*BY ORDER OF THE COMMANDER*
*AIR MOBILITY COMMAND*

*AIR MOBILITY COMMAND*
*INSTRUCTION 10-403*

*24 JULY 2014*

***Operations***

***AIR MOBILITY COMMAND (AMC) FORCE DEPLOYMENT***

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This instruction provides Air Mobility Command (AMC) deployment policy, guidance, and capability standards for AMC Active Duty (AD) forces and AMC-gained Air National Guard (ANG) and Air Force Reserve Command (AFRC) forces. This publication is used in conjunction with AFI 10-403, *Deployment Planning and Execution,* and AFI 10-403 AMCSUP 1, *Deployment Planning and Execution,* to enable the Installation Deployment Officer (IDO) to fulfill the requirements in AFI 10-403, *Deployment Planning and Execution,* which will be reflected in the Installation Deployment Plan. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records,* and disposed of in accordance with (IAW) Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to HQ AMC/A3O, 402 Scott Drive, Unit 3A1, Scott AFB IL 62225-5302, DSN 779-3320, or via e-mail to: **amc.A33@us.af.mil** using the AF Form 847, *Recommendation for Change of Publication.* Route AF Form 847s from the field through the appropriate functional chain of command.

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***SUMMARY OF CHANGES***

This publication is substantially revised and requires a complete review. These changes clarify, update, and streamline all previous guidance. (Added) 1.3.1. **MAF Lead-MAJCOM Role.** The Secretary of Defense (SECDEF) uses the *Forces for Unified Combatant Command* to assign all MAF assets, excluding Air Education and Training (AETC) Command assets to the CCMDs and their respective AF component: USTRANSCOM (AMC), USEUCOM (US Air Forces Europe (USAFE)), USPACOM (US Pacific Air Forces (PACAF)). AF has designated AMC as the Lead MAJCOM (L-MAJCOM) for all MAF. As an L-MAJCOM, AMC provides MAF policy and direction.

**OVERVIEW**

Information contained herein provides AMC-specific policy and guidance that is not listed in other AF Instructions (AFI) or AMC Instructions (AMCI) used by Installation Deployment Officers (IDO).

This instruction contains specific mobility capability standards for AMC to effectively execute the Mobility Airlift world-wide mission (Airlift, Air Refueling, Aeromedical Evacuation, Global Reach Laydown, and technical services). Times in this instruction are for reference only. Unit Designed Operational Capability (DOC) statements should be referred to for unit-specific response times. AFI 10-401, *Air Force Operations Planning and Execution*, describes resource requirements through the Manpower and Equipment Force Packaging (MEFPAK) System.


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**1. AMC COMMAND RELATIONSHIPS.** AMC serves as the Air Component to the United States Transportation Command (USTRANSCOM) and USAF Lead Major Command (MAJCOM) for Mobility Air Forces (MAF).

1.1. **Air Component to USTRANSCOM. (OPR: A8X)**

1.1.1. The Secretary of Defense (SECDEF) *Forces for Unified Combatant Command* assigns AMC as the Air Component (C-MAJCOM) to the United States Transportation Command (USTRANSCOM). In this role, AMC prepares and employs its forces to fulfill USTRANSCOM's global commitments to the Combatant Commanders (CCDR) and civilian authorities for airlift, aerial refueling, aeromedical evacuation, and Global Air Mobility Support System (GAMSS) support. Additionally, through SECDEF-directed Change in Operational Control (CHOP), AMC forces may be allocated directly to the CCDRs to fulfill theater requirements.

1.1.2. In its C-MAJCOM role, AMC provides air mobility policy, planning support and trained forces to USTRANSCOM. AMC's Component Numbered Air Force (C-NAF) is the 18th Air Force (18 AF). Through 18 AF, AMC plans and executes operations and employs its forces to meet global air mobility requirements of USTRANSCOM.

1.1.3. The AMC Command Structure is illustrated in Figure 1. Eighteenth Air Force-gained AFRC and ANG units, referred to as Air Reserve Component (ARC) units, are illustrated in Figures 2. Command lines run from USTRANSCOM to AMC/CC, through 18 AF Air Force Transportation (AFTRANS)/CC to the 618 Air and Space Operations Center (AOC) Tanker Airlift Control Center (TACC) and warfighting units. **Note**: AMC and AMC-gained unit organizational charts at: **https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC13490B0FB5E044080020E329A9**.

1.1.4. All AMC in-garrison forces, including the Operations Groups, administratively assigned to the USAF Expeditionary Center, are assigned to USTRANSCOM via the Force for Unified Combatant Command guidance and are under the operational control of AMC when conducting USTRANSCOM assigned missions or as directed by SECDEF.

1.2. Basic Concept of Operational Command.

1.2.1. AMC forces normally operate under the Operational Control (OPCON) of USTRANSCOM, with OPCON delegated to 18 AF (AFTRANS). A SECDEF-signed Deployment Order (DEPORD) is required to CHOP AMC forces to another CCDR. The DEPORD is defined as a planning directive from SECDEF, issued by the Chairman of the Joint Chiefs of Staff (CJCS), which authorizes and directs the transfer of forces between Combatant Commands (CCMDs) by reassignment or attachment. Other orders created during the planning process, such as a warning order, alert order, and planning order may also specify or shape command relationships, but they do not transfer forces.

1.2.2. OPCON of USTRANSCOM-assigned air mobility forces supporting, but not attached to, the Joint Task Force (JTF) or subordinate command will remain with AMC.

1.3. **MAF Lead-MAJCOM Role. (OPR: A3O)**

1.3.1. The Secretary of Defense (SECDEF) uses the *Forces for Unified Combatant Command* to assign all MAF assets, excluding Air Education and Training Command

(AETC) assets to the CCMDs and their respective AF component: USTRANSCOM (AMC), USEUCOM (US Air Forces Europe (USAFE)), USPACOM (US Pacific Air Forces (PACAF)). AF has designated AMC as the Lead MAJCOM (L-MAJCOM) for all MAF. As an L-MAJCOM, AMC provides MAF policy and direction.

**Figure 1. AMC Command Structure.**

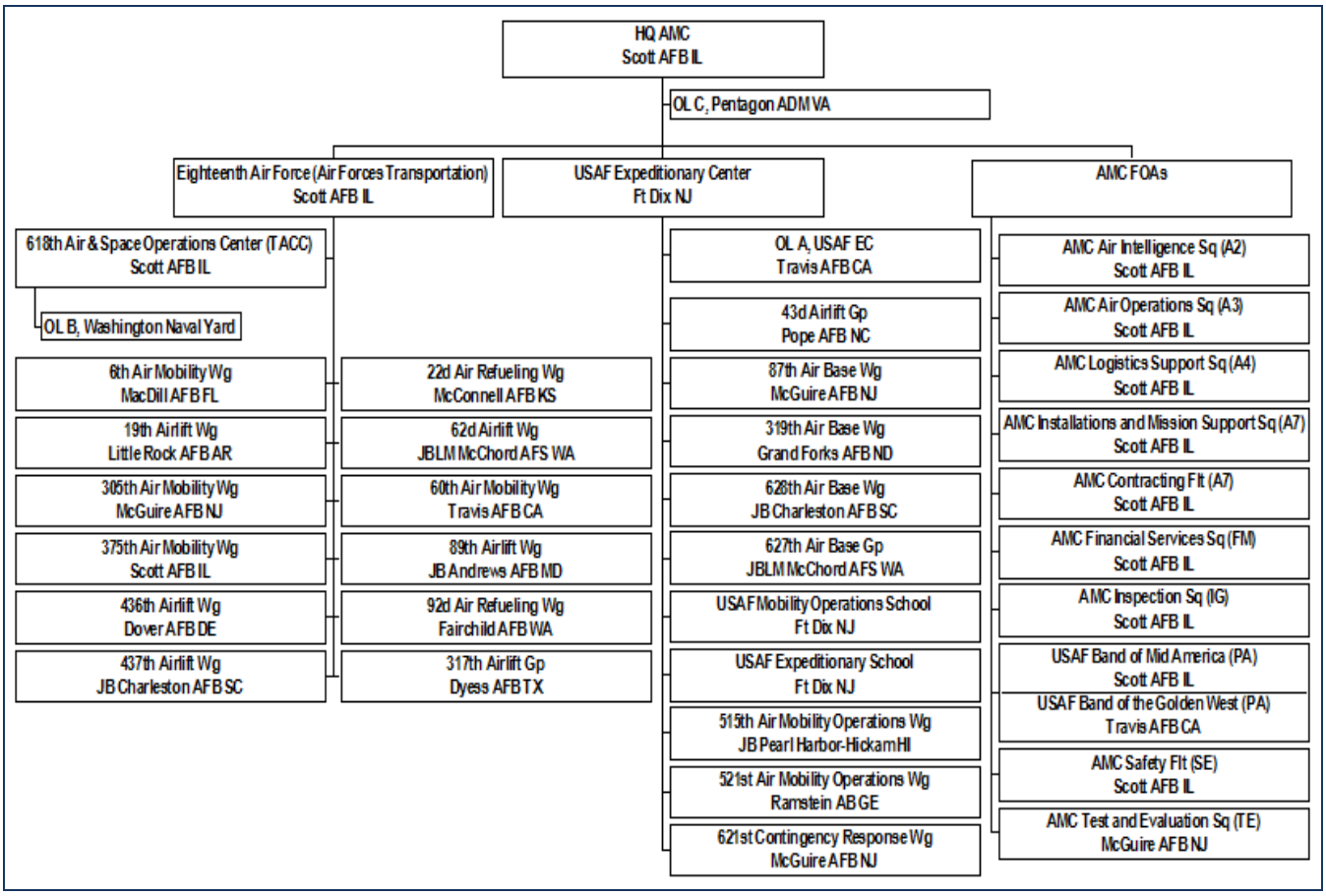
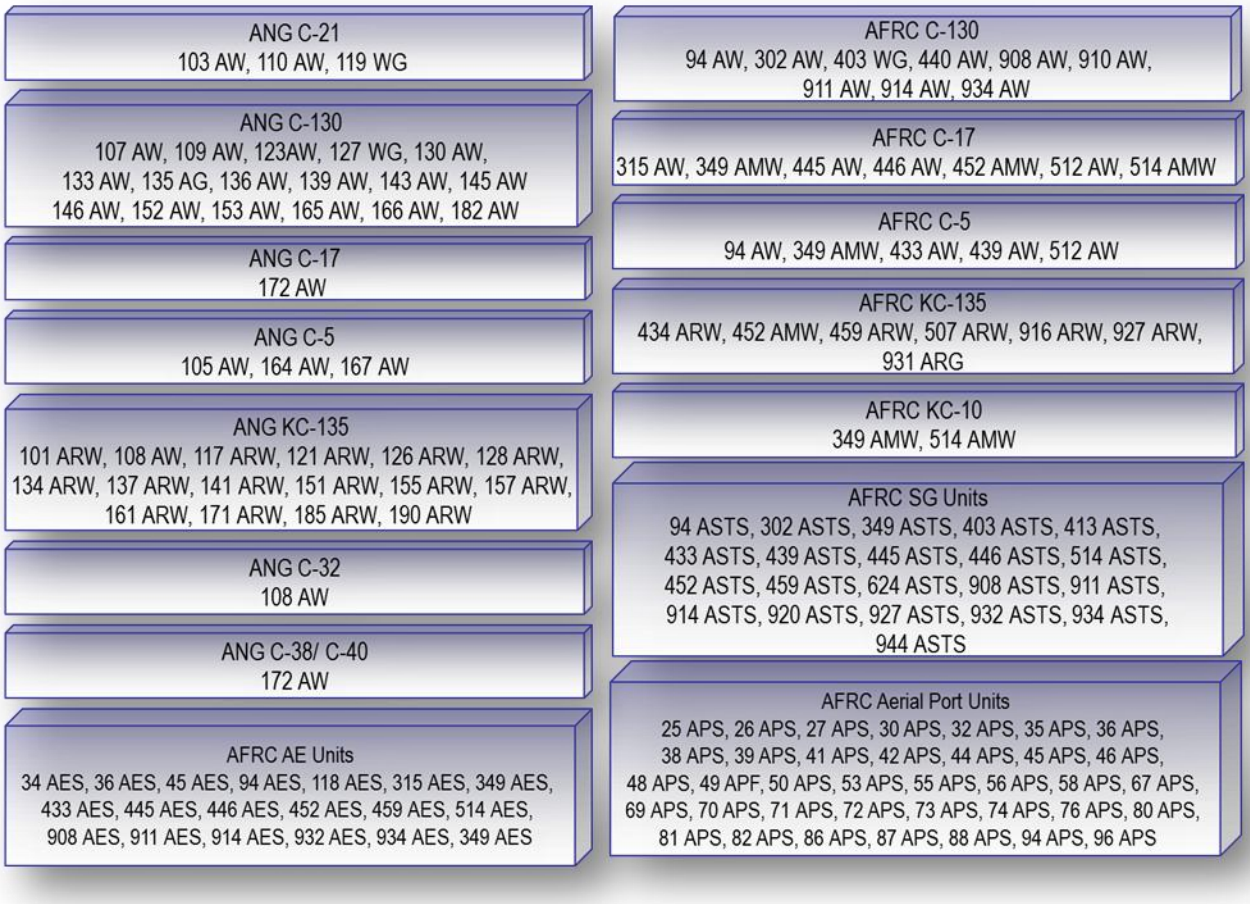


**Figure 2. AMC-Gained AFRC and ANG Units.**




## 2. AMC Deployment Preparation and Standards.

2.1. **Ready to Deploy. (OPR: A3OD).** Forces are ready to deploy when they are ready to load and be transported to a deployment location via aircraft, ship, train, or other transportation mode. Prior to arriving for loading, they should have completed all pre-deployment training and deployment processing and are cleared to deploy for an extended period of time. All required support equipment, personnel, and supplies are operationally ready for transport in accordance with supporting war plans or contingency tasking.

2.2. **Aircrew Arming. (OPR: A7S).** According to Air Force Policy Directive 16-8, *Arming of Aircrew, Mobility, and Overseas Personnel*, all personnel assigned to a deployment position will receive small arms training. In addition, all emergency essential (EE) civilians will receive all training required IAW AFI 36-507, *Mobilization of the Civilian Work Force*. Per HQ USAF/XO Sept 20, 2002 message "New Deployment Equipment/ Supplies and Training" all personnel assigned to A/DW, and A/DX Unit Type Code (UTC) Availability (UTA) coded positions must be maintained in the highest state of readiness and therefore must be trained on a scheduled recurring basis. These requirements supersede the AFI 10-403, *Deployment Planning and Execution*, requirements for personnel “identified to deploy” and “subject to deploy”.

2.2.1. Everyone assigned to a deployment position as determined by the UTA, UTC Management Information System (UMIS) for ANG, will complete weapons qualification IAW the training priorities established in AFI 36-2226, *Combat Arms Program*. Exceptions to this policy are stated in the medical and chaplain AFIs, and by HQ USAF/XO Sept 2002 message which directs an exception for arming D/AX coded UTCs.

2.2.2. Group "A" personnel with an arming requirement must complete weapons qualification annually and Group "B" personnel tasked to deploy complete weapons qualification during pre-deployment Just-in-Time training IAW AFI 31-117, *Arming and Use of Force by Air Force Personnel*. Specific weapons qualification training requirements and frequencies are directed by AFI 36-2226.

2.2.3. IAW AMC Pamphlet (AMCPAM) 31-1, *Air Mobility Command Arming Policy*, wing commanders will ensure each unit or squadron establishes an annual weapons familiarization program for all weapons qualified personnel. This familiarization is in addition to weapons qualification training provided by Combat Arms (CA) and is conducted by personnel within the unit as designated by the wing commander. Combat Arms Training and Maintenance personnel are available to train unit-training personnel to perform this task. As a minimum, this familiarization will consist of weapons safety, loading the weapon, clearing ammunition from the chamber and clearing barrel procedures, disassembly and assembly, functional check, care and cleaning, and a visual inspection. Weapons familiarization training will be documented on AF Form 797, *Job Qualification Standard Continuation,* or 1098, *Special Task Certification and Recurring Training*, in the individual's On-the-Job Training (OJT) record. The training objective is to increase weapons safety by refreshing the skills and knowledge of weapons-qualified personnel in handling weapons. Training events will not be annotated until unit trainers observe a HANDS-ON demonstration of this capability. **Note:** ARC associate units will be provided an approved lesson plan that covers all weapons familiarization-training requirements. AFRC weapons familiarization training will be documented on the AF Form 1098.

2.3. **Chemical, Biological, Radiological and Nuclear Defense Training (CBRNDT). (OPR: A7).** Air mobility forces will receive CBRNDT according to AFI 10-2501, *Air Force Emergency Management (EM) Planning and Operations*, Table 6.4. HQ AMC ensures that the Civil Reserve Air Fleet (CRAF) and airlift contractors will have ground crew Individual Protection Equipment (IPE) when the AMC/A3 deems it appropriate based on the chemical or biological threat in the deployment area. All contract carriers must provide annual Chemical, Biological, Radiological, Nuclear, and High Yield Explosives (CBRNE) defense training to their crews. AMC will provide just-in-time training for contract carriers at locations identified by HQ AMC/A3BC.

2.4. **Civil Engineer Readiness Training. (OPR: A7).** Unit commanders will pre-identify UTC personnel requiring specialized Civil Engineer Readiness training, i.e., shelter management, contamination control (decontamination), etc., to the installation's civil engineering readiness flight for scheduling of initial and refresher training. **Note:** Aircrew members will not be designated for specialized Civil Engineer Readiness teams.

2.5. **Antiterrorism. (OPR: A7).** DOD Instruction 2000.12, *DOD Antiterrorism (AT) Program,* applies to all service personnel both CONUS and OCONUS. This instruction

establishes responsibility for Antiterrorism/Force Protection (AT/FP) training. The following direction is from DODI 2000.12:

2.5.1. All personnel deploying OCONUS including Non-DoD personnel traveling under DoD sponsorship must comply with DOD Directive 4500.54E, *DoD Foreign Clearance Program (FCP).*

2.5.2. The CCDRs that have geographic areas of responsibility (AOR) will establish an AT/FP program for their AOR. All personnel deploying OCONUS must complete antiterrorism training as dictated by the regional combatant commander of the AOR of deployment. Note: The geographic CCDRs' AT policies take precedence over all AT policies or programs of any DOD Component operating or existing in that command's area of responsibility (AOR).

2.5.3. DOD Instruction 2000.16, *DoD Antiterrorism (AT) Standards*, is the reference for all AT/FP programs. The following direction is from DODI 2000.16:

2.5.4. Antiterrorism Officers (ATOs) shall be assigned in writing at each installation or base, as well as deploying organizations.

2.5.5. Commanders shall:

2.5.5.1. Ensure all assigned personnel receive appropriate training to advance AT awareness. Individual records shall reflect AT training.

2.5.5.2. Commanders shall ensure that every military service member, DOD employee, regardless of rank receive Level I training, to include AOR specific threat brief, as specified in DODI 2000.16.

2.5.5.3. Commanders shall provide Level I AT training as follows:

2.5.5.3.1. Annually to all CONUS-based personnel who are eligible for OCONUS deployment.

2.5.5.3.2. Individuals traveling outside CONUS for either permanent or temporary duty shall have completed Level I Antiterrorism Training within 3 months prior to travel.

2.6. **Immunizations. (OPR: SG).** DOD requires at a minimum that all deploying personnel be current for tetanus-diphtheria, influenza, and hepatitis A, measles/ mumps/rubella, and polio immunizations. Service-specific immunization requirements are summarized in Air Force Joint Instruct (AFJI) 48-110, Immunizations and chemoprophylaxis. Deployment-specific medical countermeasures are based upon the geographical location. The supported combatant command or HQ AMC/SG will determine the need for additional immunizations. Base-level public health personnel maintain the knowledge base for all immunization requirements for all exercises and operations.

2.7. **Passports and/or Visa Requirements. (OPR: A1R).** Refer to the Foreign Clearance Guide and any associated Personnel Processing Codes (PPCs) to determine passport and visa requirements.

2.8. **Airfield and Base Operations Pre-Deployment Surveys. (OPR: 18 AF/A3).** Prior to deployment, the senior deploying commander will ensure a pre-deployment vulnerability assessment has been conducted (Reference AMCPAM 10-405, *AMC Deployment,*

*Employment and Redeployment Guide for Base Operating Support*). These assessments will be accomplished by a team that includes a medical member qualified to evaluate the safety and vulnerability of local food and water sources, perform an epidemiological risk assessment, evaluate local medical capabilities, perform a vector/pest risk assessment, determine adequacy of hygiene of local billeting and public facilities, and perform an environmental risk assessment and initiate an Environmental Baseline Survey, IAW AFI 10-245, *Antiterrorism (AT).*

**3. AMC Mobility Response Standards. (OPR: A3OP; OCR: 18 AF/A5)**

3.1. Contingency Response Wings (CRWs):

3.1.1. CRWs have subordinate Contingency Response Groups (CRG) that must be capable of deploying as a base opening module in support of the base opening concept. Additionally, CRW forces must be capable of deploying as part of a Contingency Response Element (CRE) or Contingency Response Team (CRT), or to deploy in augmentation of an existing operation. In either case, the deployment requirement will be dependent on the environment and magnitude of the airlift operation supported and home station workload. The CRW sub organizations (i.e. CRG) must conduct sustained operations under surge workload conditions and be capable of deploying all required personnel and equipment within 12 hours of notification, unless otherwise directed by a higher state of readiness.

3.1.2. Operations Squadron Response Capability: Units have met their required response time when tasked Unit Type Codes (UTCs) are available to load on common user or organic lift (ready-to-load at origin). The Air Mobility Operations Squadrons must maintain capability to be ready to deploy worldwide within time as specified in AFI 10-201, Status of Resources and Training, see https://drrs.ffc.navy.smil.mil/DrrsEnhancedPortalWeb, for response times.

3.1.2.1. Deploy first initial communications team within 12 hours of notification

3.1.3. The CRW is manned with an elite cadre of personnel that deploy and provide global capabilities of opening airfields and supporting surge airlift requirements (operationally organized as CRG, CRE, CRT, and CSE) as tasked by 18 AF/CC. Unique mission requirements may dictate various derivatives or combinations of open the airbase, Command and Control (C2), aircraft maintenance, and aerial port UTCs to be tasked. However, tasking these capabilities or UTCs may adversely affect the capability of the CRWs to deploy in their designed capability. Deployment of all UTCs must be coordinated for approval through the appropriate AMC Functional Area Manager and 618 AOC (TACC).

3.1.3.1. Airlift Control Flights (ALCFs): Personnel and equipment must be capable of deployment within 12 hours of notification (unless otherwise specified). ARC units ordered to active duty to support AMC mobility missions will be ready to deploy within 36 hours from unit notification of mobilization. The response time includes 24 hours for mobilization.

3.1.3.2. Contingency Response Elements (CREs): CREs are composed of Unit Type Codes (UTCs) consisting primarily of personnel and equipment maximized for self-sustained operations. A CRE contains an Operations Center, minimum essential on-

load, and off-load, and maintenance capability. They may contain functional area contingency support elements such as intelligence, finance, contracting, logistics, weather, security, and medical forces.

3.1.3.3. Airlift Mobility Liaison Officers (AMLO): AMLOs are highly qualified, rated Air Force officers with airlift expertise and assigned duties with ground combat units. AMLOs at AMC operating locations are assigned to a CRW and unit AMLOs are assigned to an Air Mobility Wing (AMW) or Airlift Wing (AW) for administrative purposes. The principal functions of the AMLO are to advise the ground force commander on the capabilities, limitations, best use of airlift resources, and to coordinate requested airlift missions. The AMLO coordinates with the 618 AOC (TACC), Air Mobility Division (AMD), components of the Army air-ground system, and aircrews in the area, CRGs, CREs, other AMLOs, and any other agencies supporting these missions.

3.1.3.3.1. AMLOs deploy with their assigned Tactical Air Control Party (TACP) which usually deploys with their assigned ground unit. AMLOs are tasked to deploy through the Air Mobility Tasking (AMT) and are listed in the UTC Availability (UTA).

3.1.4. Depending on the situation, any deployed mobile command and control team may be responsible for reporting directly to the National Military Command Center (NMCC), AMD, Air Mobility Operations Control Center (AMOCC), or the 618 AOC (TACC).

3.2. **Air Mobility Wing (AMW) and Airlift Wings (AW):** AMWs and AWs, except the 89th Airlift Wing must be able to:

3.2.1. Provide aircraft and crews in accordance with the AMC Commanders Apportionment and Allocation Plan (CAAP) to meet operational requirements.

3.2.2. Provide stage crew management at designated en route or deployed locations, when the number of stage crews is greater than four.

3.2.3. Active-duty units tasked to fly intertheater airlift missions will have a response time of 36 hours from notification.

3.2.4. Active-duty tanker units tasked to deploy from home station to provide theater support will have a response time in accordance with AFI 10-201, *Status of Resources and Training System*.

3.2.5. ARC units ordered to active duty to support AMC missions will be ready to deploy within 72 hours from unit notification of mobilization. The response time includes 24 hours for mobilization. **Note:** Response time for units with mobility missions (i.e. non-alert, non-Operations Plan (OPLAN) 8010-FY) is defined as the time that unit is ready to begin loading of common user or organic lift (i.e., ready-to-load date at origin). **Note**: Air Expeditionary Forces (AEF) units' response time varies according to AEF cycle and tasking.

3.2.6. Provide all UTCs listed in the UTA or ANG database equivalent.

3.2.7. Provide headquarters element support to deployed locations when required.

3.2.8. Provide intelligence, aircrew life support, and tactics support for mobility forces.

3.2.9. Aerial Port Squadrons (APS) and Aerial Port Flights (APF), Active Duty and ARC, may not be available to support their home station host wings for home station mobility and unit deployments. Under current national military strategy scenarios, APSs and APFs are independently tasked from the collocated wing or group. Therefore, they may be required to deploy to another locations to support an OPLAN and may not be available for home station activities. Base deployment programs should either use host base support for deployment or have a program developed that uses the available wing or group resources. The APSs and APFs are not included as "available resources" in this context unless they are wartime tasked for home station. During peacetime, the APSs and APFs can certainly assist in the training of the base deployment and provide expertise as needed. Refer to AFI 10-403 AMCSUP 1, *Deployment Planning and Execution*, for additional information on Aerial Port responsibilities.

3.3. **Air Refueling Wing (ARW).** Each active ARW must be able to:

3.3.1. Provide aircraft and crews in accordance with the AMC Commanders Apportionment and Allocation Plan (CAAP) to meet operational requirements.

3.3.2. Deploy designated air-refueling forces to support intertheater operations worldwide. Air refueling forces supporting intratheater operations in the AOR are under the operational control of the unified commander when there is a Change of Operational Control (CHOP). This can only be directed by the SECDEF.

3.3.3. Meet rapid reaction mobility requirements necessary to support deployments of AMC, other commands, or services.

3.3.4. Active-duty tanker units tasked to deploy from home station to provide theater support will have a response time in accordance with AFI 10-201, *Status of Resources and Training System*. AFRC/ANG units ordered to active duty to support AMC mobility missions will be ready to deploy within 72 hours from unit notification of mobilization. The response time includes 24 hours for mobilization. **Note:** Response time for units with mobility missions (i.e. non-alert, non- OPLAN 8010-FY) is defined as the time that unit is ready to begin loading of common user or organic lift (i.e. ready-to-load date at origin).

3.3.5. Provide all UTCs listed in the UTA or ANG database equivalent.

3.4. **Functionals.**

3.4.1. Aircrew Flight Equipment (AFE). (OPR: A3T). At the base level, the AFE Program is the lead function for executing AFE directives, coordinating planning and programming efforts concerning the Air Force AFE. See AFPD 11-3, *Aircrew Flight Equipment* (AFE)*;* AFI 11-301 Volume 1, *Aircrew Flight Equipment (AFE) Program;* and AFI 11-301V1 AMCSUP *Aircrew Flight Equipment (AFE) Program.* Planning is essential to ensure aircrew support during contingencies and wartime. The wing AFE staff must play an active role in operation planning. Their interface is critical to ensure flexible and effective support planning, staging, deployment, employment, and mission execution. AFE UTCs must be fully outlined in applicable AMC supporting plans to OPLANs in order to support the integration of tanker, aeromedical, operations support, and airlift AFE into AMC operations.

3.4.1.1. When required, AFE ensures aircrews deploy with mission essential Aircrew Chemical Defense Equipment (ACDE) as specified in Operations Order (OPORD) or other mission directives.

3.4.1.2. AFE deploys as part of individual flying squadrons to theater operations (i.e., Tanker Task Force (TTF), Integral Tanker Unit Deployments (ITUD), etc.) to support flying units and provide the required support capability for the specific weapon system.

3.4.1.3. AFE deploys to maintain centralized en route AFE support structures. En route AFE responsibilities include but are not limited to scheduled and unscheduled AFE maintenance, supporting aircraft generations, storage and issue of individual AFE; and relief and backfill for chemical defense operations.

3.4.2. Logistics Support Requirements. (OPR: A4R). AMC active duty (AD), AFRC, and ANG units must be able to deploy IAW AFI 10-201, *Status of Resources and Training System,* and the AEF Online Functional Area Posturing and Guidance website, **https://aef.afpc.randolph.af.mil/default.aspx**.

3.4.3. Theater Weather Teams. (OPR: A3AW). HQ AMC/A3AW will advise 18 AF/A3, Contingency Response Wings and Air Mobility Operations Squadrons on the need for deploying theater weather support teams as necessary or if requested. These personnel must be ready to deploy worldwide within 72 hours of initial notification.

3.4.4. Operational Weather Support. (OPR: A3AW)

3.4.5. AMC must maintain a force of weather personnel capable of deploying worldwide to provide weather services to airlift and air refueling operations or to augment theater weather teams. These personnel must be ready to deploy worldwide within 72 hours of initial notification.

3.4.6. Security and Forces Protection. (OPR: A7S)

3.4.6.1. AMC must maintain a security force capable of deploying worldwide to protect AMC aircraft and resources at airfields and forward operating locations during combat and contingency operations. Depending on the requirements of the contingency, this force could include elements of all three principal force protection functional areas, including security forces, Air Force Office of Special Investigation (AFOSI), and AMC intelligence. These units must be ready to deploy worldwide within 12 hours of notification.

3.4.6.2. Security forces must be capable of establishing area security to protect deployed aircraft and resources immediately on arrival at deployed locations. When operating in locations of increased threat, PHOENIX RAVEN Security Teams will deploy with aircrews following guidance in AMCI 11-208, *Tanker Airlift Operations,* and Chapter 11.

3.4.6.3. Air base defense elements must be able to immediately employ in a defensive mode (24-hour security coverage for AMC aircraft parking area /mobility ramp and living area) on arrival at deployed locations.

3.4.6.4. ANG and AFRC security forces units ordered to active duty to support AMC mobility missions will be ready to deploy within 72 hours from unit notification of mobilization. The response time includes 24 hours for mobilization.

3.4.7. Aeromedical Evacuation. (OPR: A3OE). ARC Augmentation Requirements. Depending on the demand for airlift resources, AMC will depend on AMC-gained ARC assets to support its mission responsibilities. ANG/AFRC units ordered to active duty to support AMC missions shall be ready to deploy within 72 hours from unit notification of mobilization. The response time includes 24 hours for mobilization.

3.4.8. Personnel Support teams for Contingency Operations (PERSCO). (OPR: A1). Consider PERSCO teams as essential personnel who must be among the first in and the last out of employment locations to maintain accurate strength accountability. These personnel must be ready to deploy within 24 hours of initial notification and two members must be part of the advanced echelon (ADVON) team. AFRC units ordered to active duty to support AMC mobility missions will be ready to deploy within 30 hours from unit notification of mobilization. The response time includes 24 hours for mobilization.

**4. AMC Deployment Execution Guidance.** See AFI 10-403, *Deployment Planning and Execution*, and AMCSUP 1 to AFI 10-403, *Deployment Planning and Execution*. (OPR: A4R)

4.1. **Mobility Bag Requirements. (OPR: A4R)** Refer to AFI 10-403, Deployment Planning and Execution, for basic guidance. Note: In order to ensure seamless integration of ARC forces upon full mobilization, ANG and AFRC units will need to match AMC mobility bag standards as stated in this document, as well as, the requirements listed in the AFI 10-403, Deployment Planning and Execution, and the AMC Supplement 1 to AFI 10-403, Deployment Planning and Execution.

4.1.1. Bag Authorizations: Mobility bag guidance is found in AFI 10-403, *Deployment Planning and Execution*.

4.1.2. Air Crews: All AMC aircrews will use AS 450 Part A as authorization for aircrew body armor to meet body armor protection requirements. Only aircrew body armor provides the proper integration with flight gear (e.g., aircrew chemical defense equipment, survival vest, and parachutes). Aircrew body armor (Level IIIA) may be used by aircrews in conjunction with the Kevlar helmet to meet body armor protection requirements during ground operations. Commanders may authorize the ground flak vest in addition to the aircrew body armor for ground operations.

4.1.2.1. KC-135 units will differentiate between OPLAN 8010-FY deployment requirements and conventional UTC tasks, as listed in the UTA (UMIS for the ANG), to compute total mobility bag requirements. Mobility A, B, and C-1 bags are only authorized for the most demanding of these two tasks, not both.

4.1.2.2. For deliberate planning, an A, B, and C1 bag is authorized for each of the intertheater aircrew force not already in a deployment position. If tasked to enter a Chemical or Biological Threat Area, one complete operational ground crew ensemble will be issued to each intertheater aircrew member.

4.1.3. Aircrew Mobility Bag Supply Management.

4.1.3.1. Individual operational units perform supply management for their assigned aircrew.

4.1.3.2. Whenever possible, items will not be issued for deployment if the planned deployment time will exceed the shelf life expiration date.

4.1.3.3. The supply mobility section and the life support flight will coordinate all C1 and Dbag requirements with the base civil engineer readiness flight prior to submission to HQ AMC. HQ AMC/A7 will validate requirements with HQ AMC/A3TL and HQ AMC/A4R before sending the request for funding to Air Force Civil Engineer Center (AFCEC)/CXR. AFCEC/CXR centrally funds C-1 and D-bags with PE 27593, CBRN Passive Defense.

4.1.3.4. Where applicable, "Host and Tenant" support agreements must be in place to specifically outline the deployment requirements of the mobility bags for the tenant unit. The host must forecast for the appropriate number of mobility bags and weapons to support these tenant-deploying personnel. Support agreements will outline the mobility requirements and how often these requirements must be updated. Support agreements will include specific responsibilities of funding for mobility bags.

4.1.4. Individual Responsibility. See AFI 10-403, *Deployment Planning and Execution*, AFI 23-226, and AFI 23-101 for guidance.

4.1.5. See AFI 10-2501 for mobility bag required contents.

4.2. **Arming Requirements. (OPR: A7)**

4.2.1. An OPORD, Concept of Operations (CONOPS), or tasking message provides the arming requirements for deploying personnel. The CONOPS or tasking message describes the arming requirements, the anticipated tasks that armed members will perform, and the C2 elements.

4.2.2. One weapon will be available for each manpower requirement reflected in the deployable conventional Unit Type Codes (UTCs). This does not include OPLAN 8010-FY listed in the UTA (UMIS for ANG), except as otherwise stated in the medical ANGIs and chaplain AFIs. Security Forces weapons requirements (multiple weapons) are identified in appropriate Logistics Detail (LOGDETS). AF Catalog (AFCAT) 21-209 *Volume 1*, *Grounds Munitions*, lists ammunition requirements.

4.2.2.1. Allowance Standard (AS) 538 determines the type of weapon assigned to each position. However, the MAJCOM UTC Functional Area Managers (FAMs) may determine the type of weapon(s) based on the UTC requirements. FAMs must ensure table of allowance AS 538 is updated as soon as possible to identify any unit peculiar weapons their people are required to carry.

4.3. **Personnel Recovery (PR) Support. (OCR: A3T)**

4.3.1. AMC Survival, Evasion, Resistance and Escape (SERE) specialists provide PR support for mission planning and theater specific High Risk of Capture (HRC) briefings. They also provide support to intelligence personnel providing briefing support in bare-base environments.

4.4. **Active Duty Substitution to a mobilized ARC position. (OPR: A3O)**

4.4.1. An AMC-gained ARC unit with an active duty Association may utilize an active duty member from that Association to fill part of a mobilized line if the following requirements are met:

4.4.1.1. The mobilized line is split and opens to ARC volunteers. A mobilized line may be split to encourage volunteerism.

4.4.1.2. The AD member is a volunteer and has the AD commander's approval. The AD volunteer must be informed of their continued obligation to fill their individual AEF-assigned commitment. Additionally, the AD unit remains responsible for meeting UTC deployment requirements.

4.4.2. AMC/A3O coordination is required for proper adjudication in Deliberate Crisis Action Planning Execution Segment (DCAPES) to ensure tasking flows to appropriate units.

4.4.3. Supported Combatant Commander guidance governs tour length and the ability to split lines. This may restrict the ability to substitute members.

4.4.4. While not always feasible, due diligence in attempting to schedule deployment of ARC and AD Association concurrently is necessary. This prior coordination and planning in the tasking and mobilization process can preclude the need for substitution producing a more accurate mobilization order.

**5. Base Operations Support.** (OPR: A3O; OCR: A3A, A4R, A7X; 18 AF/A5; 618 AOC (TACC)/XOP; USAF EC)

5.1. **Base Operations Support:** (Refer to AMCP 10-405 for detailed Base Operating Support (BOS) guidance). The BOS provided by host commands, units or nations will normally include, but will not be limited to, the following:

5.1.1. Supply and spares storage, and requisitioning and issue under standard supply system procedures. AMC units should plan on using their Mobility Readiness Spares Package (MRSP) for the first 30 days.

5.1.2. Available and dependable Petroleum, Oil, and Lubricants (POL) stocks and refueling capability, as required.

5.1.3. Base transportation capability to include vehicle operations and vehicle maintenance.

5.1.4. Civil engineering support, including site layout, utilities, fire protection, crash rescue, passive defense, emergency management, and Explosive Ordnance Disposal (EOD).

5.1.5. Services support including food service, lodging, organizational laundry, mortuary affairs, recreation, fitness support, and field exchanges.

5.1.6. Medical support and facilities.

5.1.7. Chaplain support and facilities.

5.1.8. Staff Judge Advocate support and facilities.

5.1.9. Off-equipment maintenance within host capability.

5.1.10. Aircrew intelligence briefing and debriefing support. However, if intelligence support programmed or offered by the host is inadequate, HQ AMC will provide organic augmentation to support mobility-oriented intelligence.

5.1.11. Security for deployed aircraft IAW standards established in AFPD 31-1, *Integrated Defense* and AFI 31-101, *Integrated Defense*. If security or defense requirements at the deployment base(s) exceed host command and HQ AMC capabilities, US Air Force assistance may be required.

5.1.12. Common-user Communications management services. Support to include official and personal mail, Enterprise Information Management (EIM) processes, client EIM support for diverse information management processes, content/portal management, functional area records management, web page development/web site management, internet/e-mail training policy education/oversight, and basic client support administration (CSA) duties.

5.1.13. Aircrew briefings and staff support. Aircrew weather briefings for air mobility missions under OPCON of 18 AF will normally be provided by 618 AOC (TACC) Global Mobility Weather Ops directorate.

5.1.14. Airfield management and air traffic control as required based on existing capabilities at the deployed location.

5.1.15. Public Affairs (PA) support beyond the capabilities of the deployed public affairs team, as required.

5.1.16. Aircrew Flight Equipment (AFE).

5.2. **Organizations, Manpower, and Personnel Support. (OPR: A1)**

5.2.1. Manpower and Organizations.

5.2.1.1. Utilization of manpower personnel is essential in basic planning of any operation, exercise, or contingency for employment as well as redeployment actions. They provide G-series unit orders, obtain Personnel Accounting Symbol (PAS) codes, flow levy tasks, manage UTCs, and review Designed Operational Capability (DOC) and Mission Capability (MISCAP) statements.

5.2.1.2. Expeditionary Unit (OPR: A1M; OCR: A3OD). Air Force Expeditionary (AEF) units will be established in support of wartime or contingency operations. Units will be organized the same as regular units and at the organizational level required to meet mission requirements e.g. wing, group, squadron, detachment, or operating location. Once it is determined that AMC maintains OPCON of deploying forces, G-series unit orders must be established outlining command relationships and organization structure. G-series unit orders are coordinated through AMC/CC, 18 AF, EC, 618 AOC (TACC), JA and functional staffs prior to official publishing by A1M. G-series unit orders should be published at least 10 days prior to deploying, redeploying or moving forces to another location.

5.2.1.3. Provisional Personnel Accounting Symbol (OPR: A1M; OCR: A1R). A manpower technician will obtain a provisional PAS code using AF Form 1726. PAS codes will be assigned to expeditionary units and registered in the PAS system.

5.2.1.4. DOC Statement (OPR: A1R; OCR: Functional Staff). Review DOC statements for correct UTC and Unit Identification Codes (UIC). Perform a "requirement-to-resources" match to ensure there are enough manpower resources on the Unit Manpower Document to fill requirements in the UTC. If discrepancies are found, work with the functional area manager to correct the DOC statement.

5.2.1.5. Work with Functional Managers in the establishment of any new UTCs that AMC will be Manpower and Equipment Force Packing System OPR. Review the AFSCs, grade mix, and number of manpower requirements to ensure accuracy. Review MISCAPs for correct substitution rules and accuracy. Ensure UTC data is properly entered and coordinated in DCAPES prior to transmitting to Air Force for coordination.

5.2.2. Personnel Support teams for Contingency Operations (PERSCO) provide essential support to deployed forces including critical strength accountability for deployed commanders and owning MAJCOMs. Additionally, the utilization of these teams is basic to the planning of any operation, exercise, or contingency for employment as well as redeployment actions.

5.2.2.1. Manpower package UTC RFMAL and/or RFMAP should deploy and the manpower technician selected to deploy must be familiar and be able to assist in the establishment of the correct organization structure and identify the correct number of manpower requirements needed to support the mission. The manpower technician must be able to export and import data from the wartime system into standard spreadsheet, analyze data, prepare and brief senior leaders. In addition, the manpower technician must be familiar with database management system software, organization policies, organization change requests, deployment manning requirement documents, and unit type codes.

5.2.3. Military Personnel Appropriations (MPA) (OPR: A1; OCR 18 AF/A3) AMC/A1RM will insure that there are sufficient MPA man-day budgets available to support the Air Reserve Components activation to Title 10 status to support the mission when there are insufficient AD forces to execute the mission. 18 AF/A3 in coordination with AMC functional managers must determine when ARC forces will be required to support a particular mission. A budget request for MPA must be submitted from 18 AF/A5 to A1RM during the planning phase of the mission.

5.2.4. Services.

5.2.4.1. AMC must maintain a force capable of deploying worldwide to provide initial and sustainment food, lodging, organizational laundry, mortuary, fitness and recreation, and field exchange support to a bed down population of up to 1100 people using expedient or existing facilities. This force consists of Prime Readiness In Base Services (RIBS) teams, ready to deploy within 22 hours of notification, and capable of providing listed services during combat operations or contingencies. ANG/AFRC units ordered to active duty to support AMC mobility missions will be ready to deploy within 28 hours from unit notification of mobilization. The response time includes 24 hours for mobilization.

5.2.4.2. If deployed to an established installation, coordinate with the host wing Force Support Squadron (FSS) or equivalent to arrange any required support. If deploying to a bare-base environment, include Services personnel in the ADVON, or, as a minimum, on the first aircraft departing. It is critical for Services to establish, in conjunction with Civil Engineering, lodging and food operations locations prior to the reception of the main force. Additionally, Services personnel must be available to assign and track lodging arrangements (including Lodging locator—coordinated with PERSCO) for all personnel and ensure initial feeding requirements are met.

5.3. **Intelligence Support. (OPR: A2)**

5.3.1. AMC intelligence personnel provide intelligence support for mission planning, force protection, deployed C2 assets, and ground personnel. They also provide aircrew intelligence briefing and debriefing support in bare-base environments according to this document as noted below under Bare Base Support. AMC forces will retain the capability for self-support of intelligence requirements in situations where such support cannot be satisfied by the host unit.

5.3.2. Air Force Office of Special Investigation (AFOSI) is responsible for identifying, investigating, and neutralizing espionage, terrorism, and major criminal activities targeted against AMC resources. It is essential AFOSI forces arrive with initial deployed elements to properly accomplish their part of the force protection mission.

5.4. **Operations Support Staff. (OPR: A3O)**

5.4.1. Airfield Operations and Weather Support. (OPR: A3A)

5.4.1.1. AMC will maintain a force of airfield management and air traffic control personnel capable of deploying worldwide to serve airlift and air refueling operations or to augment intratheater operations. HQ AMC/A3A determines augmentation requirements as necessary. In the event CONUS operations must be limited to support contingency requirements, HQ AMC/A3A will coordinate authorization for AMC CONUS units to curtail services if required; i.e., reduce airfield and ATC facility operating hours.

5.4.2. Theater Weather Support. (OPR: A3AW)

5.4.2.1. Personnel deploying in support of intertheater en route tanker and airlift forces will be under the OPCON of 618 AOC (TACC), but will coordinate airbase weather support with the theater Operational Weather Squadron (OWS). To maintain proficiency, weather personnel will adhere to training requirements IAW AMCI 15-101, *Weather Operations and Support*.

5.4.2.2. Weather Equipment. Weather units must identify equipment and maintenance requirements to the appropriate communications units. Adequate communication capabilities (including tactical) are essential for weather teams to provide meteorological services to deployed forces. When dedicated circuits cannot be provided, the appropriate communication units will give weather support personnel access to common-user or C2 communications with a priority dictated by operational considerations.

5.5. **Logistics Support. (OPR: A4)** For Base Operation Support (BOS) information, see functional area UTS MISCAPS, Prioritization and Sequencing (P&S), DOC statements, mobilization guidelines found in U.S. Code and functional specific guidance.

5.6. **Communications. (OPR: A6)**

5.6.1. The mission of Theater Deployable Communications (TDC) teams is to support Air Force-directed activities by providing scalable Command, Control, Communications, and Computers (C4) capabilities and services from initial employment phases of contingency and wartime operations through redeployment. The objective is to achieve connectivity between deployed forces and C2 centers and to communicate information rapidly, accurately, and securely. AMC's contingency communications resources are organized as TDC Elements and aligned as work centers within AMC or AFRC communications squadrons.

5.6.2. Theater Deployable Communication elements provide full spectrum C4 support to include C2 and base information infrastructure. C2 support is point-to-point and ground-air-ground secure voice and data communications via Ultra High Frequency (UHF) single channel Satellite Communications (SATCOM), High Frequency (HF)/Single Side Ban (SSB), and UHF/Very High Frequency (VHF). Base information infrastructure support provides local networks Non-secure Internet Protocol Router Network (NIPRNET)/ Secure Internet Protocol Router Network (SIPRNET)/Telephone) and wide area network connectivity through multiplexer and satellite systems. It is facilitated through the AF Theater Deployable Communications program.

5.6.3. Communication squadron TDC elements will respond within 24 hours to support missions as directed. AMC-gained ARC units provide TDC UTCs to support AMC's deployable communications missions. ARC units ordered to active duty to support AMC mobility missions will be ready to deploy within 36 hours from unit notification of mobilization. The response time includes 24 hours for mobilization. They have the same mobility requirements as active duty units after recall and mobilization notification. The supported theater commander is expected to provide en route and terminal navigational support, as well as ensure required common-user communications and adequate (BOS) structure (power, hygiene, housing, etc.) are in place at deployed locations for support of AMC forces.

5.6.4. AMC will maintain the ability to provide deployable information management services. These activities include, but are not limited to, client enterprise information management (EIM) support for diverse information management processes, content/portal management, functional area records management, web page development/ web site management, internet/e-mail training and policy education/oversight, basic client support administration (CSA) and postal services. These resources are aligned with AMC's and AMC-gained forces and detailed in the UTA, unit DOC statements, and operational plans.

5.7. **Civil Engineering, Security, and Force Protection. (OPR: A7 & A7S)**

5.7.1. AMC must maintain a Prime Base Engineer Emergency Force (BEEF) capable of deploying worldwide to provide initial bed down of Air Force personnel and equipment using expedient or existing facilities. AMC must conduct integration planning,

execution, follow-on operations, and maintenance support of facilities and utilities to assess, recover, and restore mission capability during combat operations or contingencies. These personnel must be ready to deploy worldwide within 24 hours of notification. ANG and AFRC units ordered to active duty to support AMC mobility missions will be ready to deploy within DOC response time. The response time includes 24 hours for mobilization.

5.7.1.1. These forces will maintain a 24hour essential fire-fighting capability for aircraft, structures, POL, and munitions supported by fire-fighting equipment and vehicles during combat operations and contingencies.

5.7.1.2. Air Force Civil Engineer Readiness W series UTCs will provide planning and execution capability to integrate AMC resources and to advise the deployed commander on preparing, reacting, and mitigating the effects of the enemies' use of Chemical, Biological, Radiological, Nuclear, and High-yield Explosives (CBRNE) weapons. They will maintain major accident and natural disaster response capability during combat operations and contingencies.

5.7.1.3. AMC is responsible for providing at least a six person (EOD) lead UTC, equipped to survey bed down locations for explosive hazards: to protect personnel, facilities, and resources from the effects of unexploded ordnance, hazardous components, and to clear booby traps and clandestine explosive devices from areas, enabling operations to begin or continue in a safe environment. The EOD team augments the US Secret Service and the US State Department in protection of the President, Vice President, and other dignitaries who might visit operational locations. AMC EOD teams must be ready to deploy worldwide within 22 hours of notification. Additional EOD personnel and equipment UTCs are available to support other requirements and are available through the Aerospace Expeditionary Force Center (AEFC) EOD Enabler Library.

5.7.2. Intelligence. (OPR: A2)

5.7.2.1. Intelligence personnel will assist in the development of threat assessments to include criminal, terrorist, economic, political, military, and paramilitary threats to base personnel. Intelligence personnel will also maintain vigilance on the changing worldwide situation and assist in determining the possible effect on the threat to base personnel.

5.7.2.2. For deployments to high threat or unstable areas, the AMC Threat Working Group (TWG) will make threat mitigation recommendations to reduce risk to OCONUS aircraft missions. AMC/A2 and the TWG will also post recommendations, briefings, and assessments on the AMC/A2 classified web page. HQ AMC/A7 may assign a Security Forces NCO to CREs/MSTs as a security coordinator for large or high threat operations. This NCO will coordinate security measures with host nation-assigned security personnel to ensure protection of aircraft and resources IAW AFI 31-101. Additionally, HQ AMC/A7 may assign personnel to accompany airfield survey teams and other deployments for the purpose of evaluating physical security of deployed locations, and HQ AMC/SG will assign personnel to accompany airfield survey teams and other deployments to evaluate and mitigate medical and environmental health threats at a deployed location.

5.7.2.3. CRE Commanders must ensure an antiterrorism/force protection (AT/FP) Officer or NCO is assigned to all OCONUS deployments as their subject matter expert and advisor on AT/FP matters. This individual must ensure each person within the unit is aware of the terrorism threat, and is trained to employ methods to reduce risk or mitigate the effects should an attack occur. Additionally, the AT/FP advisor will assist the commander in ensuring compliance with DoD Instruction O-2000.12, *Anti-Terrorism/Force Protections Program*, and AFI 10-245 and AMC Sup 1 to AFI 10-245, *Air Force Antiterrorism Program*. AT/FP advisors must be graduates of an approved Level II Antiterrorism Course from an Air Force training center, including the Air Mobility Warfare Center. Qualified AFOSI, A7, or Intelligence personnel may serve as an AT/FP advisor.

5.7.3. Contracting Support. (OPR: A7K)

5.7.3.1. Contracting support is essential. Every effort must be made to include contracting support in the ADVON, or, as a minimum, on the first aircraft departing. This contingent is responsible for contracting for the initial arrival of personnel for any required contract quarters, subsistence, and transportation, as well as any other support required for material or parts. Ensure the accounting and finance function provides sufficient disbursing agents to allow timely contracting support for the contingency contracting officers.

5.8. **Financial Management Support. (OPR: FM)**

5.8.1. If deployed to an established installation, coordinate with the host wing Comptroller to arrange any required financial support. If deployed to a bare-base environment, include Financial Management technicians in the ADVON, or, as a minimum, on the first aircraft departing along with the contracting personnel. It is essential that financial management and contracting personnel deploy together to ensure logistics requirements for arriving personnel have been satisfied.

5.9. **Chaplain Support. (OPR: HC)**

5.9.1. Chaplain Corps teams provide essential religious support to deployed forces, including, but not limited to, worship opportunities, pastoral counseling, unit visitation, and advising the commander on religion, ethics, morals, morale, and quality of life issues. Include these teams in basic planning of any operation, exercise, or contingency. Deploy AMC-gained chaplain teams as required.

5.10. **Historian Support. (OPR: HO)**

5.10.1. A historian technician will normally be deployed to collect and preserve information and documents and provide historical coverage of the contingency in accordance with guidance in AFI 84-102, *Historical Operations in Contingency and War*.

5.11. **Staff Judge Advocate Support. (OPR: JA)**

5.11.1. The Staff Judge Advocate office provides support and advice on all legal issues and disciplinary matters that may arise. These may include: military justice matters; claims; fiscal and contract law; international law, including status of forces, basing rights, international agreements, foreign criminal jurisdiction, and Rules of Engagement, Rules for the Use of Force, and the Law of Armed Conflict; personal legal assistance for

deployed troops and, IAW with DoD Instruction 1400.32, *DoD Civilian Work Force Contingency and Emergency Planning Guidelines and Procedures*, and AFI 51-504, *Legal Assistance, Notary, and Preventive Law Programs,* limited legal assistance for DoD civilians or contractors accompanying the force. Include judge advocate(s) and paralegal(s) in basic planning of any operation, exercise, or contingency. Deploy on a first-in and last-out basis.

5.12. **Public Affairs Support. (OPR: PA)**

5.12.1. Public Affairs may be deployed to support air mobility tasks within CONUS or overseas to fixed locations, along the en route system, or to a bare-base environment. PA provides trusted counsel to leaders; builds, maintains, and strengthens Airman morale and readiness; builds public trust and support; and promotes global influence and deterrence through campaigns communicating the Air Force's air and space superiority and the capabilities of global attack and rapid global mobility. The PA mission in the deployed environment is maximum release of information to target audiences through internal information, media relations and civic outreach efforts, providing security review to ensure information and imagery are within national and operational security guidelines. PA integrates efforts with Information Operations (IO) consistent with policy or statutory limitations. Duties include, but are not limited to, working with the media and producing internal information products. PA is fully integrated into AEF and may be subject to other short-notice deployments. PA should be sourced during basic planning for all operations, exercises, or contingencies. When deployed, PA personnel will require full messing, lodging and sustainment support.

5.13. **Medical Support. (OPR: SG)**

5.13.1. Medical Support. (OPR: SGP/SGX) Medical support for AMC deploying airlift and tanker forces will be provided either by identifying organic AMC medical assets to deploy with airlift and tanker elements, Medical Global Reach Laydown Team or by arranging for the supported Air Force Component Command or other collocated medical element to provide medical and other base support. The HQ AMC/SGP Functional staff will decide the size of the medical support package by evaluating the number of forces deployed to an operational location, the safety and vulnerability local food and water sources, local medical capabilities, evaluate the threats of local infectious and vector-borne diseases, the hygiene of local billeting and public facilities, and local environmental and industrial threats.

5.13.2. Aeromedical Evacuation (AE) System. (OPR: A3OE) The Air Force AE system provides fixed-wing movement of patients requiring supervision by Aeromedical Evacuation Crewmembers (AECMs) to locations offering appropriate levels of medical care. The AE system can operate as far forward as fixed-wing aircraft are able to conduct air/land operations. AE is conducted using organic airlift aircraft appropriate for the volume and clinical requirements of the patients to be moved and is selected by the airlift control agency. Aeromedical Evacuation is integral to Air Mobility and any mention of airlift assets in this instruction includes AE assets as well.

5.13.2.1. AE can significantly improve casualty recovery rates by providing timely and effective transportation of the sick and wounded to medical facilities offering appropriate levels of care. The AE system provides:

5.13.2.1.1. Integrated control of casualty movement by air transport;

5.13.2.1.2. Clinical and operational support personnel;

5.13.2.1.3. Equipment for in-flight supportive care and ground support operations;

5.13.2.1.4. Critical Care Air Transport Teams (CCATT) to monitor and manage specific patients requiring intensive care;

5.13.2.1.5. Staging facilities on or in the vicinity of airheads and air bases for the administrative processing and care of casualties entering, en route through, or leaving the AE system;

5.13.2.1.6. Command and control of all theater AE forces and AE operations; and

5.13.2.1.7. Support to the communication network between airlift C2 agencies.

5.13.2.2. C2 functions exercised over AE missions are consistent with those for all air mobility missions and are conducted in accordance with the C2 processes described in Joint Publication 3-17, *Air Mobility Operation*s

5.13.3. Medical Oversight. (OPR: SG)

5.13.3.1. Joint Force Surgeon (JFS). Appointed by the Joint Force Commander (JFC) to serve as the theater or JTF special staff officer responsible for establishing, monitoring, or evaluating joint force health service support (JP 4-02, *Health Service Support*). The JFS is responsible for coordinating and integrating health service support within the AOR as well as coordinating intratheater patient movement support to the Joint Task Force Commander (JTF/CC). The JFS establishes patient movement policies and should coordinate with the USTRANSCOM, supported combatant command, and other Component Commands. The JFS should appoint a theater Medical Director who is responsible for the quality of patient movement clinical care provided within the AOR. The Medical Director appoints the theater Validating Flight Surgeon(s) VFS(s) who will support a joint patient movement requirements center mobilized to their AOR. The theater VFS and Patient Movement Requirements Center (PMRC) provide clinical oversight of a theater's AE operations.

5.13.4. Patient Movement Requirements Centers (PMRCs)

5.13.4.1. Global and theater patient movement is the responsibility of the PMRC. The PMRC manages and coordinates all patient movement. The PMRC validates patient movement requests, regulates patients to appropriate medical facilities for continued medical care, and determines the mode of transportation (air, sea, or ground) for the movement of patients. PMRCs should exist at the joint level, as an element of the joint movement center, to ensure visibility of joint assets for PM lift options. PMRC staffing includes Flight Nurses (FN) as Patient Movement Clinical Coordinators (PMCC). One or more theater VFS are assigned or delegated by the theater Command Surgeon to work with the PMCC. Theater VFS provide physician medical direction and clinical oversight of PM validation, transfer, and en route care planning, and en route care, as needed, during Aeromedical Evacuation (AE). The PMCCs provide nursing care and administrative expertise during validation, and may

be delegated validation authority by the VFS for routine patients using approved algorithms.

5.13.5. Aeromedical Evacuation Coordination.

5.13.5.1. The 618 AOC (TACC) or Aeromedical Evacuation Control Team (AECT), provides C2 for tasking and execution for air mobility assets used to accomplish AE missions within their respective areas of operation. These agencies provide the critical link between C2 of airlift operations and medical/joint interface. The theater VFS and PMRC provide operational clinical oversight of a theater's AE operations. In coordination with the Global Patient Movement Requirements Center (GPMRC), the Joint Patient Movement Requirements Center (JPMRC)/Theater Patient Movement Regulating Center (TPMRC) receive, consolidate, and validate theater requests for patient movements. The 618 AOC (TACC)/AE Cell (618 AOC (TACC)/XOPA) is the source of AE clinical and operational expertise and mission execution and oversees all strategic intertheater and CONUS AE missions. The AE Cell informs/reports mission progression and medical issues to the appropriate PMRC when applicable. GPMRC coordinates with regional lead agents for CONUS movement requirements, as required.

**6. Employment Guidance for Austere Base Operations. (OPR: A3O; OCR: A3A/ A4R, A7X; 18 AF/A5; 618 AOC (TACC)/XOP; USAF EC)**

6.1. **Austere Basing. (OPR: 18 AF/A5)** In addition to base support requirements noted in paragraph 5 above, Austere Basing Concept of Operations must consider the following:

6.1.1. AMC forces must prepare to conduct operations at a bare base. Certain operational situations and environments may require AMC forces to conduct operations at an austere base environment. Therefore, AMC forces must be prepared to operate into and from operating locations with austere facilities. As a result, there is a need to organize, train, and equip forces able to deploy in minimum time and respond to immediate bare-base operational requirements.

6.1.2. Reducing the number of personnel and the quantity and weight of equipment that require deployment as mission support to the minimum necessary is a primary consideration for AMC operations. Support for AMC forces and the methods used to provide such support are dependent on location, the concept of operations, and the availability of local resources. The following basic concepts and standards provide general guidance for the mobility of AMC forces during deployment, employment, and redeployment, when using austere bases.

6.1.3. HQ 18 AF coordinates logistics support requirements with appropriate unified and specified commands, other services, and geographic area commanders. Where AMC units use bare-base installations operated by other commands or services for staging, dispersing, or other operations, the command or service having jurisdiction over the base will provide logistics support to AMC tenant units as mutually agreed upon between the commands concerned.

6.2. **Maintenance Operations Support Requirements (OPR: A4R).** HQ AMC/A4R will develop and review the support requirements for AMC, CRG, CRE, Maintenance Recovery Team (MRT), aerial port, Tanker Task Force (TTF), and deployable technical services units;

and, will specify detailed requirements such as utilities, security, covered storage, open storage, and parking ramps for each AMC deployable unit listed above. **Note:** During wartime or contingencies, 618 AOC (TACC)/XOP will develop requirements in conjunction with the affected functional area manager.

6.2.1. AMC Unique Assets and Equipment (A4R) Deployment and pre-positioning of HQ AMC required assets will be in accordance with guidelines specified in the logistics annex of applicable OPORD, OPLAN, or mission directives. HQ AMC/A4R will fulfill the following actions:

6.2.1.1. Screen AMC assets scheduled for deployment or pre-positioning to avoid unnecessary duplication and exceeding the capabilities of allocated air mobility assets.

6.2.1.2. Determine the quantity of AMC unique assets to be deployed or pre-positioned based on maintenance concepts, required reaction time and flexibility, and peacetime authorizations of equipment for the using organizations.

6.2.1.3. HQ AMC retains control of AMC unique assets deployed or pre-positioned in support of a bare base operation at all times. These assets will not transfer to other units without concurrence of the senior AMC representative on site.

6.3. **Maintenance Support. (OPR: A4R)** Maintenance support requirements are defined on applicable DOC statements and UTC mission capability statements (MISCAPs) of tasked UTCs. Units will deploy with equipment and personnel necessary to perform on-equipment flight line maintenance as provided in this guidance.

6.4. **Support Requirements. (OPR: A4R)** US Air Force policy on theater-positioned war reserve materiel provides for support of deploying AMC mobility forces and technical services. War Reserve Materiel (WRM) guidance and equipment accountability guidance is found in AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures,* AFI 23-101, and AFH 23-123V3, *Air Force Equipment Management*.

**7. Post Deployment and Reintegration. (OPR: A3O/ OCR: A1 (Community Action Information Board-Integrated Delivery Systems (IDS) Team)**

7.1. **Pre-deployment/ Deployment/Redeployment/Reintegration Support Process.** AMC's goal is to successfully reintegrate Airmen with families, friends, community, and work centers following a long term deployment. (Reference *Annex A, AMC Deployment/ Redeployment/Post Dedeployment/ Reintegration Process Amplifying Guidance*, September 2006 (Atch 2).)

7.1.1. Every commander should ensure that the personnel assigned to their unit are familiar with *Annex A, AMC Deployment/Redeployment/Post Deployment Reintegration Process Amplifying Guidance, Annex B, AMC Reintegration Program(Atch 3)* and, as applicable, *Annex B, Attachment 1, Sample Reintegration Wingman Checklist (Atch 4).*

7.1.2. Post deployment reintegration is comprised of decompression and reintegration phased events, as well as follow-up contact. The follow-up contact should occur after the post deployment downtime is completed.

7.1.3. An essential component of post deployment reintegration is the early identification of individuals that may be at higher-risk for readjustment problems. Specifically, those

individuals being deployed on Contingency, Exercise, Deployment (CED) orders, i.e. on an AEF rotation to the Southwest Asia Area of Responsibility (AOR), and those deployed on Temporary Duty (TDY) or Aircrew orders, as is the case for many aircrew and support members. The reintegration process for individuals who are deployed on deployment orders is captured in a DoD directed Deployment Health Assessment program and is also included in AMC's Reintegration Program (Annex B).

7.1.4. A significant number of AMC's aircrews and support personnel accumulate particularly high numbers of days TDY that are not accounted for under the normal deployment processes. In order to assess and minimize the effects of accumulated days TDY on these airmen, the Community Action Information Board (CAIB) - Integrated Delivery Systems (IDS) Team has developed a reintegration program that will be implemented at the squadron level. The basic requirements for this program follow, and is amplified in Annex A.

7.1.5. The squadron commander or designated representative will conduct a face-to-face support and reintegration briefing with individuals as they accumulate 120 days of TDY per a 365 day time period.

7.1.6. The Integrated Delivery Systems Team will provide post deployment support and reintegration training to members as they accumulate 165 days of TDY per a 365 day time period. The member will complete a post deployment assessment with the squadron commander or representative when they reach the 165 days of TDY per the 365 days milestone.

7.1.7. The Integrated Delivery Systems Team will provide redeployment support and reintegration training to members as they accumulate 200 days of TDY per a 365 day time period. The member will complete an additional post deployment assessment with the squadron commander when they reach the 200 days of TDY per the 365 day milestone.

7.1.8. When Air National Guard and Air Force Reserve Airmen are located on or near an AMC installation, it is preferable to employ a Total Force post deployment reintegration approach. Squadron commanders will ensure that Air Reserve Component Airmen are aware of post deployment reintegration requirements before departure from the AOR and are given appropriate briefings and assessments.

7.2. **Post Deployment Downtime. (OPR: A1R; OCR Aircrews: A3O)** Post Deployment Downtime is a commander's program designed to help maintain quality of life and retain valued Air Force members to keep our military strong and ready.

7.2.1. Aircrew members will have 1-hour compensatory time for each 3 hours off-station (1 day for every 3 days off-station) with a maximum of 4 days when performing flight duties.

7.2.2. All members, following a deployment away from home station of 45 days or longer, will be given not more than 7 days compensatory time (3-day special pass IAW AFI 36-3003, *Military Leave Program*, and 4 days unscheduled time). Following a deployment away from home station of 90 days or longer, authorized compensatory time is not more than 14 days (4-day special pass IAW AFI 36-3003 and 10 days unscheduled time). During compensatory time, members will not be assigned formal duties and will

be given appropriate time to care for personal and professional matters deferred while TDY. The member must be able to check in daily and report to duty within 24 hours during the unscheduled time period or must take leave. Commanders must use their discretion IAW AFI 36-3003. **Note**: Aircrew members can't combine post deployment downtime as defined here in paragraph 7.2.2. with paragraph 7.2.1.

7.2.2.1. Compensatory time applies to active duty personnel, including Air Reserve Component personnel activated under a mobilization authority and personnel serving temporary tours of active duty on MPA days. FAMs must take into account compensatory time for aircrew and all members when calculating MPA day requests. **Note**: MPA management is the responsibility of AMC/A1 and is operated and managed through MAJCOM Directorate functional managers by A1RM.

7.2.3. All personnel must in-process through Commander Support Staff (CSS) or Personnel Readiness Function prior to starting post deployment downtime. Failure to comply could adversely affect members Duty Status.

7.2.4. Returning members must sign in with their unit's CSS the first duty day after return. Post-deployment downtime will start as soon as possible following return to home station, not to exceed 72 hours after return, and only after signing in with the CSS and completing an in-processing checklist.

7.2.5. If a member takes leave immediately following deployment, the commander has the discretion to allow compensatory time upon return.

7.2.6. Unit commanders should make liberal use of the special 4-day pass as provided in AFI 36-3003 during post deployment downtime, particularly for ARC members deployed away from their home unit.

7.2.7. The OG/CC can waive post mission crew rest or Post Deployment Downtime in the event of an emergency or impending disaster that requires the member to be on duty. In cases where the waiver is implemented, commanders will make every attempt to restore the lost down time at a later date.

SCOTT M. HANSON, Major General, USAF
Director of Operations

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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***Prescribed Forms***

None

***Adopted Forms***

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**AF Form 1098**, *Special Task Certification and Recurring Training*

**AF Form 1726**, *Personnel Accounting Symbol Actions*

***Abbreviations and Acronyms***

**A&FRF**—-Airman and Family Readiness Flight

**ACDE**—-Aircrew Chemical Defense Equipment

**AD**—-Active Duty

**ADCON**—-Administrative Control

**ADVON**—-Advanced Echelon

**AE**—-Aeromedical Evacuation

**AECT**—-Aeromedical Evacuation Control Team

**AEF**—-Air Expeditionary Forces

**AECM**—-Aeromedical Evacuation Crew Member

**AEFC**—-Aerospace Expeditionary Force Center

**AERP**—-Aircrew Eye Respiratory Protection

**AFCAT**—-Air Force Catalog

**AFCEC**—-Air Force Civil Engineer Center

**AFE**—-Aircrew Flight Equipment

**AFI**—-Air Force Instruction

**AFJI**—-Air Force Joint Instruction

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

**AFPD**—-Air Force Policy Directive

**AFRC**—-Air Force Reserve Command

**AFRIMS**—-Air Force Records Information Management System

**AFTRANS**—-Air Force Transportation (Component)

**ALCF**—-Airlift Control Flights

**AMC**—-Air Mobility Command

**AMC/CC**—-Commander, Air Mobility Command

**AMCC**—-Air Mobility Control Center

**AMCF**—-Air Mobility Control Flight

**AMCI**—-Air Mobility Instruction

**AMCPAM**—-Air Mobility Pamphlet

**AMCSUP**—-Air Mobility Command Supplement

**AMD**—-Air Mobility Division

**AMLO**—-Air Mobility Liaison Officer

**AMOCC**—-Air Mobility Operations Control Center

**AMOG**—-Air Mobility Operations Group

**AMOS**—-Air Mobility Operations Squadron

**AMS**—-Air Mobility Squadron

**AMT**—-Air Mobility Tasking

**AMW**—-Air Mobility Wing

**AMWC**—-Air Mobility Warfare Center

**ANG**—-Air National Guard

**AOC**—-Air and Space Operations Center

**AOR**—-Area of Responsibility

**APF**—-Aerial Port Flights

**APS**—-Aerial Port Squadrons

**ARC**—-Air Reserve Component

**ARW**—-Air Refueling Wing

**AS**—-Allowance Standard

**AT/FP**—-Antiterrorism/Force Protection

**ATO**—-Air Tasking Officer

**AW**—-Airlift Wing

**BEEF**—-Base Engineer Emergency Force

**BOS**—-Base Operating Support

**C2**—-Command & Control

**C4**—-Command, Control, Communications and Computers

**CA**—-Combat Arms

**CAAP**—-Commanders Apportionment and Allocation Plan

**CAIB**—-Community Action Information Board

**CBRNDT**—-Chemical, Biological, Radiological and Nuclear Defense Training

**CBRNE**—-Chemical, Biological, Radiological, Nuclear, and High Yield Explosives

**CCATT**—-Critical Care Air Transport Team

**CCDR**—- Combatant Commander

**CED**—-Contingency, Exercise, Deployment

**CHOP**—-Change in Operational Control

**CJCS**—-Chairman of the Joint Chiefs of Staff

**C-MAJCOM**—-Air Component Major Command

**C-NAF**—-Component Numbered Air Force

**CONOPS**—-Concept of Operations

**CONUS**—-Continental United States

**CRAF**—-Civil Reserve Air Fleet

**CRE**—-Contingency Response Element

**CRG**—-Contingency Response Group

**CRT**—-Contingency Response Team

**CRW**—-Contingency Response Wing

**CSA**—-Client Support Administration

**CSE**—-Contingency Support Element

**CSS**—-Commander Support Staff

**CWDE**—-Chemical Warfare Defense Equipment

**DCAPES**—-Deliberate Crisis Action Planning Execution Segments

**DEPORD**—-Deployment Order

**DOC**—-Designed Operational Capability

**DoD**—-Department of Defense

**DODI**—-Department of Defense Instruction

**EE**—-Emergency Essential

**EIM**—-Enterprise Information Management

**EOD**—-Explosive Ordnance Disposal

**FAM**—-Functional Area Manager

**FAP**—-Family Advocacy Program

**FCP**—-Foreign Clearance Program

**FN**—-Flight Nurse

**FSS**—-Force Support Squadron

**GAMSS**—-Global Air Mobility Support System

**GPMRC**—-Global Patient Movement Requirements Center

**HF**—-High Frequency

**HRC**—-High Risk of Capture

**IDO**—-Installation Deployment Officer

**IDS**—-Integrated Delivery Systems

**IPE**—-Individual Protection Equipment

**ITUD**—-Integral Tanker Unit Deployment

**JPMRC**—-Joint Patient Movement Requirements Center

**JFS**—-Joint Force Surgeon

**JTF**—-Joint Task Force

**L-MAJCOM**—-Lead Major Command

**LOGDETS**—-Logistics Detail

**MAF**—-Mobility Air Forces

**MAJCOM**—-Major Command

**MEFPAK**—-Manpower and Equipment Force Packaging System

**MISCAP**—-Mission Capability

**MPA**—-Military Personnel Appropriations

**MRSP**—-Mobility Readiness Spares Package

**MRT**—-Maintenance Response Team

**MST**—-Mobile Support Team

**NIPRNET**—-Non-secure Internet Protocol Router Network

**NMCC**—-National Military Command Center

**OCONUS**—-Outside the CONUS

**OPCON**—-Operational Control

**OPLAN**—-Operations Plan

**OPORD**—-Operations Order

**OWS**—-Operational Weather Squadron

**PA**—-Public Affairs

**PAS**—-Personnel Accounting Symbol

**PERSCO**—-Personnel Support for Contingency Operations

**PMCC**—-Patient Movement Clinical Coordinators

**PMRC**—-Patient Movement Requirements Center

**POL**—-Petroleum, Oil, and Lubricants

**PPC**—-Personnel Processing Codes

**PR**—-Personnel Recovery

**P&S**—-Prioritization and Sequencing

**RIBS**—-Readiness in Base Services

**SATCOM**—-Satellite Communications

**SECAF**—-Secretary of the Air Force

**SECDEF**—-Secretary of Defense

**SERE**—-Survival, Evasion, Resistance, and Escape

**SIPRNET**—-Secure Internet Protocol Router Network

**SSB**—-Single Side Band

**TACC**—-618 Air and Space Operations Center (AOC) Tanker Airlift Control Center

**TACP**—-Tactical Air Control Party

**TDC**—-Theater Deployable Communications

**TDY**—-Temporary Duty

**TPMRC**—-Theater Patient Movement Regulating Center

**TTF**—-Tanker Task Force

**UIC**—-Unit Identification Codes

**UHF**—-Ultra High Frequency

**UMIS**—-UTC Management Information System (ANG)

**USAF**—-United States Air Force

**USAFE**—-United States Air Forces Europe

**USAF EC**—-United States Air Force Expeditionary Center

**USEUCOM**—-United States European Command

**USPACOM**—-United States Pacific Air Forces

**USTRANSCOM**—-US Transportation Command

**UTA**—-Unit Type Code (UTC) Availability

**UTC**—-Unit Type Code

**UTS**—-Unit Training Standard

**VFS**—-Validating Flight Surgeon

**VHF**—-Very High Frequency

**WRM**—-War Reserve Materiel

**Attachment 2**

**ANNEX A, AMC DEPLOYMENT/REDEPLOYMENT/POST DEPLOYMENT REINTEGRATION PROCESS AMPLIFYING GUIDANCE TO AMCI 10-403**

**A2.1. Community Action Information Board (CAIB) and Integrated Delivery Systems (IDS) Team.**

A2.1.1. The consequences of deployments and other long term temporary duties (TDYs) are an Air Force community responsibility. The AMC Community Action Information Board (CAIB) and Integrated Delivery Systems (IDS) Team are responsible for recommending solutions to address resulting personnel issues. The goal of this annex is to ensure that AMC commanders address the needs of AMC personnel who are at high risk to experience interpersonal challenges as a result of a high operations tempo either from a single long term deployment or from cumulative short periods of TDY.

**A2.2. High risk situations.**

A2.2.1. An essential component of post deployment reintegration is the early identification of individuals that may be at higher-risk for readjustment problems. This group includes individuals who have been exposed to unusual levels of threat, experienced and witnessed traumatic loss of life and other disturbing events, have been injured, or who are dealing with predeployment or newly developed family problems.

A2.2.2. A significant numbers of AMC's aircrews and support personnel accumulate particularly high numbers of days TDY that are not accounted for under the normal deployment processes. The cumulative effects of these numerous days TDY exert many of the same types of stress on personal well-being and interpersonal relationships as does a single long term deployment.

**A2.3. Post Deployment Reintegration.**

A2.3.1. Healthy readjustment to home station is important for all members, and we must ensure that readjustment issues are addressed for AMC members, including married and single members. Reintegration is a "process" not an "event." The process takes into account the need to balance the member's desire to take time off with family and AMC's need to ensure every Airman has the tools to adapt to a changed environment in the quickest and safest way possible.

A2.3.2. The deployment/redeployment/post deployment reintegration process also has applicability to members who accumulate significant numbers of days TDY over an extended period of time. AMC's goal is to successfully maintain Airmen integration with families, friends, community, and work centers during extended or numerous periods of TDY.

A2.3.3. The post deployment reintegration process begins on an individual's return to home station. Post deployment reintegration is comprised of a decompression and reintegration phased events, as well as follow-up contact. The follow-up contact should occur after the post deployment downtime is completed (i.e. compensatory time off, leave, 4-day special pass, etc.).

A2.3.4. Successful redeployment and reintegration does not end when an Airmen arrives home, it begins! Successful reintegration combines recognition and identification of

stressors with proper intervention and assistance to enable the returnees to eliminate the stressors, or to compensate and adjust to their unique situations.

**A2.4. Unit level responsibilities in the reintegration process.**

A2.4.1. Squadron commanders are responsible for establishing a method and tracking the total number of days TDY for their members. AMC's assigned units, including theatre assigned units, will use a graduated approach to ensure our Airmen successfully reintegrate with family members, friends, and co-workers within their community.

A2.4.2. Critical points for commander's intervention are set at 120 days, 165 days and 200 days of TDY per a 365 day period. (**Note**: This is cumulative days and not necessarily consecutive days per the 365 day period.) The number of days TDY total returns to zero and the 365 days period begins again after an individual exceeds 200 total days TDY. Upon implementation of this publication, the start date for the initial 365 days period will be set at 90 days prior to the effective date of this publication. This will ensure that individuals that are already at risk due to a high TDY rate will be captured by the first 120 day milestone.

A2.4.2.1. The squadron commander, or representative thereof, will conduct a face-to-face support and reintegration assessment with individuals as they accumulate 120 days total TDY per 365 days. The squadron commander will keep an informal record of the accomplishment of this event. If appropriate, the commander will note on record that the individual neither declares nor appears to have any issues that require an individual referral to a base support agency. If appropriate the commander will suggest, and if necessary, refer an individual to a base support agency for an additional assessment. **Note:** If the squadron commander's assessment is delegated to a squadron commander's representative, the representative must be an individual in the position of an Assistant Director of Operations or higher and must be at least in the grade of Major or higher. This delegation must be made in writing for a stated period of time.

A2.4.2.2. The Integrated Delivery Systems Team will provide post deployment support and reintegration training to members as they accumulate 165 days total TDY. The squadron will need to contact and coordinate with the IDS Team to schedule this training. The member will complete a post deployment assessment with the squadron commander or representative when they reach the 165 days TDY per 365 day milestone.

A2.4.2.3. The Integrated Delivery Systems Team will provide redeployment support and reintegration training to members as they accumulate 200 days total TDY. The squadron will need to contact and coordinate with the IDS Team to schedule this training. The member will complete an additional post deployment assessment with the squadron commander when they reach the 200 days TDY per 365 days milestone.

A2.4.3. Successful execution of this plan is the responsibility of leadership. However, we must also recognize that the health of our force is every Wingman's responsibility. Keep in mind, although not every Airman has operated under hostile conditions, time away from home station support systems can be disruptive to typical good adjustment and health. Program elements may be adjusted to meet a Wing, Group, or Squadron's culture.

**A2.5. Summary and Synopsis of the AMC Reintegration Program.**

A2.5.1. The Air Force pre-deployment, deployment, redeployment, post deployment and reintegration processes are in place to support our Airmen and to maintain the war fighting skills for expeditionary combat operations while nurturing Airmen and their families during periods of extraordinary stress. Effective management of this critical program requires high visibility. Leaders must display flexibility and common sense in order to meet the needs of their installation and unit unique culture. The ultimate success in carrying out the intent of this guidance lies with every Airman, family member, and unit leadership.

A2.5.2. Every commander should ensure that the personnel assigned to their unit are familiar with *Annex A, AMC Deployment/Redeployment/Post Deployment Reintegration Process, Annex B, AMC Reintegration Program* and, as applicable, *Annex B, Attachment 1, AMC 'Reintegration' Program*.

## Attachment 3

## ANNEX B, AMC REINTEGRATION PROGRAM

**A3.1. AMC Commander-directed program:** The AMC Commander-directed the Community Action Information Board (CAIB) and Integrated Delivery Systems (IDS) Team in developing this program. The program consists of a five phased approach to assist airmen in resolving personnel issues that are the results of long term deployments and warfare. Commanders will ensure that every airman assigned to their unit is familiar with this program. Commanders can use this annex to assist them, the CAIB and the IDS in making the AMC Reintegration process a success.

A3.1.1. AMC's goal is to successfully reintegrate Airmen with families, friends, community, and work centers following a long term deployment (30+ days). The deployment/ redeployment/post deployment reintegration process covers approximately 30 days prior to member's departure and 30 days prior to the redeployment homecoming, and continues well into the post deployment period.

A3.1.2. The post deployment reintegration process should begin within 7 days of an individual's return to home station. Post deployment reintegration is comprised of decompression and reintegration phased events, as well as follow-up contact. The follow-up contact should occur after the post deployment downtime is completed (i.e. compensatory time off, leave, 4-day pass, etc.; See AMCI 10-403, paragraph 7.2.).

**A3.2. The Five-Phase Approach consists of the following phases:**

**Phase I – Pre-deployment Training and Education (paragraph A3.2.1.)**

**Phase II – Deployment (paragraph A3.2.2.)**

**Phase III – Redeployment Screening-In-Theater (paragraph A3.2.3.)**

**Phase IV – Post deployment and Reintegration-Home Station (paragraph A3.2.4.)**

**Phase V – Evaluation (paragraph A3.2.5.)**

A3.2.1. **Phase I – Pre-deployment Training and Education.**

A3.2.1.1. **Forum:** Phase I prepares Airmen and their families for deployment.

A3.2.1.2. OPR**:** Airman and Family Readiness Flight (A&FRF).

A3.2.1.2.1. Consults with leadership and sets up pre-deployment briefing schedules (minimum 30-days prior).

A3.2.1.2.2. Contacts required and recommended OCRs.

A3.2.1.2.3. Consults with leadership to ensure Airmen are notified of mandatory briefing Unit Deployment Managers (UDM).

A3.2.1.2.4. Encourages family participation.

A3.2.1.2.5. Ensures Phoenix Spouses are trained and ready to perform peer-to-peer duties.

A3.2.1.3. **Required OCR:** Life Skills Support Center, Chaplain Corps, Legal, Family Support Center, Finance, Red Cross, Sexual Assault Response Coordinator (SARC).

A3.2.1.3.1. Prepares pre-deployment group/individual presentation.

A3.2.1.3.2. Coordinates on pre-deployment training and education schedules with OPR,

A3.2.1.3.3. Ensures representation at each scheduled group briefing.

A3.2.1.3.4. Ensures Airmen are provided a pre-deployment checklist available through A&FRF.

A3.2.1.4. Recommended **Additional OCR:** TRICARE, Family Member Support Flight, and Housing.

A3.2.1.4.1. Prepares pre-deployment group/individual presentation.

A3.2.1.4.2. Coordinates on pre-deployment training and education schedules with OPR.

A3.2.1.4.3. Ensures representation at each scheduled group briefing.

A3.2.1.5. Required **OCR (Individual Deployer):** Completes pre-deployment requirements.

A3.2.1.6. Structure**:** Group Deployers, Individual Deployer.

A3.2.2. **Phase II – Deployment.**

A3.2.2.1. **Forum:** Airmen may deploy to overseas theater or CONUS locations. Phase II helps maintain stability of Airmen and their family members.

A3.2.2.2. OPR**:** CAIB/IDS Membership.

A3.2.2.2.1. Ensures adherence to policy guidance established by higher headquarters.

A3.2.2.2.2. Provides supplemental guidance.

A3.2.2.3. **Required OCR:** Installation Squadron Leadership.

A3.2.2.3.1. Airmen receive in-theater support.

A3.2.2.3.2. Contacts deployed leadership to maintain communication on welfare of deployed members.

A3.2.2.3.3. Maintains routine contact with squadron Phoenix Spouse(s) and families of deployed personnel.

A3.2.2.3.4. Refers to *Airman's Guide to Assisting Personnel in Distress* located at **http://www.afms.af.mil/airmansguide**.

A3.2.2.4. **Recommended Additional OCR:** Airman and Family Readiness Center, Chaplain Corps, Life Skills Support Center, Family Advocacy Program (FAP), Health and Wellness Center (HAWC), Family Member Support Flight.

A3.2.2.4.1. Offers wide variety of services and activities that help sustain families of deployed personnel.

A3.2.2.4.2. Maintains routine contact with families of deployed personnel.

A3.2.2.4.3. Maintains routine contact with other support networks on/off the installation.

A3.2.2.5. Required **OCR (Individual Deployer):** Support provided to Airmen in-theater and to families at home station.

A3.2.2.6. Structure**:** Group Deployers, Individual Deployer.

A3.2.3. **Phase III – Redeployment Screening (In-Theater).**

A3.2.3.1. **Forum:** Phase III prepares Airmen for return and highlights significant issues of concern that may require special attention. Additionally, emphasis needs to be placed on families, friends, co-workers, duty stations, and the community as integral partners in the reintegration process.

A3.2.3.2. OPR**:** Deployed Location Leadership, Home Station Leadership.

A3.2.3.2.1. Deployed Location Leadership:

A3.2.3.2.1.1. Informs home station leadership of significant events involving deployed member

A3.2.3.2.1.2. Refers to Airman's Guide to Assisting Personnel in Distress located at **http://www.afms.af.mil/airmansguide**.

A3.2.3.2.1.3. Ensures DD Form 2796, Post-Deployment Health Assessment, is completed not earlier than 30 days prior to departure from deployed location (helps gain insights to deployed issues impacting member) or within 30 days of return to home station.

A3.2.3.2.2. Home Station Leadership:

A3.2.3.2.2.1. Refers to *Airman's Guide to Assisting Personnel in Distress* located at **http://www.afms.af.mil/airmansguide**.

A3.2.3.2.2.2. Contacts deployed location squadron leadership for updates.

A3.2.3.2.2.3. Contacts families of deployed members and offers reintegration briefings to spouses and children.

A3.2.3.3. Required **OCR:** Life Skills Support Center, Chaplain Corps, Legal, Airman and Family Readiness Flight, Finance, Red Cross, SARC.

A3.2.3.3.1. Remains vigilant of commander-referral issues in AOR and home station.

A3.2.3.3.2. Provides reintegration education in the AOR 30 days prior to redeployment (Life Skills Support Center and Chaplains).

A3.2.3.3.3. Ensures desired resources are available in the AOR (Airman and Family Readiness Flight).

A3.2.3.3.4. Partners with leadership and offers reintegration briefings to spouses and children,

A3.2.3.3.5. Coordinates with leadership to develop "Wingman Reintegration Checklist" (Airman and Family Readiness Center). Sample checklist at Attachment 4.

A3.2.3.4. Required **OCR (Individual Deployer):** Follows established redeployment screening process.

A3.2.3.5. Structure**:** Group Deployers, Individual Deployer.

A3.2.4. **Phase IV – Post deployment and Reintegration Home Station.**

A3.2.4.1. Forum**:** Phase IV welcomes and reintegrates Airmen back to the home station mission.

A3.2.4.2. **OPR:** Home Station Leadership.

A3.2.4.2.1. Meets returning Airmen at airport or returning airlift.

A3.2.4.2.2. Appoints a "Reintegration Wingman" where appropriate, to meet each returnee and assist him/her with reintegration activities/scheduling (See Wingman Checklist, Attachment 4 to this publication).

A3.2.4.2.3. A reintegration Wingman is not mandatory for Airmen returning as part of a large group.

A3.2.4.2.4. Establishes contact with each returning Airmen during leadership interviews which allows opportunity for "Eyes-On" within 7 days of members' return from AOR, and follow up thereafter in 30 and 60 days or until no longer required.

A3.2.4.2.5. Request feedback from Airmen on lessons learned from AOR.

A3.2.4.2.6. Provides cross-talk to CONUS agencies (higher headquarters, etc.).

A3.2.4.2.7. Reviews policies and procedures, programs, training requirements and ensures members are scheduled.

A3.2.4.2.8. Coordinates with Airman and Family Readiness Center to schedule base agencies to come into the squadron (or designated area) to conduct mandatory briefing/processing.

A3.2.4.2.9. Refers to Airman's *Guide to Assisting Personnel in Distress* located at **http://www.afms.af.mil/airmansguide**/.

A3.2.4.3. Required **OCR (Group):** Life Skills Support Center, Chaplain Corps, Legal, Airman and Family Readiness Center, Finance, Military Personnel Flight (MPF), Public Health.

A3.2.4.3.1. Representation at group briefings.

A3.2.4.3.2. Finance - Travel voucher, LES, etc.

A3.2.4.3.3. MSS/MPF.

A3.2.4.3.4. Chaplains – provides briefing and confidential counseling for Airmen or couples.

A3.2.4.3.5. Life Skills Support Center – provides briefings and individual assessments as required; coordinates traumatic stress debriefings.

A3.2.4.3.6. Public Health – Ensures Post-Deployment Health Assessment and Post-Deployment Health Reassessment are completed.

A3.2.4.3.7. Airman and Family Readiness Center – consults with leadership and coordinates group briefings and provides Airman and Family Readiness Center briefing.

A3.2.4.4. Recommended **Additional OCR**: SARC, FAP, HAWC, Family Member Support Flight.

A3.2.4.4.1. Offers wide variety of services and activities that help during reintegration and reunion of deployed members/families.

A3.2.4.4.2. Provides crisis management and referral resources.

A3.2.4.5. Required **OCR (Individual Deployer):** Completes redeployment requirements.

A3.2.4.6. Structure**:** Group Deployers, Individual Deployer.

A3.2.5. **Phase V – Evaluation.**

A3.2.5.1. Forum**:** Phase V assists wing leaders with program evaluation.

A3.2.5.2. OPR**:** Wing Commander/CAIB Leadership.

A3.2.5.2.1. Ensures data tracking is in place for reporting to installation CAIB.

A3.2.5.2.2. Provides cross talk to higher headquarters on issues that cannot be resolved on a local level and on installation's best practices.

A3.2.5.3. Required **OCR:** IDS Team Membership, UDMs, and others as required for data collection and reporting.

A3.2.5.3.1. UDM notifies member to complete DD FM 2900, Post Deployment Health Reassessment (PDHRA), at 90-180 days after return from a deployment.

A3.2.5.3.2. IDS develops system of reporting on deployments, redeployments, and post deployment and reintegration processes.

A3.2.5.3.3. IDS analyzes, tracks, and develops strategies to resolve issues and chronicles best practices to share with leadership.

A3.2.5.3.4. Provides post-deployment report to CAIB membership at least quarterly (Airman and Family Readiness Center).

A3.2.5.4. Recommended **Additional OCR**: As determined by CAIB/IDS membership.

A3.2.5.5. Required **OCR (Individual Deployer):** Completes DD FM 2900, PDHRA, at 90-180 days after return from a deployment.

A3.2.5.6. Structure**:** Group Deployers, Individual Deployer.

## Attachment 4

## ANNEX B, ATTACHMENT 1, SAMPLE REINTEGRATION WINGMAN CHECKLIST

**Returning Airman Information:**

Wingman Name/Rank: _____ Date Assigned: _____

Duty Phone: _____Home Phone: _____ Cell Phone_____

Family Contact: _____

**Assigned Airman Information:**_____

Squadron POC: _____Duty Phone: _____

Expected Date of Return: _____

"Congratulations on your selection as "Reintegration Wingman!" Your selection represents your leadership's confidence in you to perform this important task. You are charged with distinct responsibilities to welcome the assigned Airmen and note any issues of concern that may require special attention. Your primary duties are to meet and greet the Airmen at the airport and assist him/her with coordinating and meeting scheduled appointments. Due to potential changes in timetables, you are expected to maintain contact with the Commander Support Staff (CSS) and Unit Deployment Manager (UDM) on return dates and times. Within 3 days after the member is released for downtime, please complete this form and return it to the CSS for leadership's review. Thank you!"

1. Met deployed personnel at the airport. Yes_____ No_____

(If your answer is no, please explain.)

2. Provided transportation as needed for returning Airman. Yes_____ No_____

(If your answer is no, please explain.)

3. Coordinated reintegration appointments (please obtain list from squadron point of contact and attach to this form). Yes_____ No_____

(If your answer is no, please explain.)

4. Notified returning member of appointment times and locations. Yes_____ No_____

-- When necessary, accompanied member to appointments. Yes_____ No_____

(If your answer is no, please explain.)

5. Created a welcoming environment by providing information, resources and services based on member's needs. Provide details: Yes_____ No_____

6. Reported any unusual circumstances or readjustment difficulties. (Heavy drinking, risk-taking behaviors, depressed mood, etc.) Yes_____ No_____ N/A___

Who did you report this information to?