIATED
INDEPENDENT DENOM ENDORSING AGENCIES
INDEPENDENT FUNDAMENTAL BIBLE CHURCHES
INDEPENDENT FUNDAMENTAL CHURCHES OF AMERICA
INDEPENDENT LUTHERAN CHURCHES
INTERNATIONAL CHURCH OF THE FOURSQUARE GOSPEL
INTERNATIONAL COMMUNION OF THE CHARISMATIC EPISCOP
ISLAM
ISRAELITE
JEHOVAH'S WITNESSES
JUDAISM
KANSAS YEARLY MEETING OF FRIENDS
KINGSWAY FELLOWSHIP
KOREAN EVANGELICAL CHURCH OF AMERICA
LIBERTY BAPTIST FELLOWSHIP
LUTHERAN CHURCH IN AMERICA
LUTHERAN CHURCH, MISSOURI SYNOD
LUTHERAN CHURCHES, OTHER
LUTHERAN COUNCIL IN THE USA
MAGICK AND SPIRITUALIST
MESSIANIC
MESSIANIC JUDAISM
METHODIST CHURCHES, OTHER
METHODIST EPISCOPAL CHURCH
METHODIST PROTESTANT CHURCH
MILITANT FUNDAMENTAL BIBLE CHURCH
MISSIONARY CHURCH
MISSIONARY CHURCH ASSOCIATION
MORAVIAN CHURCHES
NATIONAL ASSOCIATION OF EVANGELICALS
NATIONAL ASSOCIATION OF CONGREGATIONAL CHRISTIAN C
NATIONAL ASSOCIATION OF FREE WILL BAPTISTS

Religious Preference
NATIONAL BAPTIST CONVENTION OF AMERICA
NATIONAL BAPTIST CONVENTION USA INC.
NATIVE AMERICAN
NEW AGE CHURCHES
NO PREFERENCE
NO RELIGION
NONE PROVIDED
NORTH AMERICAN BAPTIST CONFERENCE
OHIO YEARLY MEETING OF FRIENDS
OPEN BIBLE STANDARD CHURCHES INC.
ORTHODOX CHURCHES, OTHER
ORTHODOX JUDAISM
ORTHODOX PRESBYTERIAN CHURCH
OTHER RELIGIONS
PAGAN
PENTECOSTAL CHURCH OF GOD
PENTECOSTAL CHURCHES OF GOD OF AMERICA, INC.
PENTECOSTAL CHURCHES, OTHER
PENTECOSTAL HOLINESS CHURCH
PLYMOUTH BRETHREN
PRESBYTERIAN CHURCH (USA)
PRESBYTERIAN CHURCH IN AMERICA
PRESBYTERIAN CHURCHES
PRESBYTERIAN COUNCIL FOR CHAPLAINS AND MILITARY PE
PRIMITIVE METHODIST CHURCH
PROGRESSIVE NATIONAL BAPTIST CONVENTION
PROTESTANT EPISCOPAL CHURCH
PROTESTANT, NO DENOMINATIONAL PREFERENCE
PROTESTANT, OTHER CHURCHES
REFORMED AND PRESBYTERIAN CHURCHES, OTHER
REFORMED CHURCH IN AMERICA
REFORMED CHURCH IN THE USA
REFORMED CHURCHES
REFORMED EPISCOPAL CHURCH
REFORMED JUDAISM
REFORMED PRESBYTERIAN CHURCH, EVANGELICAL SYNOD
REFORMED PRESBYTERIAN CHURCH, GENERAL SYNOD
REORGANIZED CHURCH OF JESUS CHRIST OF LATTER DAY S
RESTORATION CHURCHES, OTHER
ROMAN CATHOLIC CHURCH

Religious Preference
ROSICRUCIANISM
SACRED WELL CONGREGATION
SALVATION ARMY
SCHWENKFELDER CHURCHES
SEAX WI (SEAX WICCA)
SEVENTH DAY ADVENTISTS
SEVENTH DAY BAPTIST GENERAL CONFERENCE
SHAMAN
SIKH
SOUTHERN BAPTIST CONVENTION
SOUTHERN METHODIST CHURCH
SOUTHWIDE BAPTIST FELLOWSHIP
TIOGA RIVER CHRISTIAN CONFERENCE
TROTH
UKRAINIAN EVANGELICAL BAPTIST CONFERENCE
UNCLASSIFIED RELIGIONS
UNION MESSIANIC JEWISH CONGREGATIONS
UNITARIAN UNIVERSALIST
UNITED CHRISTIAN CHURCH
UNITED CHURCH OF CHRIST
UNITED METHODIST CHURCH
UNITED PENTECOSTAL CHURCH INTERNATIONAL
UNITED PRESBYTERIAN CHURCH IN THE USA
UNITED PRESBYTERIAN CHURCH, EVANGELICAL SYNOD
UNKNOWN
WESLEYAN CHURCH
WICCA
WORLD BAPTIST FELLOWSHIP
ZOROASTERIAN PROTESTANT

Attachment 5

UNAUTHORIZED ABSENCE

A5.1. Roles and Responsibilities.

Table A5.1. Roles and Responsibilities.

Timeline	Roles	Responsibility
Initial Notification Of Member's Absence	CC	○ Presume absence to be involuntary until otherwise determined. ○ Gather information on the member's absence utilizing all available resources ▪ Member's social media accounts (e.g., Instagram, Facebook, etc) ○ Required Notifications: ○ Within 4 hours of becoming aware of absence: ▪ Contact the following to obtain info to assist • Supervisor & co-workers for last known whereabouts • SFS, OSI Det to request assistance in investigating ▪ Conduct welfare check at primary residence, as outlined in paragraph 3.4.3.1.1.3 of this policy. ○ Within 8 hours of becoming aware of absence contact the following: ▪ CAR for DUSTWUN or possible self harm, and obtain vRED assistance ▪ NOK to include spouse, parents, and children (guardians) • Provide facts, circumstances ▪ Friends and other acquaintances to obtain information
	CSS ² MPF	○ Advise CC on duty status policy and reporting procedures ○ Consult with AFPC/DFPCM, as needed
	SFS AFOSI	○ Upon request initiate investigation on member's whereabouts & advise CC
	AFPC/ DPFCM	○ Provides guidance and assistance to CSS/FSS & CC, as needed
Commander Determination of Voluntary Absence	CC	○ Classify absence as AWOL or Deserter ○ Notify CSS/FSS to initiate CMS case IAW PSDG ○ Review and Approve CMS Duty Status Change Request (DSC) w/in 1 duty day ○ If Deserter, complete DD FM 553 within 4 hours of determination & forward to AFPC/DPFCM ○ Required Notifications: ○ Within 8 hours of determination provide status update by phone: ▪ CAR awareness for possible DUSTWUN or self harm concerns

Timeline	Roles	Responsibility
		▪ Notify NOK and individuals receiving allotments ○ Within 48 hours of determination send Notification Letter: ▪ NOK and individuals receiving allotments ○ Provide status update and suspension of pay & entitlements ○ Provide weekly status updates for the following: ○ NOK to include spouse, parents, and children (guardians) ○ AFPC/DPFCM
	CSS ² MPF	○ Advise CC on AWOL and Deserter reporting requirements ○ Notify AFPC/DPFCM immediately if member is declared a Deserter ○ Initiate CMS case IAW PSDG & forward to CC for approval ○ Prepare DD Form 553 (Deserter only) & forward to CC for review/signature Completed/signed DDFM 553 must be forwarded to AFPC/DPFCM w/in 24 hrs
	SFS AFOSI	○ Continue investigation efforts and provide CC updates ○ If member is declared a Deserter—assists CC with DD Form 553 as needed ○ Only AFOSI/ICON updates NCIC Wanted Person File for Deserters
	AFPC/ DPFCM	○ Update MilPDS with DSC 06 or 07 ○ Forward DD FM 553 to AFOSI/ICON for entry into NCIC (Deserter only)
31st Day of Absence	CC	○ Notify CSS/FSS to initiate Deserter CMS case IAW PSDG ○ Approve DSC request w/in 1 duty day ○ Complete DD FM 553 and forward to AFPC/DPFCM within 4 hours ○ Notify NOK on suspension of pay, benefits & entitlements ○ If previously declared a Deserter, provide AFPC/DPFCM Status Update IAW PSDG
	CSS ² MPF	○ Advise CC on Deserter reporting requirements, as needed ○ Prepare DD Form 553 and forward to CC for review/signature ○ Initiate Deserter CMS case IAW PSDG & forward to CC for approval ○ Consult with AFPC/DPFCM, as needed
	SFS AFOSI	○ Continue investigation efforts and provide CC updates ○ Assist CC with DD Form 553, as needed ○ Only AFOSI/ICON updates NCIC Wanted Person File for Deserters
	AFPC/ DPFCM	○ Update MilPDS with DSC 06, as needed ○ Forward DD FM 553 to AFOSI/ICON for entry into NCIC
60th Day	CC	○ Request updates from SFS/OSI

Timeline	Roles	Responsibility
of Absence		○ Provide status updates as directed by AFPC/DPFCM IAW PSDG
	CSS ² MPF	○ Advise/Assist CC with Status Update requirements IAW PSDG ○ Consult with AFPC/DFPCM, if needed
	SFS AFOSI	○ Continue investigation efforts and provide CC updates, as needed
	AFPC/ DPFCM	○ Provides guidance and assistance as needed ○ Review Commander Status Update
90th Day Of Absence	CC	○ Notify CSS/FSS to initiate Drop from Rolls (DFR) CMS case ○ Approves (DFR) CMS w/in 1 duty day
	CSS ² MPF	○ Consult with AFPC/DFPCM, as needed ○ Prepare DFR CMS case IAW PSDG & forward to CC for approval
	SFS AFOSI	○ Continue investigation efforts and provide CC & AFPC/DPFCM updates, as needed
	AFPC/ DPFCM	○ Review and process DFR CMS case ○ Confirm PASCODE change in MilPDS
Returned to Military Control (RMC)	CC	○ Determine if absence was avoidable or unavoidable ○ Notify AFPC/DPFCM of member's Return to Military Control (RMC), as applicable ○ Notify CSS/FSS to initiate RMC CMS case ○ Review & Approve CMS DSC request within 1 duty day ○ Review and sign DD Form 616 and forward to AFPC/DPFCM within 1 duty day
	CSS ² MPF	○ Prepare RMC CMS DSC request case & forward to CC for approval ○ Prepare DD Form 616 & forward to CC for review/signature ○ Consult with AFPC/DFPCM, as needed
	SFS AFOSI	○ Notify AFPC/DPFCM of member's RMC, as applicable ○ AFOSI/ICON removes Deserter from NCIC
	AFPC/ DPFCM	○ Update DSC in MilPDS, as needed ○ Forward DD FM 616 to AFOSI/ICON for removal from NCIC
Notes: 1. These guidelines are for installation level management of Unauthorized Absence of 90 days or less. Ref to PSDG for procedures on UAs of greater than 90 days.		

Timeline	Roles	Responsibility
		2. Unit Strength Accounting Duty Status (SADSP) manager typically resides in CSS, Base SADSP in MPF