BY ORDER OF THE SECRETARY OF THE AIR FORCE

SPACE FORCE MANUAL 10-406

2 NOVEMBER 2023

Operations

UNIT TYPE CODE MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at **www.e-Publishing.af.mil**

RELEASABILITY: There are no releasability restrictions on this publication

---

OPR: SF/COO/S7O

Certified by: SF/COO
(Lt Gen DeAnna M. Burt)

Pages: 34

This publication implements Space Force Policy Directive (SPFPD) 10-4, *Global Force Management* and is consistent with Chairman Joint Chiefs of Staff Manual (CJCSM) 3150.24E *Type Unit Characteristics Report (TUCHAREP),* and Space Force Instruction (SPFI) 10-401, *Global Force Management and SPAFORGEN*. It provides guidance and procedures on the development, maintenance, and reporting of unit type codes throughout the United States Space Force (USSF). This publication accompanies Department of the Air Force Manual (DAFMAN) 10-406, *Unit Type Code Management,* and applies to all civilian employees of the Department of the Air Force (DAF) working for the USSF and uniformed members of the USSF. This publication does not apply to the Regular Air Force, Air Force Reserve or Air National Guard. Where this instruction conflicts with Department of Defense (DoD) or Joint guidance, higher-level guidance takes precedence. Refer recommended changes to the USSF Force Generation Division (SF/S7O) at **hqsf_ussf.s7o_workflow@spaceforce.mil** on a DAF Form 847, *Recommendation for Change of Publication*; route all DAF Form 847s from the field through the appropriate functional chain of command. Subordinate commands may supplement this instruction; send a copy to SF/S7O. Ensure all records created because of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program* and are disposed in accordance with the Air Force records Disposition Schedule, which is located in the Air Force Records Information Management System. The authorities to waive unit, delta or garrison level requirements in this publication are identified with a Tier (T-0, T-1, T-2, T3) number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. The use of the name or mark of any specific manufacturer, commercial

product, commodity, or service in this publication does not imply endorsement by the Department of the Air Force.

Chapter 1

UNIT TYPE CODE PURPOSE AND BACKGROUND

1.1. Overview. Unit type codes (UTCs) are managed at all levels of military organizations. Office of the Chief of Space Operations, Global Force Management division (SF/S7O) oversees all USSF UTC management processes and coordinates with the Air Force War Planning and Policy Division (AF/A3OD) for matters that concern both Services. DAF organizations maintain UTCs on a regular basis to present the most current and accurate capabilities to commanders at all levels for use in operation plans and other planning systems.

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

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

1.2. UTC Definition. A UTC is a capability focused on accomplishing a specific mission. It consists of a mission capability (MISCAP) statement and a combination of two additional UTC elements: manpower force element (MFE) and/or logistics detail (LOGDET). UTCs are right-sized, modular and scalable, and are not theater or unit specific unless approved by SF/S7O.

1.2.1. UTCs are a unique, 5-character alphanumeric code. UTC capabilities are categorized into a class (UTC group) having common distinguishing characteristics controlled by SF/S7O and defined by CJCSM 3150.24E. For most functional areas, the USSF further defines the remaining characters to identify distinct capabilities in each. See **Table A2.1** for details.

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

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

1.3.1. Standard UTCs:

1.3.1.1. Standard UTCs define standard, full mission capabilities.

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

1.3.1.3. Standard UTCs have MFE and/or LOGDET components. If a UTC contains both MFE and LOGDET components, do not split the MFE and LOGDET between two separate UTCs (i.e., some UTCs support the manpower and equipment for a capability).

1.3.1.4. The MISCAP Statement associated with a standard UTC defines the basic mission the UTC is capable of accomplishing. See **paragraph 1.4.4** for details.

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

1.3.1.5.1. Identifies a complete capability (i.e., crew level and above).

1.3.1.5.2. Avoid one-person and two-person UTCs unless the UTC represents the logical team or packaged size capability (e.g., Theater Liaison Officers (LNOs)).

1.3.1.6. Non-Unit and/or Non-Theater Specific. UTCs define capabilities, not units or theaters. Units with a common mission set, but different sizes or geographic areas of responsibilities, do not justify distinct UTCs.

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

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

1.3.2. Non-Standard UTCs:

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

1.3.2.2. USSF Non-Standard UTCs have a DEPID of 9. See **Table 1.2** for details.

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

1.3.2.4. Non-Standard UTCs are defined by the UTC group followed by "Z99," or "ZZZ." Unit designations and functional areas with multiple DEPIDs may be exempt from the "Alpha" construct due to character limitations. SF/S7O determines the UTC construct for these instances.

1.3.2.5. Non-Standard UTCs are developed with full coordination by USSF FAMs through SF/S7O. The USSF FAM processes DEPID 9 UTCs in coordination with the Field Command (FLDCOM) Readiness Office (or equivalent).

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

1.4.1. MEFPAK Responsible Agency (MRA). The MRA is a single point of contact for all UTC actions within the FLDCOM.

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

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

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

1.4.4.1. Must include basic capability in plain language, primary operating locations (e.g., main operating base, forward operating base, forward operating site), and UTCs that must be deployed in conjunction. **(S71).**

1.4.4.2. May include Air Force Specialty Code (AFSC) substitution rules, functional account codes (FAC) and Personnel Accounting Symbol (PAS) codes, hand-held equipment requirements, weapons qualifications, designed shifts (3x8-hour shifts for 24/7 operations), and any other specific requirements or allowable modifications except references to specific line numbers. UTCs may be designed with appropriate wording in the MISCAP Statement to accommodate a unique unit. Do not create UTCs solely to accommodate special circumstances, but, instead, write MISCAPs that accommodate similar units/capabilities with special circumstances.

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

1.4.4.4. Direct Support UTCs must be identified under the Direct Support UTCs field.

Figure 1.1. MISCAP Example.

MISCAP Classification

UNCLASSIFIED

Supports UTC 5SZZ1 (ORBITAL CANNON COMBAT SQUADRON). Provides one crew to operate the X-99A ORBITAL CANNON. Capable of covering up to 12 hours of crew operations when tasked by itself. This UTC must be postured five times to provide 24/7 capability with a minimum of two crews for limited duration surge operations. Requires 5SZP1 (ORBITAL CANNON MPC), 5SZP2 (ORBITAL CANNON MSE), PSZZ8 (ORBITAL CANNON ISR), and 6SZZ4 (ORBITAL CANNON CYBER TM) to be tasked for 24/7 operations. Requires two 13S and three 5S (substitutions are authorized at Commander's discretion).

NOTE: Example does not represent an actual MISCAP but is included to provide a notional example and the unclassified level.

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

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

1.4.5.2. UTC LOGDETs adhere to the following guidelines:

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

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

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

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

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

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

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

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

1.4.5.2.9. The LOGDET must not list contents of mobility readiness spares packages, consolidated tool kits, administrative supplies (e.g., pens, pencils, and paper), medical supplies, or civil engineer kits unless directed by the MISCAP Statement. **(T-1).** The LOGDET does not capture expendable requirements that fluctuate based on mission needs. Pilot and Non-Pilot Units are responsible for maintaining local inventories for these items. LOGDET item dimensions and weights will reflect an estimate of the average needed to fulfill the MISCAP Statement. **(T-1). Exception**: All hazardous or supply Use Code "A" items will be reflected in the LOGDET. **(T-1).**

1.4.6. MFE. Identifies the minimum manpower requirements needed to meet a UTC MISCAP Statement. Base the MFE on expected shifts, level of support, and required skill and grade to accomplish the UTC MISCAP Statement.

1.4.6.1. Contains the following manpower detail elements:

1.4.6.1.1. FAC (mandatory).

1.4.6.1.2. AFSC (mandatory).

1.4.6.1.3. Grade (mandatory for officer and civilian requirements).

1.4.6.1.4. Special Experience Identifier.

1.4.6.1.5. Command Remarks.

1.4.6.1.6. Quantity (mandatory).

1.4.6.2. The MFE is based solely on UTC MISCAP Statement requirements developed by the Pilot Unit in coordination with the FLDCOM Mission Area Team (MAT) FAM, reviewed by the MRA. MFE is validated and approved by the Air Force Manpower Analysis Agency (AFMAA).

1.4.6.3. UTC development should consider the difference between 24-hour availability and 24-hour coverage. The difference between requiring personnel to be present vice on call around the clock can mean tremendous impacts in personnel resources.

1.4.6.4. Other than when documented by a valid Air Force Manpower Determinant, MFE does not justify manpower requirements.

1.4.7. Other UTC data.

1.4.7.1. Title. UTC titles are a 31-character (maximum) brief description of the UTC capability and format is contained in **Table 1.1**.

Table 1.1. UTC Title Format.

CHARACTERS	DESCRIPTION
1-3	Force Type (Described in Attachment 2)
4	Blank
5-30	Force Description
31	Blank
EXAMPLE:	
SPC ORBITAL CANNON	
ISR SECRET SQUIRREL	

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

Table 1.2. DEPID Codes.

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

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

1.4.7.4. Passengers (PAX). Total number of manpower requirements requiring transportation.

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

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

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

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

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

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

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

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

1.4.7.13. Deployment Echelon. Facilitates deployment planning by identifying movement priority of equipment and personnel. See **Attachment 3**.

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

1.5. UTC Management Systems.

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

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

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

1.5.4. Type Unit Characteristics (TUCHA). The joint registry for all service UTCs updated quarterly by the Joint Staff Support Center. On behalf of SF/S7O, AF/A3OD exports DCAPES files used to update UTCs within the TUCHA database.

1.5.5. UTA. Database within the DCAPES that stores UTCs postured to DAF units. Posturing is the process where UTCs are assigned to units tasked to provide and maintain the capability.

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

Chapter 2

ROLES AND RESPONSIBILITIES

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

2.2. SF/S7O.

2.2.1. Acts as USSF MEFPAK manager. Responsible agency for reviewing, coordinating, and approving all USSF UTCs.

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

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

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

2.2.5. Will coordinate UTC reviews with the MAT FAMs and MRA Manager and ensure timely responses.

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

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

2.2.8. Will conduct initial and reoccurring UTC development and maintenance training for FLDCOM FAMs.

2.2.9. Will coordinate with AF/A3OD on creation, modification, and deletion of UTCs that may have impacts to both services.

2.2.10. Will coordinate with AF/A3OD to publish SF/S7O approved UTCs into MEFPAK.

2.2.11. Will coordinate with AF/A3OD to submit USSF TUCHA updates to the Joint Staff Support Center to ensure most current USSF capabilities are available for planning and execution.

2.2.12. Will coordinate with AF/A3OD to accomplish monthly LOGFOR Packaging equipment data imports into the MEFPAK database to provide current equipment packages for planning and execution. Acts as the DAF MFE manager and will manage MFE for all DAF UTCs.

2.2.13. Will coordinate with AF/A3OD to ensure validation and approval of all MFE adds, changes, and cancellations with UTC process owners.

2.2.14. Will coordinate with AF/A3OD to ensure the performance of AFSC and FAC direct conversion actions of the MFE.

2.2.15. Will coordinate with AF/A3OD to ensure the utilization of DCAPES to validate and approve MFE in UTC Requests

2.3. USSF FAM for Capability Management (CFAM).

2.3.1. USSF deviates from the AF by delineating FAM roles responsibilities between the following functional areas: Readiness (RFAM), Global Force Management (GFAM), and Capability Management (CFAM).

2.3.2. Assigned to SF/S7O as primary point of contact (POC) and appointed by Director of the Force Generation division (SF/S7O).

2.3.3. The CFAM is the USSF validator of all new, changed, and cancelled UTCs. They will conduct reviews to ensure each UTC represents a single capability and ensures MRA conducts a periodic review of UTCs at least biennially.

2.3.4. As part of the periodic review process, the CFAM will evaluate and standardize UTCs with similar manpower and equipment requirements for consistency across FLDCOMs.

2.4. AFMAA. DAFMAN 10-406 describes the responsibilities of AFMAA as the following:

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

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

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

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

2.5. MRA.

2.5.1. Assigned to a FLDCOM Staff (or equivalent) to develop and maintain specific UTCs. The designation of this individual will be communicated to SF/S7O for tracking purposes.

2.5.2. Will appoint a MRA Manager as a single POC for all FLDCOM UTC actions. **(T-1)**.

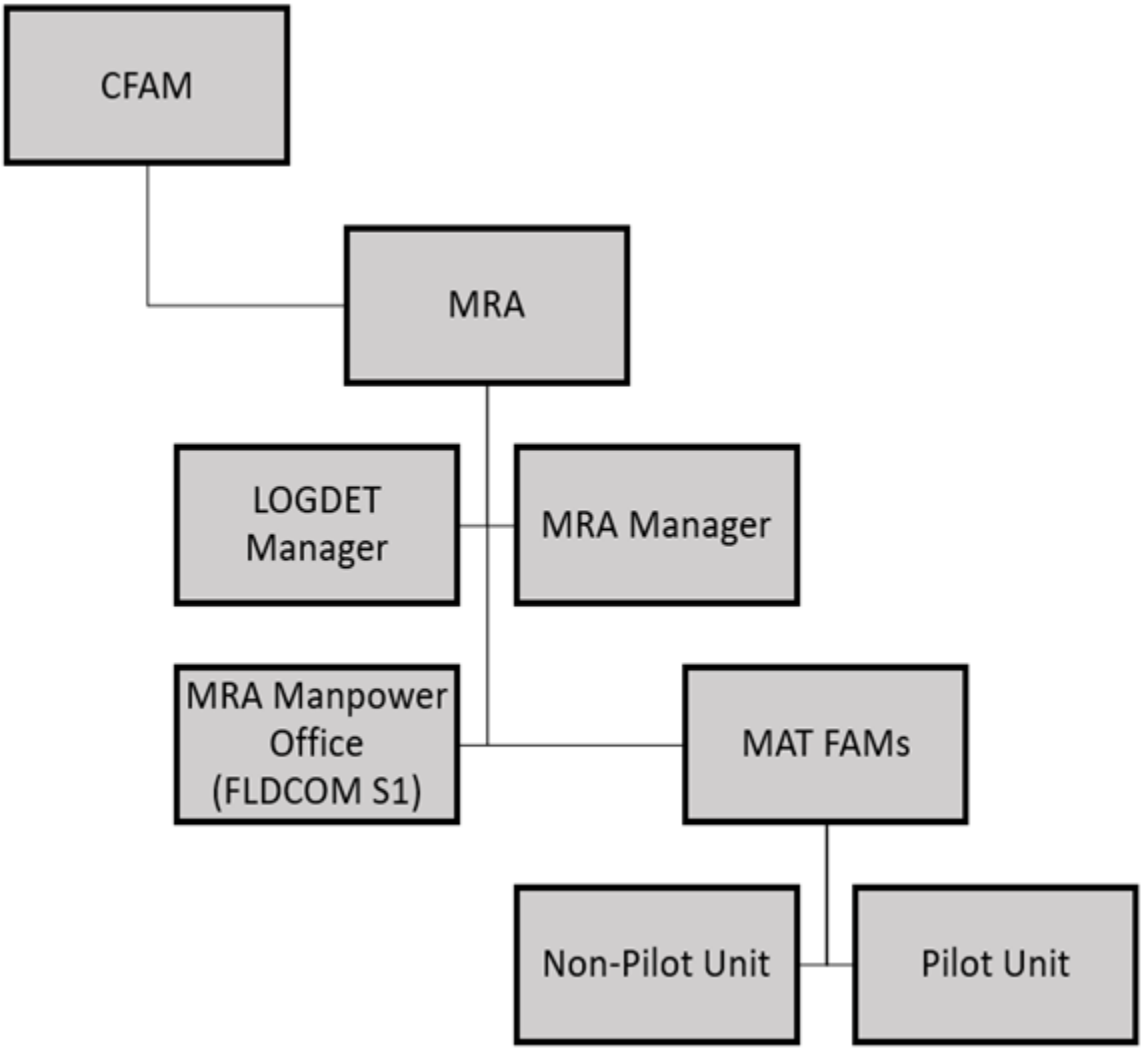
2.5.3. Must coordinate UTC actions within its headquarters and with all other commands and agencies that utilize the UTCs to ensure the capability meets all user requirements, to include AF Reserve Command and the National Guard Bureau. **(T-1)**. Will forward UTC impasses to the CFAM or appropriate USSF FAM for resolution. **(T-1)**.

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

2.5.5. Must ensure UTC coordination with FAMs at every level (Pilot Unit, FLDCOM, and SF/S7O) prior to submitting the DCAPES UTC request to the CFAM. **(T-1)**.

2.5.6. The MRA is responsible for UTC coordination as seen in **Figure 2.1**.

Figure 2.1. UTC Hierarchy Authority.



2.6. MRA Manager.

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

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

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

2.6.4. Serves as the office of primary responsibility (OPR) for periodic review of all UTC elements in conjunction with AFMAA, MAT FAM, MRA manpower office (FLDCOM/S1), FSM officer (FSMO), and MRA LOGDET manager, as necessary. As part of the periodic review process, will evaluate and standardize UTCs with similar manpower and equipment requirements for consistency across FLDCOMs. (T-2).

2.6.5. Will establish timelines to prevent overdue periodic UTC reviews. DCAPES automatically flags UTCs for reviews on a biennial basis. (T-2).

2.6.6. Ensures current contact information POC, e-mail, and government phone number is on file with SF/S7O.

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

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

2.6.9. Will coordinate UTC cancellations with appropriate AF/A3OD for deconfliction, space component plans or FLDCOM offices for TPFDD actions, and with MRA FAMs for UTA posturing actions. (T- 1).

2.6.10. MRA manager will ensure the CFAM approves the UTC development prior to submitting new UTC capability in DCAPES and LOGMOD. **(T-1)**.

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

2.6.12. Will attend UTC management teleconferences conducted by SF/S7O. **(T-1)**. **NOTE:** As of the writing of this publication, the only MRA Manager exists within the SpOC through DCG-S/S1R.

2.7. MRA LOGDET Manager.

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

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

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

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

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

Table 2.1. LOGDET Deficiencies.

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

2.7.6. MRA LOGDET Manager will submit the UTC LOGDET to SF/S7O once validated and approved by the MRA FAM. **(T-1).** Will submit the UTC LOGDET within 3 business days of the DCAPES UTC request. **(T-1).**

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

2.7.8. MRA LOGDET Manager will attend UTC management teleconferences conducted by SF/S7O. **(T-1).**

2.8. MRA Manpower Office / FLDCOM S1.

2.8.1. Will provide UTC manpower detail to MRA FAMs for review. **(T-1).** Will update MFE based on coordinated inputs to include grade, AFSC, special experience identifier, FAC and minimum manpower quantities to support the UTCs MISCAP statement. **(T-1).**

2.8.2. Will ensure UTC manpower requirements (MFE) do not exceed unit manpower document funded authorizations. **(T-1).**

2.8.3. Will input only AFMAA approved MFE data into the MEFPAK database. **(T-1).**

2.8.4. Will submit AFSC and FAC conversions, if applicable. **(T-1).**

2.8.5. Will attend UTC management teleconferences conducted by SF/S7O. **(T-1).**

2.8.6. Will assist FAMs with computing manpower costs in accordance with AFI 38-101, *Manpower and Organization*. **(T-2).**

2.9. FSM Officer.

2.9.1. Resides at the 635th Supply Chain Operations Wing and will review AF Form 601, *Authorization Change Request,* with the MRA FAM. **(T-1).**

2.9.2. Will provide complete list of FSM module UTC authorizations for validation and certification during UTC periodic reviews. **(T-1).**

2.9.3. Will review FSM Module UTC requirements and requests MRA FAM justification for authorizations inconsistent with Pilot Unit requirements and Non-Pilot Unit posturing. **(T-1).**

2.9.4. Will assist the MRA LOGDET Manager and the FAM with reviewing applicable equipment items for currency and validity. **(T-1).** Reviews will include:

2.9.4.1. Validating items as expendable, recoverable, reparable and non- expendable category codes S or U and verify requirements meet threshold for accountability in accordance with AFI 23-101, *Materiel Management Policy*. **(T-1).**

2.9.4.2. Ensuring authorizations are leveraged against Prime NSN if part of an interchangeable and substitute group. **(T-1).**

2.10. MAT FAM.

2.10.1. Appointed by the FLDCOM DCG-O or equivalent and communicated via memorandum to the MRA, MRA Manager, and SF/S7O.

2.10.2. Will coordinate all UTC action requests with the MRA Manager. **(T-1).** UTC changes, additions, and deletions must be coordinated with all appropriate POCs prior to submitting action requests to the MRA Manager. **(T-1).** Prior coordination with SF/S7O FAMs is recommended.

2.10.3. Will participate in the periodic review process as directed by the MRA Manager. **(T-2).** As part of the periodic review process, will evaluate and standardize UTCs with similar manpower and equipment requirements for consistency across FLDCOMs. **(T-1).**

2.10.4. Will designate Pilot Units to develop and maintain UTCs. Designate Pilot Units at the squadron level whenever possible. Ensure Pilot Units have the means (manpower and/or equipment) to develop UTC requirements. **(T-1).**

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

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

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

2.10.5. Will develop MFE for assigned UTCs and submit changes to the MRA manpower office for action. **(T-2).**

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

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

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

2.11. Pilot Unit.

2.11.1. Responsible for developing and maintaining assigned UTCs. Appointed in writing by MAT FAMs using the unit designator. The MAT FAM may retain Pilot Unit responsibilities**.**

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

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

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

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

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

2.11.5.2. Pilot Unit's UDM or functional area representative for a designated UTC will use the DPAS to ensure all allowance standard mobility- coded (Use Code "A") items are loaded in the standard UTC LOGDET. **(T-1).** Pilot Units will obtain access to the accountability system via the nearest logistics readiness squadron equipment management element. **(T-1).** Pilot Units that are not collocated on a military installation that have access to Integrated Logistics System - Supply (ILS-S) will request assistance from the nearest logistics readiness squadron equipment management representative to gain DPAS access. **(T-1).**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2.12. Non-Pilot Unit.

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

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

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

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

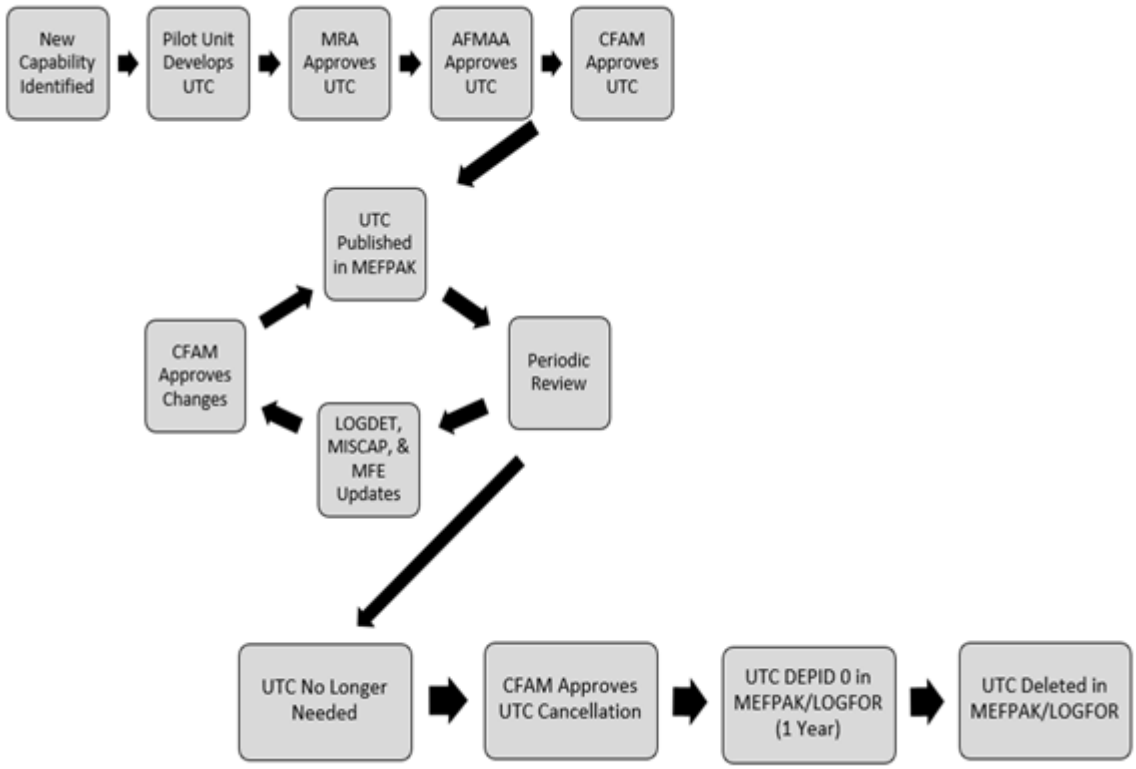
2.12.5. Will procure and maintain all equipment and supply items identified by the UTC MISCAP Statement and LOGDET. **(T-2).** Non-Pilot Units will establish a process for budgeting and procuring equipment and expendable items required to support the UTC. **(T-1)**

Chapter 3

UTC LIFE CYCLE

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

Figure 3.1. UTC Life Cycle.



3.2. Cause for New UTCs.

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

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

3.2.2.1. New equipment or new mission enters the inventory. Do not develop a new UTC for small-scale changes to existing equipment items that do not affect the MISCAP Statement of an existing UTC.

3.2.2.2. New capability. A new capability can support a new mission, the evolution of a prior capability (e.g., changes in communications technology), or a new capability replacing an existing function. If a new capability is replacing an existing one, the outdated UTC should be cancelled following guidance in **paragraph 3.5.1**. UTCs should not remain in the MEFPAK database when a newer capability exists.

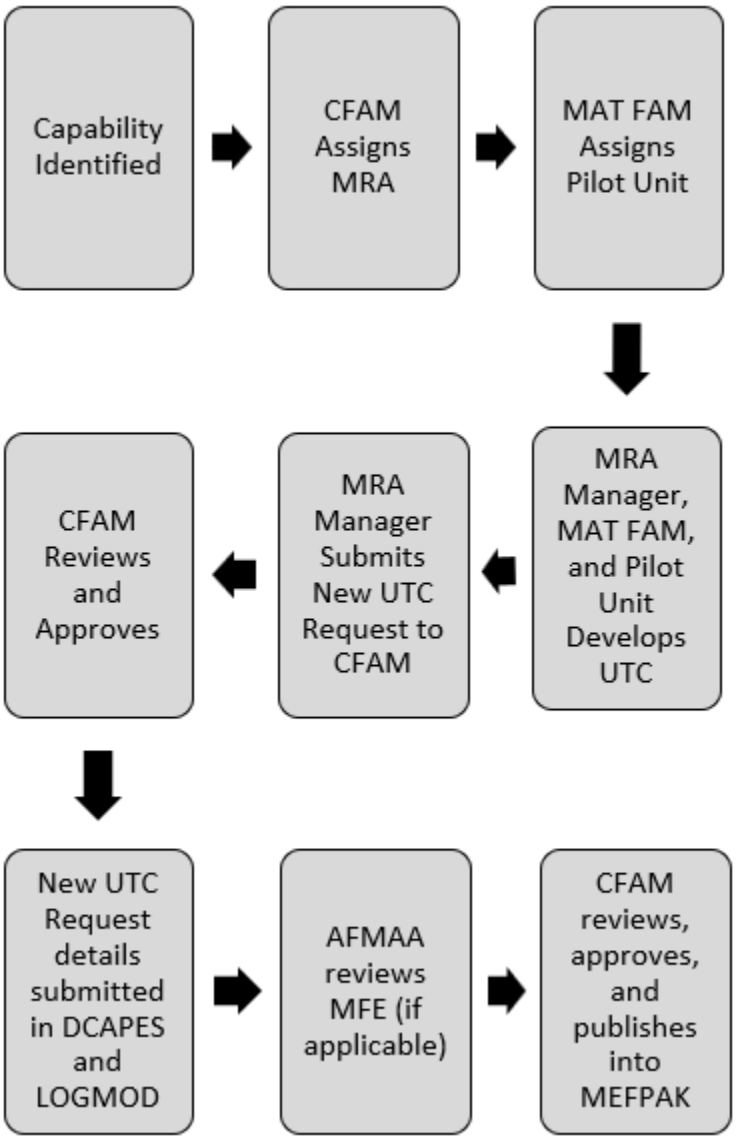
3.2.2.3. Augmentation of an existing capability. UTCs may augment existing UTCs, but do not develop an augmentation UTC as a stand-alone capability. As an example, an Electronic Warfare UTC may require augmentation to match increased equipment requirements. Augmentation UTCs should be limited as the manpower should be included in the standard UTC.

3.2.2.4. Unit mission changes. A UTC does not define or determine unit manpower requirements. UTCs should not be created if a unit's home station mission changes or new units are stood up unless those units present a new capability. Changes to a unit's mission or manpower requirements will require a review of the unit's UTCs that are postured in accordance with SPFI 10-401.

3.3. UTC Development Process.

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

Figure 3.2. UTC Development Process.



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

3.3.2.1. Is this a new capability?

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

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

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

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

3.3.4. The MAT FAM will assign a Pilot Unit according to the guidelines in **paragraph 2.10.4**. **(T-1).**

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

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

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

3.3.8. The CFAM will coordinate with the GFAM to review for functional relevance along with accuracy and certify that the capability does not currently exist in the MEFPAK database. The CFAM will then approve or disapprove UTC creation (New UTC Request) in DCAPES.

3.3.9. After the CFAM approves the request, the MRA will complete the UTC build by filling out the MFE details in UTC Requests. **(T-1).** Once completed, the MRA will submit the new UTC request through the DCAPES to the MRA Manager.

3.3.10. UTCs with DEPIDs E, 1, 2, or 3 require LOGDETs suffix 1 (see **Table 3.1**) in the LOGMOD and DCAPES UTC Request. Both submissions should be submitted to the CFAM within three (3) business days of one another. CFAM level UTC review in the systems will not begin until both requirements are received. **(T-1).**

Table 3.1. LOGMOD UTC Suffix Code Definitions.

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

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

3.3.12. The CFAM will complete the UTC review within 21 calendar days of receipt for final approval and official MEFPAK publishing.

3.4. UTC Periodic Review Process.

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

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

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

3.4.4. The Pilot Unit, MRA Manager, GFAM, CFAM, and RFAM will review UTC MISCAP Statement and MFE details at least biennially or as directed by Higher Headquarters (as part of total UTC periodic review). **(T-1).** Periodic review must occur even if the MISCAP and MFE detail remains unchanged. **(T-1).** UTC changes, additions, deletions must be coordinated with all prior to submitting action requests to the MRA Manager. **(T-1).**

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

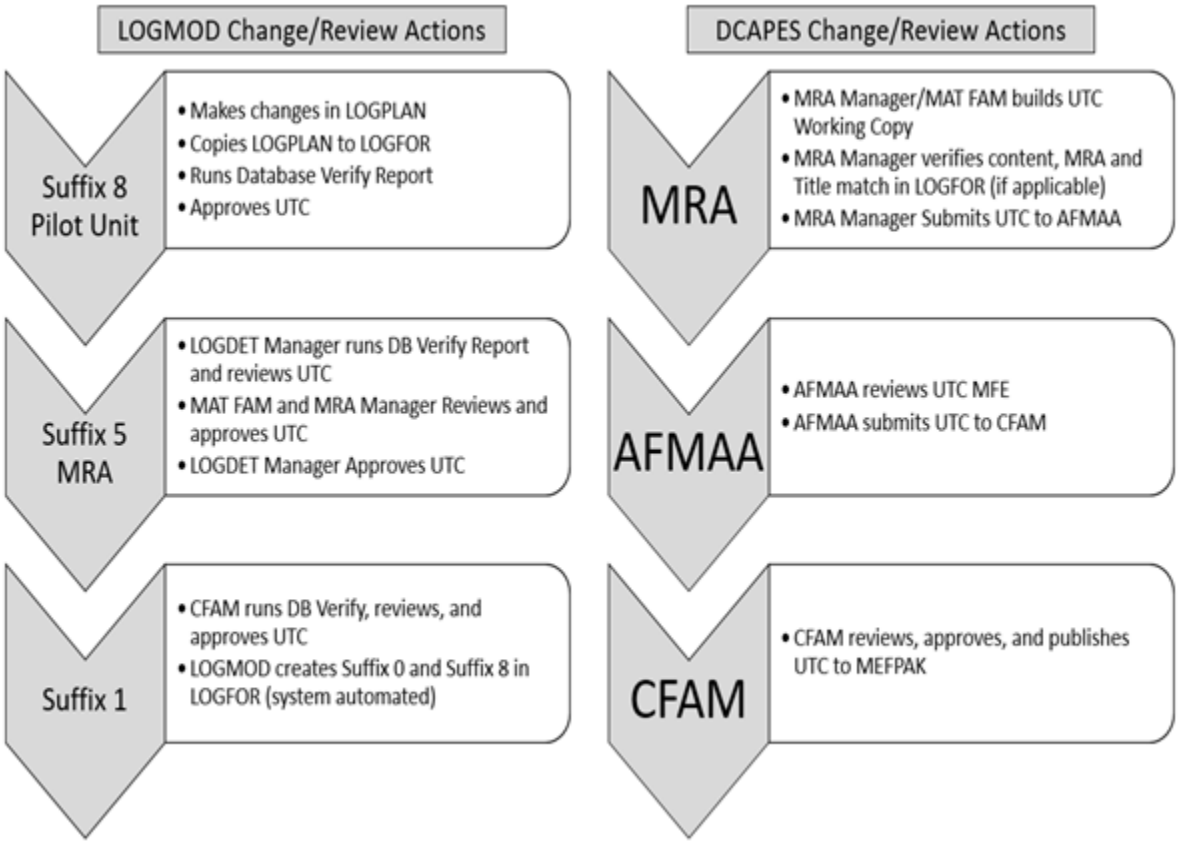
3.4.6. UTCs overdue by 180 days based on the current calendar date and the date listed in the MISCAP Statement are deemed obsolete. The CFAM will direct the MRA Manager to take immediate action to conduct the review or submit for cancellation.

3.5. UTC Changes and Cancellations.

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

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

Figure 3.3. UTC Change Process.



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

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

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

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

3.5.1.3.3. The CFAM will accomplish mass transfers of UTCs with coordination from losing and gaining MRAs. Changes are made directly in the MEFPAK database once all UTCs are current. **(T-1).**

3.5.1.4. UTC Cancellations. UTC cancellations occur when a capability is no longer needed. Cancelling a UTC removes it from the MEFPAK database, the LOGFOR packaging subsystem and the TUCHA database. Do not cancel a replaced UTC until the new UTC is published in the MEFPAK database. **(T-1).**

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

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

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

DEANNA M. BURT
Lieutenant General, USSF
Chief Operations Officer

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 24-604, *Preparing Hazardous Materials for Military Air Shipments*, 9 October 2020

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

AFI 23-101, *Materiel Management Policy*, 22 October 2020

AFI 25-101, *War Reserve Materiel (WRM)*, 27 August 2019

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

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

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

DAFMAN 10-406, *Unit Type Code Management*, 06 October 2021

DTR 4500.9-R-Part II, *Cargo Movement*, May 2014

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

SPFPD 10-4, *Global Force Management*, 23 June 2023

SPFI 10-401, *Space Force Operations Planning and Execution*, 14 September 2023

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

AF Form 601, *Authorization Change Request*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMAA—Air Force Manpower Analysis Agency

AFSC—Air Force Specialty Code

AUTH—Authorized

CFAM—Capability Management Functional Area Manager

CJCSM—Chairman of the Joint Chiefs of Staff Manual

DAF—Department of the Air Force

DAFMAN—Department of the Air Force Manual

DCAPES—Deliberate and Crisis Action Planning and Execution System

DPAS—Defense Property Accountability System

DEPID—Deployment Indicator

DoD—Department of Defense

DSN—Defense Switch Network

DTR—Defense Transportation Regulation

FAC—Functional Account Codes

FAM—Functional Area Manager

FLDCOM—Field Command

FSM—Force System Management

FSMO—Force System Management Officer

GFAM—Global Force Management Functional Area Manager

ILS-S—Integrated Logistics System - Supply

JOPES—Joint Operation Planning and Execution System

LNO—Liaison Officer

LOGDET—Logistics Detail

LOGFOR—Logistics Force Packaging

LOGMOD—Logistics Module

MAJCOM—Major Command

MAT—Mission Area Team

MEFPAK—Manpower and Equipment Force Packaging

MFE—Manpower Force Element

MISCAP—Mission Capability

MRA—MEFPAK Responsible Agency

NAVWAR—Navigation Warfare

NSN—National Stock Number

OPR—Office of Primary Responsibility

PAS—Personnel Accounting Symbol

PAX—Passenger

PID—Plan Identification

POC—Point of Contact

SIPRNet—Secret Internet Protocol Routing Network

SMTF—Space Mission Task Force

SPFI—Space Force Instruction

SPFPD—Space Force Policy Directive

SpOC—Space Operations Command

RFAM—Readiness Functional Area Manager

STONS—Short Tons

TEDREP—Type Unit Equipment Detail Report

TPFDD—Time-Phased Force and Deployment Data

TUCHA—Type Unit Characteristics

TUCHAREP—Type Unit Characteristics Report

UDM—Unit Deployment Manager

ULC—Unit Level Code

UTA—UTC Availability

UTC—Unit Type Code

USSF—United States Space Force

WRM—War Reserve Materiel

Office Symbols

AF/A3OD—Headquarters Air Force for War Planning, Operations and Policy Division

AF/A4L—Headquarters Air Force for Logistics

DCG-S/S1R—Deputy Commanding General-Support, Manpower and Organization

DCG-O—Deputy Commanding General for Operations

SF/COO—Deputy Chief of Space Operations for Operations, Cyber, and Nuclear

Terms

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

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

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

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

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

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

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

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

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

Oversized STONS—1. Large items of specific equipment such as a barge, side loadable warping tug, causeway section, powered, or causeway section, non-powered that require transport by sea.

2—Air cargo exceeding the usable dimension of a 463L pallet loaded to the design height of 96 inches, but equal to or less than 1,000 inches in length, 117 inches in width, and 105 inches in height. Also referred to as oversized cargo.

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

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

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

Attachment 2

FORCE TYPE CODES

Table A2.1. Force Type Codes.

UTC GROUP	FORCE TYPE	Full Description
CS*	HHQ	HHQ (USSF, HQ FIELDCOM, and equivalents)
ESF*	SPC	Space Electromagnetic Warfare
ESD*	SPC	Space Electromagnetic Warfare Support
KS*	TEV	R&D, T&E, SSC
PS*	INT	Non-categorized Capabilities
PSA*	INT	All-Source Analysis
PST*	INT	Targeting
PSG*	INT	Geospatial
PSY*	INT	Cyber
PSE*	INT	SIGINT
PSP*	INT	OSINT
PSM*	INT	MASINT
PSC*	INT	Collection Management
TS*	TI	Training
XSF*	OSS	Non-categorized Capabilities
XSS*	OSS	Sensitive Security Management
5SA*	SPC	Space Domain Awareness-Space Based
5SB*	SPC	Space Domain Awareness-Ground Based
5SC*	SPC	Space Cyber Operations
5SD*	SPC	Satellite Control Network
5SL*	SPC	Space Launch and Range Operations
5SM*	SPC	Missile Warning/Tracking-Ground Based
5SN*	SPC	Missile Warning/Tracking-Space Based
5SP*	SPC	Missile Warning/Tracking-MGS & MCV
5SS*	SPC	MILSATCOM (AEHF/MILSTAR/EPS/WGS/DSCS III)
5SG*	SPC	GPS, PNT
5SW*	SPC	Weather, DMSP Operations
5SX*	SPC	Orbital Warfare
6S*	CYB	Communications, Maintenance
7S*	C2O	Command and Control (Delta 5)
9S*	HHQ	HHQ under FIELDCOM (other than Delta 5)

Attachment 3

DEPLOYMENT ECHELONS

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

Table A3.1. Deployment Echelons.

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

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