

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**

**AIR FORCE RESERVE COMMAND
INSTRUCTION 10-200**



26 AUGUST 2021

Operations

**AIR FORCE RESERVE EXERCISE AND
MOVEMENT REQUEST PROCESS**

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This instruction implements and expands upon the guidance in DAFFD 10-2, *Readiness*, and AFI 10-204, *Air Force Service Exercise Program and Support to Joint and National Exercise Program*. This instruction establishes responsibilities and procedures for planning and executing training movements and exercises for the Air Force Reserve Command (HQ AFRC). This publication applies to the Air Force Reserve Command (AFRC) and the special staff agency personnel, subordinate Numbered Air Forces (NAF), all AFRC Unit- Equipped and Associate units. It does not apply to the Air National Guard or the United States Space Force. It does not apply to combatant commander security cooperation/exercise events that are submitted through the Global Force Management Process seeking mobilization to access AFRC resources. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). See **Attachment 1** for a glossary of references and supporting information. The authorities to waive wing, and unit level requirements in this publication are identified with a tier number (“T-0, T-1, T-2, T-3”) following the compliance statement. See Department of the Air Force Instruction (DAFI) 33-360, *Publications and Forms Management*. Compliance with the Attachments in this publication is mandatory. Submit requests for waivers through the chain of command to the publication OPR for non-tier compliance items. This publication may be supplemented at any

level but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include (1) incorporation of the Deliberate Planning for Exercises (DPEX), (2) AFSC changes, and (3) incorporation of AFRC Guidance Memorandum 2020-01.

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Chapter 1

GENERAL INFORMATION

1.1. Purpose. This instruction prescribes procedures for coordinating, reviewing, approving, executing and reporting Reserve unit participation in exercises and movements for training. It also outlines the process by which Air Force Reserve Command (AFRC) organic airlift requirements are supported through sourcing provided by the Airlift Allocation Planning Council (AAPC). In summary, these instructions are intended to outline the movement request (MR) approval and transportation sourcing steps, from reserve unit to HQ AFRC levels.

1.2. AFRC Policy. The mission of AFRC is to organize, train and equip (OT&E) AFRC forces. AFRC provides trained and ready forces to the Combatant Commands (CCMDs) when requested, either through volunteerism or mobilization. This requirement is met, in part, by participation in exercises that fall within the purview of the National Exercise Program (NEP) and Chairman, Joint Chiefs of Staff (CJCS)-designated exercises, which constitute the Joint Exercise Program (JEP). These exercises are full-scale rehearsals of military maneuvers and are specifically designed to provide comprehensive wartime deployment and/or employment training. Major exercise involvement is encouraged, as it normally presents the most realistic, broad-spectrum training and serves to hone and refine execution of mission essential and supporting tasks, validate training, improve response capabilities, increase interoperability with joint services and partner nations, and enhance and evaluate readiness.

1.2.1. Examples of exercises include RED FLAG, MAPLE FLAG, Weapon System Evaluation Programs (WSEPs), and AFRC (Patriot) Exercises, as well as JCS Exercises.

1.2.1.1. JEP exercises include Joint, international coalition exercises such as COLD RESPONSE, EAGLE RESOLVE, NORTHERN EDGE, etc.

1.2.1.2. AFRC-sponsored exercises and movements are intended to complement existing exercise/training programs to achieve the OT&E role.

1.2.1.3. Training movements are distinguished from exercises in that they are smaller in scope and normally simpler to plan and execute. Examples include SILVER FLAG, Surgeon General (SG) sustainment training, and unit generated movements.

1.3. Movement Definition. The term “movement” is used in this instruction as a generic reference to transportation to either off-station training events or off-station exercise participation.

1.4. Single Mobility System (SMS) Usage. The Single Mobility System (SMS) is the scheduling system utilized for MR submission, review and approval. Additionally, SMS provides the mechanism for linking AFRC operational requirements (e.g., MRs that have been approved for execution) with derived transportation solutions via the airlift allocations process. SMS also provides the operations community with the same planning and approval mechanism for aviation mission requests, review and approval through the Mission Setup page.

1.4.1. Full visibility and Command Authority for wing-approved movements rests with NAF commanders in accordance with (IAW) AFRCI 10-202, *Command, Control and Communications* and AFRCMD 11-018, *Headquarters Fourth, Tenth and Twenty-second Air Forces*. Subsequent coordination through HQ AFRC is for providing airlift or commercial ticket support to units with no organic capabilities. Further detail is provided in [Chapter 2](#).

1.5. Movement Request & Review Process.

1.5.1. Wing functional OPRs match unit training requirements against Movements for Training (MFT) opportunities.

1.5.2. Wing functional OPRs are responsible for ensuring MRs are entered into SMS IAW **Table 3.1**

1.5.2.1. Those MRs identified by the individual NAFs are forwarded to the NAF Commander (NAF/CC) (or designated representative) for NAF OPR action. When approved by NAF/CC, MRs are then available for AFRC functional OPR review to determine AAPC suitability.

1.5.3. For those MRs not requiring NAF approval, upon Wing CC approval of a MR in SMS, the MR is then available through SMS to the AFRC Functional Area Manager (FAM) for review. Upon Director approval of transportation methodology, it will be presented at the AAPC.

1.5.4. Directorate Movement Review Group (MRG) meetings are the command functional MR vetting and prioritization processes. The directorate MRG process determines validity of/approves the transportation request for each submitted MR. Available funding is matched with the Exercise or MFT priorities established in these meetings.

1.5.5. AFRC Force Generation Center, Operations Division, Force Execution Branch (FGC/FGOE) consolidates all command MRs for Movement Review Working Group (MRWG) review.

1.5.5.1. HQ AFRC MRWG is hosted by FGC/FGOE and includes the AFRC functional OPRs and (upon request) their respective Directors. The working group reviews requirements and discusses budget issues, future initiatives, policy changes, priorities, etc. AFRC FAM review should be completed prior to the MRWG.

1.5.6. HQ AFRC Movement Review Board (MRB) is chaired by the AFRC Deputy Commander (CD) for final review and approval of submitted MRs. Once approved, MRs become AFRC operational requirements. FGC/FGOE queues up operational requirements in preparation for trader status in SMS.

1.5.6.1. The MRB may be an actual meeting or via e-mail as determined by AFRC/CD.

1.5.7. AAPC, hosted by FGC/FGOE, facilitates the transition of AFRC operational requirements to the transportation allocation planning phase.

1.5.7.1. The AAPC provides transportation sourcing solutions by determining eligibility of MilAir versus use of commercial travel funds as determined by the Transportation/Funding Priority Codes (**Table 3.2**) and the AFRC/CD-directed RAS/MRB Commercial Priorities List.

1.5.7.2. Solution options include:

1.5.7.2.1. Military Air (MilAir) voluntarily supported by AFRC flying units. Support may be unit organic or non-organic airlift.

1.5.7.2.2. Commercial travel directed due to non-support or not meeting **Table 3.2** thresholds.

1.5.8. Funding.

1.5.8.1. Military Personnel Appropriation (MPA). Deliberate Planning for Exercises (DPEX) will incorporate MPA funding availability. When MPA is used as the funding source, a Manpower MPA Man-Day Management System (M4S) authorization is required. Orders clerks must select Executive Order (EO) “80019E” in Air Force Reserve Order Writing System (AROWS-R) for non-contingencies when creating AF Form 938, *Request and Authorization for Active Duty Training/Active Tour* orders.

1.5.8.2. Reserve Personnel Appropriation (RPA). FGC through FGX will use the DPEX process to determine scheduling and execution of RPA funding to the units/Wings filtered through the DPEX system. AFRC RPA funding will only be allocated through the DPEX process. RPA will cover travel, per diem, lodging, leave and man-days. Annual Tour funding is determined by the unit to fund when RPA and MPA is not available.

1.5.8.3. Organic airlift will be the priority for travel funding. If not available or impractical, commercial tickets may be procured.

1.6. Information Protection. All personnel involved in these processes must have on-hand, and be familiar with, Security Classification Guides applicable to the exercise, operation or other action being supported. Original Classification Authorities for the subject matter must be consulted for clarification when the classification of information is in question or unclear.

1.6.1. Access to classified and Controlled Unclassified Information (CUI) will be IAW DoDI 5200.48_AFGM 2020-16-01, *Controlled Unclassified Information (CUI)*, 23 July 2020 and DoDM 5200.01 Volume 3_AFMAN 16-1404 Volume 3, *Information Security Program: Protection of Classified Information*, 28 July 2020. Contractor access is limited to only that specific information outlined within the scope of their contract.

1.6.2. Only trained Derivative Classifiers will draft classified information generated as a result of these processes. All classified information will be marked, safeguarded, transmitted and destroyed IAW DoDM 5200.01 Volume 3_AFMAN 16-1404 Volume 3, *Information Security Program: Protection of Classified Information*.

1.6.3. All CUI will be marked, safeguarded, transmitted and destroyed IAW DoDI 5200.48_AFGM 2020-16-01.

Chapter 2

RESPONSIBILITIES

2.1. AFRC Deputy Commander (CD) will:

- 2.1.1. Annually publish a strategic guidance document that establishes the AFRC exercise participation strategy. At a minimum, the strategy will include desired AFRC messaging and key engagements, and prioritized guidance for exercise participation.
- 2.1.2. Chair the quarterly HQ AFRC MRB for approval/disapproval.
- 2.1.3. Review Exercise Concept Approval Requests for multi-NAF AFRC-sponsored exercises and approve/disapprove the movement no later than (NLT) 90 days prior to execution via video teleconference (VTC), tele-conference (TELECON), etc. (T-2).
- 2.1.4. Approve Reserve Airlift Support (RAS) & MRB budget for the Fiscal Year (FY). The RAS/MRB budget is originated by FGC/FGOE based on previous and future requirement trends and coordinated via TMT to HQ AFRC Directorate OPRs (see [Attachment 3](#)). (T-2).
- 2.1.5. Review out-of-cycle (OoC) requests as briefed by FGC/FGOE.

2.2. HQ AFRC Directors will:

- 2.2.1. Coordinate on the allocation of commercial travel funds among directorates at the beginning of the FY per the MRB Budget. (T-3).
 - 2.2.1.1. Ensure commercial travel funds are allocated to units only as authorized by AFRC/CD. (T-2).
- 2.2.2. Convene a directorate MRG to concur/non-concur on pending MRs within their functional areas for transportation/funds support. (T-3).
- 2.2.3. Ensure movement requirements are presented to the FGC/FGOE MRWG.
- 2.2.4. Either obligate or return allocated commercial travel funds NLT 31 July or as otherwise directed by AFRC/FM through FGC/FGOE. (T-3).
- 2.2.5. Coordinate, review and facilitate the DPEX process by working through and with the HQ AFRC Functional OPRs, the NAF Staffs and FGX through the DPEX matching cycles.
- 2.2.6. Develop and publish exercise policy.

2.3. HQ AFRC Functional Area Managers (FAMs) will:

- 2.3.1. Staff their respective functional MRs to their Directors for concurrence/non-concurrence of transportation/funds support prior to the MRWG. (T-3).
- 2.3.2. Recommend travel by Commercial Airlift (ComAir) or MilAir based on the number of personnel involved, the relative cost of ComAir, cargo requirements and the facilities and equipment available at the origin and destination airfields. (T-3).
- 2.3.3. Coordinate movements requiring Threat Working Group (TWG) review through FGC/FGOE, as required. (T-2).
- 2.3.4. Notify wing and NAF POCs of a Director non-concurring of support for a MR. (T-3).

2.3.5. Advise requesting unit(s), supporting unit(s), NAF POCs and FGC/FGOE of: **(T-3)**.

2.3.5.1. Any movement that has been withdrawn or cancelled by the requesting wing.

2.3.5.2. Changes to cargo, passengers (PAX), dates, locations, schedules, etc.

2.3.5.3. Any MR that has been recalled or cancelled by the AFRC/CD and/or NAF/CC.

2.3.5.4. Ensure steps are initiated to rework the MR for resubmission or to cancel the MR.

2.3.5.5. Coordinate, review and facilitate the DPEX process by working through and with the HQ Directorate OPRs, the NAF Staffs and FGX through the DPEX matching cycles.

2.4. FGC, Security Cooperation (SC) & Exercises Division (FGC/FGX) will:

2.4.1. Coordinate DPEX scheduling through the HQ AFRC Directorate POCs (FAMs) and Numbered Air Forces exercise staffs one year prior to FY execution by providing a list of Joint Exercise Program exercises. **(T-2)**.

2.4.1.1. Follow AFR Command Training Strategy guidance for exercise scheduling. **(T-2)**.

2.4.2. De-conflict proposed exercises with other scheduled/proposed exercises and operations. **(T-3)**.

2.4.3. De-conflict AFRC-sponsored exercise names. **(T-3)**.

2.4.4. Maintain a two-year outlook for upcoming SC events and exercises. **(T-3)**.

2.4.5. Forward SC and Exercise information to FGC/FGOE. **(T-3)**.

2.5. FGC, Operations Division, Force Execution Branch (FGC/FGOE) will:

2.5.1. Schedule and facilitate a quarterly HQ AFRC MRWG. **(T-3)**.

2.5.2. Ensure appropriate priorities have been assigned to all MRs. **(T-3)**.

2.5.3. Schedule and facilitate the quarterly HQ AFRC MRB. **(T-3)**.

2.5.4. Ensure approved movements are updated for trader visibility in SMS. **(T-3)**.

2.5.5. Schedule and facilitate the quarterly HQ AFRC AAPC. **(T-3)**.

2.5.6. Review approved movements for potential consolidation of airlift requirements. **(T-3)**.

2.5.7. Notify HQ AFRC functional OPRs of any high priority requirements eligible for MilAir that were not supported at the AAPC. **(T-3)**.

2.5.8. Determine disposition of non-priority requirements. **(T-3)**.

2.5.9. Brief AFRC/CD on all OoC MRs. **(T-2)**.

2.6. NAF/CC (or designated representative) will:

2.6.1. Provide oversight, management, and support for wing exercise participation/planning through the A5X divisions.

2.6.2. Review and approve/disapprove MRs submitted to their respective NAF for approval. **(T-2)**.

2.6.2.1. SMS MR items requiring NAF/CC approval include those:

- 2.6.2.1.1. Submitted under “Flying Units”.
 - 2.6.2.1.2. Totaling 50 or more personnel.
 - 2.6.2.1.3. Destinations that are Outside the Continental United States (OCONUS) locations.
 - 2.6.2.1.4. Any "Information Only" MRs (see **Par 3.3**) required by **paragraph A2.10.1**.
 - 2.6.2.2. NAF/CCs may elect to establish a proactive MR review process for wings within their command authority that is more restrictive and NAF-centric than outlined in this instruction. However, the suspense dates outlined in **Table 3.1** are NLT dates designed to ensure adequate time for HQ AFRC functional OPRs, A-Staff Director(s), Financial Management (FM) and AFRC/CD review prior to the MRB. Any additional instructions should be listed in their respective paragraph in **Attachment 2**.
 - 2.6.2.3. Will utilize the DPEX process and the A5X divisions to determine and select specific exercises which target readiness requirements for units. The A5X divisions will coordinate with their Wing Command Staffs to ensure units add these exercises into their annual training plans.
- 2.6.3. Notify Wing and FGC/FGOE of decision to recall or cancel a previously approved MR. **(T-2)**.

2.7. Wing Commander (WG/CC) (or designated representative) will:

- 2.7.1. Appoint, and submit in writing to FGC/FGOE and NAF/A5X divisions, a SMS POC responsible for managing non-Air Expeditionary Forces (AEF) Wing movements. **(T-2)**.
- 2.7.2. Approve MRs via SMS. **(T-2)**.
 - 2.7.2.1. Certify that any proposed Exercise/MFT participation or off-station training will not adversely impact the unit’s ability to meet its scheduled AEF taskings. **(T-2)**.
- 2.7.3. Review the DPEX exercise list and coordinate readiness requirements with squadrons. Coordinate with NAF A5X divisions for requested exercises based upon readiness requirements.
- 2.7.4. Prepare and submit Force Flow Worksheet for exercise/training requirements for all participants.
- 2.7.5. Prepare and submit FGC RPA Funding Worksheet with all participants funded by FGC.
- 2.7.6. Integrate IGI exercise planners to develop wing training/readiness events IAW AFI 90-201, *The Air Force Inspection System*.
- 2.7.7. For units assigned Operational Support Squadron Next (OSSNext) manpower, leverage to develop.
- 2.7.8. Develop annual wing training plans to capture full scope of personnel/funding requirements.
- 2.7.9. Prioritize training/funding requirements based on Commanders Training Guidance.
- 2.7.10. Utilize the Joint Training Information Management Systems (JTIMS) for exercise objectives and readiness oversight at <https://jtims.jten.smil.mil/jtims/welcome.do>.

2.7.11. Submit all After Action reports (AARs) into the Joint Lessons Learned Information System (JLLIS) and coordinate with NAF A5X divisions for NAF specific AAR requirements/timelines.

2.8. Wing SMS POC will:

2.8.1. Be available during normal duty hours, versed in the readiness training requirements of wing functional elements and able to keep the wing CC aware of all Exercise, off-station annual tour and MFT activity. **(T-3)**.

2.8.2. Ensure wing MRs have been submitted by wing functional OPRs for HQ AFRC MRB review within AFRC functional OPR timeline requirements and/or as outlined in **Table 3.1**. **(T-3)**.

2.8.3. Closely coordinate readiness exercise and movement training planning with wing functional OPRs to ensure OoC MRs are avoided. An OoC MR is one that misses the suspense dates outlined in **Table 3.1**. **(T-3)**.

2.8.3.1. For large exercises or MFTs, the Wing SMS POC may need to coordinate with the wing or unit level POC to receive Unit Type Code (UTC) Logistics Details/Mission Capabilities (LOGDET/MISCAP) data to ensure a cohesive MR is submitted to AFRC functional OPRs. (An example of this type of exercise would be a RED FLAG).

2.8.4. Ensure Exercise Concept Requests are submitted to FGC/FGX, if required. **Note:** ref. **paragraph 4.4** of this instruction. **(T-2)**.

2.8.5. Act on behalf of the Installation/Wing Commander in directing, controlling, coordinating, and executing movement actions for Exercises, MFTs and in-place augmentation. **(T-3)**.

2.8.6. Act as primary/initial wing contact for FGOE regarding all Wing Exercises/MFTs. **(T-3)**.

2.8.7. Notify NAF, FGC/FGOE and HQ AFRC Functional OPRs of decision to recall, change or cancel a previously approved MR. **(T-3)**.

2.9. Wing Functional OPRs will:

2.9.1. Be responsible for identifying pertinent readiness and movement training opportunities for their respective functional area. **(T-3)**.

2.9.2. Work closely with the AFRC functional OPR and Wing SMS POC to ensure training priorities are met. **(T-3)**.

2.9.2.1. Ensure proactive communication with AFRC FAM(s) regarding all transportation requirements and changes. **(T-3)**.

2.9.2.2. Ensure travel personnel and cargo requirements are correctly represented to ensure appropriate funding and transportation sourcing. **Note:** ref **Table 3.2**. **(T-3)**.

2.9.2.3. Be responsible for SMS inputs for unit/individual Exercise/MFT participation. **(T-3)**.

2.9.3. Ensure that MRs are accurate and submitted through SMS within timeline requirements as outlined in **Table 3.1** of this instruction. **(T-3)**.

2.9.4. Notify Wing IGI exercise planners of any pertinent readiness and movement training opportunities for their respective functional areas that they plan on attending. **(T-3)**.

2.9.5. Notify NAF, FGC/FGOE and HQ AFRC Functional OPRs of decision to recall, change or cancel a previously approved MR. **(T-3)**.

2.10. Movement Commander will:

2.10.1. Be responsible for providing a detailed AAR within 30 days of return to home station. Refer to **Attachment 4** of this instruction for details. **(T-3)**.

Chapter 3

MOVEMENT REQUEST

3.1. Movement Request (MR).

3.1.1. A MR is a formal request for authorization of AFRC personnel to participate in a non-AEF exercise scenario, SC event, off-station annual tour or MFT designed to enhance unit readiness. These may involve individual or multiple UTCs or Air Force Specialty Codes (AFSCs) and could be single individual or group movements. **Note:** See [Chapter 4](#) for additional information regarding SC events.

3.1.2. All MRs will be submitted through SMS by selecting 'Requirements' and 'New MR Requirement'. **(T-3)**.

3.1.2.1. Each user will have access to the SMS user's guide and AFRC Training Manual, available on the SMS homepage. **(T-3)**.

3.1.2.2. FGX will sign off/coordinate on MRs for exercises.

3.1.3. A MR is not required for personnel on Tour of Duty (TDY) orders to conferences, formal training schools or aircrew on local training missions. These types of activities are planned and managed by other wing organizations such as wing training for formal schools, squadron scheduling for aircrew mission management and unit squadrons for random TDYs which do not support training activities. **Note 1:** Though not required, some NAFs or functional areas may request an Information Only MR to be submitted for certain off station aviation training missions (e.g. live fire/ordnance release training events and flying activities not requiring external airlift support outside of unit resources). These requirements would be listed in [Attachment 2](#). **Note 2:** Some Geographically Separated Units (GSUs) must utilize the MR process to garner airlift support for ongoing flying training. An example would be an Aeromedical Evacuation (AE) unit not co-located with a Mission Design Series (MDS) seeking a training platform or an AE unit seeking dissimilar aircraft training opportunities.

3.2. Standard MR.

3.2.1. A Standard MR must be submitted when one or more of the following criteria apply: (Review [Attachment 2](#) for specific additional MR guidelines relative to your functional area, if applicable)

3.2.1.1. Transportation utilizing MRB or RAS-funded Reserve assets is requested/required.

3.2.1.2. Commercial travel funds are requested from AFRC.

3.2.2. The Standard MR must meet the timeline requirements outlined in [Table 3.1](#).

3.3. Information Only MR.

3.3.1. Information Only MRs are primarily for visibility and utilized for organic (self-supported) or unit funded MFTs or Exercises, and/or in-place UTC augmentation for training. In simple terms, information only MRs are MRs that the unit requires no external ticket or airlift support for. Examples of Information Only MRs:

3.3.1.1. Participation in a named exercise (regardless of location).

3.3.1.2. Participation in training or an exercise that involves foreign nationals.

3.3.1.3. Participation in events that support a Weapons School curriculum.

3.3.1.4. Any Outside Continental United States (OCONUS) movement for participation in training or exercises regardless of the number of personnel or aircraft involved.

3.3.2. Information Only MRs need not meet the same timeline criteria as a standard MR, but need to be received as soon as planned and NLT 30 days prior to execution.

3.4. Out-of-Cycle (OoC) MR.

3.4.1. Standard MRs that do not meet the timelines outlined in [Table 3.1](#) are considered OoC.

3.4.1.1. Adherence to [Table 3.1](#) ensures timely inclusion of movement requirements into the MRB. This helps ensure appropriate command oversight, proper budget management and inclusion in the AAPC for assignment of commercial travel funds or solicitation of MilAir support.

3.4.2. OoC MRs must be reviewed and staffed individually at HQ AFRC. SMS will prompt a justification for all OoC requests.

Table 3.1. AFRC Standard MR Suspense Dates.

MR Due NLT	Execution Qtr/Mo
15 July	FY Q1/ Oct-Dec
15 Oct	FY Q2/ Jan-Mar
15 Jan	FY Q3/ Apr-Jun
15 Apr	FY Q4/ Jul-Sep
Note: MRs may be submitted any time prior to the suspense dates listed above. The suspense dates ensure MR inclusion in the MRG, MRWG and MRB.	

3.5. Airlift Allocation Planning Council (AAPC).

3.5.1. The AAPC unites operational airlift support providers with users and brokers support for command operational requirements approved at the MRB.

3.5.2. Attendance at the AAPC includes representatives from all Mobility Air Force (MAF) AFRC flying units Current Operations, NAF representatives and Tanker Airlift Control Center (TACC) Reserve Advisors (RAs). Additionally, it is beneficial for Directors, FAMs, NAF A5X divisions, and end users to attend.

3.6. Transportation/Funding Priority Codes.

3.6.1. When assigning a priority code to a MR, combine the applicable Airlift Priority with the applicable Training Priority from [Table 3.2](#) to determine overall priority (e.g., A2).

3.7. Cancellations and Alterations.

3.7.1. Submit alterations to scheduled movements or exercises (e.g., dates, cargo, passengers or location) via SMS.

3.7.1.1. Alterations (other than time or date change) that will require resubmission for approval in SMS:

3.7.1.1.1. Previously approved movements that increase the costs or number of PAX associated with the movement if the increase is more than 10 percent of the original PAX or approved commercial funds allocation.

3.7.1.1.2. Any change that increases (or decreases) the number of aircraft involved in the movement, or the number of airlift or tanker aircraft supporting the movement, regardless of how big the increase/decrease.

3.7.2. Submit cancellations of scheduled movements or other scheduled event by notifying the AFRC FAM(s), FGC/FGOE and NAF via e-mail. FGC/FGOE will cancel in SMS and notify the supporting unit and FGC/FGOB (Battle Watch) of the cancellation.

Table 3.2. Transportation/Funding Priority Codes.

Airlift Priorities	
A	Reserve Organic airlift is the only viable means of transportation (e.g., fighter movement, austere and/or hostile location, aeromedical training, large number of personnel – more than 50 passengers, and/or non-availability or non-viability of commercial air).
B	One or more of the following criteria: 25 – 50 passengers. Movement with a commercial ticket value of \$25K or greater.
C	One or more of the following criteria: 24 or fewer passengers (multiple groups may be combined for an A/B requirement). Movement with a commercial ticket value of less than \$25K. No palletized or rolling stock cargo (baggage/baggage pallets are not considered cargo).
Training Priorities	
1	Defense Readiness Reporting System (DRRS), AEF UTC Reporting Tool (ART), UTC Assessment Tool and/or other eligibility to deploy for AETF taskings are adversely affected if not completed.
2	Contributes to AFSC, readiness and/or ancillary qualifications. Equivalent training is not available at home station.
3	Movement designed to enhance training and/or readiness but not critical to unit's ART, UTC Assessment Tool or DRRS (C-Status) ratings.

Note: To avoid penalties for travel cancellations and passenger no-shows, dual Commitment Commercial transportation must not be scheduled (booked) without HQ AFRC FAM and FGC/FGOEA approval IAW AFRCGM 2020-24-01, *Reserve Aerial Port Program*. (T-2).

3.8. After Action Reports (AARs).

3.8.1. After action reports are required to be submitted by the units NLT 30 days after return to home station. For content and routing information see [Attachment 4](#). (T-3).

Chapter 4

SECURITY COOPERATION AND EXERCISES

4.1. General. The joint community sponsors numerous exercises each year. Air Force units participate in JEP exercises to hone and refine their execution of mission essential and supporting tasks, validate training, improve response capabilities, and enhance and evaluate readiness. The Air Force goal is to optimize the benefits of participating in these exercises. AFRC participates in CJCS exercises to provide air, space, cyberspace operations, and Agile Combat Support (ACS) to Combatant Commanders, training for AFRC forces, and education concerning AFRC processes and capabilities for the joint community. Each exercise's scope, size, location, and scenario dictate the appropriate level of planning and participation by AFRC wings and units. Unit participation may range from single, small units (e.g., Public Affairs Officer, Chaplain team, combat camera squadron, AE squadron) to AFRC wings. Exercise OPRs vary based on functional area involvement. This chapter outlines policies and procedures common to most exercises involving AFRC participation. Additional AF exercise information can be found in AFI 10-204, *Air Force Service Exercise Program and Support to Joint and National Exercise Program*.

4.2. Security Cooperation and Exercises Division (FGC/FGX) will:

4.2.1. Serve as the AFRC POC for CJCS, United States Air Force (USAF) and Major Command (MAJCOM) long-range exercise planning through the DPEX annual process. **(T-3)**.

4.2.1.1. The goal of DPEX is identifying available training opportunities to appropriate readiness needs for Airmen within the Command. AFR Command Training Strategy will provide priorities for exercise participation based on AFR FORGEN model, Pacing, and Combat-Coded units. Exercise approval remains at the AFRC A staff/directors, NAF A5X divisions, Functional Area Managers (FAMs), NAF Commanders and Staff and senior unit leadership. The DPEX process will result in a command-wide Exercise Training & Funding Plan that is incorporated into the AFRC Commander's Training Program (CTP). Funding efficiency and identification will be enhanced with DPEX identifying what training opportunities need funding and which organization; additionally the timeframe lends itself to ensuring organic airlift is adequately forecasted for exercise travel. **(T-3)**.

4.2.2. Provide oversight for AFRC DPEX program, securing AFRC participation in Security Cooperation (SC) events and CCMD exercises. **(T-3)**.

4.2.3. Advertise external exercise requirements for availability decisions by AFRC units.

4.2.4. Execute the DPEX exercise schedules and information via SMS. Coordinate AFRC attendance at planning conferences for major exercises. **(T-3)**. Most major exercises have three planning conferences: the Initial Planning Conference (IPC), the Mid-Planning Conference (MPC), and the Final Planning Conference (FPC). These conferences provide a forum for coordinating objectives, scenarios, and force lists. AFRC representation depends on functional area participation. The objective is to optimize AFRC training in these exercises. Attendees must be prepared to be an advocate for command and unit objectives.

4.2.5. Serve as the OPR for questions, suggestions for improvement, or AARs. **(T-3)**.

4.2.6. Manage AFRC Force Requests within the Joint Training Information Management System (JTIMS) per CJCSM 3500.03E, *Joint Training Manual for the Armed Forces of the United States*. (T-3).

4.3. AFRC Wings will:

4.3.1. Appoint a Project Officer (PROJO) for all CJCS, USAF, MAJCOM exercises and SC events that will be the single point-of-contact for coordinating objectives, planning and activities. Submit the PROJO's name and contact information to fgc.fgx@us.af.mil and NAF A5X divisions. (T-3).

4.3.2. Ensure participation or involvement in CJCS, USAF, MAJCOM exercises and SC events is loaded into SMS via MR process and is coordinated thru Wing/CC, NAF, HQ AFRC FAM, NAF A5X divisions and FGX. (T-3).

4.3.2.1. To facilitate this effort, any unit/personnel participating in a named exercise or SC event will submit a MR as outlined in **Chapter 3** after Commander's Training Program (CTP) is published in July. All DPEX scheduled exercises will be input into SMS NLT August for the following FY.

4.3.3. Coordinate on SC events and exercises submitted by subordinate units; incorporate wing IGI exercise planners into the Wing internal MR review and approval routing process for situational awareness. (T-3).

4.4. Exercise Concept Approval.

4.4.1. HQ AFRC/NAF/Unit Sponsored Exercises. AFRC-sponsored exercises that involve participants from more than one wing require NAF/CC approval; those that involve units from more than one NAF or are seeking additional RPA or other funding must receive concept approval from AFRC/CD.

4.4.2. When it is determined that an exercise requires concept approval, exercise planners will coordinate exercise plans through their Wing CC and NAF A5X divisions to FGC/FGX for info and forwarding to AFRC/CD. Concept approval requests must be submitted to FGC/FGX NLT 210 days prior to exercise start date. (T-3).

4.4.3. FGC/FGX will submit appropriate concept approval requests via Task Management Tool (TMT), through appropriate HQ AFRC FAMs, FM and the IG as a minimum, for review/routing to AFRC/CD for approval/disapproval NLT 180 days prior to exercise start date. (T-3).

4.4.3.1. FGC/FGX will notify all coordinating AFRC directorates, affected NAF(s) and Wing(s) of the approval request result. (T-3).

4.4.4. Requests will include:

4.4.4.1. An exercise name that begins with "PATRIOT". AFRC sponsored exercise names must begin with the title "PATRIOT" in order to distinguish Air Force Reserve exercise names from those used by other organizations. (T-2).

4.4.4.2. Justification and proposed training objectives.

4.4.4.3. Proposed dates and location(s).

4.4.4.4. Proposed funding requirements.

- 4.4.4.5. Identification of all AFRC units and number of personnel projected to participate.
- 4.4.4.6. Identification of all non-AFRC organizations, assets, and number of personnel projected to participate. If personnel or assets are expected to be carried on AFRC aircraft, also provide justification and details of required approvals to FGC/FGOE.
- 4.4.4.7. A detailed projection of air mobility requirements (numbers and types of aircraft).
- 4.4.4.8. A detailed projection of other required assets and support requirements, including force bed-down arrangements (Personnel Support for Contingency Operations [PERSCO], Services, Communications, Contingency Response Element [CRE], Medical, Transportation, etc.).
- 4.4.4.9. A detailed projection of proposed command structure (must include an overall mission commander/Director of Mobility Forces and an air operations commander for the air mobility assets).
- 4.4.4.10. Detailed reporting requirements and procedures.

4.5. Exercise Sourcing. The Consolidated Planning Schedule (CPS) provides Supported Commands with a means to obtain required support. The Supported Command seeks assistance in supporting Security Cooperation and Exercise events by contacting FGC/FGX. FGC/FGX ensures oversight, visibility, accountability and long range planning for reserve forces in support of Security Cooperation and Exercise events.

4.5.1. Sourcing Solution. FGC/FGX will coordinate with HQ AFRC FAMs, NAF A5X divisions, Wings and units for sourcing solutions. Volunteers will not be solicited or tasked without the Wing Commander and FAM's coordination/approval. Wing Commanders will ensure identified volunteers are not subject to involuntary activation during the exercise period. **(T-3).**

4.5.1.1. If Individual Mobilization Augmentee (IMA) support is sought, include the Readiness and Integration Organization (HQ RIO/IPR) in sourcing coordination.

4.5.2. Exercise Time Phased Force and Deployment Data (TPFDD) Management. The FGC/FGX Production section provides TPFDD development assistance as follows.

4.5.2.1. Requirements driven TPFDDs. TPFDDs associate with OPLANs/CONPLANs/OPORDs. These are CCMD, JCS, Service Component or MAJCOM events.

4.5.2.2. Capabilities driven TPFDDs. TPFDDs utilized to assess our methods for organizing, training, equipping, and sustaining our air and space forces to meet defense strategy requirements. Normally those that depict an Air Force capability not directly associated with a specific requirement.

4.5.2.3. For Security Cooperation and Exercise planning the FGC/FGX Production section will assist in the TPFDD development of AFRC specific events, by Unit Type Code (UTC), in the TPFDD, to identify the total force needed to meet the specified mission/training objectives. The FGC/FGX Production section will assist in the TPFDD development of Security Cooperation and Exercise events supporting other commands. **(T-3).**

4.5.2.4. TPFDD Planning. FGC/FGX Production section provides a Force Flow Worksheet to facilitate TPFDD utilization to participating AFRC units. This allows for an orderly transition from concept development to employment.

4.5.2.5. TPFDDs serve as a Joint source of information and allow the CCMD to document and communicate personnel, support, and transportation requirements.

4.5.3. Finalize Sourcing. FGC/FGX Production section is responsible for sourcing and execution force oversight. FGC/FGX Production section planners are MAJCOM level personnel charged with transactional processes of presenting and generating forces. They represent all AFSCs within the command. They coordinate with AFRC/FAMs when processing unit personnel, and HQ RIO when working with IMAs.

4.5.4. The FGC/FGX Production section vets Colonels through AFRC/A1X, and General Officers, or Colonels filling General Officer billets, through HQ/REG. All others require Wing/CC or equivalent approval through the Reserve Deployment Readiness Center or Installation Deployment Readiness Center as appropriate. **(T-3)**.

4.5.5. Execution of sourcing nomination. FGC/FGX provides visibility of exercise requirements and executes the MAJCOM sourcing and verification process.

4.6. Exercise Tracking. FGC/FGX will maintain overall visibility of AFRC units/personnel participating in security cooperation and exercise events. However, FGC/FGOB (Battle Watch) must be included on all command and control correspondence when missions are in execution. To facilitate this effort, any units/personnel participating in a named exercise will submit a MR in SMS as outlined in **Chapter 3**.

4.7. Exercise Management. FGC/FGX has developed the following products to optimize exercise support and participation IAW the AFRC/CD strategic guidance (see **paragraph 2.1.1**).

4.7.1. Exercise Management/Products.

4.7.1.1. FGC/FGX will use SMS to identify anticipated AFR resource participation in Security Cooperation and Exercise events.

4.7.1.2. FGC/FGX is the AFR lead coordination agent and OPR to JCS, CCMD, AF Service Component, and MAJCOM exercise planners that include AFR resources as participants.

4.8. After Action Reporting. An after action report is due to the NAF and AFRC functional after the end of the exercise or movement for training IAW deadlines set forth in AFI 10-1302, *Air Force Lessons Learned Program*. Refer to **Attachment 4** for further instructions. **(T-3)**.

4.8.1. The AAR shall be entered into SMS under the Movement Request (MR) NLT 30 days after return from the exercise. The AAR must also be entered to the unit's appropriate Air Force Joint Lessons Learned Information System (JLLIS) site, <https://www.jllis.mil> (NIPR) or <http://www.jllis.smil.mil> (SIPR) in order to be accessible to all registered users. **(T-3)**. If assistance is needed, consult with the owning organization's Lessons Learned Program Manager.

4.8.2. The intent of the AAR is to help Airmen learn from experience to fight a smarter, more capable fight. The next Airmen to deploy, to participate in that exercise, to train for that type contingency, etc., should benefit from reports submitted by those who have gone before.

D. SCOTT DURHAM, Brig Gen, USAF
Director of Air, Space and Information Operations

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

AF Guidance Memorandum (AFGM) 2020-16-01, *Controlled Unclassified Information*, 23 Jul 2020

AFI 10-201, *Force Readiness Reporting*, 22 Dec 2020

AFI 10-204, *Air Force Service Exercise Program and Support to Joint and National Exercise Program*, 12 Apr 2019

AFI 10-209, *Red Horse Program*, 11 Jun 2019

AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*, 09 Jul 2019

AFI 10-420, *Combat Air Forces Aviation Scheduling*, 06 Oct 2017

AFI 10-1302, AFRC Sup, *Air Force Lessons Learned*, 7 Jan 2020

AFI 11-401_AFRC Sup, *Aviation Management*, 9 Oct 2013

AFI 33-322, *Records Management and Information Governance Program*, 23 Mar 2020

AFI 44-119, *Medical Quality Operations*, 16 Aug 2011

AFI 90-201_AFGM 2021-01, *The Air Force Inspection System*, 29 Jan 2021

AFRCI 10-202, *Command, Control, and Communications*, 8 Oct 2014

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

AFRCI 24-601, *Reserve Logistics Readiness Squadron Annual Tour Program*, 6 Jun 2018

AFRCGM2020-24-01, *Reserve Aerial Port Program*, 12 Jun 2020

AFRCMD 11-018, *Headquarters Fourth, Tenth and Twenty-second Air Forces*, 20 Jun 2019

CJCSM 3500.03E, *Joint Training Manual for the Armed Forces of the United States*, 20 Apr 2015

DAFI33-360, *Publications and Forms Management*, 15 Dec 2018

DoDI 5200.48_AFGM 2020-16-01, *Controlled Unclassified Information (CUI)*, 23 Jul 2020

DoDM 5200.01 Volume 3_AFMAN 16-1404 Volume 3, *Information Security Program: Protection of Classified Information*, 28 Jul 2020

Adopted Forms

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

Air Force Form 938, *Request and Authorization for Active Duty Training/Active Tour*

Air Force Form 4330, *After Action Summary Reports*

Abbreviations and Acronyms

AAPC—Airlift Allocation Planning Council

AAR—After Action Report
ACS—Agile Combat Support
ACT—Activity Code
AE—Aerospace Medical Evacuation
AEF—Air and Space Expeditionary Force
AF—Air Force
AF-IT—Air Force - Input Tool
AFPD—Air Force Policy Document
AFRC—Air Force Reserve Command
AFSC—Air Force Specialty Code
ALCF—Airlift Control Flights
ANG—Air National Guard
ARC—Air Reserve Component
ARM—Aeromedical Readiness Mission
AROWS-R—Air Force Reserve Order Writing System
ART—AEF UTC Reporting Tool
BEEF—Base Engineer Emergency Force
C2—Command and Control
CAF SIPT—Combat Air Forces Scheduling Integrated Product Team
CCMD—Combatant Command
CD—Deputy Commander
CE—Civil Engineer
CJCS—Chairman, Joint Chiefs of Staff
CMRP—Comprehensive Medical Readiness Program
Com Air—Commercial Air
COS—Combat Operations Squadron
CP—Command Post
CPS—Consolidated Planning Schedule
CRE—Contingency Response Element
CTP—Commander’s Training Program
CUI—Controlled Unclassified Information
DAFI—Department of Air Force Instruction

DCO—Defense Connect Online
DPEX—Deliberate Planning for Exercises
DRRS—Defense Readiness Reporting System
EOD—Explosive Ordnance Detachment
EUCOM—European Command
FAM—Functional Area Manager
FGC—Force Generation Center
FGOE—Force Generation Center, Operations Division, Force Execution Branch
FPC—Final Planning Conference
FY—Fiscal Year
GCCS—Global Command and Control System
GSU—Geographically Separated Unit
IAW—In Accordance With
IMA—Individual Mobilization Augmentee
IPC—Initial Planning Conference
JEP—Joint Exercise Program
JLLIS—Joint Lessons Learned Information System
JTIMS—Joint Training Information Management Systems
LIMFAC—Limiting Factor
LL—Lessons Learned
LOGDET—Logistics Detail
LRS—Logistics Readiness Squadron
M4S—Manpower MPA Man-Day Management System
MAF—Mobility Air Force
MAJCOM—Major Command
MDS—Mission-Design Series
MFT—Movements for Training
MilAir—Military Air
MISCAP—Mission Capability
MOA—Memorandum of Agreement
MPA—Military Personnel Appropriation
MPC—Mid-Planning Conference

MPMRB—Movement Review Board
MR—Movement Request
MRG—Movement Review Group
MRWG—Movement Review Working Group
NAF—Numbered Air Force
NCOIC—Non-Commissioned Officers in Charge
NEP—National Exercise Program
NLT—No Later Than
OCONUS—Outside the Continental United States
OIC—Officers in Charge
OoC—Out of Cycle
OPR—Office of Primary Responsibility
OSSNext—Operational Support Squadron Next
OT&E—Organize Train and Equip
PACAF—Pacific Air Forces
PAX—Passenger
PERSCO—Personnel Support for Contingency Operations
POC—Point of Contact
RA—Reserve Advisor
RAS—Reserve Airlift Support
RDS—Records Disposition Schedule
RIO—Headquarters Individual Reserve Readiness Integration Organization
RPA—Reserve Personnel Appropriation
SC—Security Cooperation
SG—Surgeon General
SITREP—Situation Report
SME—Subject Matter Expert
SMS—Single Mobility System
TACC—Tanker Airlift Control Center
TDY—Tour of Duty
TELECON—Telephone Conference
TMT—Task Management Tool

TPFDD—Time Phased Force and Deployment Data

TWG—Threat Working Group

UGT—Upgrade Training

USAF—United States Air Force

UTC—Unit Type Code

VTC—Video Telephone Conference

WG—Working Group

WSEP—Weapon System Evaluation Program

Terms

After Action Report (AAR)—The after action report is a consolidated report that includes an executive summary covering the event information (e.g., dates, locations, and participants) and Observations. Observations to be documented are those which result in improvements in military operations. After action report Observations should describe how the mission could be/was improved, potential risks to mission degradation and how to mitigate those risks.

Air Reserve Components (ARC)—All units, organizations, and members of the Air National Guard of the United States and the Air Force Reserve. This item is not used to identify an Air Force component or organization. (Also known as the Air Reserve Forces). 118 AFRCMAN 36-2004 26 MARCH 2021 **Air Reserve Personnel Center (ARPC)**—A MAJCOM direct reporting unit of HQ Air Force Reserve Command. Administers the personnel management and mobilization of individual Air Force reservists not assigned to units or on extended active duty. Maintains the master personnel records for all members of the Air Reserve Components who are not on extended active duty.

Air Reserve Technician (ART)—A civilian employee of the United States Air Force Reserve who provides permanent support to a USAFR unit and occupies a comparable Reserve unit manpower document (UMD) military position in the unit in which employed.

Combat Air Forces Scheduling Integrated Product Team (CAF SIPT)—Multi-command organization responsible for maintaining the CAFFORGEN Model and scheduling CAF aviation units, control and reporting center (CRC) UTCs, or Guardian Angel UTCs. Each participating MAJCOM appoints a colonel-level representative that is empowered to commit resources and make scheduling changes on behalf of their respective MAJCOM director of operations.

Joint Lessons Learned Information System (JLLIS)—The system of record for the Air Force Lessons Learned process and may be used by any Airman. JLLIS is the central repository for Observations, Lessons Identified, after action reports, and other lessons learned reports.

Joint Training Information Management System (JTIMS)—The CJCS's authoritative information management system supporting planning and execution of the Joint Training System (JTS). JTIMS is the enterprise solution available for use by all DoD components to identify and validate Joint training requirements and assess mission essential tasks (MET) exercised during a prescribed event.

Single Mobility System (SMS)—Web-based software application used by USTRANSCOM to manage cargo and passenger movement and provide visibility of transportation assets and used by AFRC for scheduling organic airlift requirements and managing off-station training missions.

Attachment 2

ORGANIZATIONAL MOVEMENT REVIEW GUIDELINES

A2.1. Manpower, Personnel and Services (AFRC/A1).

A2.1.1. Force Support Squadron (Personnel Support for Contingency Operations (PERSCO) and Services Support.

A2.1.1.1. AFSVA/SVOR provides a MAJCOM consolidated MFT opportunities list to AFRC/A1RR for 38FX and 3FXXX. The exercises and movement opportunities are based on Air Reserve Component (ARC) training objectives and MAJCOM requirements. Personnel participating must use their annual tour first if available.

A2.1.1.2. The AFRC FAM for PERSCO and Services is the Personnel Readiness Operations Branch (A1RR). AFRC/A1RR sends the list to Force Support Squadron leadership for their consideration. Requests to participate in MFTs must have WG/CC/Wing MRB POC and NAF approval prior to submitting to HQ AFRC FAM. Unit Readiness will be reviewed prior to FAM approval. Unit submissions are briefed to AFRC/A1 for approval prior to the MRB meeting. Once approval/disapproval determination is made, unit POCs will be notified via email.

A2.1.1.2.1. FSS designated representative must contact the Wing for the local policy on SMS submissions. The mode of transportation should indicate organic with commercial backup authorized and the estimated commercial costs must be provided.

A2.1.1.2.2. Units that aren't provided military air support can submit a request to HQ AFRC/A1RR Workflow for commercial travel funds (dependent upon funds availability), if unit funds aren't available. Commercial travel worksheet within SMS must be completed if travel funds are being requested.

A2.1.1.3. Carefully consider utilizing stateside locations capable of providing like training over an overseas location. This will help reduce the cost of units receiving training.

A2.1.1.4. PERSCO and Services teams that will be utilized in an exercise environment and expected to begin force accountability, food service, and bed down support immediately upon arrival should be manifested on the first chalk.

A2.1.1.5. All 38FX and 3FXXX that aren't assigned to an FSS (i.e. Red Horse, Aerial Port) may volunteer to participate in movements and exercises with CC approval.

A2.1.1.6. In accordance with AFI 36-3802, Force Support Readiness Programs, AFRC/A1 is responsible for Command and Control to support contingency and wartime operations as well as accountability for personnel assigned to the command, which includes movement for training procedures. FSSs must adhere to the guidance set forth in the Air Reserve Component (ARC) Force Support Squadron (FSS) Movement for Training (MFT) Program Guide, which is posted on the A1RR SharePoint® site. Units participating in MFTs and exercises must provide a detailed training plan 30 days prior to departing home station.

A2.1.1.7. After Action Reports (AARs) must be submitted to A1RR within 30 days after returning to home station. **(T-3)**.

A2.2. Intelligence, Surveillance and Reconnaissance (AFRC/A2). No additional directions.

A2.3. Air, Space and Information Operations (AFRC/A3).

A2.3.1. Flying Unit Exercises. The AFRC/A3 CAF ADO serves as the AFRC member on the ACC/A3O-led CAF SIPT, and is empowered to commit resources and make scheduling changes on behalf of their respective MAJCOM director of operations. AFRC/A3OR is the OPR for flying unit movement requests and may execute FAM duties in their absence. A3OR serves as the CAF SIPT secretary, utilizing the Consolidated Planning Schedule (CPS) to input AFRC events into the CAF training and exercise schedule.

A2.3.1.1. Interfly during exercises must be approved by AFRC/A3, unless there is a standing formal agreement between the other command and AFRC. **(T-3)** Check with AFRC/A3O to validate the status of interfly agreements. Interfly is defined as filling crew positions in AFRC aircraft with other than AFRC personnel. Refer to AFI 11-401_AFRC Sup, *Aviation Management*.

A2.3.1.2. Fire protection and rescue services for exercises involving aircraft are required. Vehicles and personnel for these services are not normally available at non-USAF installations. Coordinate fire protection and rescue requirements with AFRC/A4. **(T-3)**.

A2.3.2. Flying Unit Movements.

A2.3.2.1. If a pre-movement brief is required by the NAF/CC, HQ AFRC/A3 functional representatives should be invited to sit in as info only. Pre-movement briefings will be provided to the respective NAF/CC and his/her designated OPRs, NAF A5X divisions as well as AFRC/A3 staff members, by the lead unit of those movements deemed of sufficient size/complexity, as determined by the NAFs (ref [para A2.8.-A2.10.](#)). The lead unit should schedule the briefing after all planning is completed, but far enough in advance of the movement to allow for inclusion of guidance from the NAF/CC.

A2.3.2.1.1. Video Teleconferencing (VTC) is the normal briefing method, although other means may be utilized with prior coordination, or if technical difficulties occur. Prior coordination with NAF and AFRC/A3 OPRs is essential for successful VTCs. An electronic copy of the briefing will be sent to the NAF and AFRC/A3 OPRs for distribution to participants within their headquarters.

A2.3.3. Mobile or Fixed Command and Control (C2) - Including Contingency Response (CR) units, Command Posts (CP) and Combat Operation Squadrons (COS). AFRC/A3N is the OPR for CR, CP and COS movement/exercise requests.

A2.3.3.1. CR units will submit requests for static loaders to enhance affiliation training or airlift to validate affiliation training through the MRB process. **(T-3)**. The request should include the name of the affiliate or affiliates receiving the load planning training and the dates/location the static loader is required. If requests have been prearranged please annotate the wing providing the airlift and a point of contact at the wing in the comments/remarks section of the MR request form.

A2.3.3.2. After the MRWG meets, the AFRC functional will update the SMS database with approval/dis-approval status, funding, etc. and notify FGC/FGO, the NAF and Wing MRB POC offices of MRWG results. **(T-3)**.

A2.3.3.3. An AAR is due to the NAF and AFRC functional NLT 30 days after return from movement. Refer to [Attachment 4](#) of this instruction for further information. **(T-3)**.

A2.3.4. Aeromedical Evacuation (AE).

A2.3.4.1. The AFRC functional OPR for Aeromedical Evacuation Squadrons (AES) is the HQ AFRC Aeromedical Evacuation Branch (HQ AFRC/A3MA).

A2.3.4.2. Aeromedical Readiness Mission (ARM) airlift requests in support of flight training, flight currency and/or qualification requirements are required to complete a MR request form. AES will not determine the location for ARM sortie.

A2.3.4.2.1. ARM sorties must be submitted in SMS NLT 2-months prior to the FY quarter in which the ARM sortie commences. **(T-3)**.

A2.3.4.2.2. AE schedulers will build unit ARM airlift requirements directly into SMS using Activity Code (ACT) "I" (information only). All ARM sortie requests require SMS submission. **(T-3)**.

A2.3.4.2.3. In the event of an ARM Training Exception. When an ARM sortie is scheduled for an OCONUS destination an informational MR request is required. The SMS activity code used is "P."

A2.3.4.2.3.1. Units moving personnel on annual tour or RPA status and requesting commercial back-up funding for transportation must include the total estimated commercial cost for all personnel on the MR request form and in the estimated commercial cost block in SMS. **(T-3)**.

A2.3.4.2.3.2. An acceptable annual tour site provides all requested/required training for each Air Force Specialty Code (AFSC) moving. Unit mission, upgrade, AFSC, and UTC sustainment training requirements establish training parameters.

A2.3.4.2.3.3. Movements into OCONUS areas where USAF bases are NOT the destination or site must be reviewed by the AFRC Threat Working Group (TWG) prior to departure. AE units will coordinate through the assigned wing and/or access the AFRC TWG web page on the Global Command and Control System (GCCS) SIPRNET at <http://intel.afrc.robins.af.smil.mil>. Contact HQ AFRC/A3MA for further guidance to the AFRC TWG web page. **(T-2)**.

A2.3.4.2.4. MRs are not required for mobilization or contingency tasking.

A2.3.4.2.5. Movements to attend mission essential conferences and workshops require MRG approval for military airlift support. HQ AFRC will not authorize funds for commercial travel reimbursement to attend this activity.

A2.3.4.2.6. All MRs must be coordinated and approved through the WG/CC and forwarded by the Wing MRB POC to HQ AFRC/A3MA. **(T-3)**.

A2.3.4.3. HQ AFRC/A3MA will coordinate and resolve flight training aircraft availability with FGC/FGOE to assure AFRC assigned units are capable of maintaining currency and qualification requirements. **(T-3)**.

A2.3.4.3.1. AE units should optimize airlift requests by consolidating airlift requirements with other AE units. All off station ARM requests (i.e., cross country) will be consolidated by the requesting unit to jointly fly with another AE unit or programmed to a destination of one of the following non-located AE aircraft equipped wings (i.e., Lackland, MacDill, Scott, Wright-Patterson and Westover).

A2.3.4.3.2. HQ AFRC/A3MA will validate all AE requirements. Identify unresolved mission shortfalls to FGC/FGOE. **(T-3)**.

A2.3.4.3.3. HQ AFRC/A3MA will represent assigned AE units at the airlift allocation conference to advocate AE unit requirements. **(T-3)**.

A2.3.4.3.4. Training. Submit training plans in advance to HQ AFRC/A3MA, which will in turn submit to FGC/FGOE any identified and validated problem areas or trends that impact the quality or availability of training.

A2.3.4.3.5. The requirement for an AAR includes annual training tours to active duty medical facilities, exercises and any OCONUS tours (e.g. Pacific Air Forces (PACAF) Bravo Alert/European Command (EUCOM) Memorandum of Agreement (MOA), etc.). See [Attachment 4](#) for more details.

A2.3.4.3.6. After the MRWG meets, AFRC/A3MA will update the SMS database for unit approval/disapproval status, funding, etc. **(T-3)**.

A2.4. Logistics, Engineering and Force Protection (AFRC/A4).

A2.4.1. Aerial Port Units.

A2.4.1.1. For aerial port MFTs, exercises and other movements refer to AFRCI 24-101, Reserve Aerial Port program.

A2.4.1.2. After the MRB, FAMs will update the SMS database for airlift/funding status. **(T-3)**.

A2.4.1.3. Annual Tour End of Tour Reports will be submitted IAW AFRCI 24-101. **(T-3)**.

A2.4.2. En Route Maintenance.

A2.4.2.1. All planning and scheduling of ARC personnel en route TDYs will be accomplished in coordination with HQ AMC/A4OM, prior to 1 June of each year. **(T-3)** Representatives of HQ AFRC/A4RX, HQ AMC/A4OM, HQ NGB/A4, 4AF/A4M, 515 and 521 AMOWs and participating AMS/AMXS units coordinate annually to formulate the next fiscal year en route maintenance team schedule. Final scheduling of ARC personnel will be accomplished during the annual AMC en route meeting and will be agreed upon by all participating parties. Meeting can be conducted by Defense Connect Online (DCO) or other electronic means in lieu of formal en route scheduling conference.

A2.4.2.2. Funding for en route TDYs that are paid by MPA will be submitted in M4S by the requesting unit's representative. **(T-3)**.

A2.4.3. Logistics Readiness Units.

A2.4.3.1. Logistics Readiness Squadron (LRS) movements will support wartime training objectives and will be financially responsible. For LRS movements, refer to AFRCI 24-601, *Reserve Logistics Readiness Squadron Annual Tour Program*. LRS squadron leadership is responsible to prepare and distribute an annual training plan to their Wing, NAF, and HQ FAMs NLT 31 March annually. **(T-3)**.

A2.4.3.2. Portions of LRS may request movement for appropriate training, but must coordinate through normal channels.

A2.4.3.3. After the MRB, FAMs will update the SMS database for airlift/funding status. **(T-3).**

A2.4.4. Civil Engineer (CE) organizations: Prime BEEF, RED HORSE, S-Teams, and other CE Flights.

A2.4.4.1. Requirements and guidelines for AFRC CE movements are contained in AFI 10-209, *RED HORSE Program*.

A2.4.4.1.1. Call for Annual Tour/MFT.

A2.4.4.1.1.1. AFRC/A4C will send the request for Annual Tour (AT)/MFT requirements in January (second quarter FYxx) for implementation of the AT/MFT program in the following year. **(T-3).**

A2.4.4.1.1.2. Units must respond to the MFT call letter in accordance with instructions and must indicate all off-station Air Force – Input Tool (AF-IT) reportable training requirements such as SF, special capabilities, REOTS, MEET courses, etc. Units failing to respond by the required date may not receive MFT consideration and will default to home station training. **(T-3).**

A2.4.4.1.1.2.1. Responses to the Annual Tour/MFT request must be submitted as a unit (do not send Operations/Fire/Emergency Management/EOD requirements separately).

A2.4.4.1.1.3. AEF taskings (and other real-world missions) will receive FIRST priority for annual movements. Scheduled SILVER FLAG (SF) exercises and other AF-IT reportable training are considered SECOND priority. MFT and other training requirements are the THIRD priority.

A2.4.4.1.1.3.1. Units participating in an AEF cycle must include a Wing Commander (or equivalent) certification that any proposed exercise or off-station training movement will not affect the unit's capability to meet its scheduled AEF commitments. Every effort will be made to avoid conflicts between AEF and SF Exercises. **(T-3).**

A2.4.4.2. AFRC Civil Engineer Division (AFRC/A4C) will coordinate with each AFRC NAF Civil Engineer functional representative to allocate MFTs to units after a review of readiness reports, AEF participation, dates of availability, training requirements, prior movement history, airlift availability, and theater wartime task criteria. **(T-3).**

A2.4.4.2.1. MFT requirements will be based on MAJCOM opportunities provided through AFCEC, AFRC opportunities sought through A4C, Innovative Readiness Training (IRT) projects, Exercise PATRIOT WARRIOR, and late exercise and MAJCOM requests if coordinated through AFRC and/or AFCEC. Unit or group initiatives to secure individual AT/MFT projects are HIGHLY discouraged. Any opportunities/initiatives outside of these parameters must be validated by AFRC/A4C prior to commitment of resources. **(T-3).**

A2.4.4.2.2. Units with unfavorable readiness ratings may not be considered for off-station MFT participation unless the MFT satisfies individual/unit training deficiencies.

A2.4.4.3. Unit commanders must acknowledge receipt of MFT tasking/s by within 30 days. Any changes must be coordinated through AFRC/A4C. Unit commanders must inform their local chain of command of the resulting changes. **(T-3)**.

A2.4.4.4. For larger construction related movements requiring two or more units/flights, HQ AFRC/A4C may assign a project/movement manager for the duration of the movement to facilitate project progress and assist with return movement management. Assigned project/movement managers are not in the chain of command of requesting units. HQ AFRC will retain operational control of these members for the duration of the movement to facilitate cradle-to-grave project management.

A2.4.4.5. Officers and Non-Commissioned Officers in Charge (OIC and NCOIC) of movements will retain and exercise full administrative control over all rotational forces during their period of movement. **(T-3)**.

A2.4.4.6. Periodic situational reports (SITREP) are required from all MFT teams. Tasked unit commanders will coordinate with AFRC/A4CX prior to movement to determine the preferred method of delivery and frequency required. **(T-3)**.

A2.4.4.6.1. AARs are due upon completion IAW **Attachment 4**. Additional information will include names of all involved personnel, project scope of work, degree of project completion, assessment of training received, quality of host base support provided, and any safety or project limiting factors (LIMFACs) encountered. **(T-3)**.

A2.4.5. Security Forces (SF). HQ AFRC/A4S is the functional manager for all AFRC Security Forces movements.

A2.4.5.1. HQ AFRC/A4ST will set suspense dates for Security Forces Squadrons (SFS) to submit their AT requests in accordance with the HQ AFRC/A4S annual tour planning guidance. NAF/A4S will coordinate with SFS in order to ensure effectiveness, accuracy, and compliance. NAF/A4S will also work with AFRC/A4ST to review final submissions and coordinate changes as required. **(T-3)**.

A2.4.5.2. Annual tour requests must be approved by the Mission Support Group Commander and include the estimated cost of commercial travel. **(T-3)**.

A2.5. Plans, Programs, and Requirements (AFRC/A5A8).

A2.5.1. AFRC/A8XP will assist AFRC/CD in writing the annual exercise participation strategic document (see **para 2.1**).

A2.5.2. AFRC/A8XP may participate in the MRWG to monitor the implementation of the exercise participation strategy.

A2.6. Communications (AFRC/A6).

A2.6.1. AFRC communications and information organizations are responsible to prepare and distribute an annual training plan to their Wing, NAF, and HQ AFRC/A6OD FAMs NLT 31 March. In addition, units are required to develop and provide a training plan at least two months prior to any exercise or movement in which they plan to participate in. **(T-3)**.

A2.6.2. After the MRB meets, FAMs will update the SMS database for airlift/funding status.

A2.6.2.1. Units that aren't provided military air support can submit a request to HQ AFRC/A60D for commercial travel funds (dependent upon funds availability), if unit funds aren't available.

A2.6.2.2. Units moving personnel on AT or RPA status and requesting commercial back-up funding for transportation must include the total estimated commercial cost for all personnel on the MR request form and in the estimated commercial cost block in SMS.

A2.6.3. Annual training requests should be based on your unit mission type. Units should always train to their "full wartime mission". Primary consideration should be given toward UTC training, whether in or off-garrison. Secondary priority will be given to "skills training". Training not centered on the UTC (MISCAP) will be considered skills training. Requests not meeting these priorities will be considered on a case-by-case basis.

A2.6.4. Units participating in an AEF cycle must include a Wing CC (or equivalent) certification that any proposed exercise or off station training movement will not affect the unit's capability to meet its scheduled AEF commitments.

A2.7. Financial Management (AFRC/FM).

A2.7.1. Because of its technical and statutory nature, financial reservist training is conducted by requesting MAJCOM comptrollers at their selected locations, working with locally developed Top Dollar-like scenarios, participation in Joint and/or AF level exercises or AFRC-sponsored training. Financial reservists may also travel with their units for annual training if comptroller training is available at the movement site and prearranged with the Financial Management Office at the location. All requests for training based movement of comptroller Reserve personnel must be coordinated through the WG/CC for approval, forwarded by Wing MRB POC to the NAF and approved by HQ AFRC/FMX. **(T-3)**.

A2.8. Health Services (AFRC/SG).

A2.8.1. An acceptable annual tour site provides all requested/required training for each Air Force Specialty Code (AFSC). Unit mission, upgrade, AFSC, and Unit Type Code (UTC) sustainment training requirements establish training parameters. Medical units request and coordinate annual tours based upon the availability to complete Comprehensive Medical Readiness Program (CMRP) requirements. Medical unit commanders will refer to the unit's gap analysis prior to approval to ensure CMRPs can be accomplished. Medical unit commanders will ensure the rigor of the training location (i.e. patient acuity and interactions, etc.) that will best prepare the member for their mission" (Tab 2). Units will coordinate annual tours based on a particular site's ability to meet unit training needs such as Comprehensive Medical Readiness Program (CMRP) requirements, Upgrade Training (UGT), and/or Unit Type Code (UTC) requirements and/or any associated sustainment training. All movement requests must be coordinated and approved through WG/CC and forwarded by Wing Functional OPR through SMS for HQ AFRC/SGX FAM approval. **(T-3)**.

A2.8.2. Medical units prepare and distribute training plans 90 days before tour start date to host Medical Treatment Facility (MTF) and HQ AFRC/SG. **(T-3)**. Refer to [paragraph A2.8.6](#) below for home station and/or incremental tours procedures.

A2.8.3. Medical readiness training requirements are authorized if units request it in the training plan and it is approved by the host medical treatment facility.

A2.8.4. Units forward credentials of health care providers, as defined in AFI 44-119, *Medical Quality Operations*, to host facility NLT 60 days prior to start date or IAW MAJCOM or MTF policy. **(T-3)**. Units request host facility credentials committee special requirements.

A2.8.5. Squadron medical element (SME) personnel assigned to flying squadrons must perform annual tour with reserve medical units unless a flying unit movement requires SME support. This ensures maximum possible AFSC upgrade and sustainment training. **(T-3)**.

A2.8.6. When planning home-station and/or incremental tours, a single training plan includes all increments. Prepare an addendum to the training plan for each increment; include tour dates, personnel roster, and training requirements. Increments of six persons or less performing annual tour at home station (at a collocated medical facility) may prepare a single after action report to include all increments. Suspense for this single report is 30 days following the completion of the last increment. **(T-3)**. Refer to **Attachment 4** of this instruction for further information.

A2.8.7. Medical units moving 20 or more personnel may send an advance cadre to the host medical treatment facility NLT 45 days before the annual tour start date for planning purposes. Advance cadre identifies training and logistical support requirements. Send electronic trip report to HQ AFRC/SG within 10 days following the visit. **(T-3)**. This report allows assistance in resolving identified problems. Advance cadre visits are unit funded.

A2.8.8. Only unit Annual Tour Monitors are to coordinate directly with a facility for their Annual Tour. Units should request HQ AFRC/SG assistance finding a suitable Annual Tour if unique circumstances exist (host facility unable to accommodate certain AFSCs, etc.).

A2.8.9. Formal after action reports are required for annual training tours to active duty medical facilities. **(T-3)**. Problems or situations that detract from an otherwise successful annual tour should be identified, in writing, to HQ AFRC/SG. However, an after action report is due to HQ AFRC/SG NLT 30 days after return from movement. **(T-3)**.

A2.8.10. After MRWG meets, the AFRC/SGXO will update the SMS database for unit approval/disapproval status, funding, etc. Once complete, forward information to FGC/FGO and notify NAF and Wing MRB POC office(s) of MRWG results. **(T-3)**.

A2.9. 4 AF. No additional directions.

A2.10. 10 AF.

A2.10.1. 10AF units will submit an informational MR when executing movements or missions that may generate General Officer, Higher Headquarters or media attention or that are outside of normal day to day training events (e.g., F-16s flying from Florida to Utah on a long range strike mission to drop live weapons). **(T-3)**. Another example would be the first time use of new equipment or tactics, or if the use/employment of the new equipment/tactics are unfamiliar to a majority of the movement personnel. Contact 10 AF/A5X for more explicit guidance and aircraft mission-design series (MDS)/mission specific examples. The MR will keep 10 AF/CC and AFRC/CC/CD apprised of unit activities and provides data for command historical records.

A2.10.2. To ensure adequate NAF funding and to minimize negative impact to exercise planning/execution, flying units will obtain NAF/CC approval via SMS prior to formal

coordination outside of the unit or commitment to exercise participation. This may be up to one year prior to movement.

A2.10.3. The lead unit for all CAF flying unit movements that require MR approval will present a pre-movement briefing to the 10 AF/CC via VTC. The 10 AF/CC may waive briefings entirely for small, routine movements or reduce it to a .ppt only briefing. Conversely, the 10 AF/CC may require in-depth briefings for any movement. It is critical that units confirm briefing requirements with 10 AF/A5X as soon as movement planning is complete, but prior to 30 days before movement. **(T-3)**.

A2.10.3.1. Briefings will normally be given by VTC after all planning is completed, but should be accomplished at least 15 days prior to the movement. **(T-3)**. 10 AF/A5 will coordinate briefing time, date and attendance, but the briefing unit is responsible to arrange for VTC usage. If the VTC is not available or impractical due to circumstances, another means, such as conference call agreed to by the 10 AF/CC, will be used.

A2.10.3.2. Representatives of the 10 AF/A3A5 and A4, staffs will attend the briefing. Representatives of the AFRC/FGC and A3 staff will be invited to monitor the briefing. Selection of the briefing officer is at the discretion of the local unit. However, all functional areas within the unit necessary to answer questions concerning the movement should be present.

A2.10.3.3. 10 AF/A5X provides the briefing formats based on the current benchmark briefing for the type of movement being briefed. Briefings will be PowerPoint-based.

A2.10.3.4. PowerPoint presentations should be sent to 10 AF/A5X for review 7 days prior to the briefing date to allow sufficient time for corrections and concerns to be addressed. **(T-3)**.

A2.10.3.5. Briefing slides are required by HQ AFRC/FGC and A3 NLT the day prior to the briefing to allow time for paper copies to be produced and distributed. **(T-3)**.

A2.10.3.6. The format for other movement briefings will be at the discretion of the 10 AF/CC after unit coordination with 10 AF/A5X.

A2.11. 22 AF. No additional directions.

Attachment 3

MOVEMENT REVIEW OFFICES OF PRIMARY RESPONSIBILITY

Table A3.1. Movement Review Offices Of Primary Responsibility.

Chairman-MRB	HQ AFRC/CD
Chairman-MRWG	FGC/FGO
MRWG/MRB Process Management	FGC/FGOE
Aerial Port	HQ AFRC/A4RX
Aeromedical	HQ AFRC/A3MA
Airlift Management – Organic	FGC/FGOE
Airlift Management – SAAM	FGC/FGOE
Civil Engineering-Prime BEEF/RED HORSE	HQ AFRC/A4C
Communications	HQ AFRC/A6OD
Contingency Response units	HQ AFRC/A3NP
Movement Funding	HQ AFRC/FMAR
En Route and Aircraft Maintenance	HQ AFRC/A4RX
Flying Units	HQ AFRC/A3OR
ISR Forces	HQ AFRC/A2F
LRS	HQ AFRC/A4RX
Logistics Support	HQ AFRC/A4RX
Medical	HQ AFRC/SGXO
Security Forces	HQ AFRC/A4SX
Force Support Squadron	HQ AFRC/A1RR
4 AF	4 AF/A5X
10 AF	10 AF/A5X
22 AF	22 AF/A5X

Attachment 4

AFTER ACTION REPORTS (AARS)

A4.1. AARs document and provide a description of operations (exercises or MFTs) including dates, locations, objectives, major participants, and limitations.

A4.2. Units should prepare and submit AF Form 4330, *After Action Summary Reports*, to requesting NAF offices and AFRC FAMs NLT thirty days following an exercise or training movement. However, as a minimum, reports should contain the following essential information:

A4.2.1. Originator: Manager Name/Rank

A4.2.2. Contact Information: Telephone DSN/Commercial, E-mail, etc.

A4.2.3. Event Name: Operation/Exercise/Experiment Name (e.g. SILVER FLAG)

A4.2.4. Title: (If an Issue or Observation start the title with “Issue” or “Observation”); Determine the classification level IAW the applicable Security Classification Guide then mark and protect IAW DoDM 5200.01 Volume 3_AFMAN 16-1404 Volume 3 and/or DoDI 5200.48_AFGM 2020-16-01.

A4.2.5. General Description: General executive type overview of the event

A4.2.6. Dates: Inclusive dates when event occurred

A4.2.7. Location of Operations: Physical location of event

A4.2.8. Location of Personnel: Where the personnel operations were conducted (List applicable forward/rear locations)

A4.2.9. Objectives: What were the reasons you participated in the event

A4.2.10. Limitations: What hampered you from meeting your objectives, if any

A4.2.11. Major Participants: Unit, squadron, wing designations of participants

A4.2.12. Other supporting information/documentation relevant to expanding the scope and understanding of the exercise/movement may also be included, as deemed necessary

A4.3. AAR Routing.

A4.3.1. Include unit IG offices in AAR routing. Outside of affected unit offices, AARs will be submitted to the affected NAF A5X offices, AFRC functional and FGC/FGOB (Battle Watch) and entered into JLLIS NLT 30 days after return from movement/exercise.