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OF THE AIR FORCE**

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MANUAL 10-406**



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**Operations**

**UNIT TYPE CODE MANAGEMENT**

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This publication implements Department of the Air Force Policy Directive (DAFPD) 10-4, *Operations Planning: Air Expeditionary Force and Global Force Management* and is consistent with Chairman Joint Chiefs of Staff Manual (CJCSM) 3150.24E *Type Unit Characteristics Report (TUCHAREP)*, and Department of the Air Force Instruction (DAFI) 10-401, *Operations Planning and Execution*. It provides guidance and procedures on the development, maintenance, and reporting of unit type codes throughout the Department of the Air Force (DAF). If this publication is in conflict with Department of Defense or joint guidance, the joint publication will take precedence. This publication applies to all civilian employees of the DAF and uniformed members of the United States Space Force, Regular Air Force (RegAF), the Air Force Reserve (AFR), and the Air National Guard (ANG). The authorities to waive wing/Space Force equivalent/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 Department of the Air Force Instruction (DAFI) 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 requestor's commander for non-tiered compliance items. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Refer recommended changes and questions about this publication to office of primary responsibility (OPR), Headquarters Air Force

(HAF), Director of Current Operations, War Planning and Policy Division (AF/A3OD), on an Air Force Form 847, *Recommendation for Change of Publication*; route Air Force Forms 847 from the field through the appropriate functional chain of command. Compliance with attachments **1, 2, 3, and 4** in this publication is mandatory.

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## Chapter 1

### UNIT TYPE CODE PURPOSE AND BACKGROUND

**1.1. Overview.** Unit type codes (UTCs) are managed at all levels of DAF organizations. AF/A3OD oversees DAF UTC management processes and DAF organizations maintain UTCs using the information in this manual. DAF organizations maintain UTCs on a regular basis to present the most current and accurate capabilities to commanders at all levels for use in operation plans and other planning systems.

1.1.1. DAF Planners and Functional Area Managers (FAMs) will use the Manpower and Equipment Force Packaging (MEFPAK) application in Deliberate and Crisis Action Planning and Execution Segments (DCAPES) and the Logistics Force Packaging (LOGFOR) in Logistics Module (LOGMOD) system for all UTC development, registration, and maintenance activities. **(T-1).**

1.1.2. Users with DCAPES MEFPAK permissions can find specific instructions in the MEFPAK User's Guide located on the DCAPES Home Page. Users with LOGMOD permissions can find specific instructions in the help file.

**1.2. UTC Definition.** A UTC is a capability focused on accomplishing a specific mission. It consists of a mission capability (MISCAP) Statement and a combination of two additional UTC elements: manpower force element (MFE) and/or logistics detail (LOGDET). UTCs are right-sized, modular and scalable, and are not theater or unit specific unless approved by AF/A3OD.

1.2.1. UTCs are a unique, 5-character alphanumeric code. UTC capabilities are categorized into a class (UTC group) having common distinguishing characteristics controlled by AF/A3OD and defined by CJCSM 3150.24E. For most functional areas, the DAF further defines the first two or three characters in order to identify distinct capabilities in each. See [Table A2.1](#) for details.

1.2.2. War planners use UTCs to document DAF capabilities, which include associated manpower and logistics requirements to support the national military strategy during operational planning and execution activities. These requirements reside in the Joint Operation Planning and Execution System (JOPES) and DCAPES Time-Phased Force and Deployment Data (TPFDD) in support of an operational plan, contingency plan, or operational order.

**1.3. Types of UTCs.** There are two types of UTCs, standard and non-standard.

1.3.1. Standard UTCs:

1.3.1.1. Standard UTCs define standard, full mission capabilities.

1.3.1.2. Standard UTCs have deployment indicators (DEPIDs) of E, P, 1, 2, or 3. See [Table 1.2](#) for details.

1.3.1.3. Standard UTCs have MFE and/or LOGDET. If a UTC contains both MFE and LOGDET, do not split the MFE and LOGDET into two separate UTCs (e.g., HFQL1 includes both to support the MISCAP Statement of a 12-ship force package of F-15Es).

1.3.1.4. The MISCAP Statement associated with a standard UTC defines the basic mission the UTC is capable of accomplishing. See [paragraph 1.4.4](#) for details.

1.3.1.5. Task-organized capabilities that deploy as a cross-functional, self-sustaining team should develop UTCs to include all necessary requirements rather than grouping individual functional UTCs to ensure the entire capability is packaged together; for example, if a maintenance capability requires a materiel management authorization, align the materiel management capability under the appropriate maintenance UTC series (H-series), not a materiel management UTC series (JF-series).

1.3.1.6. Right-Sized. A right-sized UTC is one that provides a generic building block capability. This provides ease of planning and enables optimal support to the combatant commander. These building blocks may be used to task organize Air Expeditionary Task Forces (AETF) in support of DAF force presentation and generation policies. Right-sized UTCs meet the following criteria:

1.3.1.6.1. Identifies a complete capability (i.e., element or section level and above) versus individual Air Force Specialty Code (AFSC) descriptions or requirements.

1.3.1.6.2. Avoid one-person and two-person UTCs unless the UTC represents the logical team or packaged size capability (e.g., historians, comptroller, public affairs).

1.3.1.7. Modular and scalable. Use standard UTCs to support the range of military operations from exercises, peacekeeping missions, humanitarian relief, and small-scale operations to full-scale major theater war while including employed-in-place operations. UTCs that build upon each other provide greater capability at a given location. Modular and scalable UTCs are mutually exclusive of each other and when employed together, provide additive capability.

1.3.1.7.1. Air Reserve Component (ARC) specific UTCs. Separate AFR and ANG UTCs will not be created solely to account for manpower and equipment differences with UTCs representing similar capabilities (i.e., RegAF and ANG UTCs with near-identical MISCAP Statements, but differing MFE) unless approved by AF/A3OD. (T-1).

1.3.1.7.2. ARC manpower substitution rules should be included in the MISCAP Statement when necessary to enable a single UTC to represent both RegAF and ARC capability.

1.3.1.8. Non-Unit and/or Non-Theater Specific UTCs. UTCs define capabilities, not units or theaters. AF/A3OD is the approval authority for UTCs that represent a mission set defined by a geographic area. Units with a common mission set, which have geographically defined missions (e.g., Air Force Forces (AFFOR) and Air Operations Center (AOC) Units), do not justify distinct UTCs.

1.3.1.9. A UTC is usable when published in the MEFFPAK and Type Unit Characteristics (TUCHA) with all required elements (MISCAP, MFE, and/or LOGDET). Once published, the UTC can be postured in the UTC Availability (UTA) listing and used to build TPFDD for planning and execution purposes.

1.3.1.10. Standard UTCs identify and assess DAF capabilities used to ready forces and to plan and execute combatant commander operations. They are not designed for use in any other capacity except those listed in this manual, and joint policy and guidance governing UTCs.

### 1.3.2. Non-Standard UTCs:

1.3.2.1. Non-Standard UTCs do not have a transportation movement requirement and do not have complete movement characteristics but are published in the MEFPK database.

1.3.2.2. DAF Non-Standard UTCs have a DEPID of 9. See [Table 1.2](#) for details.

1.3.2.3. Non-standard UTCs, or commonly referred to as DEPID-9 UTCs, are used to define organization type for unit registration in readiness reporting systems. They define a standard unit type (e.g., F-15 fighter squadron, logistics readiness squadron) and allow for rapid categorization of like units for reporting and readiness analysis.

1.3.2.4. Non-Standard UTCs are defined by the UTC group followed by “AAA,” “AA,” or “A.” Unit designations and functional areas with multiple DEPIDs may be exempt from the “Alpha” construct due to character limitations. AF/A3OD determines the UTC construct for these instances.

1.3.2.5. Non-Standard UTCs are developed with full coordination by DAF FAM through AF/A3OD and the AF Directorate of Operations, Readiness Division (AF/A3TR). The DAF FAM processes DEPID 9 UTCs using the DEPID 9 worksheet (see [Attachment 4](#)).

## 1.4. UTC Composition. UTC composition is critical in outlining the capability.

1.4.1. MEFPK Responsible Agency (MRA). The MRA is a single point of contact for all UTC actions within the major command (MAJCOM) and field command (FLDCOM).

1.4.2. Pilot Unit. The MRA FAM will appoint a Pilot Unit responsible for developing and maintaining the UTC. **(T-2)**.

1.4.3. Unit level code. The unit level code defines the type of unit the UTC represents and indicates the employed organizational level of the UTC. See the unit level code table located in DCAPES reference files. Reference files are located on the DCAPES homepage on the Secret Internet Protocol Routing Network (SIPRNet).

1.4.4. MISCAP Statement. Defines UTC purpose and is the basis for developing all other UTC elements.

1.4.4.1. Must include basic capability in plain language, primary operating locations (e.g., main operating base, forward operating base, forward operating site), and UTCs that must be deployed in conjunction. **(T-1)**.

1.4.4.2. May include AFSC substitution rules, functional account codes (FAC) and personnel accounting symbol codes, hand-held equipment requirements, weapons qualifications, designed shifts if base operations support is required (e.g., 6 x 12-hour shifts) and any other specific requirements or allowable modifications except references to specific line number. UTCs may be designed with appropriate wording in the MISCAP Statement to accommodate unique unit circumstances (e.g., AFR does not have embedded materiel management function in maintenance units). Do not create UTCs solely to accommodate these circumstances.

1.4.4.3. Existing UTC MISCAPs include the MRA FAM's office symbol (not rank and name), Defense Switch Network (DSN), and most recent biennial review date (month and year) as the final information in the MISCAP Statement. Date will not reflect most recent MISCAP Statement only review. (T-1). See [Figure 1.1](#) for MISCAP example. The MISCAP Statement is considered current unless overdue for biennial review. See [paragraph 3.4](#) Biennial Review Process. With DCAPES modernization, the MRA FAM's office symbol, DSN, and most recent biennial review date will no longer be in the MISCAP and will be their own data fields.

1.4.4.4. The MISCAP statement is the only part of the UTC that may be classified as SECRET. Classification of MISCAPs may not exceed SECRET. Any individual who receives or views a SECRET MISCAP will ensure secure transmission in accordance with the DCAPES Classification Guide located on the SIPRNet. (T-1).

**Figure 1.1. MISCAP Example.**

**Miscap Classification:**  
UNCLASSIFIED

Supports UTC 3FQLL. Provides initial maintenance support & an independent mobility readiness spares package for 12 F-15E -220 aircraft. Capable of bare base operations. Requires vehicle UTC UFM52 (MB-4) to be tasked at one per 6 aircraft and a maximum of two (2) UFMEC (bobtail) or equivalent if not available at deployed location. Expeditionary combat support required. Supporting commander has authority to substitute AFSCs without diminishing FAC capability. Use deployment echelon codes for planning and execution. MAJCOM POC: ACC/A4RXP, DSN 574-2786. Reviewed Dec 20.

1.4.5. LOGDET. Identifies equipment requirements needed to support the UTC as maintained and documented in LOGMOD. 463L pallets are the mandatory, standard shipping platform for developing standard UTCs with the exception of rolling stock. Hand-carried equipment is not authorized in the LOGDET. Personnel only UTCs may address hand-carried equipment requirements in the MISCAP.

1.4.5.1. Internal sling-able units, conex boxes, cadillac bins, or Brooks and Perkins containers are not an authorized container for developing standard UTCs. **Exception:** In accordance with AFI 25-101, *War Reserve Materiel (WRM)*, bare base war reserve materiel (e.g., basic expeditionary airfield resources, fuels support equipment, rapid airfield damage recovery) are required to be shipped containerized and will not include other items within the UTC that may be shipped using 463L pallets. (T-1).

1.4.5.2. UTC LOGDETs adhere to the following guidelines:

1.4.5.2.1. Palletized increments will list 463L pallet (1), top net (1), side nets (2), and dunnage (3) as items 1-4, in this order and quantity. **(T-1)**. **Exception:** WRM UTCs may list chains, tie downs, or like materiel in lieu of top net and/or side nets. Pallet-Train increments will list couplers as item 5. **(T-1)**. Dunnage is a local purchase item listed as 88" L x 4" W x 4" H and weighs 30 pounds. All 463L pallets require dunnage to protect the pallet and aid in use of forklifts. The national stock numbers (NSN), nomenclatures, and associated size and capacity for 463L pallets, top nets, and side nets can be found in the Defense Transportation Regulation (DTR) 4500.9-R-Part VI, Chapter 608-1, Table 608-1, *Intermodal*.

1.4.5.2.2. Total weight of palletized increments cannot exceed the usable dimensions of the 463L pallet, or the maximum pallet weight of 10,000 pounds.

1.4.5.2.3. Rolling stock increments (vehicles or vehicular cargo) have an engine and are self-propelled with at least two axles. Approach, parking, roller, or sleeper shoring may be required when deploying rolling stock (vehicle) increments in order to prevent damage to DAF assets (e.g., aircraft floor, deploying personnel, and the vehicle itself). Additional shoring (e.g., approach and bridge) may be required when deploying trailer type 1 increments. Increments will list shoring as an item/suffix-item if required per the Air Transportability Test Loading Activity certificate. **(T-2)**. Standard sized lumber and plywood are both used to shore aircraft loads. Types of shoring definitions and requirements can be found in the DTR 4500.9-R-Part II, Chapter 208, *Cargo Movement*.

1.4.5.2.4. Develop the LOGDET to sustain bare-base operations for up to 30 days without resupply. Unless specifically identified in the MISCAP Statement, must not deviate from this 30-day planning factor. **(T-2)**.

1.4.5.2.5. FACs and NSNs are current, valid, and based on appropriate equipment management programs and procedures (e.g., Defense Property Accountability System).

1.4.5.2.6. Items will have accurate weight and dimensions. **(T-1)**. Weights and dimensions are taken during initial or biennial review. Item weight and dimensions must be accurate to facilitate transportation movement via air, land or water. **(T-1)**. Dimensions will not equal zero. **(T-1)**.

1.4.5.2.7. In accordance with Air Force Manual (AFMAN) 24-604, *Preparing Hazardous Materials for Military Air Shipments*, all increments, items, and suffix items will annotate all current and valid hazard codes, valid United Nations/Identification codes. **(T-1)**. Additionally, UTC LOGDETs will annotate the corresponding special handling codes as outlined in DTR 4500.9-R-Part II, Appendix Z. **(T-0)**.

1.4.5.2.8. Identify weapons, ammunition, and other sensitive equipment placed at the item level as "SENSITIVE EQUIPMENT" for the item nomenclature. Pilot Units will list the actual descriptions and titles in suffix item nomenclature. **(T-1)**.

1.4.5.2.9. Pilot Units must develop vehicles in UFM- and UFW-series UTCs only. **(T-1)**. Do not place vehicles in any other UTC LOGDET without approval from the Logistics Vehicle Management FAM (AF/A4L). **Exception:** Units with embedded funded Vehicle Management manpower authorizations (e.g., RED HORSE) may include vehicles in the LOGDET.



- 1.4.5.2.10. The LOGDET must not list contents of mobility readiness spares packages, consolidated tool kits, administrative supplies (e.g., pens, pencils, and paper), medical supplies, or civil engineer kits unless directed by the MISCAP Statement. **(T-1)**. The LOGDET does not capture expendable requirements that fluctuate based on mission needs. Pilot and Non-Pilot Units are responsible for maintaining local inventories for these items. LOGDET item dimensions and weights will reflect an estimate of the average needed to fulfill the MISCAP Statement. **(T-1)**. **Exception:** All hazardous or supply Use Code “A” items will be reflected in the LOGDET. **(T-1)**.
- 1.4.6. MFE. Identifies the minimum manpower requirements needed to meet a UTC MISCAP Statement. Base the MFE on expected shifts, level of support, and required skill and grade to accomplish the UTC MISCAP Statement.
- 1.4.6.1. Contains the following manpower detail elements:
- 1.4.6.1.1. FAC (mandatory).
  - 1.4.6.1.2. AFSC (mandatory).
  - 1.4.6.1.3. Grade (mandatory for officer and civilian requirements).
  - 1.4.6.1.4. Special Experience Identifier.
  - 1.4.6.1.5. Command Remarks.
  - 1.4.6.1.6. Quantity (mandatory).
- 1.4.6.2. The MFE is based solely on UTC MISCAP Statement requirements developed by the Pilot Unit in coordination with the Pilot Unit Manpower Office, reviewed by the MRA. MFE is validated and approved by the Air Force Manpower Analysis Agency (AFMAA).
- 1.4.6.3. The UTC is developed to sustain bare base operations for up to 30 days. The 30 day factor is based on personnel working the wartime sustaining manpower availability factor of six (6) 10-hour shifts. Surge operations typically last for 30 days of an operation and entail six (6) 12-hour shifts.
- 1.4.6.4. Development should consider difference between 24-hour availability and 24-hour coverage. The difference between requiring personnel to be present vice on call around the clock can mean tremendous impacts in personnel resources.
- 1.4.6.5. Other than when documented by a valid Air Force Manpower Determinant, MFE does not justify manpower authorizations.
- 1.4.7. Other UTC data.
- 1.4.7.1. Title. UTC titles are a 31-character (maximum) brief description of the UTC capability and format is contained in **Table 1.1**.

**Table 1.1. UTC Title Format.**

<b>CHARACTERS</b>	<b>DESCRIPTION</b>
<b>AVIATION UTCs</b>	
1-2	Primary Mission Aircraft Inventory (PMAI), 2 digits. Leading zero (“04”) if less than 10.
3	Blank
4	Modified Mission Prefix (or blank)
5	Basic Mission
6-8	Design Number
9	Design Series (or blank)
10	Blank
11-221	Force Description (will contain lead “LD” or follow “FW” designation)
23-31	Blank
<b>EXAMPLE:</b>	
12 – F16CJ LD Block 50	
<b>NON-AVIATION UTCs</b>	
1-3	Force Type (Described in Attachment 2)
4	Blank
5-301	Force Description (characters 5-7 identify secondary Force Type, if applicable)
31	Blank
<b>EXAMPLE:</b>	
MNT SOF 3 CV 22B	
POL FORWARD AREA REFUEL PNT TM	
<b>NOTE:</b> Separate force description characters by a single blank space if not all used. Example: MED DENTAL CORE PKG	

1.4.7.2. DEPID. Codes used to categorize the capability and deployment status of a UTC. DEPID codes are defined by CJCSM 3150.24E. UTCs will only use codes found in **Table 1.2. (T-1)**

**Table 1.2. DEPID Codes.**

<b>DEPID</b>	<b>MEANING</b>	<b>DEFINITION</b>	<b>MFE</b>	<b>LOGDET</b>
0	Waiting Removal	UTC held in cancellation status for 12 months.	X	X
1	Standard	Standard, deployable UTC. UTC is self-defined.	X	X
2	Fixed Provisional	UTC formed from existing resources designed to meet the requirements of operations.	X	X
3	Augmentation	UTC augments the capability of another UTC.	X	X
E	Augmentation (Equipment Only)	Equipment-only UTC used to augment another UTC. All equipment only UTCs will have this DEPID.	-	X
P	Augmentation (Personnel Only)	Personnel-only UTC used to augment another UTC. All personnel only UTCs will have this DEPID.	X	-
9	Permanent Base	Non-Standard UTC. UTCs used for unit registration in readiness reporting systems.	-	-

1.4.7.3. Primary Mission Aircraft Inventory (PMAI). Total number of aircraft provided by UTC (aviation UTCs only).

1.4.7.4. Authorized (AUTH) Positions. Total number of manpower authorizations in MFE. Sum of manpower required to perform the UTC MISCAP Statement.

1.4.7.5. Passengers (PAX). Total number of manpower authorizations requiring transportation. Generally, in Aviation UTCs, AUTH and PAX numbers only differ by the number of aircrew flying aircraft to the deployed location.

1.4.7.6. Total Short Tons (STONS). Total LOGDET weight in short tons. One short ton equals 2,000 pounds. STONS has further classes (i.e., tenths of STONS) explained in CJCSM 3150.17F, *Type Unit Equipment Detail Report (TEDREP)*, located on the SIPRNet.

1.4.7.7. Bulk STONS. Total LOGDET weight of the bulk equipment in STONS. Cargo is suitable for a 463L pallet.

1.4.7.8. Oversized STONS. Total LOGDET weight of the oversized equipment in STONS. Cargo that exceeds the usable dimension of a 463L pallet.

1.4.7.9. Outsized STONS. Total LOGDET weight of the outsized equipment in STONS. Cargo requiring wide-bodied aircraft.

1.4.7.10. Non-Air Transportable STONS. Total LOGDET weight in STONS of the equipment that is not air transportable. Cargo too large for airlift.

1.4.7.11. Table of Allowance Total STONS. Total LOGDET weight of the table of allowance equipment in STONS.

1.4.7.12. Organic STONS. Total LOGDET weight in STONS of the equipment moved organically (i.e., carried in the unit's aircraft).

1.4.7.13. Cargo Category Code. 3-character code identifies cargo movement characteristics, hazardous and special handling requirements. Defined by CJCSM 3150.17F.

1.4.7.14. Deployment Echelon. Facilitates deployment planning by identifying movement priority of equipment and personnel. See [Attachment 3](#).

1.4.7.15. Functional account code (FAC). A six-digit code that identifies a specific work center within an organization. The first four digits are controlled by DAF and the MAJCOMs and FLDCOMs control the last two digits (shred out). The only shred out used when developing and maintaining UTC LOGDETs is "00" (zero, zero). The FAC originates in manpower and personnel systems and is used in LOGMOD to denote equipment ownership within a squadron.

## **1.5. UTC Management Systems.**

1.5.1. DCAPEs. DAF tool used to plan and execute major combat operations, disaster response, AETF activities and UTC management. Resides on the SIPRNet.

1.5.2. MEFPak. DAF library (authoritative data source) of approved UTCs and resides in DCAPEs. Provides standard descriptions of UTC capabilities used for wartime, contingency, and force planning at all levels of command. Allows DAF planners the ability to aggregate data related to standard UTCs, to create summary products, and to feed data to joint systems. Provides DAF planners with standardized force capabilities outlining manpower requirements detailing specific MFE required to perform a UTC MISCAP statement. The system is used to automate building MFE associated with UTCs.

1.5.3. Logistics Force Packaging (LOGFOR) Subsystem. A component of MEFPak residing in LOGMOD. The component collects and stores UTC materiel and equipment requirements (i.e., LOGDET). This data is also used for airlift planning estimates.

1.5.4. Type Unit Characteristics (TUCHA). The joint registry for all service UTCs updated quarterly by the Joint Staff Support Center. AF/A3OD exports DCAPEs files used to update UTCs within the TUCHA database.

1.5.5. UTA. Database within the DCAPEs that stores UTCs postured to DAF units. Posturing is the process where UTCs are assigned to units tasked to provide and maintain the capability. See DAFI 10-401 for details.

1.5.6. Force System Management (FSM) Module. A component of defense property accountability which is the accountable property system of record for general support equipment. The FSM Module data feeds the Defense Readiness Reporting System and is the source for accountable equipment UTC requirements. This data takes precedence when LOGDET mismatches occur pending FAM resolution.

## Chapter 2

### ROLES AND RESPONSIBILITIES

**2.1. Key Functions.** This chapter lists responsibilities of key players in development and maintenance of UTCs.

#### **2.2. AF/A3OD.**

2.2.1. Acts as DAF MEFFPAK manager. Responsible agency for reviewing, coordinating, and approving all DAF UTCs.

2.2.2. Will review submitted (UTC suffix 1) LOGDET from MRAs for accuracy and identify critical edit errors for timely correction.

2.2.3. Will review UTCs in the DCAPEs MEFFPAK/UTC request module. Ensures UTCs are unique, meet all necessary criteria and have complete movement data, as applicable.

2.2.4. Will validate that LOGFOR packaging UTC header data matches DCAPEs UTC Request data.

2.2.5. Will coordinate UTC reviews with the DAF FAMs and ensure timely responses.

2.2.6. With DAF FAM concurrence, will approve all UTCs in appropriate system. If non-concurs exist, will coordinate with UTC MRA to resolve discrepancies.

2.2.7. Will act as the Pilot Unit and MRA for all UTCs with DEPID 9.

2.2.8. Will host quarterly UTC management teleconferences to discuss discrepancies and provide UTC management guidance. Mandatory MRA participants include agency UTC manager, LOGDET managers, and agency manpower representatives. Other participants will include the FSM Officer, Logistics Plans Career Field manager or designated alternate, and AFMAA representative.

2.2.9. Will conduct initial and reoccurring UTC development and maintenance training for DAF FAMs.

2.2.10. Will accomplish monthly LOGFOR Packaging equipment data imports into the MEFFPAK database to provide current equipment packages for planning and execution.

2.2.11. Will submit DAF TUCHA updates to the Joint Staff Support Center to ensure most current DAF capabilities are available for planning and execution.

#### **2.3. DAF FAM.**

2.3.1. Will complete FAM web-based training in accordance with DAFI 10-401. Link to training is located on the FAM Community of Practice website.

2.3.2. DAF validator of new, changed, and cancelled UTCs in their assigned functional areas. Will conduct reviews to ensure each UTC represents a single capability and ensures MRA conducts biennial review of functional area UTCs.

2.3.3. As part of the biennial review process, will evaluate and standardize UTCs with similar manpower and equipment requirements for consistency across MAJCOMs and FLDCOMs.

2.3.4. Will assign an MRA for each UTC in their functional area. Will assign the agency at the MAJCOM, FLDCOM, direct reporting unit, or field operating agency level unless the DAF FAM chooses to retain responsibilities. Will coordinate assignment with MAJCOM or FLDCOM FAM or equivalent prior to designating the agency.

2.3.5. Will conduct UTC review and provide response to AF/A3OD within 21 days of request.

#### **2.4. AFMAA.**

2.4.1. Acts as the DAF MFE manager and will manage MFE for all DAF UTCs.

2.4.2. Will validate and approve all MFE adds, changes, and cancellations with UTC process owners.

2.4.3. Will perform AFSC and FAC direct conversion actions of the MFE.

2.4.4. Will utilize DCAPES to validate and approve MFE in UTC Requests.

#### **2.5. MRA.**

2.5.1. Appointed by the DAF FAM to develop and maintain specific UTCs.

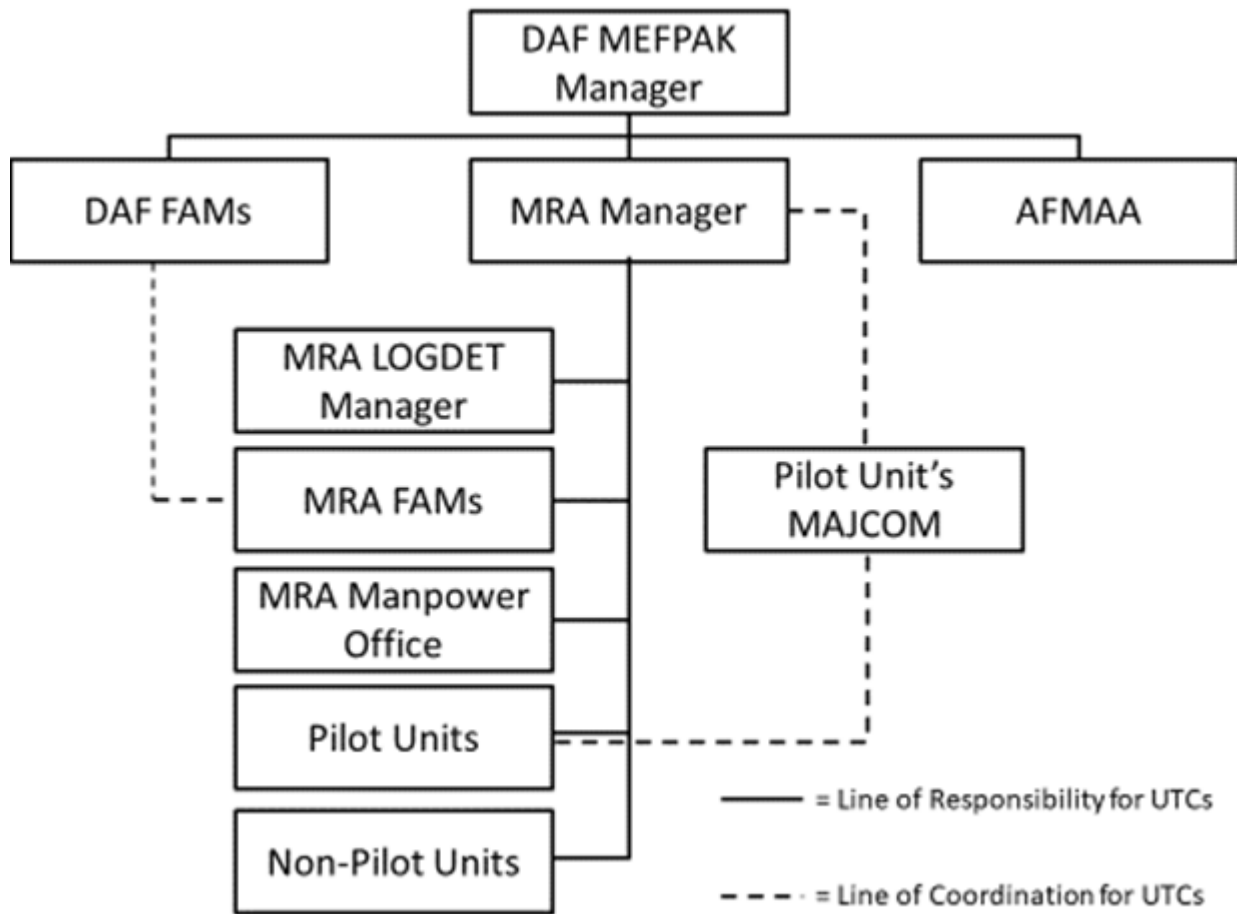
2.5.2. Will appoint a MRA manager as a single point of contact for all UTC actions. **(T-1)**.

2.5.3. Must coordinate UTC actions within its headquarters and with all other commands and agencies that utilize the UTCs to ensure the capability meets all user requirements. **(T-1)**. Will forward UTC impasses to AF/A3OD and the DAF FAM for resolution. **(T-1)**.

2.5.4. Will review and certify accuracy and currency of UTCs at least biennially. **(T-1)**. As part of the biennial review process, will evaluate and standardize UTCs with similar manpower and equipment requirements for consistency across MAJCOMs and FLDCOMs. MFE changes must be coordinated, validated, and approved by the AFMAA prior to updating the MEFPAK database. **(T-1)**. The review must include all UTC elements. **(T-1)**.

2.5.5. Must ensure UTC coordination with FAMs at every level (Pilot Unit, MAJCOM, FLDCOM, and DAF) prior to submitting the DCAPES UTC request to DAF FAM and AF/A3OD. **(T-1)**.

2.5.6. The MRA is responsible for UTC coordination as seen in [Figure 2.1](#).

**Figure 2.1. UTC Hierarchy Authority.****2.6. MRA Manager.**

2.6.1. Appointed by the MRA and is responsible for processing new, changed, and cancelled UTCs in their assigned agency.

2.6.2. Will submit requests for UTC actions in the DCAPEs UTC Request module. **(T-1)**.

2.6.3. Will review and analyze UTC data to ensure accuracy and validity in accordance with this instruction. **(T-1)**.

2.6.4. Serves as the OPR for biennial review of all UTC elements in conjunction with AFMAA, MRA FAM, MRA manpower office, FSM officer (FSMO), and MRA LOGDET manager, as necessary. As part of the biennial review process, will evaluate and standardize UTCs with similar manpower and equipment requirements for consistency across MAJCOMs and FLDCOMs. **(T-2)**.

2.6.5. Will establish timelines to prevent overdue biennial UTC reviews. **(T-2)**.

2.6.6. Ensures current contact information (Point of contact (POC), E-mail, and DSN) is on file with AF/A3OD.

2.6.7. Will develop and provide local guidance on UTC development and maintenance to MRA FAM and Pilot Units. **(T-2)**.

2.6.8. Will assist the MRA with initial and recurring UTC development and maintenance training for assigned FAMs. **(T-2)**.

2.6.9. Will coordinate with supporting offices (i.e., LOGDET manager) regarding UTC actions affecting their portions of UTC development (e.g., Delete cancelled UTCs with associated equipment separately in LOGMOD). **(T-1)**.

2.6.10. Will coordinate UTC cancellations with appropriate MAJCOM/air component plans or FLDCOM offices for TPFDD actions and with MRA FAMs for UTA posturing actions. **(T-1)**.

2.6.11. MRA manager will ensure the DAF FAM approves the UTC Development prior to submitting new UTC capability in DCAPEs and LOGMOD. **(T-1)**.

2.6.12. Will coordinate simultaneous submission of UTC Request and LOGDET with the MRA LOGDET Manager to ensure both are submitted within 3 business days of each other. **(T-1)**.

2.6.13. Will attend UTC management teleconferences conducted by AF/A3OD. **(T-1)**.

## **2.7. MRA LOGDET Manager.**

2.7.1. Will assist MRA FAMs and Pilot Units in developing and maintaining LOGDETs for assigned UTCs. **(T-1)**.

2.7.2. Will monitor LOGDET development and review of assigned UTCs. **(T-1)**.

2.7.3. Will ensure LOGMOD UTC Pilot Unit assignment matches the DCAPEs UTC Pilot Unit assignment. **(T-1)**. **Exception:** Pilot Unit assignment in the LOGMOD may reflect either the actual unit (appointed Pilot Unit) or the local unit with the assigned logistics plans function (e.g., logistics readiness squadron). This assignment allows unit hierarchy visibility of assigned UTCs in the LOGMOD. DCAPEs is the authoritative data source for UTC Pilot Unit assignment allowing this exception to take place.

2.7.4. Will ensure MRA assignment in the LOGMOD matches assignment reflected in the MEFPK database. **(T-1)**.

2.7.5. Will disapprove the UTC LOGDET if any deficiencies identified in [Table 2.1](#) exist. **(T-1)**.



**Table 2.1. LOGDET Deficiencies.**

<b>LOGDET Deficiencies</b>	
1.	LOGMOD Data Base Verify reflects errors.
2.	UTC Header data does not match MEFPK data.
3.	Invalid cargo dimensions (e.g., length, width, or height equal to 0).
4.	Incorrect increment types.
5.	Palletized increments do not list 463L pallet (1), top net (1), side nets (2), and dunnage (3) as Items 1-4, in this order and quantity.
6.	Single pallet weight exceeds 10,000 pounds.
7.	Coupler is not listed as item 5 for pallet train increments.
8.	Incorrect special handling codes.
9.	Incorrect or missing hazardous codes.
10.	Incorrect deployment echelon codes.
11.	Incorrect cargo category codes.
12.	Unauthorized internal sling-able units, conex boxes, cadillac bins, or Brooks and Perkins containers.  <b>Exception:</b> Bare base WRM is required to be shipped containerized, not to include other items within the UTC that may be shipped using 463L pallets.
13.	Invalid FAC.
14.	Vehicle is in UTC that is not a UFM- and UFW-series UTCs or does not have approval from AF/A4L to have a vehicle.  <b>Exception:</b> Units with embedded funded Vehicle Management manpower authorizations (e.g., RED HORSE) may include vehicles in the LOGDET.
15.	Incorrect Authorization Identification for Equipment Items and vehicles.  <b>Note:</b> The reference for the correct authorization identification for an equipment item is the authorization Id as provided by the host Logistics Readiness Squadron, Equipment Accountability Element. The reference for the correct authorization identification for vehicles is the motor vehicle report host Logistics Readiness Squadron, Fleet Management and Analysis section.
16.	Weapons, ammunition, and other sensitive equipment placed at the item level does not have an item nomenclature of "SENSITIVE EQUIPMENT"

2.7.6. MRA LOGDET manager will submit the UTC LOGDET to AF/A3OD once validated and approved by the MRA FAM. **(T-1)**. Will submit the UTC LOGDET within 3 business days of the DCAPES UTC request. **(T-1)**.

2.7.7. MRA LOGDET manager will align Tenant Units under appropriate Plans and Integration supporting function and/or Pilot Unit in the LOGMOD organization-visibility tables. **(T-1)**. Alignment may require assistance of AF/A3OD or LOGMOD Program Management Office's Field Assistance Service.

2.7.8. MRA LOGDET manager will attend UTC management teleconferences conducted by AF/A3OD. **(T-1)**.

## **2.8. MRA Manpower Office.**

- 2.8.1. Will provide UTC manpower detail to MRA FAMs for review. **(T-1)**. Will update MFE based on coordinated inputs to include grade, AFSC, special experience identifier, FAC and minimum manpower quantities to support the UTCs MISCAP statement. **(T-1)**.
- 2.8.2. Will ensure UTC manpower requirements (MFE) do not exceed unit manpower document funded authorizations. **(T-1)**.
- 2.8.3. Will input only AFMAA approved MFE data into the MEFPK database. **(T-1)**.
- 2.8.4. Will submit AFSC and FAC conversions, if applicable. **(T-1)**.
- 2.8.5. Will attend UTC management teleconferences conducted by AF/A3OD. **(T-1)**.
- 2.8.6. Will assist FAMs with computing manpower costs in accordance with AFI 38-101, *Manpower and Organization*. **(T-2)**.

## **2.9. FSM Officer.**

- 2.9.1. Resides at the 635th Supply Chain Operations Wing and will review AF Form 601, *Authorization Change Request*, with the MRA FAM. **(T-1)**.
- 2.9.2. Will provide complete list of FSM module UTC authorizations for validation and certification during UTC biennial reviews. **(T-1)**.
- 2.9.3. Will review FSM Module UTC requirements and requests MRA FAM justification for authorizations inconsistent with Pilot Unit requirements and Non-Pilot Unit posturing. **(T-1)**.
- 2.9.4. Will assist the MRA LOGDET manager and the FAM with reviewing applicable equipment items for currency and validity. **(T-1)**. Reviews will include:
  - 2.9.4.1. Validating items as expendability, recoverability, reparability category non-expendable codes S or U and verify requirements meet threshold for accountability in accordance with AFI 23-101, *Materiel Management Policy*. **(T-1)**.
  - 2.9.4.2. Ensuring authorizations are leveraged against Prime NSN if part of interchangeable and substitute group. **(T-1)**.

## **2.10. MRA FAM.**

- 2.10.1. Will complete FAM web-based training in accordance with DAFI 10-401. **(T-1)**. Link to training also located on the FAM Community of Practice website.
- 2.10.2. Will coordinate all UTC action requests with the MRA manager. **(T-1)**. UTC changes, additions, and deletions must be coordinated with all using commands prior to submitting action requests to the MRA manager. **(T-1)**. Prior coordination with DAF FAM is recommended.
- 2.10.3. Will participate in biennial review process as directed by the MRA manager. **(T-2)**. As part of the biennial review process, will evaluate and standardize UTCs with similar manpower and equipment requirements for consistency across MAJCOMs and FLDCOMs. **(T-1)**.
- 2.10.4. Will designate Pilot Units to develop and maintain UTCs. Designate Pilot Units at the squadron level whenever possible. Ensure Pilot Units have the means (manpower and/or equipment) to develop UTC requirements. **(T-1)**.

2.10.4.1. Will coordinate assignment of Pilot Units outside of the command with the proposed Pilot Unit FAM along with the MRA manager prior to assignment. **(T-1)**.

2.10.4.2. National Guard Bureau, Plans and Integration Branch (NGB/A4RX) will accomplish internal ANG coordination prior to Pilot Unit appointment to include written concurrence of The Adjutant General of the unit's state. **(T-1)**. When coordination is complete, NGB/A4RX will release a message appointing the Pilot Unit and send informational copies to the appointed MRA manager and FAM. **(T-1)**.

2.10.4.3. Will identify Pilot Unit in writing with informational copies to Pilot Unit's supporting logistics readiness squadron, plans and integration section and MRA manager. **(T-1)**. Will notify appointment via any reasonable means (e.g., e-mail, memo) that allows record of notification. **(T-2)**.

2.10.4.4. Will ensure Pilot and Non-Pilot Units review and validate FSM Module UTC requirements. **(T-1)**.

2.10.5. Will develop MFE for assigned UTCs and submit changes to the MRA manpower office for action. **(T-2)**. When developing MFE, will accomplish MEFFPAK risk mitigation procedures when developing UTCs with 3 skill-level requirements. **(T-1)**.

2.10.6. Will ensure LOGDET is accurate and consistent with current FSM Officer guidance, AFI 10-403, *Deployment Planning and Execution*, and AFI 25-101. **(T-1)**.

2.10.7. Will ensure all equipment items are current and valid NSNs are in use prior to approving any LOGDET. **(T-1)**.

2.10.8. Will maintain current copies of complete UTC data for all UTCs within functional area. **(T-2)**.

## **2.11. Pilot Unit.**

2.11.1. Responsible for developing and maintaining assigned UTCs. Appointed in writing by MRA FAMs using the unit designator. For tenant units or geographically separated units, Pilot Unit must be the actual unit responsible for UTC development and maintenance and not the host unit or supporting function. **(T-2)**. The MRA FAM may retain Pilot Unit responsibilities.

2.11.2. The logistics readiness squadron, plans and integration section, acts as the overall POC for Pilot Unit UTC processes for all supported units. The installation deployment officer is responsible for assisting unit deployment managers (UDMs) with developing and reporting UTC detail. Pilot Units will ensure current contact information (POC, E-mail, and DSN) is available within the LOGMOD organizational tables. **(T-2)**.

2.11.3. Will submit UTC changes through the host logistics readiness squadron, plans and integration section. **(T-2)**.

2.11.4. Will coordinate impasses with the MRA manager. **(T-2)**.

2.11.5. Will develop LOGDET to support the MISCAP Statement using the appropriate equipment authorizations and coordinate with the local Materiel Management function to ensure all equipment items are accurate, current, and valid. **(T-2)**. The following will be included:

2.11.5.1. Equipment items coded as mobility equipment in appropriate allowance standard. **(T-2)**.

2.11.5.2. Pilot Unit's UDM or functional area representative for a designated UTC will use the defense property accountability system to ensure all allowance standard mobility-coded (Use Code "A") items are loaded in the standard UTC LOGDET. **(T-1)**. Pilot Units will obtain access to the accountability system via the nearest logistics readiness squadron equipment management element. **(T-1)**. Pilot Units that are not collocated on a military installation that have access to integrated logistics system - supply will request assistance from the nearest logistics readiness squadron equipment management representative to gain defense property accountability system access. **(T-1)**. Air Reserve Component units may require assistance from their respective supply representatives at Numbered Air Force, MAJCOM or gaining MAJCOM level.

2.11.5.3. All allowance standard LOGDET information at the item and suffix item levels will reflect:

2.11.5.3.1. Primary NSNs. **(T-1)**.

2.11.5.3.2. Applicable Authorization Identification. **(T-1)**.

2.11.5.3.3. Tasked quantities (regardless of the tasked quantity, item level weights will always be input as the single weight of one item). **(T-1)**.

2.11.5.3.4. Dimensional data for items (length, width, height) and weight. **(T-1)**.

2.11.5.3.5. Applicable hazard classes and divisions in accordance with AFMAN 24-604 as well as all corresponding Special Handling codes. **(T-1)**.

2.11.5.3.6. Approved readiness spares packages for aviation UTCs.

2.11.5.3.7. Non-equipment (non-allowance standard), non-readiness spares packages items necessary to directly support the MISCAP Statement (e.g., administrative supplies). Do not include items in the LOGDET of one UTC that supports another (e.g., do not include extra light-alls in an aviation UTC to support a security force entry control point). **(T-1)**.

2.11.5.4. All non-equipment (non-allowance standard) or non-readiness spares package LOGDET information at item and suffix item level will reflect:

2.11.5.4.1. Primary NSN. **(T-1)**.

2.11.5.4.2. Tasked quantities (regardless of the tasked quantity, item level weights will always be input as the single weight of one item). **(T-1)**.

2.11.5.4.3. Dimensional data at item level (length, width, height) and weight. **(T-1)**.

2.11.5.4.4. Applicable hazardous classes and divisions in accordance with AFMAN 24-604 as well as all corresponding Special Handling codes. **(T-1)**.

2.11.5.5. While standard DAF LOGDETs must contain primary NSNs, not every item or suffix item has a NSN as reflected in the FSM module, allowance standard, federal logistics database, or Integrated Logistics System – Supply. In the event a NSN does not exist, Pilot Units will associate the proper supply federal stock class, along with a “P” and the part number for the item, to create a usable NSN (e.g., 7510P3409A). **(T-1)**. If the item does not have a stock number or part number, the Pilot Unit will assign the proper supply federal stock class, along with a brief nomenclature of the item, to create a NSN (e.g., 7510STAPLER). **(T-1)**. For civil engineering, use of a national stock listing number (e.g., 7510-00-NSL-001) will serve the same purpose when associated to a specific part. **(T-1)**.

2.11.5.6. Will build, measure, and weigh all cargo increments if weights or number of items change by more than 10%. **(T-1)**. Equipment end items (e.g., vehicles, aerospace ground equipment, trailers) do not require updated measurement or weights as these items have static weights and dimensions that should not change.

2.11.5.7. Will use standard DAF-approved FAC when developing, maintaining, and reporting standard UTC Logistic Details. **(T-1)**. Will use the standard six digit FAC with a shred out "00" (zero, zero) in standard UTC Logistic Details. **(T-1)**.

2.11.6. Will coordinate with servicing base level manpower office when developing the MFE. **(T-1)**.

2.11.7. Will conduct biennial reviews as directed by MRA manager. **(T-2)**. As part of the biennial review process, will evaluate and standardize UTCs with similar manpower and equipment requirements for consistency across MAJCOMs and FLDCOMs. **(T-2)**.

2.11.8. Will coordinate with Non-Pilot Units to allow them the opportunity to provide inputs to UTC reviews. **(T-2)**. Non-Pilot Unit involvement is critical in ensuring UTC validity and accuracy.

## **2.12. Non-Pilot Unit.**

2.12.1. Non-Pilot Units are tasked to provide a specific capability (UTC) as identified in the UTA database and are not directly responsible for developing the UTC. Non-Pilot Units must provide input to UTC development and changes to the Pilot Unit. **(T-1)**.

2.12.2. Will evaluate Pilot Unit UTC proposals and provides comments, concurrence, or non-concurrence to the Pilot Unit within 30 calendar days of notification. **(T-2)**.

2.12.3. Will ensure contact information is accurate and available in the LOGMOD organizational tables to facilitate review notifications. **(T-2)**.

2.12.4. Will ensure LOGMOD planning and exercise plan identifications (i.e., PIDs) have the most current standard UTC LOGDET (suffix 0) by copying LOGFOR packaging UTC data into local logistics planning packages prior to use. **(T-2)**.

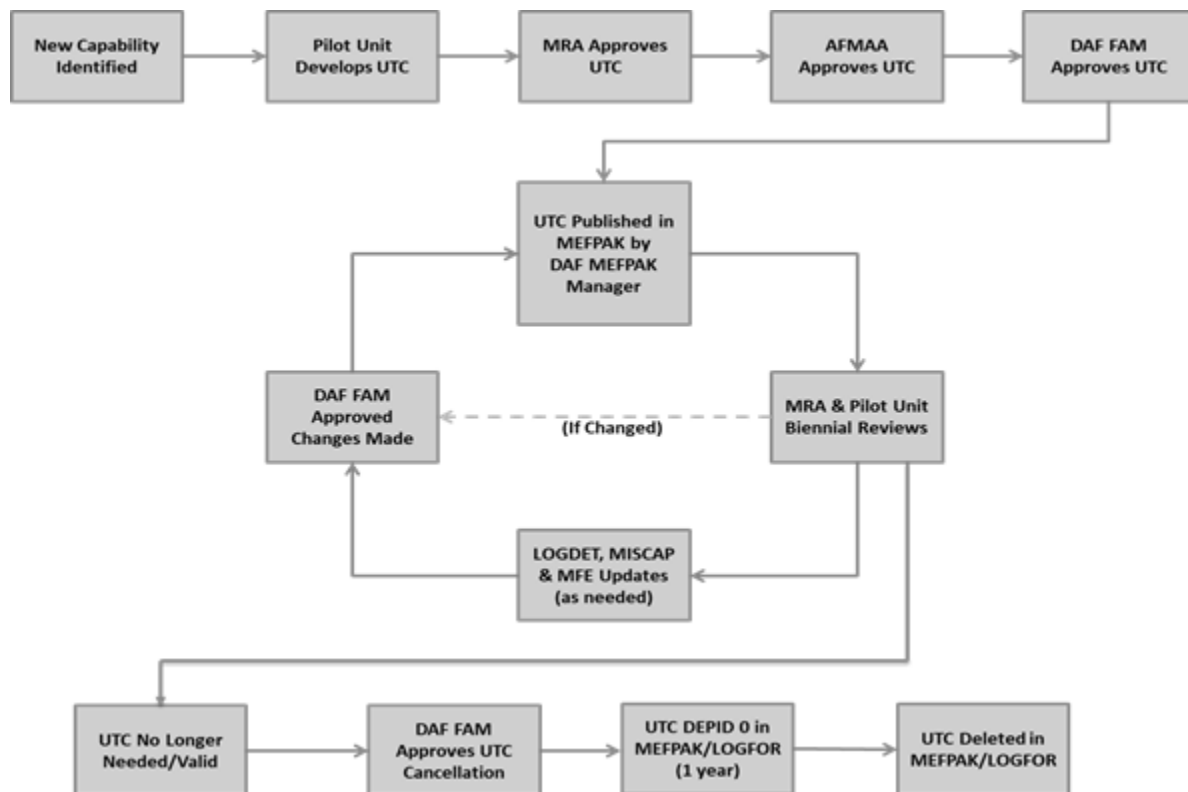
2.12.5. Will procure and maintain all equipment and supply items identified by the UTC MISCAP Statement and LOGDET. **(T-2)**. Non-Pilot Units will establish a process for budgeting and procuring equipment and expendable items required to support the UTC. **(T-1)**.

## Chapter 3

### UTC LIFE CYCLE

**3.1. UTC Life Cycle.** The UTC Life Cycle covers development, maintenance, and cancellation. [Figure 3.1](#) identifies the key events in each phase.

**Figure 3.1. UTC Life Cycle.**



### 3.2. Cause for New UTCs.

3.2.1. Develop UTCs to identify capabilities that support military operations from exercises, peacekeeping missions, humanitarian relief, and small-scale operations as dictated by the UTC MISCAP Statement.

3.2.2. There are many considerations when creating a new UTC:

3.2.2.1. New equipment enters the inventory (e.g., new airframes join the fleet, new vehicles or equipment provide a new capability). Do not develop a new UTC for small-scale changes to existing equipment items that do not affect the MISCAP Statement of an existing UTC.

3.2.2.2. New capability. A new capability can support a new mission, the evolution of a prior capability (e.g., changes in communications technology), or a new capability replacing an existing function. If a new capability is replacing an existing one, the outdated UTC should be cancelled following guidance in [paragraph 3.5.2](#). UTCs should not remain in the MEFFPAK database when a newer capability exists.

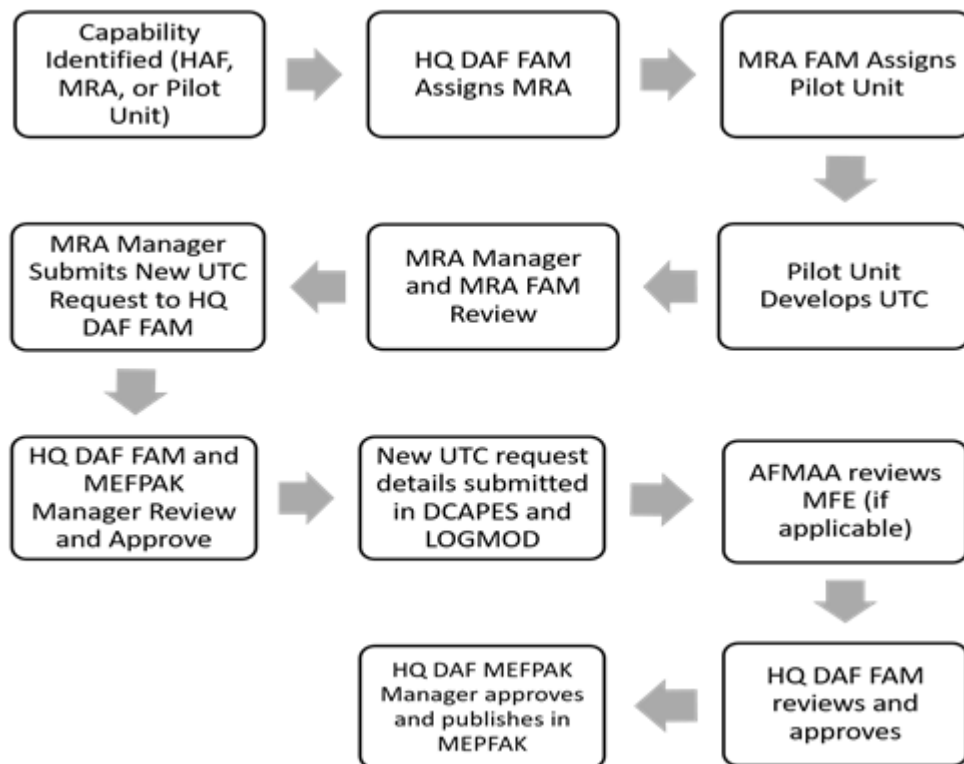
3.2.2.3. Augmentation of an existing capability. UTCs may augment existing UTCs, but do not develop an augmentation UTC as a stand-alone capability. As an example, direct aviation support UTCs and their maintenance packages require augmentation to match increased primary aerospace vehicle authorization requirements). Augmentation UTCs should be limited as the manpower should be included in the standard UTC.

3.2.2.4. Unit mission changes. A UTC does not define or determine unit manpower authorizations. UTCs should not be created if a unit’s home station mission changes or new units are stood up unless those units present a new capability. Additionally, UTCs are not designed specifically to identify an employed-in-place unit’s manning (e.g., AOC and AFFOR UTCs). Changes to a unit’s mission or manpower authorizations will require a review of the unit’s UTCs that are postured in accordance with DAFI 10-401.

**3.3. UTC Development Process.**

3.3.1. New UTC development follows the process outlined in [Figure 3.2](#) and requires a new UTC request that includes a MISCAP Statement, MFE and/or LOGDET short tons as applicable.

**Figure 3.2. UTC Development Process.**



3.3.2. New UTCs should meet criteria outlined in this instruction. Ask the following questions before deciding to pursue a new UTC:

3.3.2.1. Is this a new capability?

3.3.2.2. Does this capability exist in a current UTC? If so, will this UTC replace the existing one?

3.3.2.3. Will this UTC be available to all combatant commanders?

3.3.2.4. Does this UTC represent a DAF capability, or a specific unit's mission?

3.3.3. The DAF FAM will identify a MRA responsible for the UTC. This agency will initiate all actions for UTC development and maintenance.

3.3.4. The MRA FAM will assign a Pilot Unit according to the guidelines in [paragraph 2.10.4. \(T-1\)](#).

3.3.5. The Pilot Unit and/or MRA FAM will develop the UTC MISCAP Statement. **(T-1)**. This statement will drive development of the MFE and/or LOGDET. **(T-1)**.

3.3.6. The MRA manager and FAM will review the UTC MISCAP Statement, MFE and/or estimated LOGDET short tons for accuracy, currency, and validity. **(T-1)**.

3.3.7. The MRA manager will ensure the new UTC request is in compliance with the information in this manual before submitting to DAF FAM for review via DCAPEs. **(T-1)**.

3.3.8. The DAF FAM will review for functional relevance along with accuracy and certify that the capability does not currently exist in the MEFPak database. The DAF FAM will then approve or disapprove UTC creation (New UTC Request).

3.3.9. After the DAF FAM approves the new UTC request, AF/A3OD will review the UTC request for accuracy and then approve or disapprove UTC creation (New UTC Request). After AF/A3OD approves the request, the agency will complete the UTC build by filling out the MFE details in UTC Requests. **(T-1)**. Once completed, the agency will submit the New UTC Request through the DCAPEs to the MRA manager.

3.3.10. UTCs with DEPIDs E, 1, 2, or 3 require LOGDETs suffix 1 (see [Table 3.1](#)) in the LOGMOD and DCAPEs UTC Request. Both submissions must be submitted to the DAF MEFPak manager within three (3) business days of one another. DAF level UTC review in the systems will not begin until both requirements are received. **(T-1)**. If either is not submitted within three (3) business days, the request submitted will be returned to the MRA for action. **(T-1)**.

**Table 3.1. LOGMOD UTC Suffix Code Definitions.**

<b>SUFFIX</b>	<b>DEFINITION</b>
0	Standard, DAF-approved UTC.
1	Awaiting DAF Approval (Submitted by MRA)
5	Awaiting MRA Approval (Submitted by Pilot Unit)
8	Pilot Unit Working Copy (auto-generated on approval of standard)
9	Disapproved by DAF (Returned as Pilot Unit Working Copy)

3.3.11. Once the MRA manager submits the new UTC request, AFMAA will review MFE for accuracy and provide approval or disapproval. When approved, the request will be submitted to the appropriate DAF FAM for approval. If AFMAA disapproves, the request is sent back to the MRA manager.



3.3.12. The DAF FAM will complete the UTC review within 21 calendar days of receipt.

3.3.13. Once approved by the DAF FAM, approval is sent to AF/A3OD for review, final approval and official MEFFPAK publishing.

### **3.4. UTC Biennial Review Process.**

3.4.1. Pilot Units will conduct a complete review of UTCs at least biennially or as directed by Higher Headquarters. **(T-1)**. Review will cover header data (Pilot Unit, DEPID, MRA assignment, etc.), the MISCAP Statement, LOGDET, and the MFE where applicable. **(T-1)**. Upon completion of the review, the Pilot Unit will update the MISCAP Statement date to reflect completion of total review. **(T-2)**.

3.4.2. The MRA manager will develop internal procedures and timelines to ensure assigned UTCs are reviewed. **(T-2)**.

3.4.3. The Pilot Unit, LOGDET manager, MRA manager, AF/A3OD, and DAF FAM will review UTC LOGDETs and approve them in the at least biennially or as directed by Higher Headquarters (as part of total UTC biennial review). **(T-1)**. Biennial review must occur even if the LOGDET remains unchanged. **(T-1)**. The LOGDET review and approval will be identified by the "Transmit Date" field in the LOGFOR Packaging module for UTC suffix "0" UTCs. **(T-1)**. This provides an identifiable review date for all stakeholders.

3.4.4. The Pilot Unit, MRA manager, AF/A3OD, and DAF FAM will review UTC MISCAP Statement and MFE details at least biennially or as directed by Higher Headquarters (as part of total UTC biennial review). **(T-1)**. Biennial review must occur even if the MISCAP and MFE detail remains unchanged. **(T-1)**. UTC changes, additions, deletions must be coordinated with all using commands prior to submitting action requests to the MRA manager. **(T-1)**.

3.4.5. To be considered as part of the biennial review, individual UTC elements (LOGDET and/or MFE) must have been reviewed within 180 days of the total UTC reviewed date listed in the MISCAP Statement. **(T-1)**. This ensures a complete review of UTC elements against the most current MISCAP Statement. For example, LOGDET (in LOGMOD) must reflect review within 180 days of the MISCAP Statement or it must undergo LOGMOD review and approval process prior to update of MISCAP. **(T-1)**.

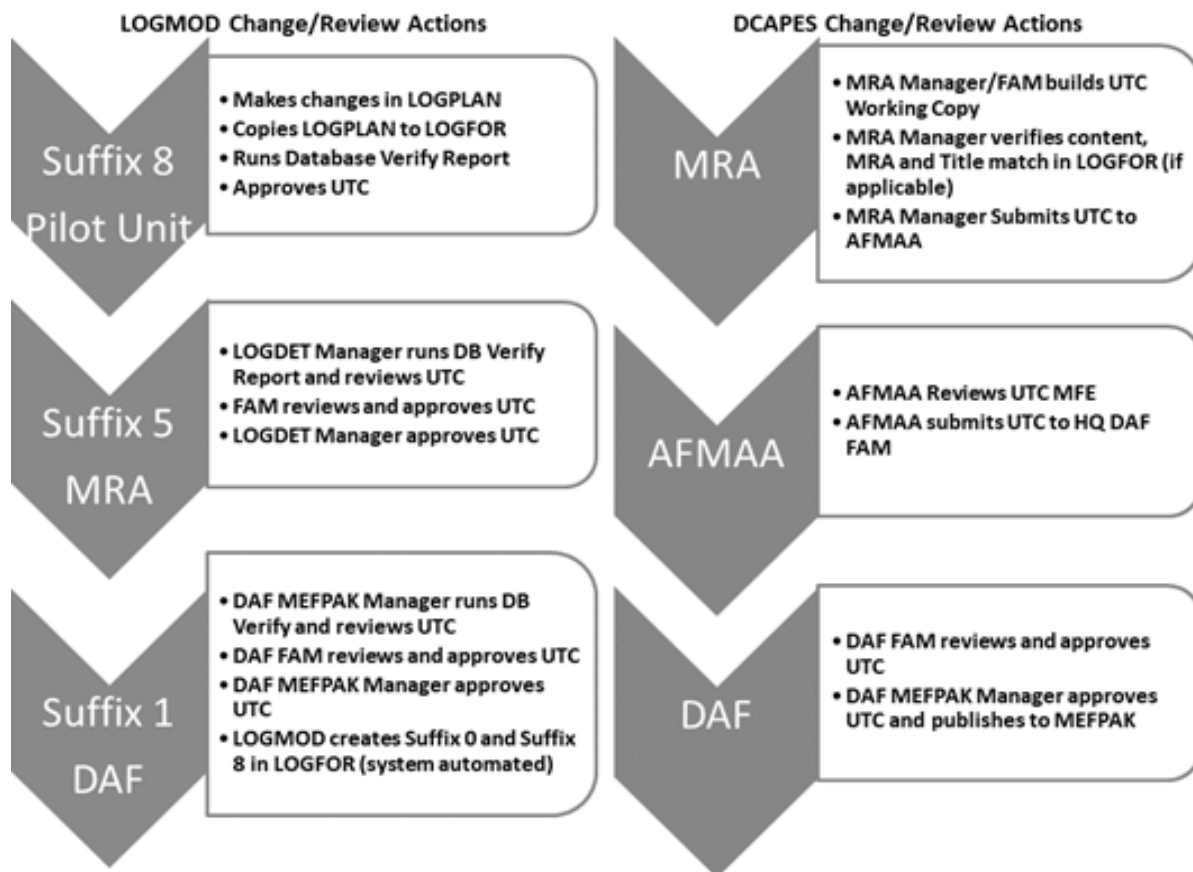
3.4.6. UTCs overdue by 180 days based on the current calendar date and the date listed in the MISCAP Statement are deemed obsolete. AF/A3OD will direct the DAF FAM and the MRA manager to take immediate action to conduct the review or submit for cancellation. Waivers for the 180-day grace period must have signature from the Pilot Unit Wing/CC. **(T-1)**.

### **3.5. UTC Changes and Cancellations.**

3.5.1. UTC Changes. UTC changes may occur to any individual element (LOGDET, MFE, or MISCAP) of a UTC at any time. The Pilot Unit, MRA, or DAF FAM may direct these changes. Individual element changes will not constitute a complete review of the UTC; however, changes will follow the process identified in [Figure 3.3](#) for UTC approval. **(T-1)**. The UTC MISCAP Statement must reflect the last time a total UTC review was completed. **(T-1)**.

3.5.1.1. MRA managers will take appropriate actions for all impacted UTC elements (e.g., removal of the LOGDET will require a DEPID change in the MEFFPAK database). **(T-1)**.

Figure 3.3. UTC Change Process.



3.5.1.2. Changes to a UTC MISCAP Statement affecting required manpower or equipment authorizations will require a complete UTC review. **(T-1)**. Those changes will require an update to the MISCAP statement with a new review date to reflect completion.

3.5.1.3. MRA Changes. When transferring a UTC to another agency, the losing agency must ensure completed coordination with the gaining agency. **(T-1)**. The gaining agency must agree to the transfer prior to any system transfers. **(T-1)**.

3.5.1.3.1. UTCs must be current for all reviews prior to transfer unless gaining agency accepts responsibility of UTC as is. **(T-1)**. If the gaining agency does not accept the UTC as is, the losing agency must accomplish a complete UTC review if the UTC is overdue or coming due within 180 days of transfer. **(T-1)**.

3.5.1.3.2. The losing agency will submit the request in DCAPES. **(T-1)**. The gaining agency will indicate acceptance and concurrence of transfer prior to the losing agency submitting request to AF/A3OD. **(T-1)**.

3.5.1.3.3. AF/A3OD will accomplish mass transfers of UTCs with coordination from losing and gaining MRAs. Changes are made directly in the MEFPAK database once all UTCs are current.

3.5.2. UTC Cancellations. UTC cancellations occur when a capability is no longer needed. Cancelling a UTC removes it from the MEFPK database, the LOGFOR packaging subsystem and the TUCHA database. Do not cancel a replaced UTC until the new UTC is published in the MEFPK database.

3.5.2.1. UTCs will be removed from UTA prior to submitting cancellation request. **(T-1)**. If UTCs are not removed from UTA prior to submission, the cancellation request will be returned to the MRA for action. **(T-1)**.

3.5.2.2. MEFPK, LOGFOR, and the TUCHA systems will retain UTCs as DEPID 0 for one year from cancellation request date to allow time for updates to TPFDDs and other systems containing UTCs.

3.5.2.3. AF/A3OD modifies LOGFOR UTCs to DEPID 0 (Suffix 0) once the UTC is approved for cancellation or when the UTC LOGDET is removed from the UTC (e.g., change from DEPID 1 to DEPID P). The MRA LOGDET manager deletes all other versions contained in LOGFOR.

JOSEPH T. GUASTELLA JR, Lt Gen, USAF  
Deputy Chief of Staff, Operations

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

CJCSM 3150.24E, *Type Unit Characteristics Report (TUCHAREP)*, 10 August 2018

CJCSM 3150.17F, *Type Unit Equipment Detail Report (TEDREP)*, 26 November 2013

DTR 4500.9-R-Part VI, *Management and Control of Intermodal Containers and System 463L Equipment*, June 2018

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***Prescribed Forms***

None

***Adopted Forms***

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AF Form 601, *Authorization Change Request*

***Abbreviations and Acronyms***

**AETF**—Air Expeditionary Task Forces

**AFFOR**—Air Force Forces

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFMAA**—Air Force Manpower Analysis Agency

**AFR**—Air Force Reserve

**AFSC**—Air Force Specialty Code

**ANG**—Air National Guard  
**AOC**—Air Operations Center  
**ARC**—Air Reserve Component  
**AUTH**—Authorized  
**CJCSM**—Chairman of the Joint Chiefs of Staff Manual  
**DAF**—Department of the Air Force  
**DAFI**—Department of the Air Force Instruction  
**DAFPD**—Department of the Air Force Policy Directive  
**DCAPES**—Deliberate and Crisis Action Planning and Execution Segments  
**DEPID**—Deployment Indicator  
**DSN**—Defense Switch Network  
**DTR**—Defense Transportation Regulation  
**FAC**—Functional Account Codes  
**FAM**—Functional Area Manager  
**FLDCOM**—Field Command  
**FSM**—Force System Management  
**JOPEs**—Joint Operation Planning and Execution System  
**LOGDET**—Logistics Detail  
**LOGFOR**—Logistics Force Packaging  
**LOGMOD**—Logistics Module  
**MAJCOM**—Major Command  
**MEFPAK**—Manpower and Equipment Force Packaging  
**MFE**—Manpower Force Element  
**MISCAP**—Mission Capability  
**MRA**—MEFPAK Responsible Agency  
**NGB**—National Guard Bureau  
**NSN**—National Stock Number  
**OPR**—Office of Primary Responsibility  
**PAX**—Passenger  
**PID**—Plan Identification  
**PMAI**—Primary Mission Aircraft Inventory  
**POC**—Point of Contact

**RegAF**—Regular Air Force

**SIPRNet**—Secret Internet Protocol Routing Network

**STONS**—Short Tons

**TEDREP**—Type Unit Equipment Detail Report

**TPFDD**—Time-Phased Force and Deployment Data

**TUCHA**—Type Unit Characteristics

**TUCHAREP**—Type Unit Characteristics Report

**UDM**—Unit Deployment Manager

**UTA**—UTC Availability

**UTC**—Unit Type Code

**WRM**—War Reserve Materiel

### *Terms*

**Bulk STONS**—That which is generally shipped in volume where the transportation conveyance is the only external container; such as liquids, ore, or grain. Also referred to as bulk cargo.

**Cross Functional UTC**—A cross-functional UTC is a standard UTC made up of manpower and/or equipment from different functional areas. Members of cross-functional UTCs work together and represent their functional expertise towards a common mission goal. When functional entities in a cross functional UTC only perform functionally-unique duties, then the capability should be defined in a standard UTC with a functional mission. Single functional areas that are inherently linked to an organization UTC (e.g., a First Sergeant in a squadron-level UTC) do not constitute a cross-functional UTC.

**Forward Operating Base**—An airfield used to support tactical operations without establishing full support facilities.

**Forward Operating Site**—A scalable location outside the United States and US territories intended for rotational use by operating forces.

**Main Operating Base**—A facility outside the United States and US territories with permanently stationed operating forces and robust infrastructure. Main operating bases are characterized by command and control structures, enduring family support facilities, and strengthened force protection measures.

**Pilot Unit**—A unit responsible for developing and maintaining assigned UTCs. Appointed in writing by MRA FAMs using the unit designator.

**Non-Pilot Unit**—A unit tasked to provide a specific capability (UTC) as identified in the UTA database who is not directly responsible for developing the UTC. Non-Pilot Units must provide input to UTC development and changes to the Pilot Unit.

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

**National Stock Number**—The 13-digit number that identifies a stock item consisting of the 4-digit federal supply classification code plus the 9-digit national item identification number and arranged as follows: 9999-00-999-9999.

**Outsized STONS**—A single item that exceeds 1,000 inches long by 117 inches wide by 105 inches high in any one dimension. Also referred to as outsized cargo.

**Oversized STONS**—1. Large items of specific equipment such as a barge, side loadable warping tug, causeway section, powered, or causeway section, non-powered that require transport by sea.  
2. Air cargo exceeding the usable dimension of a 463L pallet loaded to the design height of 96 inches, but equal to or less than 1,000 inches in length, 117 inches in width, and 105 inches in height. Also referred to as oversized cargo.

**Time-Phased Force and Deployment Data**—The time-phased force data, non-unit cargo and personnel data, and movement data for the operation plan or operation order or ongoing rotation of forces.

**Vehicular Cargo**—Wheeled or tracked equipment, including weapons that require certain deck space, head room, and other definite clearance.

**Attachment 2**  
**FORCE TYPE CODES**

**Table A2.1. Force Type Codes.**

<b>UTC GROUP</b>	<b>FORCE TYPE</b>	<b>FUNCTIONAL AREA</b>	<b>SPECIFIC CAPABILITY</b>
1C	CYB	Cyberspace	
1S	SPC	Space	
1SN	NMS	Nuclear Missile Support	
3AG	ABC	Aviation - Airborne C2	
3AJ	SUR	Aviation - Surveillance	
3B	BMB	Aviation - Bomber	
3C	NAC	Aviation - National Airborne Operations Center	
3D	ELK	Aviation - Electronic Warfare	
3E	ADF	Aviation - Air Defense	
3F	TFE	Aviation - Fighter	
3H	HEL	Aviation - Helicopter Operations Supt	
3M	SAL	Aviation - Strategic Airlift	
3MAF	INS	Aviation - AF Flight Inspection	
3MK	OSA	Aviation - Operational Support	Operational Support Aviation- AFR
3N	TAL	Aviation - Tactical Airlift	
3NG	OSA	Aviation - Operational Support	
3R	SRE	Aviation - Reconnaissance	
3S	SOF	Aviation - Special Operations	
3T	CSR	Aviation - Rescue & Recovery	
3W	WXX	Aviation - Weather	



3Y	ARS	Aviation - Air Refueling	
4F	EN	Engineering	
4FW	EN	Engineering	WRM Civil Engineering
6A	C-E	Communications and Electronics	Special Operations Forces Communications
6F	C-E	Communications and Electronics	Weapon System Support
6J	C-E	Communications and Electronics	Joint Communications
6K	C-E	Communications and Electronics	
6KQ	C-E	Communications and Electronics	Engineering and Installations
7C	CYB	Cyberspace	Cyber Operations Center
7E	MOB	Mobile Command and Control	
7FV1/J/P/R/S/X	AOC	Ground Theater Air Control System - Air Operations Center	
7FVA	SCC	Space Command and Control	
7FVB/C/D/W	CRC	Ground Theater Air Control System - Control and Reporting Center	
7FVE/F/Q/T/U/V	TCP	Ground Theater Air Control System - Tactical Air Control Party/Air Mobility Liaison Officer	
7FVG	TCS	Ground Theater Air Control System - Theater Air Control System	
7FVL/7FVK	AOP	Airfield Operations	
7FVM/N	AMD	Ground Theater Air Control System - Air Mobility Division	

7PR	PR	Personnel Recovery	
7R	SRO	Conventional Operations Reconnaissance	
81	STT	Special Tactics	
82	CAA	Combat Aviation Assessment	
9AA/B	HQS	Headquarters	Base Level Headquarters
9AAG3/L/M	HQS	Headquarters	Base Level Headquarters
9AC	C2O	Command and Control Operations	
9AD	HQS	Headquarters	Air Refueling Headquarters
9AE	TCN	TCN Escorts	
9AF	SGT	First Sergeants/Chief Enlisted Manager	
9AG/H/M	HQS	Headquarters	Information Protection
9AL	AFE	Aircrew Flt Equip	
9AQ	ACQ	Acquisition	
9AR	RCC	Rescue Coordination Center	
9AS	SCI	Scientist/Combat Analyst	
9AU	UDM	Unit Deployment Manager	
9LR	LRO	Logistics Readiness Officer	
9R	HQS	Headquarters	Reconnaissance Headquarters
CA/CB/CC/CH	CMD	Command Element	
CQ	RTO	Rated Officers/16XX	
CT	HHQ	Higher Headquarters	AFFOR
CTG	IG	Inspector General	
CTH	HHQ	Higher Headquarters	AFFOR Aug

CTJ	HHQ	Higher Headquarters	Higher Headquarters, joint task force, MAJCOM
EW	EWf	Electronic Warfare Support	
FF	MED	Medical	
FFQC1/C2DH/DM/L1/N1/S1	AME	Aeromedical Evacuation	Aeromedical Evacuation Equipment
FFQCC/CM/CR/DE/LL/NT/SC	AME	Aeromedical Evacuation	Aeromedical Evacuation Personnel
FFQE	MED	Medical	Special Operations Forces Medical
HA/HB/HC/HD/HE/HF/HM/HN/HR/HS/HT/HW/HY	MNT	Maintenance	
HBW/HFW/HMW/HYW	WRM	WRM	WRM Maintenance
HFR	MNT	Maintenance	Recon Maintenance
HFUA	BDR	Battle Damage Repair	Battle Damage Repair – Maintenance
HFUD	ENG	Engineers	
HFUE	BDR	Battle Damage Repair	Battle Damage Repair – Engineers
HG	MMS	Munitions MX	
HGW	WRM	WRM	WRM Munitions
HH	MMS	Munitions MX	
HHH/W/X/Z	WRM	WRM	WRM Munitions
HP	AED	Atomic Energy Detection	
JFA/JFD	POL	Fuels	
JFB/G/P & JFBFM	SUP	Materiel Management	
JFBF/K/G	RSP	Materiel Management Readiness Spares Packages	Readiness Spares Packages
JFR	GLS	Materiel Management Global Logistics Support	Global Logistics Support Ctr

KA	TEV	Test and Evaluation	
KAC	TEV	Test and Evaluation	Cyber Test and Evaluation
KC	R&D	Research & Development	
LB	PA	Public Affairs	Band
PF	INT	Intelligence	
QFA/B	OSI	Counterintelligence & Special Investigations	
QFD/E/F/L/M	SFS	Security Forces	
RFB/P	PER	Personnel	
RFC	REC	Recruiting	
RFD	PFS	Personnel	Admin and Postal
RFG	HST	Historian	
RFL	PFS	Personnel Force Support	
RFM	M-O	Manpower	
RFS	SVS	Services	
TBP	BPC	Building Partnership Capacity	
TC	CYB	Cyberspace	Cyber Training
TFR	EDU	Education Support	
TRF	TR	AFR Training	
TRG	TG	ANG Training	
TTM	TI	Training Instructors and Basic Military Instructors	
TTP	TI	Training Instructors and Basic Military Instructors	
UFB	APO	Aerial Port	
UFM	VEH	Vehicle Management	
UFT	TMO	Traffic Management	
UFV	GT	Ground Transportation	
UFW	VEH	Vehicle Management	WRM Vehicle Management

XFCQ	CYB	Cyberspace	Cyber Quick Reaction Reprogramming
XFCT	CYB	Cyberspace	Cyber Tactics Development
XFFA	CMP	Comptroller	
XFFC	CHP	Chaplain	
XFFG	PA	Public Affairs	
XFFJ	JAG	Legal	
XFFK	CON	Contracting	
XFH	LOG	Logistics Plans	
XFJ/XFP	OSS	Operational Support Squadron	
XFW	BBS	Bare Base Support (WRM)	Bare Base Air/ Bare Base Surface
XMA/F/N	IO	Information Operations	
XMC	AOS	Airlift Operations Staff	
XSM	SFT	Safety	
XW	WEA	Weather	

## Attachment 3

## DEPLOYMENT ECHELONS

**A3.1. Deployment Echelons.** Two-position alphanumeric characters. The first position represents a type of deployment echelon relative to the equipment deploying. The second position represents priority (i.e., 1st, 2nd, 3rd). Air Force Manual (AFMAN) 10-409-O, *Support to Adaptive Planning*, Chapter 4, should be taken into consideration when developing lead and follow-on or augmentation packages and identifying the priority of the capabilities.

Table A3.1. Deployment Echelons.

First Position	Second Position	Deployment Echelon Title	Definition
A	1-9	Contingency Response Group Element	Self-Explanatory
B	1-9	Base Support Element	Normally composed of personnel and materiel over and above the flight and tactical support element. The base support element includes all personnel and materiel required to support the most demanding operation plan, operation order, or tasking order under which a unit is tasked.
C			
D			
E	1-9	Enroute Support Team	A functional package of personnel and materiel, consisting of selected personnel skills, equipment, and supplies necessary to service and perform limited specialized maintenance on tactical aircraft at an enroute base so the aircraft can proceed to their destination base with a minimum of delay. Use E1, E2, E3 echelons for lead and follow-on packages. E4-9 deployment echelons are reserved for future use.
F	1-9	Preflight Team	Self-Explanatory
G	1-9	Aerial Port Element	Self-Explanatory
H	1-9	DAF forces or Wing Headquarters	Self-Explanatory
I	1-9	<b>NOT USED</b>	
J	1-9	Aircrew Members	Self-Explanatory
K	1-9	Mission Support Element	Self-Explanatory
L	1-9	Medical Support Element	Self-Explanatory
M	1-9	Munitions Support Element	Self-Explanatory

N	1-9	Nuclear Augmentation	Self-Explanatory
O	1-9	<b>NOT USED</b>	
P	1-9	PERSCO/Services	Self-Explanatory
Q	1-9	<b>NOT USED</b>	
R	1-9	Combat Search and Rescue	Self-Explanatory
S	1-9	Initial Support Element	Organized and maintained for fighter, reconnaissance, bomber units, and other units. An initial support element includes personnel and equipment, which normally precedes the deploying aircraft to provide initial support at the employment location. It is the basic building block for all aviation deployment packages. May use S1 as the Advanced Echelon.
T	1-9	Tactical Support Element	A TSE includes aviation maintenance personnel and materiel which, when combined with initial support elements and enroute support teams, provides a unit with the operational capabilities pre-scribed by the UTC MISCAPs. Use T1, T2, T3 echelons for lead and follow-on packages. T4-9 deployment echelons are reserved for future use.
U	1-9	<b>NOT USED</b>	
V	1-9	Air Force Audio Visual Service	Self-Explanatory
W	1-9	Air Force Weather	Self-Explanatory
X	1-9	Miscellaneous Combat Support/Combat Service Support	Self-Explanatory
Y	1-9	<b>NOT USED</b>	
Z	1-9	Others	Use this deployment echelon to denote people and/or equipment not easily fitting into other deployment echelons. It is appropriate to use in LOGMOD when units load weapons, ammunition, mobility bags, bottled water, and meal ready-to-eat ("additive requirements").

Attachment 4

DEPID COORDINATION WORKSHEET

Figure A4.1. DEPID Coordination Worksheet.

**DEPID 9 CREATION WORKSHEET**

DAF FAM must complete this form in its entirety before sending to DAF MEFPAK Manager for build.

DAF FAM (name/rank):	<input type="text"/>
FAME-Mail:	<input type="text"/>
Proposed UTC:	<input type="text"/>
Proposed Title:	<input type="text"/>
Justification:	<input type="text"/>

**HAF/A3TR – Readiness Division**

OCR: HAF A3TR Workflow

POC: Readiness Reporting Branch, AF.A3TR.Workflow@us.af.mil

Comments:

<input type="text"/>
----------------------

Signature: