



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC

DAFI10-402_DAFGM2024-01
30 January 2024

MEMORANDUM FOR DISTRIBUTION C

FROM: HQ USAF/A3
1480 Air Force Pentagon
Washington DC 20330-1480

SUBJECT: Department of the Air Force Guidance Memorandum to Department of the Air Force Instruction 10-402, *Mobilization Planning*

By Order of the Secretary of the Air Force, Air Force Instruction (AFI) 10-402, *Mobilization Planning*, is re-designated Department of the Air Force Instruction (DAFI) 10-402, and this DAF Guidance Memorandum (DAFGM) immediately implements changes to DAFI 10-402. Compliance with this Memorandum is mandatory. To the extent its directions are inconsistent with other DAF publications, the information herein prevails in accordance with DAFMAN 90-161, *Publishing Processes and Procedures*.

This memorandum establishes updated guidance for Department of the Air Force mobilization planning. This publication applies to uniformed members of the United States Space Force, the Regular Air Force, the Air Force Reserve, and the Air National Guard. These changes will be included in a complete rewrite of DAFI 10-402, which is underway and has been delayed by the pending comprehensive rewrite of Department of Defense Instruction (DoDI) 1235.12, *Accessing the Reserve Components (RC)*. The memorandum clarifies the policy for end date modifications and extensions to Air Reserve Component mobilization orders. This publication supersedes the previous version dated 28 February 2023.

This Memorandum becomes void after one year has elapsed from the date of this Memorandum, or upon incorporation by interim change to or rewrite of DAFI 10-402, whichever is earlier.

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Deputy Chief of Staff, Operations

Attachment:
Changes to Department of the Air Force Instruction 10-402

DAFI10-402_DAFGM2024-01
Guidance Changes

(Change) 1.1.1. The Department of the Air Force utilizes Regular, Guard, and Reserve forces to meet the needs of the United States security and disaster response efforts. Regular component forces are readily available for immediate employment. The decision to activate non-Regular component forces is made only after determining it is both judicious and prudent to do so. In order to access Guard and/or Reserve forces, the Air Force and Space Force must adhere to specific laws and guidance. Accession may consist of reserve component members being mobilized or volunteering for active duty to fulfill a federal mission in a federal status.

(Change) 1.1.3. For the purpose of this instruction, the term *mobilization* applies to members involuntarily activated under the mobilization statutes referenced in this instruction. Specific Major Commands/Field Commands are designated to oversee all mobilization requests within a specified operational area of responsibility. The five mobilization facilitators are: Air Combat Command for conventional and cyber operations; Air Force Global Strike Command for strategic assurance and deterrence operations; Air Force Special Operations Command for special operations; United States Space Force for space operations; and Air Mobility Command for mobility operations. Pacific Air Forces and United States Air Forces Europe will act as mobilization facilitators when mobilizing forces that are assigned to their Combatant Command, in order to meet their combatant commander's requirements, in accordance with the Global Force Management Implementation Guidance Force Assignment Tables.

(Change) 1.3.5.6.2. A mobilization extension for an individual who is currently activated when the extension duration is greater than 30 days beyond the original redeployment date or operational mission end date, unless the affected member consents to the extension in writing;

(Change) 1.3.5.6.3. A mobilization extension for an individual who is currently activated when the approval date to the original redeployment date or operational mission end date is less than 30 days, unless the affected member consents to the extension in writing;

(Change) 1.3.5.6.4. A mobilization change when the start date is revised greater than 30 days duration or when the approval to activation (earliest of original/revised) period is less than 45 days, unless waived by the member in writing;

(Replace) 1.3.5.6.5. Cancellation of the deployment of a reserve component unit during the 180-day period preceding its scheduled deployment date when a Regular component unit will be deployed to perform the same mission. Congressional Notification is required in accordance with Section 513 of Public Law 113-66, *National Defense Authorization Act for Fiscal Year 2014*.

DAFI10-402_DAFGM2024-01

Guidance Changes

(Add) 1.3.5.7.5. Mobilization when Congressional Notification is required in accordance with Section 515 of Public Law 110-181, *National Defense Authorization Act for Fiscal Year 2008*, requiring military departments to provide members of the Air Reserve Component who are ordered to active duty for more than 30 days in support of a contingency operation, advance notice not less than 30 days before the mobilization start date in so far as is practicable. When members waive advance notification in writing, Congressional Notification is not required and mobilization approval can occur by the Secretary of the Air Force and USD(P&R) Notification Matrix.

(Change) 1.3.6. A member is notified of pending activation by the unit of assignment when the member is selected to fill a mobilization requirement.

(Change) 1.4.2. The mobilization period will include pre-deployment administrative actions, travel, deployment, earned leave, Major Command/Field Command downtime or post-deployment administrative actions if downtime is not authorized, and administrative absence days (accrued under Post-Deployment/Mobilization Respite Absence in accordance with Department of the Air Force Instruction 36-3003, *Military Leave Program*). Member's will not carry leave over from a previous Active Duty for Operational Support (ADOS) tour to a mobilization order. Deployment specific pre-deployment training may be included in the mobilization period or, with mobilization facilitator approval, conducted under Title 10 United States Code (U.S.C.) § 12301(d) at the unit's discretion provided the mandays are available and the member(s) volunteer. **(T-2)**.

(Change) 1.4.6.2. The Air Force Reserve Force Generation Center or the National Guard Bureau mobilization office submits administrative changes via the Air Force Mobilization Management Site (AFMMS) to the Mobilization Facilitator for coordination. The Mobilization Facilitator routes the change request to AF/A3OD, who staffs the request to the Secretary of the Air Force and to the Office of the Secretary of Defense.

(Change) 1.4.12. The approval of a preplanned or rotational mobilization order shall occur no later than the date specified in the AF/A3OD Air Reserve Component (ARC) Mobilization Process (AMP) Business Rules in order to afford the Guard and/or Reserve members the opportunity to receive delay-effective-date activation orders at least 180 days prior to the mobilization start date.

(Change) 1.4.12.1. AF/A3OD shall inform the Department of the Air Force approval authority of any mobilization package that fails to meet the Department of the Air Force submission timeline requirement and the reason for the delay.

(Delete) 1.4.12.2.

(Change) 1.4.17. Traditional unit reservists should be considered for mobilization prior to an Individual Mobilization Augmentee unless the support is for the Individual Mobilization Augmentee's Regular component unit of assignment. Individual Mobilization Augmentees are primarily activated to support their unit of assignment. **(T-2)**.

DAFI10-402_DAFGM2024-01

Guidance Changes

(Add) 1.4.17.1. Department of Defense and Department of the Air Force guidance support mobilization of Individual Mobilization Augmentees (IMAs) without Joint Staff validation provided the IMA is being mobilized in-place when:

(Add) 1.4.17.1.1. Backfilling a Regular component position deployed to an Air Expeditionary Force location; or

(Add) 1.4.17.1.2. Augmenting Headquarters, Department of the Air Force (HAF) Staff, Major Command (MAJCOM), Field Command, or Numbered Air Force (NAF) staff functions that must expand during contingency operations. (Source: AFI 38-101, *Manpower and Organization*.)

(Add) 1.4.17.2. Where an IMA is mobilized to deploy for their unit in-lieu-of a Regular component member (to fill a recurring Air and Space Expeditionary Force (AEF) deployment requirement), an approved Global Force Management Allocation Plan (GFMAP) requirement should already be in place. The existence of the IMA position in a Regular component unit validates the requirement to mobilize the IMA if an appropriate authority exists and there is sufficient MPA and funds to support the activation. With IMAs in the force structure, the potential for the IMA to be recalled to active duty already has been determined, therefore SecAF or SecDef may, at their discretion, mobilize IMAs without additional Joint Staff validation of the requirement/Force Tracking Number.

(Change) 1.5.2. **Title 10 U.S.C. § 12301(b) (Annual Tour)**. Refer to Air Force Manual 36-2136, *Reserve Personnel Participation*.

(Change) 1.7.1. **Involuntary to Voluntary**. Mobilization Facilitators will initially select the appropriate activation authority when building a mobilization request. The ARC staff will review the activation authority initially selected by the Mobilization Facilitator. If the Mobilization Facilitator determines that it is more advantageous for all or some of the members to activate under 10 U.S.C. § 12301(d), they will coordinate with the ARC to adjust the authority in DCAPES. Any positions that are identified to activate under 10 U.S.C. § 12301(d) will be removed from the involuntary activation package.

(Add) 1.7.1.1. Once SAF/MR approves a MOBORD and members are identified for involuntary activation, they will activate under the approved authority and will not have the option to change the authority cited on their activation order. If the ANG/AFRC is unable to fill a position with an individual from the unit(s) listed on an approved MOBORD, and activation timelines do not allow for the addition of a UIC to the MOBORD for another available unit assigned to the same Reserve Component Period (RCP), the ARC may change the activation authority for that position to 10 USC 12301(d) in order to fill the position with a volunteer from a unit not listed on the approved MOBORD. If unable to fill the position with a volunteer, the ARC will notify the Mobilization Facilitator of the shortfall.

DAFI10-402_DAFGM2024-01

Guidance Changes

(Add) 1.7.1.2. The ARC may only make modifications to the activation authority in DCAPES after the MOBORD has been published; prior to MOBORD publishing, the Mobilization Facilitator possesses the final decision in assigning activation authority. Mobilization Facilitators and ARCs will only change approved activation authorities because of substantive changes that affect the mission requirements that necessitated the original MOBORD.

(Add) 1.8. Individual Mobilization Augmentees (IMAs).

(Add) 1.8.1. IMA usage outside the unit of assignment must be approved by both active and reserve component chains of command. **(T-2)**. If the first general officer in the IMA's Regular component chain of command is not at the wing/delta/garrison level, approval authority resides with the first general officer in the active chain of command at the supported MAJCOM/Field Command. **(T-2)**.

(Add) 1.8.2. An IMA can be mobilized for the following purposes with the approval of the appropriate authority:

(Add) 1.8.2.1. To fill a recurring deployment requirement for his or her assigned Regular component unit in-lieu of a Regular component member. All Air Force and Space Force members are inherently deployable; however, Regular component units will consider Regular component members for deployment prior to mobilization of IMAs. IMAs are not intended for warfighting capability and will not be postured into Unit Type Codes (UTCs).

(Add) 1.8.2.2. In-place to backfill a Regular component position deployed to an AEF location (including pre/post-mobilization requirements) when critical home station functions must continue. IMAs may be mobilized under the authority associated with the Regular component member's deployment, provided it is a valid authority for IMAs. For example, a Regular component member deployed to Al Udeid, Qatar for a counterterrorism mission under Operation FREEDOM'S SENTINEL could be backfilled by an IMA under Title 10 U.S.C. § 12302 (Partial Mobilization). In addition, the deployed backfilled Regular component personnel must be on official Contingency, Exercise, and Deployment orders and away from the home station work center for a period exceeding 20 continuous days. **(T-3)**. This requirement eliminates sporadic, short-term deployments such as area of responsibility site visits that do not place an undue stress on the affected work center.

(Add) 1.8.2.3. To augment staff functions that expand as a result of contingency operations, but are not staffed to handle such expanded hours. Contingency support must cause staff operations to experience increased or new workload requirements for extended periods of time. **(T-3)**. The initial headquarters spin-up for a contingency response may drive some extended hours, but generally not enough to warrant IMA mobilization. In such cases, it may be appropriate to seek Reserve augmentation on a temporary volunteer basis utilizing the Military Personnel Appropriation man-day program defined in DAFI 36-2619, *Active Duty Operational Support (ADOS) – Active Component (AC) Man-Day Program*.

DAFI10-402_DAFGM2024-01

Guidance Changes

(Add) 1.8.3. For IMAs filling deployment taskings, the unit where the IMA is assigned may need to work with the equivalent organizations at the nearest Air Force Base or Space Force Base to the IMAs home of record to ensure deployment specific training, individual equipment supply, and weapon's issue occur in a timely manner when it is not practical to have the IMA completely process through the unit of assignment.

(Add) 1.8.4. DoD Agencies requesting IMA mobilization should coordinate and complete the agency to agency transfer of Operations and Maintenance funds to execute the mobilization prior to the mobilization facilitator initiating the mobilization request staffing.

(Add) 1.8.5. The existence of IMA positions on manning documents at Joint Organizations does not negate the Assistant Secretary of the Air Force for Manpower and Reserve Affairs policy on providing MPA to these joint organizations. Therefore, if joint organizations do not have sufficient MPA for their request, they need to request the capability needed through a Request For Forces in accordance with the GFM process and DAFI 36-2619.

(Add) 1.9. Pre-trained Individual Manpower (PIM). Members of the Individual Ready Reserve, Standby-Reserve, and Retired Reserve provide additional sources of trained manpower that may be mobilized to meet the needs of the service. During periods of war or large and sustained contingencies when significant demands on specific Air Force and Space Force Specialty Codes make the combination of Regular component plus Ready Reserve forces insufficient to meet requirements, mobilization of Airmen from the Pre-trained Individual Manpower program may be warranted in some situations. These include periods of war, or large and sustained contingencies when significant demands on specific Air Force and Space Force Specialty Codes make existing forces insufficient to meet requirements. Personnel program guidance for Pre-trained Individual Manpower is contained in DAFMAN 36-2114, *Management of the Air Force Reserve Individual Reserve (IR) and Full-Time Support (FTS) Programs*.

(Change) 2.5. Joint Staff Regional Operations and Force Management (J-35) Directorate

(Change) 2.5.1. The J-35 receives and processes the mobilization request for Secretary of Defense approval.

(Delete) 2.5.1.

(Change) 2.6.2.2. The identified Reserve Component members elected to waive applicable notification and/or dwell requirements (minimum or ratio) in writing, if applicable.

(Change) 2.6.2.6. Filler (replacement for a previously authorized member) has no less than 30 days between approval and activation and all other criteria for Service Secretary approval was met, unless the member waives notification requirements in writing.

(Delete) 2.7.2

(Delete) 2.7.3.

DAFI10-402_DAFGM2024-01

Guidance Changes

(Change) 2.8.3. SAF/FM MILPERS Appropriation Manager provides overall budget and funding levels to AF/A1MC and AF/A3OD via an authorization document. SAF/FM authorized levels may not be exceeded without provision of additional resources through the established MPA manday resourcing process and/or approval from SAF/FM MILPERS Appropriation Manager.

(Change) 2.8.4. SAF/FM obtains AF/A3OD coordination for any plan, guidance, and/or procedure that may impact the mobilization process.

(Delete) 2.8.5.

(Delete) 2.8.6.

(Change) 2.9.4. SAF/GC may delegate signature authority no lower than a colonel and/or a General Schedule GS-15. If a delegation is used, SAF/GC must provide a delegation letter to AF/A3OD.

(Change) 2.11.5. SAF/MR will provide Air Force Reserve Command and the National Guard Bureau with a template to use in reporting timeliness of individual activation orders issuance and task them to provide this data on a quarterly basis.

(Change) 2.11.6. SAF/MR will prepare and submit a quarterly report to USD(P&R) and ASD(M&RA) on Title 10 U.S.C.§ 12304b utilization in accordance with Department of Defense Instruction 1235.12.

(Delete) 2.12.2.

(Delete) 2.12.3.

(Change) 2.13.2. AF/A1 coordinates on all mobilization requests to ensure sufficient mandays are available for allocation and that mobilizations requested under Title 10 U.S.C.§12304b are commensurate with the budget narrative submission for that fiscal year.

(Delete) 2.13.4

(Change) 2.15.3.4. AF/A3OD notifies the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) of administrative changes made to previously approved mobilization orders received from the Air Reserve Component and the Mobilization Facilitators, via the weekly Notification Matrix.

(Change) 2.15.3.5. AF/A3OD electronically distributes each approved mobilization order to the Guard and/or Air Force Reserve Command as applicable, the applicable mobilization facilitator, AF/A1, AF/JA, SAF/FM, and SAF/GC.

DAFI10-402_DAFGM2024-01

Guidance Changes

(Delete) 2.15.3.15. AF/A3OD will consolidate a list of all command mobilization representatives provided by mobilization facilitators, all other Major Commands, and Guard; and provide a contacts list to the providing offices and to each individual on the list.

(Delete) 2.16.2.

(Delete) 2.16.3.

(Delete) 2.17.2.

(Delete) 2.17.3.

(Delete) 2.19.2.

(Delete) 2.19.3.

(Delete) 2.20.2.

(Delete) 2.20.3.

(Delete) 2.21.2.

(Delete) 2.21.3.

(Delete) 2.22.2.

(Change) 2.23.2. Consistent with 10 U.S.C. § 806 and 9037 and DAFI 51-101, *The Air Force Judge Advocate General's Corps (AFJAGC) Operations, Accessions, and Professional Development*, The Judge Advocate General (TJAG), acting through AF/JAX, is the sourcing and adjudication authority for the deployment of judge advocates and paralegals.

(Added) 2.23.6. AF/JA provides legal advice on mobilization processes and packages to the Secretary of the Air Force, CSAF, CSO, and officers and agencies of the Department of the Air Force in accordance with applicable statute and policy.

(Delete) 2.25.2.

(Delete) 2.25.3.

(Change) 2.26.1. Air Combat Command serves as the mobilization facilitator for non-nuclear and non-special operations conventional and cyber forces and is the focal point for all mobilization requests for these Guard and Reserve conventional forces.

(Change) 2.27.1.5. Air Force Special Operations Command submits the O-6 (or GS-15)-approved and Major Command/Field Command-coordinated mobilization request to AF/A3OD.

DAFI10-402_DAFGM2024-01

Guidance Changes

(Change) 2.28.1.5. Air Mobility Command submits the O-6 (or GS-15)-approved and Major Command-coordinated mobilization request to AF/A3OD.

(Change) 2.30.1. Air Force Global Strike Command serves as the mobilization facilitator for Strategic Assurance and Deterrence operations and, as such, is the focal point for all mobilization requests for Guard and Reserve long range strike missions (e.g., Bomber Task Force) and when mobilizing forces that are assigned to United States Strategic Command (STRATCOM), in order to meet STRATCOM requirements.

(Change) 2.30.1.5. Air Force Global Strike Command submits the O-6 (or GS-15)-approved and Major Command/Field Command-coordinated mobilization request to AF/A3OD.

(Change) 2.32. Chief of Space Operations.

(Change) 2.32.1. United States Space Force serves as the mobilization facilitator for space operations and, as such, is the focal point for all mobilization requests for Air National Guard and Air Force Reserve space operations forces.

(Change) 2.32.1.1. United States Space Force identifies mobilization requirements.

(Change) 2.32.1.2. United States Space Force coordinates with the Air National Guard and/or Air Force Reserve Command, as applicable, to identify members to fill the mobilization requirement.

(Change) 2.32.1.4. In the event a last minute change is identified, United States Space Force staffs the mobilization request to respective tasked Field Commands for their coordination. Any unresolved comments shall be elevated within the applicable chain(s) of command for resolution.

(Change) 2.32.1.5. United States Space Force submits the O-6 (or GS-15)-approved and Field Command-coordinated mobilization request to AF/A3OD.

(Change) 2.32.1.6. United States Space Force coordinates with AF/A3OD, the other mobilization facilitators, the Guard, and Air Force Reserve Command on the templates for use in the mobilization process.

(Change) 2.32.1.7. United States Space Force is required to utilize the templates AF/A3OD created, coordinated, and distributed for the mobilization process.

(Change) 2.32.1.8. United States Space Force serves as the subject matter expert for any questions or any issues related to their mobilization request as AF/A3OD staffs the mobilization package through Headquarters Air Force.

(Change) 2.32.1.9. United States Space Force will monitor the Global Force Management Allocation Plan and modifications to assess if any unexecuted/unused authority can be rescinded and/or if an extension is needed for operational or administrative requirements.

DAFI10-402_DAFGM2024-01

Guidance Changes

(Change) 2.32.1.10. United States Space Force will monitor the Global Force Management Allocation Plan and modifications to assess whether an extension is required. If so, the United States Space Force will submit a mobilization extension request for approval within 14 days of the Global Force Management Allocation Plan modification release together with the USAF plan to sustain this operational requirement once the extended period is complete.

(Change) 2.32.1.11. United States Space Force will assist the applicable air component, the Guard, Air Force Reserve Command, and AF/A3OD with any requested changes to previously approved mobilization authorization or mobilization order.

(Change) 2.32.1.12. United States Space Force must provide a written risk assessment with any substitution request submitted within 50 days prior to the mobilization start date. The risk assessment must address as a minimum 1) impact if the position is not filled and 2) why neither a Regular component nor a Title 10 U.S.C.§12301(d) solution is feasible.

(Change) 2.32.2. United States Space Force coordinates on all Department of the Air Force mobilization policy.

(Change) 2.32.3. United States Space Force may develop internal guidance and procedures to ensure mobilization requests comply with policy, guidance, and procedures in this instruction.

(Change) 2.32.4. United States Space Force obtains AF/A3OD coordination for any plan, guidance, and/or procedure that may impact the mobilization process.

(Change) 2.32.5. United States Space Force must work with the applicable mobilization facilitator and Air Reserve Component to assist the air component as it ensures mobilized personnel supporting USSF are released from operational commitments and returned to home station in sufficient time to accomplish all demobilization and out-processing within the period specified in the individual's activation orders.

(Change) 2.32.6. United States Space Force in coordination with the AF/A3OD will establish staffing timelines for all emergent mobilization requirements.

(Change) 2.33.4. Pacific Air Forces must work with the applicable mobilization facilitator and assist the Air Reserve Component during all mobilizations. The air component will ensure that all mobilized command-coded personnel are released from operational commitments and returned to home station in sufficient time to accomplish all demobilization and out-processing within the period specified in the individual's activation orders. Pacific Air Forces will act as a mobilization facilitator when requesting to mobilize forces that are assigned to their Combatant Command, in order to meet their combatant commander's Assigned Force Demand requirements, in accordance with the Global Force Management Implementation Guidance Force Assignment Tables. **(T-2)**.

DAFI10-402_DAFGM2024-01

Guidance Changes

(Change) 2.34.4. United States Air Forces in Europe – Air Forces Africa must work with the applicable mobilization facilitator and assist the Air Reserve Component during all mobilizations. The air component will ensure that all mobilized command-coded personnel are released from operational commitments and returned to home station in sufficient time to accomplish all demobilization and out-processing within the period specified in the individual's activation orders. United States Air Forces Europe will act as a mobilization facilitator when requesting to mobilize forces that are assigned to their Combatant Command, in order to meet their combatant commander's Assigned Force Demand requirements, in accordance with the Global Force Management Implementation Guidance Force Assignment Tables. **(T-2)**.

(Replace) 2.35.7. Air Force Reserve Command shall adhere to all statutes and Department of Defense and Department of the Air Force policies when determining whether a Reserve Component member is eligible to fill a mobilization requirement. In accordance with Department of Defense policy, Reserve Component members may elect to waive certain requirements in writing; however, they are not required to waive these requirements, nor may they be expected or coerced to do so. A Reserve Component member's decision whether to waive certain Department of Defense mobilization requirements in writing may affect who is the approval authority for the mobilization request. Reserve Component members who elect not to waive certain mobilization requirements in writing may still be involuntarily activated by appropriate approval authority.

(Change) 2.35.7.2. Air Force Reserve Command shall ensure commanders ask an individual if the member waives the Department of Defense standard requiring Secretary of Defense approval for the mobilization of an individual having a mobilization-to-dwell ratio of 1:4 or less and/or being activated with less than 12 months of dwell in writing, when applicable.

(Change) 2.35.7.3. Air Force Reserve Command shall ensure commanders ask an individual if the member waives the applicable Department of Defense notification standard(s) in writing, when applicable.

(Change) 2.35.7.4. Air Force Reserve Command shall ensure commanders ask an individual if the member waives Public Law 110-181 § 515, *Advance notice to members of reserve components of deployment in support of contingency operations*, requiring military departments to provide members of the Air Reserve Component who are ordered to active duty for more than 30 days in support of a contingency operation, in so far as is practicable, advance notice not less than 30 days before the mobilization start date in writing, when applicable.

DAFI10-402_DAFGM2024-01

Guidance Changes

(Change) 2.35.10. Upon receipt of the mobilization order from AF/A3OD, Air Force Reserve Command distributes the mobilization order to its tasked units within the timeline associated with the specific type of mobilization and provides a copy to each applicable mobilization facilitator and AF/A3OD. AF Form 938 (Request and Authorization for Active Duty Training/Active Duty Tour) or Air Force Reserve Order Writing System (AROWS-R) activation order will be provided to the member at least 180 days prior to the mobilization start date, or no later than 30 days after transmission of the mobilization order from AF/A3OD, whichever is later. If verbal order of the commander is used, the activation orders must be distributed to the member as soon as possible (see Attachment 9 and Air Force Instruction 65-103, *Temporary Duty/Special Orders*).

(Change) 2.35.11.3. When a Deployment Availability code is used to release the original member, Air Force Reserve Command shall verify the member Deployment Availability code is documented in the system of record, specifically for substitutions. **(T-2)**.

(Delete) 2.35.12.

(Change) 2.35.13. Air Force Reserve Command will provide a quarterly report to SAF/MR on the timeliness of individual member activation. Data will be submitted utilizing a SAF/MR-provided template and will include the reason for any individual order issuance less than 180 days prior to rotational (non-emergent) activation.

(Add) 2.35.16. Air Force Reserve Command provides advance notification of pending activation to units or individuals up to 24 months in advance, in writing, and documents the notification in the mobilization system of record. Units will maintain records of member notification.

(Add) 2.35.17. Air Force Reserve Command ensures members are notified of pending activation by the unit of assignment when the member is selected to fill a mobilization requirement upon formal notification.

(Replace) 2.36.9. NGB/CF shall adhere to all statutes and Department of Defense, Department of the Air Force policies when determining whether a Reserve Component member is eligible to fill a mobilization requirement. In accordance with Department of Defense policy, Reserve Component members may elect to waive certain requirements in writing; however, they are not required to waive these requirements, nor may they be expected or coerced to do so. A Reserve Component member's decision whether to waive certain Department of Defense mobilization requirements in writing may affect who is the approval authority for the mobilization request. Reserve Component members who elect not to waive certain mobilization requirements in writing may still be involuntarily activated by appropriate approval authority.

(Change) 2.36.9.2. NGB/CF shall ensure commanders ask an individual if the member waives the Department of Defense standard requiring Secretary of Defense approval for the mobilization of an individual having a mobilization-to-dwell ratio of 1:4 or less/or being activated with less than 12 months of dwell in writing, when applicable.

DAFI10-402_DAFGM2024-01

Guidance Changes

(Change) 2.36.9.3. NGB/CF shall ensure commanders ask an individual if the member waives the applicable Department of Defense notification standard(s) in writing, when applicable.

(Change) 2.36.9.4. NGB/CF shall ensure commanders ask an individual if the member waives Public Law 110-181 § 515 requiring military departments to provide members of the Air Reserve Component who are ordered to active duty for more than 30 days in support of a contingency operation, in so far as is practicable, advance notice not less than 30 days before the mobilization start date in writing, when applicable.

(Change) 2.36.12. Upon receipt of the mobilization order from AF/A3OD, NGB/CF distributes the mobilization order to its tasked units within the timeline associated with the specific type of mobilization and provides a copy to each applicable mobilization facilitator and AF/A3OD. AF Form 938 (*Request and Authorization for Active Duty Training/Active Duty Tour*) or Air National Guard Reserve Order Writing System (AROWS) activation order will be provided to the member at least 180 days prior to the mobilization start date, or no later than 30 days after transmission of the mobilization order from AF/A3OD, whichever is later. If verbal order of the commander is used, the activation orders must be distributed to the member as soon as possible (see Attachment 9 and Air Force Instruction 65-103).

(Change) 2.36.13.3. When a Deployment Availability code is used to release the original member, the Director, Air National Guard (NGB/CF) shall verify the member Deployment Availability code is documented in the system of record, specifically for substitutions. **(T-2)**.

(Delete) 2.36.15.

(Change) 2.36.16. NGB/CF will provide a quarterly report to SAF/MR on the timeliness of individual member activation. Data will be submitted utilizing a SAF/MR-provided template and will include the reason for any individual order issuance less than 180 days prior to rotational (non-emergent) activation.

(Add) 2.36.19. NGB/CF provides advance notification of pending activation to units or individuals up to 24 months in advance, in writing, and documents the notification in the mobilization system of record. Units will maintain records of member notification.

(Add) 2.36.20. NGB/CF ensures members are notified of pending activation by the unit of assignment when the member is selected to fill a mobilization requirement upon formal notification.

DAFI10-402_DAFGM2024-01

Guidance Changes

(Replace) 3.1. ARC Mobilization Process (AMP). The intent of the AMP is to rapidly and accurately build, staff, and obtain formal approval of mobilization packages, with a goal of providing ARC Airmen delayed-effective-date activation orders at least 180 days before the mobilization start date for rotational and pre-planned requirements, at least 120 days before the mobilization start date for standard emergent requirements, and as soon as possible for time-critical emergent requirements. The ARC Mobilization Process is a collaborative and coordinated effort between the designated mobilization facilitator, the ARC (National Guard Bureau (NGB) or Air Force Reserve Command (AFRC) Force Generation Center (FGC)), HAF staff (AF/A3OD and AF/AIMT), and tasked ARC units.

(Replace) 3.1.1. Designated mobilization facilitators, ARCs, and HAF staff will use the Air Force Mobilization Management Site (AFMMS) Intelink site as the primary means to create and coordinate all ARC baseline mobilization requests, as well as change requests for previously approved Air Force mobilization orders (MOBORD). AFMMS is a secure web-based collaborative platform used to share mobilization documents and is accessible at: <https://intelshare.intelink.sgov.gov/sites/amcmflrs/SitePages/Home.aspx>.

(Add) 3.1.2. Prerequisites for Mobilization. In order for ARC mobilization to occur, there must exist:

(Add) 3.1.2.1. A validated and sourced combatant commander (CCDR) requirement recorded in Joint Capabilities Requirements Manager (JCRM) or in the Fourth Estate Manpower Tracking System (FMTS) and contained in the approved GFMAP, or in a Service-directed and Global Force Management Data Initiative-compliant tool. In addition, the requirement must be built in DCAPES prior to the Mobilization Facilitator submitting a mobilization request to AF/A3OD.

(Add) 3.1.2.1.1. In order to identify ARC sourcing in JCRM, the force provider will select either “Guard” or “Reserve” as the Component for a particular Force Tracking Number (FTN) Line Number, except as described below. Due to the highly integrated nature of some capabilities, it may not be possible for force providers to specify the exact quantity of ARC forces that will be sourced to fulfill a requirement. In such cases, the force provider may list the sourced component in JCRM as “Active” and include Joint Chiefs of Staff (JCS) Remarks that identify the need for ARC forces to support a particular FTN Line Number. This information may be used in lieu of the force provider selecting either “Guard” or “Reserve” as the sourced Component to validate the need to mobilize ARC forces.

(Add) 3.1.2.1.2. Force providers must register assigned force demand for ARC forces in JCRM in accordance with Chairman of the Joint Chiefs of Staff Manual (CJCSM) 3130.06C, *Global Force Management Allocation Policies and Procedures*, and the current GFMIG.

(Add) 3.1.2.2. An approved involuntary activation authority as specified in Title 10 U.S.C. A mobilization facilitator may request to mobilize ARC forces under any Title 10 U.S.C. mobilization authority that (1) has been approved for use by the appropriate authority and (2) is appropriate for the supported operation/mission. The activation authority must be annotated in DCAPES prior to the Mobilization Facilitator submitting a mobilization request to AF/A3OD.

DAFI10-402_DAFGM2024-01

Guidance Changes

(Add) 3.1.2.2.1. For requests to mobilize ARC units/members under all Title 10 U.S.C. sections, except for 12304b, the supported operation/mission must be linked directly to the circumstances, situation, or event for which the President or Congress approved use of the mobilization authority. Additionally, the mobilization authority must be approved for use during the time period in which ARC forces will be activated in support of a validated CCDR requirement.

(Add) 3.1.2.2.2. For requests to mobilize ARC units under Title 10 U.S.C. § 12304b, the supported mission area must be described in the final 12304b budget exhibit narrative for the same fiscal year (FY) as that of the supported pre-planned CCDR requirement.

(Add) 3.1.2.2.2.1. The actual submission of the defense budget materials to Congress is required before SecAF (or delegee) may issue orders to active duty under 10 U.S.C. § 12304b.

(Add) 3.1.2.2.2.2. Although the delayed-effective-date orders under 10 U.S.C. § 12304b may be issued at any time after the submission to Congress of the defense budget materials notifying Congress of the intended use of §12304b, the effective date of those orders (the first day that the unit may enter active duty and be funded in the FY addressed in the defense budget materials) may not be earlier than the first day of that FY referred to in the defense budget materials. If the supported mission area was approved in the previous FY, the effective date of the orders may be in the previous FY, and days in the previous FY will be funded from the previous FY budget. For example, if SecAF issues delayed-effective-date orders to mobilize an ARC unit for a FY22 pre-planned mission in support of a combatant command, the effective date of those orders may be prior to 1 October 2021, provided the same pre-planned mission area was also included in the FY21 defense budget materials and the man-days prior to 1 October 2021 are funded from the FY21 budget.

(Add) 3.1.2.3. Sufficient MPA and funding to support the duration of the mobilization order request.

(Replace) 3.2. Mobilization Packages. ARC mobilization packages are groupings of similar requirements/capabilities that are compiled for ease of coordination. There are two primary types of mobilization packages: baseline and change request.

(Replace) 3.2.1. Baseline Mobilization Package. A baseline package is the initial request to mobilize ARC forces under an approved Title 10 U.S.C. involuntary activation authority based on a Joint Staff-validated requirement and an approved ARC sourcing solution. AF/A3OD will review all baseline mobilization requests to ensure compliance with statutory requirements, as well as Department of the Air Force and DoD policy. AF/A3OD will staff baseline mobilization requests for formal approval by the Secretary of the Air Force (SecAF) or delegate, Under Secretary of Defense for Personnel and Readiness (USD(P&R)) via the Notification Matrix (NM), and/or the Secretary of Defense via the Secretary of Defense Orders Book (SDOB) in accordance with DoDI 1235.12, DAFI 10-402, the AMP Business Rules, and other applicable policy and guidance. Time and conditions permitting, the SecAF or delegate will approve all

DAFI10-402_DAFGM2024-01

Guidance Changes

ARC mobilization requests prior to obtaining USD(P&R) or SecDef formal approval, when required. If the SecDef approves the mobilization of ARC forces via a SDOB, AF/A3OD may publish a MOBORD without further coordination or approval. Mobilization facilitators and ARC staffs will adhere to the following guidelines when building baseline mobilization packages:

(Add) 3.2.1.1. Mobilization facilitators will build baseline packages in a manner that keeps all individual mobilization start dates within as narrow of a window as possible. Broad mobilization windows increase likelihood of MOBORD changes due to invalid sourcing solutions and/or splitting packages if the SecDef approves mobilization in support of some FTN Line Numbers via a Reserve Component SDOB, prior to approving the GFMAP Base Order.

(Add) 3.2.1.1.1. A baseline mobilization package will fulfill CCDR requests for forces from only one fiscal year (FY), based on the second and third digits of the supported FTN(s). The planned activation period may extend into the previous or following FY due to pre-deployment training requirements, TDY tour length, overlap, MAJCOM/Field Command downtime, and/or accrued leave; however, each mobilization package will be in support of FTNs from only one FY. For enduring requirements, the mobilization facilitator will build and submit a new baseline mobilization package for each rotation the supports subsequent FTNs.

(Add) 3.2.1.1.2. For Agile Combat Support (ACS) requirements, the designated mobilization facilitator will build a separate baseline mobilization package for each rotation within the FY. For example, if an ARC ACS capability is required to support two planned rotations (e.g. FY22.1 and FY22.2), the mobilization facilitator will build two separate baseline mobilization packages.

(Add) 3.2.1.1.2.1. Airmen from more than one ARC Unit/Unit Identification Code (UIC) may be mobilized on the same MOBORD to fulfill the CCDR requirements for a given ACS rotation.

(Add) 3.2.1.1.2.2. An ACS baseline mobilization package may be in support of more than one CCDR, FTN, and/or operation/mission.

(Add) 3.2.1.1.3. For aviation requirements, the designated mobilization facilitator will build a separate baseline mobilization package for each planned unit/aircraft rotation. The standard TDY tour length will depend on the aircraft mission design series. Airmen from more than one ARC Unit/UIC may be mobilized on the same MOBORD to fulfill the CCDR requirements for a given aviation rotation. It is not necessary to build a separate mobilization package for internal rotations that are authorized in accordance with MAJCOM, Field Command, and CCDR policy.

(Add) 3.2.1.1.4. Individual and MOBORD activation period durations cannot exceed the limitations stipulated in the activation authority statute (e.g. Title 10 U.S.C. 12302, 12304b, etc.) associated with the package. If a package violates any of the aforementioned criterion, the mobilization facilitator must remove the applicable requirements and build a separate mobilization package.

DAFI10-402_DAFGM2024-01

Guidance Changes

(Add) 3.2.1.1.5. For requests to mobilize a unit under Title 10 U.S.C. § 12304b, the overall activation period duration of the MOBORD may not exceed 365 days.

(Add) 3.2.1.1.6. Mobilization facilitators may authorize internal rotations in accordance with MAJCOM, Field Command, and CCDR policies. See paragraph **3.2.2.4.1** for information regarding the addition of internal rotations after AF/A3OD publishes a baseline MOBORD.

(Add) 3.2.1.1.7. The number of pax mobilized at any given time in support of a FTN Line Number may not exceed the pax authorized in the applicable GFMAP Annex. If internal rotations are authorized, the total number of pax listed on a MOBORD may exceed the pax authorized in the applicable GFMAP Annex for the supported FTN Line Number, and the number of pax mobilized at the same time may temporarily exceed the pax authorized in the applicable GFMAP Annex during the time needed to mobilize the incoming rotator(s), accomplish overlap at the deployed location, and de-mobilize the outgoing rotator(s).

(Replace) 3.2.2. **Change Request Package.** Mobilization facilitators and ARCs use change packages to request MOBORD modifications to increase or decrease the pax count; modify activation start/end dates; add or remove UICs/Units; and/or correct administrative or typographical errors, including adding or removing other mobilization information, such as a Plan Identification Number (PID), FTN, Unit Type Code (UTC), supported operation, and/or deployed location.

(Add) 3.2.2.1. Mobilization facilitators and ARCs will include with all change requests a justification for the MOBORD modification. Mobilization facilitators will validate change requests initiated by the ARC. Except for correction of administrative and typographical errors, mobilization facilitators and ARCs will initiate change requests only when there is an operational necessity to do so. Mobilization facilitators and ARCs will not initiate change requests solely for the convenience of mobilized units/members.

(Add) 3.2.2.2. If seeking formal approval via the Notification Matrix, mobilization facilitators will submit a change request to AF/A3OD NLT 30 days before approval suspense specified in DoDI 1235.12. If seeking formal approval via the SDOB, mobilization facilitator will submit a change request to AF/A3OD NLT 21 days prior to the next scheduled SDOB, unless extenuating circumstances, such as a short-notice change in CCDR requirements, prevent doing so.

(Add) 3.2.2.3. AF/A3OD will review all change requests to ensure compliance with statutory requirements, as well as Air Force and DoD policy. AF/A3OD will staff all change requests for AF/A3OD, SecAF (SAF/MR), USD(P&R), and/or SecDef approval in accordance with DoDI 1235.12, DAFI 10-402, the AMP Business Rules, and other applicable policy and guidance. Time and conditions permitting, SecAF or delegate will approve a MOBORD change request prior to obtaining USD(P&R) or SecDef approval, when required. Change requests must be approved by the appropriate authority prior to AF/A3OD publishing a MOBORD change. Mobilized ARC units/members will adhere to the most recently published MOBORD (baseline or change) until the requested change is approved and published. **(T-1)**.

DAFI10-402_DAFGM2024-01

Guidance Changes

(Add) 3.2.2.4. Change Request Types. The circumstances of each change request may be different, so change request initiators must address the “who, what, why, when, and where” of each situation, as applicable, using proper spelling, punctuation, and grammar in accordance with AFH 33-337, *The Tongue and Quill*. In order to minimize the administrative workload, a change request may address more than one item on a MOBORD. If a change request addresses multiple items, requestors will select the package type associated with the item that requires the highest level of approval. Below are the authorized change request types. AF/A3OD may authorize additional change request types, as required.

(Add) 3.2.2.4.1. Pax Increase. Reasons for a MOBORD pax increase include, but are not limited to, an increase/change in CCDR requirements, the addition of internal rotations, and adding positions required for mission accomplishment.

(Add) 3.2.2.4.1.1. Any time ARC members are added to a mobilization order after the baseline order is published, OSD(P&R) considers this a new mobilization and applies the same formal notification requirements – 60 days or more for RC units (defined as two or more individual RC members from the same unit) and 120 days for individual RC members. ARC members may elect to waive notification requirements in writing; however, they may not be compelled or coerced to do so. Refer to the AMP Business Rules for pax increase approval authority and submission timelines.

(Add) 3.2.2.4.1.2. Mobilization facilitators will not submit a change request to increase the pax count on a MOBORD for the purpose of obtaining financial resources to fund volunteers.

(Add) 3.2.2.4.2. Pax Decrease. Reasons for a MOBORD pax decrease include, but are not limited to, off-ramping members prior to activation start date due to reduction in combatant commander requirements (Do Not Fill), a reclama due a lack of available and qualified personnel, removing internal rotations, and removing positions that are not required for mission accomplishment (e.g. Deployment Requirements Manning Document (DRMD) tailoring). If a member affected by a pax reduction desires to proceed with activation, is unable to be re-missioned/re-allocated to another similar requirement, and is incurring a hardship, the member may be eligible to submit a hardship claim in accordance with DAFI 36-2619.

(Add) 3.2.2.4.3. Activation Start Date Modification. Reasons for a MOBORD activation start date modification include, but are not limited to, a change in combatant commander operational requirements, the addition or removal of pre-deployment training requirements, pre-deployment training course date changes, and changes to scheduled movement dates. In order to give the affected member(s) as much formal notification as possible, mobilization facilitators and ARCs should initiate a change request for an activation start date modification as immediately after learning of the circumstances necessitating the change. Refer to the AMP Business Rules for activation start date modification approval authority and submission timelines.

(Add) 3.2.2.4.4. Activation End Date Modification. Reasons for a MOBORD activation end date modification include, but are not limited to, an extension or curtailment due a change in CCDR operational requirements, the addition/deletion of internal rotations, transportation delays, and the addition of earned MAJCOM/Field Command downtime and/or accrued leave.

DAFI10-402_DAFGM2024-01

Guidance Changes

(Add) 3.2.2.4.4.1. SecAF or delegee may approve an individual mobilization end date modification if an ARC member is extended due to the deletion or combination of an internal rotation, provided the affected member has not yet started their activation order and the new redeploy date or operational mission end date is not more than 30 days beyond the Secretary of Defense's approved capability duration in the GFMAP. An ARC member pending adverse administrative or punitive action may not be extended in theater beyond his or her scheduled TDY expiration date without approval from SAF/MR and USD(P&R)/SecDef. For purposes of this paragraph, adverse administrative actions include Letters of Reprimand, Admonishment and Counseling, or administrative demotions. Punitive action for purposes of this paragraph includes ordering a member or continuing a member in pretrial confinement; trial by court-martial, preferral or referral of court-martial charges, and offer or imposition of Nonjudicial Punishment." Refer to the AMP Business Rules for activation end date modification approval authority and submission timelines.

(Add) 3.2.2.4.4.2. If a member affected by a curtailment desires to proceed with activation, is unable to be re-missioned/re-allocated to another similar requirement, and is incurring a hardship, the member may submit a hardship claim in accordance with DAFI 36-2619.

(Add) 3.2.2.4.5. Add Unit/UIC. Reasons for adding a Unit/UIC to MOBORD include, but are not limited to, an increase in CCDR requirements that cannot be sourced from an originally tasked unit and a lack of qualified personnel in an originally tasked unit. Requests to add a Unit/UIC to a MOBORD must include a clear justification as to why an originally tasked unit is unable to fulfill the requirement.

(Add) 3.2.2.4.5.1. Any time a Unit/UIC is added to a mobilization order after the baseline order is published, OSD(P&R) considers this a new mobilization and applies the same formal notification requirements – 60 days or more for RC units (defined as two or more individual RC members from the same unit) and 120 days for individual RC members.

(Add) 3.2.2.4.5.2. ARC members may elect to waive notification requirements in writing; however, they may not be compelled or coerced to do so. Only the SecDef is authorized to waive the requirement for RC members to receive at least 30 days formal notification to prepare for activation. Refer to the AMP Business Rules for Unit/UIC addition approval authority and submission timelines.

(Add) 3.2.2.4.6. Remove Unit/UIC. Reasons for removing a Unit/UIC from a MOBORD include, but are not limited to, a reduction in CCDR requirements such that the mobilization of fewer units is required and a lack of qualified personnel in an originally tasked unit such that it is no longer the source. If an ARC member is off-ramped due to reduction in CCDR requirements and the affected member desires to proceed with activation, is unable to be re-missioned/re-allocated to another similar requirement, and is incurring a hardship, the member may be eligible to submit a hardship claim in accordance with DAFI 36-2619. Refer to the AMP Business Rules for Unit/UIC removal approval authority and submission timelines.

DAFI10-402_DAFGM2024-01

Guidance Changes

(Add) 3.2.2.4.7. Member substitution (filler). A substitution (filler) may be used to remove, defer, or exempt a member from a mobilization order and replace them with a substitute from within a unit listed on the same mobilization order approved by the Service Secretary under Title 10 U.S.C., § 12302 and Title 10 U.S.C., § 12304b will be executed by the unit commanders provided:

(Add) 3.2.2.4.7.1. The replacement member received advance notification of impending mobilization;

(Add) 3.2.2.4.7.2. The replacement member receives delay-effective-date activation orders at least 30 days before the activation start date; and

(Add) 3.2.2.4.7.3. The replacement member has at least 12 months dwell.

(Add) 3.2.2.4.7.4. If all of the above conditions are not met, the substitution action will require SecDef approval, unless the replacement member elects to waive in writing the applicable dwell and/or notification requirements **(T-0)**.

(Add) 3.2.2.4.8. Correction of administrative, typographical, or mathematical errors, including adding or removing other mobilization information, such as a PID, FTN, UTC, Operation, and/or Destination, when not associated with one of the change types described above. If AF/A3OD is the suspected source of an administrative, typographical, or mathematical error, the mobilization facilitator should request that AF/A3OD review the applicable information to determine the source of the error. If AF/A3OD determines that the mobilization facilitator submitted the correct information, but AF/A3OD published a MOBORD with incorrect information, AF/A3OD may publish a corrected MOBORD without requiring the mobilization facilitator to submit a MOBORD change request. Refer to the AMP Business Rules for administrative correction approval authority and submission timelines.

(Delete) 3.2.3.

(Delete) 3.2.4.

(Delete) 3.2.5.

(Change) 3.3. Mobilization Process Steps. Designated mobilization facilitators, ARCs, HAF staff, and ARC units should refer to the AMP Business Rules for the most current AFMMS process guidance and timelines. The AMP Business Rules are available at the Non-classified Internet Protocol Router (NIPR) AF/A3OD SharePoint site at <https://org2.eis.af.mil/sites/12594/A3O/D/Mobilization/Forms/AllItems.aspx>, via the SIPR AFMMS site under the “Documents” folder, and on the SIPR AF/A3OD SharePoint site at <https://intelshare.intelink.sgov.gov/sites/afa3/O/D/Pages/Mobilization.aspx>.

(Delete) 3.3.1. **Step 1 – Packaging** and accompanying subparagraphs.

(Delete) 3.3.2.1.

DAFI10-402_DAFGM2024-01
Guidance Changes

(Delete) 3.3.2.2.

(Change) 3.3.2.2.1. Mandatory Headquarters Air Force coordination must be obtained from AF/A3, AF/A1, AF/JA, SAF/GC, and, as applicable, SF/COO, the National Guard Bureau and/or Air Force Reserve Command.

(Delete) 3.3.2.2.2.

(Delete) 3.3.2.2.3.

(Delete) 3.3.3. **Step 3 – Publication** and accompanying subparagraphs.

(Delete) 3.4. **Process Timeline** and accompanying subparagraphs.

(Delete) Table 3.1. **Pre-planned and Rotational Baseline Meeting Air Force Timeline Standards.**

(Delete) Table 3.2. **Substitution or Shift Meeting Air Force Timeline Standards.**

(Change) *References*

(Add) **Public Law 113-66 § 513**, Limitations on cancellations of deployment of certain reserve component units and involuntary mobilizations of certain Reserves

(Add) **Title 10 U.S.C. § 806**, Judge advocates and legal officers

(Add) **Title 10 U.S.C. § 9037**, Judge Advocate General, Deputy Judge Advocate General; appointment; duties

(Change) *Department of Defense Dictionary of Military and Associated Terms*

(Add) **DoDD 3025.18**, *Defense Support of Civil Authorities (DSCA)*, 29 December 2010

(Add) **Secretary of Defense Directive-type Memorandum (DTM) 21-005** – “Deployment-to-Dwell, Mobilization-to-Dwell Policy Revision,” 16 August 2021
<https://www.esd.whs.mil/DD/DoD-Issuances/DTM/>

(Add) **CJCSM 3122.01 Series**, Joint Operation Planning and Execution System (JOPES), 29 September 2006

(Add) **CJCSM 3130.06C**, Global Force Management Allocation Policies and Procedures, 07 May 21

(Change) **DAFI 10-401**, *Air Force Operations Planning and Execution*, 13 January 2021

DAFI10-402_DAFGM2024-01
Guidance Changes

(Change) DAFI 36-2619, *Active Duty Operational Support (ADOS)–Active Component (AC) Man-Day Program*, 25 November 2019

(Add) DAFI 36-3003, *Military Leave Program*, 24 August 2020

(Add) DAFI 51-101, *The Air Force Judge Advocate General's Corps (AFJAGC) Operations, Accessions, and Professional Development*, 29 November 2018

(Add) DAFI 51-201, *Administration of Military Justice*, 05 April 2018

(Add) DAFMAN 36-2114, *Management of the Air Force Reserve Individual Reserve (IR) and Full-time Support (FTS) Programs*, 24 May 2021

(Add) AFI 10-403, *Deployment Planning and Execution*, 17 April 2020

(Add) AFI 38-101, *Manpower and Organization*, 29 August 2019

(Add) AFI 65-103, *Temporary Duty/Special Orders*, 15 August 2019

(Add) AFMAN 36-2136, *Reserve Personnel Participation*, 6 September 2019

(Add) AFH 33-337, *The Tongue and Quill*, 27 July 2016

(Delete) AF-A3-5 Mobilization Business Rules, (13 May 2011)

(Add) AF/A3OD ARC Mobilization Process (AMP) Business Rules

(Add) JP 3-28, *Defense Support of Civil Authorities*, 29 October 2018

(Add) JP 4-05, *Joint Mobilization Planning*, 23 October 2018

(Change) Adopted Form

(Add) FEMA FORM 010-0-8 Mission Assignment (MA)

(Add) AF Form 938, *Request and Authorization for Active Duty Training/Active Duty Tour*

(Add) Abbreviations and Acronyms

(Add) AC–Active Component

(Add) ACS–Agile Combat Support

(Add) ADOS–Active Duty for Operational Support

(Add) AEF–Air and Space Expeditionary Force

DAFI10-402_DAFGM2024-01
Guidance Changes

- (Add) AF/A1**–Manpower, Personnel, and Services
- (Add) AF/A3**–Operations, Plans and Requirements
- (Add) AFMMS**–Air Force Mobilization Management Site
- (Add) AFRC**–Air Force Reserve Command
- (Add) AMP**–Air Reserve Component Mobilization Process
- (Add) ANG**–Air National Guard
- (Add) ARC**–Air Reserve Component
- (Add) AROWS**–Air National Guard Reserve Order Writing System
- (Add) AROWS-R**–Air Force Reserve Order Writing System
- (Add) CCDR**–Combatant Commander
- (Add) CJCSM**–Chairman of the Joint Chiefs of Staff Manual
- (Add) DAFI**–Department of the Air Force Instruction
- (Add) DAFMAN**– Department of the Air Force Manual
- (Add) DCAPES**–Deliberate Crisis Action Planning and Execution Segments
- (Add) DRMD**–Deployment Requirements Manning Document
- (Add) DSCA**–Defense Support of Civil Authorities
- (Add) DoD**–Department of Defense
- (Add) DoDD**–Department of Defense Directive
- (Add) DoDI**–Depart of Defense Instruction
- (Add) FEMA**–Federal Emergency Management Agency
- (Add) FGC**–Force Generation Center
- (Add) FMTS**–Fourth Estate Manpower Tracking System
- (Add) FTN**–Force Tracking Number

DAFI10-402_DAFGM2024-01
Guidance Changes

(Add) FTS–Full Time Support

(Add) FY–Fiscal Year

(Add) GFM–Global Force Management

(Add) GFMAP–Global Force Management Allocation Plan

(Add) GFMIG–Global Force Management Implementation Guidance

(Add) GSORTS–Global Status of Resources and Training System

(Add) HAF–Headquarters Air Force

(Add) IMA–Individual Mobilization Augmentee

(Add) IR–Individual Reserve

(Add) J-35–Joint Staff Regional Operations and Force Management Directorate

(Add) JCRM–Joint Capabilities Requirements Manager

(Add) JCS–Joint Chiefs of Staff

(Add) JP–Joint Publication

(Add) MA–Mission Assignment

(Add) MAJCOM–Major Command

(Add) MILPERS–Military Personnel

(Add) MOBORD–Mobilization Order

(Add) MPA–Military Personnel Appropriations

(Add) NAF–Numbered Air Force

(Add) NIPR–Non-classified Internet Protocol Router

(Add) NGB–National Guard Bureau

(Add) NGB/CF–Director, Air National Guard

(Add) NM–Notification Matrix

DAFI10-402_DAFGM2024-01
Guidance Changes

(Add) OSD(P&R)–Office of the Secretary of Defense for Personnel and Readiness

(Add) PAS–Personnel Accounting Symbol

(Add) PID–Plan Identification Number

(Add) PIM–Pre-Trained Individual Manpower

(Add) RCM–Rules for Court Martial

(Add) RFA–Request for Assistance

(Add) SAF/FM–Assistant Secretary of the Air Force (Financial Management and Comptroller)

(Add) SAF/GC–General Counsel of the Department of the Air Force

(Add) SAF/MR–Assistant Secretary of the Air Force (Manpower and Reserve Affairs)

(Add) SDOB–Secretary of Defense Orders Book

(Add) SecAF–Secretary of the Air Force

(Add) SecDef–Secretary of Defense

(Add) SIPR–Secure Internet Protocol Router

(Add) STRATCOM–United States Strategic Command

(Add) TJAG–The Judge Advocate General

(Add) TDY–Temporary Duty

(Add) UIC–Unit Identification Code

(Add) USD(P&R)–Under Secretary of Defense for Personnel and Readiness

(Add) USSF–United States Space Force (formerly Air Force Space Command (AFSPC))

(Add) UTC–Unit Type Code

(Add) VOCO–Verbal Orders of the Commander

(Change) *Terms*

DAFI10-402_DAFGM2024-01

Guidance Changes

(Add) Advance Notification—Advance notification may occur up to 24 months in advance of activation. It may encompass but is not limited to: an alert order, an official notification of sourcing message, ready mobilization pool list, verbal notification, or other verifiable communication to an RC unit or member that they have been identified for a potential order to active duty. (Source: DoDI 1235.12).

(Add) Air National Guard Reserve Order Writing System (AROWS)/Air Force Reserve Order Writing System (AROWS-R)—The system that generates ARC Individual Mobilization Orders or Individual Activation Orders. (AF Form 938 for the Reserves and referred to as “AROWS orders” for the ANG).

(Add) Air Reserve Component (ARC) Mobilization Process (AMP)—The Air Force mobilization process, incorporating changes approved by SAF/MR in 2019.

(Add) Backfill—Reserve component units and individuals recalled to replace deploying active units and/or individuals, including deployed-in-place.

(Add) Contingency—A situation requiring military operations in response to natural disasters, terrorists, subversives, or as otherwise directed by appropriate authority to protect U.S. interests. (Source: AFI 10-403).

(Add) Contingency Operation—A military operation that is either designated by the Secretary of Defense as a contingency operation or becomes a contingency operation as a matter of law. (Source: *DoD Dictionary of Military and Associated Terms*).

(Add) Delayed-Effective-Date Order—An official document prescribing the order to active duty of an RC member or members on a specified date after the date of issuance of the order for a period of more than 30 days. Such an order may be either an individual mobilization order (AF Form 938/AROWS Order) or a unit mobilization order (MOBORD) provided it specifies an order authority, a start date, and the duration of the activation. (Source: Title 10, U.S.C.)

(Change) Demobilization—The process necessary to release from active duty, or federal service, units and Reserve Component members who were ordered to active duty or called to federal service. (Department of Defense Dictionary of Military and Associated Terms) The process of transitioning a conflict or wartime military establishment and defense-based civilian economy to a peacetime configuration while maintaining national security and economic vitality. (Source: CJSCM 3130.06C).

(Change) Dwell—The period of time an individual is not mobilized. This is the period of time a unit or individual is not mobilized to involuntary active duty pursuant to Title 10 U.S.C. §§ 12301(a), 12302, 12304, 12304a, and 12304b and the reporting date for a subsequent tour of mobilization. (Source: GFMIG) (Dwell includes active duty performed in accordance with Title 10 U.S.C. §§ 12301(b) or 12301(d) between such two periods of involuntary active duty.).

DAFI10-402_DAFGM2024-01

Guidance Changes

(Add) Formal Notification—When an activation or mobilization request is approved and published in the Secretary of Defense Orders Book (SDOB) or Notification Matrix. (Source: DoDI 1235.12).

(Add) Global Force Implementation Guidance (GFMIG)—The GFMIG aligns force assignment, apportionment, and allocation methodologies in support of the Defense Strategy Review and the Guidance for Employment of the Force, joint force availability requirements, and joint force assessments.

(Add) Global Force Management (GFM)—Processes that align directed readiness, force assignment, apportionment, and allocation methodologies to support strategic guidance. (Department of Defense Dictionary of Military and Associated Terms). A process to align directed readiness, force assignment, allocation, apportionment, and assessment methodologies to support Joint Force requirements; present comprehensive visibility of the global availability and operational readiness of U.S. conventional military forces; globally source joint force requirements; and forces; globally source joint force requirements; and provide senior decision makers a vehicle to assess quickly and accurately the impact and risk of proposed allocation, assignment, and apportionment changes. (Source: CJCSM 3130.06C) The GFM Allocation Plan Base Order establishes a framework of force deployments in support of Combatant Command activities and is later adjusted, through modifications, based on global events and threats.

(Add) Individual Mobilization Augmentee—An individual reservist attending drills who receives training and is preassigned to an Regular component organization, a Selective Service System, or a Federal Emergency Management Agency billet that must be filled on, or shortly after, mobilization. Also referred to as IMAs. IMAs support mobilization (including premobilization and/or post-mobilization) requirements, contingency operations, operations other than war, or other specialized or technical requirements.

(Change) Late Package Justification—An explanation required detailing why a mobilization package did not meet Secretary of the Air Force or Secretary of Defense policy requirements and/or public law requirements.

(Add) Military Personnel (MILPERS) Appropriations—Appropriations fund costs of salaries and other compensation for active and retired military personnel and reserve forces based on end strength.

(Change) Mobilization—1. The process of assembling and organizing national resources to support national objectives in time of war or other emergencies. 2. The process by which the Armed Forces of the United States, or part of them, are brought to a state of readiness for war or other national emergency. Also called MOB. (JP 4-05) For the purpose of this Air Force Instruction, the term *mobilization* applies to members involuntarily activated under various statutes.

DAFI10-402_DAFGM2024-01

Guidance Changes

(Change) Mobilization Facilitator—Specific Major Commands/Field Commands designated to oversee all mobilization requests within a specified operational area of responsibility. The five mobilization facilitators are: Air Combat Command for conventional operations; Air Force Global Strike Command for strategic assurance and deterrence operations; Air Force Special Operations Command for special operations; United States Space Force for space operations; and Air Mobility Command for mobility operations.

(Add) Mobilization Order (MOBORD)—A written order to initiate mobilization, published by AF/A3OD after the decision has been approved by the SecDef, USD(P&R), SecAF, or designee. MOBORD dates should align with the corresponding RC solution in the GFMAP and include travel, pre-deployment training, leave, and other time associated with the mobilization.

(Change) Mobilization-to-Dwell Ratio—The ratio of time a unit, detachment, or individual is mobilized to the time the unit, detachment, or individual is in dwell. (Source: GFMIG) The mobilization period is calculated from the date of mobilization to the date of demobilization.

(Add) Pre-trained Individual Manpower (PIM)—Personnel with prior military training or experiences that are subject to recall to extended active duty in a mobilization. These members come from the Individual Ready Reserve, retired Reserve, and Standby Reserve.

(Change) Secretary of Defense Orders Book (SDOB)—A classified brief to the Secretary of Defense in which the GFMAP is initially approved, modified, and mobilization requests are approved.

(Change) Secretary of Defense Orders Book Briefer's Notes—A classified document used to justify a mobilization package in which a member or unit has a mobilization-to-dwell ratio below 1:4 or notification timelines are not met.

(Add) Split Rotation—Service internal rotation within the Secretary of Defense's approved deployment duration in the GFMAP. Subject to approval of the supported combatant command and mobilization facilitator policy.

(Delete) Substitution Request Memorandum—A commander-signed letter reporting the release circumstances (i.e., Deployment Availability code or non-coded justification) of an originally approved member and the submission of a replacement for approval.

(Add) Unit Identification Code—A six-digit code that uniquely identifies a unit. DCAPES uses the UIC to access the GSORTS and the Air Force-specific Personnel Accounting Symbol (PAS) files to extract the unit number, unit name, and current location.

DAFI10-402_DAFGM2024-01

Guidance Changes

(Change) Unit Reconstitution—Those actions, including regeneration and reorganization, commanders plan and implement to restore units to a desired level of combat effectiveness commensurate with mission requirements and available resources. (DoD Dictionary of Military and Associated Terms). Unit-focused activity, for any time span up to 30 calendar days, dedicated to accounting for unit assigned members, equipment and supplies, and for stabilizing/replenishing equipment and supply levels commensurate with pre-deployment/pre-operation levels. Unit reconstitution is generally accomplished upon the unit's arrival at home base after completion of redeployment or operations. Unit Reconstitution is a command prerogative and may be approved by the unit commander. If commander-approved for members to be mobilized, unit reconstitution days must be included on the worksheet in the mobilization request and be authorized through the mobilization approval process. Although unit reconstitution is restricted to unit-assigned members, this time period is not intended for the following member actions: completion of required medical evaluations, out-processing, application for retention in the Regular component, application for retention on active duty for hardship, using accrued leave, approved Major Command/Field Command down time, or travel time.

(Add) Unit Type Code (UTC)—A Joint Chiefs of Staff developed and assigned code, consisting of five characters that uniquely identify a “type unit.” (CJCSM 3122.01 Series). A five character alphanumeric designator uniquely identifying each type unit in the Armed Forces.

(Add) Verbal Orders of the Commander (VOCO)—Directs action without the requirement of a written order. The Secretary may approve mobilization requests via VOCO in order to expedite the mobilization and deployment process. It is utilized to begin the movement of forces and units via the standard process as expeditiously as possible. AF/A3OD records all VOCO approvals, documents the VOCO decision for the record, and follows-up with written mobilization orders as soon as possible. All VOCO force requests and sourcing solutions must be recorded as soon as practicable (See CJCSM 3130.06C, Enclosures F and H).

(Delete) A2.2. Baseline Mobilization and accompanying subparagraphs.

(Delete) A2.3. Substitution (Filler) Mobilization Package Steps and accompanying subparagraphs.

(Delete) A2.4. Shift Mobilization and accompanying subparagraphs.

(Delete) A3.2. Baseline Mobilization and accompanying subparagraphs.

(Delete) A3.3. Extension Mobilization and accompanying subparagraphs.

(Delete) A3.4. Substitution (Filler) Mobilization and accompanying subparagraphs.

(Delete) A3.5. Shift Mobilization and accompanying subparagraphs.

(Delete) A4.2. Baseline Mobilization and accompanying subparagraphs.

(Delete) A4.3. Extension Mobilization and accompanying subparagraphs.

DAFI10-402_DAFGM2024-01
Guidance Changes

(Delete) A4.4. Substitution (Filler) Mobilization and accompanying subparagraphs.

(Delete) A4.5. Shift Mobilization and accompanying subparagraphs.

(Add) A5.1.2.5. Defense Support of Civil Authorities (DSCA) is initiated through a formal request for assistance (RFA) or mission assignment process from civil authorities or qualifying entities, or mission assignment process and approved by the appropriate DoD official, or is authorized by the President or Secretary of Defense. (Source: JP 3-28.) All requests for DSCA shall be written, and shall include a commitment to reimburse the Department of Defense. (Source: DoDD 3025.18, *Defense Support for Civil Authorities*.) **(T-0)**. Official FEMA requests for assistance are submitted via the use of the FEMA Form 010-0-8, *Mission Assignment (MA)*, documenting the assistance required and including the funding citation.

(Delete) A5.2. Baseline Mobilization and accompanying subparagraphs.

(Delete) A5.3. Extension Mobilization and accompanying subparagraphs.

(Delete) A5.4. Substitution (Filler) Mobilization and accompanying subparagraphs.

(Delete) A5.5. Shift Mobilization and accompanying subparagraphs.

(Add) A6.1.2.5.1. This authority only applies to members of a Reserve unit. Individual Mobilization Augmentees (IMAs) cannot be mobilized under this authority.

(Delete) A6.2. Baseline Mobilization and accompanying subparagraphs.

(Delete) A6.3. Extension Mobilization and accompanying subparagraphs.

(Delete) A6.4. Substitution (Filler) Mobilization and accompanying subparagraphs.

(Delete) A6.5. Shift Mobilization and accompanying subparagraphs.

(Delete) A7.2. Baseline Mobilization and accompanying subparagraphs.

(Delete) A7.3. Extension Mobilization and accompanying subparagraphs.

(Delete) A7.4. Substitution (Filler) Mobilization and accompanying subparagraphs.

(Delete) A7.5. Shift Mobilization and accompanying subparagraphs.

(Delete) A8.2. Baseline Mobilization and accompanying subparagraphs.

(Delete) A8.3. Extension Mobilization Package and accompanying subparagraphs.

(Delete) A8.4. Substitution (Filler) Mobilization Package and accompanying subparagraphs.

DAFI10-402_DAFGM2024-01
Guidance Changes

(Change) A9.5. Once the AF/A3OD receives the documentation, AF/A3OD will publish the Mobilization Order and distribute it to the Guard and/or Air Force Reserve Command as applicable, the applicable mobilization facilitator, AF/A1, AF/JA, SAF/FM and SAF/GC (Pentagon staffing is not required).

(Delete) Attachment 10.

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

AIR FORCE INSTRUCTION 10-402

8 MARCH 2018



Operations

MOBILIZATION PLANNING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Department of Defense Instruction 1235.12, *Accessing the Reserve Components (RC)*; and Air Force Policy Directive 10-4, *Operations Planning: Air and Space Expeditionary Force (AEF)*. This document provides mobilization process guidance and responsibilities regarding obtaining authority for the issuance of orders to active duty for the Guard and/or Reserve pursuant to Title 10 United States Code Sections (§§) 332; 333; 688; 12301(a); 12302; 12304; 12304a; 12304b; and 12406; and in compliance with Public Law 110-181 Section 515, *Advance Notice to Members of Reserve Components of Deployment in Support of Contingency Operations* and Public Law 111-84 Section 514, *Limitation on Scheduling of Mobilization or Pre-mobilization Training for Reserve Units When Certain Suspension of Training is Likely*. This guidance applies to the Regular Air Force, the Air National Guard of the United States, the Air National Guard while in service of the United States (but not as a militia), and the United States Air Force Reserve. Overarching Department of Defense guidance is stipulated within Department of Defense Instruction 1235.12 (establishes Secretary of Defense policy, assigns responsibilities, and prescribes procedures for ordering units and individuals of the Guard and/or Reserve to active duty to support the national defense across the full spectrum of military operations, including sustained operational missions, emergent contingency operations, and service during national emergencies or in time of war). Joint Publication 4-05, *Joint Mobilization Planning*, establishes objectives and further defines responsibilities of the Joint Staff and Services. This Air Force instruction represents general guidance; legal counsel should be sought to resolve ambiguities. Exception to this policy must be approved by AF/A3. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Air Force Instruction 33-360, *Publications and Forms Management*, for a description of the authorities

associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication Office of Primary Responsibility for non-tiered compliance items. This Air Force Instruction may be supplemented by Major Commands and the Guard, but all supplements must be routed to Headquarters United States Air Force Air Force War Planning and Policy Division for coordination prior to certification and approval. Supplements must follow guidance outlined in Air Force Instruction 33-360. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the *Air Force Records Disposition Schedule* in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the Air Force Form 847, *Recommendation for Change of Publication*. Air Force Form 847 should be routed through appropriate channels to Headquarters United States Air Force AF/A3OD, 1480 Air Force Pentagon, Washington, District of Columbia 20330-1480; usaf.pentagon.af-a3.mbx.a5xw-workflow@mail.mil; (703) 695-9060.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Department of Defense Instruction 1235.12 was revised (to include incorporating content from the cancelled Department of Defense Doctrine 1235.10) and published. Major changes to this instruction include roles and responsibilities, the additional statute Title 10 United States Code sections, implementation of Air Force Instruction 33-360, and a refined focus on specifically the mobilization process. This update no longer includes a chapter on Pretrained Individual Manpower programs. Air Force Instruction 36-2633, *The Air Force Reserve Pretrained Individual Manpower Programs – Management and Utilization* (on Pretrained Individual Manpower and PUSH/PULL), and Air Force Instruction 36-2254, Volume 1, *Reserve Personnel Participation* (on screening Ready Reserve) set Pretrained Individual Manpower policy. Components of the Pretrained Individual Manpower (Individual Ready Reserve and retirees) continue to be incorporated into this instruction. Guidance on activation is also available in Air Force Instruction 36-2619, *Military Personnel Appropriation Manday Program*. The sourcing term *force provider* has been removed from this instruction. The mobilization-specific term *mobilization facilitator* is defined and used in this revision of the instruction.

Chapter 1— ACCESSING THE RESERVE COMPONENT	6
1.1. Mobilization Purpose.....	6
1.2. Types of Mobilization Requirements.....	6
1.3. Pre-requisites to Air Reserve Component Mobilization.....	6
1.4. Air Force Standards.....	8
1.5. Types of Mobilization Authority.....	10
1.6. Voluntary Activation Authority.....	11

1.7.	Changes in Mobilization or Activation Authority.	11
Chapter 2— ROLES AND RESPONSIBILITIES		13
2.1.	Overview.....	13
2.2.	President of the United States.....	13
2.3.	Secretary of Defense.....	13
2.4.	Office of the Secretary of Defense.....	13
2.5.	Joint Staff Directorate for Logistics (JS/J4).....	14
2.6.	Secretary of the Air Force.....	14
2.7.	Assistant Secretary of the Air Force for Acquisition (SAF/AQ).....	15
2.8.	Assistant Secretary of the Air Force for Financial Management and Comptroller (SAF/FM).....	15
2.9.	General Counsel of the Air Force (SAF/GC).	15
2.10.	Secretary of the Air Force Inspector General (SAF/IG).	16
2.11.	Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR).	16
2.12.	Secretary of the Air Force Office of Public Affairs (SAF/PA).....	16
2.13.	Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1).....	16
2.14.	Deputy Chief of Staff, Intelligence, Surveillance and Reconnaissance (AF/A2). ..	17
2.15.	Deputy Chief of Staff, Operations (AF/A3).....	17
2.16.	Deputy Chief of Staff, Logistics, Engineering and Force Protection (AF/A4).....	18
2.17.	Chief, Information Dominance and Chief Information Officer (SAF/CIO A6).	19
2.18.	Deputy Chief of Staff, Strategic Plans and Requirements (AF/A5/8).	19
2.19.	Director for Studies, Analyses and Assessments (AF/A9).	19
2.20.	Deputy Chief of Staff, Strategic Deterrence and Nuclear Integration (AF/A10)....	19
2.21.	Chief of Chaplains (AF/HC).....	19
2.22.	Air Force Historian (AF/HO).....	20
2.23.	The Judge Advocate General (AF/JA).....	20
2.24.	Chief of Air Force Reserve (AF/RE).....	20
2.25.	Surgeon General (AF/SG).....	20

2.26.	Commander, Air Combat Command.	21
2.27.	Commander, Air Force Special Operations Command.	22
2.28.	Commander, Air Mobility Command.	24
2.29.	Commander, Air Education and Training Command.	26
2.30.	Commander, Air Force Global Strike Command.	26
2.31.	Commander, Air Force Materiel Command.	28
2.32.	Commander, Air Force Space Command.	28
2.33.	Commander, Pacific Air Forces.	29
2.34.	Commander, United States Air Forces in Europe/Commander, United States Forces Africa.	30
2.35.	Commander, Air Force Reserve Command.	30
2.36.	Director, Air National Guard (NGB/CF).	32
Chapter 3— MOBILIZATION PROCESS		35
3.1.	Prerequisites for Mobilization.	35
3.2.	Types of Mobilization Packages.	35
3.3.	Mobilization Steps.	35
3.4.	Process Timeline.	37
Table 3.1.	Pre-planned and Rotational Baseline Meeting Air Force Timeline Standards.	38
Table 3.2.	Substitution or Shift Meeting Air Force Timeline Standards.	41
Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		43
Attachment 2— TITLE 10 UNITED STATES CODE § 12301(A) (FULL AND TOTAL MOBILIZATION)		48
Attachment 3— TITLE 10 UNITED STATES CODE § 12302 (PARTIAL MOBILIZATION)		55
Attachment 4— TITLE 10 UNITED STATES CODE § 12304 (PRESIDENTIAL RESERVE CALL-UP)		64
Attachment 5— TITLE 10 UNITED STATES CODE § 12304A (DISASTER AND EMERGENCY RESPONSE)		73
Attachment 6— TITLE 10 UNITED STATES CODE § 12304B (PREPLANNED MISSION SUPPORT)		82

Attachment 7— TITLE 10 UNITED STATES CODE § 12406 (NATIONAL GUARD IN FEDERAL SERVICE)	91
Attachment 8— TITLE 10 UNITED STATES CODE § 332 (USE OF MILITIA AND ARMED FORCES TO ENFORCE FEDERAL AUTHORITY); AND TITLE 10 UNITED STATES CODE § 333 (INTERFERENCE WITH STATE AND FEDERAL LAW)	100
Attachment 9— VERBAL ORDERS OF THE COMMANDER	107
Attachment 10— ADMINISTRATIVE Changes	108
Attachment 11— TYPES OF MOBILIZATION AUTHORITY	109

Chapter 1

ACCESSING THE RESERVE COMPONENT

1.1. Mobilization Purpose.

1.1.1. The Air Force utilizes Active Component, Guard, and Reserve forces to meet the needs of the United States security and disaster response efforts. Active component forces are readily available for immediate employment. The decision to activate non-active component forces is made only after determining it is both judicious and prudent to do so. In order to access Guard and/or Reserve forces, the Air Force must adhere to specific laws and guidance. Accession may consist of reserve component members being mobilized or volunteering for active duty to fulfill a federal mission in a federal status.

1.1.2. Mobilization provides political, economic, military, and legal options for consideration by the President throughout the range of military operations. Authority to activate Guard and/or Reserve forces stems from a variety of statutes. Mobilization actions are governed by statutes; Congressional action; Executive Orders; and Federal, Department of Defense, and Service policies. When planning for military options, planners should include mobilization authorities in the Operations Plan.

1.1.3. For the purpose of this instruction, the term *mobilization* applies to members involuntarily activated under the mobilization statutes referenced in this instruction. Specific Major Commands are designated to oversee all mobilization requests within a specified operational area of responsibility. The five mobilization facilitators are: Air Combat Command for conventional operations; Air Force Global Strike Command for nuclear operations; Air Force Special Operations Command for special operations; Air Force Space Command for cyber and space operations; and Air Mobility Command for mobility operations.

1.2. Types of Mobilization Requirements.

1.2.1. Emergent.

1.2.1.1. A requirement not identified in the Global Force Management Allocation Plan (i.e., submitted after the Global Force Management Allocation Plan baseline approval) and that cannot be met using available assigned forces or forces already allocated.

1.2.1.2. A Global Force Management Allocation Plan requirement with an approved modification.

1.2.2. **Preplanned** . A Global Force Management Allocation Plan requirement submitted in the budget materials approximately two years prior to the start of the execution Fiscal Year.

1.2.3. **Rotational** . A Global Force Management Allocation Plan requirement needed on a recurring basis.

1.3. Pre-requisites to Air Reserve Component Mobilization.

1.3.1. A valid and sourced need is recorded in Joint Capabilities Requirements Manager (a web-based Global Force Management tool that increases the efficiency of the global force management process by providing senior Department of Defense decision makers with a consolidated database of joint forces, capabilities, and the ability to identify force or

capability requirements in support of military operations) or electronic Fourth Estate Manpower Tracking System (a secure, web-based system for the management of joint manpower and personnel) and contained in the Global Force Management Allocation Plan or a Service-directed and Global Force Management Data Initiative-compliant tool; and is the basis for any mobilization request.

1.3.2. The approved Global Force Management Allocation Plan identifies and directs validated Air Force requirements. Any modification must be approved by the Secretary of Defense in the Secretary of Defense Orders Book.

1.3.3. Air Force requirements were sourced in coordination with all impacted Major Commands.

1.3.4. A Guard or Reserve member will only be mobilized in accordance with legal authorities specified in Title 10 United States Code.

1.3.5. Compliance with policies and procedures outlined in the opening paragraph:

1.3.5.1. Mobilization of Guard and/or Reserve forces will be consistent with the time period limitations set forth in the relevant statute(s) and implementing guidance.

1.3.5.2. Combatant Commanders shall ensure Guard and Reserve units and individuals are returned to home station in sufficient time to execute accrued leave and accomplish release from active duty processing.

1.3.5.3. Mobilized units and members of the reserve component involuntarily ordered to active duty will be kept on active duty no longer than operationally necessary.

1.3.5.4. Avoid scheduling mobilization or pre-mobilization training for reservists if a suspension of training of five days or more is anticipated to occur at a temporary duty location during any portion of such mobilization or pre-mobilization training.

1.3.5.5. The Department of Defense standard for the period between mobilization approval and the activation date is at least 180 days in support of rotational and pre-planned requirements; at least 120 days in support of standard emergent requirements; and a minimum of 30 days in support of time-critical emergent requirements.

1.3.5.6. Secretary of Defense approval is required for specific mobilizations:

1.3.5.6.1. Mobilization under Title 10 United States Code §12304a for greater than 30 days;

1.3.5.6.2. A mobilization extension when the extension duration is greater than 30 days;

1.3.5.6.3. A mobilization extension when the approval to original redeployment/end operational mission period is less than 30 days;

1.3.5.6.4. A mobilization change when the start date is revised greater than 30 days; and

1.3.5.6.5. A filler when the member is from a different unit than the replaced member.

1.3.5.7. Unless the member has waived notification and/or dwell, Secretary of Defense approval is required for certain mobilizations:

1.3.5.7.1. Routine, pre-planned, and standard emergent mobilizations when the approval to activation period is less than 120 days;

1.3.5.7.2. Time-critical emergent mobilizations when the approval to activation period is less than 30 days;

1.3.5.7.3. Mobilization when a member's mobilization-to-dwell ratio is less than 1:4; and

1.3.5.7.4. Mobilization start date change when the approval to activation (earliest of original/revised) period is less than 45 days.

1.3.5.8. Coordination and notification of alert/mobilization requests occurs through the weekly Joint Mobilization Meeting, the Secretary of Defense Notification Matrix, or the Secretary of Defense Orders Book.

1.3.5.9. The Secretary of Defense, the Under Secretary of Defense for Personnel and Readiness, or Secretary of the Air Force may approve alert/mobilization requests, depending on the nature of the request.

1.3.5.10. Secretary of the Air Force is authorized to release mobilization orders after Secretary of Defense approval or notification.

1.3.6. A member is notified of pending activation by the unit of assignment when the member is selected to fill a mobilization requirement. (For documentation purposes, the date is recorded on the mobilization worksheet in the "Advance Notification" column.).

1.4. Air Force Standards.

1.4.1. A mobilization-to-dwell ratio of 1:5 or better is the standard for all Guard and Reserve members.

1.4.2. The mobilization period will include pre-deployment administrative actions, travel, deployment, reconstitution time, earned leave, Major Command downtime or post-deployment administrative actions if downtime is not authorized, and administrative absence days (accrued under Post-Deployment/Mobilization Respite Absence in accordance with Air Force Instruction 36-3003, *Military Leave Program*). Deployment specific pre-deployment training may be included in the mobilization period or, with mobilization facilitator approval, conducted under Title 10 United States Code § 12301(d) at the unit's discretion provided the mandays are available.

1.4.3. Deployment-specific training includes training stipulated within the Line Remarks section of the Time Phased Force Deployment Data, as required by supported command reporting instructions and Air Force Instruction 36-2201, *Air Force Training Program*. Training not specified within the line remarks, and/or post deployment reconstitution time, requires advanced approval via the Headquarters Air Force Mobilization Staffing Process.

1.4.4. Time-in-theater tour lengths for mobilized Guard and Reserve members shall be consistent with the deployment length for active component members. Alternative rotational constructs require pre-approval by AF/A3.

1.4.5. Make every effort to reduce or eliminate the use of unnecessary mobilization days to promote efficient utilization of limited mobilization days and human resources, thereby increasing Guard and Reserve ability to support future mobilization requirements.

1.4.6. Mobilization facilitators monitor the Global Force Management Allocation Plan and Global Force Management Allocation Plan modifications to assess if any unexecuted/unused authority can be rescinded and/or if an extension is needed for operational or administrative requirements.

1.4.6.1. Send all operational change requests to AF/A3OD no less than 45 days prior to the Guard or Reserve member's scheduled redeployment date. Shorter timelines are considered on a case-by-case basis.

1.4.6.2. Send all administrative change requests to AF/A3OD no less than 30 days prior to the Guard or Reserve member's scheduled mobilization completion date. Shorter timelines are considered on a case-by-case basis.

1.4.7. Prepare and process hardship requests in accordance with Air Force Instruction 36-2619. Continuations or extensions in a mobilized status are not authorized. Retention on active duty on Military Personnel Appropriation mandays are not to exceed the original mobilization duration. For additional information consult Air Force Instruction 36-2619 and contact AF/A1.

1.4.8. Any individual being mobilized with less than a 1:4 mobilization-to-dwell ratio requires endorsed justification from the first General Officer or higher in the chain of command. Verify in the General Officer endorsement that the applicable unit considered other qualified individuals with at least a 1:4 mobilization-to-dwell ratio, and the applicable unit has neither a qualified individual who has never mobilized nor a qualified volunteer. The General Officer or higher in the chain of command endorsed justification shall be included as a tab in the mobilization request submitted to AF/A3OD. **Note:** A member of the Senior Executive Service in the counterpart civilian leadership chain may provide the endorsement.

1.4.9. Active component members who transfer to the Guard or Reserve assume a 1:5 mobilization-to-dwell ratio based on their last deployment return date.

1.4.10. Members being considered for a subsequent mobilization should have at least 12-months of dwell. Members having less than 12-months of dwell are excluded from consideration unless a waiver letter acknowledging the shortfall is submitted.

1.4.11. Submit Guard or Reserve member mobilization substitution requests to AF/A3OD no later than 50 days prior to the mobilization start date. The mobilization facilitator will provide in writing why a Guard or Reserve member activated under Title 10 United States Code § 12301(d) or an active component solution is not feasible and what is the risk to the mission if the position is unfilled. All substitution requests under 50 days will be considered on a case by case basis.

1.4.12. The approval of a preplanned or rotational mobilization authorization shall occur no later than 210 days prior to the mobilization date to afford the Guard and/or Reserve members the opportunity to receive delay-effective-date activation orders at least 180 days prior to the mobilization start date.

1.4.12.1. AF/A3OD shall inform the Air Force approval authority of any mobilization package that fails to meet the 210 day requirement.

1.4.12.2. The mobilization facilitator will mitigate staffing timing issues by splitting a request and submitting it in two parts (e.g., as baseline and change one or as a pair of consecutive changes) to ensure the maximum number of members meet the 210 day requirement. Every effort will be made to ensure the members who do not meet the 210 day requirement meet the Secretary of Defense's notification requirement.

1.4.13. Delayed-effective-date activation orders in support of an approved rotational or preplanned operation shall be provided to the member at least 180 days prior to the mobilization start date, or no later than 30 days after transmission of the mobilization order from AF/A3OD, whichever is later.

1.4.14. Expedite the mobilization request for emergent requirements in order to provide the Guard or Reserve member with delayed-effective-date activation orders as soon as possible.

1.4.15. Commanders are required to produce activation orders for individuals upon receipt of the mobilization order. (T-0)

1.4.16. To the extent possible, and to maximize unit cohesiveness, mobilize entire Unit Type Codes and/or mission sets assigned to the same Unit Identification Code.

1.4.17. Traditional unit reservists should be considered for mobilization prior to an Individual Mobilization Augmentee unless the support is for the Individual Mobilization Augmentee's unit of assignment. Individual Mobilization Augmentees are primarily activated to support their unit of assignment. Individual Mobilization Augmentee support outside the unit of assignment must be approved in accordance with Air Force Instruction 10-401, *Air Force Operations Planning and Execution*.

1.4.18. Accomplish every mobilization step discussed in section 3.2 when mobilizing the Guard or Reserve. Time or error may prevent written activation orders from being published in advance of travel. In these situations verbal orders may be authorized. The mobilization steps shall be accomplished after the verbal orders are issued. Verbal orders are confirmed (in writing) as soon as possible. Refer to Attachment 9 and Air Force Instruction 65-103.

1.4.19. Once the authorized activation period of an individual has expired, no change request may be submitted to AF/A3OD to alter the authorization.

1.4.20. Air components ensure mobilized personnel are released from operational commitments and returned to home station in sufficient time to accomplish all activities within the period approved in the mobilization authorization (see 1.4.2. for activities included in a mobilization time period). If necessary, the air component must initiate an extension request and coordinate with the applicable mobilization facilitator and Air Reserve Component to obtain an authorized extension to retain members beyond the approved redeployment date.

1.5. Types of Mobilization Authority. There are a total of ten mobilization authorities. The authorities differ based on: approval authority, the situation in which Guard and/or Reserve forces can be mobilized, eligible personnel, the duration of the mobilization, and the number of personnel authorized to be mobilized. Attachment 11 depicts the major differences between these mobilization authorities.

1.5.1. **Title 10 United States Code § 12301(a) (Full Mobilization and Total Mobilization).** Refer to Attachment 2 for processes and procedures.

1.5.2. **Title 10 United States Code § 12301(b) (Annual Tour).** Refer to Air Force Instruction 36-2254, Volume 1.

1.5.3. **Title 10 United States Code § 12302 (Partial Mobilization).** Refer to Attachment 3 for processes and procedures.

1.5.4. **Title 10 United States Code § 12304 (Presidential Reserve Call-Up).** Refer to Attachment 4 for processes and procedures.

1.5.5. **Title 10 United States Code § 12304a (Disaster and Emergency Response).** Refer to Attachment 5 for processes and procedures.

1.5.6. **Title 10 United States Code § 12304b (Preplanned Mission Support).** Refer to Attachment 6 for processes and procedures.

1.5.7. **Title 10 United States Code § 12406 (National Guard in Federal Service).** Refer to Attachment 7 for processes and procedures.

1.5.8. **Title 10 United States Code § 332 (Use of Militia and Armed Forces to Enforce Federal Authority).** Refer to Attachment 8 for processes and procedures.

1.5.9. **Title 10 United States Code § 333 (Interference with State and Federal Law).** Refer to Attachment 8 for processes and procedures.

1.5.10. **Title 10 United States Code § 688 (Retired Airmen).** Refer to Air Force Instruction 36-3203, *Service Retirements*.

1.6. Voluntary Activation Authority.

1.6.1. **Title 10 United States Code § 12301(d) (Volunteerism).** Until mobilization authority has been approved, volunteerism is the only means for bringing Guard and Reserve forces on active duty. Volunteers are members of the Selected Reserve activated under Title 10 United States Code § 12301(d). Consent of the respective Governor is required for the voluntary activation of Guardsmen. (Refer to Air Force Instruction 36-2619)

1.7. Changes in Mobilization or Activation Authority.

1.7.1. **Involuntary to Voluntary.** Upon being notified of a mobilization and with the approval of the applicable mobilization facilitator, a Guard or Reserve member has the option to change the authority cited on the member's activation orders to Title 10 United States Code § 12301(d) at activation. When this occurs, a change to the approved mobilization authorization must be requested by the mobilization facilitator and processed by AF/A3OD. The change request must include a version of the approved mobilization order with track changes depicting the revision(s) requested. The voluntary activation orders length must be approved by the applicable mobilization facilitator.

1.7.2. **Involuntary to Involuntary.** Situations might dictate the need for a mobilization to convert to a different mobilization authority. When this occurs, AF/A3OD will obtain an updated mobilization authorization approval for the conversion.

1.7.3. Legal, Captive, and Medical. A member ordered to active duty under a mobilization authority statute whose status changes due to medical, legal or other situations rendering the member unfit to perform duty under the mobilization section should have his/her activation orders modified to reflect the proper authority (e.g., Title 10 United States Code §§ 12301(h), 12301(d), or 12322 for medical reasons; Title 10 United States Code § 12301(g) for captive status; Title 10 United States Code § 802 for legal reasons, etc.) and to reflect the member is no longer serving under the provisions of the original statute.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Overview. Offices listed outside the Air Force are referenced for informational purposes only. The data is extracted from Department of Defense Instruction 1235.12. Unless specifically noted, all Air Force roles listed in Chapter Two are delegable.

2.2. President of the United States. The President directs the nation's military, including mobilization.

2.3. Secretary of Defense.

2.3.1. The Secretary of Defense issues mobilization guidance and policy to the Joint Staff, Military Departments, and Defense agencies.

2.3.2. The Secretary of Defense approves the Air Force policies and procedures for Title 10 United States Code § 12304b.

2.3.3. The Secretary of Defense exercises involuntary recall authority under Title 10 United States Code §§ 12304a and 688. In addition to those statutes, the Secretary of Defense, when authorized, may approve involuntary recall authority under Title 10 United States Code §§ 332, 333, 12301(a), 12302, 12304, and 12406.

2.3.4. The Secretary of Defense signs the Secretary of Defense Orders Book to approve mobilizations that do not meet the approval criteria for Under Secretary of Defense (Personnel and Readiness) or Secretary of the Air Force.

2.3.5. The Secretary of Defense reserves the right to override Secretary of the Air Force approved mobilizations when reviewing the Secretary of Defense Notification Matrix.

2.4. Office of the Secretary of Defense.

2.4.1. Office of the Secretary of Defense develops implementation guidance for issue by the Secretary of Defense or designated representative to the Joint Staff, Military Departments, and Defense agencies.

2.4.2. Office of the Secretary of Defense advises the Secretary of Defense on all reserve component matters presented in the Secretary of Defense Orders Book and Secretary of Defense Notification Matrix.

2.4.3. Office of the Secretary of Defense chairs weekly Joint Mobilization Meeting.

2.4.4. Office of the Secretary of Defense assembles cost data and compiles reports on the cost of military operations, as required by law.

2.4.5. Under Secretary of Defense (Personnel and Readiness) is the office responsible for ensuring these tasks are accomplished and is the delegated approving authority for the weekly Secretary of Defense notification matrix containing mobilization requests.

2.4.6. Office of the Secretary of Defense receives and processes the mobilization request for Secretary of Defense notification.

2.5. Joint Staff Directorate for Logistics (JS/J4).

2.5.1. The JS/J4 receives and processes the mobilization request for Secretary of Defense approval.

2.5.2. JS/J4 attends the Office of the Secretary of Defense weekly Joint Mobilization Meeting.

2.6. Secretary of the Air Force.

2.6.1. The Secretary of the Air Force issues mobilization guidance and policy to the Department of the Air Force.

2.6.2. The Secretary of the Air Force may approve mobilization requests as specified within Department of Defense Instruction 1235.12 and may delegate this authority no lower than a civilian presidential appointee who is confirmed by the Senate. Secretary of the Air Force mobilization approval authority requires the following criteria to be met:

2.6.2.1. The mobilizations are of conventional/special operations forces.

2.6.2.2. The identified Reserve Component members elected to waive applicable notification and/or dwell requirements (minimum or ratio).

2.6.2.3. The member's mobilization-to-dwell ratio is greater than or equal to 1:4 when mobilization-to-dwell is applicable to the activation authority.

2.6.2.4. A baseline rotational, pre-planned, or standard emergent mobilization has 120 days or more between the mobilization approval and the activation date.

2.6.2.5. A time-critical emergent mobilization has 30 days or more between the mobilization approval and the activation date

2.6.2.6. Same-unit filler (replacement for a previously authorized member) has no less than 30 days between approval and activation and all other criteria for Service Secretary approval was met.

2.6.2.7. The individual mobilization authorization for emergent requirements and special capabilities has no less than 30 days' notification.

2.6.2.8. Mobilization is under Title 10 United States Code § 12304a for a duration of 30 days or less.

2.6.2.9. Extension for a duration up to 30 days beyond the approved capability duration in the Global Force Management Allocation Plan of an approved mobilization if extension approval is 30 days or more prior to the original redeployment/end of operational mission date and the new duration will be within the legal constraints of the statute.

2.6.2.10. An approved mobilization authority activation start date change is of 30 days or less and the approval is 45 days or more prior to the activation date or written member consent is provided.

2.6.3. Secretary of the Air Force provides coordination on mobilization requests that require Secretary of Defense approval.

2.6.4. Secretary of the Air Force may provide documented guidance within an approved mobilization authorization directing AF/A3OD to process on Secretary of the Air Force's behalf administrative changes to previously approved mobilization orders (see paragraph 2.15.3.4.).

2.7. Assistant Secretary of the Air Force for Acquisition (SAF/AQ).

2.7.1. SAF/AQ coordinates on all Air Force mobilization policy.

2.7.2. SAF/AQ coordinates on Air Force mobilization packages that include any Airmen whose capability or Air Force Specialty Code falls under its authority.

2.7.3. SAF/AQ may delegate signature authority no lower than a colonel and/or a civil service General Schedule 15. If a delegation is used, SAF/AQ must provide a delegation letter to AF/A3OD.

2.7.4. SAF/AQ obtains AF/A3OD coordination for any plan, guidance, and/or procedure that may impact the mobilization process.

2.8. Assistant Secretary of the Air Force for Financial Management and Comptroller (SAF/FM).

2.8.1. SAF/FM is responsible for all matters pertaining to financial oversight and budgetary control of all Air Force appropriations and assigned funds.

2.8.2. SAF/FM coordinates on all Air Force mobilization policy.

2.8.3. SAF/FM coordinates on all Air Force mobilization packages to ensure funds are available and properly allocated for the proposed mobilization.

2.8.4. SAF/FM coordinates on Air Force mobilization packages that include any Airmen whose capability or Air Force Specialty Code falls under its authority.

2.8.5. SAF/FM may delegate signature authority no lower than a colonel and/or a General Schedule 15. If a delegation is used, SAF/FM must provide a delegation letter to AF/A3OD.

2.8.6. SAF/FM will ensure the funding matches the new authority when an Air Reserve Component member transfers authority.

2.8.7. SAF/FM obtains AF/A3OD coordination for any plan, guidance, and/or procedure that may impact the mobilization process.

2.9. General Counsel of the Air Force (SAF/GC).

2.9.1. SAF/GC provides advice in accordance with applicable statutes on any legal subject and on other matters as directed by the Secretary of the Air Force.

2.9.2. SAF/GC coordinates on all Air Force mobilization policy.

2.9.3. SAF/GC coordinates on all Air Force mobilization packages to ensure compliance with all statutory requirements for the proposed mobilization.

2.9.4. SAF/GC may delegate signature authority no lower than a colonel and/or a General Schedule 15. If a delegation is used, SAF/GC must provide a delegation letter to AF/A3OD.

2.9.5. SAF/GC obtains AF/A3OD coordination for any plan, guidance, and/or procedure that may impact the mobilization process.

2.10. Secretary of the Air Force Inspector General (SAF/IG).

- 2.10.1. SAF/IG coordinates on all Air Force mobilization policy.
- 2.10.2. SAF/IG obtains AF/A3OD coordination for any plan, guidance, and/or procedure that may impact the mobilization process.

2.11. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR).

- 2.11.1. SAF/MR may be delegated as the Air Force mobilization approval authority. This delegation shall only occur if the sitting SAF/MR is a presidential appointee confirmed by the Senate. This authority may not be further delegated.
- 2.11.2. When delegated mobilization approval authority, SAF/MR, in coordination with Office of the Secretary of Defense staff, may provide guidance as contingency and policy changes necessitate.
- 2.11.3. When delegated mobilization approval authority, SAF/MR may provide documented guidance within an approved mobilization authorization directing AF/A3OD to process on SAF/MR's behalf administrative changes to previously approved mobilization orders (see paragraph 3.2.5).
- 2.11.4. SAF/MR obtains AF/A3OD coordination for any plan, guidance, and/or procedure that may impact the mobilization process.
- 2.11.5. SAF/MR will provide Air Force Reserve Command and the Guard with a template to use in reporting timeliness of orders issuance.
- 2.11.6. SAF/MR will prepare and submit a quarterly report on Title 10 United States Code § 12304b utilization in accordance with Department of Defense Instruction 1235.12.

2.12. Secretary of the Air Force Office of Public Affairs (SAF/PA).

- 2.12.1. SAF/PA coordinates on all Air Force mobilization policy.
- 2.12.2. SAF/PA coordinates on Air Force mobilization packages that include any Airmen whose capability or Air Force Specialty Code falls under its authority.
- 2.12.3. SAF/PA may delegate signature authority no lower than a colonel and/or a General Schedule 15. If a delegation is used, SAF/PA must provide a delegation letter to AF/A3OD.
- 2.12.4. SAF/PA obtains AF/A3OD coordination for any plan, guidance, and/or procedure that may impact the mobilization process.

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

- 2.13.1. AF/A1 coordinates on all Air Force mobilization policy.
- 2.13.2. AF/A1 coordinates on all Air Force mobilization packages to identify potential personnel related issues such as Deployment Availability codes, dwell violation waivers, and retainability for the proposed mobilization.
- 2.13.3. AF/A1 may delegate signature authority no lower than a colonel and/or a General Schedule 15. If a delegation is used, AF/A1 must provide a delegation letter to AF/A3OD.
- 2.13.4. AF/A1 coordinates on Air Force mobilization packages that include any Airmen whose capability or Air Force Specialty Code falls under its authority.

2.13.5. AF/A1 develops personnel plans, guidance, and procedures relating to implementation of volunteerism, call up, activation, sustainment, and deactivation authorities for the utilization of Guard, Reserve, retirees, and active component personnel, as applicable.

2.13.6. AF/A1 obtains AF/A3OD coordination for any plan, guidance, and/or procedure that may impact the mobilization process.

2.13.7. AF/A1 will process and approve manday requests when members change authorities due to medical, legal or administrative requirements.

2.13.8. AF/A1 will manage manday authorizations based on all approved mobilization packages.

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

2.14.1. AF/A2 coordinates on all Air Force mobilization policy.

2.14.2. AF/A2 coordinates on Air Force mobilization packages that include any Airmen whose capability or Air Force Specialty Code falls under its authority.

2.14.3. AF/A2 may delegate signature authority no lower than a colonel and/or a General Schedule 15. If a delegation is used, AF/A2 must provide a delegation letter to AF/A3OD.

2.14.4. AF/A2 obtains AF/A3OD coordination for any plan, guidance, and/or procedure that may impact the mobilization process.

2.15. Deputy Chief of Staff, Operations (AF/A3).

2.15.1. AF/A3 is responsible for providing Air Force mobilization policy and implementation guidance.

2.15.2. AF/A3 coordinates on all Air Force mobilization packages.

2.15.3. AF/A3, through the Air Force War Planning and Policy Division (AF/A3OD), manages the Air Force mobilization program and ensures this program is congruent with Office of the Secretary of Defense policy and law.

2.15.3.1. AF/A3OD is the primary Air Staff agent responsible for interpreting and disseminating mobilization policy guidance. AF/A3OD will provide Air Force guidance on mobilization policy, procedures, mobilization package requirements, and procedures for exceptions resulting from changing mobilization requirements. AF/A3OD will review subordinate level guidance to ensure continuity and accuracy.

2.15.3.2. AF/A3OD creates; coordinates with the mobilization facilitators, Guard, and Air Force Reserve Command; and distributes the templates used in the mobilization process.

2.15.3.3. AF/A3OD receives, reviews, and staffs all mobilization requests for Secretary of the Air Force and/or Secretary of Defense approval.

2.15.3.3.1. AF/A3OD creates and submits the Secretary of Defense Service Request to the Secretary of Defense's Notification Matrix for all mobilization packages approved at the Air Force level.

- 2.15.3.3.2. AF/A3OD creates and submits the Secretary of Defense Service Request and the Secretary of Defense Orders Book Briefer's Notes to the Secretary of Defense Orders Book for all mobilization packages approved by the Secretary of Defense.
- 2.15.3.4. AF/A3OD is authorized to process on Secretary of the Air Force's behalf administrative changes to previously approved mobilization orders in accordance with the approving authority's documented guidance in a previously approved mobilization authorization.
- 2.15.3.5. AF/A3OD electronically distributes each approved mobilization order to the Guard and/or Air Force Reserve Command as applicable, the applicable mobilization facilitator, other tasked Major Command(s) (i.e., command code documented in the mobilization worksheet, authorization, and order), AF/A1, SAF/FM, and SAF/GC.
- 2.15.3.6. AF/A3OD represents AF/A3 at the weekly Office of the Secretary of Defense Joint Mobilization Meeting.
- 2.15.3.7. AF/A3OD represents the Air Force during Joint Staff's Secretary of Defense Orders Book pre-brief meetings when requested.
- 2.15.3.8. AF/A3OD provides AF/A1 approved mobilization data to facilitate AF/A1's ability to document the mobilization in manday accounting software.
- 2.15.3.9. AF/A3OD serves as the Air Force repository for mobilization packages and responds to requests for information concerning these packages. It will maintain a database storing electronic data for mobilization packages.
- 2.15.3.10. AF/A3OD creates materials used to explain the mobilization process and when requested provides training to key organizations.
- 2.15.3.11. AF/A3OD coordinates on all Air Force policy and/or regulation that impacts the mobilization process to ensure consistency with previously approved mobilization guidance.
- 2.15.3.12. AF/A3OD will oversee all changes to any approved mobilization authorization or order. These changes include curtailments, extensions, substitutions, and administrative corrections.
- 2.15.3.13. AF/A3OD will rescind the mobilization order for any approved mobilization authorization identified as being no longer needed prior to the projected initial mobilization start date.
- 2.15.3.14. AF/A3OD in coordination with the applicable mobilization facilitator will establish staffing timelines for all emergent mobilization requirements.
- 2.15.3.15. AF/A3OD will consolidate a list of all command mobilization representatives provided by mobilization facilitators, all other Major Commands, and Guard; and provide a contacts list to the providing offices and to each individual on the list.
- 2.16. Deputy Chief of Staff, Logistics, Engineering and Force Protection (AF/A4).**
- 2.16.1. AF/A4 coordinates on all Air Force mobilization policy.
- 2.16.2. AF/A4 coordinates on Air Force mobilization packages that include any Airmen whose capability or Air Force Specialty Code falls under its authority.

2.16.3. AF/A4 may delegate signature authority no lower than a colonel and/or a General Schedule 15. If a delegation is used, AF/A4 must provide a delegation letter to AF/A3OD.

2.16.4. AF/A4 obtains AF/A3OD coordination for any plan, guidance, and/or procedure that may impact the mobilization process.

2.17. Chief, Information Dominance and Chief Information Officer (SAF/CIO A6).

2.17.1. SAF/CIO A6 coordinates on all Air Force mobilization policy.

2.17.2. SAF/CIO A6 coordinates on Air Force mobilization packages that include any Airmen whose capability or Air Force Specialty Code falls under its authority.

2.17.3. SAF/CIO A6 may delegate signature authority no lower than a colonel and/or a General Schedule 15. If a delegation is used, SAF/CIO A6 must provide a delegation letter to AF/A3OD.

2.17.4. SAF/CIO A6 obtains AF/A3OD coordination for any plan, guidance, and/or procedure that may impact the mobilization process.

2.18. Deputy Chief of Staff, Strategic Plans and Requirements (AF/A5/8).

2.18.1. AF/A5/8 coordinates on all Air Force mobilization policy.

2.18.2. AF/A5/8 obtains AF/A3OD coordination for any plan, guidance, and/or procedure that may impact the mobilization process.

2.19. Director for Studies, Analyses and Assessments (AF/A9).

2.19.1. AF/A9 coordinates on all Air Force mobilization policy.

2.19.2. AF/A9 coordinates on Air Force mobilization packages that include any Airmen whose capability or Air Force Specialty Code falls under its authority.

2.19.3. AF/A9 may delegate signature authority no lower than a colonel (O-6) and/or a civil service General Schedule 15. If a delegation is used, AF/A9 must provide a delegation letter to AF/A3OD.

2.19.4. AF/A9 obtains AF/A3OD coordination for any plan, guidance, and/or procedure that may impact the mobilization process.

2.20. Deputy Chief of Staff, Strategic Deterrence and Nuclear Integration (AF/A10).

2.20.1. AF/A10 coordinates on all Air Force mobilization policy.

2.20.2. AF/A10 coordinates on Air Force mobilization packages that include any Airmen whose capability or Air Force Specialty Code falls under its authority.

2.20.3. AF/A10 may delegate signature authority no lower than a colonel and/or a General Schedule 15. If a delegation is used, AF/A10 must provide a delegation letter to AF/A3OD.

2.20.4. AF/A10 obtains AF/A3OD coordination for any plan, guidance, and/or procedure that may impact the mobilization process.

2.21. Chief of Chaplains (AF/HC).

2.21.1. AF/HC coordinates on all Air Force mobilization policy.

2.21.2. AF/HC coordinates on Air Force mobilization packages that include any Airmen whose capability falls under its authority.

2.21.3. AF/HC may delegate signature authority no lower than a colonel and/or a General Schedule 15. If a delegation is used, AF/HC must provide a delegation letter to AF/A3OD.

2.21.4. AF/HC obtains AF/A3OD coordination for any plan, guidance, and/or procedure that may impact the mobilization process.

2.22. Air Force Historian (AF/HO).

2.22.1. AF/HO coordinates on all Air Force mobilization policy.

2.22.2. AF/HO coordinates on Air Force mobilization packages that include any Airmen whose capability or Air Force Specialty Code falls under its authority.

2.22.3. AF/HO may delegate signature authority no lower than a colonel and/or a General Schedule 15. If a delegation is used, AF/HO must provide a delegation letter to AF/A3OD.

2.22.4. AF/HO obtains AF/A3OD coordination for any plan, guidance, and/or procedure that may impact the mobilization process.

2.23. The Judge Advocate General (AF/JA).

2.23.1. AF/JA coordinates on all Air Force mobilization policy.

2.23.2. AF/JA coordinates on Air Force mobilization packages that include any Airmen whose capability or Air Force Specialty Code falls under its authority.

2.23.3. AF/JA may delegate signature authority no lower than a colonel and/or a General Schedule 15. If a delegation is used, AF/JA must provide a delegation letter to AF/A3OD.

2.23.4. AF/JA obtains AF/A3OD coordination for any plan, guidance, and/or procedure that may impact the mobilization process.

2.23.5. AF/JA will coordinate on any Air Force mobilization package pertaining to a Guard or Reserve member whose mobilization authority is under consideration for transfer to a different statute.

2.24. Chief of Air Force Reserve (AF/RE).

2.24.1. AF/RE coordinates on all Air Force mobilization policy.

2.24.2. AF/RE coordinates on Air Force mobilization packages that include Reservists.

2.24.3. AF/RE may delegate signature authority no lower than a colonel and/or a General Schedule 15. If a delegation is used, AF/RE must provide a delegation letter to AF/A3OD.

2.24.4. AF/RE obtains AF/A3OD coordination for any plan, guidance and/or procedure that may impact the mobilization process.

2.25. Surgeon General (AF/SG).

2.25.1. AF/SG coordinates on all Air Force mobilization policy.

2.25.2. AF/SG coordinates on Air Force mobilization packages that include any Airmen whose capability or Air Force Specialty Code falls under its authority.

2.25.3. AF/SG may delegate signature authority no lower than a colonel and/or a General Schedule 15. If a delegation is used, AF/SG must provide a delegation letter to AF/A3OD.

2.25.4. AF/SG obtains AF/A3OD coordination for any plan, guidance, and/or procedure that may impact the mobilization process.

2.25.5. AF/SG will assist Guard and Reserve members identified for demobilization who are being processed for a medical evaluation board/physical evaluation board and request to remain on Military Personnel Appropriation mandays under Title 10 United States Code § 12301(h) until final disposition of the Disability Evaluation System.

2.26. Commander, Air Combat Command.

2.26.1. Air Combat Command serves as the mobilization facilitator for non-nuclear and non-special operations conventional forces and is the focal point for all mobilization requests for these Guard and Reserve conventional forces.

2.26.1.1. Air Combat Command identifies mobilization requirements.

2.26.1.2. Air Combat Command tasks the Guard and/or Air Force Reserve Command, as applicable, to identify members to fill the mobilization requirement.

2.26.1.3. Upon receipt of the mobilization request, the mobilization facilitator confirms applicable General Officer endorsements and Airmen waivers are included; validates the member is applicable to the requirement, listed once, has dwell or waiver, etc; matches the line remarks (e.g., have appropriate grade, time set aside for training, qualifications, etc); and ensures no changes have occurred since the worksheet was submitted to the Guard and/or Air Force Reserve Command (i.e., validate the worksheet continues to meet the approved requirements documented in Joint Capabilities Requirements Manager, Fourth Estate Manpower Tracking System, or Deliberate Crisis Action Planning and Execution Segments (the Air Force's war planning system that provides an Air Force feed to Joint Operation Planning and Execution System which is a joint system that enables force planning, deployment planning, and the execution of joint deployment and redeployment in support of military operations) automated data processing.

2.26.1.4. In the event a last minute change is identified, Air Combat Command staffs the mobilization request to tasked Major Commands for their coordination. Any unresolved comments shall be elevated within the applicable chain(s) of command for resolution.

2.26.1.5. Air Combat Command submits the O6-approved and Major Command-coordinated mobilization request to AF/A3OD.

2.26.1.6. Air Combat Command coordinates with AF/A3OD, the other mobilization facilitators, Guard, and Air Force Reserve Command on the templates for use in the mobilization process.

2.26.1.7. Air Combat Command is required to utilize the templates AF/A3OD created, coordinated, and distributed for the mobilization process.

2.26.1.8. Air Combat Command serves as the subject matter expert for any questions or any issues related to their mobilization request as AF/A3OD staffs the mobilization package through Headquarters Air Force.

2.26.1.9. Air Combat Command will monitor the Global Force Management Allocation Plan and Global Force Management Allocation Plan modifications to assess if any unexecuted/unused authority can be rescinded and/or if an extension is needed for operational or administrative requirements.

2.26.1.10. Air Combat Command will monitor the Global Force Management Allocation Plan and Global Force Management Allocation Plan modifications to assess whether an extension is required. If so, Air Combat Command will submit a mobilization extension request for approval within 14 days of the Global Force Management Allocation Plan modification release together with the Air Force plan to sustain this operational requirement once the extended period is complete.

2.26.1.11. Air Combat Command will assist the applicable air component, the Guard, Air Force Reserve Command, and AF/A3OD with any requested changes to previously approved mobilization authorization or mobilization order.

2.26.1.12. Air Combat Command must provide a written risk assessment with any substitution request submitted within 50 days prior to the mobilization start date. The risk assessment must address as a minimum 1) impact if the position is not filled and 2) why neither an active component nor a Title 10 United States Code §12301(d) solution is feasible.

2.26.2. Air Combat Command coordinates on all Air Force mobilization policy.

2.26.3. Air Combat Command will develop internal guidance and procedures to ensure mobilization requests comply with policy, guidance, and procedures in this instruction.

2.26.4. Air Combat Command obtains AF/A3OD coordination for any plan, guidance, and/or procedure that may impact the mobilization process.

2.26.5. Air Combat Command must work with the applicable mobilization facilitator and Air Reserve Component to assist the air component as it ensures mobilized personnel command coded Air Combat Command are released from operational commitments and returned to home station in sufficient time to accomplish all demobilization and out-processing within the period specified in the individual's activation orders.

2.26.6. Air Combat Command in coordination with the AF/A3OD will establish staffing timelines for all emergent mobilization requirements.

2.26.7. Air Combat Command will identify in writing to AF/A3OD which office is the command mobilization representative.

2.27. Commander, Air Force Special Operations Command.

2.27.1. Air Force Special Operations Command serves as the mobilization facilitator for special operations forces and, as such, is the focal point for all mobilization requests for Guard and Reserve special operations forces.

2.27.1.1. Air Force Special Operations Command identifies mobilization requirements.

2.27.1.2. Air Force Special Operations Command tasks the Guard and/or Air Force Reserve Command, as applicable, to identify members to fill the mobilization requirement.

2.27.1.3. Upon receipt of the mobilization request, the mobilization facilitator confirms applicable General Officer endorsements and Airmen waivers are included; validates the member is applicable to the requirement, listed once, has dwell or waiver, etc; matches the line remarks (e.g., have appropriate grade, time set aside for training, qualifications, etc); and ensures no changes have occurred since the worksheet was submitted to the Guard and/or Air Force Reserve Command (i.e., validate the worksheet continues to meet the approved requirements documented in Joint Capabilities Requirements Manager, Fourth Estate Manpower Tracking System, or Deliberate Crisis Action Planning and Execution Segments).

2.27.1.4. In the event a last minute change is identified, Air Force Special Operations Command staffs the mobilization request to tasked Major Commands for their coordination. Any unresolved comments shall be elevated within the applicable chain(s) of command for resolution.

2.27.1.5. Air Force Special Operations Command submits the vice commander-approved and Major Command-coordinated mobilization request to AF/A3OD.

2.27.1.6. Air Force Special Operations Command coordinates with AF/A3OD, the other mobilization facilitators, Guard, and Air Force Reserve Command on the templates for use in the mobilization process.

2.27.1.7. Air Force Special Operations Command is required to utilize the templates AF/A3OD created, coordinated, and distributed for the mobilization process.

2.27.1.8. Air Force Special Operations Command serves as the subject matter expert for any questions or any issues related to their mobilization request as AF/A3OD staffs the mobilization package through Headquarters Air Force.

2.27.1.9. Air Force Special Operations Command will monitor the Global Force Management Allocation Plan and Global Force Management Allocation Plan modifications to assess if any unexecuted/unused authority can be rescinded and/or if an extension is needed for operational or administrative requirements.

2.27.1.10. Air Force Special Operations Command will monitor the Global Force Management Allocation Plan and Global Force Management Allocation Plan modifications to assess whether an extension is required. If so, Air Force Special Operations Command will submit a mobilization extension request for approval within 14 days of the Global Force Management Allocation Plan modification release together with the Air Force plan to sustain this operational requirement once the extended period is complete.

2.27.1.11. Air Force Special Operations Command will assist the applicable air component, the Guard, Air Force Reserve Command, and AF/A3OD with any requested changes to previously approved mobilization authorization or mobilization order.

2.27.1.12. Air Force Special Operations Command must provide a written risk assessment with any substitution request submitted within 50 days prior to the mobilization start date. The risk assessment must address as a minimum 1) impact if the position is not filled and 2) why neither an active component nor a Title 10 United States Code §12301(d) solution is feasible.

2.27.2. Air Force Special Operations Command coordinates on all Air Force mobilization policy.

2.27.3. Air Force Special Operations Command will develop internal guidance and procedures to ensure mobilization requests comply with policy, guidance, and procedures in this instruction.

2.27.4. Air Force Special Operations Command obtains AF/A3OD coordination for any plan, guidance, and/or procedure that may impact the mobilization process.

2.27.5. Air Force Special Operations Command must work with the applicable mobilization facilitator and Air Reserve Component to assist the air component as it ensures mobilized personnel command coded Air Force Special Operations Command are released from operational commitments and returned to home station in sufficient time to accomplish all demobilization and out-processing within the period specified in the individual's activation orders.

2.27.6. Air Force Special Operations Command in coordination with the AF/A3OD will establish staffing timelines for all emergent mobilization requirements.

2.27.7. Air Force Special Operations Command will identify in writing to AF/A3OD which office is the command mobilization representative.

2.28. Commander, Air Mobility Command.

2.28.1. Air Mobility Command serves as the mobilization facilitator for Mobility Air Forces (including Aeromedical Evacuation and Aerial Port) and, as such, is the focal point for all mobilization requests for Guard and Reserve Mobility Air Forces forces.

2.28.1.1. Air Mobility Command identifies mobilization requirements.

2.28.1.2. Air Mobility Command tasks the Guard and/or Air Force Reserve Command, as applicable, to identify members to fill the mobilization requirement.

2.28.1.3. Upon receipt of the mobilization request, the mobilization facilitator confirms applicable General Officer endorsements and Airmen waivers are included; validates the member is applicable to the requirement, listed once, has dwell or waiver, etc; matches the line remarks (e.g., have appropriate grade, time set aside for training, qualifications, etc); and ensures no changes have occurred since the worksheet was submitted to the Guard and/or Air Force Reserve Command (i.e., validate the worksheet continues to meet the approved requirements documented in Joint Capabilities Requirements Manager, Fourth Estate Manpower Tracking System, or Deliberate Crisis Action Planning and Execution Segments).

2.28.1.4. In the event a last minute change is identified, Air Mobility Command staffs the mobilization request to respective tasked Major Commands for their coordination. Any unresolved comments shall be elevated within the applicable chain(s) of command for resolution.

2.28.1.5. Air Mobility Command submits the Vice Commander-approved and Major Command-coordinated mobilization request to AF/A3OD.

- 2.28.1.6. Air Mobility Command coordinates with AF/A3OD, the other mobilization facilitators, the Guard, and Air Force Reserve Command on the templates for use in the mobilization process.
- 2.28.1.7. Air Mobility Command is required to utilize the templates AF/A3OD created, coordinated, and distributed for the mobilization process.
- 2.28.1.8. Air Mobility Command serves as the subject matter expert for any questions or any issues related to their mobilization request as AF/A3OD staffs the mobilization package through Headquarters Air Force.
- 2.28.1.9. Air Mobility Command will monitor the Global Force Management Allocation Plan and Global Force Management Allocation Plan modifications to assess if any unexecuted/unused authority can be rescinded and/or if an extension is needed for operational or administrative requirements.
- 2.28.1.10. Air Mobility Command will monitor the Global Force Management Allocation Plan and Global Force Management Allocation Plan modifications to assess whether an extension is required. If so, Air Mobility Command will submit a mobilization extension request for approval within 14 days of the Global Force Management Allocation Plan modification release together with the Air Force plan to sustain this operational requirement once the extended period is complete.
- 2.28.1.11. Air Mobility Command will assist the applicable air component, the Guard, Air Force Reserve Command, and AF/A3OD with any requested changes to previously approved mobilization authorization or mobilization order.
- 2.28.1.12. Air Mobility Command must provide a written risk assessment with any substitution request submitted within 50 days prior to the mobilization start date. The risk assessment must address as a minimum 1) impact if the position is not filled and 2) why neither an active component nor a Title 10 United States Code §12301(d) solution is feasible.
- 2.28.2. Air Mobility Command coordinates on all Air Force mobilization policy.
- 2.28.3. Air Mobility Command will develop internal guidance and procedures to ensure mobilization requests comply with policy, guidance, and procedures in this instruction.
- 2.28.4. Air Mobility Command obtains AF/A3OD coordination for any plan, guidance, and/or procedure that may impact the mobilization process.
- 2.28.5. Air Mobility Command must work with the applicable mobilization facilitator and Air Reserve Component to assist the air component as it ensures mobilized personnel command coded Air Mobility Command are released from operational commitments and returned to home station in sufficient time to accomplish all demobilization and out-processing within the period specified in the individual's activation orders.
- 2.28.6. Air Mobility Command in coordination with the AF/A3OD will establish staffing timelines for all emergent mobilization requirements.
- 2.28.7. Air Mobility Command will identify in writing to AF/A3OD which office is the command mobilization representative.

2.29. Commander, Air Education and Training Command.

2.29.1. Air Education and Training Command coordinates on all Air Force mobilization policy.

2.29.2. Air Education and Training Command may develop internal guidance and procedures to ensure mobilization requests comply with policy, guidance, and procedures in this instruction.

2.29.3. Air Education and Training Command obtains AF/A3OD coordination for any plan, guidance, and/or procedure that may impact the mobilization process.

2.29.4. Air Education and Training Command must work with the applicable mobilization facilitator and Air Reserve Component to assist the air component as it ensures mobilized personnel command coded Air Education and Training Command are released from operational commitments and returned to home station in sufficient time to accomplish all demobilization and out-processing within the period specified in the individual's activation orders.

2.29.5. Air Education and Training Command will identify in writing to AF/A3OD which office is the command mobilization representative.

2.30. Commander, Air Force Global Strike Command.

2.30.1. Air Force Global Strike Command serves as the mobilization facilitator for nuclear operations and, as such, is the focal point for all mobilization requests for Guard and Reserve nuclear operations forces.

2.30.1.1. Air Force Global Strike Command identifies mobilization requirements.

2.30.1.2. Air Force Global Strike Command tasks the Guard and/or Air Force Reserve Command, as applicable, to identify members to fill the mobilization requirement.

2.30.1.3. Upon receipt of the mobilization request, the mobilization facilitator confirms applicable General Officer endorsements and Airmen waivers are included; validates the member is applicable to the requirement, listed once, has dwell or waiver, etc; matches the line remarks (e.g., have appropriate grade, time set aside for training, qualifications, etc); and ensures no changes have occurred since the worksheet was submitted to the Guard and/or Air Force Reserve Command (i.e., validate the worksheet continues to meet the approved requirements documented in Joint Capabilities Requirements Manager, Fourth Estate Manpower Tracking System, or Deliberate Crisis Action Planning and Execution Segments).

2.30.1.4. In the event a last minute change is identified, Air Force Global Strike Command staffs the mobilization request to respective tasked Major Commands for their coordination. Any unresolved comments shall be elevated within the applicable chain(s) of command for resolution.

2.30.1.5. Air Force Global Strike Command submits the Vice Commander-approved and Major Command-coordinated mobilization request to AF/A3OD.

2.30.1.6. Air Force Global Strike Command coordinates with AF/A3OD, the other mobilization facilitators, the Guard, and Air Force Reserve Command on the templates for use in the mobilization process.

- 2.30.1.7. Air Force Global Strike Command is required to utilize the templates AF/A3OD created, coordinated, and distributed for the mobilization process.
- 2.30.1.8. Air Force Global Strike Command serves as the subject matter expert for any questions or any issues related to their mobilization request as AF/A3OD staffs the mobilization package through Headquarters Air Force.
- 2.30.1.9. Air Force Global Strike Command will monitor the Global Force Management Allocation Plan and Global Force Management Allocation Plan modifications to assess if any unexecuted/unused authority can be rescinded and/or if an extension is needed for operational or administrative requirements.
- 2.30.1.10. Air Force Global Strike Command will monitor the Global Force Management Allocation Plan and Global Force Management Allocation Plan modifications to assess whether an extension is required. If so, Air Force Global Strike Command will submit a mobilization extension request for approval within 14 days of the Global Force Management Allocation Plan modification release together with the Air Force plan to sustain this operational requirement once the extended period is complete.
- 2.30.1.11. Air Force Global Strike Command will assist the applicable air component, the Guard, Air Force Reserve Command, and AF/A3OD with any requested changes to previously approved mobilization authorization or mobilization order.
- 2.30.1.12. Air Force Global Strike Command must provide a written risk assessment with any substitution request submitted within 50 days prior to the mobilization start date. The risk assessment must address as a minimum 1) impact if the position is not filled and 2) why neither an active component nor a Title 10 United States Code §12301(d) solution is feasible.
- 2.30.2. Air Force Global Strike Command coordinates on all Air Force mobilization policy.
- 2.30.3. Air Force Global Strike Command will develop internal guidance and procedures to ensure mobilization requests comply with policy, guidance, and procedures in this instruction.
- 2.30.4. Air Force Global Strike Command obtains AF/A3OD coordination for any plan, guidance, and/or procedure that may impact the mobilization process.
- 2.30.5. Air Force Global Strike Command must work with the applicable mobilization facilitator and Air Reserve Component to assist the air component as it ensures mobilized personnel command coded Air Force Global Strike Command are released from operational commitments and returned to home station in sufficient time to accomplish all demobilization and out-processing within the period specified in the individual's activation orders.
- 2.30.6. Air Force Global Strike Command in coordination with the AF/A3OD will establish staffing timelines for all emergent mobilization requirements.
- 2.30.7. Air Force Global Strike Command will identify in writing to AF/A3OD which office is the command mobilization representative.

2.31. Commander, Air Force Materiel Command.

- 2.31.1. Air Force Materiel Command coordinates on all Air Force mobilization policy.
- 2.31.2. Air Force Materiel Command may develop internal guidance and procedures to ensure mobilization requests comply with policy, guidance, and procedures in this instruction.
- 2.31.3. Air Force Materiel Command obtains AF/A3OD coordination for any plan, guidance, and/or procedure that may impact the mobilization process.
- 2.31.4. Air Force Materiel Command must work with the applicable mobilization facilitator and Air Reserve Component to assist the air component as it ensures mobilized personnel command coded Air Force Materiel Command are released from operational commitments and returned to home station in sufficient time to accomplish all demobilization and out-processing within the period specified in the individual's activation orders.
- 2.31.5. Air Force Materiel Command will identify in writing to AF/A3OD which office is the command mobilization representative.

2.32. Commander, Air Force Space Command.

- 2.32.1. Air Force Space Command serves as the mobilization facilitator for cyber and space operations and, as such, is the focal point for all mobilization requests for Guard and Reserve cyber and space operations forces.
 - 2.32.1.1. Air Force Space Command identifies mobilization requirements.
 - 2.32.1.2. Air Force Space Command tasks the Guard and/or Air Force Reserve Command, as applicable, to identify members to fill the mobilization requirement.
 - 2.32.1.3. Upon receipt of the mobilization request, the mobilization facilitator confirms applicable General Officer endorsements and Airmen waivers are included; validates the member is applicable to the requirement, listed once, has dwell or waiver, etc; matches the line remarks (e.g., have appropriate grade, time set aside for training, qualifications, etc); and ensures no changes have occurred since the worksheet was submitted to the Guard and/or Air Force Reserve Command (i.e., validate the worksheet continues to meet the approved requirements documented in Joint Capabilities Requirements Manager, Fourth Estate Manpower Tracking System, or Deliberate Crisis Action Planning and Execution Segments).
 - 2.32.1.4. In the event a last minute change is identified, Air Force Space Command staffs the mobilization request to respective tasked Major Commands for their coordination. Any unresolved comments shall be elevated within the applicable chain(s) of command for resolution.
 - 2.32.1.5. Air Force Space Command submits the Vice Commander-approved and Major Command-coordinated mobilization request to AF/A3OD.
 - 2.32.1.6. Air Force Space Command coordinates with AF/A3OD, the other mobilization facilitators, the Guard, and Air Force Reserve Command on the templates for use in the mobilization process.

2.32.1.7. Air Force Space Command is required to utilize the templates AF/A3OD created, coordinated, and distributed for the mobilization process.

2.32.1.8. Air Force Space Command serves as the subject matter expert for any questions or any issues related to their mobilization request as AF/A3OD staffs the mobilization package through Headquarters Air Force.

2.32.1.9. Air Force Space Command will monitor the Global Force Management Allocation Plan and Global Force Management Allocation Plan modifications to assess if any unexecuted/unused authority can be rescinded and/or if an extension is needed for operational or administrative requirements.

2.32.1.10. Air Force Space Command will monitor the Global Force Management Allocation Plan and Global Force Management Allocation Plan modifications to assess whether an extension is required. If so, Air Force Space Command will submit a mobilization extension request for approval within 14 days of the Global Force Management Allocation Plan modification release together with the Air Force plan to sustain this operational requirement once the extended period is complete.

2.32.1.11. Air Force Space Command will assist the applicable air component, the Guard, Air Force Reserve Command, and AF/A3OD with any requested changes to previously approved mobilization authorization or mobilization order.

2.32.1.12. Air Force Space Command must provide a written risk assessment with any substitution request submitted within 50 days prior to the mobilization start date. The risk assessment must address as a minimum 1) impact if the position is not filled and 2) why neither an active component nor a Title 10 United States Code §12301(d) solution is feasible.

2.32.2. Air Force Space Command coordinates on all Air Force mobilization policy.

2.32.3. Air Force Space Command may develop internal guidance and procedures to ensure mobilization requests comply with policy, guidance, and procedures in this instruction.

2.32.4. Air Force Space Command obtains AF/A3OD coordination for any plan, guidance, and/or procedure that may impact the mobilization process.

2.32.5. Air Force Space Command must work with the applicable mobilization facilitator and Air Reserve Component to assist the air component as it ensures mobilized personnel command coded Air Force Space Command are released from operational commitments and returned to home station in sufficient time to accomplish all demobilization and out-processing within the period specified in the individual's activation orders.

2.32.6. Air Force Space Command in coordination with the AF/A3OD will establish staffing timelines for all emergent mobilization requirements.

2.32.7. Air Force Space Command will identify in writing to AF/A3OD which office is the command mobilization representative.

2.33. Commander, Pacific Air Forces.

2.33.1. Pacific Air Forces coordinates on all Air Force mobilization policy.

2.33.2. Pacific Air Forces may develop internal guidance and procedures to ensure mobilization requests comply with policy, guidance, and procedures in this instruction.

2.33.3. Pacific Air Forces obtains AF/A3OD coordination for any plan, guidance, and/or procedure that may impact the mobilization process.

2.33.4. Pacific Air Forces must work with the applicable mobilization facilitator and Air Reserve Component to assist the air component as it ensures mobilized personnel command coded Pacific Air Forces are released from operational commitments and returned to home station in sufficient time to accomplish all demobilization and out-processing within the period specified in the individual's activation orders.

2.33.5. Pacific Air Forces will identify in writing to AF/A3OD which office is the command mobilization representative.

2.34. Commander, United States Air Forces in Europe/Commander, United States Forces Africa.

2.34.1. United States Air Forces Europe/United States Forces Africa coordinates on all Air Force mobilization policy.

2.34.2. United States Air Forces Europe/United States Forces Africa may develop internal guidance and procedures to ensure mobilization requests comply with policy, guidance, and procedures in this instruction.

2.34.3. United States Air Forces Europe/United States Forces Africa obtains AF/A3OD coordination for any plan, guidance, and/or procedure that may impact the mobilization process.

2.34.4. United States Air Forces Europe/United States Forces Africa must work with the applicable mobilization facilitator and Air Reserve Component to assist the air component as it ensures mobilized personnel command coded United States Air Forces Europe/United States Forces Africa are released from operational commitments and returned to home station in sufficient time to accomplish all demobilization and out-processing within the period specified in the individual's activation orders.

2.34.5. United States Air Forces Europe/United States Forces Africa will identify in writing to AF/A3OD which office is the command mobilization representative.

2.35. Commander, Air Force Reserve Command.

2.35.1. Air Force Reserve Command coordinates on all Air Force mobilization policy.

2.35.2. Air Force Reserve Command obtains AF/A3OD coordination for any plan, guidance, and/or procedure that may impact the mobilization process.

2.35.3. Air Force Reserve Command will develop internal guidance and procedures to ensure mobilization requests comply with policy, guidance, and procedures in this instruction.

2.35.4. Air Force Reserve Command provides the applicable mobilization facilitator the Air Force Reserve members to fill the mobilization requirements.

2.35.5. Air Force Reserve Command coordinates with AF/A3OD, the mobilization facilitators, and the Guard on the templates for use in the mobilization process.

2.35.6. Air Force Reserve Command shall utilize the templates AF/A3OD created, coordinated, and distributed for the mobilization process.

2.35.7. Air Force Reserve Command shall adhere to all Department of Defense and Air Force standards and assumptions when selecting members to fill mobilization requirements. Any exceptions must be properly documented utilizing AF/A3OD-approved templates. (**Note:** Waivers only apply to mobilization approval level, not to whether the member is eligible to be mobilized.)

2.35.7.1. Air Force Reserve Command shall obtain written justification from the first General Officer or higher in the individual's chain of command for an individual being mobilized with less than a 1:4 mobilization-to-dwell ratio.

2.35.7.2. Air Force Reserve Command shall ensure commanders ask an individual if the member waives the Department of Defense standard requiring Secretary of Defense approval for the mobilization of an individual having a mobilization-to-dwell ratio less than 1:4 and/or being activated with less than 12 months of dwell.

2.35.7.3. Air Force Reserve Command shall ensure commanders ask an individual if the member waives the applicable Department of Defense notification standard(s).

2.35.7.4. Air Force Reserve Command shall ensure commanders ask an individual if the member waives Public Law 110-181 § 515, requiring military departments to provide members of the Air Reserve Component who are ordered to active duty for more than 30 days in support of a contingency operation, in so far as is practicable, advance notice not less than 30 days before the mobilization start date.

2.35.8. Air Force Reserve Command submits the command-approved mobilization request to the applicable mobilization facilitator.

2.35.9. Air Force Reserve Command assists the mobilization facilitators and AF/A3OD in adjudicating comments during mobilization package staffing.

2.35.10. Upon receipt of the mobilization order from AF/A3OD, Air Force Reserve Command distributes the mobilization order to its tasked units within the timeline associated with the specific type of mobilization and provides a copy to each applicable mobilization facilitator and AF/A3OD. Delayed-effective-date activation orders shall be provided to the member at least 180 days prior to the mobilization start date, or no later than 30 days after transmission of the mobilization order from AF/A3OD, whichever is later. If verbal order of the commander is used, the activation orders must be distributed to the member as soon as possible (see Attachment 9 and Air Force Instruction 65-103, *Temporary Duty Orders*).

2.35.11. Air Force Reserve Command shall monitor the mobilization periods of all reservists mobilized in accordance with this instruction.

2.35.11.1. Air Force Reserve Command will monitor the Global Force Management Allocation Plan and Global Force Management Allocation Plan modifications to assess if any unexecuted/unused authority can be rescinded and/or if an extension is needed for operational or administrative requirements.

2.35.11.2. Air Force Reserve Command shall identify the need for changes to an approved mobilization authorization or mobilization order and submit a change request to the applicable mobilization facilitator.

2.35.11.3. When a Deployment Availability code is used to release the original member, Air Force Reserve Command shall verify the member Deployment Availability code is documented in the system of record prior to submitting a filler in a substitution change request.

2.35.11.4. Air Force Reserve Command must work with the applicable mobilization facilitator to assist the air component as it ensures mobilized Reservists are released from operational commitments and are returned to home station in sufficient time to accomplish all demobilization and out-processing within the period specified in the individual's activation orders.

2.35.12. Air Force Reserve Command will provide AF/A3OD weekly inputs to the Air Force Status of Pending Mobilizations slide.

2.35.13. Air Force Reserve Command will provide a quarterly report to SAF/MR on the timeliness between orders issuance and individual member activation. Data will be submitted utilizing a SAF/MR-provided template and will include the reason for any issuance less than 180 days before activation.

2.35.14. Air Force Reserve Command will meet staffing timelines established by the mobilization facilitator and AF/A3OD for all emergent mobilization requirements.

2.35.15. Air Force Reserve Command will identify in writing to AF/A3OD which office is the command mobilization representative.

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

2.36.1. NGB/CF coordinates on Air Force mobilization packages that include any Guardsman.

2.36.2. NGB/CF may delegate mobilization package signature authority no lower than a colonel and/or a General Schedule 15. If a delegation is used, NGB/CF must provide a delegation letter to AF/A3OD.

2.36.3. NGB/CF coordinates on all Air Force mobilization policy.

2.36.4. NGB/CF obtains AF/A3OD coordination for any plan, guidance, and/or procedure that may impact the mobilization process.

2.36.5. NGB/CF will develop internal guidance and procedures to ensure mobilization requests comply with policy, guidance, and procedures in this instruction.

2.36.6. NGB/CF provides the mobilization facilitator the Guard members to fill the mobilization requirements.

2.36.7. NGB/CF coordinates with AF/A3OD, the mobilization facilitators, and Air Force Reserve Command on the templates for use in the mobilization process.

2.36.8. NGB/CF shall utilize the templates AF/A3OD created, coordinated, and distributed for the mobilization process.

2.36.9. NGB/CF shall adhere to all Department of Defense and Air Force standards and assumptions when selecting members to fill mobilization requirements. Any exceptions must be properly documented utilizing AF/A3OD-approved templates. (**Note:** Waivers only apply to mobilization approval level, not to whether the member is eligible to be mobilized.)

2.36.9.1. NGB/CF shall obtain written justification from the first General Officer or higher in the individual's chain of command for an individual being mobilized with less than a 1:4 mobilization-to-dwell ratio.

2.36.9.2. NGB/CF shall ensure commanders ask an individual if the member waives the Department of Defense standard requiring Secretary of Defense approval for the mobilization of an individual having a mobilization-to-dwell ratio less than 1:4 and/or being activated with less than 12 months of dwell.

2.36.9.3. NGB/CF shall ensure commanders ask an individual if the member waives the applicable Department of Defense notification standard(s).

2.36.9.4. NGB/CF shall ensure commanders ask an individual if the member waives Public Law 110-181 § 515 requiring military departments to provide members of the Air Reserve Component who are ordered to active duty for more than 30 days in support of a contingency operation, in so far as is practicable, advance notice not less than 30 days before the mobilization start date.

2.36.10. NGB/CF submits the command-approved mobilization request to the applicable mobilization facilitator.

2.36.11. NGB/CF assists the mobilization facilitators and AF/A3OD in adjudicating comments during mobilization package staffing.

2.36.12. Upon receipt of the mobilization order from AF/A3OD, NGB/CF distributes the mobilization order to its tasked units within the timeline associated with the specific type of mobilization and provides a copy to each applicable mobilization facilitator and AF/A3OD. Delayed-effective-date activation orders shall be provided to the member at least 180 days prior to the mobilization start date, or no later than 30 days after transmission of the mobilization order from AF/A3OD, whichever is later. If verbal order of the commander is used, the activation orders must be distributed to the member as soon as possible (see Attachment 9 and Air Force Instruction 65-103).

2.36.13. NGB/CF shall monitor the mobilization periods of all Guardsmen mobilized in accordance with this instruction.

2.36.13.1. NGB/CF will monitor the Global Force Management Allocation Plan and Global Force Management Allocation Plan modifications to assess if any unexecuted/unused authority can be rescinded and/or if an extension is needed for operational or administrative requirements.

2.36.13.2. NGB/CF shall identify the need for changes to an approved mobilization authorization or mobilization order and submit a change request to the applicable mobilization facilitator.

2.36.13.3. When a Deployment Availability code is used to release the original member, NGB/CF shall verify the member Deployment Availability code is documented in the system of record prior to submitting a filler in a substitution change request.

2.36.13.4. NGB/CF must work with the applicable mobilization facilitator to assist the air component as it ensures mobilized guardsmen are released from operational commitments and are returned to home station in sufficient time to accomplish all demobilization and out-processing within the period specified in the individual's activation orders.

2.36.14. When mobilization of the Guard unit/personnel is required, NGB/CF point of contact will notify the applicable governors of the use of their Guard forces.

2.36.15. NGB/CF will provide AF/A3OD weekly inputs to the Air Force Status of Pending Mobilizations slide.

2.36.16. NGB/CF will provide a quarterly report to SAF/MR on the timeliness between orders issuance and individual member activation. Data will be submitted utilizing a SAF/MR-provided template and will include the reason for any issuance less than 180 days before activation.

2.36.17. NGB/CF will meet staffing timelines established by the mobilization facilitator and AF/A3OD for all emergent mobilization requirements.

2.36.18. NGB/CF will identify in writing to AF/A3OD which office is the NGB/CF's mobilization representative.

Chapter 3

MOBILIZATION PROCESS

3.1. Prerequisites for Mobilization. Guard or Reserve members are only mobilized if there is a validated need, a sourcing solution requiring a Guard or Reserve member, and an approved legal authority as specified in Title 10 United States Code.

3.2. Types of Mobilization Packages.

3.2.1. A **baseline mobilization package** is used to authorize the initial mobilization of a member for an approved emergent, preplanned or rotational mobilization requirement.

3.2.2. An **extension mobilization package** is used to request approval to increase the authorized mobilization duration of an approved member whose mobilization authority has not expired.

3.2.3. A **substitution (filler) mobilization package** is used to authorize the mobilization of a replacement member when an approved member has been released. Members may be released under an authorized Deployment Availability code, or if no Deployment Availability code is applicable, by the Secretary of the Air Force.

3.2.4. A **shift mobilization package** is used to request approval to move the authorized mobilization time period (without impacting duration) of an approved member whose mobilization authority has not expired.

3.2.5. **Administrative changes** are made to the approved mobilization order to correct grammatical, typographical, and mathematical errors; and to amend a member's time period in accordance with the guidance listed in the approved mobilization authorization.

3.3. Mobilization Steps. The steps below depict a typical Title 10 United States Code § 12302 baseline mobilization package. Variations to these steps may be specific to the statute and/or type of mobilization package. Attachments 2 through 8 provide details in regards to baseline, extension, and substitution mobilization packages for each mobilization authority. Any exception within the steps in the individual attachments must be approved by AF/A3.

3.3.1. Step 1 – Packaging.

3.3.1.1. The appropriate mobilization facilitator shall identify mobilization requirements using the mobilization worksheet and mobilization questionnaire. Once the mobilization requirements are identified, the mobilization facilitator submits the **mobilization requirements** to the appropriate Guard and/or Air Force Reserve Command mobilization representative(s).

3.3.1.2. The tasked Guard and/or Air Force Reserve Command representative(s) shall provide the individual and unit level detail, and applicable documentation with the mobilization requirement, such as waivers, General Officer dwell endorsement memorandums, and late package documentation. Once the Guard and/or Air Force Reserve Command mobilization representative(s) compiles the documentation, the mobilization requirement is now listed as a **mobilization request**. The Guard and/or Air Force Reserve Command mobilization representative shall acquire command approval to release the mobilization request back to the mobilization facilitator.

3.3.1.3. Upon receipt of the mobilization request, the mobilization facilitator confirms applicable General Officer endorsements and Airmen waivers are included; validates the member is applicable to the requirement, listed once, has dwell or waiver, etc; matches the line remarks (e.g., have appropriate grade, time set aside for training, qualifications, etc); and ensures no changes have occurred since the worksheet was submitted to the Guard and/or Air Force Reserve Command (i.e., validate the worksheet continues to meet the approved requirements documented in Joint Capabilities Requirements Manager, Fourth Estate Manpower Tracking System, or Deliberate Crisis Action Planning and Execution Segments).

3.3.1.4. The mobilization facilitator shall acquire command approval; and, if there was any last minute requirement change, tasked Major Command coordination, prior to submitting the mobilization request to AF/A3OD. Any unresolved comments shall be elevated within the applicable chain(s) of command for resolution.

3.3.2. **Step 2 – Pentagon Staffing.**

3.3.2.1. AF/A3OD shall review and validate the mobilization facilitator's **mobilization request** (e.g., mobilization worksheet, mobilization questionnaire, waivers, late package documentation) and all needed coordination to ensure it meets the process requirements. AF/A3OD will adjudicate any irregularities with the applicable mobilization facilitator, Air Force Reserve Command and/or Guard.

3.3.2.2. Depending on the requirement, AF/A3OD shall create a baseline **mobilization package** (e.g., staff summary sheet, draft mobilization order, Secretary of Defense notification matrix, mobilization questionnaire, individual mobilization history, and miscellaneous documents) to begin the staffing process. The staffing process consists of mandatory coordination, capability based coordination, and mobilization approval.

3.3.2.2.1. Mandatory Headquarters Air Force coordination must be obtained from AF/A3, AF/A1, SAF/FM, SAF/GC, and, as applicable, the Guard and/or Air Force Reserve Command.

3.3.2.2.2. Capability based Headquarters Air Force coordination must be obtained from the applicable AF/SAF offices (e.g., AF/A2, AF/A4, AF/A6, AF/A9, AF/A10, and AF/SG).

3.3.2.2.3. As discussed in sections 2.2, 2.5, and 2.10, the Secretary of Defense, Secretary of the Air Force, and SAF/MR approve mobilization. If the Secretary of Defense is the final approving authority for the mobilization, AF/A3OD will submit the coordinated mobilization package through Office of the Secretary of Defense for Secretary of Defense approval via the next scheduled Secretary of Defense Orders Book. If the Air Force is the final approving authority for the mobilization, AF/A3OD will submit the approved mobilization package to Office of the Secretary of Defense for Secretary of Defense notification via the Secretary of Defense Notification Matrix.

3.3.3. **Step 3 – Publication.**

3.3.3.1. AF/A3OD will electronically distribute each approved mobilization order to the Guard and/or Air Force Reserve Command as applicable, applicable mobilization facilitator, other tasked Major Command(s), AF/A1, SAF/FM, and SAF/GC.

3.3.3.2. Upon receipt of the mobilization order from AF/A3OD, the Guard and/or Air Force Reserve Command, as applicable, will distribute the mobilization order to the tasked units within three days of receiving the mobilization order and will provide a copy to the applicable mobilization facilitator and AF/A3OD.

3.3.3.3. Delayed-effective-date activation orders shall be provided to the tasked member at least 180 days prior to the mobilization start date, or no later than 30 days after transmission of the mobilization order from AF/A3OD, whichever is later.

3.4. Process Timeline. The three types of mobilization requirements all follow the same process timeline steps; however the time allotted for an emergent requirement is significantly less than the time allotted for preplanned and rotational requirements. The emergent timeline is specific to each requirement and will be coordinated between the applicable mobilization facilitator, the Guard and/or Air Force Reserve Command headquarters mobilization representative(s) as applicable, and AF/A3OD.

3.4.1. Preplanned and Rotational Requirements .

3.4.1.1. No later than 330 days prior to the mobilization start date, the mobilization facilitator shall identify preplanned or rotational baseline mobilization requirements and submit them to the Guard and/or Air Force Reserve Command. (see Table 3.1)

3.4.1.2. Within 65 days of receiving the preplanned or rotational baseline mobilization requirements, the Guard and/or Air Force Reserve Command, as applicable, shall create and return a baseline mobilization request to the mobilization facilitator (minimum of 265 days prior to the mobilization start date).

3.4.1.3. Within 20 days of receipt of the baseline mobilization request from the Guard and/or Air Force Reserve Command, the mobilization facilitator shall (1) update the baseline mobilization request, (2) staff the validated baseline mobilization request for mobilization facilitator command approval, and (3) transmit the command-approved baseline mobilization request to AF/A3OD (minimum of 245 days prior to the mobilization start date). (Note: This is when a baseline mobilization request will be split to mitigate staffing timing issues.)

3.4.1.4. Within 14 days of receipt of the coordinated preplanned or rotational baseline mobilization request, AF/A3OD shall perform the staffing actions listed in sections 3.3.2. to 3.3.2.2.2. (The remaining time is needed for Secretary of the Air Force, Secretary of Defense, Office of the Secretary of Defense, and Joint Staff notification and approval listed in section 3.3.2.2.3.)

3.4.1.5. Immediately upon receipt of Secretary of Defense approval or notification, AF/A3OD shall electronically distribute each approved mobilization order to the Guard and/or Air Force Reserve Command as applicable, the applicable mobilization facilitator, other tasked Major Command(s), AF/A1, SAF/FM, and SAF/GC.

3.4.1.6. The Guard and/or Air Force Reserve Command as applicable will distribute the mobilization order to the tasked units within three days of receipt of the approved mobilization order from AF/A3OD and will provide a copy to the applicable mobilization facilitator and AF/A3OD.

3.4.1.7. AFRC/CC and/or NGB/CF, as applicable, shall ensure units provide delayed-effective-date activation orders to tasked members at least 180 days prior to the mobilization start date, or no later than 30 days after transmission of the mobilization order from AF/A3OD, whichever is later.

Table 3.1. Pre-planned and Rotational Baseline Meeting Air Force Timeline Standards.

	330	265	245	235	210	205	200	180	0
Mobilization facilitator Mobilization Requirements to the Guard and/or Air Force Reserve Command	█								
The Guard and/or Air Force Reserve Command Assembles Member Data (65 days)	█	█							
The Guard and/or Air Force Reserve Command Mobilization Request to mobilization facilitator		█							
Mobilization facilitator Review and Submit (20 days)			█						
Receipt from mobilization facilitator (245 days to activation)			█						
Headquarters Air Force Staffing (14 days)				█					
Air Force Standard for Secretary of Defense Notification					█	█			
Mobilization execution order distributed to the Guard and/or Air Force Reserve Command, applicable mobilization facilitator, other tasked Major Command(s), AF/A1, SAF/FM, and SAF/GC						█			
Mobilization Order distributed to tasked units							█		
Delayed-effective-date Activation Orders to Member								█	
Activation									█

3.4.2. Emergent Requirements .

3.4.2.1. The mobilization facilitator shall identify emergent baseline mobilization requirements and in coordination with AF/A3OD establish a timeline for staffing.

3.4.2.2. The mobilization facilitator suspenses the requirement to the Guard and/or Air Force Reserve Command as applicable.

3.4.2.3. The Guard and/or Air Force Reserve Command as applicable shall create and return a baseline mobilization request to the mobilization facilitator in accordance with the established timeline.

3.4.2.4. The mobilization facilitator shall (1) update the baseline mobilization request, (2) staff the validated baseline mobilization request for mobilization facilitator command approval, and (3) transmit the command approved emergent mobilization request to AF/A3OD in accordance with the established timeline.

3.4.2.5. Upon receipt of the coordinated emergent baseline mobilization request, AF/A3OD shall expedite the staffing actions listed in section 3.3.2.

3.4.2.6. Immediately upon receipt of Secretary of Defense approval or notification, AF/A3OD will electronically distribute each approved emergent mobilization order to the Guard and/or Air Force Reserve Command as applicable, the applicable mobilization facilitator, other tasked Major Command(s), AF/A1, SAF/FM and SAF/GC (minimum of 30 days prior to the mobilization start date unless Congress is notified).

3.4.2.7. The Guard and/or Air Force Reserve Command as applicable will distribute the mobilization order to the tasked units within one day of receipt of the emergent mobilization order and will provide a copy to the applicable mobilization facilitator and AF/A3OD.

3.4.2.8. The Air Force Reserve Command Commander and/or NGB/CF, as applicable, shall ensure units provide activation orders to tasked members immediately.

3.4.3. **Extension Request.**

3.4.3.1. Extension of the Mobilization Duration to an Earlier Start Date (Left).

3.4.3.1.1. No later than 60 days prior to the proposed mobilization start date the mobilization facilitator and/or Guard and/or Air Force Reserve Command mobilization representative shall identify the need to increase the mobilization duration and create an extension mobilization request.

3.4.3.1.2. Within three days of creation of the extension mobilization package, the Guard and/or Air Force Reserve Command will acquire command approval to release the extension mobilization request to the mobilization facilitator (minimum 57 days prior to the proposed mobilization start date).

3.4.3.1.3. Within seven days of receipt of the extension mobilization request, the mobilization facilitator will validate the mobilization request and acquire command approval to release the extension mobilization request to AF/A3OD (minimum 50 days prior to the proposed mobilization start date). All requests inside of 50 days prior to the proposed mobilization start date require approval from AF/A3OD.

3.4.3.1.4. Within 14 days of receipt of the coordinated extension mobilization request, AF/A3OD shall perform the staffing actions listed in section 3.3.2.

3.4.3.1.5. Immediately upon receipt of Secretary of Defense approval or notification, AF/A3OD shall electronically distribute each approved mobilization order to the Guard and/or Air Force Reserve Command as applicable, the applicable mobilization facilitator, other tasked Major Command(s), AF/A1, SAF/FM and SAF/GC (minimum of 30 days prior to the mobilization start date unless Congress is notified).

3.4.3.1.6. The Guard and/or Air Force Reserve Command as applicable will distribute the mobilization order to the tasked units within one day of receipt of the mobilization order with a copy of the mobilization order to the applicable mobilization facilitator and AF/A3OD.

3.4.3.1.7. The AFRC/CC and/or NGB/CF, as applicable, shall ensure units provide amended activation orders to tasked members immediately.

3.4.3.2. Extension of the Mobilization Duration to a Later End Date (Right).

3.4.3.2.1. No later than 30 days prior to the original redeployment date the mobilization facilitator and/or Guard and/or Air Force Reserve Command mobilization representative shall identify the need to increase the mobilization duration and create an extension mobilization request (this request can be submitted before or after the member is mobilized).

3.4.3.2.2. Within three days of creation of the extension mobilization package, the Guard and/or Air Force Reserve Command will acquire command approval to release the extension mobilization request to the mobilization facilitator.

3.4.3.2.3. Within seven days of receipt of the extension mobilization request, the mobilization facilitator will validate the mobilization request and acquire command approval to release the extension mobilization request to AF/A3OD.

3.4.3.2.4. Within 14 days of receipt of the coordinated extension mobilization request, AF/A3OD shall perform the staffing actions listed in section 3.3.2.

3.4.3.2.5. Immediately upon receipt of Secretary of Defense approval or notification, AF/A3OD shall electronically distribute each approved mobilization order to the Guard and/or Air Force Reserve Command as applicable, the applicable mobilization facilitator, other tasked Major Command(s), AF/A1, SAF/FM and SAF/GC.

3.4.3.2.6. The Guard and/or Air Force Reserve Command as applicable will distribute the mobilization order to the tasked units within one day of receipt of the mobilization order with a copy to the applicable mobilization facilitator and AF/A3OD.

3.4.3.2.7. The AFRC/CC and/or NGB/CF, as applicable, shall ensure units provide amended activation orders to tasked members immediately.

3.4.4. Substitution (Filler) Request.

3.4.4.1. No later than 60 days prior to the proposed mobilization start date the Guard and/or Air Force Reserve Command mobilization representative shall identify the need to replace an approved member for mobilization with a substitute (filler) and create a substitution mobilization request (e.g., filler worksheet, substitution request memorandum, annotated change message, applicable waiver(s)). (see Table 3.2.)

3.4.4.2. Within three days of creation of the substitution mobilization package, the Guard and/or Air Force Reserve Command will acquire command approval to release the substitution mobilization request to the mobilization facilitator (minimum 57 days prior to the mobilization start date).

3.4.4.3. Within seven days of receipt of the substitution mobilization request, the mobilization facilitator will validate the mobilization request and acquire command approval to release the substitution mobilization request to AF/A3OD (minimum 50 days prior to the mobilization start date). All requests inside of 50 days prior to the mobilization start date require approval from AF/A3OD.

3.4.4.4. Within 14 days of receipt of the coordinated substitution mobilization request, AF/A3OD shall perform the staffing actions listed in section 3.3.2.

3.4.4.5. Immediately upon receipt of Secretary of the Air Force or Secretary of Defense approval, AF/A3OD shall electronically distribute each approved mobilization order to the Guard and/or Air Force Reserve Command as applicable, the applicable mobilization facilitator, other tasked Major Command(s), AF/A1, SAF/FM, and SAF/GC (minimum of 30 days prior to the mobilization start date unless Congress is notified).

3.4.4.6. The Guard and/or Air Force Reserve Command as applicable will distribute the mobilization order to the tasked units within one day of receipt of the approved mobilization order with a copy to the applicable mobilization facilitator and AF/A3OD.

3.4.4.7. The AFRC/CC and/or NGB/CF, as applicable, shall ensure units provide activation orders to newly tasked members immediately and amended activation orders to release the original members from the mobilization requirement.

Table 3.2. Substitution or Shift Meeting Air Force Timeline Standards.

	60	57	50	30	0
Mobilization facilitator Shift Requirement to the Guard and/or Air Force Reserve Command					
The Guard and/or Air Force Reserve Command Assembles Member Data (3 days)					
The Guard and/or Air Force Reserve Command Shift Request to mobilization facilitator					
Mobilization facilitator Review and Submit (7 days)					
Receipt from mobilization facilitator (50 days to activation)					
Headquarters Air Force Staffing					
Air Force Standard for Secretary of Defense notification					
Mobilization execution order distributed to the Guard and/or Air Force Reserve Command, applicable mobilization facilitator, other tasked Major Command(s), AF/A1, SAF/FM, and SAF/GC					
Mobilization Order to Units (1 day after Receipt)					
Activation Orders to Member (unless Congress notified)					
Activation					

3.4.5. Shift Request.

3.4.5.1. No later than 60 days prior to the proposed mobilization start date the mobilization facilitator and/or Guard and/or Air Force Reserve Command mobilization representative shall identify the need to shift the mobilization period and create a shift mobilization request (see Table 3.2.).

3.4.5.2. Within three days of creation of the shift mobilization package, the Guard and/or Air Force Reserve Command will acquire command approval to release the shift mobilization request to the mobilization facilitator (minimum 57 days prior to the proposed mobilization start date).

3.4.5.3. Within seven days of receipt of the shift mobilization request, the mobilization facilitator will validate the mobilization request and acquire command approval to release the shift mobilization request to AF/A3OD (minimum 50 days prior to the proposed mobilization start date). All requests inside of 50 days prior to the proposed mobilization start date require approval from AF/A3OD.

3.4.5.4. Within 14 days of receipt of the coordinated shift mobilization request, AF/A3OD shall perform the staffing actions listed in section 3.3.2.

3.4.5.5. Immediately upon receipt of Secretary of Defense approval or notification, AF/A3OD shall electronically distribute each approved mobilization order to the Guard and/or Air Force Reserve Command as applicable, the applicable mobilization facilitator, other tasked Major Command(s), AF/A1, SAF/FM and SAF/GC (minimum of 30 days prior to the mobilization start date unless Congress is notified).

3.4.5.6. The Guard and/or Air Force Reserve Command as applicable will distribute the mobilization order to the tasked units within one day of receipt of the mobilization order with a copy to the applicable mobilization facilitator and AF/A3OD.

3.4.5.7. The AFRC/CC and/or NGB/CF, as applicable, shall ensure units provide amended activation orders to tasked members immediately.

MARK C. NOWLAND, Lt Gen, USAF
Deputy Chief of Staff, Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Public Law 110-181 § 515, *Advance Notice to Members of Reserve Components of Deployment in Support of Contingency Operations*

Public Law 111-84 § 514, *Limitation on Scheduling of Mobilization or Pre-mobilization Training for Reserve Units When Certain Suspension of Training is Likely*

Title 10 United States Code § 332, *Use of Militia and Armed Forces to Enforce Federal Authority*

Title 10 United States Code § 333, *Interference with State and Federal Law*

Title 10 United States Code § 688, *Retired Members: Authority to Order to Active Duty; Duties*

Title 10 United States Code § 12301, *Reserve Components Generally*

Title 10 United States Code § 12302, *Ready Reserve*

Title 10 United States Code § 12304, *Selected Reserve and certain Individual Ready Reserve Members; order to active duty other than during war or national emergency*

Title 10 United States Code § 12304a, *Army Reserve, Navy Reserve, Marine Corps Reserve, and Air Force Reserve: order to active duty to provide assistance in response to a major disaster or emergency*

Title 10 United States Code § 12304b, *Selected Reserve: order to active duty for preplanned missions in support of the combatant commands*

Title 10 United States Code § 12322, *Active Duty for Health Care*

Title 10 United States Code § 802, *ART 2. Persons Subject to This Chapter*

Title 10 United States Code § 12406, *National Guard In Federal Service: Call*

Department of Defense Instruction 1235.12, *Accessing the Reserve Components (RC)*, 07 June 2016 (Incorporating Change 1, 28 February 2017)

Department of Defense, *Department of Defense Dictionary of Military and Associated Terms*, as of August 2017

Joint Publication 4-05, *Joint Mobilization Planning*, 21 February 2014

Under Secretary of Defense for Personnel and Readiness Memorandum, *Air Force Policy for Implementing Section 12304b of Title 10, United States Code*, 23 October 2017

Air Force Policy Directive 10-4, *Operations Planning: Air and Space Expeditionary Force (AEF)*, 30 April 2009

Air Force Instruction 10-401, *Air Force Operations Planning and Execution*, 07 December 2006 (Incorporating Through Change 4, 13 March 2012)

Air Force Instruction 33-360, *Publications and Forms Management*, 01 December 2015 (Incorporating Air Force Guidance Memorandum 2016-01, 30 November 2016)

Air Force Instruction 36-2201, *Air Force Training Program*, 15 September 2010
(Incorporating Air Force Guidance Memorandum 2017-01, 09 February 2017)

Air Force Instruction 36-2254, Volume 1, *Reserve Personnel Participation*, 26 May 2010
(incorporating Air Force Guidance Memorandum 2017-01, 22 February 2017)

Air Force Instruction 36-2619, *Military Personnel Appropriation (MPA) Manday Program*, 18 July 2014

Air Force Instruction 36-2633, *The Air Force Reserve Pretrained Individual Manpower Programs – Management and Utilization*, 30 August 2004

Air Force Instruction 36-3003, *Military Leave Program*, 11 May 2016 (Incorporating Air Force Guidance Memorandum 2017-01, 26 July 2017)

Air Force Instruction 36-3203, *Service Retirements*, 18 September 2015 (Incorporating Change 1, 30 August 2017)

Air Force Instruction 36-3802, *Personnel Readiness Operations*, 23 February 2009
(Incorporating Air Force Guidance Memorandum 2017-01, 06 April 2017)

Air Force Instruction 65-103, *Temporary Duty Orders*, 05 August 2005

Air Force Manual 33-363, *Management of Records*, 01 March 2008 (Incorporating Air Force Guidance Memorandum 2017-01, 02 June 2017)

AF-A3-5 Mobilization Business Rules (13 May 2011), (Hereby rescinded)

Prescribed Forms

None

Adopted Form

Air Force Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

Air Force Form 847, *Recommendation for Change of Publication*

Terms

Activation—The ordering of units and individual members of the reserve components to active duty (other than for training) under legislative authority granted to the President, Congress, or the Secretaries of the Military Departments.

Air Force Status of Pending Mobilizations Report—A weekly document indicating the current staffing of upcoming mobilizations. AFRC/CC, NGB/CF, and AF/A3OD are responsible for generating this for the Chief of Staff of the Air Force and Secretary of the Air Force. It includes the mobilization capability, Guard and Reserve participant(s), timing, and staffing process status.

Air Reserve Component—This term comprises all the forces assigned to the Air National Guard of the United States and the Air Force Reserve.

Deliberate Crisis Action Planning and Execution Segments—The Air Force's war planning system provides an Air Force feed to Joint Operation Planning and Execution System automated data processing.

Demobilization—The process necessary to release from active duty, or federal service, units and members who were ordered to active duty or called to federal service pursuant to Title 10 United States Code §§ 332, 333, 688, 12301(a) or (b), 12302, 12304, 12340a, 12304b, or 12406.

Dwell—The period of time between the release from involuntary active duty pursuant to Title 10 United States Code §§ 12301(a), 12302, 12304, 12304a, and 12304b and the reporting date for a subsequent tour of mobilization. (Dwell includes active duty performed in accordance with Title 10 United States Code §§ 12301(b) or 12301(d) between such two periods of involuntary active duty.)

Fourth Estate Manpower Tracking System—The secure, web-based system for the management of joint manpower and personnel.

General Officer Dwell Endorsement Memorandum—Individuals being mobilized with less than a 1:4 mobilization-to-dwell ratio require endorsed justification from the first General Officer or higher in the chain of command. The endorsement must include verification the applicable unit considered other qualified individuals with suitable dwell (at least a 1:4 mobilization-to-dwell ratio), and the applicable unit has neither a qualified individual who has never mobilized nor a volunteer. **Note:** A member of the Senior Executive Service in the counterpart civilian leadership chain may provide the endorsement.

Inactive National Guard—Army National Guard personnel in an inactive status not in the Selected Reserve who are attached to a specific National Guard unit but do not participate in training activities. Upon mobilization, they will mobilize with their units. In order for these personnel to remain members of the Inactive National Guard, they must muster once a year with their assigned unit. Like the Individual Ready Reserve, all members of the Inactive National Guard have legal, contractual obligations. Members of the Inactive National Guard may not train for retirement credit or pay and are not eligible for promotion. Also called Inactive National Guard. See also Individual Ready Reserve; Selected Reserve. (Joint Publication 4-05) Non-participating Guardsmen

Individual Mobilization Augmentee—An individual reservist attending drills who receives training and is pre-assigned to an active component organization, a Selective Service System, or a Federal Emergency Management Agency billet that must be filled on, or shortly after, mobilization. (Department of Defense Dictionary of Military and Associated Terms)

Individual Ready Reserve—A manpower pool consisting of individuals who have had some training or who have served previously in the active component or in the Selected Reserve, and may have some period of their military service obligation remaining. Also called Individual Ready Reserve. (Department of Defense Dictionary of Military and Associated Terms) Non-participating Traditional Reservist (TR) and Individual Mobilization Augmentee

Joint Capabilities Requirements Manager—A web-based Global Force Management tool that increases the efficiency of the global force management process by providing senior Department of Defense decision makers with a consolidated database of joint forces, capabilities, and the ability to identify force or capability requirements in support of military operations.

Joint Operation Planning and Execution System—A joint system that enables force planning, deployment planning, and the execution of joint deployment and redeployment in support of military operations.

Late Package Justification—A narrative file required by the Joint Staff detailing why a mobilization package did not meet Secretary of Defense policy requirements and/or public law requirements.

Mobilization—The process by which the nation makes the transition from a normal state of peacetime preparedness to a warfighting posture. It involves the assembly, organization, and application of the nation's resources for national defense and it encompasses all activities necessary to prepare systematically and selectively for war. For the purpose of this Air Force Instruction, the term *mobilization* applies to members involuntarily activated under various statutes.

Mobilization Employment Period—The time between involuntary activation and deactivation.

Mobilization Facilitator—Specific Major Commands designated to oversee all mobilization requests within a specified operational area of responsibility. The five mobilization facilitators are: Air Combat Command for conventional operations; Air Force Global Strike Command for nuclear operations; Air Force Special Operations Command for special operations; Air Force Space Command for cyber and space operations; and Air Mobility Command for mobility operations.

Mobilization Questionnaire—A narrative file submitted by the mobilization facilitator detailing basic information about a mobilization requirement such as the Plan Identifier, why the Guard and/or Reserve is needed, mobilization time period, pre-deployment training requirements, and potential shortfalls.

Mobilization-to-Dwell Ratio—The ratio between the mobilization employment period and dwell.

Mobilization Worksheet—A spreadsheet file submitted by the mobilization facilitator to provide in-depth details about an Air Force Global Force Management Allocation Plan requirement and how it will be fulfilled.

Pretrained Individual Manpower—Individual Ready Reserve, Retired Active, Standby Reserve, Inactive Standby Reserve, and Retired Reserve. Sourcing from the Pretrained Individual Manpower pool is a limited surge option, and must be carefully exercised as part of a deliberate and graduated force presentation strategy.

Ready Reserve—The Selected Reserve and Individual Ready Reserve liable for active duty as prescribed by law (Title 10 United States Code § 10142, 12301, and 12302). See also active duty; Individual Ready Reserve; Selected Reserve. (Department of Defense Dictionary of Military and Associated Terms) Includes: Air Reserve Technician, Reserve Technician, TRs, Individual Mobilization Augmentee, Individual Ready Reserve / Does not include Retirees, Standby Reserve

Reconstitution—A specified period approved by the commander to account for equipment, supplies and for stabilizing and replenishing equipment and supply levels. This period of time is restricted to unit-gained members.

Rescind—To withdraw an order when it is no longer required.

Retired Reserve—All Reserve members who receive retirement pay on the basis of their active duty and/or Reserve service; those members who are otherwise eligible for retirement pay but have not reached age 60 and who have not elected discharge and are not voluntary members of

the Ready or Standby Reserve. See also active duty; Ready Reserve; Standby Reserve. (Joint Publication 4-05) Includes both Active and Reserve Component Retirees

Revoke—To cancel an order before it goes into effect or before any funds are expended.

Secretary of Defense Orders Book—In regards to mobilizations covered by this instruction, it is a classified brief to the Secretary of Defense in which the Global Force Management Allocation Plan is initially approved, modified, and mobilization requests are approved.

Secretary of Defense Orders Book Briefer's Notes—A classified document used to justify the submission of a late mobilization package or a mobilization package in which a member has a mobilization-to-dwell ratio below 1:4.

Secretary of Defense Notification Matrix—A classified document used to notify the Secretary of Defense of involuntary mobilizations in which the member receives more than 180 days notification and the member's mobilization-to-dwell ratio is above 1:4 or the member waived either one of those requirements.

Selected Reserve—Those units and individuals within the Ready Reserve designated by their respective Services and approved by the Joint Chiefs of Staff as so essential to initial wartime missions that they have priority over all other Reserves. See also Ready Reserve. (Department of Defense Dictionary of Military and Associated Terms) Includes Air Reserve Technicians, Reserve Technicians, TRs, and Individual Mobilization Augmentees.

Substitution Request Memorandum—A commander-signed letter reporting the release circumstances (i.e., Deployment Availability code or non-coded justification) of an originally approved member and the submission of a replacement for approval.

Unit Reconstitution—Unit-focused activity, for any time span up to 30 calendar days, dedicated to accounting for unit assigned members, equipment and supplies, and for stabilizing/replenishing equipment and supply levels commensurate with pre-deployment/pre-operation levels. Unit reconstitution is generally accomplished upon the unit's arrival at home base after completion of redeployment or operations. Unit Reconstitution is a command prerogative and may be approved by the unit commander. If commander-approved for members to be mobilized, unit reconstitution days must be included on the worksheet in the mobilization request and be authorized through the mobilization approval process. Although unit reconstitution is restricted to unit-assigned members, this time period is not intended for the following member actions: completion of required medical evaluations, out-processing, application for retention in the Active Component, application for retention on active duty for hardship, using accrued leave, approved Major Command down time, or travel time.

Attachment 2

TITLE 10 UNITED STATES CODE § 12301(A) (FULL AND TOTAL MOBILIZATION)

A2.1. Overview.

A2.1.1. **Full Mobilization (Title 10 United States Code § 12301(a))** . – In time of war or of national emergency declared by Congress, or when otherwise authorized by law, an authority designated by the Secretary concerned may, without the consent of the persons affected, order any unit, and any member not assigned to a unit organized to serve as a unit, of a reserve component under the jurisdiction of that Secretary to active duty for the duration of the war or emergency and for six months thereafter. However a member on an inactive status list or in a retired status may not be ordered to active duty under this subsection unless the Secretary concerned, with the approval of the Secretary of Defense in the case of the Secretary of a military department, determines that there are not enough qualified Reserves in an active status or in the inactive National Guard in the required category who are readily available.

A2.1.2. **Total Mobilization.** Expansion of the active Military Services resulting from action by the Congress and the President to organize and/or generate additional units or personnel, beyond the existing force structure, and the resources needed for their support to meet the total requirement of a war or other national emergency involving an external threat to national security.

A2.1.3. Parameters.

A2.1.3.1. Mobilization Period

A2.1.3.1.1. Full Mobilization – Duration of the war or emergency and for six months thereafter

A2.1.3.1.2. Total Mobilization – Duration for the war or emergency and for six months thereafter

A2.1.3.2. Number of Reserve Component Personnel – Unlimited

A2.1.3.3. Eligible Personnel

A2.1.3.3.1. All Ready Reserve Members

A2.1.3.3.2. Upon Secretary of Defense approval all reserve component members listed as inactive or retired status

A2.1.3.4. Type of Requirement – Emergent

A2.1.4. **Verbal Orders of the Commander.** If time or error prevents written orders from being published in advance of travel verbal order of the commander is authorized. Refer to Attachment 9 for further guidance.

A2.2. Baseline Mobilization.

A2.2.1. Step 1 – Packaging (Meeting the Need).

A2.2.1.1. Mobilization facilitator identify **Baseline Mobilization Requirements**

A2.2.1.1.1. Mobilization Worksheet with manpower requirements and position details (training, requirements, travel, line remarks)

A2.2.1.1.2. Mobilization Questionnaire

A2.2.1.2. Mobilization facilitator's mobilization representative sends Baseline Mobilization Requirements to the Air Reserve Component's mobilization representative

A2.2.1.3. Air Reserve Component mobilization representative provides individual member level detail and when needed additional documentation. The Baseline Mobilization Requirement is now a **Baseline Mobilization Request**.

A2.2.1.3.1. Mobilization Worksheet

A2.2.1.3.2. Mobilization Questionnaire

A2.2.1.3.3. Waivers

A2.2.1.3.3.1. Dwell below 1:4

A2.2.1.3.3.2. Dwell less than 12 months

A2.2.1.3.3.3. Less than 180 days notification

A2.2.1.3.3.4. Less than 30 days notification

A2.2.1.3.4. General Officer Dwell Endorsement

A2.2.1.3.5. Late Package Documentation

A2.2.1.4. The Air Reserve Component component will acquire command approval to release Baseline Mobilization Request back to mobilization facilitator.

A2.2.1.5. Air Reserve Component submits Baseline Mobilization Request to mobilization facilitator. The approval record copy shall be provided to the mobilization facilitator.

A2.2.1.6. Upon receipt of the mobilization request, the mobilization facilitator confirms applicable General Officer endorsements and Airmen waivers are included; validates the member is applicable to the requirement, listed once, has dwell or waiver, etc; matches the line remarks (e.g., have appropriate grade, time set aside for training, qualifications, etc); and ensures no changes have occurred since the worksheet was submitted to the Guard and/or Air Force Reserve Command (i.e., validate the worksheet continues to meet the approved requirements documented in Joint Capabilities Requirements Manager, Fourth Estate Manpower Tracking System, or Deliberate Crisis Action Planning and Execution Segments).

A2.2.1.7. The mobilization facilitator will acquire the mobilization facilitator command approval to submit package to AF/A3OD.

A2.2.1.8. Mobilization facilitator transmits coordinated Baseline Mobilization Request to AF/A3OD. The approval record copy shall be provided to AF/A3OD.

A2.2.2. **Step 2 – Pentagon Staffing.**

A2.2.2.1. Review and validate submission to see if it meets the process requirements

A2.2.2.1.1. Mobilization Worksheet

A2.2.2.1.2. Mobilization Questionnaire

A2.2.2.1.3. Waivers

A2.2.2.1.4. General Officer Dwell Endorsement

A2.2.2.1.5. Late Package Documentation

A2.2.2.2. Create **Baseline Mobilization Package**

A2.2.2.2.1. Staff Summary Sheet

A2.2.2.2.2. Draft Mobilization Order

A2.2.2.2.3. Secretary of Defense Notification Matrix

A2.2.2.2.4. Mobilization Questionnaire

A2.2.2.2.5. Individual Mob History

A2.2.2.2.6. Miscellaneous (Waivers, General Officer dwell endorsement)

A2.2.2.3. Staff Mobilization Package throughout Headquarters Air Force, Office of the Secretary of Defense, and Joint Staff prior to Secretary of Defense notification or approval.

A2.2.2.3.1. Mandatory Headquarters Air Force Staffing

A2.2.2.3.1.1. SAF/GC

A2.2.2.3.1.2. SAF/FM

A2.2.2.3.1.3. AF/A3

A2.2.2.3.1.4. AF/A1

A2.2.2.3.1.5. Air Reserve Component Component (NGB/CF and/or AF/RE)

A2.2.2.3.2. Capability Based Headquarters Air Force Staffing (as applicable)

A2.2.2.3.2.1. SAF/AQ

A2.2.2.3.2.2. SAF/CIO A6

A2.2.2.3.2.3. SAF/PA

A2.2.2.3.2.4. AF/A2

A2.2.2.3.2.5. AF/A4

A2.2.2.3.2.6. AF/A9

A2.2.2.3.2.7. AF/A10

A2.2.2.3.2.8. AF/HC

A2.2.2.3.2.9. AF/HO

A2.2.2.3.2.10. AF/JA

A2.2.2.3.2.11. AF/SG

A2.2.2.3.3. Mobilization Package Approval

A2.2.2.3.3.1. Air Force (Secretary of the Air Force or delegate representative)

A2.2.2.3.3.2. Secretary of Defense

A2.2.3. Step 3 – Publication.

A2.2.3.1. AF/A3OD electronically distributes the approved Mobilization Order to the tasked Air Reserve Component, the applicable mobilization facilitator, tasked Major Command(s), AF/A1, SAF/FM and SAF/GC.

A2.2.3.2. The tasked Air Reserve Component distributes the mobilization order to the tasked units within three days with a copy to the applicable mobilization facilitator and AF/A3OD.

A2.2.3.3. Units create and distribute individual activation orders to tasked Airmen.

A2.3. Substitution (Filler) Mobilization Package Steps . A Substitution Mobilization Package is used to request approval to replace members who were released.

A2.3.1. Step 1 – Packaging (Meeting the Need).

A2.3.1.1. The Air Reserve Component mobilization representative will create the **Substitution Mobilization Request**

A2.3.1.1.1. An updated Mobilization Worksheet

A2.3.1.1.2. A draft Mobilization Order, using “Track Changes” to indicate the change and a reviewer comment to specify the need for the change.

A2.3.1.1.3. Substitution request memorandum

A2.3.1.1.4. Other applicable documents

A2.3.1.2. The Air Reserve Component component will acquire command approval and release Substitution Mobilization Request to the applicable mobilization facilitator

A2.3.1.3. The mobilization facilitator will submit the Substitution Mobilization Request for Approval

A2.3.1.3.1. The mobilization facilitator will acquire the mobilization facilitator command approval to submit Substitution Mobilization Request to AF/A3OD

A2.3.1.3.2. Mobilization facilitator transmits coordinated Substitution Mobilization Request to AF/A3OD. The approval record copy shall be provided to AF/A3OD.

A2.3.2. Step 2 – Pentagon Staffing.

A2.3.2.1. Review and validate submission to see if it meets the process requirements

A2.3.2.1.1. Updated Mobilization Worksheet

A2.3.2.1.2. Draft Mobilization Order

A2.3.2.1.3. Substitution request memorandum

A2.3.2.1.4. Other applicable documents

A2.3.2.2. Create **Substitution Mobilization Package**

A2.3.2.2.1. Staff Summary Sheet

- A2.3.2.2.2. Draft Mobilization Order
- A2.3.2.2.3. Secretary of Defense Notification Matrix
- A2.3.2.2.4. Approved Baseline Staff Summary Sheet
- A2.3.2.2.5. Individual Mob History
- A2.3.2.2.6. Substitution request memorandum
- A2.3.2.2.7. Other applicable documents

A2.3.2.3. Staff Mobilization Package throughout Headquarters Air Force, Office of the Secretary of Defense, and Joint Staff prior to Secretary of Defense notification or approval.

- A2.3.2.3.1. Mandatory Headquarters Air Force Staffing
 - A2.3.2.3.1.1. SAF/GC
 - A2.3.2.3.1.2. AF/A3
 - A2.3.2.3.1.3. AF/A1
 - A2.3.2.3.1.4. Air Reserve Component Component (NGB/CF and/or AF/RE)
- A2.3.2.3.2. Mobilization Package Approval
 - A2.3.2.3.2.1. Air Force (Secretary of the Air Force or delegate representative)
 - A2.3.2.3.2.2. Secretary of Defense

A2.3.3. **Step 3 – Publication.**

A2.3.3.1. AF/A3OD electronically distributes the approved Mobilization Order to the tasked Air Reserve Component, the applicable mobilization facilitator, tasked Major Command(s), AF/A1, SAF/FM and SAF/GC.

A2.3.3.2. The tasked Air Reserve Component distributes the mobilization order to the tasked units with a copy to the applicable mobilization facilitator and AF/A3OD.

A2.3.3.3. Units create and distribute individual activation orders to tasked Airmen.

A2.4. Shift Mobilization . A shift mobilization package is used to request approval to move the authorized mobilization time period (without impacting duration) of an approved member whose mobilization authority has not expired.

A2.4.1. **Step 1 – Packaging (Meeting the Need).**

A2.4.1.1. Mobilization facilitator and/or Air Reserve Component mobilization representative create the **Shift Mobilization Request**

- A2.4.1.1.1. An updated Mobilization Worksheet
- A2.4.1.1.2. A draft Mobilization Order, using “Track Changes” to indicate the change and a reviewer comment to specify the need for the change
- A2.4.1.1.3. Other applicable documents

A2.4.1.2. The Air Reserve Component component will acquire command approval to release Shift Mobilization Request to mobilization facilitator.

A2.4.1.3. Air Reserve Component submits Shift Mobilization Request to mobilization facilitator. The approval record copy shall be provided to the mobilization facilitator.

A2.4.1.4. Upon receipt of the mobilization request, the mobilization facilitator confirms applicable General Officer endorsements and Airmen waivers are included; validates the member is applicable to the requirement, listed once, has dwell or waiver, etc; matches the line remarks (e.g., have appropriate grade, time set aside for training, qualifications, etc); and ensures no changes have occurred since the worksheet was submitted to the Guard and/or Air Force Reserve Command (i.e., validate the worksheet continues to meet the approved requirements documented in Joint Capabilities Requirements Manager, Fourth Estate Manpower Tracking System, or Deliberate Crisis Action Planning and Execution Segments).

A2.4.1.5. The mobilization facilitator will acquire the mobilization facilitator command approval to submit Shift Mobilization Request to AF/A3OD.

A2.4.1.6. Mobilization facilitator transmits coordinated Shift Mobilization Request to AF/A3OD. The approval record copy shall be provided to AF/A3OD.

A2.4.2. Step 2 – Pentagon Staffing.

A2.4.2.1. Review and validate submission to see if it meets the process requirements

A2.4.2.1.1. Updated Mobilization Worksheet

A2.4.2.1.2. Draft Mobilization Order

A2.4.2.1.3. Other applicable documents

A2.4.2.2. Create **Shift Mobilization Package**

A2.4.2.2.1. Staff Summary Sheet

A2.4.2.2.2. Draft Mobilization Order

A2.4.2.2.3. Secretary of Defense Notification Matrix

A2.4.2.2.4. Approved Baseline Staff Summary Sheet

A2.4.2.2.5. Individual Mob History

A2.4.2.2.6. Other applicable documents

A2.4.2.3. Staff Mobilization Package throughout Headquarters Air Force, Office of the Secretary of Defense, and Joint Staff prior to Secretary of Defense notification or approval.

A2.4.2.3.1. Mandatory Headquarters Air Force Staffing

A2.4.2.3.1.1. SAF/GC

A2.4.2.3.1.2. SAF/FM

A2.4.2.3.1.3. AF/A3

A2.4.2.3.1.4. AF/A1

A2.4.2.3.1.5. Air Reserve Component Component (NGB/CF and/or AF/RE)

A2.4.2.3.2. Capability Based Headquarters Air Force Staffing (as applicable)

A2.4.2.3.2.1. SAF/AQ

A2.4.2.3.2.2. SAF/CIO A6

A2.4.2.3.2.3. SAF/PA

A2.4.2.3.2.4. AF/A2

A2.4.2.3.2.5. AF/A4

A2.4.2.3.2.6. AF/A9

A2.4.2.3.2.7. AF/A10

A2.4.2.3.2.8. AF/HC

A2.4.2.3.2.9. AF/HO

A2.4.2.3.2.10. AF/JA

A2.4.2.3.2.11. AF/SG

A2.4.2.3.3. Mobilization Package Approval

A2.4.2.3.3.1. Air Force (Secretary of the Air Force or delegate representative)

A2.4.2.3.3.2. Secretary of Defense

A2.4.3. Step 3 – Publication.

A2.4.3.1. AF/A3OD electronically distributes the approved Mobilization Order to the tasked Air Reserve Component, the applicable mobilization facilitator, tasked Major Command(s), AF/A1, SAF/FM and SAF/GC.

A2.4.3.2. The tasked Air Reserve Component distributes the mobilization order to the tasked units with a copy to the applicable mobilization facilitator and AF/A3OD.

A2.4.3.3. Units create and distribute amended individual activation orders to tasked Airmen.

Attachment 3

TITLE 10 UNITED STATES CODE § 12302 (PARTIAL MOBILIZATION)

A3.1. Overview.

A3.1.1. **Partial Mobilization.** The expansion of the active armed forces, in time of war or national emergency declared by the President or when otherwise authorized by law, by the ordering of any unit, and any member not assigned to a unit organized to serve as a unit, in the Ready Reserve under the jurisdiction of that Secretary to active duty for not more than 24 consecutive months. Reserve component members on the inactive status list or in a retired status may be ordered to active duty after the Secretary of Defense determines there are not enough qualified reservists in an active status and approves such activation.

A3.1.2. Parameters.

A3.1.2.1. Mobilization Period – Maximum of 24 months

A3.1.2.2. Number of Reserve Component Personnel – Limited to 1,000,000 at any one time

A3.1.2.3. Eligible Personnel – All Ready Reserve Members

A3.1.2.4. Type of Requirement – Emergent and/or Sustained (Rotational)

A3.1.3. **Verbal Orders of the Commander.** If time or error prevents written orders from being published in advance of travel verbal order of the commander is authorized. Refer to Attachment 9 for further guidance.

A3.2. Baseline Mobilization.

A3.2.1. Step 1 – Packaging (Meeting the Need).

A3.2.1.1. Mobilization facilitator identify **Baseline Mobilization Requirements**

A3.2.1.1.1. Mobilization Worksheet with manpower requirements and position details (training, requirements, travel, line remarks)

A3.2.1.1.2. Mobilization Questionnaire

A3.2.1.2. Mobilization facilitator's mobilization representative sends Baseline Mobilization Requirements to the Air Reserve Component's mobilization representative.

A3.2.1.3. Air Reserve Component mobilization representative provides individual member level detail and when needed additional documentation. The Baseline Mobilization Requirement is now a **Baseline Mobilization Request**.

A3.2.1.3.1. Mobilization Worksheet

A3.2.1.3.2. Mobilization Questionnaire

A3.2.1.3.3. Waivers

A3.2.1.3.3.1. Dwell below 1:4

A3.2.1.3.3.2. Dwell less than 12 months

A3.2.1.3.3.3. Less than 180 days notification

A3.2.1.3.3.4. Less than 30 days notification

A3.2.1.3.4. General Officer Dwell Endorsement

A3.2.1.3.5. Late Package Documentation

A3.2.1.4. The Air Reserve Component component will acquire command approval to release Baseline Mobilization Request back to mobilization facilitator.

A3.2.1.5. Air Reserve Component submits Baseline Mobilization Request to Mobilization facilitator. The approval record copy shall be provided to the mobilization facilitator.

A3.2.1.6. Upon receipt of the mobilization request, the mobilization facilitator confirms applicable General Officer endorsements and Airmen waivers are included; validates the member is applicable to the requirement, listed once, has dwell or waiver, etc; matches the line remarks (e.g., have appropriate grade, time set aside for training, qualifications, etc); and ensures no changes have occurred since the worksheet was submitted to the Guard and/or Air Force Reserve Command (i.e., validate the worksheet continues to meet the approved requirements documented in Joint Capabilities Requirements Manager, Fourth Estate Manpower Tracking System, or Deliberate Crisis Action Planning and Execution Segments).

A3.2.1.7. The mobilization facilitator will acquire the mobilization facilitator command approval to submit package to AF/A3OD.

A3.2.1.8. Mobilization facilitator transmits coordinated Baseline Mobilization Request to AF/A3OD. The approval record copy shall be provided to AF/A3OD.

A3.2.2. **Step 2 – Pentagon Staffing.**

A3.2.2.1. Review and validate submission to see if it meets the process requirements

A3.2.2.1.1. Mobilization Worksheet

A3.2.2.1.2. Mobilization Questionnaire

A3.2.2.1.3. Waivers

A3.2.2.1.4. General Officer Dwell Endorsement

A3.2.2.1.5. Late Package Documentation

A3.2.2.2. Create **Baseline Mobilization Package**

A3.2.2.2.1. Staff Summary Sheet

A3.2.2.2.2. Draft Mobilization Order

A3.2.2.2.3. Secretary of Defense Notification Matrix

A3.2.2.2.4. Mobilization Questionnaire

A3.2.2.2.5. Individual Mob History

A3.2.2.2.6. Miscellaneous (Waivers, General Officer dwell endorsement)

A3.2.2.3. Staff Mobilization Package throughout Headquarters Air Force, Office of the Secretary of Defense, and Joint Staff prior to Secretary of Defense notification or approval.

A3.2.2.3.1. Mandatory Headquarters Air Force Staffing

A3.2.2.3.1.1. SAF/GC

A3.2.2.3.1.2. SAF/FM

A3.2.2.3.1.3. AF/A3

A3.2.2.3.1.4. AF/A1

A3.2.2.3.1.5. Air Reserve Component Component (NGB/CF and/or AF/RE)

A3.2.2.3.2. Capability Based Headquarters Air Force Staffing (as applicable)

A3.2.2.3.2.1. SAF/AQ

A3.2.2.3.2.2. SAF/CIO A6

A3.2.2.3.2.3. SAF/PA

A3.2.2.3.2.4. AF/A2

A3.2.2.3.2.5. AF/A4

A3.2.2.3.2.6. AF/A9

A3.2.2.3.2.7. AF/A10

A3.2.2.3.2.8. AF/HC

A3.2.2.3.2.9. AF/HO

A3.2.2.3.2.10. AF/JA

A3.2.2.3.2.11. AF/SG

A3.2.2.3.3. Mobilization Package Approval

A3.2.2.3.3.1. Air Force (Secretary of the Air Force or delegate representative)

A3.2.2.3.3.2. Secretary of Defense

A3.2.3. Step 3 – Publication.

A3.2.3.1. AF/A3OD electronically distributes the approved Mobilization Order to the tasked Air Reserve Component, the applicable mobilization facilitator, tasked Major Command(s), AF/A1, SAF/FM and SAF/GC.

A3.2.3.2. The tasked Air Reserve Component distributes the mobilization order to the tasked units with a copy to the applicable mobilization facilitator and AF/A3OD.

A3.2.3.3. Units create and distribute individual activation orders to tasked Airmen.

A3.3. Extension Mobilization. An Extension Mobilization Package is used to request approval to change the mobilization duration and/or time period.

A3.3.1. Step 1 – Packaging (Meeting the Need).

A3.3.1.1. Mobilization facilitator and/or Air Reserve Component mobilization representative create the **Extension Mobilization Request**

A3.3.1.1.1. An updated Mobilization Worksheet

A3.3.1.1.2. A draft Mobilization Order, using “Track Changes” to indicate the change and a reviewer comment to specify the need for the change.

A3.3.1.1.3. Other applicable documents

A3.3.1.2. The Air Reserve Component component will acquire command approval to release Extension Mobilization Request to mobilization facilitator.

A3.3.1.3. Air Reserve Component submits Extension Mobilization Request to mobilization facilitator. The approval record copy shall be provided to the mobilization facilitator.

A3.3.1.4. Upon receipt of the mobilization request, the mobilization facilitator confirms applicable General Officer endorsements and Airmen waivers are included; validates the member is applicable to the requirement, listed once, has dwell or waiver, etc; matches the line remarks (e.g., have appropriate grade, time set aside for training, qualifications, etc); and ensures no changes have occurred since the worksheet was submitted to the Guard and/or Air Force Reserve Command (i.e., validate the worksheet continues to meet the approved requirements documented in Joint Capabilities Requirements Manager, Fourth Estate Manpower Tracking System, or Deliberate Crisis Action Planning and Execution Segments).

A3.3.1.5. The mobilization facilitator will acquire the mobilization facilitator command approval to submit Extension Mobilization Request to AF/A3OD.

A3.3.1.6. Mobilization facilitator transmits coordinated Extension Mobilization Request to AF/A3OD. The approval record copy shall be provided to AF/A3OD.

A3.3.2. **Step 2 – Pentagon Staffing.**

A3.3.2.1. Review and validate submission to see if it meets the process requirements

A3.3.2.1.1. Updated Mobilization Worksheet

A3.3.2.1.2. Draft Mobilization Order

A3.3.2.1.3. Other applicable documents

A3.3.2.2. Create **Extension Mobilization Package**

A3.3.2.2.1. Staff Summary Sheet

A3.3.2.2.2. Draft Mobilization Order

A3.3.2.2.3. Secretary of Defense Notification Matrix

A3.3.2.2.4. Approved Baseline Staff Summary Sheet

A3.3.2.2.5. Individual Mob History

A3.3.2.2.6. Other applicable documents

A3.3.2.3. Staff Mobilization Package throughout Headquarters Air Force, Office of the Secretary of Defense, and Joint Staff prior to Secretary of Defense notification or approval.

A3.3.2.3.1. Mandatory Headquarters Air Force Staffing

A3.3.2.3.1.1. SAF/GC

A3.3.2.3.1.2. SAF/FM

A3.3.2.3.1.3. AF/A3

A3.3.2.3.1.4. AF/A1

A3.3.2.3.1.5. Air Reserve Component Component (NGB/CF and/or AF/RE)

A3.3.2.3.2. Capability Based Headquarters Air Force Staffing (as applicable)

A3.3.2.3.2.1. SAF/AQ

A3.3.2.3.2.2. SAF/CIO A6

A3.3.2.3.2.3. SAF/PA

A3.3.2.3.2.4. AF/A2

A3.3.2.3.2.5. AF/A4

A3.3.2.3.2.6. AF/A9

A3.3.2.3.2.7. AF/A10

A3.3.2.3.2.8. AF/HC

A3.3.2.3.2.9. AF/HO

A3.3.2.3.2.10. AF/JA

A3.3.2.3.2.11. AF/SG

A3.3.2.3.3. Mobilization Package Approval

A3.3.2.3.3.1. Air Force (Secretary of the Air Force or delegate representative)

A3.3.2.3.3.2. Secretary of Defense

A3.3.3. Step 3 – Publication.

A3.3.3.1. AF/A3OD electronically distributes the approved Mobilization Order to the tasked Air Reserve Component, the applicable mobilization facilitator, tasked Major Command(s), AF/A1, SAF/FM and SAF/GC.

A3.3.3.2. The tasked Air Reserve Component distributes the mobilization order to the tasked units with a copy to the applicable mobilization facilitator and AF/A3OD.

A3.3.3.3. Units create and distribute amended individual activation orders to tasked Airmen.

A3.4. Substitution (Filler) Mobilization. A Substitution Mobilization Package is used to request approval to replace members who were released.

A3.4.1. Step 1 – Packaging (Meeting the Need).

A3.4.1.1. The Air Reserve Component mobilization representative will create the **Substitution Mobilization Request**.

A3.4.1.1.1. An updated Mobilization Worksheet

A3.4.1.1.2. A draft Mobilization Order, using “Track Changes” to indicate the change and a reviewer comment to specify the need for the change.

A3.4.1.1.3. Substitution request memorandum

A3.4.1.1.4. Other applicable documents

A3.4.1.2. The Air Reserve Component component will acquire command approval and release Substitution Mobilization Request to the applicable mobilization facilitator

A3.4.1.3. The mobilization facilitator will submit the Substitution Mobilization Request for Approval

A3.4.1.3.1. The mobilization facilitator will acquire the mobilization facilitator command approval to submit Substitution Mobilization Request to AF/A3OD.

A3.4.1.3.2. Mobilization facilitator transmits coordinated Substitution Mobilization Request to AF/A3OD. The approval record copy shall be provided to AF/A3OD.

A3.4.2. **Step 2 – Pentagon Staffing.**

A3.4.2.1. Review and validate submission to see if it meets the process requirements

A3.4.2.1.1. Updated Mobilization Worksheet

A3.4.2.1.2. Draft Mobilization Order

A3.4.2.1.3. Substitution request memorandum

A3.4.2.1.4. Other applicable documents

A3.4.2.2. Create **Substitution Mobilization Package**

A3.4.2.2.1. Staff Summary Sheet

A3.4.2.2.2. Draft Mobilization Order

A3.4.2.2.3. Secretary of Defense Notification Matrix

A3.4.2.2.4. Approved Baseline Staff Summary Sheet

A3.4.2.2.5. Individual Mob History

A3.4.2.2.6. Substitution request memorandum

A3.4.2.2.7. Other applicable documents

A3.4.2.3. Staff Mobilization Package throughout Headquarters Air Force, Office of the Secretary of Defense, and Joint Staff prior to Secretary of Defense notification or approval.

A3.4.2.3.1. Mandatory Headquarters Air Force Staffing

A3.4.2.3.1.1. SAF/GC

A3.4.2.3.1.2. AF/A3

A3.4.2.3.1.3. AF/A1

A3.4.2.3.1.4. Air Reserve Component Component (NGB/CF and/or AF/RE)

A3.4.2.3.2. Mobilization Package Approval

A3.4.2.3.2.1. Air Force (Secretary of the Air Force or delegate representative)

A3.4.2.3.2.2. Secretary of Defense

A3.4.3. Step 3 – Publication.

A3.4.3.1. AF/A3OD electronically distributes the approved Mobilization Order to the tasked Air Reserve Component, the applicable mobilization facilitator, tasked Major Command(s), AF/A1, SAF/FM and SAF/GC.

A3.4.3.2. The tasked Air Reserve Component distributes the mobilization order to the tasked units with a copy to the applicable mobilization facilitator and AF/A3OD.

A3.4.3.3. Units create and distribute individual activation orders to tasked Airmen.

A3.5. Shift Mobilization. A shift mobilization package is used to request approval to move the authorized mobilization time period (without impacting duration) of an approved member whose mobilization authority has not expired.

A3.5.1. Step 1 – Packaging (Meeting the Need).

A3.5.1.1. Mobilization facilitator and/or Air Reserve Component mobilization representative create the **Shift Mobilization Request**

A3.5.1.1.1. An updated Mobilization Worksheet

A3.5.1.1.2. A draft Mobilization Order, using “Track Changes” to indicate the change and a reviewer comment to specify the need for the change.

A3.5.1.1.3. Other applicable documents

A3.5.1.2. The Air Reserve Component component will acquire command approval to release Shift Mobilization Request to mobilization facilitator.

A3.5.1.3. Air Reserve Component submits Shift Mobilization Request to mobilization facilitator. The approval record copy shall be provided to the mobilization facilitator.

A3.5.1.4. Upon receipt of the mobilization request, the mobilization facilitator confirms applicable General Officer endorsements and Airmen waivers are included; validates the member is applicable to the requirement, listed once, has dwell or waiver, etc; matches the line remarks (e.g., have appropriate grade, time set aside for training, qualifications, etc); and ensures no changes have occurred since the worksheet was submitted to the Guard and/or Air Force Reserve Command (i.e., validate the worksheet continues to meet the approved requirements documented in Joint Capabilities Requirements Manager, Fourth Estate Manpower Tracking System, or Deliberate Crisis Action Planning and Execution Segments).

A3.5.1.5. The mobilization facilitator will acquire the mobilization facilitator command approval to submit Shift Mobilization Request to AF/A3OD.

A3.5.1.6. Mobilization facilitator transmits coordinated Shift Mobilization Request to AF/A3OD. The approval record copy shall be provided to AF/A3OD.

A3.5.2. Step 2 – Pentagon Staffing.

A3.5.2.1. Review and validate submission to see if it meets the process requirements

A3.5.2.1.1. Updated Mobilization Worksheet

A3.5.2.1.2. Draft Mobilization Order

A3.5.2.1.3. Other applicable documents

A3.5.2.2. Create Shift Mobilization Package

A3.5.2.2.1. Staff Summary Sheet

A3.5.2.2.2. Draft Mobilization Order

A3.5.2.2.3. Secretary of Defense Notification Matrix

A3.5.2.2.4. Approved Baseline Staff Summary Sheet

A3.5.2.2.5. Individual Mob History

A3.5.2.2.6. Other applicable documents

A3.5.2.3. Staff Mobilization Package throughout Headquarters Air Force, Office of the Secretary of Defense, and Joint Staff prior to Secretary of Defense notification or approval.

A3.5.2.3.1. Mandatory Headquarters Air Force Staffing

A3.5.2.3.1.1. SAF/GC

A3.5.2.3.1.2. SAF/FM

A3.5.2.3.1.3. AF/A3

A3.5.2.3.1.4. AF/A1

A3.5.2.3.1.5. Air Reserve Component Component (NGB/CF and/or AF/RE)

A3.5.2.3.2. Capability Based Headquarters Air Force Staffing (as applicable)

A3.5.2.3.2.1. SAF/AQ

A3.5.2.3.2.2. SAF/CIO A6

A3.5.2.3.2.3. SAF/PA

A3.5.2.3.2.4. AF/A2

A3.5.2.3.2.5. AF/A4

A3.5.2.3.2.6. AF/A9

A3.5.2.3.2.7. AF/A10

A3.5.2.3.2.8. AF/HC

A3.5.2.3.2.9. AF/HO

A3.5.2.3.2.10. AF/JA

A3.5.2.3.2.11. AF/SG

A3.5.2.3.3. Mobilization Package Approval

A3.5.2.3.3.1. Air Force (Secretary of the Air Force or delegate representative)

A3.5.2.3.3.2. Secretary of Defense

A3.5.3. Step 3 – Publication.

A3.5.3.1. AF/A3OD electronically distributes the approved Mobilization Order to the tasked Air Reserve Component, the applicable mobilization facilitator, tasked Major Command(s), AF/A1, SAF/FM and SAF/GC.

A3.5.3.2. The tasked Air Reserve Component distributes the mobilization order to the tasked units with a copy to the applicable mobilization facilitator and AF/A3OD.

A3.5.3.3. Units create and distribute amended individual activation orders to tasked Airmen.

Attachment 4

TITLE 10 UNITED STATES CODE § 12304 (PRESIDENTIAL RESERVE CALL-UP)

A4.1. Overview.

A4.1.1. **Presidential Reserve Call-Up.** The expansion of the active armed forces by the ordering of any unit and any member not assigned to a unit organized to serve as a unit of the Selected Reserve, or any member in the Individual Ready Reserve mobilization category and designated as essential under regulations prescribed by the Secretary concerned to active duty when the President determines that it is necessary to augment the active forces for any named operational mission, or to provide assistance for responding to an emergency involving the use or threatened use of a weapon of mass destruction, or a terrorist attack or threatened terrorist attack in the US that could result in significant loss of life or property. Not more than 200,000 members of the Selected Reserve and the Individual Ready Reserve may be on active duty at any one time, of whom not more than 30,000 may be members of the Individual Ready Reserve. This mobilization does not impact active duty end strength. Congress must be notified in writing within 24 hours of exercising this authority. The report must describe the circumstances necessitating the action and describe the anticipated use of these units and/or members.

A4.1.2. Parameters.

A4.1.2.1. Mobilization Period – Maximum of 365 consecutive days

A4.1.2.2. Number of Reserve Component Personnel – Limited to 200,000 Selected and Individual Ready Reserve members at any one time and the Individual Ready Reserve has a 30,000 member cap.

A4.1.2.3. Eligible Personnel – All Selected Reserve and Individual Ready Reserve Members

A4.1.2.4. Type of Requirement – Emergent and/or Sustained (Rotational)

A4.1.3. **Verbal Orders of the Commander.** If time or error prevents written orders from being published in advance of travel verbal order of the commander is authorized. Refer to Attachment 9 for further guidance.

A4.2. Baseline Mobilization.

A4.2.1. Step 1 – Packaging (Meeting the Need).

A4.2.1.1. Mobilization facilitator identifies **Baseline Mobilization Requirements**

A4.2.1.1.1. Mobilization Worksheet with manpower requirements and position details (training, requirements, travel, line remarks)

A4.2.1.1.2. Mobilization Questionnaire

A4.2.1.2. Mobilization facilitator's mobilization representative sends Baseline Mobilization Requirements to the Air Reserve Component's mobilization representative.

A4.2.1.3. Air Reserve Component mobilization representative provides individual member level detail and when needed additional documentation. The Baseline Mobilization Requirement is now a **Baseline Mobilization Request**.

- A4.2.1.3.1. Mobilization Worksheet
- A4.2.1.3.2. Mobilization Questionnaire
- A4.2.1.3.3. Waivers
 - A4.2.1.3.3.1. Dwell below 1:4
 - A4.2.1.3.3.2. Dwell less than 12 months
 - A4.2.1.3.3.3. Less than 180 days notification
 - A4.2.1.3.3.4. Less than 30 days notification
- A4.2.1.3.4. General Officer Dwell Endorsement
- A4.2.1.3.5. Late Package Documentation

A4.2.1.4. The Air Reserve Component component will acquire command approval to release Baseline Mobilization Request back to mobilization facilitator.

A4.2.1.5. Air Reserve Component submits Baseline Mobilization Request to mobilization facilitator. The approval record copy shall be provided to the mobilization facilitator.

A4.2.1.6. Upon receipt of the mobilization request, the mobilization facilitator confirms applicable General Officer endorsements and Airmen waivers are included; validates the member is applicable to the requirement, listed once, has dwell or waiver, etc; matches the line remarks (e.g., have appropriate grade, time set aside for training, qualifications, etc); and ensures no changes have occurred since the worksheet was submitted to the Guard and/or Air Force Reserve Command (i.e., validate the worksheet continues to meet the approved requirements documented in Joint Capabilities Requirements Manager, Fourth Estate Manpower Tracking System, or Deliberate Crisis Action Planning and Execution Segments).

A4.2.1.7. The mobilization facilitator will acquire the Mobilization facilitator command approval to submit package to AF/A3OD.

A4.2.1.8. Mobilization facilitator transmits coordinated Baseline Mobilization Request to AF/A3OD. The approval record copy shall be provided to AF/A3OD.

A4.2.2. **Step 2 – Pentagon Staffing.**

A4.2.2.1. Review and validate submission to see if it meets the process requirements:

- A4.2.2.1.1. Mobilization Worksheet
- A4.2.2.1.2. Mobilization Questionnaire
- A4.2.2.1.3. Waivers
- A4.2.2.1.4. General Officer Dwell Endorsement
- A4.2.2.1.5. Late Package Documentation

A4.2.2.2. Create **Baseline Mobilization Package:**

- A4.2.2.2.1. Staff Summary Sheet

- A4.2.2.2.2. Draft Mobilization Order
- A4.2.2.2.3. Secretary of Defense Notification Matrix
- A4.2.2.2.4. Mobilization Questionnaire
- A4.2.2.2.5. Individual Mob History
- A4.2.2.2.6. Miscellaneous (Waivers, General Officer dwell endorsement)

A4.2.2.3. Staff Mobilization Package throughout Headquarters Air Force, Office of the Secretary of Defense, and Joint Staff prior to Secretary of Defense notification or approval.

A4.2.2.3.1. Mandatory Headquarters Air Force Staffing

- A4.2.2.3.1.1. SAF/GC
- A4.2.2.3.1.2. SAF/FM
- A4.2.2.3.1.3. AF/A3
- A4.2.2.3.1.4. AF/A1
- A4.2.2.3.1.5. Air Reserve Component Component (NGB/CF and/or AF/RE)

A4.2.2.3.2. Capability Based Headquarters Air Force Staffing (as applicable)

- A4.2.2.3.2.1. SAF/AQ
- A4.2.2.3.2.2. SAF/CIO A6
- A4.2.2.3.2.3. SAF/PA
- A4.2.2.3.2.4. AF/A2
- A4.2.2.3.2.5. AF/A4
- A4.2.2.3.2.6. AF/A9
- A4.2.2.3.2.7. AF/A10
- A4.2.2.3.2.8. AF/HC
- A4.2.2.3.2.9. AF/HO
- A4.2.2.3.2.10. AF/JA
- A4.2.2.3.2.11. AF/SG

A4.2.2.3.3. Mobilization Package Approval

- A4.2.2.3.3.1. Air Force (Secretary of the Air Force or delegate representative)
- A4.2.2.3.3.2. Secretary of Defense

A4.2.3. Step 3 – Publication.

A4.2.3.1. AF/A3OD electronically distributes the approved Mobilization Order to the tasked Air Reserve Component, the applicable mobilization facilitator, tasked Major Command(s), AF/A1, SAF/FM and SAF/GC

A4.2.3.2. The tasked Air Reserve Component distributes the mobilization order to the tasked units with a copy to the applicable mobilization facilitator and AF/A3OD.

A4.2.3.3. Units create and distribute individual activation orders to tasked Airmen.

A4.3. Extension Mobilization. An Extension Mobilization Package is used to request approval to change the mobilization duration and/or time period. Under this statute, members cannot be extended past a maximum of 365 consecutive days.

A4.3.1. Step 1 – Packaging (Meeting the Need).

A4.3.1.1. Mobilization facilitator and/or Air Reserve Component mobilization representative create the **Extension Mobilization Request**

A4.3.1.1.1. An updated Mobilization Worksheet

A4.3.1.1.2. A draft Mobilization Order, using “Track Changes” to indicate the change and a reviewer comment to specify the need for the change

A4.3.1.1.3. Other applicable documents

A4.3.1.2. The Air Reserve Component component will acquire command approval to release Extension Mobilization Request to mobilization facilitator.

A4.3.1.3. Air Reserve Component submits Extension Mobilization Request to mobilization facilitator. The approval record copy shall be provided to the mobilization facilitator.

A4.3.1.4. Upon receipt of the mobilization request, the mobilization facilitator confirms applicable General Officer endorsements and Airmen waivers are included; validates the member is applicable to the requirement, listed once, has dwell or waiver, etc; matches the line remarks (e.g., have appropriate grade, time set aside for training, qualifications, etc); and ensures no changes have occurred since the worksheet was submitted to the Guard and/or Air Force Reserve Command (i.e., validate the worksheet continues to meet the approved requirements documented in Joint Capabilities Requirements Manager, Fourth Estate Manpower Tracking System, or Deliberate Crisis Action Planning and Execution Segments).

A4.3.1.5. The mobilization facilitator will acquire the mobilization facilitator command approval to submit Extension Mobilization Request to AF/A3OD.

A4.3.1.6. Mobilization facilitator transmits coordinated Extension Mobilization Request to AF/A3OD. The approval record copy shall be provided to AF/A3OD.

A4.3.2. Step 2 – Pentagon Staffing.

A4.3.2.1. Review and validate submission to see if it meets the process requirements:

A4.3.2.1.1. Updated Mobilization Worksheet

A4.3.2.1.2. Draft Mobilization Order

A4.3.2.1.3. Other applicable documents

A4.3.2.2. Create **Extension Mobilization Package**

A4.3.2.2.1. Staff Summary Sheet

- A4.3.2.2.2. Draft Mobilization Order
- A4.3.2.2.3. Secretary of Defense Notification Matrix
- A4.3.2.2.4. Approved Baseline Staff Summary Sheet
- A4.3.2.2.5. Individual Mob History
- A4.3.2.2.6. Other applicable documents

A4.3.2.3. Staff Mobilization Package throughout Headquarters Air Force, Office of the Secretary of Defense, and Joint Staff prior to Secretary of Defense notification or approval.

A4.3.2.3.1. Mandatory Headquarters Air Force Staffing

- A4.3.2.3.1.1. SAF/GC
- A4.3.2.3.1.2. SAF/FM
- A4.3.2.3.1.3. AF/A3
- A4.3.2.3.1.4. AF/A1
- A4.3.2.3.1.5. Air Reserve Component Component (NGB/CF and/or AF/RE)

A4.3.2.3.2. Capability Based Headquarters Air Force Staffing (as applicable)

- A4.3.2.3.2.1. SAF/AQ
- A4.3.2.3.2.2. SAF/CIO A6
- A4.3.2.3.2.3. SAF/PA
- A4.3.2.3.2.4. AF/A2
- A4.3.2.3.2.5. AF/A4
- A4.3.2.3.2.6. AF/A9
- A4.3.2.3.2.7. AF/A10
- A4.3.2.3.2.8. AF/HC
- A4.3.2.3.2.9. AF/HO
- A4.3.2.3.2.10. AF/JA
- A4.3.2.3.2.11. AF/SG

A4.3.2.3.3. Mobilization Package Approval

- A4.3.2.3.3.1. Air Force (Secretary of the Air Force or delegate representative)
- A4.3.2.3.3.2. Secretary of Defense

A4.3.3. Step 3 – Publication.

A4.3.3.1. AF/A3OD electronically distributes the approved Mobilization Order to the tasked Air Reserve Component, the applicable mobilization facilitator, tasked Major Command(s), AF/A1, SAF/FM and SAF/GC.

A4.3.3.2. The tasked Air Reserve Component distributes the mobilization order to the tasked units with a copy to the applicable mobilization facilitator and AF/A3OD.

A4.3.3.3. Units create and distribute amended individual activation orders to tasked Airmen.

A4.4. Substitution (Filler) Mobilization. A Substitution Mobilization Package is used to request approval to replace members who were released.

A4.4.1. Step 1 – Packaging (Meeting the Need).

A4.4.1.1. The Air Reserve Component mobilization representative will create the **Substitution Mobilization Request**.

A4.4.1.1.1. An updated Mobilization Worksheet

A4.4.1.1.2. A draft Mobilization Order, using “Track Changes” to indicate the change and a reviewer comment to specify the need for the change

A4.4.1.1.3. Substitution request memorandum

A4.4.1.1.4. Other applicable documents

A4.4.1.2. The Air Reserve Component component will acquire command approval and release Substitution Mobilization Request to the applicable mobilization facilitator

A4.4.1.3. The mobilization facilitator will submit the Substitution Mobilization Request for Approval

A4.4.1.3.1. The mobilization facilitator will acquire the mobilization facilitator command approval to submit Substitution Mobilization Request to AF/A3OD.

A4.4.1.3.2. Mobilization facilitator transmits coordinated Substitution Mobilization Request to AF/A3OD. The approval record copy shall be provided to AF/A3OD.

A4.4.2. Step 2 – Pentagon Staffing.

A4.4.2.1. Review and validate submission to see if it meets the process requirements:

A4.4.2.1.1. Updated Mobilization Worksheet

A4.4.2.1.2. Draft Mobilization Order

A4.4.2.1.3. Substitution request memorandum

A4.4.2.1.4. Other applicable documents

A4.4.2.2. Create **Substitution Mobilization Package**

A4.4.2.2.1. Staff Summary Sheet

A4.4.2.2.2. Draft Mobilization Order

A4.4.2.2.3. Secretary of Defense Notification Matrix

A4.4.2.2.4. Approved Baseline Staff Summary Sheet

A4.4.2.2.5. Individual Mob History

A4.4.2.2.6. Substitution request memorandum

A4.4.2.2.7. Other applicable documents

A4.4.2.3. Staff Mobilization Package throughout Headquarters Air Force, Office of the Secretary of Defense, and Joint Staff prior to Secretary of Defense notification or approval.

A4.4.2.3.1. Mandatory Headquarters Air Force Staffing

A4.4.2.3.1.1. SAF/GC

A4.4.2.3.1.2. AF/A3

A4.4.2.3.1.3. AF/A1

A4.4.2.3.1.4. Air Reserve Component Component (NGB/CF and/or AF/RE)

A4.4.2.3.2. Mobilization Package Approval:

A4.4.2.3.2.1. Air Force (Secretary of the Air Force or delegate representative)

A4.4.2.3.2.2. Secretary of Defense

A4.4.3. Step 3 – Publication.

A4.4.3.1. AF/A3OD electronically distributes the approved Mobilization Order to the tasked Air Reserve Component, the applicable mobilization facilitator, tasked Major Command(s), AF/A1, SAF/FM and SAF/GC.

A4.4.3.2. The tasked Air Reserve Component distributes the mobilization order to the tasked units with a copy to the applicable mobilization facilitator and AF/A3OD.

A4.4.3.3. Units create and distribute individual activation orders to tasked Airmen.

A4.5. Shift Mobilization. A shift mobilization package is used to request approval to move the authorized mobilization time period (without impacting duration) of an approved member whose mobilization authority has not expired.

A4.5.1. Step 1 – Packaging (Meeting the Need).

A4.5.1.1. Mobilization facilitator and/or Air Reserve Component mobilization representative create the **Shift Mobilization Request**

A4.5.1.1.1. An updated Mobilization Worksheet

A4.5.1.1.2. A draft Mobilization Order, using “Track Changes” to indicate the change and a reviewer comment to specify the need for the change.

A4.5.1.1.3. Other applicable documents

A4.5.1.2. The Air Reserve Component component will acquire command approval to release Shift Mobilization Request to mobilization facilitator.

A4.5.1.3. Air Reserve Component submits Shift Mobilization Request to mobilization facilitator. The approval record copy shall be provided to the mobilization facilitator.

A4.5.1.4. Upon receipt of the mobilization request, the mobilization facilitator confirms applicable General Officer endorsements and Airmen waivers are included; validates the member is applicable to the requirement, listed once, has dwell or waiver, etc; matches the line remarks (e.g., have appropriate grade, time set aside for training, qualifications, etc); and ensures no changes have occurred since the worksheet was submitted to the Guard and/or Air Force Reserve Command (i.e., validate the worksheet continues to meet the approved requirements documented in Joint Capabilities Requirements Manager, Fourth Estate Manpower Tracking System, or Deliberate Crisis Action Planning and Execution Segments).

A4.5.1.5. The mobilization facilitator will acquire the mobilization facilitator command approval to submit Shift Mobilization Request to AF/A3OD.

A4.5.1.6. Mobilization facilitator transmits coordinated Shift Mobilization Request to AF/A3OD. The approval record copy shall be provided to AF/A3OD.

A4.5.2. **Step 2 – Pentagon Staffing.**

A4.5.2.1. Review and validate submission to see if it meets the process requirements:

A4.5.2.1.1. Updated Mobilization Worksheet

A4.5.2.1.2. Draft Mobilization Order

A4.5.2.1.3. Other applicable documents

A4.5.2.2. Create **Shift Mobilization Package**

A4.5.2.2.1. Staff Summary Sheet

A4.5.2.2.2. Draft Mobilization Order

A4.5.2.2.3. Secretary of Defense Notification Matrix

A4.5.2.2.4. Approved Baseline Staff Summary Sheet

A4.5.2.2.5. Individual Mob History

A4.5.2.2.6. Other applicable documents

A4.5.2.3. Staff Mobilization Package throughout Headquarters Air Force, Office of the Secretary of Defense, and Joint Staff prior to Secretary of Defense notification or approval.

A4.5.2.3.1. Mandatory Headquarters Air Force Staffing

A4.5.2.3.1.1. SAF/GC

A4.5.2.3.1.2. SAF/FM

A4.5.2.3.1.3. AF/A3

A4.5.2.3.1.4. AF/A1

A4.5.2.3.1.5. Air Reserve Component Component (NGB/CF and/or AF/RE)

A4.5.2.3.2. Capability Based Headquarters Air Force Staffing (as applicable)

A4.5.2.3.2.1. SAF/AQ

A4.5.2.3.2.2. SAF/CIO A6

A4.5.2.3.2.3. SAF/PA

A4.5.2.3.2.4. AF/A2

A4.5.2.3.2.5. AF/A4

A4.5.2.3.2.6. AF/A9

A4.5.2.3.2.7. AF/A10

A4.5.2.3.2.8. AF/HC

A4.5.2.3.2.9. AF/HO

A4.5.2.3.2.10. AF/JA

A4.5.2.3.2.11. AF/SG

A4.5.2.3.3. Mobilization Package Approval

A4.5.2.3.3.1. Air Force (Secretary of the Air Force or delegate representative)

A4.5.2.3.3.2. Secretary of Defense

A4.5.3. Step 3 – Publication.

A4.5.3.1. AF/A3OD electronically distributes the approved Mobilization Order to the tasked Air Reserve Component, the applicable mobilization facilitator, tasked Major Command(s), AF/A1, SAF/FM and SAF/GC.

A4.5.3.2. The tasked Air Reserve Component distributes the mobilization order to the tasked units with a copy to the applicable mobilization facilitator and AF/A3OD.

A4.5.3.3. Units create and distribute amended individual activation orders to tasked Airmen.

Attachment 5**TITLE 10 UNITED STATES CODE § 12304A (DISASTER AND EMERGENCY RESPONSE)****A5.1. Overview.**

A5.1.1. Disaster and Emergency Response. When a Governor requests Federal assistance in responding to a major disaster or emergency, the Secretary of Defense may, without the consent of the member affected, order any unit, and any member not assigned to a unit organized to serve as a unit, of the Air Force Reserve to active duty for a continuous period of not more than 120 days. This mobilization does not require congressional notification and does not count against active duty end strength.

A5.1.2. Parameters.

A5.1.2.1. Mobilization Period – A continuous period of not more than 120 days

A5.1.2.2. Number of Reserve Personnel – Unspecified

A5.1.2.3. Eligible Personnel – Any member of the Air Force Reserve

A5.1.2.4. Type of Requirement – Emergent

A5.1.3. Verbal Orders of the Commander. If time or error prevents written orders from being published in advance of travel verbal order of the commander is authorized. Refer to Attachment 9 for further guidance.

A5.2. Baseline Mobilization.**A5.2.1. Step 1 – Packaging (Meeting the Need).**

A5.2.1.1. Mobilization facilitator identify **Baseline Mobilization Requirements**

A5.2.1.1.1. Mobilization Worksheet with manpower requirements and position details (training, requirements, travel, line remarks)

A5.2.1.1.2. Mobilization Questionnaire

A5.2.1.2. Mobilization facilitator's mobilization representative sends Baseline Mobilization Requirements to the Air Force Reserve Command mobilization representative.

A5.2.1.3. Air Force Reserve Command mobilization representative provides individual member level detail and when needed additional documentation. The Baseline Mobilization Requirement is now a **Baseline Mobilization Request**.

A5.2.1.3.1. Mobilization Worksheet

A5.2.1.3.2. Mobilization Questionnaire

A5.2.1.3.3. Waivers

A5.2.1.3.3.1. Dwell below 1:4

A5.2.1.3.3.2. Dwell less than 12 months

A5.2.1.3.3.3. Less than 180 days notification

A5.2.1.3.3.4. Less than 30 days notification

A5.2.1.3.4. General Officer Dwell Endorsement

A5.2.1.3.5. Late Package Documentation

A5.2.1.4. Air Force Reserve Command will acquire command approval to release Baseline Mobilization Request back to mobilization facilitator.

A5.2.1.5. Air Force Reserve Command submits Baseline Mobilization Request to mobilization facilitator. The approval record copy shall be provided to the mobilization facilitator.

A5.2.1.6. Upon receipt of the mobilization request, the mobilization facilitator confirms applicable General Officer endorsements and Airmen waivers are included; validates the member is applicable to the requirement, listed once, has dwell or waiver, etc; matches the line remarks (e.g., have appropriate grade, time set aside for training, qualifications, etc); and ensures no changes have occurred since the worksheet was submitted to the Guard and/or Air Force Reserve Command (i.e., validate the worksheet continues to meet the approved requirements documented in Joint Capabilities Requirements Manager, Fourth Estate Manpower Tracking System, or Deliberate Crisis Action Planning and Execution Segments).

A5.2.1.7. The mobilization facilitator will acquire the mobilization facilitator command approval to submit package to AF/A3OD.

A5.2.1.8. Mobilization facilitator transmits coordinated Baseline Mobilization Request to AF/A3OD. The approval record copy shall be provided to AF/A3OD.

A5.2.2. **Step 2 – Pentagon Staffing.**

A5.2.2.1. Review and validate submission to see if it meets the process requirements

A5.2.2.1.1. Mobilization Worksheet

A5.2.2.1.2. Mobilization Questionnaire

A5.2.2.1.3. Waivers

A5.2.2.1.4. General Officer Dwell Endorsement

A5.2.2.1.5. Late Package Documentation

A5.2.2.2. Create **Baseline Mobilization Package**

A5.2.2.2.1. Staff Summary Sheet

A5.2.2.2.2. Draft Mobilization Order

A5.2.2.2.3. Secretary of Defense Notification Matrix

A5.2.2.2.4. Mobilization Questionnaire

A5.2.2.2.5. Individual Mob History

A5.2.2.2.6. Miscellaneous (Waivers, General Officer dwell endorsement)

A5.2.2.3. Staff Mobilization Package throughout Headquarters Air Force, Office of the Secretary of Defense, and Joint Staff prior to Secretary of Defense notification or approval.

A5.2.2.3.1. Mandatory Headquarters Air Force Staffing

A5.2.2.3.1.1. SAF/GC

A5.2.2.3.1.2. SAF/FM

A5.2.2.3.1.3. AF/A3

A5.2.2.3.1.4. AF/A1

A5.2.2.3.1.5. AF/RE

A5.2.2.3.2. Capability Based Headquarters Air Force Staffing (as applicable)

A5.2.2.3.2.1. SAF/AQ

A5.2.2.3.2.2. SAF/CIO A6

A5.2.2.3.2.3. SAF/PA

A5.2.2.3.2.4. AF/A2

A5.2.2.3.2.5. AF/A4

A5.2.2.3.2.6. AF/A9

A5.2.2.3.2.7. AF/A10

A5.2.2.3.2.8. AF/HC

A5.2.2.3.2.9. AF/HO

A5.2.2.3.2.10. AF/JA

A5.2.2.3.2.11. AF/SG

A5.2.2.3.3. Mobilization Package Approval

A5.2.2.3.3.1. Air Force (Secretary of the Air Force or delegate representative)

A5.2.2.3.3.2. Secretary of Defense

A5.2.3. Step 3 – Publication.

A5.2.3.1. AF/A3OD electronically distributes the approved Mobilization Order to Air Force Reserve Command, the applicable mobilization facilitator, tasked Major Command(s), AF/A1, SAF/FM and SAF/GC.

A5.2.3.2. Air Force Reserve Command distributes the mobilization order to the tasked units with a copy to the applicable mobilization facilitator and AF/A3OD.

A5.2.3.3. Units create and distribute individual activation orders to tasked Airmen

A5.3. Extension Mobilization. An Extension Mobilization Package is used to request approval to change the mobilization duration and/or time period

A5.3.1. Step 1 – Packaging (Meeting the Need).

A5.3.1.1. Mobilization facilitators and/or Air Force Reserve Command mobilization representative create the **Extension Mobilization Request**

A5.3.1.1.1. An updated Mobilization Worksheet

A5.3.1.1.2. A draft Mobilization Order, using “Track Changes” to indicate the change and a reviewer comment to specify the need for the change

A5.3.1.1.3. Other applicable documents

A5.3.1.2. Air Force Reserve Command will acquire command approval to release Extension Mobilization Request to mobilization facilitator.

A5.3.1.3. Air Force Reserve Command submits Extension Mobilization Request to mobilization facilitator. The approval record copy shall be provided to the mobilization facilitator.

A5.3.1.4. Upon receipt of the mobilization request, the mobilization facilitator confirms applicable General Officer endorsements and Airmen waivers are included; validates the member is applicable to the requirement, listed once, has dwell or waiver, etc; matches the line remarks (e.g., have appropriate grade, time set aside for training, qualifications, etc); and ensures no changes have occurred since the worksheet was submitted to the Guard and/or Air Force Reserve Command (i.e., validate the worksheet continues to meet the approved requirements documented in Joint Capabilities Requirements Manager, Fourth Estate Manpower Tracking System, or Deliberate Crisis Action Planning and Execution Segments).

A5.3.1.5. The mobilization facilitator will acquire the mobilization facilitator command approval to submit Extension Mobilization Request to AF/A3OD.

A5.3.1.6. Mobilization facilitator transmits coordinated Extension Mobilization Request to AF/A3OD. The approval record copy shall be provided to AF/A3OD.

A5.3.2. **Step 2 – Pentagon Staffing.**

A5.3.2.1. Review and validate submission to see if it meets the process requirements

A5.3.2.1.1. Updated Mobilization Worksheet

A5.3.2.1.2. Draft Mobilization Order

A5.3.2.1.3. Other applicable documents

A5.3.2.2. Create **Extension Mobilization Package**

A5.3.2.2.1. Staff Summary Sheet

A5.3.2.2.2. Draft Mobilization Order

A5.3.2.2.3. Secretary of Defense Notification Matrix

A5.3.2.2.4. Approved Baseline Staff Summary Sheet

A5.3.2.2.5. Individual Mob History

A5.3.2.2.6. Other applicable documents

A5.3.2.3. Staff Mobilization Package throughout Headquarters Air Force, Office of the Secretary of Defense, and Joint Staff prior to Secretary of Defense notification or approval.

A5.3.2.3.1. Mandatory Headquarters Air Force Staffing

A5.3.2.3.1.1. SAF/GC

A5.3.2.3.1.2. SAF/FM

A5.3.2.3.1.3. AF/A3

A5.3.2.3.1.4. AF/A1

A5.3.2.3.1.5. AF/RE

A5.3.2.3.2. Capability Based Headquarters Air Force Staffing (as applicable)

A5.3.2.3.2.1. SAF/AQ

A5.3.2.3.2.2. SAF/CIO A6

A5.3.2.3.2.3. SAF/PA

A5.3.2.3.2.4. AF/A2

A5.3.2.3.2.5. AF/A4

A5.3.2.3.2.6. AF/A9

A5.3.2.3.2.7. AF/A10

A5.3.2.3.2.8. AF/HC

A5.3.2.3.2.9. AF/HO

A5.3.2.3.2.10. AF/JA

A5.3.2.3.2.11. AF/SG

A5.3.2.3.3. Mobilization Package Approval

A5.3.2.3.3.1. Air Force (Secretary of the Air Force or delegate representative)

A5.3.2.3.3.2. Secretary of Defense

A5.3.3. Step 3 – Publication.

A5.3.3.1. AF/A3OD electronically distributes the approved Mobilization Order to Air Force Reserve Command, the applicable mobilization facilitator, tasked Major Command(s), AF/A1, SAF/FM and SAF/GC.

A5.3.3.2. Air Force Reserve Command distributes the mobilization order to the tasked units with a copy to the applicable mobilization facilitator and AF/A3OD.

A5.3.3.3. Units create and distribute amended individual activation orders to tasked Airmen.

A5.4. Substitution (Filler) Mobilization. A Substitution Mobilization Package is used to request approval to replace members who were released.

A5.4.1. Step 1 – Packaging (Meeting the Need).

A5.4.1.1. The Air Force Reserve Command mobilization representative will create the **Substitution Mobilization Request**

A5.4.1.1.1. An updated Mobilization Worksheet

A5.4.1.1.2. A draft Mobilization Order, using “Track Changes” to indicate the change and a reviewer comment to specify the need for the change

A5.4.1.1.3. Substitution request memorandum

A5.4.1.1.4. Other applicable documents

A5.4.1.2. Air Force Reserve Command will acquire command approval and release Substitution Mobilization Request to the applicable mobilization facilitator

A5.4.1.3. The mobilization facilitator will submit the Substitution Mobilization Request for Approval

A5.4.1.3.1. The mobilization facilitator will acquire the mobilization facilitator command approval to submit Substitution Mobilization Request to AF/A3OD.

A5.4.1.3.2. Mobilization facilitator transmits coordinated Substitution Mobilization Request to AF/A3OD. The approval record copy shall be provided to AF/A3OD.

A5.4.2. Step 2 – Pentagon Staffing.

A5.4.2.1. Review and validate submission to see if it meets the process requirements

A5.4.2.1.1. Updated Mobilization Worksheet

A5.4.2.1.2. Draft Mobilization Order

A5.4.2.1.3. Substitution request memorandum

A5.4.2.1.4. Other applicable documents

A5.4.2.2. Create **Substitution Mobilization Package**

A5.4.2.2.1. Staff Summary Sheet

A5.4.2.2.2. Draft Mobilization Order

A5.4.2.2.3. Secretary of Defense Notification Matrix

A5.4.2.2.4. Approved Baseline Staff Summary Sheet

A5.4.2.2.5. Individual Mob History

A5.4.2.2.6. Substitution request memorandum

A5.4.2.2.7. Other applicable documents

A5.4.2.3. Staff Mobilization Package throughout Headquarters Air Force, Office of the Secretary of Defense, and Joint Staff prior to Secretary of Defense notification or approval.

A5.4.2.3.1. Mandatory Headquarters Air Force Staffing

A5.4.2.3.1.1. SAF/GC

A5.4.2.3.1.2. AF/A3

A5.4.2.3.1.3. AF/A1

A5.4.2.3.1.4. AF/RE

A5.4.2.3.2. Mobilization Package Approval

A5.4.2.3.2.1. Air Force (Secretary of the Air Force or delegate representative)

A5.4.2.3.2.2. Secretary of Defense

A5.4.3. Step 3 – Publication.

A5.4.3.1. AF/A3OD electronically distributes the approved Mobilization Order to Air Force Reserve Command, the applicable mobilization facilitator, other tasked Major Command(s), AF/A1, SAF/FM and SAF/GC.

A5.4.3.2. Air Force Reserve Command distributes the mobilization order to the tasked units with a copy to the applicable mobilization facilitator and AF/A3OD.

A5.4.3.3. Units create and distribute individual activation orders to tasked Airmen.

A5.5. Shift Mobilization. A shift mobilization package is used to request approval to move the authorized mobilization time period (without impacting duration) of an approved member whose mobilization authority has not expired.

A5.5.1. Step 1 – Packaging (Meeting the Need).

A5.5.1.1. Mobilization facilitator and/or Air Force Reserve Command mobilization representative create the **Shift Mobilization Request**

A5.5.1.1.1. An updated Mobilization Worksheet

A5.5.1.1.2. A draft Mobilization Order, using “Track Changes” to indicate the change and a reviewer comment to specify the need for the change

A5.5.1.1.3. Other applicable documents

A5.5.1.2. The Air Force Reserve Command component will acquire command approval to release Shift Mobilization Request to mobilization facilitator

A5.5.1.3. Air Force Reserve Command submits Shift Mobilization Request to mobilization facilitator. The approval record copy shall be provided to the mobilization facilitator

A5.5.1.4. Upon receipt of the mobilization request, the mobilization facilitator confirms applicable General Officer endorsements and Airmen waivers are included; validates the member is applicable to the requirement, listed once, has dwell or waiver, etc; matches the line remarks (e.g., have appropriate grade, time set aside for training, qualifications, etc); and ensures no changes have occurred since the worksheet was submitted to the Guard and/or Air Force Reserve Command (i.e., validate the worksheet continues to meet the approved requirements documented in Joint Capabilities Requirements Manager, Fourth Estate Manpower Tracking System, or Deliberate Crisis Action Planning and Execution Segments).

A5.5.1.5. The mobilization facilitator will acquire the mobilization facilitator command approval to submit Shift Mobilization Request to AF/A3OD.

A5.5.1.6. Mobilization facilitator transmits coordinated Shift Mobilization Request to AF/A3OD. The approval record copy shall be provided to AF/A3OD.

A5.5.2. Step 2 – Pentagon Staffing.

A5.5.2.1. Review and validate submission to see if it meets the process requirements

A5.5.2.1.1. Updated Mobilization Worksheet

A5.5.2.1.2. Draft Mobilization Order

A5.5.2.1.3. Other applicable documents

A5.5.2.2. Create **Shift Mobilization Package**

A5.5.2.2.1. Staff Summary Sheet

A5.5.2.2.2. Draft Mobilization Order

A5.5.2.2.3. Secretary of Defense Notification Matrix

A5.5.2.2.4. Approved Baseline Staff Summary Sheet

A5.5.2.2.5. Individual Mob History

A5.5.2.2.6. Other applicable documents

A5.5.2.3. Staff Mobilization Package throughout Headquarters Air Force, Office of the Secretary of Defense, and Joint Staff prior to Secretary of Defense notification or approval.

A5.5.2.3.1. Mandatory Headquarters Air Force Staffing

A5.5.2.3.1.1. SAF/GC

A5.5.2.3.1.2. SAF/FM

A5.5.2.3.1.3. AF/A3

A5.5.2.3.1.4. AF/A1

A5.5.2.3.1.5. AF/RE

A5.5.2.3.2. Capability Based Headquarters Air Force Staffing (as applicable)

A5.5.2.3.2.1. SAF/AQ

A5.5.2.3.2.2. SAF/CIO A6

A5.5.2.3.2.3. SAF/PA

A5.5.2.3.2.4. AF/A2

A5.5.2.3.2.5. AF/A4

A5.5.2.3.2.6. AF/A9

A5.5.2.3.2.7. AF/A10

A5.5.2.3.2.8. AF/HC

A5.5.2.3.2.9. AF/HO

A5.5.2.3.2.10. AF/JA

A5.5.2.3.2.11. AF/SG

A5.5.2.3.3. Mobilization Package Approval

A5.5.2.3.3.1. Air Force (Secretary of the Air Force or delegate representative)

A5.5.2.3.3.2. Secretary of Defense

A5.5.3. Step 3 – Publication.

A5.5.3.1. AF/A3OD electronically distributes the approved Mobilization Order to Air Force Reserve Command, the applicable mobilization facilitator, tasked Major Command(s), AF/A1, SAF/FM and SAF/GC.

A5.5.3.2. Air Force Reserve Command distributes the mobilization order to the tasked units with a copy to the applicable mobilization facilitator and AF/A3OD.

A5.5.3.3. Units create and distribute amended individual activation orders to tasked Airmen.

Attachment 6

TITLE 10 UNITED STATES CODE § 12304B (PREPLANNED MISSION SUPPORT)

A6.1. Overview.

A6.1.1. **Preplanned Mission Support.** The expansion of the active armed forces in which a Secretary of a military department may order, without the consent of the members, any unit of the Selected Reserve to active duty to augment active forces for a preplanned mission in support of a combatant command. The service must have identified the manpower and associated costs in the defense budget materials for the fiscal year or years in which reserve members are anticipated to be used. Not more than 60,000 members of the reserve components will be mobilized at the same time and they shall not be on orders more than 365 consecutive days. This mobilization does not count against active duty end strength; however Congress must be notified in writing of exercising this authority. The report must describe the circumstances necessitating the action taken and describing the anticipated use of the reservists.

A6.1.2. Parameters.

A6.1.2.1. Mobilization Period – Maximum of 365 consecutive days

A6.1.2.2. Number of Reserve Component Personnel

A6.1.2.3. Not more than 60,000 members of the reserve components of the armed forces may be on active duty at any one time

A6.1.2.4. Manpower and associated costs must be identified defense budget materials for the fiscal year(s)

A6.1.2.5. Eligible Personnel – Selected Reserve Members

A6.1.2.6. Type of Requirement – Preplanned

A6.1.3. **Verbal Orders of the Commander.** If time or error prevents written orders from being published in advance of travel verbal order of the commander is authorized. Refer to Attachment 9 for further guidance.

A6.2. Baseline Mobilization.

A6.2.1. Step 1 – Packaging (Meeting the Need).

A6.2.1.1. Mobilization facilitator identify **Baseline Mobilization Requirements**

A6.2.1.1.1. Mobilization Worksheet with manpower requirements and position details (training, requirements, travel, line remarks)

A6.2.1.1.2. Mobilization Questionnaire

A6.2.1.2. Mobilization facilitator's mobilization representative sends Baseline Mobilization Requirements to the Air Reserve Component's mobilization representative

A6.2.1.3. Air Reserve Component mobilization representative provides individual member level detail and when needed additional documentation. The Baseline Mobilization Requirement is now a **Baseline Mobilization Request**.

- A6.2.1.3.1. Mobilization Worksheet
- A6.2.1.3.2. Mobilization Questionnaire
- A6.2.1.3.3. Waivers
 - A6.2.1.3.3.1. Dwell below 1:4
 - A6.2.1.3.3.2. Dwell less than 12 months
 - A6.2.1.3.3.3. Less than 180 days notification
 - A6.2.1.3.3.4. Less than 30 days notification
- A6.2.1.3.4. General Officer Dwell Endorsement
- A6.2.1.3.5. Late Package Documentation

A6.2.1.4. The Air Reserve Component component will acquire command approval to release Baseline Mobilization Request back to mobilization facilitator.

A6.2.1.5. Air Reserve Component submits Baseline Mobilization Request to mobilization facilitator. The approval record copy shall be provided to the mobilization facilitator.

A6.2.1.6. Upon receipt of the mobilization request, the mobilization facilitator confirms applicable General Officer endorsements and Airmen waivers are included; validates the member is applicable to the requirement, listed once, has dwell or waiver, etc; matches the line remarks (e.g., have appropriate grade, time set aside for training, qualifications, etc); and ensures no changes have occurred since the worksheet was submitted to the Guard and/or Air Force Reserve Command (i.e., validate the worksheet continues to meet the approved requirements documented in Joint Capabilities Requirements Manager, Fourth Estate Manpower Tracking System, or Deliberate Crisis Action Planning and Execution Segments).

A6.2.1.7. The mobilization facilitator will acquire the mobilization facilitator command approval to submit package to AF/A3OD.

A6.2.1.8. Mobilization facilitator transmits coordinated Baseline Mobilization Request to AF/A3OD. The approval record copy shall be provided to AF/A3OD.

A6.2.2. **Step 2 – Pentagon Staffing.**

- A6.2.2.1. Review and validate submission to see if it meets the process requirements
 - A6.2.2.1.1. Mobilization Worksheet
 - A6.2.2.1.2. Mobilization Questionnaire
 - A6.2.2.1.3. Waivers
 - A6.2.2.1.4. General Officer Dwell Endorsement
 - A6.2.2.1.5. Late Package Documentation
- A6.2.2.2. Create **Baseline Mobilization Package**
 - A6.2.2.2.1. Staff Summary Sheet

A6.2.2.2.2. Draft Mobilization Order

A6.2.2.2.3. Secretary of Defense Notification Matrix

A6.2.2.2.4. Mobilization Questionnaire

A6.2.2.2.5. Individual Mob History

A6.2.2.2.6. Miscellaneous (Waivers, General Officer dwell endorsement)

A6.2.2.3. Staff Mobilization Package throughout Headquarters Air Force, Office of the Secretary of Defense, and Joint Staff prior to Secretary of the Air Force approval.

A6.2.2.3.1. Mandatory Headquarters Air Force Staffing

A6.2.2.3.1.1. SAF/GC

A6.2.2.3.1.2. SAF/FM

A6.2.2.3.1.3. AF/A3

A6.2.2.3.1.4. AF/A1

A6.2.2.3.1.5. Air Reserve Component Component (NGB/CF and/or AF/RE)

A6.2.2.3.2. Capability Based Headquarters Air Force Staffing (as applicable)

A6.2.2.3.2.1. SAF/AQ

A6.2.2.3.2.2. SAF/CIO A6

A6.2.2.3.2.3. SAF/PA

A6.2.2.3.2.4. AF/A2

A6.2.2.3.2.5. AF/A4

A6.2.2.3.2.6. AF/A9

A6.2.2.3.2.7. AF/A10

A6.2.2.3.2.8. AF/HC

A6.2.2.3.2.9. AF/HO

A6.2.2.3.2.10. AF/JA

A6.2.2.3.2.11. AF/SG

A6.2.2.3.3. Mobilization Package Approval

A6.2.2.3.3.1. Air Force (Secretary of the Air Force or delegate representative)

A6.2.3. Step 3 – Publication.

A6.2.3.1. AF/A3OD notifies Joint Staff of the approved Mobilization Authorization.

A6.2.3.2. AF/A3OD electronically distributes the approved Mobilization Order to the tasked Air Reserve Component, the applicable mobilization facilitator, tasked Major Command(s), AF/A1, SAF/FM and SAF/GC.

A6.2.3.3. The tasked Air Reserve Component distributes the mobilization order to the tasked units with a copy to the applicable mobilization facilitator and AF/A3OD.

A6.2.3.4. Units create and distribute individual activation orders to tasked Airmen.

A6.3. Extension Mobilization. An Extension Mobilization Package is used to request approval to change the mobilization duration and/or time period.

A6.3.1. Step 1 – Packaging (Meeting the Need).

A6.3.1.1. Mobilization facilitator and/or Air Reserve Component mobilization representative create the **Extension Mobilization Request**.

A6.3.1.1.1. An updated Mobilization Worksheet

A6.3.1.1.2. A draft Mobilization Order, using “Track Changes” to indicate the change and a reviewer comment to specify the need for the change

A6.3.1.1.3. Other applicable documents

A6.3.1.2. The Air Reserve Component component will acquire command approval to release Extension Mobilization Request to mobilization facilitator.

A6.3.1.3. Air Reserve Component submits Extension Mobilization Request to mobilization facilitator. The approval record copy shall be provided to the mobilization facilitator.

A6.3.1.4. Upon receipt of the mobilization request, the mobilization facilitator confirms applicable General Officer endorsements and Airmen waivers are included; validates the member is applicable to the requirement, listed once, has dwell or waiver, etc; matches the line remarks (e.g., have appropriate grade, time set aside for training, qualifications, etc); and ensures no changes have occurred since the worksheet was submitted to the Guard and/or Air Force Reserve Command (i.e., validate the worksheet continues to meet the approved requirements documented in Joint Capabilities Requirements Manager, Fourth Estate Manpower Tracking System, or Deliberate Crisis Action Planning and Execution Segments).

A6.3.1.5. The mobilization facilitator will acquire the mobilization facilitator command approval to submit Extension Mobilization Request to AF/A3OD.

A6.3.1.6. Mobilization facilitator transmits coordinated Extension Mobilization Request to AF/A3OD. The approval record copy shall be provided to AF/A3OD.

A6.3.2. Step 2 – Pentagon Staffing.

A6.3.2.1. Review and validate submission to see if it meets the process requirements

A6.3.2.1.1. Updated Mobilization Worksheet

A6.3.2.1.2. Draft Mobilization Order

A6.3.2.1.3. Other applicable documents

A6.3.2.2. Create **Extension Mobilization Package**

A6.3.2.2.1. Staff Summary Sheet

A6.3.2.2.2. Draft Mobilization Order

A6.3.2.2.3. Secretary of Defense Notification Matrix

A6.3.2.2.4. Approved Baseline Staff Summary Sheet

A6.3.2.2.5. Individual Mob History

A6.3.2.2.6. Other applicable documents

A6.3.2.3. Staff Mobilization Package throughout Headquarters Air Force, Office of the Secretary of Defense, and Joint Staff prior to Secretary of the Air Force approval.

A6.3.2.3.1. Mandatory Headquarters Air Force Staffing

A6.3.2.3.1.1. SAF/GC

A6.3.2.3.1.2. SAF/FM

A6.3.2.3.1.3. AF/A3

A6.3.2.3.1.4. AF/A1

A6.3.2.3.1.5. Air Reserve Component Component (NGB/CF and/or AF/RE)

A6.3.2.3.2. Capability Based Headquarters Air Force Staffing (as applicable)

A6.3.2.3.2.1. SAF/AQ

A6.3.2.3.2.2. SAF/CIO A6

A6.3.2.3.2.3. SAF/PA

A6.3.2.3.2.4. AF/A2

A6.3.2.3.2.5. AF/A4

A6.3.2.3.2.6. AF/A9

A6.3.2.3.2.7. AF/A10

A6.3.2.3.2.8. AF/HC

A6.3.2.3.2.9. AF/HO

A6.3.2.3.2.10. AF/JA

A6.3.2.3.2.11. AF/SG

A6.3.2.3.3. Mobilization Package Approval

A6.3.2.3.3.1. Air Force (Secretary of the Air Force or delegate representative)

A6.3.3. Step 3 – Publication.

A6.3.3.1. AF/A3OD notifies Joint Staff of the approved Mobilization Authorization.

A6.3.3.2. AF/A3OD electronically distributes the approved Mobilization Order to the tasked Air Reserve Component, the applicable mobilization facilitator, tasked Major Command(s), AF/A1, SAF/FM and SAF/GC.

A6.3.3.3. The tasked Air Reserve Component distributes the mobilization order to the tasked units with a copy to the applicable mobilization facilitator and AF/A3OD.

A6.3.3.4. Units create and distribute amended individual activation orders to tasked Airmen.

A6.4. Substitution (Filler) Mobilization. A Substitution Mobilization Package is used to request approval to replace members who were released.

A6.4.1. Step 1 – Packaging (Meeting the Need).

A6.4.1.1. The Air Reserve Component mobilization representative will create the **Substitution Mobilization Request**.

A6.4.1.1.1. An updated Mobilization Worksheet

A6.4.1.1.2. A draft Mobilization Order, using “Track Changes” to indicate the change and a reviewer comment to specify the need for the change

A6.4.1.1.3. Substitution request memorandum

A6.4.1.1.4. Other applicable documents

A6.4.1.2. The Air Reserve Component component will acquire command approval and release Substitution Mobilization Request to the applicable mobilization facilitator

A6.4.1.3. The mobilization facilitator will submit the Substitution Mobilization Request for Approval

A6.4.1.3.1. The mobilization facilitator will acquire the mobilization facilitator command approval to submit Substitution Mobilization Request to AF/A3OD.

A6.4.1.3.2. Mobilization facilitator transmits coordinated Substitution Mobilization Request to AF/A3OD. The approval record copy shall be provided to AF/A3OD.

A6.4.2. Step 2 – Pentagon Staffing.

A6.4.2.1. Review and validate submission to see if it meets the process requirements

A6.4.2.1.1. Updated Mobilization Worksheet

A6.4.2.1.2. Draft Mobilization Order

A6.4.2.1.3. Substitution request memorandum

A6.4.2.1.4. Other applicable documents

A6.4.2.2. Create **Substitution Mobilization Package**

A6.4.2.2.1. Staff Summary Sheet

A6.4.2.2.2. Draft Mobilization Order

A6.4.2.2.3. Secretary of Defense Notification Matrix

A6.4.2.2.4. Approved Baseline Staff Summary Sheet

A6.4.2.2.5. Individual Mob History

A6.4.2.2.6. Substitution request memorandum

A6.4.2.2.7. Other applicable documents

A6.4.2.3. Staff Mobilization Package throughout Headquarters Air Force, Office of the Secretary of Defense, and Joint Staff prior to Secretary of the Air Force approval.

A6.4.2.3.1. Mandatory Headquarters Air Force Staffing

A6.4.2.3.1.1. SAF/GC

A6.4.2.3.1.2. AF/A3

A6.4.2.3.1.3. AF/A1

A6.4.2.3.1.4. Air Reserve Component Component (NGB/CF and/or AF/RE)

A6.4.2.3.2. Mobilization Package Approval

A6.4.2.3.2.1. Air Force (Secretary of the Air Force or delegate representative)

A6.4.3. **Step 3 – Publication.**

A6.4.3.1. AF/A3OD notifies Joint Staff of the approved Mobilization Authorization.

A6.4.3.2. AF/A3OD electronically distributes the approved Mobilization Order to the tasked Air Reserve Component, the applicable mobilization facilitator, tasked Major Command(s), AF/A1, SAF/FM and SAF/GC.

A6.4.3.3. The tasked Air Reserve Component distributes the mobilization order to the tasked units with a copy to the applicable mobilization facilitator and, if applicable Air National Guard.

A6.4.3.4. Units create and distribute individual activation orders to tasked Airmen.

A6.5. Shift Mobilization. A shift mobilization package is used to request approval to move the authorized mobilization time period (without impacting duration) of an approved member whose mobilization authority has not expired.

A6.5.1. **Step 1 – Packaging (Meeting the Need).**

A6.5.1.1. Mobilization facilitators and/or Air Reserve Component mobilization representative create the **Shift Mobilization Request**

A6.5.1.1.1. An updated Mobilization Worksheet

A6.5.1.1.2. A draft Mobilization Order, using “Track Changes” to indicate the change and a reviewer comment to specify the need for the change

A6.5.1.1.3. Other applicable documents

A6.5.1.2. The Air Reserve Component component will acquire command approval to release Shift Mobilization Request to mobilization facilitator.

A6.5.1.3. Air Reserve Component submits Shift Mobilization Request to mobilization facilitator. The approval record copy shall be provided to the mobilization facilitator.

A6.5.1.4. Upon receipt of the mobilization request, the mobilization facilitator confirms applicable General Officer endorsements and Airmen waivers are included; validates the member is applicable to the requirement, listed once, has dwell or waiver, etc; matches the line remarks (e.g., have appropriate grade, time set aside for training, qualifications, etc); and ensures no changes have occurred since the worksheet was submitted to the Guard and/or Air Force Reserve Command (i.e., validate the worksheet continues to meet the approved requirements documented in Joint Capabilities Requirements Manager, Fourth Estate Manpower Tracking System, or Deliberate Crisis Action Planning and Execution Segments).

A6.5.1.5. The mobilization facilitator will acquire the mobilization facilitator command approval to submit Shift Mobilization Request to AF/A3OD.

A6.5.1.6. Mobilization facilitator transmits coordinated Shift Mobilization Request to AF/A3OD. The approval record copy shall be provided to AF/A3OD.

A6.5.2. Step 2 – Pentagon Staffing.

A6.5.2.1. Review and validate submission to see if it meets the process requirements

A6.5.2.1.1. Updated Mobilization Worksheet

A6.5.2.1.2. Draft Mobilization Order

A6.5.2.1.3. Other applicable documents

A6.5.2.2. Create **Shift Mobilization Package**

A6.5.2.2.1. Staff Summary Sheet

A6.5.2.2.2. Draft Mobilization Order

A6.5.2.2.3. Secretary of Defense Notification Matrix

A6.5.2.2.4. Approved Baseline Staff Summary Sheet

A6.5.2.2.5. Individual Mob History

A6.5.2.2.6. Other applicable documents

A6.5.2.3. Staff Mobilization Package throughout Headquarters Air Force, Office of the Secretary of Defense, and Joint Staff prior to Secretary of the Air Force approval.

A6.5.2.3.1. Mandatory Headquarters Air Force Staffing

A6.5.2.3.1.1. SAF/GC

A6.5.2.3.1.2. SAF/FM

A6.5.2.3.1.3. AF/A3

A6.5.2.3.1.4. AF/A1

A6.5.2.3.1.5. Air Reserve Component Component (NGB/CF and/or AF/RE)

A6.5.2.3.2. Capability Based Headquarters Air Force Staffing (as applicable)

A6.5.2.3.2.1. SAF/AQ

A6.5.2.3.2.2. SAF/CIO A6

A6.5.2.3.2.3. SAF/PA

A6.5.2.3.2.4. AF/A2

A6.5.2.3.2.5. AF/A4

A6.5.2.3.2.6. AF/A9

A6.5.2.3.2.7. AF/A10

A6.5.2.3.2.8. AF/HC

A6.5.2.3.2.9. AF/HO

A6.5.2.3.2.10. AF/JA

A6.5.2.3.2.11. AF/SG

A6.5.2.3.3. Mobilization Package Approval

A6.5.2.3.3.1. Air Force (Secretary of the Air Force or delegate representative)

A6.5.3. Step 3 – Publication.

A6.5.3.1. AF/A3OD notifies Joint Staff of the approved Mobilization Authorization.

A6.5.3.2. AF/A3OD electronically distributes the approved Mobilization Order to the tasked Air Reserve Component, the applicable mobilization facilitator, tasked Major Command(s), AF/A1, SAF/FM and SAF/GC.

A6.5.3.3. The tasked Air Reserve Component distributes the mobilization order to the tasked units with a copy to the applicable mobilization facilitator and AF/A3OD.

A6.5.3.4. Units create and distribute amended individual activation orders to tasked Airmen.

Attachment 7**TITLE 10 UNITED STATES CODE § 12406 (NATIONAL GUARD IN FEDERAL SERVICE)****A7.1. Overview.**

A7.1.1. National Guard in Federal Service (Title 10 United States Code § 12406). The expansion of the active armed forces by the President when the United States is invaded or is in danger of invasion by a foreign nation; or there is a rebellion or danger of a rebellion against the authority of the Government of the United States; or the President is unable with regular forces to execute the laws of the United States. The President may call into Federal service members and units of the National Guard of any State in such numbers as he considers necessary to repel the invasion, suppress the rebellion, or execute those laws.

A7.1.2. Parameters.

A7.1.2.1. Mobilization Period – Unspecified

A7.1.2.2. Number of Personnel – Unspecified Eligible Personnel – All Members of the National Guard

A7.1.2.3. Type of Requirement – Emergent

A7.1.3. Verbal Orders of the Commander. If time or error prevents written orders from being published in advance of travel verbal order of the commander is authorized. Refer to Attachment 9 for further guidance.

A7.2. Baseline Mobilization.**A7.2.1. Step 1 – Packaging (Meeting the Need).**

A7.2.1.1. Mobilization facilitators identify **Baseline Mobilization Requirements.**

A7.2.1.1.1. Mobilization Worksheet with manpower requirements and position details (training, requirements, travel, line remarks)

A7.2.1.1.2. Mobilization Questionnaire

A7.2.1.2. Mobilization facilitator's mobilization representative sends Baseline Mobilization Requirements to the Air National Guard mobilization representative.

A7.2.1.3. Air National Guard mobilization representative provides individual member level detail and when needed additional documentation. The Baseline Mobilization Requirement is now a **Baseline Mobilization Request.**

A7.2.1.3.1. Mobilization Worksheet

A7.2.1.3.2. Mobilization Questionnaire

A7.2.1.3.3. Waivers

A7.2.1.3.3.1. Dwell below 1:4

A7.2.1.3.3.2. Dwell less than 12 months

A7.2.1.3.3.3. Less than 180 days notification

A7.2.1.3.3.4. Less than 30 days notification

A7.2.1.3.4. General Officer Dwell Endorsement

A7.2.1.3.5. Late Package Documentation

A7.2.1.4. Air National Guard will acquire command approval to release Baseline Mobilization Request back to mobilization facilitator.

A7.2.1.5. Air National Guard submits Baseline Mobilization Request to mobilization facilitator. The approval record copy shall be provided to the mobilization facilitator.

A7.2.1.6. Upon receipt of the mobilization request, the mobilization facilitator confirms applicable General Officer endorsements and Airmen waivers are included; validates the member is applicable to the requirement, listed once, has dwell or waiver, etc; matches the line remarks (e.g., have appropriate grade, time set aside for training, qualifications, etc); and ensures no changes have occurred since the worksheet was submitted to the Guard and/or Air Force Reserve Command (i.e., validate the worksheet continues to meet the approved requirements documented in Joint Capabilities Requirements Manager, Fourth Estate Manpower Tracking System, or Deliberate Crisis Action Planning and Execution Segments).

A7.2.1.7. The mobilization facilitator will acquire the mobilization facilitator command approval to submit package to AF/A3OD.

A7.2.1.8. Mobilization facilitator transmits coordinated Baseline Mobilization Request to AF/A3OD. The approval record copy shall be provided to AF/A3OD.

A7.2.2. **Step 2 – Pentagon Staffing.**

A7.2.2.1. Review and validate submission to see if it meets the process requirements

A7.2.2.1.1. Mobilization Worksheet

A7.2.2.1.2. Mobilization Questionnaire

A7.2.2.1.3. Waivers

A7.2.2.1.4. General Officer Dwell Endorsement

A7.2.2.1.5. Late Package Documentation

A7.2.2.2. Create **Baseline Mobilization Package**

A7.2.2.2.1. Staff Summary Sheet

A7.2.2.2.2. Draft Mobilization Order

A7.2.2.2.3. Secretary of Defense Notification Matrix

A7.2.2.2.4. Mobilization Questionnaire

A7.2.2.2.5. Individual Mob History

A7.2.2.2.6. Miscellaneous (Waivers, General Officer dwell endorsement)

A7.2.2.3. Staff Mobilization Package throughout Headquarters Air Force, Office of the Secretary of Defense, and Joint Staff prior to Secretary of Defense notification or approval.

A7.2.2.3.1. Mandatory Headquarters Air Force Staffing

A7.2.2.3.1.1. SAF/GC

A7.2.2.3.1.2. SAF/FM

A7.2.2.3.1.3. AF/A3

A7.2.2.3.1.4. AF/A1

A7.2.2.3.1.5. NGB/CF

A7.2.2.3.2. Capability Based Headquarters Air Force Staffing (as applicable)

A7.2.2.3.2.1. SAF/AQ

A7.2.2.3.2.2. SAF/CIO A6

A7.2.2.3.2.3. SAF/PA

A7.2.2.3.2.4. AF/A2

A7.2.2.3.2.5. AF/A4

A7.2.2.3.2.6. AF/A9

A7.2.2.3.2.7. AF/A10

A7.2.2.3.2.8. AF/HC

A7.2.2.3.2.9. AF/HO

A7.2.2.3.2.10. AF/JA

A7.2.2.3.2.11. AF/SG

A7.2.2.3.3. Mobilization Package Approval

A7.2.2.3.3.1. Air Force (Secretary of the Air Force or delegate representative)

A7.2.2.3.3.2. Secretary of Defense

A7.2.3. **Step 3 – Publication.**

A7.2.3.1. AF/A3OD electronically distributes the approved Mobilization Order to the Air National Guard, the applicable mobilization facilitator, tasked Major Command(s), AF/A1, SAF/FM and SAF/GC.

A7.2.3.2. The Air National Guard distributes the mobilization order to the tasked units with a copy to the applicable mobilization facilitator and AF/A3OD.

A7.2.3.3. Units create and distribute individual activation orders to tasked Airmen.

A7.3. Extension Mobilization. An Extension Mobilization Package is used to request approval to change the mobilization duration and/or time period.

A7.3.1. **Step 1 – Packaging (Meeting the Need).**

A7.3.1.1. Mobilization facilitator and/or Air National Guard mobilization representative creates the **Extension Mobilization Request**.

A7.3.1.1.1. An updated Mobilization Worksheet

A7.3.1.1.2. A draft Mobilization Order, using “Track Changes” to indicate the change and a reviewer comment to specify the need for the change

A7.3.1.1.3. Other applicable documents

A7.3.1.2. Air National Guard will acquire command approval to release Extension Mobilization Request to mobilization facilitator.

A7.3.1.3. Air National Guard submits Extension Mobilization Request to mobilization facilitator. The approval record copy shall be provided to the mobilization facilitator.

A7.3.1.4. Upon receipt of the mobilization request, the mobilization facilitator confirms applicable General Officer endorsements and Airmen waivers are included; validates the member is applicable to the requirement, listed once, has dwell or waiver, etc; matches the line remarks (e.g., have appropriate grade, time set aside for training, qualifications, etc); and ensures no changes have occurred since the worksheet was submitted to the Guard and/or Air Force Reserve Command (i.e., validate the worksheet continues to meet the approved requirements documented in Joint Capabilities Requirements Manager, Fourth Estate Manpower Tracking System, or Deliberate Crisis Action Planning and Execution Segments).

A7.3.1.5. The mobilization facilitator will acquire the mobilization facilitator command approval to submit Extension Mobilization Request to AF/A3OD.

A7.3.1.6. Mobilization facilitator transmits coordinated Extension Mobilization Request to AF/A3OD. The approval record copy shall be provided to AF/A3OD.

A7.3.2. **Step 2 – Pentagon Staffing.**

A7.3.2.1. Review and validate submission to see if it meets the process requirements

A7.3.2.1.1. Updated Mobilization Worksheet

A7.3.2.1.2. Draft Mobilization Order

A7.3.2.1.3. Other applicable documents

A7.3.2.2. Create **Extension Mobilization Package**

A7.3.2.2.1. Staff Summary Sheet

A7.3.2.2.2. Draft Mobilization Order

A7.3.2.2.3. Secretary of Defense Notification Matrix

A7.3.2.2.4. Approved Baseline Staff Summary Sheet

A7.3.2.2.5. Individual Mob History

A7.3.2.2.6. Other applicable documents

A7.3.2.3. Staff Mobilization Package throughout Headquarters Air Force, Office of the Secretary of Defense, and Joint Staff prior to Secretary of Defense notification or approval.

A7.3.2.3.1. Mandatory Headquarters Air Force Staffing

A7.3.2.3.1.1. SAF/GC

A7.3.2.3.1.2. SAF/FM

A7.3.2.3.1.3. AF/A3

A7.3.2.3.1.4. AF/A1

A7.3.2.3.1.5. NGB/CF

A7.3.2.3.2. Capability Based Headquarters Air Force Staffing (as applicable)

A7.3.2.3.2.1. SAF/AQ

A7.3.2.3.2.2. SAF/CIO A6

A7.3.2.3.2.3. SAF/PA

A7.3.2.3.2.4. AF/A2

A7.3.2.3.2.5. AF/A4

A7.3.2.3.2.6. AF/A9

A7.3.2.3.2.7. AF/A10

A7.3.2.3.2.8. AF/HC

A7.3.2.3.2.9. AF/HO

A7.3.2.3.2.10. AF/JA

A7.3.2.3.2.11. AF/SG

A7.3.2.3.3. Mobilization Package Approval

A7.3.2.3.3.1. Air Force (Secretary of the Air Force or delegate representative)

A7.3.2.3.3.2. Secretary of Defense

A7.3.3. **Step 3 – Publication.**

A7.3.3.1. AF/A3OD electronically distributes the approved Mobilization Order to the Air National Guard, the applicable mobilization facilitator, tasked Major Command(s), AF/A1, SAF/FM and SAF/GC.

A7.3.3.2. The Air National Guard distributes the mobilization order to the tasked units with a copy to the applicable mobilization facilitator and AF/A3OD.

A7.3.3.3. Units create and distribute amended individual activation orders to tasked Airmen.

A7.4. Substitution (Filler) Mobilization. A Substitution Mobilization Package is used to request approval to replace members who were released.

A7.4.1. **Step 1 – Packaging (Meeting the Need).**

A7.4.1.1. The Air National Guard mobilization representative will create the **Substitution Mobilization Request.**

A7.4.1.1.1. An updated Mobilization Worksheet

A7.4.1.1.2. A draft Mobilization Order, using “Track Changes” to indicate the change and a reviewer comment to specify the need for the change

A7.4.1.1.3. Substitution request memorandum

A7.4.1.1.4. Other applicable documents

A7.4.1.2. Air National Guard will acquire command approval and release Substitution Mobilization Request to the applicable mobilization facilitator

A7.4.1.3. The mobilization facilitator will submit the Substitution Mobilization Request for Approval

A7.4.1.3.1. The mobilization facilitator will acquire the mobilization facilitator command approval to submit Substitution Mobilization Request to AF/A3OD.

A7.4.1.3.2. Mobilization facilitator transmits coordinated Substitution Mobilization Request to AF/A3OD. The approval record copy shall be provided to AF/A3OD.

A7.4.2. Step 2 – Pentagon Staffing.

A7.4.2.1. Review and validate submission to see if it meets the process requirements

A7.4.2.1.1. Updated Mobilization Worksheet

A7.4.2.1.2. Draft Mobilization Order

A7.4.2.1.3. Substitution request memorandum

A7.4.2.1.4. Other applicable documents

A7.4.2.2. Create **Substitution Mobilization Package**

A7.4.2.2.1. Staff Summary Sheet

A7.4.2.2.2. Draft Mobilization Order

A7.4.2.2.3. Secretary of Defense Notification Matrix

A7.4.2.2.4. Approved Baseline Staff Summary Sheet

A7.4.2.2.5. Individual Mob History

A7.4.2.2.6. Substitution request memorandum

A7.4.2.2.7. Other applicable documents

A7.4.2.3. Staff Mobilization Package throughout Headquarters Air Force, Office of the Secretary of Defense, and Joint Staff prior to Secretary of Defense notification or approval.

A7.4.2.3.1. Mandatory Headquarters Air Force Staffing

A7.4.2.3.1.1. SAF/GC

A7.4.2.3.1.2. AF/A3

A7.4.2.3.1.3. AF/A1

A7.4.2.3.1.4. NGB/CF

A7.4.2.3.2. Mobilization Package Approval

A7.4.2.3.2.1. Air Force (Secretary of the Air Force or delegate representative)

A7.4.2.3.2.2. Secretary of Defense

A7.4.3. **Step 3 – Publication.**

A7.4.3.1. AF/A3OD electronically distributes the approved Mobilization Order to the Air National Guard, the applicable mobilization facilitator, tasked Major Command(s), AF/A1, SAF/FM and SAF/GC.

A7.4.3.2. The Air National Guard distributes the mobilization order to the tasked units with a copy to the applicable mobilization facilitator and AF/A3OD.

A7.4.3.3. Units create and distribute individual activation orders to tasked Airmen.

A7.5. Shift Mobilization. A shift mobilization package is used to request approval to move the authorized mobilization time period (without impacting duration) of an approved member whose mobilization authority has not expired.

A7.5.1. **Step 1 – Packaging (Meeting the Need).**

A7.5.1.1. Mobilization facilitator and/or Air National Guard mobilization representative creates the **Shift Mobilization Request**.

A7.5.1.1.1. An updated Mobilization Worksheet

A7.5.1.1.2. A draft Mobilization Order, using “Track Changes” to indicate the change and a reviewer comment to specify the need for the change

A7.5.1.1.3. Other applicable documents

A7.5.1.2. The Air National Guard component will acquire command approval to release Shift Mobilization Request to mobilization facilitator.

A7.5.1.3. Air National Guard submits Shift Mobilization Request to mobilization facilitator. The approval record copy shall be provided to the mobilization facilitator.

A7.5.1.4. Upon receipt of the mobilization request, the mobilization facilitator confirms applicable General Officer endorsements and Airmen waivers are included; validates the member is applicable to the requirement, listed once, has dwell or waiver, etc; matches the line remarks (e.g., have appropriate grade, time set aside for training, qualifications, etc); and ensures no changes have occurred since the worksheet was submitted to the Guard and/or Air Force Reserve Command (i.e., validate the worksheet continues to meet the approved requirements documented in Joint Capabilities Requirements Manager, Fourth Estate Manpower Tracking System, or Deliberate Crisis Action Planning and Execution Segments).

A7.5.1.5. The mobilization facilitator will acquire the mobilization facilitator command approval to submit Shift Mobilization Request to AF/A3OD.

A7.5.1.6. Mobilization facilitator transmits coordinated Shift Mobilization Request to AF/A3OD. The approval record copy shall be provided to AF/A3OD.

A7.5.2. **Step 2 – Pentagon Staffing.**

A7.5.2.1. Review and validate submission to see if it meets the process requirements

A7.5.2.1.1. Updated Mobilization Worksheet

- A7.5.2.1.2. Draft Mobilization Order
- A7.5.2.1.3. Other applicable documents
- A7.5.2.2. Create **Shift Mobilization Package**
 - A7.5.2.2.1. Staff Summary Sheet
 - A7.5.2.2.2. Draft Mobilization Order
 - A7.5.2.2.3. Secretary of Defense Notification Matrix
 - A7.5.2.2.4. Approved Baseline Staff Summary Sheet
 - A7.5.2.2.5. Individual Mob History
 - A7.5.2.2.6. Other applicable documents
- A7.5.2.3. Staff Mobilization Package throughout Headquarters Air Force, Office of the Secretary of Defense, and Joint Staff prior to Secretary of Defense notification or approval.
 - A7.5.2.3.1. Mandatory Headquarters Air Force Staffing
 - A7.5.2.3.1.1. SAF/GC
 - A7.5.2.3.1.2. SAF/FM
 - A7.5.2.3.1.3. AF/A3
 - A7.5.2.3.1.4. AF/A1
 - A7.5.2.3.1.5. NGB/CF
 - A7.5.2.3.2. Capability Based Headquarters Air Force Staffing (as applicable)
 - A7.5.2.3.2.1. SAF/AQ
 - A7.5.2.3.2.2. SAF/CIO A6
 - A7.5.2.3.2.3. SAF/PA
 - A7.5.2.3.2.4. AF/A2
 - A7.5.2.3.2.5. AF/A4
 - A7.5.2.3.2.6. AF/A9
 - A7.5.2.3.2.7. AF/A10
 - A7.5.2.3.2.8. AF/HC
 - A7.5.2.3.2.9. AF/HO
 - A7.5.2.3.2.10. AF/JA
 - A7.5.2.3.2.11. AF/SG
 - A7.5.2.3.3. Mobilization Package Approval
 - A7.5.2.3.3.1. Air Force (Secretary of the Air Force or delegate representative)
 - A7.5.2.3.3.2. Secretary of Defense

A7.5.3. Step 3 – Publication.

A7.5.3.1. AF/A3OD electronically distributes the approved Mobilization Order to the Air National Guard, the applicable mobilization facilitator, tasked Major Command(s), AF/A1, SAF/FM and SAF/GC.

A7.5.3.2. The Air National Guard distributes the mobilization order to the tasked units with a copy to the applicable mobilization facilitator and AF/A3OD.

A7.5.3.3. Units create and distribute amended individual activation orders to tasked Airmen.

Attachment 8

TITLE 10 UNITED STATES CODE § 332 (USE OF MILITIA AND ARMED FORCES TO ENFORCE FEDERAL AUTHORITY); AND TITLE 10 UNITED STATES CODE § 333 (INTERFERENCE WITH STATE AND FEDERAL LAW)

A8.1. Overview.

A8.1.1. The following mobilization processes and procedures do not apply when the President calls into Federal service the militia of any State.

A8.1.2. **Title 10 United States Code § 332.** Whenever the President considers that unlawful obstructions, combinations, or assemblages, or rebellion against the authority of the United States, make it impracticable to enforce the laws of the United States in any State by the ordinary course of judicial proceedings, he may call into Federal service such of the militia of any State, and use such of the armed forces, as he considers necessary to enforce those laws or to suppress the rebellion.

A8.1.3. **Title 10 United States Code § 333.** The President, by using the militia or the armed forces, or both, or by any other means, shall take such measures as he considers necessary to suppress, in a State, any insurrection, domestic violence, unlawful combination, or conspiracy, if it (1) so hinders the execution of the laws of that State, and of the United States within the State, that any part or class of its people is deprived of a right, privilege, immunity, or protection named in the Constitution and secured by law, and the constituted authorities of that State are unable, fail, or refuse to protect that right, privilege, or immunity, or to give that protection; or (2) opposes or obstructs the execution of the laws of the United States or impedes the course of justice under those laws. In any situation covered by clause (1), the State shall be considered to have denied the equal protection of the laws secured by the Constitution.

A8.1.4. Parameters.

A8.1.4.1. Mobilization Period – Unspecified

A8.1.4.2. Number of Personnel – Unspecified Eligible Personnel – All Members of the National Guard and Reserve

A8.1.4.3. Type of Requirement – Emergent

A8.1.5. **Verbal Orders of the Commander.** If time or error prevents written orders from being published in advance of travel verbal order of the commander is authorized. Refer to Attachment 9 for further guidance.

A8.2. Baseline Mobilization.

A8.2.1. Step 1 – Packaging.

A8.2.1.1. Mobilization facilitator identifies **Baseline Mobilization Requirements**

A8.2.1.1.1. Mobilization Worksheet with manpower requirements and position details (training, requirements, travel, line remarks)

A8.2.1.1.2. Mobilization Questionnaire

A8.2.1.2. Mobilization facilitator's mobilization representative sends Baseline Mobilization Requirements to the Guard and/or Air Force Reserve Command mobilization representative(s)

A8.2.1.3. Guard and/or Air Force Reserve Command mobilization representative(s) provides individual member level detail and when needed additional documentation. The Baseline Mobilization Requirement is now a **Baseline Mobilization Request**.

A8.2.1.3.1. Mobilization Worksheet

A8.2.1.3.2. Mobilization Questionnaire

A8.2.1.3.3. Waivers

A8.2.1.3.3.1. Dwell below 1:4

A8.2.1.3.3.2. Dwell less than 12 months

A8.2.1.3.3.3. Less than 180 days notification

A8.2.1.3.3.4. Less than 30 days notification

A8.2.1.3.4. General Officer Dwell Endorsement

A8.2.1.3.5. Late Package Documentation

A8.2.1.4. The Guard and/or Air Force Reserve Command will acquire command approval to release Baseline Mobilization Request back to mobilization facilitator.

A8.2.1.5. Guard and/or Air Force Reserve Command submits Baseline Mobilization Request to mobilization facilitator. The approval record copy shall be provided to the mobilization facilitator.

A8.2.1.6. Upon receipt of the mobilization request, the mobilization facilitator confirms applicable General Officer endorsements and Airmen waivers are included; validates the member is applicable to the requirement, listed once, has dwell or waiver, etc; matches the line remarks (e.g., have appropriate grade, time set aside for training, qualifications, etc); and ensures no changes have occurred since the worksheet was submitted to the Guard and/or Air Force Reserve Command (i.e., validate the worksheet continues to meet the approved requirements documented in Joint Capabilities Requirements Manager, Fourth Estate Manpower Tracking System, or Deliberate Crisis Action Planning and Execution Segments).

A8.2.1.7. The mobilization facilitator will acquire the mobilization facilitator command approval to submit package to AF/A3OD.

A8.2.1.8. mobilization facilitator transmits coordinated Baseline Mobilization Request to AF/A3OD. The approval record copy shall be provided to AF/A3OD.

A8.2.2. **Step 2 – Pentagon Staffing.**

A8.2.2.1. Review and validate submission to see if it meets the process requirements

A8.2.2.1.1. Mobilization Worksheet

A8.2.2.1.2. Mobilization Questionnaire

A8.2.2.1.3. Waivers

A8.2.2.1.4. General Officer Dwell Endorsement

A8.2.2.1.5. Late Package Documentation

A8.2.2.2. Create **Baseline Mobilization Package**

A8.2.2.2.1. Staff Summary Sheet

A8.2.2.2.2. Draft Mobilization Order

A8.2.2.2.3. Secretary of Defense Notification Matrix

A8.2.2.2.4. Mobilization Questionnaire

A8.2.2.2.5. Individual Mob History

A8.2.2.2.6. Miscellaneous (Waivers, General Officer dwell endorsement)

A8.2.2.3. Staff Mobilization Package throughout Headquarters Air Force, Office of the Secretary of Defense, and Joint Staff prior to Secretary of Defense notification or approval.

A8.2.2.3.1. Mandatory Headquarters Air Force Staffing

A8.2.2.3.1.1. SAF/GC

A8.2.2.3.1.2. SAF/FM

A8.2.2.3.1.3. AF/A3

A8.2.2.3.1.4. AF/A1

A8.2.2.3.1.5. NGB/CF and/or AF/RE

A8.2.2.3.2. Capability Based Headquarters Air Force Staffing (as applicable)

A8.2.2.3.2.1. SAF/AQ

A8.2.2.3.2.2. SAF/CIO A6

A8.2.2.3.2.3. SAF/PA

A8.2.2.3.2.4. AF/A2

A8.2.2.3.2.5. AF/A4

A8.2.2.3.2.6. AF/A9

A8.2.2.3.2.7. AF/A10

A8.2.2.3.2.8. AF/HC

A8.2.2.3.2.9. AF/HO

A8.2.2.3.2.10. AF/JA

A8.2.2.3.2.11. AF/SG

A8.2.2.3.3. Mobilization Package Approval

A8.2.2.3.3.1. Air Force (Secretary of the Air Force or delegate representative)

A8.2.2.3.3.2. Secretary of Defense

A8.2.3. Step 3 – Publication.

A8.2.3.1. AF/A3OD electronically distributes the approved Mobilization Order to the Guard and/or Air Force Reserve Command as applicable, the applicable mobilization facilitator, other tasked Major Command(s), AF/A1, SAF/FM and SAF/GC.

A8.2.3.2. The tasked Guard and/or Air Force Reserve Command distributes the mobilization order to the tasked units with a copy to the applicable mobilization facilitator and AF/A3OD.

A8.2.3.3. Units create and distribute individual activation orders to tasked Airmen.

A8.3. Extension Mobilization Package. An Extension Mobilization Package is used to request approval to change the mobilization duration and/or time period.

A8.3.1. Step 1 – Packaging (Meeting the Need).

A8.3.1.1. Mobilization facilitator and/or Guard and/or Air Force Reserve Command mobilization representative(s) creates the **Extension Mobilization Request**.

A8.3.1.1.1. An updated Mobilization Worksheet

A8.3.1.1.2. A draft Mobilization Order, using “Track Changes” to indicate the change and a reviewer comment to specify the need for the change

A8.3.1.1.3. Other applicable documents

A8.3.1.2. Guard and/or Air Force Reserve Command will acquire command approval to release Extension Mobilization Request to mobilization facilitator.

A8.3.1.3. Guard and/or Air Force Reserve Command submits Extension Mobilization Request to mobilization facilitator. The approval record copy shall be provided to the mobilization facilitator.

A8.3.1.4. Upon receipt of the mobilization request, the mobilization facilitator confirms applicable General Officer endorsements and Airmen waivers are included; validates the member is applicable to the requirement, listed once, has dwell or waiver, etc; matches the line remarks (e.g., have appropriate grade, time set aside for training, qualifications, etc); and ensures no changes have occurred since the worksheet was submitted to the Guard and/or Air Force Reserve Command (i.e., validate the worksheet continues to meet the approved requirements documented in Joint Capabilities Requirements Manager, Fourth Estate Manpower Tracking System, or Deliberate Crisis Action Planning and Execution Segments).

A8.3.1.5. The mobilization facilitator will acquire the mobilization facilitator command approval to submit Extension Mobilization Request to AF/A3OD.

A8.3.1.6. Mobilization facilitator transmits coordinated Extension Mobilization Request to AF/A3OD. The approval record copy shall be provided to AF/A3OD.

A8.3.2. Step 2 – Pentagon Staffing.

A8.3.2.1. Review and validate submission to see if it meets the process requirements

A8.3.2.1.1. Updated Mobilization Worksheet

A8.3.2.1.2. Draft Mobilization Order

A8.3.2.1.3. Other applicable documents

A8.3.2.2. Create **Extension Mobilization Package**

A8.3.2.2.1. Staff Summary Sheet

A8.3.2.2.2. Draft Mobilization Order

A8.3.2.2.3. Secretary of Defense Notification Matrix

A8.3.2.2.4. Approved Baseline Staff Summary Sheet

A8.3.2.2.5. Individual Mob History

A8.3.2.2.6. Other applicable documents

A8.3.2.3. Staff Mobilization Package throughout Headquarters Air Force, Office of the Secretary of Defense, and Joint Staff prior to Secretary of Defense notification or approval.

A8.3.2.3.1. Mandatory Headquarters Air Force Staffing

A8.3.2.3.1.1. SAF/GC

A8.3.2.3.1.2. SAF/FM

A8.3.2.3.1.3. AF/A3

A8.3.2.3.1.4. AF/A1

A8.3.2.3.1.5. NGB/CF and/or AF/RE

A8.3.2.3.2. Capability Based Headquarters Air Force Staffing (as applicable)

A8.3.2.3.2.1. SAF/AQ

A8.3.2.3.2.2. SAF/CIO A6

A8.3.2.3.2.3. SAF/PA

A8.3.2.3.2.4. AF/A2

A8.3.2.3.2.5. AF/A4

A8.3.2.3.2.6. AF/A9

A8.3.2.3.2.7. AF/A10

A8.3.2.3.2.8. AF/HC

A8.3.2.3.2.9. AF/HO

A8.3.2.3.2.10. AF/JA

A8.3.2.3.2.11. AF/SG

A8.3.2.3.3. Mobilization Package Approval

A8.3.2.3.3.1. Air Force (Secretary of the Air Force or delegate representative)

A8.3.2.3.3.2. Secretary of Defense

A8.3.3. Step 3 – Publication.

A8.3.3.1. AF/A3OD electronically distributes the approved Mobilization Order to the Guard and/or Air Force Reserve Command as applicable, the applicable mobilization facilitator, other tasked Major Command(s), AF/A1, SAF/FM and SAF/GC.

A8.3.3.2. The Guard and/or Air Force Reserve Command distributes the execution order to the tasked units with a copy to the applicable mobilization facilitator and AF/A3OD.

A8.3.3.3. Units create and distribute amended individual activation orders to tasked Airmen.

A8.4. Substitution (Filler) Mobilization Package. A Substitution Mobilization Package is used to request approval to replace members who were released.

A8.4.1. Step 1 – Packaging (Meeting the Need).

A8.4.1.1. The Air Force Reserve Command or Guard mobilization representative will create the **Substitution Mobilization Request**.

A8.4.1.1.1. An updated Mobilization Worksheet

A8.4.1.1.2. A draft Mobilization Order, using “Track Changes” to indicate the change and a reviewer comment to specify the need for the change

A8.4.1.1.3. Substitution request memorandum

A8.4.1.1.4. Other applicable documents

A8.4.1.2. The Guard or Air Force Reserve Command will acquire command approval and release Substitution Mobilization Request to the applicable mobilization facilitator

A8.4.1.3. The mobilization facilitator will submit the Substitution Mobilization Request for Approval

A8.4.1.3.1. The mobilization facilitator will acquire the mobilization facilitator command approval to submit Substitution Mobilization Request to AF/A3OD.

A8.4.1.3.2. Mobilization facilitator transmits coordinated Substitution Mobilization Request to AF/A3OD. The approval record copy shall be provided to AF/A3OD.

A8.4.2. Step 2 – Pentagon Staffing.

A8.4.2.1. Review and validate submission to see if it meets the process requirements

A8.4.2.1.1. Updated Mobilization Worksheet

A8.4.2.1.2. Draft Mobilization Order

A8.4.2.1.3. Substitution request memorandum

A8.4.2.1.4. Other applicable documents

A8.4.2.2. Create **Substitution Mobilization Package**

A8.4.2.2.1. Staff Summary Sheet

A8.4.2.2.2. Draft Mobilization Order

A8.4.2.2.3. Secretary of Defense Notification Matrix

A8.4.2.2.4. Approved Baseline Staff Summary Sheet

A8.4.2.2.5. Individual Mob History

A8.4.2.2.6. Substitution request memorandum

A8.4.2.2.7. Other applicable documents

A8.4.2.3. Staff Mobilization Package throughout Headquarters Air Force, Office of the Secretary of Defense, and Joint Staff prior to Secretary of Defense notification or approval.

A8.4.2.3.1. Mandatory Headquarters Air Force Staffing

A8.4.2.3.1.1. SAF/GC

A8.4.2.3.1.2. AF/A3

A8.4.2.3.1.3. AF/A1

A8.4.2.3.1.4. NGB/CF and/or AF/RE

A8.4.2.3.2. Mobilization Package Approval

A8.4.2.3.2.1. Air Force (Secretary of the Air Force or delegate representative)

A8.4.2.3.2.2. Secretary of Defense

A8.4.3. Step 3 – Publication.

A8.4.3.1. AF/A3OD electronically distributes the approved Mobilization Order to the Guard and/or Air Force Reserve Command as applicable, the applicable mobilization facilitator, other tasked Major Command(s), AF/A1, SAF/FM and SAF/GC.

A8.4.3.2. The Guard and/or Air Force Reserve Command distributes the mobilization order to the tasked units with a copy to the applicable mobilization facilitator and AF/A3OD.

A8.4.3.3. Units create and distribute individual activation orders to tasked Airmen.

Attachment 9**VERBAL ORDERS OF THE COMMANDER**

A9.1. Applies to all mobilizations .

A9.2. Verbal orders are only authorized when time or error prevents written orders from being published in advance of travel (refer to Air Force Instruction 65-103).

A9.3. Upon a verbal order of the commander being issued, a classified message will be distributed to the mobilization facilitator confirming the authorization to mobilize pertinent forces.

A9.4. If a verbal order of the commander is used , the mobilization facilitator must work with the applicable Guard and/or Air Force Reserve Command mobilization representative(s) to properly document the verbally approved mobilization of members and submit the documentation (Mobilization Worksheet and Mobilization Questionnaire) to AF/A3OD within 72 hours.

A9.5. Once the AF/A3OD receives the documentation , the AF/A3OD will publish the Mobilization Order and distribute it to the Guard and/or Air Force Reserve Command as applicable, the applicable mobilization facilitator, other tasked Major Command(s), AF/A1, SAF/FM and SAF/GC (Pentagon staffing is not required.).

A9.6. The Guard and/or Air Force Reserve Command distributes the mobilization order to the tasked units with a copy to the applicable mobilization facilitator and AF/A3OD.

A9.7. Units create and distribute individual activation orders to tasked Airmen.

Attachment 10**ADMINISTRATIVE CHANGES**

A10.1. Administrative changes are amendments made to an approved mobilization order to correct minor grammatical, typographical, and mathematical errors; and to amend a member's time period in accordance with the guidance listed in the mobilization authorization.

A10.2. The Guard, Air Force Reserve Command , mobilization facilitator, or Headquarters Air Force may request an administrative change. An administrative change request email includes a narrative explanation and an attached copy of the mobilization authorization message annotated with track changes depicting the requested change(s).

A10.3. The Guard and Air Force Reserve Command must submit deletion of line requests through the appropriate mobilization facilitator.

A10.4. The requestor will submit all requests to AF/A3OD for processing and provide a copy to the applicable mobilization facilitator.

A10.5. AF/A3OD processes all administrative changes.

Attachment 11

TYPES OF MOBILIZATION AUTHORITY

A11.1. Types of Mobilization Authority. There are a total of 10 mobilization authorities. Each authority differs in who authorizes the use of the authority, the situation in which Reserve and/or Guard forces may be mobilized, eligible personnel, the duration of the mobilization and the number of personnel authorized to be mobilized. Attachment 11 depicts the major differences between these mobilization authorities.

Figure A11.1. Types of Mobilization Authority.

R U L E	Title 10 United States Code §	AUTHORIZES USE	Air Force IMPLEMENTATION AUTHORITY	SITUATION	ELIGIBLE PERSONNEL	MAXIMUM DURATION	NUMBER OF PERSONNEL
1	12301(a)	- Congress	- Secretary of the Air Force or designated appointee	- Congressional Declaration of War or national emergency	- Reserve Component - When Secretary of the Air Force determines there are not enough qualified Reserves in an active status or in the inactive National Guard in the required category who are readily available, a request may be made for Secretary of Defense approval to order members on an inactive status list or in a retired status to active duty.	the duration of the war or emergency and six months thereafter	- Unspecified
2	12301(b)	- Secretary of the Air Force	- Unit Commander	- At any time, for any lawful purpose	- All Ready Reserve members	- Not more than 15 days a year	- All Ready Reserve Members
3	12302	- President and/or Congress	- Secretary of the Air Force or designated appointee	- National emergency declared by the President	- All Ready Reserve members	- Maximum of 24 months - Secretary of Defense approval is needed for durations greater than 12 months - Secretary of the Air Force or USD (P&R) may approve less than or equal to 12 months	- Limited to 1,000,000 at any one time

R U L E	Title 10 United States Code §	AUTHORIZES USE	Air Force IMPLEMENTATION AUTHORITY	SITUATION	ELIGIBLE PERSONNEL	MAXIMUM DURATION	NUMBER OF PERSONNEL
4	12304	<ul style="list-style-type: none"> - President - Requires congressional notification within 24 hours of exercising the authority 	<ul style="list-style-type: none"> - Secretary of the Air Force or designated appointee 	<ul style="list-style-type: none"> - Augment the active forces: - For any named operational mission - To provide assistance during a terrorist attack or threatened terrorist attack in the United States - To provide assistance during a use or threatened use of a weapon of mass destruction 	<ul style="list-style-type: none"> - All Selected Reserve members - All Individual Ready Reserve members 	<ul style="list-style-type: none"> - Maximum of 365 consecutive days 	<ul style="list-style-type: none"> - Limited to 200,000 Selected and Individual Ready Reserve members at any one time - Individual Ready Reserve has a 30,000 member cap - Excluded from end strength limitations
5	Title 10 United States Code § 12304a	<ul style="list-style-type: none"> - Secretary of Defense after a Governor requests Federal assistance 	<ul style="list-style-type: none"> - Secretary of the Air Force or designated appointee 	<ul style="list-style-type: none"> - A major disaster or emergency (as those terms are defined in section 102 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 United States Code § 5122)) 	<ul style="list-style-type: none"> - Any member of the Air Force Reserve 	<ul style="list-style-type: none"> - A continuous period of not more than 120 days 	<ul style="list-style-type: none"> - Unspecified - Activated members do not count against the end strength
6	Title 10 United States Code § 12304b	<ul style="list-style-type: none"> - None 	<ul style="list-style-type: none"> - Secretary of the Air Force - Budget info must include description of mission and anticipated length of involuntary order - Requires congressional notification upon unit reporting to duty 	<ul style="list-style-type: none"> - Augment the active forces for a preplanned mission in support of a combatant command 	<ul style="list-style-type: none"> - Selected Reserve 	<ul style="list-style-type: none"> - Maximum of 365 consecutive days 	<ul style="list-style-type: none"> - Not more than 60,000 members of the reserve components of the armed forces may be on AD at any one time - Manpower and associated costs must be identified defense budget materials for the fiscal year(s)

R U L E	Title 10 United States Code §	AUTHORIZES USE	Air Force IMPLEMENTATION AUTHORITY	SITUATION	ELIGIBLE PERSONNEL	MAXIMUM DURATION	NUMBER OF PERSONNEL
							- Excluded from end strength limitations
7	12406	- President	- Secretary of the Air Force	- Is invaded or in danger of invasion by a foreign nation - A rebellion or danger of a rebellion against the authority of the Government of the United States - The President is unable with regular forces to execute the law of the United States	- Members and/or units of the Air National Guard	- Unspecified	- Unspecified
8	332	- President	- Secretary of the Air Force	- Whenever the President considers that unlawful obstructions, combinations, or assemblages, or rebellion against the authority of the United States, make it impracticable to enforce the laws of the United States	- Members and/or units of the Air National Guard and Air Force Reserve	- Unspecified	- Unspecified
9	333	- President	- Secretary of the Air Force	- The President shall take such measures as he considers necessary to suppress, in a State, any insurrection, domestic violence, unlawful combination, or conspiracy if it: - Hinders the execution of State and Federal Laws	- Members and/or units of the Air National Guard and Air Force Reserve	- Unspecified	- Unspecified

R U L E	Title 10 United States Code §	AUTHORIZES USE	Air Force IMPLEMENTATION AUTHORITY	SITUATION	ELIGIBLE PERSONNEL	MAXIMUM DURATION	NUMBER OF PERSONNEL
				- Deprives people of a right privilege, immunity, or protection named in the Constitution and secured by law			
10	688	- Secretary of Defense	- Secretary of the Air Force	<p>- Under regulations prescribed by the Secretary of Defense, a member described in subsection (b) may be ordered to AD by the Secretary of the military department concerned at any time.</p> <p>- The Secretary concerned may, to the extent consistent with other provisions of law, assign a member ordered to AD under this section to such duties as the Secretary considers necessary in the interests of national defense.</p>	<p>- Retired members of the Regular Air Force</p> <p>- Retired Reserve members retired under section 1293 (20/+ years warrant officer), 8911 (20/+ years regular/reserve commission), or 8914 (20-30 years enlisted)</p> <p>- The following members are excluded:</p> <ul style="list-style-type: none"> - - An officer who retired under section 638 (selective early retirement) - - An officer who— <p>(A) after having been notified that the officer was to be considered for early retirement under section 638 of this title by a board convened under section 611 (convening of selection boards) (b) of this title and before being considered by that board, requested retirement under section 8911 of this title; and (B) was retired pursuant to that request.</p>	<p>- No more than 12 months within the 24 months following the first day of AD unless that member is a:</p> <ul style="list-style-type: none"> - - Chaplain - - Health care professional - - Assigned to duty with the American Battle Monuments Commission - - Assigned to duty as a defense attaché or service attaché <p>- May be waived during a time of war or of national emergency declared by Congress or the President</p>	- Unspecified