

**BY ORDER OF THE COMMANDER  
56TH FIGHTER WING (AETC)**



**LUKE AFB INSTRUCTION 10-1001**

**8 FEBRUARY 2008**  
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**Operations**

**HOSTING VISITING UNITS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 56 OG (56 OSS/OSK)

Certified by: 56 OSS/CC  
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This instruction implements the procedures for 56th Fighter Wing (56 FW) agencies when hosting visiting units at Luke AFB. It supersedes Operations Plan 54, 14 May 2000. It applies to all United States Air Force personnel, civilian personnel, and tenant organizations except the 607th Air Control Squadron. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records* (will convert to AFMAN 33-363), and disposed of in accordance with the Air Force *Records Disposition Schedule (RDS)*, located at [https://afrims.amc.af.mil/rds\\_series.cfm](https://afrims.amc.af.mil/rds_series.cfm). Submit an AF Form 847, *Recommendation for Change of Publication* to the OPR to recommend changes to this publication.

<b>Chapter 1 – PROGRAM DESCRIPTION</b>	<b>3</b>
1.1. Implementation. ....	3
1.2. Key Assumptions. ....	3
1.3. Tasks. ....	3
<b>Chapter 2 – OPERATIONS</b>	<b>7</b>
2.1. Concept of Operations.....	7
2.2. Limiting Factors.....	7

2.3	Tactical Air Control Operations .....	7
2.4	Air Combat Training .....	7

**Attachments:**

1.	Host Squadron Coordination .....	9
2.	Project Officer Checklist.....	10
3.	Redeployment Checklist.....	15
4.	Staff Summary Sheet Routing Agencies.....	16
5.	Coordination Checklist Phone Numbers .....	17
6.	Deployment Planning Data Sheet.....	18

## Chapter 1

### PROGRAM DESCRIPTION

1.1. **Implementation.** This instruction will be executed under the following conditions:

1.1.1. Air or ground training support (including Forward Air Controller, Similar or Dissimilar Air Combat Training (DACT), Joint Tactical Air Controller, etc.) required to accomplish AETC syllabus training objectives.

1.1.2. Air National Guard/AF Reserve units visit Luke AFB to conduct training.

1.1.3. Air units tasked by higher headquarters performing classified or unclassified duties at Luke AFB that are not in direct support of the 56 FW flying mission.

1.2. **Key Assumptions.**

1.2.1 Either the 56 FW, the visiting unit, or higher headquarters (HHQ) will provide funding requirements for lodging, transportation (rental vehicles), fuel, maintenance, parts, etc. Funding will be agreed upon before approval is given for a visiting unit to support flying requirements.

1.2.2. Due to limited space for transient aircraft, visiting units will coordinate aircraft and support equipment parking with Airfield Management (56 OSS/OSAA) as soon as possible.

1.2.3. Visiting units need to provide their own maintenance and personnel support to the maximum extent possible due to limited 56 FW resources. Requirements for maintenance equipment must be coordinated through the host squadron before the visiting unit arrives.

1.2.4. Visiting units must be willing to support 56 FW syllabus training. Those units not supporting syllabus training will operate during published airfield hours and will not interfere with the mission of the 56 FW.

1.3. **Tasks.**

1.3.1. The 56 FW/CC is the approval authority for potential visiting unit requests and delegates responsibility for hosting visiting units to the 56th Operations Group (56 OG). Additionally, the 56 FW/CC will designate the 56th Mission Support Group (56 MSG) as OPR for other than flying requirements.

1.3.2. The 56 OG/CC will appoint a host squadron for the visiting unit, designate the 56 OSS as OPR for flying support coordination, and in conjunction with the 56 MXG/CC approve/disapprove transient local sortie requests.

1.3.3. The 56 OSS will provide support for visiting units flying requirements to include: a sufficient work area for operations and maintenance personnel, suitable ramp space with tie down capability, intelligence support for tactical air-to-ground missions, weather and base

operations support, and positive command and control of flying operations through the Command Post.

1.3.4. The 56th Range Management Office (56 RMO) will coordinate all requests to utilize the Barry M. Goldwater Range-East Complex (BMGR) and/or Gila Bend Air Force Auxiliary Field (AFAF).

1.3.5. Weapons and Training Flight (56 OSS/OSK) is the office of primary responsibility (OPR) for initiation of the coordination procedures listed in this instruction. 56 OSS/OSK is responsible for any necessary revisions to this instruction.

1.3.5.1. 56 OSS/OSK will assist the 56 OG in assigning a host squadron by contacting flying squadrons to determine DACT support needs. 56 OSS/OSK will contact appropriate agencies listed in Attachment 4 to fill support requirements. Additionally, 56 OSS/OSK will ensure the following: ramp space available to support visiting unit requirements, pre-approved funding, and adequate lodging and transportation availability. If these items are available and sufficient, OSK will initiate an electronic Staff Summary Sheet (SSS) for coordination and approval with the agencies listed in Attachment 4.

1.3.5.2. Once the deployment is approved by the 56 FW/CC, 56 OSS/OSK will notify the host squadron. The designated host squadron will appoint a squadron project officer and forward his/her name, rank, and duty phone number to 56 OSS/OSO and 56 OSS/OSK. In addition, the host squadron will ensure coordination for the visiting unit IAW Attachment 1.

1.3.6. The host squadron project officer (HPO) represents the 56 FW/CC in hosting the visiting unit. HPO duties take precedence over all other duties except flying duties. Regular leave or TDY should not be scheduled for the HPO during this period. HPO responsibilities are IAW Attachment 2 and 3.

1.3.7. The 56 MXG/CC will delegate responsibility for visiting unit maintenance to the host squadron AMU. The host squadron AMU will appoint a project officer/NCO for visiting units and provide requested support to visiting unit maintenance. The project officer/NCO will coordinate with the visiting unit and hosting AGE Flight to determine AGE support requirements. If the AGE support requirements exceed the capabilities of Luke AFB, the visiting unit will be required to bring enough support equipment and AGE personnel for servicing and deliver of required assets.

1.3.8. The 56 MSG will:

1.3.8.1. Provide normal fuel support, courtesy storage, parts issue, customer support and vehicles to support the visiting unit.

1.3.8.2. Provide required logistical or transportation support coordination such as loading/unloading cargo and passengers from support aircraft, joint inspection of deployed cargo, airlift aircraft load planning, etc.

1.3.8.3. Ensure subordinate units provide normal support (such as computer support) to visiting units/organizations operating from Luke AFB.

1.3.8.4. Provide messing and lodging facilities as required by visiting units/organizations.

1.3.8.5. Serve as OPR and appoint a project officer for non-flying related projects, medical or logistics related deployments.

1.3.8.6. Provide all emergency EOD support for visiting units operating at Luke AFB and Gila Bend AFAF.

1.3.9. The 56th Medical Group (56 MDG) will:

1.3.9.1. Provide normal and aerospace medical services to visiting units/organizations, as well as additional medical services as requested by the 56 FW/CC.

1.3.9.2. Upon request, provide a briefing/orientation of medical services (to include sick call hours) to visiting units.

1.3.10. 56 FW Safety (56 FW/SE) will provide host base safety assistance as needed or required.

1.3.11. The visiting unit will appoint a detachment commander and appoint a visiting project officer (VPO) as the single point of contact for the TDY. The visiting unit will also do the following:

1.3.11.1. Deploy, employ, and redeploy personnel and equipment IAW directives from appropriate higher headquarters.

1.3.11.2. Ensure all visiting personnel have TDY orders.

1.3.11.3. Provide the Command Post the following: aircraft and aircrew lineup one hour prior to the scheduled departure time, TDY orders for all personnel, itinerary, and phone numbers of the VPO and other key personnel.

1.3.11.4. Provide a qualified pilot to assist the SOF when visiting unit aircraft are flying. The point of contact will be at the operations duty desk at the host squadron. A qualified SOF from the visiting unit will be required in the control tower if visiting aircraft are flying before/after scheduled local flying.

1.3.11.5. Appoint a safety officer qualified in the unit aircraft. This individual will contact the 56 FW/SE for a brief on the Bird Aircraft Strike hazard (BASH), the Midair Collision Avoidance (MACA) program, and OPlan 91-1, Aircraft Mishap Response Plan.

1.3.11.6. Provide personnel for quick-check and arming/de-arming of unit aircraft.

1.3.11.7. Ensure that all visiting aircrew are qualified in the unit aircraft. By exception, student aircrew will operate only under the direct supervision of qualified instructor pilots designated on their TDY orders.

1.3.11.8. Ensure visiting unit's munitions personnel coordinate munitions requirements through 56 OSS/OSK, and ensure all munitions allocation transfer requests are coordinated IAW AFI 21-201. Coordinate through 56 EMS/MXMWMA (ext 4572).

1.3.11.9. Deploy with adequate maintenance personnel to accomplish desired missions including: munitions personnel for build-up and delivery of required munitions, egress and fuels personnel, and personnel from all maintenance specialties to accomplish normal operations.

1.3.11.10. Outbrief the host squadron commander on unresolved problems affecting present or future deployments.

1.3.11.11. Visiting units should assume the TDY is approved, and plan accordingly, until notified of disapproval/cancellation.

1.3.12. The VPO will coordinate with the HPO for completion of the duties and checklist in Attachments 2. In addition, the VPO will:

1.3.12.1. Pre-coordinate the arrival of munitions loaded aircraft through host squadron and the 56 MXG. Visiting unit personnel need to be available for any downloading, reconfiguration and storage of assets.

1.3.12.2. Provide the HPO with the following information: number of aircraft, aircrew, and maintenance personnel; name, grade, and DSN number of the visiting unit's detachment commander; specific arrival times of aircraft and personnel, including the number of cargo pallets and weight, hazardous cargo, and special equipment requirements for unloading/loading support cargo aircraft.

1.3.12.3. Specify any special support requirements and allocation transfers to include munitions arrangements NLT 60 days in advance.

## Chapter 2

### OPERATIONS

2.1. **Concept of Operations.** The missions and operations of visiting units will vary, and planning for support must be flexible to accommodate each visiting unit's specific requirements.

2.1.1. The OPR is responsible for planning, implementing, and executing the 56 FW hosting procedures in support of a visiting unit. All requirements must be coordinated prior to the arrival of the visiting unit.

2.1.2. Any 56 FW or tenant unit that receives a request for host support from an external organization will immediately refer them to 56 OSS/OSK.

2.1.3. Implement this instruction when two or more aircraft deploy with support personnel to Luke AFB utilizing Luke facilities (i.e., ranges, airspace, ramp space, etc.).

2.2. **Limiting Factors.** Visiting units will bring sufficient maintenance personnel and technical data to support sortie generation. Transient Alert will not provide support to visiting units for local missions.

2.2.1. The 56 MXG/CC and 56 OG/CC must approve units, not directly supporting syllabus training, to fly local sorties.

2.2.2. 56 FW airfield hours are limited. Normal operating hours are Monday through Thursday, 0630-2230L, and Friday, 0630-1830L, Closed weekends and holidays (Refer to the U.S. IFR Supplement). Requests for flights outside of normal operating hours will normally not be approved unless they are directly supporting 56 FW training. These requests require 56 OG/CC approval and must be coordinated through 56 OSS/OSA at least three weeks in advance.

2.3. **Tactical Air Control Operations.** The F-16 training syllabi recommends the use of Airborne Forward Air Controllers (FAC-A) or JTACs, when available, during Close Air Support missions. When a unit deploys to Luke AFB to provide FAC-A support for F-16 syllabus training or continuation training requirements, the 56 OG/CC will appoint an HPO to ensure thorough coordination with the FAC-A unit. Refer to the basic instruction, paragraph 1.3.5 and 1.3.6 and Attachment 2 for host squadron and HPO duties.

2.4. **Air Combat Training.** This section applies when hosting DoD and Allied visiting units supporting DACT syllabus requirements or Instructor Continuation Training at Luke.

2.4.1. The host squadron will coordinate ACMI pod requirements for visiting units through 56 RMO/ACTS for contract pod support and Weapons and Tactics Element (56 OSS/OSK).

2.4.2. The HPO will coordinate with the ACMI contractor (ext. 6509) for the delivery of ACMI pods, loading, downloading, and return after the last ACMI mission each day.

**2.5. Adopted Forms:**

AF Form 171, *Request for Driver's Training and Addition to U.S. Government Drivers*

AF Form 483, *Certificate of Competency*

AF Form 847, *Recommendation for Change of Publication*

DD Form 1387-2, *Special Handling Data/Certification*

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Brigadier General, USAF  
Commander

**5 Attachments:**

1. Host Squadron Coordination
2. Project Officer Coordination Checklist
3. Redeployment Checklist
4. Staff Summary Coordination
5. Coordination Checklist Phone Numbers

## Attachment 1

### HOST SQUADRON COORDINATION

- 1.1. Coordinate the visiting unit's airspace and range requests prior to arrival and include their requirements in the host squadron's airspace scheduling requests to 56 RMO/ASMS. Ensure this coordination takes place NLT 30 days prior to arrival at Luke AFB.
- 1.2. Provide operational support including flight scheduling and mission planning help.
- 1.3. Ensure billeting and suitable transportation is reserved.
- 1.4. Ensure mission briefings are conducted.
- 1.5. Provide access to local operations and flying manuals, regulations, supplements, and any other materials necessary for the safe conduct of flight in Luke AFB airspace.
- 1.6. Ensure the squadron VCO/VCNCO briefs all visiting unit personnel on the local flight line rules outlined in LAFBI 13-203.
  - 1.6.1. Ensure each member required to drive on the flight line has their home base AF Form 483 (Certificate of Competency) in their possession.
  - 1.6.2. Compile a list of all individuals who will drive on the flight line and sent to Airfield Management (56 OSS/OSAA).
- 1.7. Provide maintenance specialist support within host squadron AMU/AMXS capabilities.
- 1.8. Ensure coordination with 56 CES/CED (Explosive Ordnance Disposal) for planned munitions employment on the BMGR.
- 1.9. Schedule a comprehensive briefing of local area/Gila Bend gunnery range procedures for deployed aircrew prior to first local flight. Brief the following items IAW the Standardization and Evaluation Division (56 OG/OGV) local area brief:
  - 1.9.1. Local flying areas and procedures with an emphasis on IFR and positive control procedures as well as the use of TACS radar units when possible.
  - 1.9.2. Taxi, arming, and de-arming procedures.
  - 1.9.3. Operations and safety procedures for MOAs and weapons ranges to include weapons employment and tactical operations procedures.

## Attachment 2

## PROJECT OFFICER COORDINATION CHECKLIST

Deploy Date \_\_\_\_\_ First Fly Date \_\_\_\_\_ Re-Deploy Date \_\_\_\_\_

NLT 90 Days Out/ \_\_\_\_\_ (date)

\_\_\_\_\_ The HPO will: \_\_\_\_\_ Date Complete \_\_\_\_\_

- Read this checklist in its entirety and contact 56 OSS/OSK with questions
- Obtain contact information of visiting unit from 56 OSS/OSK (ext 7181)
- Determine initial support requirements for visiting unit including: transportation, lodging, flight-line support equipment (AGE), operating space requirements, and munitions support (buildup, storage, and delivery)
- Call 56 OSS/OSK DACT Manager to reserve the DACT facility (ext 7181)

\_\_\_\_\_ The VPO will: \_\_\_\_\_ Date Complete \_\_\_\_\_

- Read this checklist in its entirety and contact 56 OSS/OSK with questions
- Contact the 56 OG/RA Resource Advisor with questions regarding funding (ext 3391). Rental cars, billeting, travel costs, and per diem are funded by the OG/RA unless otherwise specified. (Tyndall AFB and Seymour Johnson AFB fund their own TDYs).
- Determine/Coordinate for airlift to/from Luke
- Contact host squadron to determine munitions requirements (chaff, flare, ACMI, etc.) and coordinate allocation transfer request/documentation

NLT 60 Days Out/ \_\_\_\_\_ (date)

\_\_\_\_\_ The VPO will: \_\_\_\_\_ Date Complete \_\_\_\_\_

- Complete an Entry Access List (EAL) of personnel who require access to flight line restricted areas. The VPO will send the EAL to the HPO for distribution. Update upon arrival, if required.
  - The EAL must include escort status (unescorted entry or escort required), name, rank, last six numbers of SSAN, organization, line badge number, clearance status, dates of visit and expiration date
  - The HPO will distribute the list to 56 SFS/SFO/SFOXA for approval
- Complete a Government (GOV) transportation request. Fill out the AF Form 171 located on the AF Forms and Pubs website
- Coordinate an in-brief with the Munitions Storage Area if planning to build munitions while deployed to Luke AFB
- Ensure all munitions allocation transfers are coordinated IAW AFI 21-201. Coordinate through 56 EMS/MXMWMA (ext 4572)
- Coordinate with Wing Weapons Safety (56 FW/SEW, ext 6104) for an explosives license for explosives storage (i.e., impulse cartridges)

NLT 30 Days Out/ (date)

- | The HPO will:  | <u>Date Complete</u> |
|--|----------------------|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Contact 56 RMO via email regarding visiting unit requests (type of unit/dates/airspace/range requirements/sorties per day/host squadron)</li> <li><input type="checkbox"/> Coordinate with 56 RMO/ACTS for ACMI pod support as required                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete the ACMI Cartridge Letter, if necessary, and send to ACMI (ext 6905) and file with squadron SARMS</li> <li><input type="checkbox"/> Attach a copy of the EAL to the ACMI letter for access to the ACMI facility</li> </ul> </li> <li><input type="checkbox"/> Contact 56 OSS/OSOS (ext 7193) to set up F-16 incentive or familiarization flights for visiting personnel; prepare a Form 327 for visiting pilots to fly familiarization flights in the rear cockpit of 56 FW aircraft</li> <li><input type="checkbox"/> Ensure host squadron CSA submits visiting unit's network request to 56 CS/SCBH</li> <li><input type="checkbox"/> Call 56 FW Protocol if O-6s or above are visiting Luke AFB</li> <li><input type="checkbox"/> Three weeks prior to the deployment, coordinate with 56 OSS/OSAA for airfield support requirements, and also coordinate visiting unit arrival/departure Transient Alert/Maintenance support requirements</li> <li><input type="checkbox"/> <b>For FAC deployments:</b> provide 56 OSS/OSO and 56 OSS/OSK the number of chaff/flares, marking devices, missiles and bombs (the munitions quantities will not exceed those established in AFI 36-2217).</li> <li><input type="checkbox"/> <b>For FAC deployments:</b> provide a copy of the FAC flying schedule for use by EOD (56 CES/CED)</li> </ul> |                      |

- | The VPO will:   | <u>Date Complete</u> |
|---|----------------------|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide a list of key personnel requiring network access, current IA certificates and CAC access code for each person to the host squadron CSA or Adjutant                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Host squadron CSA will submit visiting unit's network requests electronically via 56 CS/SCBH intranet site for network accounts</li> <li><input type="checkbox"/> Deployed email address: <a href="mailto:firstname.lastname@luke.af.mil">firstname.lastname@luke.af.mil</a></li> <li><input type="checkbox"/> DACT Facility phone numbers: DSN 896-4292/7090/7310 (comm 623-856-)</li> <li><input type="checkbox"/> Note: CAC Cards are required for all visiting personnel to have access to Luke's network; if you have any questions regarding this process, contact 56 OSS/CCA (ext 3388)</li> </ul> </li> <li><input type="checkbox"/> Contact the lodging office (ext 3941) with billeting requirements (let lodging know that the reservation falls under the DACT category)                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Visiting units will be billeted in base transient quarters and/or off-base contract quarters, as space is determined by the lodging office; lodging room requirements must be submitted at the earliest possible time to ensure availability</li> <li><input type="checkbox"/> Active duty personnel are responsible for paying their individual accounts whether billeted on or off base</li> <li><input type="checkbox"/> Members will file a travel voucher for reimbursement upon return to home station. Individual Mobilization Augmentees (IMA), Air Reserve Components (AFRC), and Air National Guard (ANG) personnel pay room charges individually; in this case local IMA, AFRC, or ANG representatives will pay room charges via a Government Travel Card (GTC)</li> </ul> </li> </ul> |                      |

- Lodging no longer accepts payments via a fund site or obligation authority; unit billing must be paid via a GTC regardless of the unit status (Active, Reserve, or Guard)
- Contact 56 FW Safety Office (ext 6104) to schedule a Local Conditions Briefing for all personnel who will be TDY to Luke for 30 days or more
- Coordinate Link-16 issues and local guidance requirements with the 56 OSS/OSK Link-16 Manager (ext 7181)
- Three weeks prior to arrival, contact Airfield Management, 56 OSS/OSAA (ext 9636) and provide type and number of aircraft, arrival and departure times, any special arrival requirements, and obtain PPR numbers

**NLT 14 Days Out/ (date)**

\_\_\_\_\_ The HPO will: **Date Complete**\_\_\_\_\_

- Coordinate with 56 EMS/MXMG for AGE support. Visiting unit will provide personnel for AGE delivery

\_\_\_\_\_ The VPO will: **Date Complete**\_\_\_\_\_

- Complete Vehicle Request Letter and email to [udi.dispatch@luke.af.mil](mailto:udi.dispatch@luke.af.mil) (contact 56 LRS/LGRMDO at ext 3702 or ext 3050 with questions)
  - If 28-pax buses are issued to the visiting unit to transport personnel to and from off-base contract quarters, the visiting unit must provide qualified licensed drivers to operate buses
- The visiting unit must obtain rental vehicles on their GTC or Government Purchase Card; coordinate with transportation personnel to determine the amount of funds required for vehicle rental
- Contact 56 LRS/LGRRA (ext 6073) for uploading/downloading of support (cargo) aircraft, and 56 LRS/LGRMDC (ext 7715) for any surface cargo transportation requirements
  - Revalidate arrival requirements and pass specific airlift load information (number and weight of all aircraft pallets, number of passengers, etc.) to 56 LRS/LGRRA three days prior to departure
- Call Luke AFB lodging (ext 7441) or send email with the following information to [56sys.reservations@luke.af.mil](mailto:56sys.reservations@luke.af.mil): name, rank, SSAN, dates, Government Travel Card number, and address of all personnel
- Complete the Reduced Runway Separation (RRS) agreement letter and send copies to 56 OG/OGV and 56 OSS/OSAA for distribution (ext 7342)

**NLT 7 Days Out/ (date)**

\_\_\_\_\_ The HPO will: **Date Complete**\_\_\_\_\_

- Schedule 56 OG/OGV to give local area brief to visiting unit prior to first flights
- Contact 56 OSS/OSAA (ext 7342) and ensure visiting unit has PPR numbers and arrival times on file

- Contact the flight crew of the unit providing military airlift and determine aircrew billeting and coordinate with 56 LRS/LGRMDO for aircrew transportation if required; have the weights of pallets available
- Schedule a date/time to meet with 56 OSS/OSK DACT Facility Manager: get facility tour, check on supplies and computers, sign out keys to the DACT facility, and receive safe combination change key
- Ensure host squadron Stan/Eval provides local in-flight guides to visiting pilots
- Ensure host squadron schedulers are handling all flying-related issues (airspace, tankers, ranges, etc.)
  - At least 50% of DACT sorties must be flown to support PFT
  - If the host squadron cannot use the DACT asset, they must offer the support to another squadron before scheduling them for CT

\_\_\_\_\_ The VPO will: **Date Complete**\_\_\_\_\_

- Call Transportation Dispatch (ext 6866) to check on GOV status

Arrival/ \_\_\_\_\_ (date)

\_\_\_\_\_ The HPO will: **Date Complete**\_\_\_\_\_

- Be available for arrival of ADVON and main body/aircraft to welcome, and provide orientation of DACT facility, keys and safe procedures
  - Give the safe combination change key to the VPO
- Ensure **Local Area Brief documented IAW AFI 11-202 V2, LAFB Sup 1**
  - The LAO briefing and attendance sheet are located on the OGV homepage
  - Provide OGV with a completed attendance sheet
- Schedule the 56 OG/CC to meet the Detachment Commander upon arrival
- Ensure host squadron schedulers work with the visiting unit ADVON to input schedules into GTIMS and help the visiting unit edit the program
  - Contact 56 OSS/OSOS with questions (ext 7193)
- Ensure dissimilar formation procedures are briefed, the most restrictive Training Rules are adhered to, and squadron IPs receive a DACT capabilities/limitations and ROE briefing
- Assist the VPO with munitions after arrival; coordinate munitions support requirements with 56 EMS/MXMW

\_\_\_\_\_ The VPO will: **Date Complete**\_\_\_\_\_

- Take the safe combination change key and change the safe combo from the out of use combo (50-25-50) to desired combo
- Fill out a SF-700 with the new combo, seal it and store it in a different safe (i.e., store the OPS combo in the MX safe and MX combo in the OPS safe)

## Attachment 3

## REDEPLOYMENT CHECKLIST

**1 Week Prior to Redeployment/** (date)

\_\_\_\_\_ The HPO will: **Date Complete**\_\_\_\_\_

- Schedule the 56 OG/CC for an out-brief with the Detachment Commander

\_\_\_\_\_ The VPO will: **Date Complete**\_\_\_\_\_

- Surface movement, contact 56 LRS/LGMRDC, Cargo Movements (ext 7715)
  - o Provide signed DD 1149 showing a fund cite for return shipment of cargo.
  - o All cargo must delivered to building 948 one day prior to shipping.
- Airlift movements, contact 56 LRS/LGRRA, Air Terminal Operations (ATO) (ext 6073)
  - o Units shipping hazardous cargo must provide a letter signed by the unit commander identifying the hazardous cargo certifying official.
  - o The following documentation is required from the visiting unit so ATO can perform a Joint Inspection.
    - Shippers Declaration of Hazardous Goods for all hazardous cargo as identified in AFJMAN 24-204.
    - Cargo load lists and packing list with Transportation Control Number (TCN).
    - DD Form 1387-2 if required for classified or sensitive cargo.
    - Copy of the visiting unit's TDY orders, and computerized listing of all personnel travelling on the support airlift. ATO will provide a blank computerized list to the unit.

**1 Day Prior to Redeployment/** (date)

\_\_\_\_\_ The VPO will: **Date Complete**\_\_\_\_\_

- Complete all documentation, cargo preparation (ready to load), and cargo delivery to Building 400 by **0900 hours the day prior** to scheduled cargo loading
- All baggage, except hand carried items, will be loaded at the same time as the 463L cargo pallets

**Redeployment/** (date)

\_\_\_\_\_ The HPO will: **Date Complete**\_\_\_\_\_

- Contact the flight crew of the unit providing military airlift and determine aircrew billeting and coordinate with 56 LRS/LGRMDO for aircrew transportation if required; have the weight of pallets available
- Conduct DACT building inspection prior to visiting unit departure; ensure building is returned in the same condition in which it was received

- Ensure the VPO returns both the OPS and MX safes to the original combo (50-25-50) once the classified materials are removed
- Return keys to the 56 OSS/OSK DACT Facility Manager **within one week** of visiting unit departure

\_\_\_\_\_ The VPO will: **Date Complete**\_\_\_\_\_

- Ensure all vehicles are returned to vehicle dispatch in a clean and serviceable condition prior to departure from Luke AFB
- Ensure DACT building is left in the same condition in which it was received (boards clean, furniture returned to appropriate rooms, trash emptied, safe combos returned to 50-25-50 when classified is removed)

**Post-deployment/ (date)**

\_\_\_\_\_ The VPO will: **Date Complete**\_\_\_\_\_

- Complete an After-Action Report within one week of the redeployment date and forward to the HPO

\_\_\_\_\_ The HPO will: **Date Complete**\_\_\_\_\_

- Complete an After-Action Report within two weeks of the redeployment date and forward to 56 OSS/OSK for coordination

**Attachment 4****STAFF SUMMARY SHEET COORDINATION**

1.2. SSS will be routed as follows:

1.2.1. FS/CC	Action COORD
1.2.2. 56 OSS/DO	Action COORD
1.2.3 56 OSS/CC	Action COORD
1.2.4. 56 EMS/MXMT and MXMW	Action COORD
1.2.5. 56 EMS/MXM	Action COORD
1.2.6. 56 EMS/CC	Action COORD
1.2.7. 56 MOS/CC	Action COORD
1.2.8. 56 CMS/CC	Action COORD
1.2.9. 56 MXG/CC	Action COORD
1.2.10. 56 LRS/LGRRP	Action COORD
1.2.11. 56 LRS/CC	Action COORD
1.2.12. 56 SVS/CC	Action COORD
1.2.13. 56 CES/CC	Action COORD
1.2.14. 56 MSG/CC	Action COORD
1.2.15 56 MDG/CC	Action COORD
1.2.16 56 RMO/CC	Action COORD
1.2.17 944 OG/CC	Action COORD
1.2.18. 56 OSS/OSA	Action COORD
1.2.19. 56 OG/CC	Action COORD
1.2.20. 56 FW/CC	Action APRV

Attachment 5

COORDINATION CHECKLIST PHONE NUMBERS

<u>AGENCY</u>	<u>TELEPHONE</u>	<u>REMARKS</u>
56 FW/XPL	3688	
56 OG/OGV	3839	Local Procedures
56 OSS/OSTWT	7181	
56 OSS/OSTW	6417	
56 OSS/OSAA, Airfield Operations	7342	PPR & Local Sorties
56 OSS/OSO, Current Operations	7193	Taxiway E Use
56 RMO/ACTS, ACMI Requests	6905	
56 RMO/ASMS Range Scheduling	3185	
LODGING (SVML)	3941	
BUDGET (FMA)	7009	
CONTRACTING (CCD)	7162	
R.V. HENSMAN D. F. (SVMF)	6396/7097	
FUELS (LGRF)	6213/4	
SAFETY (SE)	6941	
PHYSICAL SECURITY NCO (SFOXA)	6814	
TRANSIENT ALERT (LGMT)	620456	
56 LRS/LGRRA	6073	Airlift Aircraft Support
56 LRS/LGRMDO	3702	Vehicle Support
56 LRS/LGRMDC	7715	Surface Cargo
56 EMS/MXM	5709	
56 EMS/MXMW	7662	
56 EMS/MXMWMA	4572	Munitions Accountability
56 CMS/MXM	5765/6	Hush House/H-70 Hydrazine Support
56 CES/CED (EOD)	6427	

## ATTACHMENT 6

## Deployment Data Planning Sheet

DATE \_\_\_\_\_

UNIT DEPLOYING \_\_\_\_\_ HOME STATION \_\_\_\_\_

PROJECT OFFICER \_\_\_\_\_ DSN \_\_\_\_\_

NO. OF A/C \_\_\_\_\_ SORTIES PER DAY \_\_\_\_\_

NO. OF SUPPORT A/C \_\_\_\_\_ PAX \_\_\_\_\_ LOADED \_\_\_\_\_ UNLOADED \_\_\_\_\_

WEIGHT OF SUPPORTED CARGO \_\_\_\_\_ LOADED \_\_\_\_\_ UNLOADED \_\_\_\_\_

NO. OF SUPPORTED 463L PALLETS / WHEELED EQUIPMENT \_\_\_\_\_

DATES OF  
DEPLOYMENT \_\_\_\_\_

ARRIVE LUKE \_\_\_\_\_ DEPART LUKE \_\_\_\_\_

UNIT BEING SUPPORTED/POC \_\_\_\_\_

SCENARIO(S) \_\_\_\_\_

NBR OF OFFICERS (O-6 AND ABOVE) \_\_\_\_\_ NBR OF FEMALE OFF \_\_\_\_\_

NBR OF OFFICERS (O-5 AND BELOW) \_\_\_\_\_ NBR OF FEMALE OFF \_\_\_\_\_

NBR OF ENLISTED (E-7 AND ABOVE) \_\_\_\_\_ NBR OF FEMALE ENL \_\_\_\_\_

NBR OF ENLISTED (E-6 AND BELOW) \_\_\_\_\_ NBR OF FEMALE ENL \_\_\_\_\_

REMARKS: \_\_\_\_\_

NOTE: Funding should be arranged before coordination begins. This information must be provided to OSK NLT 40 days prior to unit's arrival, allowing the 56 FW/CC a 30-day advance notice.